



TOWN OF GROTON

A GUIDE TO TOWN GOVERNMENT

INTRODUCTION

Town of Groton: A Guide to Town Government is designed to help citizens of Groton better understand their system of government. It is intended to serve as a general reference work useful to the citizen over the years. As such, it purposefully excludes references to the personnel currently serving as town officials. Up-to-date information of that kind is maintained and published by the Town Clerk in the *Groton Town Register* (http://www.groton-ct.gov/town_gov/GrotonTownRegister.pdf). In addition to this *Guide* and to the *Register*, citizens may also wish to acquaint themselves with the *Charter of the Town of Groton* (http://www.groton-ct.gov/town_gov/charter.asp). Copies of these publications are available for use at many town offices and at the Information Desk of the Groton Public Library. The Town of Groton's website (<http://www.groton-ct.gov>) is also a good resource for current information. However, citizens should be aware that the Town Clerk is the official source for all up-to-date records.

The *Guide* was compiled by:

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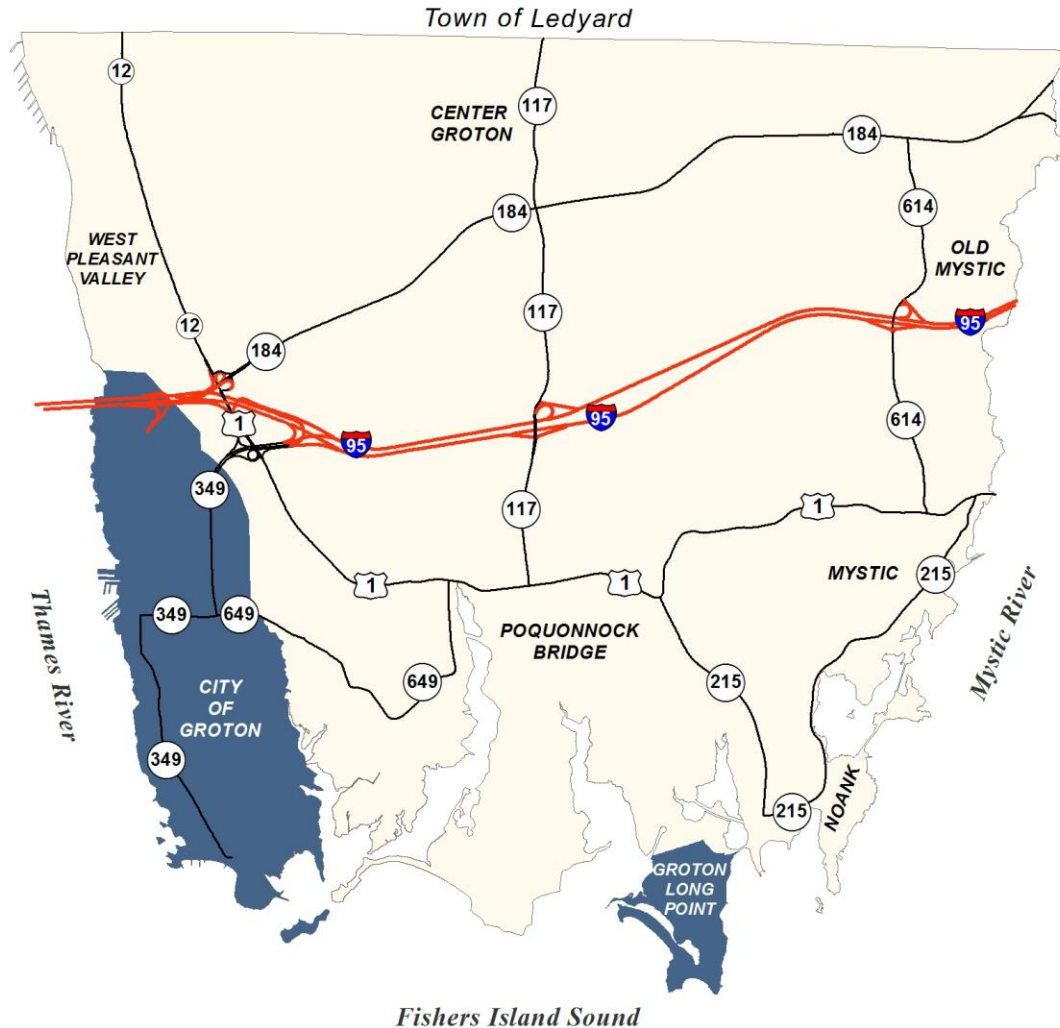
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Map of The Town of Groton



The Town of Groton is located in New London County in the southeastern section of Connecticut. Groton shares with New London one of the finest natural harbors on the eastern seaboard, and covers 38.3 square miles along 40 miles of coastline on Long Island Sound.

The region is about equidistant from the more populous urban areas of Hartford and New Haven, Connecticut and Providence, Rhode Island. The area is also located approximately midway between New York and Boston.

Groton's location on Interstate 95 is an important asset, as are the number of tourist-related facilities nearby and within the Town itself, such as the USS Nautilus and Submarine Force Library and Museum.

TOWN BUILDINGS

| | |
|------------------------------------|--------------------------------------|
| TOWN HALL..... | 45 Fort Hill Road |
| TOWN HALL ANNEX..... | 134 Groton Long Point Road |
| ANIMAL SHELTER..... | 80 Groton Long Point Road |
| CITY MUNICIPAL BUILDING..... | 295 Meridian Street |
| FIRE DISTRICTS | |
| CENTER GROTON..... | 163 Candlewood Road |
| MYSTIC..... | 34 Broadway, Mystic |
| NOANK..... | Ward Avenue, Noank |
| OLD MYSTIC..... | 295 Cow Hill Road, Mystic |
| POQUONNOCK BRIDGE..... | 329 Long Hill Road |
| WEST PLEASANT VALLEY..... | 140 Broad Street |
| GROTON LONG POINT ASSOCIATION..... | 3 Atlantic Avenue, Groton Long Point |
| HOUSING AUTHORITY..... | 770 Poquonnock Road |
| HUMAN SERVICES..... | 2 Fort Hill Road |
| LEDGE LIGHT HEALTH DISTRICT..... | 216 Broad Street, New London |
| LIBRARIES | |
| GROTON PUBLIC LIBRARY..... | 52 Newtown Road (Route 117) |
| BILL MEMORIAL LIBRARY..... | 240 Monument Street |
| MYSTIC & NOANK LIBRARY..... | 40 Library Street, Mystic |
| POLICE DEPARTMENT..... | 68 Groton Long Point Road |
| PARKS & RECREATION..... | 27 Spicer Avenue, Noank |
| SCHOOL ADMINISTRATION..... | 1300 Flanders Road, Mystic |
| SENIOR CENTER..... | 102 Newtown Road (Route 117) |
| SHENNECOSSETT GOLF COURSE..... | 93 Plant Street |
| TRANSFER STATION..... | 685 Flanders Road, Mystic |

WHO TO CALL...

