



# City of Groton, Connecticut

## Mayor and Council Meeting Minutes

Monday, May 2, 2022

City Municipal Building  
295 Meridian Street  
Groton, CT 06340

Council Chambers

**7:30 PM**

Mayor Keith Hedrick, Deputy Mayor Gweneviere Depot, Councilor Rashaad Carter, Councilor Lisa McCabe, Councilor Paul Norris, Councilor Christine Piazza, Councilor Stephen Sheffield

---

Mayor Keith Hedrick called the meeting to order at 7:30 pm.

### **I. ROLL CALL**

**Present:** Mayor Keith Hedrick, Deputy Mayor Gweneviere Depot, Councilors Rashaad Carter, Lisa McCabe, Paul Norris, Christine Piazza, Stephen Sheffield and Finance Director Ron Yuhas

### **II. SALUTE TO THE FLAG**

Led by Mayor Hedrick

### **III. RECOGNITION, AWARDS AND MEMORIALS**

Proclamation of Drinking Water Week May 1-7, 2022.

Proclamation of Economic Development Week May 9-13, 2022.

### **IV. RECEIPT OF CITIZEN'S PETITIONS/COMMENTS**

Receipt of Citizens' Petitions is the portion of the Council meeting where the Council welcomes comments from citizens. To address the Council, please sign the sheet on the table at the front of the meeting room. When you are recognized, please approach the podium. Clearly state your name and address. Each presentation should be limited to five (5) minutes or less, and citizens should, if possible, submit emailed or written comments. Presentations should be related to matters pertinent to the City of Groton. City Councilors will only ask questions in order to clarify the speaker's presentation and can respond during the Responses to Citizens' Petitions portion of the meeting.

### **V. RESPOND TO CITIZEN'S PETITIONS/COMMENTS**

### **VI. APPROVAL OF MINUTES**

#### **April 4, 2022 Mayor and Council Meeting**

Motion to approve made by Deputy Mayor Depot, second by Councilor McCabe. All in favor.  
Motion carried.

#### **April 11, 2022 Committee of the Whole Meeting**

Motion to approve made by Deputy Mayor Depot, second by Councilor McCabe. All in favor.  
Motion carried.

#### **April 18, 2022 Committee of the Whole Meeting**

Motion to approve made by Councilor Piazza, second by Deputy Mayor Depot. All in favor.  
Motion carried.

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**April 25, 2022 Committee of the Whole Meeting**

Motion to approve made by Councilor Sheffield, second by Councilor McCabe. All in favor.  
Motion carried.

**VII. COMMUNICATIONS AND REPORTS**

Councilor Norris - Nothing to report.

Councilor McCabe - Nothing to report.

Councilor Sheffield – Attended the Town of Groton Highway Budget meeting, thanked the Town of Groton for supporting the seawall. Attended the Easter egg hunt, noting it was a nice event for the children as well as pop up farmers market.

Councilor Piazza – Attended the City of Groton cleanup day with some of her family members. They enjoyed the day and collected quite a bit of trash. She also attended the Little League opening ceremony. She expressed gratitude for the available facilities at Washington Park and Municipal building.

Councilor Carter – Thanked the City of Groton for honoring a couple of community members.

Deputy Mayor Depot – Attended the April 16<sup>th</sup> farmers market and commented on good attendance in the off season and excited to see new changes with the new market master. She attended the Food Box Distribution and delivered 9 boxes. She attended the April 28<sup>th</sup> Workers Memorial at Washington Park. It was a great memorial service and encourages attendance.

Mayor Hedrick – Handed out PACT membership information, Joe Summers monthly report with metrics and his forecasted FY 2023 numbers and passed out planning department budget replacement pages. Reviewed the next meetings schedule: Approve Budget on May 16, 2022 and per the Charter need to publish the budget on May 23, 2022. The Police and Highway budgets are being presented at the RTM.

Finance Director Yuhas – Answered questions from budget meetings. Wages in the Fire Department budget had an incorrect allocation in FY22 and corrected for FY23. Acting captain pay has been included in FY23. Human Resources projected/estimated FY22 was calculated incorrectly.

A proposed 3.67 mill rate was built into FY23 budget.

Mayor Hedrick confirmed Deputy Mayor Depot's inquiry to email him any budget questions prior to May 16, 2022.

**VIII. COMMITTEE REFERRALS**

Deputy Mayor Depot stated a few residents have inquired with her about buying beach passes online. She would like to refer to the Beach and Parks committee.

Mayor Hedrick stated some complications with resident verification and will refer to the committee. He wants to evaluate other systems. He also noted that cash is still handled at the beach for day of sales and is looking into a Point of Sale system to eliminate cash.

Councilor Carter noted it is a costly system for a seasonal pass.

Deputy Mayor Depot questioned if the consultant working with Economic Development has ideas.

Mayor Hedrick mentioned a comment on Facebook regarding a reduced rate for military members.

Councilor Carter added this will continue to be discussed and possibly same as senior citizen rate.

