

**CITY OF GROTON
MAYOR AND COUNCIL
DRAFT MINUTES
MONDAY, DECEMBER 6, 2010**

**MUNICIPAL BUILDING
COUNCIL CHAMBERS
7:30 PM**

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

I. ROLL CALL

Present: Mayor Dennis Popp, Deputy Mayor Galbraith, Councilors David Hale, Lisa M. Luck, Celeste Duffy, Keith Hedrick, William Jervis, Treasurer Janice Waller-Brett and City Clerk Debra Patrick. Excused: Finance Director Michael Hillsberg.

II. SALUTE TO THE FLAG

Led by Mayor Popp.

III. RECOGNITION, AWARDS AND MEMORIALS

Councilor Luck congratulated City resident Syma Ebbin on the Professional Project Contributors award she received from the Eastern Connecticut Conservation District for her education outreach efforts with the Niantic River Shed, Birch Plain Creek and Bakers Cove. Ms. Ebbin is a former member of the City of Groton Conservation Commission.

IV. RECEIPT OF CITIZEN'S PETITIONS/COMMENTS

None.

V. RESPOND TO CITIZEN'S PETITIONS/COMMENTS

None.

VI. APPROVAL OF MINUTES

Councilor Luck moved **Councilor Hale** seconded a motion to approve the November 1, 2010 Mayor and Council minutes. **Motion carried.**

Councilor Hedrick moved **Councilor Duffy** seconded a motion to approve the November 22, 2010 Committee of the Whole minutes. **Motion carried.**

VII. COMMUNICATIONS AND REPORTS

Councilor Hale marched in the Holiday Lights Parade December 4th. He said there was a good turnout with both participants and spectators despite the cold weather.

Councilor Luck marched in the Holiday Lights Parade December 4th.

Councilor Jervis marched in the Holiday Lights Parade December 4th and attended the Groton Long Point Association meeting with Mayor Popp November 26th and the Retirement Board meeting December 2nd.

Mayor Popp said the City's pension is in good shape and among the best in the State.

Councilor Hedrick marched in the Holiday Lights Parade December 4th and went on a walking tour of Thames Street with Councilor Galbraith and the Planning Commission to look at possible areas for economic development.

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Councilor Duffy marched in the Holiday Lights Parade December 4th.

Deputy Mayor Galbraith attended the Veteran's Day Observance at the Submarine Memorial November 11th, the Planning & Zoning Commission meeting November 16th and the City Holiday Festival December 2nd. On the morning of December 2nd she went on a walking tour of Thames Street with the Planning Commission to look at possible areas for economic development and marched in the Holiday Lights Parade that evening. She said tomorrow, Tuesday, she will be taping a show about the Thames Street Committee's recommendations to be broadcast on Channel 2 with Town Mayor Streeter and will present those recommendations to the RTM on Wednesday night at 7:30 p.m. at the Groton Senior Center.

Mayor Popp attended the Veteran's Day Observance at the Submarine Memorial November 11th, the Armed Forces Night at the Elk's November 12th, a SECTER meeting November 18th and the Military Appreciation Breakfast hosted by the SE CT Chamber of Commerce November 19th. On November 24th he met with the COG and the South Eastern CT Legislative Delegation to present a "Legislative Wish List" for Eastern CT. He reported on the probable losses from the State. He attended the STEPS Community Conversation meeting December 1st. He and Deputy Mayor Galbraith said that there will be an organizational meeting here at the municipal building on January 18th to plan for the STEPS Community Conversations meeting for Education and Life Skills to be held in April.

Deputy Mayor Galbraith said that community leaders are encouraged to get involved and come to speak. She said the date for the April STEPS meeting will be announced once it is determined.

Mayor Popp also attended the Holiday Festival December 2nd and marched in the Holiday Lights Parade December 4th.

Councilor Luck announced that tomorrow December 7th is the anniversary of the attack on Pearl Harbor and reminded people that Groton resident William Seeley died in the attack.

Mayor Popp said the Submarine Veteran's would shoot the cannons off at 12:53 p.m. tomorrow to commemorate the attack.

Mayor Popp began by saying that in October 2008 when the Employee Handbook was revised they said they would revisit in 2010. He asked HR Manager Lorry Scheetz to come forward to join in the discussion.

Deputy Mayor Galbraith asked Ms. Scheetz if there were any areas where there are issues that she feels should be addressed.