| | | | |
|-----------------------------------|--------------|------------------------------------|--------------|
| Absentee Ballots | 860-441-6640 | Mayor/Town Manager | 860-441-6630 |
| Accounting..... | 860-441-6609 | Meeting Schedules..... | 860-441-6640 |
| ADA Coordinator..... | 860-441-6697 | Mystic Fire District..... | 860-536-8453 |
| Administrative Services | 860-441-6622 | Noank Fire District | 860-536-7366 |
| Animal Control & Shelter | 860-441-6709 | Old Mystic Fire District..... | 860-536-2220 |
| Assessment on Property | 860-441-6660 | Parks & Recreation..... | 860-536-5680 |
| Birth Certificates..... | 860-441-6640 | Parks & Recreation Infoline | 860-441-6791 |
| Board of Education | 860-572-2100 | Planning | 860-446-5970 |
| Center Groton Fire District | 860-445-5775 | Police (non-emergency)..... | 860-441-6712 |
| City of Groton..... | 860-446-4102 | Police (Emergency) | 911 |
| City of Groton Fire Dept..... | 860-445-2456 | Police Records | 860-441-6713 |
| Community Development..... | 860-446-5988 | Poquonnock Bridge Fire Dist. ... | 860-445-2498 |
| Death Certificates..... | 860-441-6640 | Probate Judge..... | 860-441-6655 |
| Dog Licenses..... | 860-441-6640 | Public Works | 860-448-4083 |
| Economic Development..... | 860-446-5981 | Public Works Infoline..... | 860-448-4093 |
| Elections (Registrars)..... | 860-441-6650 | Purchasing | 860-441-6680 |
| Emerg. Dispatch (non-emerg).... | 860-441-6748 | Recycling..... | 860-448-4083 |
| Emergency | 911 | Registrar of Voters..... | 860-441-6650 |
| Emergency Management | 860-445-2000 | Representative Town Meeting (RTM)/ | |
| Engineering..... | 860-448-4066 | Town Clerk..... | 860-441-6640 |
| Energy Assistance..... | 860-441-6760 | Roads and Streets..... | 860-448-4083 |
| Family Support Center | 860-441-6766 | School Administration..... | 860-572-2100 |
| Finance..... | 860-441-6690 | Senior Center | 860-441-6785 |
| Finance Infoline | 860-441-6792 | Septic System Approval | 860-448-4882 |
| Fishing and Hunting Licenses.... | 860-441-6640 | Sewer Taxes..... | 860-441-6670 |
| Food Locker..... | 860-441-6760 | Sewer Emergencies..... | 860-445-1016 |
| Groton Long Point Association . | 860-536-4736 | Shellfish Infoline | 860-441-6793 |
| Groton Long Point Fire Dept. | 860-536-7607 | Shellfish Permits..... | 860-441-6640 |
| Groton Utilities | 860-446-4000 | Shennecossett Golf Course | 860-445-6912 |
| Historic District Permits | 860-446-5982 | Pro Shop | 860-448-1867 |
| Housing Authority | 860-445-1596 | Tax Collection | 860-441-6670 |
| Human Resources | 860-441-6622 | Town Clerk..... | 860-441-6640 |
| Human Services | 860-441-6760 | Town Council (Town Manager) | 860-441-6630 |
| Information Technology | 860-441-6691 | Town Manager..... | 860-441-6630 |
| Inspection Services | 860-446-5982 | Traffic Signs & Signals | 860-441-6712 |
| Jabez Smith House..... | 860-445-6689 | Transfer Station Information | 860-448-4083 |
| Job Openings Infoline | 860-441-6759 | Vendor Permits (Police) | 860-441-6713 |
| Land Records | 860-441-6642 | Visiting Nurses | 860-444-1111 |
| Ledge Light Health District | 860-448-4882 | Voter Registration..... | 860-441-6650 |
| Libraries – Groton Public..... | 860-441-6750 | Visiting Nurses | 860-444-1111 |
| Bill Memorial..... | 860-445-0392 | Voter Registration..... | 860-441-6650 |
| Mystic & Noank..... | 860-536-7721 | West Pleasant Valley Fire Dist... | 860-445-2456 |
| Marriage Licenses..... | 860-441-6640 | | |

INTERNET ADDRESSES

Government

Town of Groton <http://www.groton-ct.gov>
Groton Public Schools <http://www.groton.k12.ct.us>
Groton Parks and Recreation Department <http://www.grotonrec.com>
State of Connecticut <http://www.ct.gov>
U.S. Government's official web portal <http://www.usa.gov>

Libraries

Groton Public Library <http://www.grotonpl.org>
Bill Memorial Library <http://www.billmemorial.org>
Mystic and Noank Library <http://www.mysticnoanklibrary.com>

Tourism

Chamber of Commerce of Eastern CT, Inc. <http://www.chamberect.com>
Greater Mystic Chamber of Commerce <http://www.mysticchamber.org>
Groton New London Airport <http://www.grotonnewlondonairport.com>
Fort Griswold State Park <http://www.revwar.com/ftgriswold>
Submarine Force Museum & Library <http://www.usnautilus.org>
Mystic Aquarium & Institute for Exploration <http://www.mysticaquarium.org>
Mystic Seaport <http://www.mysticseaport.org>
Project Oceanology <http://www.oceanology.org>

Military

Naval Submarine Base New London <http://www.cnic.navy.mil/newlondon/index.htm>
Naval Submarine School <http://www.netc.navy.mil/centers/slc/nss/>
U.S. Coast Guard Academy <http://www.cga.edu/>

Miscellaneous

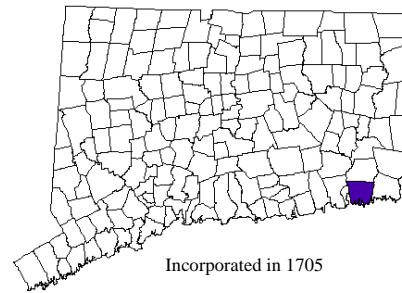
The Day (local newspaper) <http://www.theday.com>
GrotonPatch <http://groton.patch.com/>
Mystic River Press <http://www.thewesterlysun.com/mysticriverpress/>
Electric Boat <http://www.gdeb.com>
Groton Utilities <http://www.grotonutilities.com>
Indian & Colonial Research Center <http://www.theicrc.org>
Groton Historical Society <http://www.grotonhistoricalsociety.org/>
Mystic River Historical Society <http://www.mystichistory.org>
New London Historical Society <http://www.newlondonhistory.org>
Pfizer <http://www.pfizer.com>
seCTer (South Eastern CT Enterprise Region) <http://www.secter.org>
University of Connecticut at Avery Point <http://www.averypoint.uconn.edu>

Groton, Connecticut

CERC Town Profile 2012

Town Hall
45 Fort Hill Road
Groton, CT 06340
(860) 441-6630

Belongs to
New London County
LMA Norwich - New London
Southeast Economic Dev. Region
Southeastern Connecticut Planning Area



Demographics

| <i>Population (2011)</i> | | | | <i>Race/Ethnicity (2011)</i> | | | |
|--------------------------------|-------------|---------------|--------------|--------------------------------------|--------------|---------------|--------------|
| | <i>Town</i> | <i>County</i> | <i>State</i> | | <i>Town</i> | <i>County</i> | <i>State</i> |
| 1990 | 45,144 | 254,957 | 3,287,116 | White | 31,949 | 228,237 | 2,800,328 |
| 2000 | 39,907 | 259,088 | 3,405,565 | Black | 2,806 | 16,228 | 365,949 |
| 2011 | 40,593 | 277,700 | 3,610,073 | Asian Pacific | 2,569 | 11,708 | 138,364 |
| 2016 | 42,734 | 292,047 | 3,754,486 | Native American | 318 | 2,537 | 11,369 |
| '11-'16 Growth / Yr | 1.0% | 1.0% | 0.8% | Other/Multi-Race | 2,951 | 18,990 | 294,063 |
| | | | | Hispanic (any race) | 3,990 | 25,778 | 512,039 |
| Land Area (sq. miles) | 31 | 666 | 5,009 | <i>Poverty Rate (2009)</i> | 6.8% | 6.7% | 8.7% |
| Pop./ Sq. Mile (2011) | 1,297 | 417 | 721 | <i>Educational Attainment (2011)</i> | | | |
| Median Age (2011) | 41 | 40 | 40 | Persons Age 25 or Older | <i>Town</i> | <i>%</i> | <i>State</i> |
| Households (2011) | 16,119 | 108,680 | 1,391,975 | High School Graduate | 8,864 | 31% | 702,670 |
| Med HH Inc. (2011) | \$61,709 | \$68,884 | \$70,705 | Some College | 9,488 | 33% | 594,209 |
| | | | | Bachelors or More | 8,377 | 29% | 883,658 |
| <i>Age Distribution (2011)</i> | | | | | | | |
| | <i>0-4</i> | <i>5-17</i> | <i>18-24</i> | <i>25-49</i> | <i>50-64</i> | <i>65+</i> | <i>Total</i> |
| Male | 1,116 3% | 2,844 7% | 1,890 5% | 8,126 20% | 4,321 11% | 2,140 5% | 20,437 |
| Female | 1,108 3% | 3,121 8% | 1,648 4% | 7,209 18% | 4,079 10% | 2,991 7% | 20,156 |
| County Total | 15,861 6% | 44,714 16% | 27,651 10% | 94,194 34% | 55,872 20% | 39,408 14% | 277,700 |
| State Total | 217,641 6% | 611,932 17% | 343,959 10% | 1,213,300 34% | 711,463 20% | 511,778 14% | 3,610,073 |