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**IX. NEW BUSINESS**

**R-22-05-63 RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE TRANSFER OF FOURTEEN THOUSAND SIX HUNDRED FOURTEEN DOLLARS AND SEVENTY-SIX CENTS (\$14,614.76) TO THE TAX COLLECTOR'S SUSPENSE TAX BOOK**

**WHEREAS**, the Finance Department has received a list of taxes which Tax Collector Melissa McGuire has determined to be uncollectable; and

**WHEREAS**, Tax Collector Melissa McGuire has requested these uncollectable taxes in the amount of Fourteen Thousand Six Hundred Fourteen Dollars and Seventy-Six Cents (\$14,614.76) be transferred to the Suspense Tax Book; and

**WHEREAS**, said taxes are still collectable;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council approve the transfer of Fourteen Thousand Six Hundred Fourteen Dollars and Seventy-Six Cents (\$14,614.76) to the Tax Collector's Suspense Tax Book.

Motion made by Councilor Norris, second by Deputy Mayor Depot.

Finance Directed noted this is an annual clean up from the tax collector and taxes moved to suspense can still be collected.

All in favor. Motion carried.

**R-22-05-64 RESOLUTION TO INITIALLY APPROVE “AN ORDINANCE AUTHORIZING THE MAYOR AND COUNCIL TO APPROVE INCREASES TO RETIREES PENSIONS UP TO AND INCLUDING THOSE WHO RETIRED IN 2018 AS RECOMMENDED BY THE CITY OF GROTON RETIREMENT BOARD”**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GROTON:**

**WHEREAS**, the Mayor and Council, upon recommendation of the Retirement Board, may increase the benefits of retired employees; and

**WHEREAS**, the Mayor and Council have received a qualified cost estimate from an actuary; and

**WHEREAS**, the City of Groton Retirement Board recommended increasing the benefits of retired employees who retired in 2018 at their meeting held on March 10, 2022; and

That is: The COLA increase shall be calculated by multiplying the annualized increase in the Consumer Price Index issued by the United States Department of Labor, Bureau of Labor for the last available twelve (12) months by a factor of twenty-five percent (25%); however, in no event shall the adjustments exceed one and one-half (1.5%) per year. This adjustment is intended to

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

provide persons retired before 1990 and those who retired up until December 2018 with the same COLA.

Effective Date This Ordinance shall become effective on or about July 1, 2022.

**THEREFORE, BE IT RESOLVED** that the Mayor and Council initially approve “An Ordinance Authorizing the Mayor and Council to Approve Increases to Retirees Pensions up to and including those who retired in 2018 as Recommended by the City of Groton Retirement Board”.

Motion made by Councilor McCabe, second by Councilor Sheffield.

Mayor Hedrick noted this will be published in the paper and municipal building and back to Council for a final reading.

All in favor. Motion carried.

**R-22-05-47 RESOLUTION THAT THE MAYOR AND COUNCIL APPROVE THE APPOINTMENT OF EDWARD JACOME, 64 ROUND HILL ROAD, GROTON, CONNECTICUT, AS CITY CLERK WITH A START DATE OF MAY 16, 2022.**

**WHEREAS**, a vacancy exists on the Mayor and Council for the City Clerk; and

**WHEREAS**, the City of Groton Charter, Article V, Section 4 states: “Should a vacancy occur in the office of Councilor or City Clerk, an elector of the city shall be chosen by a majority vote of the Council to serve in such office until the next regular election.”; and

**WHEREAS**, Edward Jacome, 64 Round Hill Road, Groton, Connecticut, desires to serve as the City Clerk;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council approve the appointment of Edward Jacome, 64 Round Hill Road, Groton, Connecticut, as the City Clerk with a start date of May 16, 2022.

Motion made by Deputy Mayor Depot, second by Councilor Norris.

Mayor Hedrick will swear Edward in Monday, May 16, 2022.

Councilor Carter inquired what the term length is.

Mayor Hedrick referred to the Charter and Edward’s term is until the next regular election.

All in favor. Motion carried.

**R-22-05-48 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE AND APPROVE A DONATION OF ONE THOUSAND DOLLARS AND NO CENTS (\$1,000.00) TO THE GROTON MYSTIC FALCONS YOUTH FOOTBALL LEAGUE, PO BOX 760, GROTON, CONNECTICUT**

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**WHEREAS**, the City of Groton received a request for donation from Groton Mystic Falcons Youth Football League to support the organization; and

**WHEREAS**, resolution R-14-4-48 authorized the City Council to make donations to support the social, cultural and educational interests of the City of Groton;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council authorize and approve a donation of One Thousand Dollars and No Cents (\$1,000.00) to Groton Mystic Falcons Youth Football League, Groton, Connecticut.

Motion made by Councilor Sheffield, second by Deputy Mayor Depot. All in favor. Motion carried.

**R-22-05-49 RESOLUTION THAT THE MAYOR AND COUNCIL ACCEPT A DONATION FROM HARBOR FREIGHT, P.O. BOX 6010, CAMARILLO, CALIFORNIA IN THE AMOUNT OF FOUR HUNDRED DOLLARS AND NO CENTS (\$400.00) FOR THE PURCHASE OF A ROLLING TOOL BOX FOR THE CITY OF GROTON FIRE DEPARTMENT**

**WHEREAS**, the Harbor Freight has generously offered a donation of Four Hundred Dollars and No Cents (\$400.00) to the City of Groton Fire Department for the purchase of a rolling tool box for the Eastern Point Station;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council accept a donation from Harbor Freight, P.O. Box 6010, Camarillo, California in the amount of Four Hundred Dollars and No Cents (\$400.00) for the purchase of a rolling tool box for the City of Groton Fire Department.

