

TOWN COUNCIL WEEKLY STATUS REPORT

October 04, 2012

 Volume 19, No. 40

UPCOMING MEETINGS

- Tuesday, October 9th, Town Council Group I, 6:00 p.m., Town Hall Annex, CR1
- Tuesday, October 9th, Town Council Committee of the Whole, 7:00 p.m., Town Hall Annex, CR1
- Wednesday, October 10th, RTM, 7:30 p.m., Senior Center
- Saturday, October 13th, Town Council Committee of the Whole Special Meeting, 9:00 a.m., Senior Center

TOWN OFFICES CLOSED

Please be advised that all Groton Town offices will be closed on Monday, October, 8th in observance of Columbus Day. Enjoy a safe holiday with family and friends.

ENERGY ACTION PLAN TO BE PRESENTED

Peregrine Energy Group, the Town's consultant for its *Energy Efficiency and Conservation Action Plan*, will be presenting the draft plan at a special meeting of the Committee of Chairpersons on October 15th at 6:30 p.m. in the Town Hall Annex. The Plan was part of a series of actions the Town completed as part of an Energy Efficiency and Conservation Block Grant the Town received. OPDS coordinated the study effort, which focused on evaluating and assessing municipal buildings, school facilities and Town policies and procedures regarding energy efficiency to develop a succinct plan of action for the Town.

Interested parties, agencies, boards and commissions are being invited to attend this informative event. The Town Council, the Board of Education and its staff will be invited to the presentation as well. The meeting is also open to the public and the Town will televise the event for public access and information.

SENIOR CENTER UPDATES

The Groton Senior Center will be hosting a Flu Shot Clinic at the Senior Center on October 18th from 9:00 a.m. until noon. The Visiting Nurse Association (VNA) of Southeastern Connecticut will be giving the vaccines. All ages are welcome and no appointment is necessary. Be sure to bring all insurance information with you.

The Computer Learning Center at the Groton Senior Center continues to offer the Thursday Morning Tech Talk program. This program discusses single topics such as organizing your files or setting up an e-mail account each week. Cost is \$1.00. Topics for October include “Do you want to know what the Cloud is?” on October 11th, “A Preview of What’s in Microsoft Office 2013” on October 18th and “Microsoft Office Favorite Shortcuts” on October 25th. No registration is required.

GROTON PUBLIC SCHOOLS – GROTON PUBLIC LIBRARY BOOK DISCUSSION GROUP

The Groton Public Schools and Groton Public Library are collaborating on a book discussion series for parents and community members featuring titles suggested by Groton educators. Whether it’s teaching with “poverty in mind,” developing a deeper understanding of the “boy adrift” or the “Cinderella girl,” or having the courageous conversation about why our “black kids sit together in the cafeteria,” these books were chosen to foster the productive exchanges that will help guide our choices as a school system and to cultivate understanding. All of the discussions are moderated by Groton school administrators and take place at the Library at 7:00 p.m.

The series started on October 4th with *Schools Cannot Do It Alone* by Jamie Vollmer. It continues with *Teaching with Poverty in Mind* on Tuesday, October 23rd and *Flip Your Classroom* on Tuesday, November 20th. Future titles include *The Bully, the Bullied, and the Bystander* on Thursday, December 13th; *The Global Achievement Gap* on Thursday, January 24th; *Why Are the Black Kids Sitting Together in the Cafeteria* on Tuesday, February 26th; and *Cinderella Ate My Daughter* on Thursday, March 21st. The series concludes with *Boys Adrift* on Tuesday, April 23rd and *Outliers* on Tuesday, May 28th.

A limited number of copies are available to be checked out at the Library. Attendees with a valid library card will also have the opportunity to borrow a

Kindle loaded with the titles. The Kindles were purchased with a grant from the Community Foundation of Eastern Connecticut.

OTHER ATTACHMENTS

1. Attachment 1 is an invitation to attend the 237th Birthday of the Navy, to be held on Friday, October 12th at 9:00 a.m. at the Historic Ship Nautilus and Submarine Force Museum. Special guest speaker will be Dr. Marc Wortman, author of "The Millionaires' Unit". The celebration will include a ceremonial bell ringing; a cake cutting; colors presented by the Silver Dolphin Color Guard from Naval Submarine School; and, music by Groton's West Side Middle School Band. This event is free and open to the public.
2. Attachment 2 is an invitation to attend the Old Mystic Fire Department's 175th Anniversary of the Reliance Fire Co. No.1, to be held on Saturday, October 13th from 11:00 a.m. to 3:00 p.m. at the Old Mystic Fire Department Station 1 at 21 North Stonington Road in Mystic.
3. Attachment 3 is an invitation to attend the 3rd Annual Military Appreciation Breakfast, to be held on October 19th from 7:45 a.m. to 9:00 a.m. at the Mystic Marriott. Please call the Eastern Connecticut Chamber of Commerce for reservations at 860-701-9113.
4. Attachment 4 is an invitation to attend the 30th Annual CCM Convention and Exposition, to be held on Tuesday, October 23rd from 8:00 a.m. to 4:00 p.m. at the Connecticut Convention Center in Hartford. Keynote speaker will be Peter C. Lemon recipient of the Medal of Honor.
5. Attachment 5 is a copy of the closure schedule for the Mystic River Bridge. The Bridge will be closed to vehicular, pedestrian and marine traffic from 7:00 a.m. on Thursday, November 1st until 1:00 p.m. on Saturday, November 3rd. Businesses will remain open as well as Route 1 on either side of the bridge. The bridge will reopen to vehicular and pedestrian traffic on Saturday, November 3rd. The river channel will remain restricted through April 15th.

6. Attachment 6 is an invitation to attend Fairview Antiques and Collectibles Auction, to be held on Saturday, November 3rd at 6:00 p.m. at Bromfield-Wilson Auditorium at Fairview, 235 Lestertown Road. Tickets are \$25.00.
7. Attachment 7 is a copy of the Town Attorney client summary sheets for the month of August.
8. Attachment 8 is a copy of a letter from Deb Monahan, Executive Director of Thames Valley Council for Community Action, Inc. (TVCCA) regarding the continued reduction of Meals-on-Wheels service from five days a week to four days a week, with no service on Mondays.
9. Attachment 9 is an e-mail from Hugh Hayward from Connecticut Department of Transportation (DOT) concerning the status of the Mystic Streetscape Phase II Funding obligation. Follow up discussions with the Department of Transportation (DOT) indicate that the loss of Federal Fiscal Year FFY12 funds for the project should not impact the schedule for the project and that FFY13 funds are available.
10. Attachment 10 is a memo from Gary Schneider, Director of Public Works, providing an update on the Crystal Lake Road Project.

MONTHLY MANAGEMENT REPORTS

1. Finance (April – August):
 - The Purchasing Agent in collaboration with the fuel consortium locked in fuel prices for the fiscal year beginning on July 1, 2012. For #2 heating oil was locked in at \$3.1817, diesel at \$3.2278 and unleaded at \$3.0459. The budgeted unit prices in the FYE 2013 Adopted Budget are: \$3.2577, \$3.3189 and \$3.0383 respectively.
 - The Accounting Manager met with Patrick Murphy and Kathleen Byrne from Citizens Bank. Ms. Byrne is the new case management representative for Citizens. Achieve Access, an internet based debit blocking service for all accounts, is a new product that was available and discussed.
 - Accounting created spreadsheets to track the expenditures for the Middle School consolidation.
 - 10 businesses will be contacted for an audit of business personal property by Charles Feldman and Associates.

- Beginning with the 2011 grand list, the Office of Policy and Management shifted the audit of qualified manufacturing machinery and equipment to the Assessor's Office. As a result, staff prepared and instituted a new working schedule to review items under consideration for exemption.
- Taxpayers who wanted to dispute the assessments on their motor vehicle bills were directed to contact the Assessor's Office at the end of August for the September Board of Assessment Appeal schedule.
- The Purchasing Agent met with Mark Malcarne from Tremco, a company based in Deep River, which specializes in roof installation, restoration and life extension as well as waterproofing issues with brick walls, below grade windows and other surfaces that have water issues.
- The Purchasing Agent participated in an on-line demonstration of WebQA software, which involved several different modules including purchasing, contracting, work order scheduling and economic development.