Economics

| <i>Business Profile (2005)</i> | | | <i>Top Five Grand List (2009)</i> | | |
|--------------------------------|-----------------------|-------------------|--|-----------------|-------------------|
| <i>Sector</i> | <i>Establishments</i> | <i>Employment</i> | | <i>Amount</i> | <i>% of Net</i> |
| Agriculture | 1.5% | 0.1% | Pfizer Inc. | \$559,124,192 | 13.6% |
| Const. and Mining | 6.2% | 0.6% | Electric Boat Corp | \$196,629,294 | 4.8% |
| Manufacturing | 3.9% | 21.8% | Exit 88 Hotel LLC | \$27,841,770 | 0.7% |
| Trans. and Utilities | 3.8% | 2.4% | LCOR Groton Apartments LLC | \$21,666,920 | 0.5% |
| Trade | 27.1% | 11.0% | Groton Devel Assoc | \$18,670,260 | 0.5% |
| Finance, Ins. and Real Estate | 8.7% | 2.0% | Net Grand List (2009) | \$4,123,340,224 | |
| Services | 44.3% | 13.3% | <i>Top Five Major Employers (2006)</i> | | |
| Government | 4.5% | 48.7% | U.S. Naval Submarine Base | Town of Groton | |
| | | | Electric Boat Corp. | AVCRAD | |
| | | | Pfizer, Inc. | | |
| | | | | <i>Town</i> | <i>State</i> |
| | | | <i>Retail Sales (2007)</i> | \$1,899,166,454 | \$136,936,194,241 |
| | | | <i>All Outlets</i> | | |

Education

| <i>2009-2010 School Year</i> | <i>Town</i> | <i>State</i> | <i>Connecticut Mastery Test Percent Above Goal</i> | | | | | | | |
|--|------------------------------|--------------|--|--------------|----------------|--------------|----------------|--------------|--------------|-----|
| | | | <i>Grade 4</i> | | <i>Grade 6</i> | | <i>Grade 8</i> | | | |
| | | | <i>Town</i> | <i>State</i> | <i>Town</i> | <i>State</i> | <i>Town</i> | <i>State</i> | | |
| Total Town School Enrollment | 5,293 | 552,782 | Reading | 58 61 | 60 69 | 67 69 | | | | |
| Most public school students in Groton attend Groton School District, which has 5,134 students. | | | Math | 57 64 | 63 69 | 58 65 | | | | |
| | | | Writing | 58 64 | 49 62 | 62 67 | | | | |
| | | | <i>Average SAT Score</i> | | | | | | | |
| | | | <i>Average Class Size</i> | | | <i>Town</i> | | | <i>State</i> | |
| For more education data please see: | <i>Students per Computer</i> | <i>Town</i> | <i>State</i> | Grade K | 17.1 | Grade 2 | 20.3 | Reading | 502 | 503 |
| http://www.state.ct.us/sde/ | Elementary: | 2.7 | 4.1 | Grade 5 | 22.6 | Grade 7 | 16.1 | Writing | 497 | 506 |
| | Middle: | 2.2 | 2.8 | High School | 19.3 | Math | 507 | 508 | | |
| | Secondary: | 1.7 | 2.7 | | | | | | | |

Government

Government Form: Council-Manager

| | | | | | |
|-----------------------|---------------|---------------------------|---------------|---------------------------------|-----------------|
| Total Revenue (2009) | \$121,351,153 | Total Expenditures (2009) | \$120,261,431 | Annual Debt Service (2009) | \$6,120,252 |
| Tax Revenue | \$71,813,206 | Education | \$76,365,187 | As % of Expenditures | 5.1% |
| Non-tax Revenue | \$49,537,947 | Other | \$37,775,992 | Eq. Net Grand List (2007) | \$5,819,429,482 |
| Intergovernmental | \$46,927,346 | Total Indebtness (2009) | \$62,599,411 | Per Capita | \$142,560 |
| Per Capita Tax (2009) | \$1,693 | As % of Expenditures | 52.1% | As % of State Average | 86% |
| As % of State Average | 69.5% | Per Capita | \$1,476 | Date of Last Revaluation (2009) | 2006 |
| | | As % of State Average | 69.6% | Moody's Bond Rating (2009) | Aa3 |
| | | | | Actual Mill Rate (2007) | 24.05 |
| | | | | Equalized Mill Rate (2007) | 10.25 |
| | | | | % of Grand List Com/Ind (2007) | 23.0% |

Housing/Real Estate

| | | | | | | | |
|-----------------------------|-------------|---------------|--------------|---|---------------|--------------|---------|
| <i>Housing Stock (2009)</i> | Town | County | State | Owner Occupied Dwellings (2009) | 7,460 | 64,162 | 812,964 |
| Existing Units (total) | 17,794 | 117,950 | 1,452,007 | As % Total Dwellings | 41% | 55% | 57% |
| % Single Unit | 59.4% | 69.2% | 64.8% | Subsidize Housing (2008) | 3,625 | 12,075 | 149,355 |
| New Permits Auth. (2009) | 42 | 427 | 3,786 | <i>Distribution of House Sales (2009)</i> | | | |
| As % Existing Units | 0.24% | 0.36% | 0.26% | Town | County | State | |
| Demolitions (2009) | 3 | 46 | 1,219 | Number of Sales | | | |
| House Sales (2009) | 188 | 1,204 | 14,696 | Less than \$100,000 | 14 | 55 | 346 |
| Median Price | \$245,750 | \$250,000 | \$265,000 | \$100,000-\$199,999 | 48 | 277 | 3,539 |
| Built Pre 1950 share (2000) | 24.7% | 32.7% | 31.5% | \$200,000-\$299,999 | 66 | 479 | 4,847 |
| | | | | \$300,000-\$399,999 | 29 | 204 | 2,510 |
| | | | | \$400,000 or More | 31 | 189 | 3,454 |

Labor Force

| | | | | | | | |
|----------------------------------|-------------|---------------|--------------|---------------------------|------------------------------|--------------|--------|
| <i>Place of Residence (2009)</i> | | | | <i>Commuters (2000)</i> | | | |
| | Town | County | State | Commuters into Town from: | Town Residents Commuting to: | | |
| Labor Force | 19,532 | 150,818 | 1,889,947 | Groton | 11,797 | Groton | 11,797 |
| Employed | 17,930 | 139,190 | 1,734,291 | Ledyard | 2,534 | New London | 1,791 |
| Unemployed | 1,602 | 11,628 | 155,656 | New London | 2,089 | Ledyard | 1,290 |
| Unemployment Rate | 8.2% | 7.7% | 8.2% | Stonington | 2,078 | Stonington | 1,141 |
| <i>Place of Work (2009)</i> | | | | Norwich | 1,696 | Waterford | 1,031 |
| # of Units | 1,019 | 6,975 | 104,314 | Waterford | 1,499 | Montville | 712 |
| Total Employment | 25,287 | 126,091 | 1,615,355 | East Lyme | 1,484 | Norwich | 691 |
| 2000-'09 Growth AAGR | -0.6% | 0.3% | -0.4% | Montville | 1,319 | East Lyme | 265 |
| Mfg Employment | n.a. | | | Westerly, RI | 1,162 | Old Saybrook | 128 |
| | | | | Griswold | 613 | Old Lyme | 113 |

