



Town of Groton, Connecticut

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Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager
860-441-6630

Meeting Minutes

Town Council

Mayor Rita M. Schmidt, Councilors Dean Antipas, Genevieve Cerf, Joe de la Cruz, Bruce S. Flax, Bob Frink, Rich Moravsik, Deborah L. Peruzzotti and Harry A. Watson

Tuesday, October 21, 2014

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

Members Present: Mayor Schmidt, Councilor Cerf, Councilor de la Cruz, Councilor Flax, Councilor Frink, Councilor Moravsik, Councilor Watson and Councilor Antipas
Members Absent: Councilor Peruzzotti

II. SALUTE TO THE FLAG

The Salute to the Flag was led by Phil Butta.

III. RECOGNITION, AWARDS & MEMORIALS

None.

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

Phil Butta, 282 Noank Ledyard Road, Mystic addressed the Town Council on the current status of the Community Kitchen. The Community Kitchen provides meals to needy residents of Groton. The members are volunteers from the community and area church members. It is the group's desire to find a permanent location for storage, preparation and service. They would like the Town Council to consider permitting the use of the kitchen and cafeteria at Fitch Middle School for the Community Kitchen to offer daily meals..

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

Mayor Schmidt agrees that the community certainly could benefit from a full time kitchen, and since the Sunshine Kitchen closed, this has been missed in the Town.

Councilor Cerf stated that Fitch Middle School has a lot of issues that need to be addressed before it can be used. She suggested that members of the Town Council volunteer at the churches to help out until a suitable space can be found or modification to Fitch be made to suit their needs.

VI. CONSENT CALENDAR

a. Approval of Minutes

2014-0282 Approval of Minutes (Town Council)

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of October 7, 2014 are hereby accepted and approved.

This Matter was Adopted on the Consent Calendar.

b. Administrative Items

2014-0276 Special Trust Fund Contributions

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

RESOLVED, that the Town Council hereby accepts contributions to the Town as follows:

Mary K. Smith - \$14.99 - Library Miscellaneous

Mystic Photography Group - \$25.00 - Library Miscellaneous

This Matter was Adopted on the Consent Calendar.

c. Deletions from the Town Council Referral List

2013-0156 Town Manager Annual Evaluation (2013)

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2014-0155 Town Manager Annual Evaluation (2014)

This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

2014-0198 Noank School Public Gardens - Update

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0265 Supportive Housing Program Grant

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0274 Assistant Animal Control Officer Position

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0277 Local Prevention Council Grant for Ledge Light Health District

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0278 Poquonnock Plains Park Temporary Lighting

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0279 Appointment of Members to Noank School Public Gardens Task Force/Committee

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0280 Office Technician Job Description

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

2014-0281 Port Security Grant

A motion was made that this matter be Deleted from Referral List - Action to be taken.

The motion carried unanimously

Passed The Consent Calendar

A motion was made to adopt the Consent Calendar, including all the preceding items marked as having been adopted on the Consent Calendar.

The motion carried unanimously

VII. COMMUNICATIONS & REPORTS (Other than Committee Reports)

a. Town Councilors

Councilor de la Cruz attended the 342nd graduating class of the Police Academy at Central Connecticut State University on September 17. Graduating were two Fitch graduates, Ryan Armstrong and Justin Urian, Sarah Romment from Stonington, and his cousin, Nick de la Cruz. Nick and Justin are both Police Officers for the Town of Groton. He attended his niece's graduation from the CT National Guard, 103 AFT on October 26th. He shared a personal story

about his son's struggle with addition to prescription drugs. He stressed the need for the community to be aware of this issue. He would like to educate the public on the signs of abuse and he offered himself as a contact for more information.

Councilor Frink attended a City Highway Budget Meeting on October 16th. He reported that the group has nearly completed their task. They have finished a 2014 cost comparison and have adopted a proposal to assist with next year's budget process. He would like to add this as an item for an upcoming COW meeting.