2. Planning and Development Services (July):

- The Energy Efficiency and Conservation Action Plan, funded under the Energy Efficiency and Conservation Block Grant, moved forward as municipal facilities were assessed and visited.
- The Director coordinated a utilities meeting for Phase II of the streetscape project with CL&P, Aquarion Water, Comcast, TVC, AT&T and CONNDOT.
- Significant time was spent resolving the boundary issues and other survey requirements raised by D.E.E.P. to finalize the open space grant for the Spicer/Pulaski properties on Thomas Road.
- The Zoning Commission approved a 5-year extension of Special Permit #284 for material excavation at the Ceravolo Property.
- The Planning Commission approved a Montessori daycare school in an existing church at 200 Hazelnut Hill Road and they agreed to send comments to the State Siting Council regarding proposed State regulations for wind turbine facilities.
- A building permit was issued for exterior restoration and preservation at Mystic and Noank Library located at 40 Library Street.
- The Economic Development Specialist continued to work with representatives of Pfizer and Jonathan Putnam, Executive Director of Cushman and Wakefield, the realtor for the available Pfizer Buildings, on ways to market the available space.
- Work continued with the Economic Development Commission Web Site Subcommittee, IT staff and a consultant to complete the update to the

Economic Development portion of the Town's web site, following the consultant's final input.

- The Economic Development Specialist attended the Connecticut Community Investment Corporation Annual Meeting and the Connecticut Innovations Conference in Montville.

Attachments

MRO:sw

Distinguished Friends of the Navy in SECT,

On behalf of CAPT Marc Denno, Commanding Officer, Naval Submarine Base New London, I invite you to a special base event:

The Navy in the Southeastern Connecticut area will celebrate the 237th Birthday of the Navy during a celebration at 9 a.m., Friday, October 12, at the Historic Ship Nautilus and Submarine Force Museum.

On October 13, 1775, the Continental Congress, meeting in Philadelphia, Pennsylvania, voted to send two swift-sailing, armed vessels to cruise against transports carrying munitions to the British Army in America. The Continental Navy began the proud tradition that is carried on today by our United States Navy.

The Birthday Celebration will include a ceremonial bell ringing; a cake cutting; colors presented by the Silver Dolphin Color Guard from Naval Submarine School; and, music by Groton's West Side Middle School Band.

Special Guest Speaker for the event will be Dr. Marc Wortman, author of "The Millionaires' Unit." The book details the story of what is considered the first Naval Air Reserve Unit which was established at Yale University just prior to the U.S. entry into the First World War.

The Birthday Celebration is free and open to the public, so we would also respectfully request your assistance in passing along invitations to friends of the Navy and SUBASE that you see fit.

Uniform for military attendees is Uniform of the Day.

If there are any questions that we may be able to answer, please do not hesitate to ask.

Thanking you in advance, and looking forward to the possibility of your attendance,

V/R
Chris Zendan
Public Affairs Officer
SUBASE New London
Ph: DSN 694-5980, or Comm. 860-694-5980
E-mail: chris.zendan@navy.mil



Old Mystic Fire Department
Reliance Fire Co. #1



Serving the community for 175 years.

Please join the
Old Mystic Fire Department
in celebrating the
175th Anniversary
of the
Reliance Fire Co. No. 1

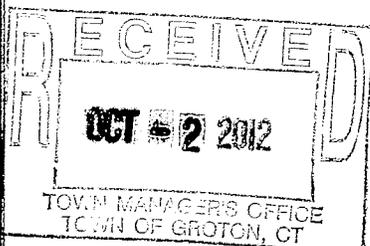
Saturday, October 13, 2012

11 am – 3 pm

Old Mystic Fire Department Station 1

21 North Stonington Road

Mystic



Fire safety demonstrations

Fire prevention education

Food & entertainment

*Food and toy drive to benefit the Pawcatuck Neighborhood Center and
Groton Department of Human Services*

3rd Annual Military Appreciation Breakfast

Time and

Date:

10/19/2012
7:45 AM TO 9:00
AM

Location:

Mystic Marriott Hotel & Spa
625 North Road (Route 117)
Groton, CT 06340

[Register Now](#)

[Current Weather](#)
[Event Location Map](#)

Event Description:

Please join us for the **3rd Annual Military Appreciation Breakfast**. This important event gives the local business community an opportunity to show their gratitude and support for service members in eastern Connecticut.

The morning will feature performances by the United States Coast Guard, the presentation of the Military Community Support Award, as well as remarks from senior service representatives from the U.S. Navy, U.S. Marine Corp, U.S. Coast Guard Academy, U.S. Army and U.S. Air Force. We will also be honoring all veterans present.

Cost:

\$17 members
\$25 nonmember
A \$5 fee will be applied to all walk-ins.

Cancellation Policy: Notice must be given at least three business days prior to the event. No shows or those unable to cancel in time will be billed. To cancel, please call the Chamber at 860-701-9113.

Directions:

Need more information?

If you need more information about this event, please complete the fields below:

Your Email Address: _____

Your Name: _____

Question / Comment: _____

[Send](#) 

For general inquiries email us at: webmaster@chamberect.com

Event Sponsor(s):



Set a Reminder:

Don't Forget 

Your Email Address

Remind me 1 day(s) prior to the event date.

[Save All Reminders](#) ▶



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Job Bank

CCM Member Services Staff

Internship Job Bank

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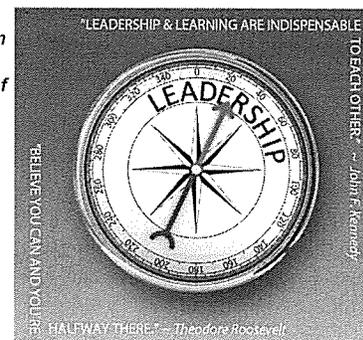


CCM leads the way as "The Voice of Local Government" for Connecticut towns and cities.

Convention Overview

On October 23, 2012 join more than 1,000 attendees, including local government leaders from throughout the state and companies providing the best in services to towns and cities, for a full-day of informative workshops, interactive discussions, and networking opportunities.

Keynote Session: Peter C. Lemon
Workshops
Networking
Municipal Marketplace
Food/Entertainment/Raffles



Convention Schedule

8:00 am - 4:00 pm *Exhibit Hall*

8:00 am - 9:00 am *Exhibit Hall:*
Member's Only Breakfast

8:00 am - 9:30 am *Exhibit Hall:*
Continental Breakfast/Product Showcase

10:00 am - 11:00 am
Keynote:
Peter C. Lemon

11:15 am - 12:15 pm
Workshop Session A
Track 1: Leadership in Action
Track 2: The Future is Now
Track 3: Managing the Change
Track 4: The Fiscal Bottom Line
Track 5: Championing Progress

12:15 pm - 1:30 pm
Lunch - Ballroom B&C
Dessert - Exhibit Hall A

1:45 pm - 2:55 pm
Workshop Session B
Track 1: Leadership in Action
Track 2: The Future is Now
 Planning
Track 3: Managing the Change
Track 4: The Fiscal Bottom Line
Track 5: Championing Progress

A1 - State Commissioners' Roundtable
 A2 - Economic Development & Your Community's Future
 A3 - Municipalities' Most Wanted: Law Update
 A4 - Local Budgeting: Fade to Black
 A5 - Extra Extra: Tweet All About It!

B1 - Municipal CEO Roundtable
 B2 - Just Over the Horizon: What's New in Land Use & Zoning
 B3 - Legal Pitfalls Municipal Leaders Should Avoid
 B4 - Check-Up: Lowering Costs & Improving Wellness
 B5 - Our Brothers' Keepers: Intra & Inter-Municipal Collaboration



3:20 pm - 4:30 pm

Workshop Session C

Track 1: Leadership in Action

C1 - Risk Exists

Track 2: The Future is Now

C2 - The Housing Market Has Changed! Your Town Can

Benefit

By Changing with It!

Track 3: Managing the Change

C3 - Does it Pass the Test: Education Reform

Track 4: The Fiscal Bottom Line

C4 - Municipal Labor Relations: Preserving and Enhancing Managerial Flexibility

Track 5: Championing Progress

C5 - Whither the Future of CT RPOs?

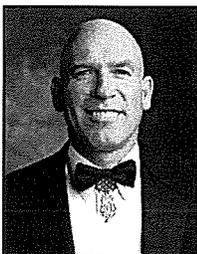
4:30 pm - 6:00 pm

Reception on Esplanade

Please [click here](#) for the Registration Form.

Please [click here](#) for the list of companies exhibiting at the Convention.

Keynote Speaker



PETER C. LEMON - Recipient of America's highest military award: the Medal of Honor. Born in Canada, he is also the recipient of the "Outstanding American by Choice" award.

Mr. Lemon is among the most dynamic public speakers of our time. An ambassador of courage, determination and triumph, his talks profoundly enrich the lives of others.