Other Information

| | | | | | | | |
|--------------------------|-------------|--------------|---------------------------------------|-----|---|--|--|
| <i>Banks (2007)</i> | Town | State | <i>Residential Utilities</i> | | | | |
| | 6 | 1,029 | Electric Provider | | | | |
| <i>Crime Rate (2009)</i> | | | Groton Utilities Electric Division | | | | |
| Per 100,000 Residents | 143 | 298 | (860) 446-4000 | | | | |
| | | | <i>Distance to Major Cities Miles</i> | | | | |
| | | | Hartford | 45 | Gas Provider | | |
| | | | Boston | 86 | Yankee Gas Company | | |
| <i>Library (2010)</i> | Town | | New York City | 110 | (800) 989-0900 | | |
| Total Volumes | 209,583 | | Providence | 46 | Water Provider | | |
| Circulation Per Capita | 11.9 | | | | Groton Utilities Water Division | | |
| | | | | | (860) 446-4000 | | |
| | | | | | Cable Provider | | |
| | | | | | Comcast/Groton-Thames Valley Communicat | | |
| | | | | | (860) 446-4039 | | |

A Brief History of Groton

Carol W. Kimball, Town Historian (1985-2009)

The Town of Groton lies on Fisher's Island Sound between the Thames and Mystic Rivers where from times past its rugged hills and lush green woods have sloped down to sandy beaches and rocky shores.

Originally the home of Pequot Indians, an Algonquin-speaking woodland tribe, this territory provided vital resources; an abundance of food and clothing supply from wildlife; and fish from the shoreline areas. The Pequots became the most powerful tribe in the region now known as Connecticut, attributable to their strength in warfare and possession of the shellfish beds, used for wampum trade among tribes.

The Dutch explorer Adrian Block was the first to discover the Pequots in 1614. The demand for furs in Europe prompted a successful fur trade between the Pequots and the Dutch. Rivalry among the indigenous tribes for trade led to a series of confrontations between tribes and Europeans resulting in losses to both sides. Threatened by the aggression of the Pequots and others, Captain John Mason was summoned by the Connecticut Colony to lead an offensive attack upon the Pequots.

In the spring of 1637, Captain John Mason and his men, along with the representatives of several indigenous tribes, conducted a surprise attack at dawn upon the Pequot Fort. Many Pequots were killed and the few survivors fled to take refuge with other tribes, or were hunted down by the troops to be sold as slaves or given to other indigenous tribes. The Pequot War ended the power of the Pequot tribe in the region consequently leading to its colonization.

Groton was first settled by Europeans as part of New London in 1646 when John Winthrop, Jr. came from Massachusetts Bay to found Pequot Plantation at the mouth of the Thames River. By 1705, the population east of the Thames had increased sufficiently, and inhabitants were allowed to incorporate as a separate town, named Groton, in honor of the Winthrop family estate in England.

Early settlers were primarily farmers, but they soon turned to shipbuilding and the maritime trade to supplement their livelihood scratched from the rocky soil. Groton vessels traded with Boston and New York and soon found their way to the West Indies and across the Atlantic.

During the American Revolution, residents of Groton were active against the tyranny of King George. Citizens were sent out as privateers to prey on British commerce. Perhaps in reprisal for their success, British troops led by traitor Benedict Arnold attacked and killed many American defenders at the battle of Fort Griswold on Groton Heights on September 6, 1781. The site is marked with a 134-foot monument and is now the Fort Griswold Battlefield State Park.

Shipping and commerce boomed after the War of Independence. Mill wheels turned on every stream, while Groton seamen sailed to the ends of the earth hunting seals and whales. Several major shipyards developed. Maxson and Fish in West Mystic built

clipper ships and during the Civil War they produced the ironclad GALENA. In 1868, area residents, with the help of the State of Connecticut, purchased 112 acres on the Thames River and presented the site to the Federal Government for use as a navy yard. During World War I, the navy yard was officially commissioned a submarine base.

Fittingly, Groton is known as “The Submarine Capital of the World.” It is the home of the Electric Boat Corporation, a wholly owned subsidiary of General Dynamics, a firm responsible for delivering 74 diesel submarines to the Navy during World War II. In 1954, the company launched the world’s first nuclear-powered submarine, the USS Nautilus, currently displayed at the USS Nautilus Museum at Goss Cove. Electric Boat is the premiere designer of submarines for the United States Government, responsible for the development of fifteen of the eighteen classes of nuclear submarines including the Trident, Seawolf, and Virginia class.

In 1946, Chas. Pfizer & Co., Inc. purchased a surplus submarine shipyard in Groton. Today the Groton facilities of Pfizer Inc. occupy a 160-acre site with some 2.7 million square feet of research and manufacturing space and over 4,000 employees. Pfizer's first dedicated Research & Development (R&D) facilities opened in Groton in 1959 and now include a state-of-the-art pharmaceutical research facility, the largest of its kind in the world, and a major component of Pfizer's R&D capabilities. Products discovered, developed, and manufactured in Groton generate a substantial percentage of the company’s yearly income, alleviate diseases and improve the quality of life throughout the world.

Today Groton is a regional center for commerce and industry while its shoreline location and its many historical sites have made the region a prime tourist attraction. The Town is committed to preserving the past, while striving to implement new initiatives as the leader in Southeastern Connecticut.

FORM OF GOVERNMENT

Since 1957, Groton has been governed by a Town Council-Town Manager-Representative Town Meeting (RTM) structure. This structure combines a modern professional approach with the traditional Town Meeting form.

