

**CITY OF GROTON
COMMITTEE OF THE WHOLE
DRAFT MINUTES
MONDAY, MAY 23, 2011**

MUNICIPAL BUILDING
COUNCIL CHAMBERS
7:30 PM

Mayor Galbraith called the meeting to order at 7:30 p.m.

I. ROLL CALL

Present: Mayor Marian Galbraith, Deputy Mayor Celeste Duffy, Councilors David Hale, Lawrence Gerrish, Amy Moncy, Finance Director Michael Hillsberg and City Clerk Debra Patrick.

Excused: Councilors Keith Hedrick, William Jervis and Treasurer Janice Waller-Brett.

REFERRAL ITEM #1 APPOINTMENTS

Mayor Galbraith said that there were a number of terms that were up or about to expire so members of the commissions were contacted to confirm who wished to continue serving in order to determine any vacancies that may be need to be filled.

**BEACH AND PARKS COMMITTEE -
REAPPOINT ALFRED RESTIVO, REGULAR MEMBER
REAPPOINT SCOTT NADEAU, REGULAR MEMBER**

Mayor Galbraith said Mr. Restivo has served on the committee and as Chairperson for a number of years and would like to continue to serve.

Mr. Nadeau said he too, would like to continue his service.

Councilor Hale moved **Deputy Mayor Duffy** seconded a motion to move **REFERRAL ITEM #1** and reappoint Alfred Restivo and Scott Nadeau to the Beach & Parks Committee to the June 6, 2011 Mayor and Council meeting.

Councilor Hale thanked them both for their willingness to continue serving.

Motion carried.

**CONSERVATION COMMISSION -
REAPPOINT RICHARD PALMIERI, REGULAR MEMBER
REAPPOINT KAREN VALENTE, REGULAR MEMBER
REAPPOINT GEORGE FINCH, REGULAR MEMBER
REAPPOINT ANDREW PARRELLA, REGULAR MEMBER
REAPPOINT ANTHONY CHIRILLO, REGULAR MEMBER**

Mayor Galbraith said these appointments are made by the Mayor, however, she wanted the Councilors to be given the names of those who will be reappointed.

**EASTERN POINT HISTORIC DISTRICT COMMISSION –
REAPPOINT JOSEPH ESPOSITO, REGULAR MEMBER**

Mayor Galbraith said Mr. Esposito has served for a number of years and would like to continue.

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Deputy Mayor Duffy moved **Councilor Hale** seconded a motion to move **REFERRAL ITEM #1** and reappoint Joseph Esposito to the Eastern Point Historic District Commission.

Motion carried.

**GROTON UTILITIES COMMISSION –
SHIRLEY DUNBAR-ROSE, COMMISSIONER**

Mayor Galbraith said Ms. Dunbar-Rose is a valuable member of the commission and she is pleased that she wishes to continue.

Councilor Hale moved **Councilor Monecy** seconded a motion to move **REFERRAL ITEM #1** and reappoint Shirley Dunbar-Rose to the Groton Utilities Commission to the June 6, 2011 Mayor and Council meeting.

Councilors Hale and Monecy both said Ms. Dunbar-Rose is a great volunteer.

Motion carried.

**HARBOR MANAGEMENT –
REAPPOINT ROBERT WESTHAVER, REGULAR MEMBER**

Mayor Galbraith said Mr. Westhaver has agreed to remain on the commission.

Councilor Monecy moved **Deputy Mayor Duffy** seconded a motion to move **REFERRAL ITEM # 1** and reappoint Robert Westhaver to the Harbor Management Commission to the June 6, 2011 Mayor and Council meeting. **Motion carried.**

**ZONING BOARD OF APPEALS –
REAPPOINT JOSEPH ZEPPIERI, REGULAR MEMBER**

Mayor Galbraith said this is a mayoral appointment and she wanted to let the Councilors know whom she was reappointing.

DISCUSSION OF APPOINTMENT/REAPPOINTMENT PROCESS

Mayor Galbraith said she began looking at the process and the current application and felt some changes could be made in order to garner more information about the applicants. She met with City Clerk Patrick and asked her to implement some changes both to the application and on the web site. Clerk Patrick revised the application to include more information about the applicant and to allow a checklist of whom the application is forwarded to.

Mayor Galbraith said she would like to submit copies of applications to the Democratic and Republican City Committee Chairpersons for feedback on the individual. She said members of the committees may have some working and or volunteer experience with the applicant that can help in their determining suitability for a specific commission.