Mr. Lemon is one of the youngest surviving recipients of America's highest military award, the Medal of Honor, for assisting in saving the lives of his team in Vietnam. Entertaining audiences as a professional speaker for over fourteen years, a successful insurance and construction entrepreneur for almost three

decades, an acclaimed author and executive producer of the Emmy winning documentary Beyond the Medal of Honor, he speaks from real life experiences.

The President of the United States, Barack Obama, presented Mr. Lemon the coveted "Outstanding American by Choice" award in a 2009 White House ceremony recognizing his life of professional achievement and civic contribution.

Mr. Lemon is an inductee in the elite "Ranger Hall of Fame", holds a Bachelor's Degree in Speech, a Master of Science degree in Business Administration and was proclaimed "Humanitarian Alumni of the Year" at his graduate alma mater. His book and documentary have been donated to every high school in the nation to inspire our children. Mr. Lemon continues to volunteer his time with our youth, advocating positive decisions and motivating them to live their dreams.

Mr. Lemon's passion for life is contagious. In his spirited, charismatic 'storyteller' style, Mr. Lemon challenges and encourages us to make a difference, impacting the way we think, live and work. He will have a special message for CT's municipal leaders.

"Serving Individuals and Organizations that Encourage Success and Inspire Their People"

Registration

Please [click here](#) for the Registration Form.

Exhibitor Information

For exhibit booth sales, please contact Kevin Maloney at kmaloney@ccm-ct.org.

[Click here](#) for exhibitor information. [Click here](#) to view current exhibitors.

For sponsorship opportunities, please contact Gina Calabro at gcalabro@ccm-ct.org or download the [Sponsorship Brochure](#).

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Connecticut Conference of Municipalities

900 Chapel Street, 9th Floor * New Haven, CT 06510 * Ph: (203) 498-3000 * Fax: (203) 562-6314

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CCM Annual Convention Registration

Tuesday, October 23, 2012

8:30 am - 5:30 pm

Connecticut Convention Center, Hartford, CT



Registration Fees:

CCM Member Municipalities	Convention Fee
Per Municipal Registrant	
Postmarked by October 12th	\$60
October 13-23	\$120

Non-Member Municipalities	Convention Fee
Per Municipal Registrant	
Postmarked by September 7th	\$120
Postmarked by October 12th	\$175
October 13-23	\$300

Parking:

Parking is *not* included in the Convention Only registration fee. Discount parking coupons will be distributed at registration on Oct. 23. Maximum parking fee is \$11 with coupon. Do not send payment for parking to CCM. All parkers must present payment, coupon, and parking ticket to LAZ Parking upon exiting the garage.

To register and pay by check or credit card, please either download the registration form or print this page and use the form below:

Name: _____

Phone: _____

Position: _____

City/Town: _____

Address: _____

E-mail Address: _____

Vegetarian Lunch: Yes No

Payment:

Payment of \$ _____ is enclosed for _____ people. *(Full payment must be enclosed with registration)*

Payment (check or money order payable to "CCM") is enclosed.

Credit Card (please circle) VISA MasterCard Discover AMEX

Credit Card # _____

Exp. Date: _____ 3 or 4 digit security code: _____

Mail to:

CCM Convention 2012
900 Chapel Street, 9th floor
New Haven, CT 06510-2807

Fax to:

CCM Convention 2012
Atten: Barbara Ryan
203-498-5837

Questions? Call or e-mail Barbara Ryan at 203-498-3015 or bryan@ccm-ct.org

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Connecticut Conference of Municipalities

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Notice of Bridge/Road Closure:

The Department of Transportation is announcing that the Mystic River Bridge in Mystic, CT will be closed to vehicular, pedestrian, and marine traffic from 7 a.m. on November 1, 2012 until 1:00 p.m. on November 3, 2012. Businesses will remain open as well as Route 1 on either side of the bridge. The bridge will reopen to vehicular and pedestrian traffic on November 3, 2012; however, the river channel will remain restricted through April 15, 2013.

Through traffic will be detoured from Route 1 to I-95 along Allyn Street (State Hwy 614) in Groton and Route 27 in Stonington. Local traffic and visitors to Mystic will be able to navigate and park along Route 1. Traffic signs and other devices will be used to warn motorists of the bridge closure and to guide motorists along the detour route.

This scheduled closure is required to install a vehicle barrier gate system that spans Route 1 on the Stonington side of the bridge.

The project was awarded to Cianbro Corporation of Bloomfield, CT at a cost of \$14.8 million and is scheduled for completion in May 2013.

**Mystic River Bridge
Rehabilitation
Two Week Look Ahead**

Date Activity	10/29/2012	10/30/2012	10/31/2012	54 Hour Roadway & Navigation Channel Outage for Barrier Gate Installation 12 hour shifts beginning at 7am Thursday 11/1/2012				
	Mon	Tues	Wed	11/1/2012 Thurs Day	11/1/2012 Thurs Night	11/2/2012 Fri Day	11/2/2012 Fri Night	11/3/2012 Sat Day
Deliveries								
Equipment				Open Bascule Span & Move Dignity Barge & material barge into Position to Set Barrier Gate Vault	Dignity Barge in Navigation Channel - Bascule Span Open	Dignity Barge in Navigation Channel - Bascule Span Open	Move Dignity Barge out of Channel and Close Bascule Span	
Tides				High: 11:13am Low: 5:18am	High: 11:42pm Low: 6:07pm	High: 11:58am Low: 5:59am	High: Low: 6:51pm	High: 12:30am Low: 6:44am
Site Work	Sawcut Pavement Prep for 54hr Outage	Sawcut Pavement Prep for 54hr Outage	Sawcut Pavement Prep for 54hr Outage	Excavate Roadway for Barrier Gate Vault Install	Complete Excavation, Set Barrier Gate Vault & Back Fill	Install Barrier Gate Hydraulics, Set Barrier Gate Deck Panels & Barrier Gate Steel	Back fill to subgrade	Pave Roadway Outage Complete 1pm
Demolition	Prep Control House for Demo	Prep Control House for Demo	Prep Control House for Demo					

Fairview

Odd Fellows Home of Connecticut
requests the pleasure of your company
at its tenth annual

ANTIQUES & COLLECTIBLES AUCTION

Saturday evening, November 3, 2012

live auction preview: 6:00 – 7:00 p.m. — auction begins at 7:00 p.m.

silent auction ends at 6:45 p.m.

Bromfield – Wilson Auditorium at Fairview
235 Lestertown Road, Groton, Connecticut

www.oddfellowsct.com

turn me over, please!

SPONSORSHIP OPPORTUNITIES

Lead Sponsor: \$7,500 WELCOME REBEKAH LODGE #47, I.O.O.F.

Platinum Sponsor: \$5,000 GROTON UTILITIES

Gold Sponsor: \$1,000 - \$2,500 – ½ page ad in program booklet and six tickets

Silver Sponsor: \$500 - \$999 – ¼ page ad in program booklet and four tickets

Bronze Sponsor: \$200 - \$499 – listing as sponsor in program booklet and two tickets

name: _____

address: _____

city: _____ state: _____ zip: _____

phone: _____ sponsorship level \$ _____

how you would like your acknowledgement to read in the program:

number of individual tickets at \$25 _____ reserve a table of six for \$150 _____

I am unable to attend but would like to make a contribution of \$ _____

Please make your check payable to **Fairview** and return it in the enclosed envelope.

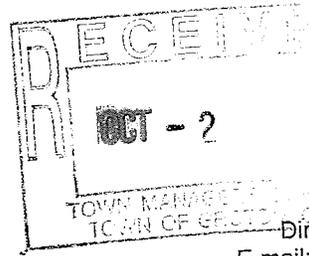
If you have any questions, please call David Brown at 860 448-4722.

Please register early and advise us if you require seating for the handicapped!

Suisman Shapiro

Attorneys-At-Law

Weekly Status Report
October 04, 2012
ATTACHMENT 7



Eileen C. Duggan
Direct Dial: (860) 271-2241
E-mail: eduggan@sswbgg.com

ATTORNEY WORK PRODUCT PRIVILEGED/CONFIDENTIAL

Matthew E. Auger
Raymond L. Baribeault, Jr.
James P. Berryman
Michael A. Blanchard
Eric W. Callahan
Michael P. Carey
Jonn A. Collins, III
Jeanette M. Dostie
Eileen C. Duggan
Bryan P. Fiengo
Lawrence J. Greenberg
Jeffrey W. Hill
Carolyn P. Kelly
Robert B. Keville
Hinda K. Kimmel
Erin C. O'Leary
Matthew Shafner
Robert G. Tukey

In Memoriam
Andrew J. Brand
James F. Brennan
James J. Courtney
L. Patrick Gray, III
Michael V. Sage
Max M. Shapiro
Charles J. Suisman
Louis C. Wool

Of Counsel
Richard A. Schatz
Thomas B. Wilson

September 27, 2012

Salvatore M. Pandolfo, Finance Director
Town of Groton
45 Fort Hill Road
Groton, CT 06340

Re: Town of Groton
August 2012 Invoices
Invoice Date: September 26, 2012

Dear Sal:

Enclosed please find the client summary sheets and invoices for services rendered and costs advanced during the August 2012 billing period.