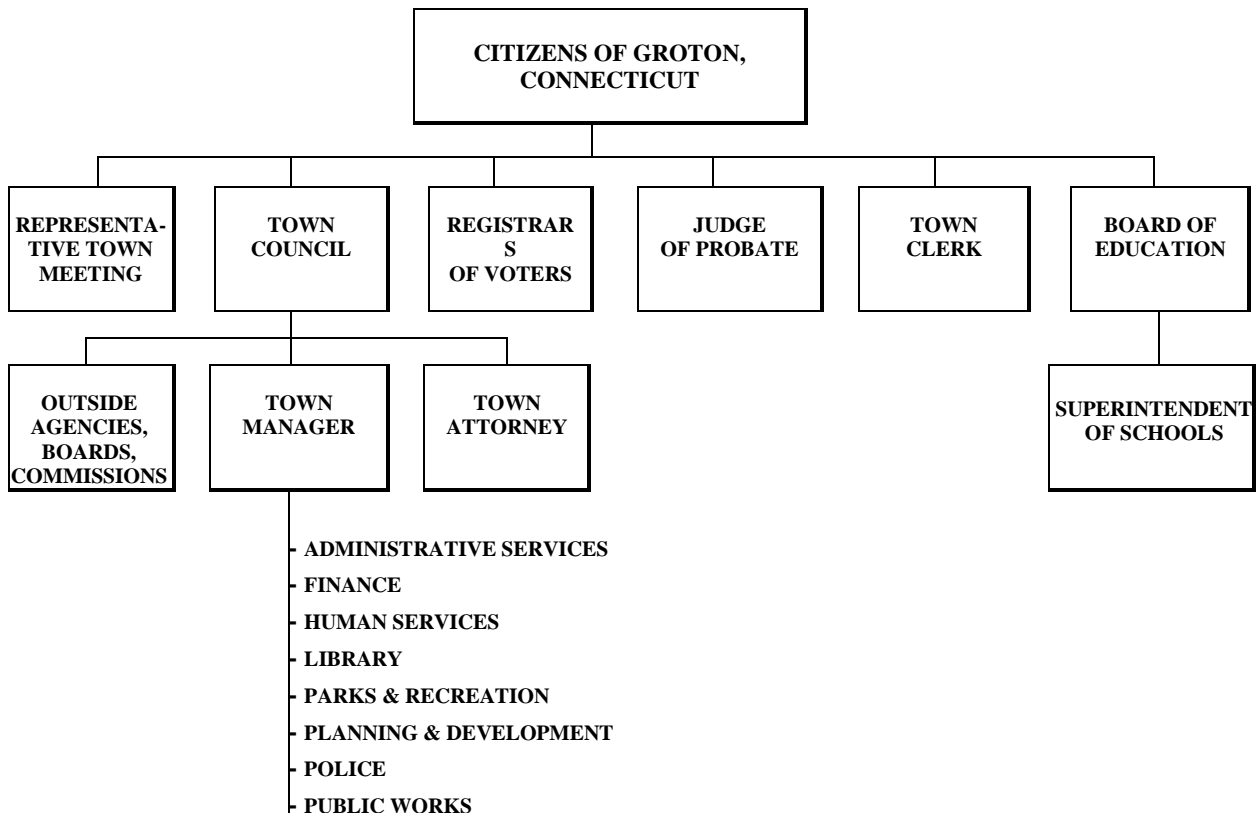
The Town Council (a nine member elected body) is responsible for determining policy and appointing the Town Manager to execute this policy and administer the day-to-day affairs of the Town. The Council holds public hearings on the budget and sets the property tax mill rate. One of the nine members is appointed Mayor by the Council to serve as chairman of the Council's meetings and act as the Town's representative at ceremonial functions. Council members are elected for two-year terms. Each party nominates a full slate and the nine candidates with the greatest number of votes are elected.

The Town Manager is appointed by and is directly responsible to the Council and serves for no definite term, but at the pleasure of the Council. The manager has the power to appoint and dismiss his staff, subject to the merit system. The Town Manager is responsible for preparation of the general government budget. He accepts the Board of Education budget and presents a combined proposal for expenditures to the Council. Before approving the budget, the Council must hold public hearings. Following approval, the Council sends the budget to the RTM (a forty-two member elected body) for consideration and final approval.

The RTM must approve the budget before the Town Council sets the tax mill rate, and approves any appropriation over \$2000 during the fiscal year. The RTM has the power of veto over the Town Council's legislative ordinances. The RTM has the power of initiative to propose to the Council any ordinance or other measure, which if not passed by the Council, goes to the voters at a referendum. RTM members are elected by voting districts for two-year terms.

In addition to the Town Council and the RTM, Groton voters elect a Town Clerk, a Judge of Probate, two Registrars of Voters and nine members of the Board of Education for four-year terms.

ORGANIZATIONAL CHART



POLITICAL SUBDIVISIONS

The City of Groton (changed from the Borough of Groton in 1964) was incorporated in 1903 to provide utilities, sewers, highways, fire and police protection. The City is governed by an elected Mayor, a six-member council, a City Clerk and a City Treasurer. The City Council and Mayor also serve as the Sewer Authority, and appoint the following: Zoning Board of Appeals, Planning and Zoning Commission, Utilities Commission, Conservation Commission, and Beach and Parks Commission. The City Council also appoints a City Attorney, a Director of Finance and heads of the police, fire and public works departments.

The Groton Long Point Association was incorporated in 1921 to provide road maintenance and fire and police protection. It elects a President, Vice-President, Clerk, and five directors who compose the eight-member Board of Directors, plus a Treasurer and other boards and commissions. The Board appoints several other public servants including the police chief and fire marshal.

SPECIAL DISTRICTS

The Mystic Fire District was incorporated by the legislature in 1879 to provide fire protection. This, the first such special district created within the Town of Groton, includes the Village of Mystic situated in two towns - Groton and Stonington. This district has no full-time employees, but does operate a sanitation service on a contract basis and has an appointed tax collector, a tax assessor and a clerical assistant to provide services to the Stonington residents.

The Noank Fire District was established in 1929 to provide fire protection. Voters elect a Clerk, Treasurer, and a three member Executive Committee. Other appointed officials are legal counsel, members of the Zoning Board of Appeals, Zoning Commission, and the Water Department personnel. Members of the fire department are volunteers who are paid a stipend. The Noank Fire District provides financial support for the Noank Park Commission.

The Poquonnock Bridge Fire District was established in 1943 and expanded in area in 1962, to provide fire protection. Voters elect a Clerk, Treasurer and a three-member Executive Committee which then appoints the Fire Chief and full-time firemen. There is no other governmental function of this division.

The Center Groton Fire District was organized in 1960. The voters elect a President, Vice-President, Secretary, Treasurer and a five-member Board of Directors. The President and the Board of Directors appoint five fire officials. There are no services provided other than fire protection.

The Old Mystic Fire District was established in 1961 and provides fire protection. The Voters elect a President, Vice-President/Clerk, Treasurer and a twelve-member Board of Directors, six each from Groton and Stonington. The Directors appoint a Tax Collector and two fire marshals. Beginning in July, 1991, the Town of Groton began collecting taxes for those residents who reside on the Groton side of the Old Mystic Fire District.

The West Pleasant Valley Fire District, established in 1961, elects a President, Vice President, Secretary, Treasurer and a five-member Board of Directors. There are no appointed committees or employees and fire service is contracted from the City of Groton.

TOWN ADMINISTRATION

TOWN COUNCIL

The Council consists of nine members elected at large by the citizens of the Town. Council members are elected for two-year terms. Each party nominates a full slate, and the nine candidates with the greatest number of votes are elected.

The Council elects a member to serve as Mayor and Chairman of the Council, presiding over all meetings and performing other duties consistent with the office. The Mayor and Councilors receive no compensation from the Town.

The duties of the Council include appointing the Town Manager, Town Attorney, members of Town Boards and Commissions, and various other committees. The Council approves the budget and sets the mill rate following final RTM action, enacts ordinances, and generally establishes basic policy for the Town.

Town Council Meetings

The Town Council regularly meets the first and third Tuesdays of each month at 7:30 p.m. at the Town Hall Annex. Their meetings are televised on GMTV channel 2.

Town Council meetings are also available on the Town website: <http://www.groton-ct.gov/library/gmtv>

REPRESENTATIVE TOWN MEETING (RTM)

The Representative Town Meeting consists of not more than forty-five members elected for two-year terms. The number of RTM members is determined by the number of registered voters residing in each district. Each political party nominates two-thirds of the number of representatives allotted to each district. Voters in the district vote for two-thirds of the allotted number. The allotted number of candidates who have polled the highest number of votes are elected. Provisions exist for nominating independent candidates.

The duties of the RTM include reviewing the actions of the Council and the power of initiative to institute legislation or force reconsideration of legislation already adopted. In financial matters, the RTM must approve the budget before the Council sets the tax mill rate. RTM members receive no compensation for their service.

RTM Meetings

The RTM meets the second Wednesday of each month at 7:30 p.m. at the Groton Senior Center. RTM meetings are televised on GMTV channel 2.

TOWN MANAGER

45 Fort Hill Road

The Town Manager is appointed by and is directly responsible to the Town Council. The Manager serves no definite term, but at the pleasure of the Council. The Town Manager has the power to appoint and dismiss his staff, including the directors of each department, subject to the merit system.