Councilor Moravsik also attended the City Highway Budget meeting and agreed that they need to formalize a proposal and present it to the Council. He attended a Steering Committee meeting for the procurement of the USS Groton Sail, the Groton Fall Festival and the Groton Long Point Annual Fall meeting.

Councilor Watson attended numerous Groton City Highway meetings, a Steering Committee meeting for the procurement of USS Groton Sail, and a CCM meeting where 130 towns were represented. He commented on a conversation that he had regarding the efforts of the Fitch Girl's Softball Team. They are working to raise money to purchase rings for their Class L State Championship.

Councilor Flax reported that the Fitch Girl's Softball Team held a fund raiser over the weekend selling t-shirt during the football games at Poquonnock Plains. He believes that they raised \$600, and that they are about \$500 short of funds to purchase the rings. He also attended the October RTM meeting.

Councilor Cerf commented on the Fitch Girl's Baseball Team raising funds. She suggested that the Town Council should consider matching funds when made aware of this type of fundraising effort. She stated that she attended the CCM meeting, where she was able to join a session presented by the Town's Auditor firm, Blum Shapiro. The presentation was an accounting program that preforms town to town financial comparisons. This data would be made available to the public through the State of Connecticut's website. She attended the Finance Committee meeting. She received a phone call from Bill Radicioni, of River Road, expressing his support for the repairs to the North Stonington Road bridge. She attended the Groton Long Point annual fall meeting, which focused on flood zoning changes and how it is effecting our shores and insurance rates. She commented on a drug awareness program that the Town had sponsored in the past. She suggested that the Town reestablish this program.

Councilor Watson explained that Ledge Light Health District has a coalition called the Groton Adolescent Substance Abuse Prevention (GASP) and suggested that they may have a program that might coincide with what action Councilor Cerf was requesting.

Mayor Schmidt attended the USS Groton Sail Committee Meeting reporting that Councilors Moravsik and Watson are busy looking for a location site to display the USS Groton Sail, if procured. She attended the Martin Luther King Scholarship Dinner, and the October RTM meeting.

b. Clerk of the Representative Town Meeting

The Town Clerk reported that the next RTM meeting will be November 12, 2014, if they have a meeting.

c. Clerk of the Council

The Town Clerk administered the oath of office to the new Assistant Animal Control Officer Eric Orkney.

d. Town Manager

The Town Manager reviewed a memo to the Council from Robert Palm supplying additional background information on the proposed membership for the Noank School Public Garden Task Force, a memo from the Chief of Police with statistics regarding animal control and the City of Groton 2013 Annual Report referring to Fire District statistics. He mentioned the change in the meeting schedule to Monday November 3. He reviewed items that will be addressed at the next Committee of the Whole Meeting. He will arrange a meeting with the Town Attorney on the City Highway budget. He will add a review of the Town's policy for recognition of student achievement to the COW agenda. For the 25th year, the Town has received the GFOA award for its budget book. He announced that there will be a event on October 30, 2014 in recognition of Doug Ackerman's retirement.

VIII. COMMITTEE REPORTS

a. Community Relations - Chairman de la Cruz

No meeting, no report.

b. Finance - Chairman Frink

Councilor Frink reported on the October 21, 2014 meeting where the committee unanimously voted to accept the Connecticut Department of Transportation DUI Enforcement Grant. The committee report is on file with the Town Clerk's office.

c. Personnel & Appointments - Chairman Flax

Councilor Flax reported that there wasn't a quorum for his meeting. Therefore, no meeting, no report.

d. Rules - Chairman Frink

No meeting, no report.

e. Committee of the Whole - Mayor Schmidt

She briefed the Council on the COW meeting and noted that all the items are on tonight's agenda.

IX. NEW BUSINESS

2013-0156 Town Manager Annual Evaluation (2013)

TOWN MANAGER ANNUAL EVALUATION

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

Councilor Frink will vote in favor of this resolution stating life is good in general in Groton. He praised the Town Manager on kept spending level. Councilor Flax shared his support of the motion and praised the Town Manager. Councilor de la Cruz shared his appreciation of the Town Manager. Councilor Cerf stated that she will support this motion and that she has an understanding of the hurdles facing Groton.. Councilor Watson stated that it has been his pleasure working closely with the Town Manager and that he did a formidable job.