Motion made by Councilor Piazza, second by Councilor Sheffield. All in favor. Motion carried.

**R-22-05-50 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE AND APPROVE THE FIRE DEPARTMENT TO PURCHASE ONE (1) MODEL YEAR 2023 CHEVROLET TAHOE FROM NORTHWEST HILL'S AUTOMOTIVE, LLC, 2065 EAST MAIN STREET, TORRINGTON, CONNECTICUT FOR A COST OF THIRTY-NINE THOUSAND ONE HUNDRED NINETY TWO DOLLARS AND FORTY CENTS (\$39,192.40) AND A RADIO AND LIGHT PACKAGE FROM J&S RADIO SALES, 1147 MAIN STREET, WILLIMANTIC, CONNECTICUT FOR A COST OF NINETEEN THOUSAND ONE HUNDRED DOLLARS AND NO CENTS (\$19,100.00) FOR A TOTAL COST OF FIFTY-EIGHT THOUSAND TWO HUNDRED NINETY TWO DOLLARS AND FORTY CENTS (\$58,292.40) TO BE PAID FROM CAPITAL RESERVE FUNDS**

**WHEREAS**, the Fire Department has identified the need to purchase the replacement vehicle listed; and

**WHEREAS**, the Fire Chief requested pricing based on the needs of the Fire Department; and

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**WHEREAS**, the vehicle will be ordered utilizing the State of Connecticut competitively bid pricing;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council Authorize and Approve the Fire Department to purchase One (1) model year 2023 Chevrolet Tahoe from Northwest Hill's Automotive, LLC, 2065 East Main Street, Torrington, Connecticut for a cost of Thirty-Nine Thousand One Hundred Ninety Two Dollars and Forty Cents (\$39,192.40) and a radio and light package from J&S Radio Sales, 1147 Main Street, Willimantic, Connecticut for a cost of Nineteen Thousand One Hundred Dollars and No Cents (\$19,100.00) for a total cost of Fifty-Eight Thousand Two Hundred Ninety Two Dollars and Forty Cents (\$58,292.40) to be paid from capital reserve funds.

Motion made by Councilor Carter, second by Deputy Mayor Depot. All in favor. Motion carried.

**R-22-05-51 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE AND APPROVE THE FIRE DEPARTMENT TO PURCHASE ONE (1) MODEL YEAR 2023 CHEVROLET TAHOE FROM NORTHWEST HILL'S AUTOMOTIVE, LLC, 2065 EAST MAIN STREET, TORRINGTON, CONNECTICUT FOR A COST OF THIRTY-NINE THOUSAND SEVEN HUNDRED SIXTY DOLLARS AND NO CENTS (\$39,760.00) AND A RADIO AND LIGHT PACKAGE FROM J&S RADIO SALES, 1147 MAIN STREET, WILLIMANTIC, CONNECTICUT FOR A COST OF FOURTEEN THOUSAND THIRTY FIVE DOLLARS AND NO CENTS (\$14,035.00) FOR A TOTAL COST OF FIFTY-THREE THOUSAND SEVEN HUNDRED NINETY FIVE DOLLARS AND NO CENTS (\$53,795.00) TO BE PAID FROM CAPITAL RESERVE FUNDS**

**WHEREAS**, the Fire Department has identified the need to purchase the replacement vehicle listed; and

**WHEREAS**, the Fire Chief requested pricing based on the needs of the Fire Department; and

**WHEREAS**, the vehicle will be ordered utilizing the State of Connecticut competitively bid pricing;

**THEREFORE, BE IT RESOLVED** that the Mayor and Council Authorize and Approve the Fire Department to purchase One (1) model year 2023 Chevrolet Tahoe from Northwest Hill's Automotive, LLC, 2065 East Main Street, Torrington, Connecticut for a cost of Thirty-Nine Thousand Seven Hundred Sixty Dollars and No Cents (\$39,760.00) and a radio and light package from J&S Radio Sales, 1147 Main Street, Willimantic, Connecticut for a cost of Fourteen Thousand Thirty Five Dollars and No Cents (\$14,035.00) for a total cost of Fifty-Three Thousand Seven Hundred Ninety Five Dollars and No Cents (\$53,795.00) to be paid from capital reserve funds.

Motion made by Councilor Norris, second by Councilor Sheffield. All in favor. Motion carried.