Ms. Scheetz said there are 3. She said the first one is regarding how vacation time can be broken down. At the present time sick time can be broken down by the quarter hour while vacation time can't. She would like to see this addressed for those who may only need 15 -30 minutes of time to leave early for an appointment. She feels they should both be available in quarter hour increments. Mayor Popp asked how much of an issue is this and is it an issue for management or the workers. She said mostly the workers and it would alleviate someone being gone longer than necessary if the quarter hour increments were implemented.

There was some discussion on whether it is a software issue and if it would bring sick, vacation and casual time all in line.

Ms. Scheetz said it can all be tied into the new Springbrook software system.

The Councilors all thought this was a good idea and were in favor of the change.

Ms. Scheetz said the second issue of concern to her is the way vacation time is front loaded to employees. She has concerns that some may use all the time up and leave the City's employ in

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well less than the current year. She would like to see it set up so each person accrues the time monthly.

Mayor Popp said he doesn't feel this happens often enough to warrant a change.

There was discussion on whether vacation time can be carried over. There was also discussion that some families who take an April vacation with school aged children may not have enough time accrued to do that.

Ms. Scheetz said the employees can put in writing that they would like to carry over up to 40 hours per year. She did say that there are some good and bad aspects to both sides.

Mayor Popp said more often than not employees find they have quite a bit of vacation time to use up as the year is coming to an end.

There was further discussion on the possibility of an employee who leaves having to pay back time they had not yet earned.

Ms. Scheetz said the third issue is regarding managers that are currently not listed in the handbook. Mayor Popp said that is being addressed.

Deputy Mayor Galbraith asked if the City policy is consistent with laws on FMLA.

Ms. Scheetz said it is.

Deputy Mayor Galbraith asked about the introductory or probationary time period of 24 months for promotions versus 12 months for new hires. She wondered if perhaps they should be switched since an employee who is promoted is already a known commodity versus a new hire.

There was discussion that it was initially done that way to allow for the employee to make sure the new position was a good fit before they filled the position the employee vacated. It was agreed that 12 months should be long enough to determine that as an evaluation would be completed in that period of time.

Deputy Mayor Galbraith asked about the City cell phone and vehicle policy and if it had been updated to account for travel to and from home.

Mayor Popp said it has been updated as of November of this year.

Deputy Mayor Galbraith asked how it is monitored.

Mayor Popp said the cell phones are not as easy due to the plan being unlimited minutes but that those with City vehicles must now submit a monthly log of use.

There was discussion regarding the charts for vacation time and years of service. The charts are not clear the way they are written. It was agreed that just a minor change in the presentation would clear it up and not change the policy.

Deputy Mayor Galbraith asked why the education reimbursement is done in 25% increments every 6 months.

Mayor Popp said it is to retain the employees once they have gotten their degrees.

There was discussion that vacation and sick time should be treated the same and why the pension multipliers are different for each group. There was further discussion on how they are achieving more parity with the multipliers and that actuarial costs are needed.

The Mayor and Councilors all thanked Ms. Scheetz for her time.

VIII. COMMITTEE REFERRALS

None.

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IX. NEW BUSINESS

R-10-12-80 RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE SALE OF SURPLUS AIR PAK INVENTORY CONSISTING OF AV-2000 AIR PAK MASKS, BOTTLES AND AIR PAKS TO DALMATIAN FIRE EQUIPMENT, INCORPORATED, 7330 GREENDALE ROAD, WINDSOR, COLORADO FOR A TOTAL BID AMOUNT OF \$3,790.00 (THREE THOUSAND SEVEN HUNDRED NINETY DOLLARS AND NO CENTS)

WHEREAS, the City of Groton Fire Department has surplus equipment to which it no longer has a need for use; and

WHEREAS, Dalmatian Fire Equipment, Incorporated has submitted a bid to purchase the unused surplus;

THEREFORE, BE IT RESOLVED that the Mayor and Council approve the sale of surplus Air Pak inventory consisting of AV-2000 Air Pak Masks, Bottles and Air Paks to Dalmatian Fire Equipment, Incorporated, 7330 Greendale Road, Windsor, Colorado for a total bid amount of \$3,790.00 (Three Thousand Seven Hundred Ninety Dollars and No Cents).

Councilor Hale moved **Councilor Hedrick** seconded a motion to approve **R-10-12-81**.

Mayor Popp said that the company will be responsible for the costs to pick up the equipment. There had been questions regarding who would pay for that at the November 22nd Committee of the Whole meeting.

Motion carried.