The motion carried unanimously

2014-0155 Town Manager Annual Evaluation (2014)

RESOLUTION ADOPTING THE TOWN MANAGER'S COMPENSATION

WHEREAS, the Town Council is required to review the performance of the Town Manager on an annual basis, and

WHEREAS, Town Councilors have reviewed the performance of Town Manager Mark R. Oefinger for the periods of July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014, and

WHEREAS, the evaluation for the period July 1, 2012 through June 30, 2013 was undertaken by Councilors who were serving on the Town Council during that evaluation period (Mayor Schmidt and Councilors Flax, Somers, Peruzzotti, and Watson), and

WHEREAS, the evaluation for the period July 1, 2013 through June 30, 2014 was undertaken by all members of the current Town Council, and

WHEREAS, the Town Manager's overall performance for July 1, 2012 through June 30, 2013 was rated as exceeds expectations (4.44 out of 5), and

WHEREAS the Town Manager's overall performance for July 1, 2013 through June 30, 2014 was rated as meets expectations (3.9 out of 5), and

WHEREAS, the Town Manager has not received (FYE 08 and FYE 10) nor accepted (FYE 11) a salary increase in three out of the last five previous evaluation periods, and

WHEREAS, non-union personnel were budgeted to receive a 2.5% increase in FYE 14 and a 2.0% increase in FYE 15, now therefore be it

RESOLVED, that the Town Manager shall receive a 2.5% salary increase retroactive to July 1, 2013 and a 2.0% increase retroactive to July 1, 2014.

A motion was made by Councilor Watson, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2014-0198

Noank School Public Gardens - Update

RESOLUTION ESTABLISHING THE NOANK SCHOOL PUBLIC GARDENS TASK FORCE

WHEREAS, the Town Council established the Noank School Reuse Task Force in May 2008 to determine the statutory and other limitations on the Noank School property; inventory community needs that could be accommodated at the Noank School; make a recommendation as to whether or not the property should be permanently disposed of as surplus or reused to meet other public needs or leased to an outside concern; and recommend a plan to solicit reuse proposals for Town Council review; and

WHEREAS, at its meeting on November 1, 2011 the Town Council endorsed two of the three recommendations in the final report of the Task Force, specifically 1) The Noank School property remain publicly owned; and 2) As a publicly owned property the Noank Fire District be given a six month time frame to present a plan for the school and property, and

WHEREAS, the Town Council has reconfirmed their desire that the former Noank School property remain publicly owned and not be sold for private development purposes, and

WHEREAS, the Town Council has had ongoing discussions with members of the Noank School Public Gardens Group to establish public gardens on the former Noank School site, voting at first to enter into a lease and then a Memorandum of Understanding with the group, and

WHEREAS, members of the Noank School Public Gardens group and Town staff have had follow up discussions and are now of the opinion that leasing the property is not a viable alternative for the Noank School Public Gardens, and

WHEREAS, the Town Council is now of the opinion that the establishment of a Noank School Public Gardens Task Force to oversee Town-sanctioned public gardens on the former Noank Elementary School property is the most appropriate way to move the project forward, now therefore be it

RESOLVED, that the Town Council establishes the Noank School Public Gardens Task Force in accordance with the attached Guiding Document dated October 21, 2014.

Amended.

Councilor Antipas stated his objection to referencing the Noank Fire District. He suggested that the history is available and that the resolution should be amended.

MOTION TO AMEND to remove the first sentence in the third paragraph was made by Councilor Antipas, seconded by Councilor Flax.

Vote on Motion to Amend carried unanimously.

Councilor Frink explained his rationale in voting against the resolution. He hopes to see in the future, both the garden and appropriate sized senior housing sharing the property.

Councilor de la Cruz stated that this is a missed opportunity to bring tax money into the town and that he agrees with Councilor Frink.