The Town Manager plans, organizes, coordinates, and administers the day-to-day functions of the town government. The Manager is responsible for the preparation of the general government budget, but not the Education or Subdivision budgets.

TOWN CLERK

45 Fort Hill Road

The Town Clerk is elected for a four-year term, and is also the Registrar of Vital Statistics. By Town Charter, the Town Clerk serves as the Clerk of the Council and the Clerk of the Representative Town Meeting. Compensation is set by the Town Council.

Vital Records records all the births, deaths, and marriages in the Town. Adoptions are recorded, and burial permits and cremation certificates are issued and recorded.

Election duties include responsibility as an Election Official for all primaries, referenda, and elections within the Town. The office issues absentee ballots, prepares voting machine materials, instructs election officials, prepares materials for polling places and for the Election Moderator, and assists the Moderator in preparing Election Returns to the State. The Town Clerk prepares Explanatory Text, and monitors campaign finance reporting.

Licensing and Permits are issued for the State in the areas of sporting licenses and dog licenses; state-issued liquor permits are filed with the office.

Legislative services include support for the Town Council and Representative Town Meeting. The Town Clerk publishes legislative Public Hearing notices, is responsible for bonding ordinance certifications, and prepares supplements to the Town Code. The Town Register, a listing of elected and appointed officials, is issued by the office. Notices of all Town meetings are posted in the office. Minutes of many boards and commissions are filed with the office.

The Land Records Division records, indexes, microfilms, and scans all land transactions within the Town. The office files trade name certificates, records Armed Forces discharges, and records all required maps and surveys.

JUDGE OF PROBATE

45 Fort Hill Road

The Court covers the Towns of Groton (including the City of Groton, Groton Long Point, Noank, Mystic, and Old Mystic), Ledyard (including Gales Ferry), North Stonington, and Stonington (including Pawcatuck). Compensation is set by State Statute.

Matters within the jurisdiction of the Probate Court include:

- Accountings and other matters under the Uniform Gifts to Minors Act
- Adoption
- Appointment of a conservator of person and estate, both voluntary and involuntary

- Appointment of a guardian for adults with developmental disabilities
- Change of name applications
- Confinement of persons infected with communicable diseases
- Consent to marriage of minors
- Deciding custody of remains of deceased persons
- Emancipation
- Guardianship of minor children
- Involuntary commitment of individuals with psychiatric disabilities
- Paternity
- Probate of wills and estate administration
- Testamentary trusts

TOWN ATTORNEY

The Town Attorney is appointed by the Town Council. The Town Attorney appears for and protects the rights of the Town in all actions, suits, or proceedings of law, including actions brought against the Town or any of its departments, officers, agencies, boards and commissions. The Town Attorney serves as the legal advisor to the Town Council, Representative Town Meeting, Town Clerk, Town Manager, and to all departments, boards and commissions. Compensation is set by the Town Council.

REGISTRARS OF VOTERS

2 Fort Hill Road

The Registrars of Voters, one from each major political party, are elected for a four-year term. Compensation is set by the Town Council.

The office is responsible for registering voters, enrolling the voters in the party of their choice, maintaining accurate lists of eligible voters, and are Election Officials of the Town.

Voter registration is open to residents who are citizens of the United States and who will be 18 by the election date. Proof of identification is required.

Town and State elections are held the first Tuesday after the first Monday in November. Primaries are held at various times pursuant to State Statutes. Special Referenda may be held during the year.

The Registrars are also Election Officials for the City of Groton which conducts elections the first Monday in May.

Polling Place locations are available by calling the Registrars of Voters.

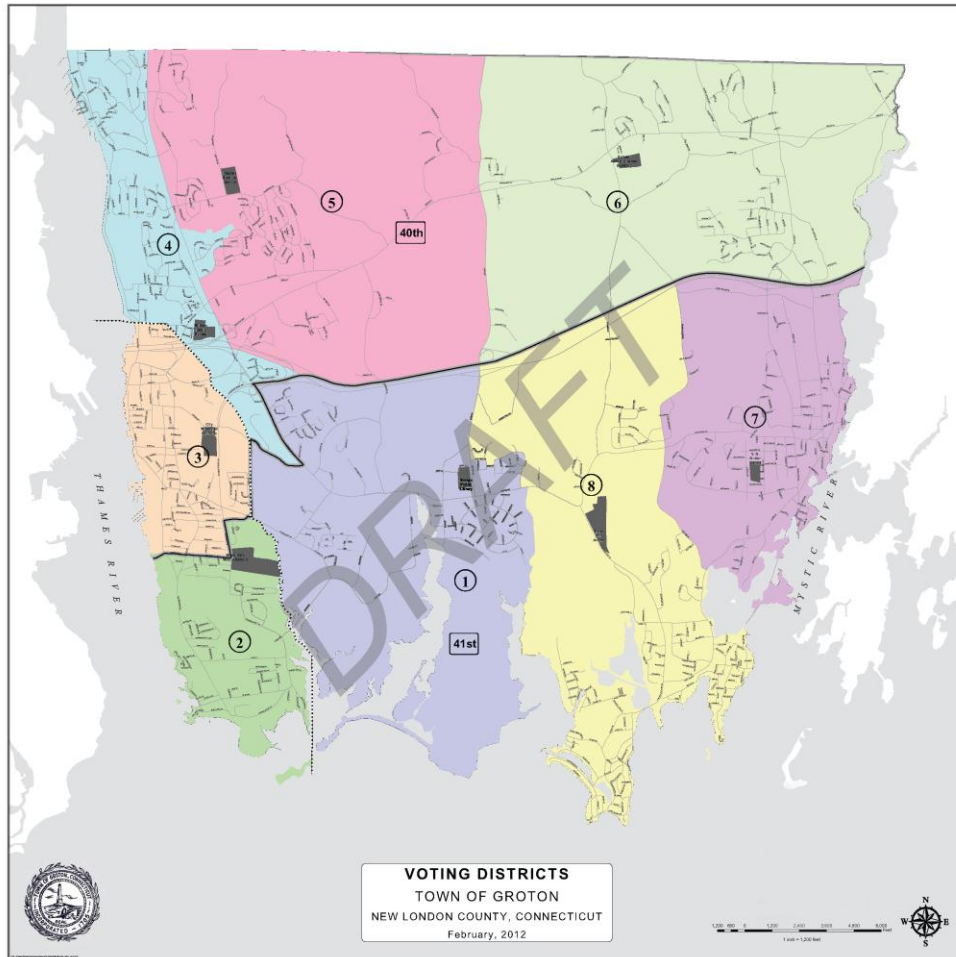
Polling Places open at 6:00 a.m. and close at 8:00 p.m. Anyone who is in line at 8:00 p.m. will be allowed to vote.

CONGRESSIONAL AND GENERAL ASSEMBLY DISTRICTS

- Groton is in the 2nd U.S. Congressional District.
- Groton is in the 18th State Senate District.
- Voting districts 1 – 4 are in the 40th Assembly District.
- Voting districts 5 – 8 are in the 41st Assembly District.
- Voting districts 2 and 3 are also the City of Groton Districts (see next page).

Voting District Map

(A larger version may be found at <http://gis.groton-ct.gov/StockMaps/voterdist.pdf>)



TOWN OF GROTON POLLING PLACES

| | |
|------------|---|
| District 1 | Groton Public Library – Route 117 |
| District 2 | West Side Middle School – 250 Brandegee Avenue |
| District 3 | City Municipal Building – 295 Meridian Street |
| District 4 | William Seely School – 55 Seely School Drive |
| District 5 | Charles Barnum School – 68 Briar Hill Road |
| District 6 | School Administration Bldg – 1300 Flanders Road, Mystic |
| District 7 | S B Butler School – 155 Ocean View Avenue, Mystic |
| District 8 | Town Hall Annex – 134 Groton Long Point Road |

SCHOOLS IN GROTON

The Board of Education consists of nine members who are elected by the voters and is charged with providing quality education services to the community. Members are elected for four-year terms and receive no compensation. Except for the budgetary control exercised by the Town Council and the Representative Town Meeting, the Board of Education has full authority and sole responsibility for managing the public schools.