I trust that you will find the invoices to be in order, but please do not hesitate to contact me should you have questions or concerns regarding the enclosed. Thank you for allowing Suisman Shapiro the opportunity to be of service to the Town of Groton.

Very truly yours,

Eileen C. Duggan

:lmd
Enclosures

cc: Mark Oefinger, Town Manager (Enclosure: Client Summary only)

A Tradition of Innovative Solutions

Suisman, Shapiro, Wool, Brennan, Gray & Greenberg, P.C.
2 Union Plaza, Suite 200 • P.O. Box 1591, New London, CT 06320
860-442-4416 • Fax 860-442-0495 • www.suismanshapiro.com

Suisman, Shapiro, Wool, Brennan, Gray & Greenberg
 Suite 200, 2 Union Plaza
 P.O. BOX 1591
 New London, CT 06320

Invoice Date 9/26/2012

Town of Groton
 45 Fort Hill Road
 Groton, CT 06320

Client Summary

Freedom of Information

Freedom of Information

Sub-total

Labor, Employment and Pension

Labor Miscellaneous
 Police General Labor File
 Public Works (Steelworkers) General Labor File
 AFSCME Council 4 Supervisors General Labor File
 Police 2011 Negotiations
 GMEA 2011 Negotiations
 Steel Workers (Public Works) 2011 Negotiations
 Telecommunicators - GLF
 Telecommunicators - Negotiations 2011

Matter Number	Fees	Costs	Discounts	Sub-Total	Total
599	\$ 15.00	\$ -	\$ -	\$ 15.00	\$ 15.00
	\$ 15.00	\$ -	\$ -	\$ -	\$ -
Matter Number	Fees	Costs	Discounts	Sub-Total	
9	\$ 540.00	\$ -	\$ -	\$ 540.00	
30907	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00	
31402	\$ 1,305.00	\$ -	\$ -	\$ 1,305.00	
39379	\$ 360.00	\$ -	\$ -	\$ 360.00	
47230	\$ 29.00	\$ -	\$ -	\$ 29.00	
47231	\$ 1,682.00	\$ -	\$ -	\$ 1,682.00	
47232	\$ 29.00	\$ -	\$ -	\$ 29.00	
47370	\$ 30.00	\$ -	\$ -	\$ 30.00	
47371	\$ 645.00	\$ -	\$ -	\$ 645.00	
	\$ 5,700.00	\$ -	\$ -	\$ -	\$ 5,700.00

Sub-total

Land Use/Zoning

	Matter Number	Fees	Costs	Discounts	Sub-Total
Office of Planning & Development Services Misc.	1309	\$ 3,015.00	\$ -	\$ -	\$ 3,015.00
Michael & Linda Berg (53 Roberts Road)	42724	\$ 30.00	\$ -	\$ -	\$ 30.00
Roderick Desmarais (81 High St.)	42792	\$ 30.00	\$ -	\$ -	\$ 30.00
James Turner (11 Norfolk Court)	42870	\$ 105.00	\$ -	\$ -	\$ 105.00
Robert F. William T, & Richard A Whittle	42873	\$ 150.00	\$ 190.83	\$ -	\$ 340.83
217 Thames Inc. (227 Thames Street)	42945	\$ 240.00	\$ -	\$ -	\$ 240.00
Groton Zoning/Wetland Enforcement - Misc.	43340	\$ 225.00	\$ -	\$ -	\$ 225.00
Stephen Woodruff, 901 Rt 12	43376	\$ 75.00	\$ -	\$ -	\$ 75.00
Building Code Enforcement	43410	\$ 270.00	\$ -	\$ -	\$ 270.00
John Crandall / Lambtown Development LLC	43617	\$ 345.00	\$ -	\$ -	\$ 345.00
Burnett's Corners Preservation Society, Inc.	47403	\$ 2,685.00	\$ 108.20	\$ -	\$ 2,793.20
Mystic Streetscape 2011	47730	\$ 525.00	\$ 1,275.00	\$ -	\$ 1,800.00
The Stop & Shop Supermarket Co. LLC	47787	\$ 30.00	\$ 567.38	\$ -	\$ 597.38
Kenneth Berg - 0 Azalea Drive & 44 Hillcrest Road	48090	\$ 600.00	\$ -	\$ -	\$ 600.00
Robert F. William T, & Richard A Whittle - 2nd Appeal	48788	\$ 60.00	\$ -	\$ -	\$ 60.00
Albert S. Turner - 3rd Whittle Appeal	48792	\$ 60.00	\$ -	\$ -	\$ 60.00
Robert Mayer - Appeal from Groton ZBA	49111	\$ 255.00	\$ -	\$ -	\$ 255.00
Robert Mayer - Appeal from Groton Historic District	49112	\$ 660.00	\$ -	\$ -	\$ 660.00
Sub-total		\$ 9,360.00	\$ 2,141.41	\$ -	\$ 11,501.41

Miscellaneous

	Matter Number	Fees	Costs	Discounts	Sub-Total
Miscellaneous (General)	1653	\$ 4,575.00	\$ 850.00	\$ -	\$ 5,425.00
Ethics Code 2009- 2010	45626	\$ 45.00	\$ -	\$ -	\$ 45.00
Comcast, Thames Valley Comm., SE CT TV & DPUC	46672	\$ 1,050.00	\$ -	\$ -	\$ 1,050.00
Sub-total		\$ 5,670.00	\$ 850.00	\$ -	\$ 6,520.00

Tax Appeals

Matter Number	Fees	Costs	Discounts	Sub-Total
1782	\$ 2,595.00	-	-	\$ 2,595.00
Miscellaneous Tax Appeal Matters				
48232	\$ 540.00	-	-	\$ 540.00
2011 Revaluation & Tax Appeals				
48922	\$ 15.00	-	-	\$ 15.00
Khalid Investment Group, LLC				
48924	\$ 75.00	-	-	\$ 75.00
Leslie Acquaviva (2011 tax appeal)				
48965	\$ 270.00	-	-	\$ 270.00
William E. Millsom				
49009	\$ 135.00	-	-	\$ 135.00
Robert M. Ostieski				
49070	\$ 15.00	-	-	\$ 15.00
Shennecossett Yacht Club, Inc				
49072	\$ 15.00	-	-	\$ 15.00
Norman Dik Glass				
49078	\$ 105.00	-	-	\$ 105.00
Beth A. Steele				
49079	\$ 120.00	-	-	\$ 120.00
E. Magruder & Helen M. Passano, Jr.				
49084	\$ 105.00	-	-	\$ 105.00
James G. & Carolyn T. Hudkins				
49085	\$ 30.00	-	-	\$ 30.00
Jeffrey & Suzanne Walker				
49086	\$ 30.00	-	-	\$ 30.00
Mark & Ami Belsky				
49099	\$ 15.00	-	-	\$ 15.00
Leo Antonino - Tax Appeal				
49100	\$ -	330.00	-	\$ 330.00
Just in Case, LLC - Tax Appeal				
49101	\$ 30.00	-	-	\$ 30.00
Girard Motors, Inc.- Tax Appeal				
49102	\$ 45.00	-	-	\$ 45.00
R. Scott Smith - Tax Appeal				
49103	\$ 15.00	-	-	\$ 15.00
Glen P. & Lisa M. Aldrich - Tax Appeal				
49120	\$ 15.00	-	-	\$ 15.00
Stephen & Donna Morrisett - Tax Appeal				
49121	\$ 45.00	-	-	\$ 45.00
Roif & Elizabeth Glasfeld				
49122	\$ 30.00	-	-	\$ 30.00
Janice King Marsan, Individually & as Trustee				
49123	\$ 15.00	-	-	\$ 15.00
245 West Shore Ave, LLC acting by Henry B.C. Low				
49135	\$ 45.00	-	-	\$ 45.00
Exit 88 Hotel, LLC (Mystic Marriott)				
49136	\$ 15.00	-	-	\$ 15.00
Melvin & Kathleen Romani - Tax Appeal				
Sub-total	\$ 4,320.00	\$ 330.00	\$ -	\$ 4,650.00