Councilor Antipas voiced his understanding of the entire project from his perspective. He estimated the value and stated that keeping the land for public use is a great idea.

Councilor Flax believes that the town has plenty of time to see how things will work out, and that this decision is safe and beneficial to everyone.

Councilor Moravsik commented that there is still some dissension but hopes the project works.

Councilor Cerf moved the question, seconded by Councilor Watson and so voted unanimously.

The motion carried by the following vote:

Votes: In Favor: 6 - Mayor Schmidt, Councilor Cerf, Councilor Flax, Councilor Moravsik, Councilor Watson and Councilor Antipas
Opposed: 2 - Councilor de la Cruz and Councilor Frink

2014-0279 Appointment of Members to Noank School Public Gardens Task Force/Committee**APPOINTMENT OF MEMBERS TO NOANK SCHOOL PUBLIC GARDENS TASK FORCE**

WHEREAS, the Town Council has established the Noank School Public Gardens Task Force to oversee and manage the day-to-day functions of the Town-sanctioned public gardens at the former Noank School property, and

WHEREAS, a number of interested and qualified individuals have volunteered to serve on the Task Force, now therefore be it

RESOLVED, that the Town Council hereby appoints the following individuals to the Noank School Public Gardens Task Force:

Robert Palm, 108 Prospect Hill Road
Clint Wright, 24 Westview Avenue
Ernest Koschmieder, 377 Benham Road
Ray Johnson, 85 Prospect Hill Road
Leslie Evans, 45 Latham Street
Elisa Coppelman, 6 High Street
Robert Occhialini, 49 Prospect Hill Road

A motion was made by Councilor Cerf, seconded by Councilor Moravsik, that this matter be Adopted.

Councilor Cerf read and moved the resolution, seconded by Councilor Moravsik.

Councilor de la Cruz asked Mr. Palm if any of the local farmers have been asked to be a part of the group. Mr. Palm stated that they intend to include local farmers.

In answer to Councilor Frink's question, the chair of the Task Force will be voted on by the committee.

Councilor Cerf offered her congratulations for coming up with a really great group of volunteers to serve on the Task Force.

The motion carried unanimously

2014-0265

Supportive Housing Program Grant

RESOLUTION APPROVING TVCCA/HUD SUPPORTIVE HOUSING PROGRAM GRANT

WHEREAS, homelessness is being addressed on several fronts by numerous programs but remains an ongoing problem for Groton and neighboring communities, and

WHEREAS, homeless persons with disabilities and homeless families in which at least one member is disabled require extensive counseling, support and case management services, and

WHEREAS, the Supportive Housing Program, operated by Thames Valley Council for Community Action, Inc. (TVCCA) as the grantee of record with the Federal Department of Housing and Urban Development, provides funding to enable agencies and municipalities to provide counseling, support and case management services via participation in the Housing Collaborative Network, now therefore be it

RESOLVED, that the Town Council authorizes the Town Manager, Mark R. Oefinger, to enter into an agreement with TVCCA to accept grant funding in the amount of \$9,000 (or such an amount to be specified) to conduct a Supportive Housing Program in Groton via Groton Human Services for the period of February 1, 2015 through January 31, 2016 and to utilize said funding to supplant a portion of the salaries and related fringe benefits of selected Groton Human Services staff, who shall provide counseling, support and case management services to the specified Groton client population via participation in the Housing Collaborative Network.

A motion was made by Councilor de la Cruz, seconded by Councilor Moravsik, that this matter be Adopted.

Councilor de la Cruz read and moved the resolution, seconded by Moravsik.