Clerk Patrick said she has also prepared an introduction for the web site Boards & Commission page and there will be links to the list of members, vacancies and applications.

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Councilor Hale asked if it might also be a good idea to include a brief description about each commission and what the roll and responsibilities of the members might be and when they would meet.

Clerk Patrick said she could speak to the department head who oversee the various commissions to get a description and add it to the page.

Mayor Galbraith went over the current vacancies.

REFERRAL ITEM # 406 A CONTRACT TO CONDUCT TEST BORINGS IN THE VICINITY OF THE PIER LOCATED AT 353 THAMES STREET (“COSTA PROPERTY”) TO BE PAID FROM CONTINGENCY FUNDS

Mayor Galbraith asked Planner Barbara Goodrich if she would like to speak to the Council.

Ms. Goodrich explained they went out to bid last fall and the company chosen was unable to meet the insurance and bonding requirements so they had to step down. She said they put it out for bid again in April and received only one reply and it was nearly identical to the previous one. She said that David Provencher of Coastline Consulting is reviewing the company’s qualifications and the quote. Once he has completed his review they will begin to move forward.

Deputy Mayor Duffy said this is something that has been discussed at length during the Costa Property Committee meetings in order to proceed with building the T shaped dock that is included in the design plan for the park.

There was some discussion on how far out they would have to go with borings in order to ensure the integrity of the dock.

Ms. Goodrich said they did not have to go out the entire 300 feet.

Finance Director Hillsberg said these funds had been appropriated for the engineering costs last year. He said there isn’t a line item in the budget at this time.

Councilor Hale moved **Deputy Mayor Duffy** seconded a motion to move **REFERRAL ITEM #406** to the June 6, 2011 Mayor and Council meeting.

Motion carried.

Mayor Galbraith said a packet of information regarding Rules of Procedure of the Council was sent out in the May 13, 2011 packets. She asked if the Councilors were prepared to discuss this tonight.

Since not everyone was prepared and the full Council wasn’t present Mayor Galbraith said they could discuss this at a later meeting. She also said that there would be no FOI issues with the orientation and goal setting meetings since they are considered professional development.

Councilor asked if the tours of facilities would fall under the same rules.

Mayor Galbraith said they would.

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II. POSSIBLE EXECUTIVE SESSION

Councilor Hale moved **Councilor Moncy** seconded a motion to enter into Executive Session to discuss personnel issues to include only the Council. **Motion carried.**

Executive Session commenced at 7:45 p.m.

Councilor Hale moved **Councilor Gerrish** seconded a motion to exit Executive Session. **Motion carried.**

Executive Session ended at 8:02 p.m.

III. COMMENTS FROM EXECUTIVE SESSION

Councilor Moncy moved **Councilor Gerrish** seconded a motion to suspend the rules to add resolution **REFERRAL ITEM # 407** to the agenda. **Motion carried.**

Mayor Galbraith said the purpose of this resolution is to assign .55 to perform the duties as the City Clerk and .45 to provide administrative services to the office the City Clerk sits in. This would make the position a full time position and allow the City Clerk to participate in the pension plan as a full time elected official and would become effective July 1, 2011.

REFERRAL ITEM # 407 RESOLUTION THAT THE COUNCIL AUTHORIZE AND APPROVE THE MAYOR TO REVIEW THE FUNCTIONS OF THE CITY CLERK AND ADJUST THE SALARY OF THE CITY CLERK ON A YEARLY BASIS BASED UPON THE JOB FUNCTIONS AND PERFORMANCE OF THE CITY CLERK

Councilor Hale moved **Deputy Mayor Duffy** seconded a motion to move **R-11-5-** to the June 6, 2011 Mayor and Council meeting.

Deputy Mayor Duffy wanted to make it clear there would be additional duties assigned to the City Clerk such as preparing agendas, packets and minutes for various commissions she currently does not do.

There was a discussion as to whether the City Clerk would be expected to attend those meetings. Mayor Galbraith said she would not.

Motion carried.

IV. ADJOURNMENT

Councilor Hale moved **Councilor Moncy** seconded a motion to adjourn. **Motion carried.**

Mayor Galbraith adjourned the meeting at 8:08 p.m.

ATTEST:

APPROVED:

**Debra Patrick
City Clerk**