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**R-22-05-52 RESOLUTION THAT THE MAYOR AND COUNCIL WAIVE THE BID PROCESS AND PROVISIONALLY AUTHORIZE AND APPROVE THE CITY OF GROTON PUBLIC WORKS DEPARTMENT TO ENTER INTO A CONTRACT WITH TRIMBLE, INCORPORATED, PO BOX 203558, DALLAS, TEXAS FOR THE DESIGN OF A COMPREHENSIVE GIS DATABASE TO STORE THE CITY'S STORMWATER INFRASTRUCTURE INVENTORY FOR A COST NOT TO EXCEED TWENTY-FOUR THOUSAND SEVEN HUNDRED FORTY-EIGHT DOLLARS AND NINETY CENTS (\$24,748.90) TO BE PAID FROM APPROVED FISCAL YEAR 2022 HIGHWAY OPERATING FUNDS**

**WHEREAS**, as a requirement of the General Permit for the Discharge of Stormwater from the Small Municipal Separate Storm Sewer System (MS4), the City of Groton must develop a detailed system-wide map of its MS4 infrastructure; and

**WHEREAS**, Trimble, Incorporated will develop a GIS database based on a collection of asset data; and

**WHEREAS**, the Public Works Director, in conjunction with Groton Utilities Management, identified Trimble, Incorporated as an appropriate vendor to provide this solution;

**THEREFORE BE IT RESOLVED**, that the Mayor and Council Waive the Bid Process and Provisionally Authorize and Approve the City of Groton Public Works Department to enter into a contract with Trimble, Incorporated, P.O. Box 203558, Dallas, Texas for the design of a comprehensive GIS database to store the City's Stormwater infrastructure inventory for a cost not to exceed Twenty-Four Thousand Seven Hundred Forty-Eight Dollars and Ninety Cents (\$24,748.90) to be paid from Approved Fiscal Year 2022 Highway Operating Funds.

Motion made by Councilor McCabe, second by Deputy Mayor Depot. All in favor. Motion carried.

**R-22-05-53 RESOLUTION THAT THE MAYOR AND COUNCIL PROVISIONALLY AUTHORIZE MAYOR KEITH HEDRICK TO ENTER INTO A CONTRACT WITH MIRANDA CREATIVES, 18 ELM AVENUE, NORWICH, CONNECTICUT, FOR PHASE TWO (OF TWO) CREATIVE SERVICES AND VENDOR COORDINATION IN THE IMPLEMENTATION OF RECOMMENDATIONS IDENTIFIED IN THE 2019 BRAND WORKSHOP FOR A TOTAL COST OF TWENTY-SEVEN THOUSAND TWO HUNDRED AND FIFTY DOLLARS AND ZERO CENTS (\$27,250.00), TO BE PAID FROM CONTRIBUTIONS FROM THE CITY OF GROTON ECONOMIC DEVELOPMENT DEPARTMENT FY 2022 OPERATING BUDGET IN THE AMOUNT OF TWELVE THOUSAND TWO HUNDRED AND FIFTY DOLLARS AND ZERO CENTS (\$12,250.00) AND GROTON UTILITIES COMMUNITY**

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**OUTREACH IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS  
AND ZERO CENTS (\$15,000.00)**

**WHEREAS**, the Department of Planning and Economic Development hosted a 2019 Brand Workshop with City of Groton staff to identify opportunities to improve City of Groton communication channels, enhance engagement/information to and with community stakeholders and the establish a City of Groton brand identity providing clear and consistent messaging from all departments; and

**WHEREAS**, the City Council approved Phase One in FY2021-22 Economic Development budget to implement the recommendations identified during 2019 Brand Workshop; and

**WHEREAS**, Groton Utilities, under the Communications Manager, has committed funding to support the implementation of recommendations identified during the 2019 Brand Workshop; and

**WHEREAS**, the Brand Development Selection Committee completed an RFQ and Interview process and recommends Miranda Creatives, located at 18 Elm Avenue, Norwich, Connecticut, as the preferred consultant to serve as the City of Groton Brand Manager; and

**WHEREAS**, the Brand Manager will assist in implementing the following; creation of a united brand presence among all departments; enhance the City of Groton and Groton Utilities digital presence; creation of a citywide email database and associated campaigns to improve public outreach and engagement with departments; creation of universal resources; development of a two year brand management plan leading up to the City of Groton's 120th Anniversary;

**THEREFORE, BE IT RESOLVED**, that the Mayor and Council provisionally authorize Mayor Keith Hedrick to enter into a contract with Miranda Creatives, 18 Elm Avenue, Norwich, Connecticut, for phase two (of two) creative services and vendor coordination in the implementation of recommendations identified in the 2019 Brand Workshop for a total cost of Twenty-Seven Thousand Two Hundred and Fifty Dollars and Zero Cents (\$27,250.00), to be paid from contributions from the City of Groton Economic Development Department FY 2022 Operating Budget in the amount of Twelve Thousand Two Hundred and Fifty Dollars and Zero Cents (\$12,250.00) and Groton Utilities Community Outreach in the amount of Fifteen Thousand Dollars and Zero Cents (\$15,000.00)

Motion made by Deputy Mayor Depot, second by Councilor Norris. All in favor. Motion carried.