The motion carried unanimously

2014-0274

Assistant Animal Control Officer Position

RESOLUTION AUTHORIZING A FULL-TIME ASSISTANT ANIMAL CONTROL OFFICER

WHEREAS, for the past few years the Town has been staffing the Animal Control Facility with one full-time Animal Control Officer and three part-time Assistant Animal Control Officers, and

WHEREAS, the Town has had difficulties retaining part-time Assistant Animal Control Officers because they leave for full-time positions in neighboring towns after receiving state-mandated training in Groton, and

WHEREAS, these departures have left the Town with a severe shortage of personnel to perform the required tasks associated with animal control requiring the use of patrol officers at times, and

WHEREAS, the Acting Chief of Police has recommended that two of the three part-time Assistant Animal Control Officer positions be combined into one full-time Assistant Animal Control Officer, and

WHEREAS, it is anticipated that the pay differential between the two part-time positions and the one full-time position can be covered in FYE 2015 by savings associated with vacant positions,

now therefore be it

RESOLVED, that the Town Council authorizes a full-time Assistant Animal Control Officer in the Police Department in lieu of two part-time Assistant Animal Control Officer positions.

A motion was made by Councilor Antipas, seconded by Councilor de la Cruz, that this matter be Adopted.

Councilor Antipas read and moved the resolution, seconded by Councilor de la Cruz.

Councilor Moravsik explained that he hadn't fully understood the workload until reading the memo from the Animal Control Officer and that now he sees that with the current work load of 1403 calls, the new full time position is justified. Councilor Flax reminded the Council of the FYE 2015 budgeted positions in the Police Department and feels as though midterm reports on personnel activity would be beneficial.

The motion carried unanimously

2014-0277 Local Prevention Council Grant for Ledge Light Health District

RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN A LOCAL PREVENTION COUNCIL GRANT FOR THE LEDGE LIGHT HEALTH DISTRICT

WHEREAS, the Ledge Light Health District can apply for a Local Prevention Council grant in the amount of \$5,675, and

WHEREAS, grant funds will be used by the Groton Alcohol and Substance Abuse Prevention (GASP) Coalition for programs designed to reduce the abuse of alcohol, tobacco, marijuana and prescription drugs in the Town of Groton, now therefore be it

RESOLVED, that the Town Council authorizes Town Manager Mark R. Oefinger to sign the Local Prevention Council Grant Application in the amount of \$5,675 for Ledge Light Health District.

A motion was made by Councilor Frink, seconded by Councilor de la Cruz, that this matter be Adopted.

Councilor Frink read and move the resolution, seconded by Councilor de la Cruz.

Councilor de la Cruz stated his support for the motion.

Councilor Cerf would like to hear from Ledge Light on their perspective on drug and alcohol issues in Groton.

In response to Council Frink, the Town Manager explained this grant is brought through the town and that Ledge Light receives many other grants on their own. He will let the Town Council know when the next GASP presentation is scheduled.

Watson stated that this is a small part of the many programs that Ledge Light offers and he suggest that Ledge Light could give a presentation.

Councilor De la Cruz will set something up with GASP under his committee and give a report to the Town Council.

The motion carried unanimously

2014-0278 Poquonnock Plains Park Temporary Lighting

RESOLUTION AUTHORIZING THE USE OF TEMPORARY LIGHTING AT POQUONNOCK PLAINS PARK FOR THE SOUTHERN NEW ENGLAND YOUTH FOOTBALL CONFERENCE SUPER BOWL GAMES

WHEREAS, the Groton Mystic Falcons Youth Football League (GMFYFL) is hosting the Southern New England Youth Football Conference (SNEYFC) Super Bowl games on Sunday, November 16,

2014 at Poquonnock Plains Park, and

WHEREAS, a typical SNEYFC Super Bowl schedule has games that start at 10:00 a.m. and run to approximately 6:00 p.m. with the possibility that overtime, other circumstances, or schedule changes may cause the games to run as late as 8:00 p.m., and

WHEREAS, sunset occurs at 4:30 p.m. on November 16th and lighting will be needed to complete the last game(s) of the day, now therefore be it

RESOLVED, that the Town Council authorizes the use of temporary lighting at Poquonnock Plains Park on November 16, 2014 for the SNEYFC Super Bowl games, and be it further

RESOLVED, that property owners abutting Poquonnock Plains Park will be notified about the event and use of lights by the GMFYFL.

A motion was made by Councilor Moravsik, seconded by Councilor Frink, that this matter be Adopted.