R-10-12-81 RESOLUTION THAT THE MAYOR AND COUNCIL APPOINT DEPUTY MAYOR MARIAN GALBRAITH AND COUNCILORS DAVID HALE AND LISA LUCK TO SERVE ON THE COMMITTEE TO CONFER WITH THE TOWN OF GROTON COUNCIL WITH RESPECT TO THE FY2011-12 HIGHWAY APPROPRIATION

WHEREAS, Article V, Section 10 of the City of Groton Charter states “A committee of three city councilors shall be appointed annually to confer with the Town Council of the Town of Groton to determine the amount of money which shall be necessary and proper for the making or repairing of the streets and highways of said town within the limits of the city during the current fiscal year of the city. In the event of a disagreement, the amount shall be determined by a committee of three composed as follows: one appointed by the highway commissioner or his deputy, one appointed by the Groton Town Council, and one appointed by the mayor with the approval of the council of the City of Groton. The sum determined shall be paid by the town into the treasury of the city, and the town shall not be liable to make or repair any street or highway within the limits of the city”; and

WHEREAS, the Town of Groton Council has requested a meeting to begin the process of gathering the necessary information for anticipated appropriation requests;

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THEREFORE, BE IT RESOLVED that the Mayor and Council appoint Deputy Mayor Marian Galbraith and Councilors David Hale and Lisa Luck to serve on the Committee to confer with the Town of Groton Council with respect to the FY2011-12 Highway appropriation.

Councilor Luck moved **Councilor Duffy** seconded a motion to approve **R-10-12-82**.
The first meeting will take place on Thursday, December 9th at Town Hall Annex at 6:00 p.m.
Motion carried.

R-10-12-82 RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE CONTRACT FOR THE PERIOD OF JANUARY 1, 2011 THROUGH DECEMBER 31, 2011 WITH THE STATE OF CONNECTICUT, DEPARTMENT OF ENVIRONMENTAL PROTECTION, AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED FOR FUNDING UNDER THE CLEAN VESSEL ACT TO OPERATE AND MAINTAIN ONE (1) MARINE SEWAGE DISPOSAL FACILITY IN THE CITY OF GROTON AND THAT MAYOR DENNIS L. POPP BE AUTHORIZED TO EXECUTE THE AGREEMENT AND THE CITY CLERK TO AFFIX THE CITY SEAL THERETO

WHEREAS, it is the desire of the State of Connecticut, Department of Environmental Protection (DEP), to have a Marine Sewage Disposal Facility located on the Thames River; and

WHEREAS, the DEP proposed this facility be maintained by the City of Groton Water Pollution Control Facility under a Personal Service Contract; and

WHEREAS, the City of Groton Water Pollution Control Authority applied for funding by the DEP for the maintenance of this facility; and

WHEREAS, the DEP approved funding in the amount of \$15,825.00 for the cost associated with the operation and maintenance components of this project; and

WHEREAS, that it is in the best interest of the City of Groton to enter into a contract with the Department of Environmental Protection for the operation and maintenance of one (1) Marine Sewage Disposal Facility in the City of Groton, and furthermore, to provide such additional information and execute such other documents as may be required by the State or Federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto; and

WHEREAS, it is anticipated that at its regular meeting held on December 6, 2010, the City of Groton Water Pollution Control Authority will approve the contract for the period of January 1, 2011 through December 31, 2011 with the State of Connecticut, Department of Environmental Protection, and execute other such documents as may be required for funding under the Clean Vessel Act to operate and maintain one (1) Marine Sewage Disposal Facility in the City of Groton and that Mayor Dennis L. Popp be authorized to execute the agreement and the City Clerk to affix the City Seal thereto;

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THEREFORE, BE IT RESOLVED that the Mayor and Council approve the contract for the period of January 1, 2011 through December 31, 2011 with the State of Connecticut, Department of Environmental Protection, and execute other such documents as may be required for funding under the Clean Vessel Act to operate and maintain one (1) Marine Sewage Disposal Facility in the City of Groton and that Mayor Dennis L. Popp be authorized to execute the agreement and the City Clerk to affix the City Seal thereto.

Deputy Mayor Galbraith moved **Councilor Duffy** seconded a motion to approve **R-10-12-83**. Mayor Popp asked Deputy Director Cummings if he had the contract yet. Mr. Cummings said he did not, but he expects it soon.
Motion carried.

X. POSSIBLE EXECUTIVE SESSION

None.

XI. COMMENTS FROM EXECUTIVE SESSION

None.

XII. ADJOURNMENT

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

Mayor Popp adjourned the meeting at 8:25 p.m.

ATTEST:

APPROVED:

**Debra Patrick
City Clerk**