The Board of Education hires and fixes the term of office and salary of the Superintendent who serves as the chief executive officer of the Board and has responsibility for the supervision of the school system. The Superintendent directs the staff in fulfilling the educational philosophy, goals and general objectives adopted by the Board of Education.

The Groton Public School system services approximately 5,000 students from Pre-K to twelfth grades in its schools. There are seven elementary schools serving students in grades Pre K – 5. Two middle schools serve students in grades 6-8. All of the high school students (grades 9 – 12) in the system attend one high school. *Please note that as of July 1, 2012, the three middle schools will consolidate to two middle schools.*

Please check the website (<http://www.groton.k12.ct.us>) for additional information.

ELEMENTARY SCHOOLS

Charles Barnum

68 Briar Hill Road
Groton, CT 06340
860-449-5640

Claude Chester

1 Harry Day Drive
Groton, CT 06340
860-449-5636

Catherine Kolnaski Magnet School

500 Poquonnock Road
Groton, CT 06340
860-449-5608

Mary Morrisson

154 Toll Gate Road
Groton, CT 06340
860-449-5655

Northeast Academy

115 Oslo Street
Mystic, CT 06355
860-572-5852

Pleasant Valley

380 Pleasant Valley Road
Groton, CT 06340
860-449-5600

S.B. Butler

155 Ocean View Avenue
Mystic, CT 06355
860-572-5825

MIDDLE SCHOOLS

Carl C. Cutler

160 Fishtown Road
Groton, CT 06340
860-572-5830

West Side

250 Brandegee Avenue
Groton, CT 06340
860-449-5630

HIGH SCHOOL

Robert E. Fitch

101 Groton Long Point Rd.
Groton, CT 06340
860-449-7200

ADMINISTRATION

Administrative Offices

1300 Flanders Road
Mystic, CT 06355
860-572-2100

OTHER SCHOOLS

Sacred Heart School

50 Sacred Heart Drive
Groton, CT 06340
860-445-0611

Ella T. Grasso

Southeastern Regional Vo-Tech School
189 Fort Hill Road
Groton, CT 06340
860-448-0220

Marine Science Magnet School

130 Shennecossett Road
Groton, CT 06340
860-446-9380

UNIVERSITY OF CONNECTICUT AT AVERY POINT

860-405-9000

Students have access to classes for UConn's traditional majors as well as the Bachelor of General Studies. Special programs include an innovative Coastal Studies Degree Program and a Maritime Studies Program.

TOWN SERVICES

ADMINISTRATIVE SERVICES

45 Fort Hill Road

The Administrative Services Department is responsible for Human Resources, Labor Relations, Risk Management, Employee Benefits, Information Technology, Emergency Management and Emergency Communications.

Human Resources responsibilities include recruitment of new employees and employee relations programs. Among the employee relations programs offered by the Town is an Employee Assistance Program where confidential counseling services are offered to employees and their families. Human Resources also coordinates employee training and development programs and is responsible for maintaining employee personnel records.

Labor Relations activities include negotiation and administration of collective bargaining agreements with the Town's four unions as well as handling grievance and arbitration proceedings. The administration of employee health and retirement benefits and worker's compensation also are departmental responsibilities.

Risk Management involves assessing the Town's insurance needs, recommending levels and types of coverage and monitoring claims. The Town maintains proactive loss control and safety programs.

Information Technology (IT) manages all of the Town's information databases, Geographic Information System (GIS), and the Town's Wide Area Network (WAN). IT staff is responsible for writing, maintaining, evaluating and updating software applications as well as installing, upgrading, and repairing Personal Computers (PCs), laptops, and peripherals throughout the Town. IT coordinates PC application training to Town employees in the Town's computer training room.

Emergency Management plans for essential services for the Town in the event of a natural or technological disaster. During an emergency, the Director of Emergency Management becomes the chief advisor to the Town Manager. The office in conjunction with State and Federal agencies provides training to Town employees in the areas of planning, disaster management and restoration of services. The office coordinates the annual Millstone Nuclear Power Plant exercise, and hazardous materials response activities.

Emergency Communications is located in the Town's Public Safety Building and is a regional 9-1-1 emergency communications center or Public Safety Answering Point serving the Town of Groton, the political subdivisions, and North Stonington. The Center is operated by emergency telecommunicators/dispatchers who are responsible for the receipt and transmission of emergency communications and directing the response of emergency services within the jurisdiction. The calls are dispatched to four police departments, ten fire agencies, and four emergency medical services utilizing a state-of-the-art computer aided dispatch system. The Center is also responsible for answering and dispatching all non-emergency calls for service placed with the Town of Groton Police Department.

FINANCE DEPARTMENT

45 Fort Hill Road

The Finance Department has responsibility for the financial management of the Town and its resources. This department oversees the reconciling of the retirement account, and coordinates financial advisory and bond counsel services. The analysis of the impact of debt on Town finances as well as budgetary and Comprehensive Annual Financial Report responsibilities including maintenance of the Town's fixed assets reside within this Department. Additional responsibilities are carried out by several of its divisions including Accounting, Assessment, Purchasing and Tax Collection.

Accounting/Treasury Division: The Accounting division has the responsibility of maintaining the accounting records for the Town, including accounts payable, accounts receivable, and payroll. The treasurer is also responsible for managing the Cash Management Program.

Assessment Division: The Assessment division is responsible for the discovery, listing and valuation of all property on the Grand List, and for administering the various exemption, deferral, and relief programs associated with property taxation.

See <http://www.groton-ct.gov/depts/finance/taxrelief> for more information.

Purchasing Division: The Purchasing division provides administrative support for all Town departments and maintains the Town's maintenance agreements.

Tax Collection Division: The Tax Collection division involves collection of taxes, the collection of ten districts' taxes, political subdivisions, and a sewer district. The districts/political subdivisions included in the Tax Collector's jurisdiction are: Center Groton Fire District, City of Groton, Town of Groton, Groton Long Point Association, Mumford Cove Association, Mystic Fire District, Noank Fire District, Old Mystic Fire District, Poquonnock Bridge Fire District, and West Pleasant Valley Fire District.

Other areas of collection are: collection of sewer benefit assessments, collection of the sewer use charge for residential sewer use accounts, collection of Center Groton water benefit assessment; collection of landfill accounts and other miscellaneous accounts.

HUMAN SERVICES

Social Services

2 Fort Hill Road

The Social Services division provides financial assistance, case management, advocacy, crisis intervention, outreach programs and information/referral services to eligible individuals and families residing in Groton who are in need of temporary assistance with housing, food, energy assistance and other basic necessities.

Youth and Family Services

2 Fort Hill Road

The Youth and Family Services division provides intervention and prevention services for at-risk Groton youth. Intervention services include short-term counseling, crisis intervention, screening for depression, suicide, physical and sexual abuse and ADD/ADHD, and information and referral. Prevention services are collaborative activities including support groups and programs that are school and community based.

The Family Support Center

2 Fort Hill Road

The Family Support Center offers Groton parents, caregivers and children the opportunity to come together for a mix of friendship, counseling and support services. Families of all types are encouraged to achieve and maintain healthy, positive relationships via parent education classes,

play and craft groups, workshops, counseling, information and referral, home visits and support groups.