The motion carried unanimously

2014-0280

Office Technician Job Description

RESOLUTION APPROVING REVISED OFFICE TECHNICIAN JOB DESCRIPTION

WHEREAS, the retirement of a PC/Network Support Specialist I provided an opportunity to review the organizational needs of the Information Technology division, and

WHEREAS, the Manager of Information Technology has determined that an Office Technician would better address the division's needs, and

WHEREAS, the Office Technician job description has been updated so that the duties, responsibilities, and qualifications align with the anticipated needs of the Information Technology division, now therefore be it

RESOLVED, that the Town Council approves the job description for Office Technician as attached.

A motion was made by Councilor Cerf, seconded by Councilor Watson, that this matter be Adopted.

The motion carried unanimously

2014-0281

Port Security Grant

RESOLUTION AUTHORIZING APPLICATION FOR A PORT SECURITY GRANT FOR MARINE PATROL VESSEL MAINTENANCE

WHEREAS, the Port Security Grant Program (PSGP) makes grant funding available to law enforcement agencies to support enforcement/homeland security operations, and

WHEREAS, a grant would be used to fund the proper maintenance of the Group II, Port of New London Marine Group patrol/fire suppression vessels, now therefore be it

RESOLVED, that the Town Manager or his designated agent may apply for the Port Security Grant of \$25,000 for maintenance of the Group II, Port of New London Marine Group patrol/fire suppression vessels.

A motion was made by Councilor Watson, seconded by Councilor Antipas, that this matter be Adopted.

Councilor Cerf had asked for a detailed listing of the training that the officers who will be manning the vessel will receive. The Town Manger provided training information.

Mayor Schmidt explained that this resolution on maintenance rather than personnel.

The motion carried unanimously

X. OTHER BUSINESS

Councilor Frink reported that Councilor Flax's committee couldn't meet because they lacked a quorum. He stated that this is a recurring problem and asked for the authority to appointment alternate members.

Mayor Schmidt will refer this matter to the Rules Committee.

XI. ADJOURNMENT

A motion to adjourn at 9:04 pm. was made by Councilor Watson, and so voted unanimously.

Attest:

*Betsy Moukawsher, Town Clerk
Clerk of the Council*

NOANK SCHOOL PUBLIC GARDENS TASK FORCE GUIDING DOCUMENT

GENERAL:

The former Noank Elementary School property (“Site”) is comprised of approximately six acres of land. The Town Council’s current desire is that the Site remains publicly owned and not be sold for development purposes.

PURPOSE:

The purpose of the Noank School Public Gardens Task Force is to provide oversight and manage the day-to-day functions of Town sanctioned public gardens on the Site. The Task Force promotes the educational, cultural, and general welfare of the public through public gardens initiatives such as collaborating with Fitch High School and Grasso Tech to offer educational opportunities related to gardening for students.

The Site will remain open to, and is envisioned as a gathering spot for, the public, provided the Task Force may charge a fee to individuals who desire to rent individual gardening plots at the Site within an approximately two acre community garden to be located at the Site.

WORK PLAN/SCOPE/RESPONSIBILITIES:

Prior to January 1, 2016, the Task Force shall submit a work plan for the Site to the Town Council for approval, and thereafter on an annual basis. The work plan shall continue on an annual basis at the discretion of the Town Council.

The Task Force shall ensure that all applicable laws are complied with related to the public gardens at the Site, including but not limited to Noank zoning laws. The Task Force shall not permit public gardens activities to be carried out at the Site during the Town’s demolition of the school building on the Site. The Town will continue to maintain insurance on the Site, shall provide a water source to the Site, and will perform general maintenance at the Site (e.g., lawn mowing) in accordance with its normal customs and schedules, except that the Task Force shall perform all maintenance related to the public gardens. The Task Force shall practice sound organic principles to the fullest extent possible in connection with the public gardens. The gardens will be open from dawn to dusk. The public gardens shall be cost neutral to the Town.