Tax Issues/Foreclosures

Matter Number	Fees	Costs	Discounts	Sub-Total
32220	\$ 210.00	-	-	\$ 210.00
39119	\$ 315.00	-	-	\$ 315.00
41088	\$ 765.00	-	-	\$ 765.00
44651	\$ 375.00	-	-	\$ 375.00
44735	\$ 240.00	-	-	\$ 240.00
44933	\$ 150.00	-	-	\$ 150.00
45325	\$ 180.00	-	-	\$ 180.00
45361	\$ 15.00	-	-	\$ 15.00
46200	\$ 15.00	-	-	\$ 15.00
47635	\$ 435.00	-	-	\$ 435.00
47693	\$ 330.00	8.00	-	\$ 338.00
47935	\$ 105.00	350.00	-	\$ 455.00
47938	\$ 165.00	-	-	\$ 165.00
48925	\$ 345.00	-	-	\$ 345.00
48926	\$ 45.00	-	-	\$ 45.00
48927	\$ 60.00	-	-	\$ 60.00
49044	\$ 210.00	526.58	-	\$ 736.58
49045	\$ 180.00	-	-	\$ 180.00
49046	\$ 300.00	605.16	-	\$ 905.16
49049	\$ 270.00	887.33	-	\$ 1,157.33
49166	\$ 15.00	-	-	\$ 15.00
49351	\$ 225.00	450.00	-	\$ 675.00
49415	\$ 165.00	225.00	-	\$ 390.00
49416	\$ 165.00	225.00	-	\$ 390.00
49417	\$ 105.00	225.00	-	\$ 330.00
49418	\$ 105.00	225.00	-	\$ 330.00
49419	\$ 150.00	225.00	-	\$ 375.00
49420	\$ 105.00	225.00	-	\$ 330.00
49421	\$ 60.00	350.00	-	\$ 410.00
49422	\$ 105.00	225.00	-	\$ 330.00
49423	\$ 30.00	575.00	-	\$ 605.00
Sub-total	\$ 5,940.00	\$ 5,327.07	-	\$ 11,267.07

Public Works Department

Matter Number	Fees	Costs	Discounts	Sub-Total
9147	\$ 435.00	\$ -	\$ -	\$ 435.00
Miscellaneous				
Sub-total	\$ 435.00	\$ -	\$ -	\$ 435.00

Parks & Recreation

Matter Number	Fees	Costs	Discounts	Sub-Total
27508	\$ 300.00	\$ -	\$ -	\$ 300.00
Miscellaneous				
Sub-total	\$ 300.00	\$ -	\$ -	\$ 300.00

Workers Compensation

Matter Number	Fees	Costs	Discounts	Sub-Total
31653	\$ 120.00	\$ -	\$ -	\$ 120.00
46126	\$ 615.00	\$ 3.00	\$ -	\$ 618.00
47948	\$ 45.00	\$ -	\$ -	\$ 45.00
49445	\$ 255.00	\$ -	\$ -	\$ 255.00
49452	\$ 255.00	\$ -	\$ -	\$ 255.00
Sub-total	\$ 1,290.00	\$ 3.00	\$ -	\$ 1,293.00

FINAL TOTAL

\$ 41,681.48

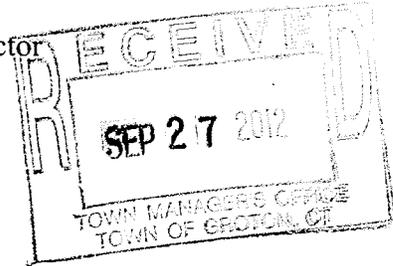


THAMES VALLEY COUNCIL FOR COMMUNITY ACTION, INC.
Serving Our Communities Since 1965

Deborah Monahan, Executive Director

September 25, 2012

Mr. Mark Oefinger, Town Manager
Town of Groton
45 Fort Hill Road
Groton, CT 06340



Dear  Mr. Oefinger;

TVCCA is continuing to face budgetary challenges for our new program year 2012-2013, due to flat funding for the Senior Nutrition Program- Congregate and Meals on Wheels programs. For this year, funding remains at the same level based on the May 8, 2012 notice of re-allocation of funding that TVCCA received. TVCCA has done a revised budget analysis of services/cost provided to date and projection of services/costs for the Fiscal Year 2012-2013.

The reduction of service from five days a week to four days a week will remain in place, with no service provided on Mondays. Meals-on-Wheels clients will continue to receive their meal for Monday with Friday's delivery, and the Café meal service will continue to be offered Tuesday to Friday at the senior centers.

However, beginning October 1st, 2012, TVCCA Senior Nutrition Program will introduce a new separate *Café Bistro* program at the senior centers. This new program, not funded by State or federal monies, will allow the centers to serve meals of their choice from a newly developed "*Bistro*" menu. Hopefully this will enable the senior cafés to remain open five days a week.

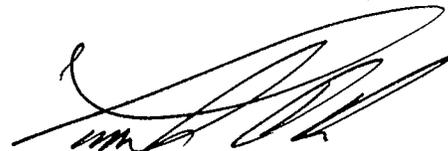
Senior Nutrition Program director, Tim Grills, is meeting individually with all the senior center directors in the Southeast, Northeast, and Windham areas. A meeting is scheduled for Thursday, September 27, 2012 to inform TVCCA Senior Nutrition Program staff of the changes and updates in the program. TVCCA is also meeting with town officials at scheduled COG meetings. TVCCA appreciates the commitment to the program and our shared partnership with your town.

Please do not hesitate to contact Tim Grills directly at 860-886-1720 Extension 28 if you have any questions or comments.

Sincerely,



Deborah Monahan, Executive Director



Tim Grills, Director, Nutrition Services

Oefinger, Mark

From: Hayward, Hugh H <Hugh.Hayward@ct.gov>
Sent: Friday, September 28, 2012 3:31 PM
To: Jim Butler (jbutler@seccog.org); rguggenheim@seccog.org
Cc: Grant, William E.; Pitcock, Gary S.; Talarico, Peter E; Oefinger, Mark; Murphy, Mike; Meyers, Darren E; Cain, Kelly
Subject: FW: 58-326 - Groton - Mystic Streetscape Phase II Obligation

Jim/Dick,

Thank you for taking the time to speak with us earlier this week regarding the subject project. As discussed, we are sending this e-mail to provide the reasons why the Federal STP-Urban construction funds could not be obligated for the project in FFY 12 as originally planned.

As you may know, the Mystic Streetscape project was initiated as a single project encompassing streetscape improvements along Main Street and Water Street. As the design of the project advanced, it became apparent that there was insufficient funding available to build the entire project in a single phase. Therefore, the project was split into two phases as follows:

Phase I - Streetscape improvements along Main Street Phase II - Streetscape improvements along Water Street

Phase I was advanced through design into construction (construction of Phase I is now nearing completion). The design of the Phase II improvements was nearly complete, but was put on hold until such time as additional funding sources were found to fully fund the construction phase.

Recognizing that Federal STP-Urban funds were available in FFY 12, coupled with the recent change in the Department of Transportation's practice regarding the use of Federal STP-Urban funds on pedestrian and streetscape-type projects, it seemed that the Phase II Streetscape project was a viable candidate to receive the STP-Urban monies. In order for the project to make the FFY 12 funding obligation deadline, the design would need to be updated/completed and all previously issued environmental permits would need to be revised/renewed as needed. and any necessary rights-of-way be fully acquired. It was our understanding at that time that no right of way acquisitions were required for the Phase II project.

To advance the Phase II project to design completion, it was the Department's intent to utilize existing National Environmental Policy Act (NEPA) documentation (i.e. environmental and historic reviews, etc.) previously generated for the entire project (which included both Phase I and Phase II). During the review of the previous historic documentation, it was noted that the State Historic Preservation Office (SHPO) had commented on some of the improvements planned at the traffic island located at the intersection of Water Street and Noank Road (this area lies within the limits of Phase II). As part of the design completion for Phase II, the SHPO was consulted about the revisions being made to the plans to address their concerns about minimizing/eliminating impacts to that area. At about the same time, we were made aware that right-of-way acquisitions along Water Street were in fact needed to facilitate construction of the Phase II improvements. During the coordination with SHPO on this matter, that Office noted that the limits of the Phase II improvements lie within a historic district. This fact, coupled with the need for right-of-way acquisitions, would require that special environmental documentation (i.e. an Individual Categorical Exclusion request and a Section 4(f) De Minimis Finding) be filed with the Federal Highway Administration. Department staff presented to SHPO the reasons why they felt that these documents may not be required for this project; the SHPO in turn consulted with the FHWA on the matter. In the end, it was determined that the documentation would be required.