**R-22-05-54 RESOLUTION THAT MAYOR AND COUNCIL APPROVE THE ADOPTION OF THE REVISED TO THE CITY OF GROTON ECONOMIC DEVELOPMENT GRANT PROGRAM POLICY AND PROCEDURES, TO BE EFFECTIVE ON THE DATE OF MAY 9, 2022.**

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**WHEREAS**, the City of Groton desires to be proactive in revitalizing commercial nodes by working with community stakeholders to identify, plan, and implement City projects geared to fostering development; and

**WHEREAS**, The City of Groton acknowledges the need for strategic investments to strengthen local businesses, attract private investment, and stimulate growth; and

**WHEREAS**, the City of Groton Economic Development Grant program is an appropriate method to incentivize qualified existing and/or new businesses that attract and support private investment while also encouraging improvements that provide greater public benefits along commercial corridors; and

**WHEREAS**, the City of Groton Economic Development Grant Program is a reimbursement grant available for business soft costs associated with opening or expanding a business in the City of Groton and/or minor façade improvements costs associated with rehabilitating commercial facades for the purpose of improved placemaking to streetscape and store front designs, improved marketability, and positive visual impacts; and

**WHEREAS**, the City of Groton Economic Development Grant Program Policy provides appropriate procedures to manage the grant program and collaborate with property/business owners; and

**WHEREAS**, small business owners and entrepreneurs typically require extra support navigating municipal, state, and federal requirements for operating a business. City of Groton staff seek to remove barriers to entry and systematic problems that obstruct the community's ability to grow and accelerate startups and place-based businesses; and

**WHEREAS**, the City of Groton Economic Development Grant Program is incentive- based and geared towards small businesses, it compliments Groton's diverse incentive programs including Tax Increment Financing Districts, Opportunity Zones, and the Economic Assistance Fund; and

**WHEREAS**, the *2019 City of Groton Plan of Conservation and Development Section 2.3 Improved Placemaking* focuses on places such as: squares, plazas, parks, streets, and waterfronts that attract people because they are pleasurable or interesting. To enhance community character and "Sense of place" the City of Groton intends to focus on promoting activities and events that attract people to the City of Groton to experience the City for themselves and enhance streetscapes so the journey through the City to various destination is a pleasurable one; and

**WHEREAS**, the 2020 Groton Economic Development Strategy's Goals include:

- Shape Groton's pockets of economic activity into places where people connect. Through the use of Placemaking City of Groton staff will collaborate with property owners and/or businesses to create a built-environment that allows synergy and shared experiences to occur among people by leveraging community assets and activities. The report identifies the following places in the City of Groton as priority areas: Thames Street/ Bridge Street, Five Corners District, and Avery Point.

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

- Grow and diversify existing and emerging opportunities by supporting existing industry and businesses to thrive and expand as well as attracting new industry and businesses to Groton. This will be accomplished by strengthening a welcoming business environment that provides a connected and amenity-driven place for residents and workers. By working with existing and potential new businesses Groton seeks to create diverse opportunities that allow adaptation to our increasingly changing economy.
- Provide an environment that nurtures entrepreneurs and start-up companies. A robust entrepreneurial ecosystem, built on a culture of collaboration and mutual trust, drives innovation and economic growth by creating a system where entrepreneurs and small businesses can access the resources and information they need to advance their ideas, launch, and grow their business ventures. The City of Groton's role in this system is to support entrepreneurship and small business growth with efficient regulatory processes and incentives, as well as building community and connections.

**THEREFORE BE IT RESOVLED**, that Mayor and Council approve the adoption of the revised City of Groton Economic Development Grant Program Policy and Procedures, to be effective on the date of May 9, 2022.

Motion made by Councilor Sheffield, second by Councilor Piazza. All in favor. Motion carried.

**R-22-05-55 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ENTER INTO A THREE YEAR CONTRACT WITH OPTION FOR TWO YEAR RENEWAL TO PURCHASE TREE TRIMMING SERVICES FROM LEWIS TREE SERVICE, INCORPORATED, 300 LUCIUS GORDON DRIVE, WEST HENRIETTA, NEW YORK FOR AN AMOUNT NOT TO EXCEED FIVE HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED FIFTY SEVEN DOLLARS AND SIXTY CENTS (\$548,457.60) WITH AN APPROXIMATE INCREASE OF 4% IN YEAR TWO AND APPROXIMATE INCREASE OF 3% IN YEAR THREE TO BE PAID FROM ELECTRIC OPERATING FUNDS IN THE PROPOSED FY 2023 BUDGET**

**WHEREAS**, tree trimming was considered when preparing the proposed, FY 23 budget; and

**WHEREAS**, the current tree trimming contract will expire at the end of this fiscal year; and

**WHEREAS**, Management solicited bids and received three responses that were reviewed; and

**WHEREAS**, Management recommends entering into a three year contract with option of two renewal years with Lewis Tree Service; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management to enter into a three year contract with option for two year renewal to purchase tree trimming services from Lewis Tree

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

Service, Incorporated, 300 Lucius Gordon Drive, West Henrietta, New York for an amount not to exceed Five Hundred Forty Eight Thousand Four Hundred Fifty Seven Dollars and Sixty Cents (\$548,457.60) with an approximate increase of 4% in year two and approximate increase of 3% in year three to be paid from Electric Operating funds in the FY 2023 Budget and furthermore that the City Council be apprised of this action with the recommendation that it concur;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to enter into a three year contract with option for two year renewal to purchase tree trimming services from Lewis Tree Service, Incorporated, 300 Lucius Gordon Drive, West Henrietta, New York for an amount not to exceed Five Hundred Forty Eight Thousand Four Hundred Fifty Seven Dollars and Sixty Cents (\$548,457.60) with an approximate increase of 4% in year two and approximate increase of 3% in year three to be paid from Electric Operating funds in the Proposed FY 2023 Budget.