REPORTING:

Unless otherwise directed by the Town Council, the Task Force shall provide the Town Council, through the Town Manager’s office, with written reports on a quarterly basis as to the progress of the work plan and any other noteworthy circumstances that have arisen outside the work plan related to the public gardens of which the Town Council should be apprised. In addition to the quarterly reports, the Task Force or representatives thereof shall update the Town Council on a semiannual basis in person as to

the same matters. The Task Force shall seek the Town Council's approval before engaging in any major activities on the Site outside the scope of the work plan. The Task Force may devise a membership system with respect to the public gardens, and may accept donations, engage in fundraising and/or sell gardening plots within the community garden at the Site, all proceeds of which shall be deposited into a special Noank Public Gardens fund with the Town and managed by the Task Force solely for utilization in carrying out the Purpose set forth above unless otherwise approved by the Town Council.

The Town Council hereby approves the following tentative work plan for the first year of the public gardens (through December 31, 2015):

- Establishment of a vegetable garden and orchard within the six (6) acre confines of the Site, as well as various green "rooms" within a two (2) acre community garden within the Site, in area(s) designated for such on the attached diagram. The expectation is to have a third of the property improved by 2016, half by 2017, and all programs underway by 2018;
- Fall 2014 kickoff event – layout of community garden;
- Late Fall/Winter 2014 - Plowing/community kick-off event [contingent on demolition of school being completed];
- Meeting with school superintendent, Grasso and Fitch principals: Before Thanksgiving break, 2014;
- Scrap metal fund-raising: January to March, 2014;
- Early crop planting, March 2015;
- Fruit tree planting: 20 trees by May, 2015;
- March, 2015: negotiate with Allied Tree and other companies to provide mulch, seaweed, oyster shells (Noank Oyster Co-op.);
- Fall 2015: Harvest fair/fundraiser to acquire outbuilding for storage, subject to Noank Zoning approval.

TOWN OF GROTON
Job Description

Job Title: **Office Technician**
Department: Town Manager
Reports to: Manager, Information Technology
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA/Level 6
Prepared By: H.R. Department
Prepared Date: December 5, 2001
Approved By: Town Council
Approved Date: December 11, 2001
Revision Date: October 2014

POSITION OVERVIEW

Under the direction of the Manager of Information Technology Services, provides technical and administrative support for the Information Technology division. Has responsibility for maintaining the daily Town Web site updates/posting. Other tasks include some database analysis, developing training materials, performing the nightly network backup operations, maintaining of multiple tracking/inventory databases. Administrative tasks include but not limited to the processing of invoices, check requests, purchase orders, purchasing supplies and equipment.

DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Provides help-desk support for workstation based applications locally and remotely via network interface. Assists in the design and administration of the town's computer training programs. Maintains the town's web site applying daily updates as necessary. Follows up on service ticket calls insuring for effective and timely delivery of service.

Prepares and distributes instructional documentation for network/workstation users and monitors network security procedures consistent with existing mainframe/server security. Schedules the nightly network backup operation. Maintains inventory supplies for Information Technology. Maintains multiple tracking and inventory databases for the department. Prepares specific and general reports as required. Performs general maintenance tasks; troubleshooting issues with of new and existing computer systems, peripheral equipment and general printer repairs located throughout the organization. Compiling and tracking data for monthly status reports. Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.

Analyzes, organizes and evaluates office operations and procedures, flow of correspondence, supply requisition and billing for the most efficient and effective work flow and timely delivery of service to the customer. May perform clerical accounting work of some complexity.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with an Associates Degree in Computer Science or related field with 3 – 5 years of progressively responsible administrative work. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of the stated education and experience requirements. Must possess strong organizational, writing, communication and verbal skills. Experience with Windows, Word, Excel, PowerPoint and troubleshooting workstations and printers is required. Working knowledge of Access, HTML, SQL, ASP and ASP.Net is desired, but not mandatory.

Criminal background, drug testing and driving record checks required prior to employment.

LICENSES AND CERTIFICATIONS

Must possess a valid driver's license

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, feel, handle and reach. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will routinely operate typical business office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.