As part of the NEPA/Individual Categorical Exclusion process, the FHWA is now required to initiate Tribal Consultation with various Indian tribes who may have archaeological and/or cultural resources in the area of a given project. This consultation process requires that a 30-day comment period be made available to all tribes whose resources may potentially be affected by the project. Upon the final determination that an Individual Categorical Exclusion (and hence the Tribal Consultation) would be required, the FHWA promptly notified the appropriate tribes, thereby initiating the required 30-day comment period. Unfortunately, the closing date of this required comment period fell outside the deadline for obligating Federal funds in FFY 12. It was our hope that the FHWA conditionally allow obligation of the construction funds in FFY 12 pending the completion of these outstanding activities. Regrettably, we were informed that a conditional authorization cannot be granted with NEPA issues outstanding. As hard as we all work, there are times when the regulatory process does not work to our advantage. We sincerely appreciate the support of the Southeastern Connecticut Council of Governments and in no way could the staff have affected this outcome.

It should be noted that Town of Groton staff worked diligently to complete the right-of-way acquisitions activities for the Phase II project, and their design consultant worked tirelessly to update and complete the design. Their efforts did not go unnoticed. Further, please be informed that efforts expended by all involved have not been wasted; all activities that have been completed to date are ultimately necessary for the delivery of the project early in FFY 2013 allowing construction to commence in the spring of 2013.

I trust this information will be helpful. Should you need additional information, please do not hesitate to reach out.

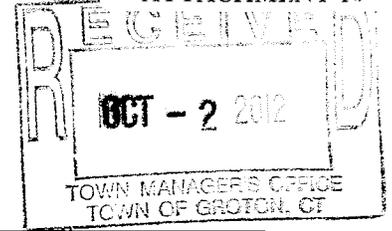
Sincerely,

Hugh H. Hayward P.E.
Principal Engineer-Division of Highway Design-Local Roads Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06131

Ph. 860-594-3219
Fax. 860-594-3218
Email Hugh.Hayward@ct.gov<mailto:Hugh.Hayward@ct.gov>

GROTON
PUBLIC WORKS

MEMORANDUM



TO: Mark Oefinger, Town Manager

FROM: Gary Schneider, Director of Public Works 

DATE: October 2, 2012

SUBJECT: Crystal Lake Road

Attached please find the update schedule for selection of the consultant engineer. Greg is working with Gary Pitcock, Project Engineer for Consultant Design, ConnDOT to ensure that we met all the requirements.

I will be preparing a request for a supplemental appropriation from the Capital Improvement Program to complete the 10% of the Town match for design. We currently have around \$23,000 approved and may require an additional \$40,000. This referral should be ready for the October 23rd COW.

GROTON

PUBLIC WORKS

M E M O R A N D U M

**TO: Gary J. Schneider, Director of Public Works
Lori Hipsky, Project Management Specialist**

**FROM: Greg A. Hanover, P.E. *GAK*
Supervisor of Technical Services**

DATE: October 1, 2012

SUBJECT: Crystal lake Road Reconstruction – Consultant Selection

Attached for your review and comment are the legal advertisement and consultant notification letter seeking consultant engineering services for the Crystal Lake Road Reconstruction project. The legal advertisement must be placed in the Hartford Courant and the notification letter must be mailed out to ninety-one Department of Transportation pre-qualified consultants.

The schedule for hiring the consultant engineer:

RFQ documents received and approved by DOT	October 8
RFQ documents sent out	October 10
Receive submittal packages	November 16
Short list consultants	December 10
Interview consultants	January 23
Select consultant	February 4
Negotiate fee and scope	March 11
Sign consultant contracts	April 15

Attachments: Legal Advertisement
Consultant Notification Letter

LEGAL NOTICE: The Town of Groton is seeking to engage the services of a Consulting Engineering firm to provide engineering services for the preparation of contract plans and documents for the following transportation project:

State Project No. 58-327 – Crystal Lake Road Reconstruction

The project consists of the reconstruction and widening of approximately 2,000 linear feet of existing road, intersection realignment and traffic signal replacement, drainage improvements, and installation of approximately 4,800 linear feet of a multi-use trail.

The Consulting Engineering firm selected may also be required to provide survey, prepare environmental documents and perform construction inspection. The projected construction cost is expected to be in the range of \$3,000,000.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

The Consulting Engineering firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance.

The design fee will be negotiated on a Lump Sum basis.

A Disadvantaged Business Enterprise (DBE) sub consultant goal may apply to this assignment as to be determined by the Connecticut Department of Transportation.

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

One (1) original and four (4) copies of a letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal Form SF330, experience of the firms, and resumes of key personnel shall be addressed to: Mr. Gary Schneider, Director of Public Works, Town of Groton, 134 Groton Long Point Road, Groton, CT 06340. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Personnel in responsible charge of the projects will be required to possess and maintain a valid Connecticut Professional Engineer's License. All letters of interest must be postmarked by a U.S. Post Office (if mailed) or brought to the Groton Town Hall Annex, at the above address (if hand delivered) no later than 4:00 p.m. on November 16, 2012. Responses received or postmarked after this date will not be considered.



TOWN OF GROTON

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION ENGINEERING FACILITIES MANAGEMENT ROADS & STREETS
FLEET MAINTENANCE WATER POLLUTION CONTROL FACILITY SOLID WASTE

TOWN HALL ANNEX
134 GROTON LONG POINT ROAD
GROTON, CT 06340-4873

TELEPHONE: (860) 448-4083
FAX: (860) 448-4094
EMAIL: pworks@groton-ct.gov

October xx, 2012

Subject: Request for Letter of Interest
State Project No.: 58-327
Federal-aid Project No.: FA #1058 (106)
Project Title: Crystal Lake Road Reconstruction
Town of Groton

Ladies/ Gentlemen:

Your firm is one of the firms that have been pre-qualified for this calendar year by the Connecticut Department of Transportation to provide Highway Design services.

The Town of Groton is seeking to engage the services of a Consulting Engineering firm to perform design services for the Reconstruction and Widening of Crystal Lake Road and Multi-use Trail. The improvements will include the reconstruction and widening of approximately 2,000 linear feet of existing road, intersection realignment and traffic signal replacement, drainage improvements, and installation of approximately 4,800 linear feet of a multi-use trail.

Successful applicants to this request may be required to provide survey, prepare environmental documents and perform construction inspection. Additionally, firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

If your firm desires to be considered for this assignment, your submittal should consist of a letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal Form SF330, experience of the firms, and resumes of key personnel. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. One (1) original and four (4) copies of the submittal must be postmarked by November 16, 2012 (if mailed) or brought to the Town of Groton at the address below (if hand delivered) no later than 4:00 p.m. of that date. Responses received or postmarked after this date will not be considered.

Your firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance. The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

A disadvantaged Business Enterprise (DBE) sub consultant goal may apply to this assignment as to be determined by the Connecticut Department of Transportation.

Prior to the negotiation process, the selected firm will be required to have a Connecticut Department of Transportation-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain professional liability insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Town of Groton would be under no obligation to provide supplementary work.

All letters of interest shall be addressed to:

Mr. Gary Schneider
Town of Groton
Director of Public Works
134 Groton Long Point Road
Groton, CT 06340

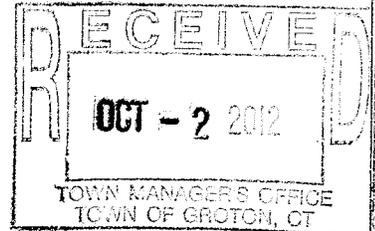
Please be advised that firms must also be pre-qualified in the particular year a shortlist is finalized and/or a selection is made.

Very truly yours,

Gary J. Schneider
Director of Public Works

Monthly Report – April - August 2012

Administration/Leadership Division
Sal Pandolfo, Finance Director



Catch-up Report:

- Being without an Administrative Secretary since February 2012 has impacted my monthly reports. This is a catch-up report. With the hiring of a new Administrative Secretary in October, my monthly reports will be timelier.

FYE 2013 Budget Development/Mill Rates Set:

- These months were involved in budget deliberations with the Town Council and Representative Town Meeting.
- In May, the RTM completed its review of the FYE 2013 Proposed Budgets and the RTM's FYE 2013 General Fund Budget represented a 2.0% increase from the FYE 2012 Adjusted Budget, an increase of \$2,411,305. The Town Council set the tax rates based on the budgets approved by the RTM on June 5, 2012 as follows;
 - For the General Fund: an increase of 1.33 mills, from 18.89 mills to 20.22 mills
 - For the Sewer District: maintaining the current mill rate at 0.25 mills.
 - For the Mumford Cove: an increase of 0.026 from 0.279 mills to 0.305 mills.