Motion made by Councilor Piazza, second by Councilor Norris. All in favor. Motion carried.

**R-22-05-56 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE BOZRAH LIGHT AND POWER MANAGEMENT TO ENTER INTO A THREE YEAR CONTRACT WITH OPTION FOR TWO YEAR RENEWAL TO PURCHASE TREE TRIMMING SERVICES FROM LEWIS TREE SERVICE, INCORPORATED, 300 LUCIUS GORDON DRIVE, WEST HENRIETTA, NEW YORK FOR AN AMOUNT NOT TO EXCEED FIVE HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED FIFTY SEVEN DOLLARS AND SIXTY CENTS (\$548,457.60) TO BE PAID FROM ELECTRIC OPERATING FUNDS IN THE PROPOSED FY 2023 BUDGET**

**WHEREAS**, tree trimming was considered when preparing the proposed, FY 23 budget; and

**WHEREAS**, the current tree trimming contract will expire at the end of this fiscal year; and

**WHEREAS**, Management solicited bids and received three responses that were reviewed; and

**WHEREAS**, Management recommends entering into a three year contract with option of two renewal years with Lewis Tree Service; and

**WHEREAS**, at its regular meeting held on April 27, 2022, the Bozrah Utilities Commission authorized Bozrah Light and Power Management to enter into a three year contract with option for two year renewal to purchase tree trimming services from Lewis Tree Service, Incorporated, 300 Lucius Gordon Drive, West Henrietta, New York for an amount not to exceed Five Hundred Forty Eight Thousand Four Hundred Fifty Seven Dollars and Sixty Cents (\$548,457.60) with an approximate increase of 4% in year two and approximate increase of 3% in year three to be paid from Electric Operating funds in the FY 2023 Budget and furthermore that the City Council be apprised of this action with the recommendation that it concur;

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Bozrah Light and Power Management to enter into a three year contract with option for two year renewal to purchase tree trimming services from Lewis Tree Service, Incorporated, 300 Lucius Gordon Drive, West Henrietta, New York for an amount not to exceed Five Hundred Forty Eight Thousand Four Hundred Fifty Seven Dollars and Sixty Cents (\$548,457.60) with an approximate increase of 4% in year two and approximate increase of 3% in year three to be paid from Electric Operating funds in the Proposed FY 2023 Budget.

Motion made by Councilor Carter, second by Deputy Mayor Depot.

Mayor Hedrick stated the Bozrah Utility Commission approved the action item during their regularly scheduled meeting on April 27, 2022. It is the same amount as Groton Utilities.

All in favor. Motion carried.

**R-22-05-57 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO D & D POWER, 500 COLUMBIA DRIVE, SUITE 100, WEST PALM BEACH, FLORIDA, NOT TO EXCEED FOUR HUNDRED FIFTY THREE THOUSAND EIGHT HUNDRED TWO DOLLARS AND NO CENTS (\$453,802.00) WHICH INCLUDES A TEN PERCENT (10%) CONTINGENCY TO COMPLETE THE RE-CONDUCTORING AND POLE REPLACEMENT ON MILITARY HIGHWAY TO BE PAID FROM THE FY16 ELECTRIC CAPITAL BOND FUND**

**WHEREAS**, Groton Utilities has entered into a Master Service Agreement with BHI Energy, and D and D Power is a subsidiary of BHI Energy; and

**WHEREAS**, this project was included in the FY 16 Bond Fund Project planning, but has not yet been completed; and

**WHEREAS**, Cost for this project includes deliverables, updated drawings, line relocation and re-conductoring as requested, and replacement of SNET poles if needed and cost is as follows:

Scheduling	\$1,896.00
Construction	\$397,851.00
Project Management & Coordination	\$12,800.00
10% Contingency	\$41,255.00
Total	\$412,547.00; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management to issue a purchase order to D & D Power, 500 Columbia Drive, Suite 100, West Palm Beach, Florida, not to exceed Four Hundred Fifty Three Thousand Eight Hundred Two Dollars and No Cents (\$453,802.00) which includes a ten percent (10%) contingency to complete the re-conductoring and pole replacement on Military Highway to be paid from the FY16 Electric Capital Bond Fund and

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

furthermore that the City Council be apprised of this action with the recommendation that it concur;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to D & D Power, 500 Columbia Drive, Suite 100, West Palm Beach, Florida, not to exceed Four Hundred Fifty Three Thousand Eight Hundred Two Dollars and No Cents (\$453,802.00) which includes a ten percent (10%) contingency to complete the re-conductoring and pole replacement on Military Highway to be paid from the FY16 Electric Capital Bond Fund.

Motion made by Councilor Norris, second by Deputy Mayor Depot. All in favor. Motion carried.