FYE 2013 Fuel Prices Locked-In:

- In May/June the Purchasing Agent in collaboration with the fuel consortium that we are associated with locked in fuel prices for the fiscal year beginning July 1, 2012. For #2 heating oil we locked in at \$3.1817/gallon, diesel at \$3.2278/gallon and unleaded at \$3.0459. The budgeted unit prices in the FYE 2013 Adopted Budget are \$3.2577, \$3.3189 and \$3.0383 respectively.

Personnel Changes:

- We had some personnel changes in the department. We filled the Financial Assistant I position in the tax division in April, the Assessment Technician position in the assessment division in May and the Office Assistant II position in the assessment division in July. A long term Office Assistant II employee retired in July and we also closed the advertisement for the Administrative Secretary position in June.

Accounting Division Monthly Report

Cindy Landry, Treasurer/Accounting Manager

- Interviewed 3 internal candidates for the position of Supervisor, Administration Public Works.
- Met with Patrick Murphy and Kathleen Byrne from Citizens Bank. Ms. Byrne is the new cash management rep for Citizens. We discussed a new product available from the bank – Achieve Access. This is an internet based debit blocking service for all accounts. We would create a database of allowable debits and would have the ability to check on line for pending debits that are not part of the database. The process is similar to positive pay – we would review the pending debits and either allow or deny them daily. Achieve Access would also eliminate the need to phone in control totals for the direct deposit file. We would be able to enter this information on-line instead.
- Created spreadsheet to track the expenditures for the Middle School consolidation. Although this project is part of the Capital Reserve fund, the funding is from 3 places – Town (CRF) DOD funds and BOE operating budget. The BOE has identified 4 categories of bills – portables (both

reimbursable and non-reimbursable costs), interior renovation, parking lot and network upgrade. All invoices will be tracked by both funding source and project category.

- Review of grant funds to determine if projects are complete and sent reminders to departments with unexpended funds available.
- Returned to updating the debt schedules for Dec. 2011 refunding.
- Received an agenda from Blum Shapiro for the preliminary audit scheduled to begin in May.

Cash Management

- Rates either remained stable or had slight changes for April. Savings Institute increased by .09 while STIF increased by .04%. Farmington Bank decreased by .05%. When rates are compared to this same time last year (Apr), rates at all banks have fallen. The reductions ranged from 0.02% (Citizens) to .30% (Chelsea).

Assessment Division Monthly Report **Mary Gardner, Assessor**

Real Estate:

- Field work has begun for permit reviews.

Personal Property:

- The selection of candidates for audit has been finalized and the kickoff letters are planned for early September. Ten businesses will be contacted for an audit of business personal property by Charles Feldman & Associates.
- Beginning with the 2011 grand list, the Office of Policy & Management has shifted the audit of qualified manufacturing machinery & equipment to the assessor's office. As a result, staff has prepared and instituted a new working schedule for the kickback program. This process is a review of each item under consideration for a full five year property tax exemption, then creating a list of 'kickbacks' or items that do not meet the criteria for use in a manufacturing setting. The items that are disqualified are coded with a 'reason for kickback' code and the owner is notified in writing. There is a reconsideration period where the owner may provide documentation or additional information for review. A final notice will be sent reflecting any adjustments made as a result of the reconsideration review. Equipment that is ultimately removed from the exemption program is then considered taxable and the value is added to the grand list. Pfizer and Electric Boat currently submit vast lists of equipment for consideration. There are fourteen other lesser companies that are also on the MM&E exemption program and receive the audit/kickback letters. The initial notification letters for certain companies on the 2011 grand list were mailed on April 17th. The notifications will be staggered to accommodate review & turnaround time. The final notices for all but Pfizer were mailed during June & July and changes were posted to the grand list in August. Pfizer was the final account to process and was sent notification in August.

Motor Vehicles:

- During July, taxpayers who wanted to dispute the assessments on their motor vehicle bills were directed to contact the office at the end of August for the September Board of Assessment Appeal schedule. Board members have been contacted to set dates & times for the appeal meetings.

Purchasing Division Monthly Report **John Piacenza, Purchasing Agent**

- On 7/18, Met with Mark Malcarne from Tremco a company based in Deep River, CT. Tremco specializes in roof installation, restoration and life extension as well as waterproofing issues with

brick walls, below grade windows and other surfaces that have water issues. They have worked extensively with Lawrence and Memorial Hospital and the Town of Montville (over 15 years) with respect to the extension of their roof lives well beyond the warranty period. I forwarded the contact information to R. Charette, the Town's Facilities Manager, and to W. Greenleaf, Superintendent of Buildings and Grounds for the Board of Education. I subsequently spoke to R. Charette and W. Greenleaf and both indicated that they would contact Mr. Malcarne since we have a lot of buildings with flat roofs that are by their nature very problematic.

- On 7/19, I participated in an on-line demonstration of WebQA software. The software demo involved several different modules including purchasing, contracting, work order scheduling and economic development. Their work order scheduling software competes with Hansen Information Systems software which is what the Town is currently using. It seemed to be a very streamlined and intuitive system. I passed the contact information along to J. Carrington in Public Works in the event he wanted to view the demo. Similarly, the economic development module seemed very user friendly and had many positive features. Forwarded the contact information to B. Strother in the event she wanted to view the demo. I am somewhat familiar with the Town's Economic Development website as I was involved several months ago with a contract to refresh our site with a local company (Pyramid Marketing) that does website and graphics design work and the WebQA website appeared much more dynamic. I advised him that we were not in the market to purchase replacement finance software at this time.
- On 7/26, ConServ returned to the Highway Garage to install a row of new lights as well as to move a row of lights in the upper level of the garage. ConServ and the Town entered into an agreement in February of this year that involved the removal and replacement of bulbs, fixtures and ballasts in virtually all Town buildings that received their electricity from Connecticut Light & Power (CL&P). To date, the Spicer House, Parks Maintenance, Animal Control, Building Maintenance Shed, 20 Bay Garage, Police Department and the upper level of the Highway Garage have been completed. The Transfer Station remains to be done as well as the lower level of the Highway Garage and the Town Hall Annex. All of the work is being paid for by interest-free loans from CL&P as part of the Small Business Energy Advantage Program. I've asked Public Works to send me a spreadsheet with electricity costs for the affected buildings so I can determine whether we are realizing the advertised savings. I have received some data on electricity usage from Public Works. I will collect information over the next several months. I can then do a month to month comparison with the previous year. I will look at the comparative data and make a determination if we are in fact saving what we thought we would.

Attachments;

A-1 – List of Invitations to Bid/Request for Proposal for FY 12-13

A-2 – FYE 2013 Vehicle Purchases

A-3 – Amount Spent/Consumed through for Fuel & Year End Projections as of 7/30/12

FYE 2013 Vehicle Purchases

Description	Function	\$ budgeted	Date purchased	Purchase price	Remaining Balance
Appropriation for Vehicles					
Budgeted Vehicles:					
6-Ford Crown Vic's -\$33,000 each(1)	1024-Public Safety	\$198,000			
2-Ford F-150	1035-Public Works	\$56,800			
1-Ford F-350	1035-Public Works	\$55,196			
4-Mower Refurbishments	2010-Golf Course	\$10,500			
1-Toro Grounds Mower	1064-Parks	\$75,295	7/6/2012	\$77,593.00	(\$2,298)
1-Toro Sprayer	2010-Golf Course	\$44,270	7/12/2012	\$44,627.70	(\$358)
1-Ford E-350	1064-Recreation	\$56,761	7/31/2012	\$55,660.00	\$1,101
2-Mower Refurbishments	1064-Parks	\$4,000			
1-Trackless MT-5	1035-Public Works	\$105,000	7/26/2012	\$109,995.00	(\$4,995)
1-Caterpillar	1035-Public Works	\$120,000			
total - budgeted vehicles		\$725,822		\$287,876	\$437,946
Non-Budgeted Vehicles:					
total - non-budgeted vehicles		\$ -		\$ -	\$ -
Total all vehicles		\$ 725,822		\$ 287,876	\$437,946
					Attachment - A-2