**R-22-05-58      RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO PAR ELECTRIC, 55 CORNEAU WAY, SOUTH WINDSOR, CONNECTICUT, NOT TO EXCEED TWO MILLION FIVE HUNDRED TWENTY FIVE THOUSAND FIVE HUNDRED TWENTY SEVEN DOLLARS AND SIXTY FIVE CENTS (\$2,525,527.65) WHICH INCLUDES A TWENTY FIVE PERCENT (25%) CONTINGENCY FOR THE INSTALLATION OF THE 400, 1410, AND 1280 TRANSMISSION LINES RE-CONDUCTORING TO BE PAID BY THE TRANSMISSION LINE 1410/1280/400/ BUDDINGTON SUBSTATION FY 2022 BOND FUND PROJECT**

**WHEREAS**, Par Electrical Contractors, Incorporated is the same construction company that Eversource used for drilling and construction for the 1410 lines in their territory; and

**WHEREAS**, this project is in support of the ISO New England Upgrades; and

**WHEREAS**, on June 1, 2020, Groton Utilities entered into a Memorandum of Understanding (MOU) with Eversource allowing the use of shared resources to purchase materials, and to preform construction including drilling, civil work , vegetation management, and clearing to save money; and

**WHEREAS**, this would complete re-conductoring of the 400, 1410, and 1280 transmission lines; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management issue a purchase order to PAR Electric, 55 Corneau Way, South Windsor, Connecticut, not to exceed Two Million Five Hundred Twenty Five Thousand Five Hundred Twenty Seven Dollars and Sixty Five Cents (\$2,525,527.65) which includes a twenty five percent (25%) contingency for the installation of the 400, 1410, and 1280 transmission lines re-conductoring to be paid by the Transmission Line 1410/1280/400/ Buddington Substation FY 2022 Bond Fund Project;

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to PAR Electric, 55 Corneau Way, South Windsor, Connecticut, not to exceed Two Million Five Hundred Twenty Five Thousand Five Hundred Twenty Seven Dollars and Sixty Five Cents (\$2,525,527.65) which includes a twenty five percent (25%) contingency for the installation of the 400, 1410, and 1280 transmission lines re-conductoring to be paid by the Transmission Line 1410/1280/400/ Buddington Substation FY 2022 Bond Fund Project.

Motion made by Councilor McCabe, second by Councilor Piazza. All in favor. Motion carried.

**R-22-05-59 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO BURNS AND MCDONNELL, 108 LEIGUS ROAD, SUITE 1100, WALLINGFORD, CONNECTICUT NOT TO EXCEED ONE HUNDRED SIXTY THOUSAND TWO HUNDRED FIFTEEN DOLLARS AND NO CENTS (\$160,215.00) WHICH INCLUDES A TEN PERCENT (10%) CONTINGENCY TO PROVIDE CONSTRUCTION OVERSIGHT SUPPORT OF THE TRANSMISSION LINES TO BE PAID BY THE TRANSMISSION LINE 1410/1280/400/ BUDDINGTON SUBSTATION FY 2022 BOND FUND PROJECT**

**WHEREAS**, Burns and McDonnell has been the Environmental Manager on the 400/1410/1280 Transmission Structure Replacement Project and Management is recommending them for Construction Management;

**WHEREAS**, Burns and McDonnell will provide a Field Construction Manager (FCM) to coordinate, manage, and supervise all construction and on-site electromechanical tasks; and

**WHEREAS**, the FCM will provide detailed review and feedback on documentation including project designs, specifications, bills of materials; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management authorized Groton Utilities Management to issue a purchase order to Burns and McDonnell, 108 Leigus Road, Suite 1100, Wallingford, Connecticut not to exceed One Hundred Sixty Thousand Two Hundred Fifteen Dollars and No Cents (\$160,215.00) which includes a ten percent (10%) contingency to provide construction oversight during construction of the Transmission Lines in support of the ISO New England Upgrades to be paid by the Transmission Line 1410/1280/400/ Buddington Substation FY 2022 Bond Fund Project, and furthermore the City Council be apprised of this action with the recommendation that it concur;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to Burns and McDonnell, 108 Leigus Road, Suite 1100, Wallingford, Connecticut not to exceed One Hundred Sixty Thousand Two Hundred Fifteen Dollars and No Cents (\$160,215.00) which includes a ten percent (10%) contingency to provide

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

construction oversight support of the Transmission Lines to be paid by the Transmission Line 1410/1280/400/ Buddington Substation FY 2022 Bond Fund Project.

Motion made by Deputy Mayor Depot, second by Councilor Sheffield. All in favor. Motion carried.

**R-22-05-60 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO GRANITE INLINER SOLUTIONS, 195A NORRIDGEWORK ROAD, FAIRFIELD, MAINE NOT TO EXCEED FOUR HUNDRED FORTY TWO THOUSAND SIX HUNDRED EIGHTEEN DOLLARS AND NO CENTS (\$442,618.00) WHICH INCLUDES A TEN PERCENT (10%) CONTINGENCY TO PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT FOR INSTALLATION OF CURED IN PLACE PIPE (CIPP) SEWER LINING TO BE PAID BY THE FY 22 WASTEWATER BOND FUND PROGRAM**

**WHEREAS**, Groton Utilities received a quote from Granite Inliner a member of HGACBuy, a purchasing program; and

**WHEREAS**, the project cost is as follows:

Materials	\$402,380.00
10% Contingency	\$40,238.00
Total Cost	\$442,618.00

**WHEREAS**, this project pricing includes all mobilization, traffic control, pre cleaning and CCTV, pre and post lining CCTV inspections/ reports, reinstatement of laterals and by-pass pumping; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management authorized Groton Utilities Management to issue a purchase order to Granite Inliner Solutions, 195A Norridgework Road, Fairfield, Maine not to exceed Four Hundred Forty Two Thousand Six Hundred Eighteen Dollars and No Cents (\$442,618.00) which includes a ten percent (10%) contingency to provide all labor, materials and equipment for installation of Cured In Place Pipe (CIPP) Sewer Lining to be paid by the FY 22 Wastewater Bond Fund Program;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to Granite Inliner Solutions, 195A Norridgework Road, Fairfield, Maine not to exceed Four Hundred Forty Two Thousand Six Hundred Eighteen Dollars and No Cents (\$442,618.00) which includes a ten percent (10%) contingency to provide all labor, materials and equipment for installation of Cured In Place Pipe (CIPP) Sewer Lining to be paid by the FY 22 Wastewater Bond Fund Program.

Motion made by Councilor Sheffield, second by Councilor Piazza. All in favor. Motion carried.

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**R-22-05-61 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO TRIMBLE INC., P.O. BOX 203558, DALLAS, TEXAS FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY THOUSAND EIGHT HUNDRED FORTY THREE DOLLARS AND FIVE CENTS (\$290,843.05) FOR COMPUTER MAINTENANCE MANAGEMENT SYSTEM SERVICE AGREEMENTS FOR WATER AND WASTEWATER DIVISIONS TO BE PAID FROM THE FY 2023 WATER AND WASTEWATER NON BONDED CAPITAL BUDGETS**

**WHEREAS**, Groton Utilities has a Master Professional Service Agreement (PSA #100410) with Trimble; and

**WHEREAS**, the Technology and Process Assessment identified the need to implement a computer maintenance management system; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management authorized Groton Utilities Management to issue a purchase order to Trimble Inc., P.O. Box 203558, Dallas, Texas for an amount not to exceed Two Hundred Ninety Thousand Eight Hundred Forty Three Dollars and Five Cents (\$290,843.05) for Computer Maintenance Management System Service Agreement for Water and Wastewater Divisions to be paid from the FY 2023 Water and Wastewater Non Bonded Capital Budgets, and furthermore that the City Council be apprised of this action with the recommendation that it concur;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to Trimble Inc., P.O. Box 203558, Dallas, Texas for an amount not to exceed Two Hundred Ninety Thousand Eight Hundred Forty Three Dollars and Five Cents (\$290,843.05) for Computer Maintenance Management System Service Agreements for Water and Wastewater Divisions to be paid from the FY 2023 Water and Wastewater Non Bonded Capital Budgets.

Motion made by Councilor Piazza, second by Deputy Mayor Depot. All in favor. Motion carried.

**R-22-05-62 RESOLUTION THAT THE MAYOR AND COUNCIL AUTHORIZE GROTON UTILITIES MANAGEMENT TO ISSUE A PURCHASE ORDER TO AZTECA SYSTEMS, LLC- CITYWORKS, 11075 STATE STREET, SUITE 24, SANDY, UTAH FOR AN AMOUNT NOT TO EXCEED FORTY SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$47,500.00) FOR YEAR ONE OF A THREE YEAR AGREEMENT FOR CITYWORKS ONLINE SERVER TO BE PAID FROM PROPOSED FY 2023 OPERATING BUDGET**

**MAYOR AND COUNCIL  
MINUTES  
MAY 2, 2022**

**WHEREAS**, Groton Utilities has a Master Professional Service Agreement (PSA #100410) with Trimble; and

**WHEREAS**, Cityworks Online Server is an add-on of the existing Trimble, Inc. software; and

**WHEREAS**, Cityworks will be available for City wide use; and

**WHEREAS**, at its regular meeting held on April 20, 2022, the Groton Utilities Commission / Water Pollution Control Authority authorized Groton Utilities Management authorized Groton Utilities Management issue a purchase order to Azteca Systems, LLC-Cityworks, 11075 State Street, Suite 24, Sandy, Utah for an amount not to exceed Forty Seven Thousand Five Hundred Dollars and No Cents (\$47,500.00) for year one of a three year agreement for Cityworks Online Server to be paid from Proposed FY 2023 Operating Budget and furthermore that the City Council be apprised of this action with the recommendation that it concur;

**THEREFORE BE IT RESOLVED** that the Mayor and Council authorize Groton Utilities Management to issue a purchase order to Azteca Systems, LLC- Cityworks, 11075 State Street, Suite 24, Sandy, Utah for an amount not to exceed Forty Seven Thousand Five Hundred Dollars and No Cents (\$47,500.00) for year one of a three year agreement for Cityworks Online Server to be paid from Proposed FY 2023 Operating Budget.

Motion made by Councilor Carter, second by Councilor Sheffield. All in favor. Motion carried.

**X. ADJOURNMENT**

Motion to adjourn made by Councilor McCabe, second by Deputy Mayor Depot. All in favor. Motion carried.

Mayor Keith Hedrick adjourned the meeting at 8:20 pm.