AMOUNT SPENT/CONSUMED THROUGH FOR FUEL & YEAR END PROJECTIONS AS OF 8/29/2012

	1	2	3	4	5	6	7	8	9
Commodity	Amount Spent YTD	Gallons Used YTD	Balance Gallons	Price/Gal (Fixed)	Cost thru Bal. of FY	Total Projected for FY '10	Budgeted Unit Price	Budgeted Funds	Estimated Over/Under Budget by Commodity
#2 Oil					Col. 3 X Col. 4	Col. 1 + Col. 5		Col. 2 + Col. 3	Col. 8 - Col. 6
			95,000	\$3.1817	\$302,262	\$302,262	\$3.2577	\$309,482	\$7,220
Diesel	\$20,207	6,260	103,740	\$3.2278	\$334,852	\$355,059	\$3.3189	\$365,079	\$10,020
Unleaded	\$31,043	10,192	105,808	\$3.0459	\$322,281	\$353,324	\$3.0383	\$352,443	(\$881)
Totals	\$51,250	16,452			\$959,394	\$1,010,644		\$1,027,003	\$16,359

Estimated Deficits/Surplus by Fund/Function for FYE 2013

	9	10	11	12	13	14
Commodity	Estimated Over/Under Budget by Commodity	General Fund Public Works	General Fund Jabez Smith	Golf Course	Sewer Operating	Fleet Fund
#2 Oil	\$7,220	\$6,931	\$72	\$578		
Diesel	\$10,020			\$301	\$1,784	\$7,935
Unleaded	(\$881)			(\$44)		(\$837)
Totals	\$16,359	\$6,931	\$72	\$835		\$7,099

OCT - 3 2012

OPDS

**PLANNING
AND
DEVELOPMENT SERVICES
MONTHLY REPORT**

Planning and Environmental Protection

Inspection Services

Community Development

Economic Development

JULY 2012

DIRECTOR'S HIGHLIGHTS

JULY 2012

SPECIAL PROJECTS

- The Director and Project Manager continued meetings with the Mystic public and merchants to inform them of the contractor's responsibility to complete paving operations at the streetscape project. Individual merchants continued to be ill informed about the Town staff's role in the project as opposed to the contractor's role.
- The Energy Efficiency and Conservation Action Plan, funded under our Energy Efficiency and Conservation Block Grant, moved forward as municipal facilities were assessed and visited.

INTERGOVERNMENTAL & INTERMUNICIPAL COORDINATION

- Phase II Streetscape Agreements were finalized with the Town Council and abutting property owners, to potentially secure \$1.3 million in Urban Program Funding.
- The Director spent significant time in resolving the boundary issues and other survey requirements raised by D.E.E.P. to finalize the open space grant for the Spicer/Pulaski properties on Thomas Road.
- The Director met with NOAA fellowship students to discuss climate adaptation issues in Groton and tour the Town.
- The Director coordinated a utilities meeting for Phase II of the streetscape project with CL&P, Aquarion Water, Comcast, TVC, AT&T and CONNDOT.

PERSONNEL AND COMMISSION UPDATES

- The Director issued a memorandum to the Town Manager to refer and document the apparent violation of CGS 8-11 and the Town Charter by the Chair of the Zoning Commission for the Town Council in its role as overseer of commission operations.
- The Director applied to the Urban Sustainability Leadership Academy for consideration to send a 4 person team from OPDS to a climate adaptation training session in Portland, Oregon. The Academy would pay all hotel and transportation costs.
- The Manager of Planning Services, Matt Davis, enrolled in the AFSME collective bargaining unit, leaving the non-union employees group.

PLANNING DIVISION HIGHLIGHTS

MONTH OF JULY

COMMISSION MINI-BRIEFS

- The Planning Commission issued an affirmative report pursuant to CGS 8-24 regarding the Council's resolution to propose bonding to fund a road maintenance and rehabilitation program from 2013-2017. They approved a Montessori daycare school in an existing Church at 200 Hazelnut Hill Road and they agreed to send comments to the State Siting Council regarding proposed (State) regulations for Wind Turbine Facilities. They considered and acted on application referrals from Stonington.
- The Inland Wetlands Agency did not meet this month.
- The Zoning Board of Appeals did not meet this month.
- The Zoning Commission approved a 5-year extension of Special Permit #284 for material excavation at Ceravolo Property. They continued review and discussion of proposed text amendments to Zoning Regulations Section 8.3 (Special Permits).

- Special Circumstances: The Mystic Streetscape Phase II easements were procured. Multiple meetings and inspections were held in conjunction with utility partners and the state DOT to coordinate future plans.

ROUTINE INFORMATION	Month of JULY	Year to Date
Land use applications submitted	1	48
Subdivision lots approved	0	21
Multi-family dwelling units approved	0	0
Site Plans processed	0	14
Subdivisions processed	0	3
Inland Wetland permits processed	0	6
Special permits processed	0	4
Regulation Amendments processed	0	0
Variances/Appeals processed	0	4
Certificates of Approval of Location	0	0
Coastal Site Plan Applications	0	5
Administrative site plans processed	1	17
Site reviews conducted	50	330
Maps printed	5	50
Referrals from adjacent Towns	2	5

INSPECTION SERVICES DIVISION HIGHLIGHTS

MONTH OF JULY

- Total building fees collected for FYE 2013 less reimbursements: \$15,990
- A building permit and a Certificate of Occupancy were issued for The Spice and Tea Exchange a new business located at 6 West Main Street
- A building permit was issued for interior renovations at 5 Fort Rachel Place for a Morgan Stanley Office
- A building permit was issued for exterior restoration and preservation at Mystic & Noank Library located at 40 Library Street
- Building permits were issued to convert vacant office space into a nail salon at 258 Route 12, for a tenant fit out for Moe's Southwest Grill at 220 Route 12, and to repair fire damage at 255 Route 12

ITEM	RECEIVED IN JULY	CALENDAR 2012 TOTAL
BUILDING PERMITS	47	323
ELECTRICAL PERMITS	26	232
PLUMBING PERMITS	9	95
MECHANICAL PERMITS	12	136
SPRINKLER PERMIT	0	1
MOBILE HOME PERMITS	0	3
ESTIMATED VALUE	1,426,167	
RESIDENTIAL PERMITS ISSUED—NEW	0	6
ESTIMATED VALUE	0	706,600
RESIDENTIAL ADDITIONS/ALTERATIONS	27	296
NEW COMMERCIAL PERMITS	1	1
COMMERCIAL ADDITIONS	6	34
SIGNS	1	9
POOL PERMITS	4	12
SHED PERMITS	4	23
SINGLE FAMILY/DUPLEX UNITS APPROVED	1	6
TOTAL FEES COLLECTED (less reimbursements)	15,990	
CERTIFICATES OF OCCUPANCY ISSUED	8	80
UNITS CONNECTED TO TOWN SEWER	0	10
HDC CERTIFICATES OF APPROPRIATENESS	3	25
CODE ENFORCEMENT		
SIGN VIOLATIONS	33	210
VEHICLES/WASTE	3	16
OTHER ENFORCEMENT ACTIONS	13	55
PENDING LITIGATION	4	4
CASES RESOLVED	1	16

ECONOMIC DEVELOPMENT HIGHLIGHTS

HIGHLIGHTS

- Continued to work with representatives of Pfizer and Jonathan Putnam, Executive Director of Cushman & Wakefield, the realtor for the available Pfizer buildings, on ways to market the available space. Provided information from meeting previously held with Northeast Utilities on upcoming national real estate marketing opportunities. Participated in bi-weekly update meetings.
- Continued to work with the Economic Development Commission Web Site Subcommittee, IT staff and a consultant to complete the update to the Economic Development portion of the Town's web site, following the consultant's final input.
- Continued to work on the Mystic Streetscape Project including ongoing public/business outreach and work on necessary legal documents. Attended weekly merchants meetings. Continued work on Phase II of the project.

INQUIRIES/PROJECTS

- Began work with the Economic Development Commission on review of and update to the Town's Incentives Policy.
- Provided information, including mapping, for an inquiry for a Route 12 commercial property.

OTHER EVENTS/MEETINGS

- Attended Connecticut Community Investment Corporation Annual Meeting.
- Attended the Connecticut Innovations Conference in Montville. Provided information on available Pfizer buildings to several attendees.

COMMUNITY DEVELOPMENT HIGHLIGHTS

TASKS

- The Neighborhood Revitalization Meeting was held on July 12, 2012.
- The Community Development Advisory Committee Meeting was held on July 11, 2012.
- Performed title searches for four properties supporting the Housing Rehabilitation Program. Performed title searches for two additional properties for the purpose of supporting ongoing enforcement actions.
- Performed research for properties supporting the Mystic Streetscape Effort. Prepared easement documents for Streetscape Phase II. Coordinated with property owners regarding the granting of easements to the Town. Attended numerous site inspections and meetings to support this effort.