LIBRARIES

Groton Public Library

52 Newtown Road

The library provides opportunities for personal development through information, educational and recreational materials, and cultural and leisure time activities. It has been located at its present site since 1977 when a one-floor 23,100 square foot building was constructed. In 1996, after receiving voter approval, the building was extensively renovated and 13,700 square feet of additional floor space was added. The facility presently houses 120,000 books, videos, DVDs, state and federal documents, a local history archive, and a trained staff which provides answers to more than 23,000 questions each year. Materials from a variety of sources are obtained for local users through interlibrary loan services. Adult, young adult and children's programs, as well as meeting room facilities provide services to groups and help the library maintain its function as a community center.

Additionally, the library offers a variety of computers for public use, and has a video production facility which supports cable casting of public meetings and other video services. The expanded and improved library facility supports library services for all age groups and provides high speed internet access.

Bill Memorial Library Mystic & Noank Library

**240 Monument Street
40 Library Street, Mystic**

The citizens of the Town also have use of two public libraries that are operated by private foundations with some public assistance. The Bill Memorial Library is located in the City of Groton, and the Mystic & Noank Library is in Mystic. The three libraries have cooperative agreements and make library services convenient for all residents.

OFFICE OF PLANNING AND DEVELOPMENT SERVICES (OPDS)

134 Groton Long Point Road

The Office was created in July 1993 in an effort to better serve the needs and interests of all residents of the Town by providing more efficient and effective delivery of planning and development services. The OPDS merges the duties and responsibilities of the former Planning Department, Building Inspection Office, Office of Community Development, and Economic Development staff. The agency acts as a liaison with State and local agencies, carries out development activities on behalf of the Town and provides planning and staff assistance to the Town Manager's Office, land use and other boards and commissions, and other Town departments and political subdivisions.

The OPDS carries out its mission through four divisions: Planning, Inspection Services; Community Development; and Economic Development.

Planning

This division is responsible for the comprehensive planning, zoning and environmental protection activities of the Town. The mission of the division is to encourage the sound and orderly use of land for residential, commercial, industrial, institutional, recreational, conservation, and preservation purposes in the community. Staff is responsible for the following: providing professional planning services; coordinating the review and commentary on subdivision, site plan

and special permit applications; developing economic base and employment data, demographic, housing and income data; compiling and analyzing data on social, economic, and physical factors affecting land use; making recommendations concerning land use regulations; and providing environmental planning services.

Staff also coordinates zoning administration/enforcement activities; identifies and documents zoning violations; and reviews, evaluates and prepares written comments on applications for site plans, subdivision plans, special permits, variance requests and other petitions or applications which come before the Town's land use agencies.

Inspection Services

The Inspection Services division of OPDS is responsible for the enforcement of building, electrical, plumbing and mechanical codes, along with applicable zoning regulations and State Statutes. This division issues permits, inspects projects at different stages of construction and issues Certificates of Occupancy. This division also receives zoning and building complaints from citizens and conducts investigations and issues necessary cease-and-desist orders. Staff makes joint inspections with the appropriate fire marshal for compliance with the fire safety code. In addition, Historic District Regulations, Housing Code for Rental Properties, State Demolition Code, the NRZ Property Maintenance Code, and provisions of the Coastal Area Management Act are also enforced through this division. The Staff also processes Building Code of Appeals, Housing Code of Appeals, and Historic District Commission applications.

Community Development

Historically, this division has been responsible for carrying out the Town's Community Development Block Grant (CDBG) Program. Community Development activities include the funding of programs for first time homeowners, road reconstruction, parks, public buildings (new and improvements), and rehabilitation of private residential properties. To date, the Town has been awarded more than \$9.3 million dollars in state and federal funds.

Economic Development

Groton's Economic Development division is responsible for encouraging the continued economic wellbeing of the Groton community through the retention of existing businesses and the promotion of Groton as a location for new businesses. The four key elements of the Town's Economic Development Program include business retention, business outreach, marketing and involvement in regional efforts.

PARKS AND RECREATION

The Parks and Recreation Department consists of four divisions: Recreation, Parks and Forestry, Senior Center, and the Shennecossett Golf Course.

Recreation Division

27 Spicer Avenue, Noank

The responsibilities of the Recreation division include providing cultural events, instructional programs, sports leagues, trips, special events and safety programs for residents of all ages and capabilities. The division offers inclusive programming so persons with varying levels of skills can participate in all programs. The division also provides support to programs and activities sponsored by other Town agencies and groups. Scholarship funds are available for deserving families and individuals.

Parks and Forestry Division

134 Groton Long Point Road

The Parks and Forestry division maintains over 85 locations, which include parks, playgrounds, Town grounds, athletic fields, memorials, waterfronts, docks and beaches, trails and open spaces.

A wide variety of services are provided including turf management, hardscape, landscape, tree and shrub care, carpentry and construction along with logistical work for special events. The division also provides support work for schools and volunteer groups and works in cooperation with other Town departments.

Senior Center

102 Newtown Road, Route 117

The Senior Center provides nutrition, health and recreational classes, special events and trips, transportation, information and referral services for Groton residents 55 years and older. The Center sponsors a club actively engaged in fundraising and community service projects including flu clinics, food baskets for the needy, children's programs, recreational projects, entertainment groups that perform for other senior centers, schools, civic groups, and more. Programs in health, finance, fitness, art and living wills are offered on a monthly basis throughout the year. A variety of ten-week classes are offered quarterly which include aerobics, yoga, chorus, dance, arts and crafts and ceramics. A cafeteria-style kitchen is available for light breakfast and lunch. The Federal Elderly Nutrition program and the Meals On Wheels program for the homebound are also available for lunch.

Shennecossett Golf Course

93 Plant Street

The historic Shennecossett Golf Course is open year-round to residents and non-residents. Responsibilities include maintaining 140 acres of highly-manicured fairways, tees and greens. The 18-hole public course, which is open year round, also offers a full-service restaurant open to the public and full pro shop services. The management of the course involves coordinating the groundskeeping maintenance services with those of the managing professional and the restaurant service. Fee structures for the course are reviewed annually as the course is run as a special revenue account.

POLICE

68 Groton Long Point Road

The Town of Groton Police Department is responsible for the enforcement of laws, protection of property, animal control, marine safety, school crossing guards, criminal justice, and the education of young people in the areas of drug and alcohol abuse. The four divisions are: (1) Special Services which is responsible for training, community education, drug education, and juvenile matters; (2) Records and Communications, which is responsible for providing all statistics related to police work, as well as the police dispatch function; (3) Patrol acts as a proactive deterrent to crime and provides quick response to citizen calls for service; including a full Community Policing Program; (4) Detective division conducts investigations, interviews and interrogations on more serious crimes.

PUBLIC WORKS

134 Groton Long Point Road

The Department of Public Works consists of seven operational divisions: Administration, Engineering, Facility Management, Roads and Streets, Solid Waste, Water Pollution Control, and Fleet Maintenance.

The Administrative Division staff is the first to respond to citizens' requests for services, provide answers to questions and response to citizens' concerns. The staff administers, coordinates, and evaluates all Public Work policies, projects, and programs under the direction of the Director of Public Works to ensure that essential services are provided to the public and to each Town Department in a responsive manner.

The Engineering Division performs a wide variety of technical and professional engineering services for both in-house design projects and those managed by consulting engineers. The staff performs field surveys, studies and investigations, and assistance in public works maintenance, repair and reconstruction work. Computer aided drafting (CAD) equipment and a GIS system provide the Division with state of the art tools to produce quality mapping and construction specific bid packages. Other activities of the Engineering Division include pavement management, inspection services, and public assistance tasks such as map-making, and determining property lines and street tree ownership.

The Facility Management Division is responsible for the management, maintenance, and operation of 225,386 square feet of permanent town buildings (excluding the Board of Education Facilities). The building inventory encompasses both highly visible and customer-oriented facilities as well as seasonal parks structures and storage buildings. Other responsibilities include the management and maintenance of leased property, monitoring energy consumption, completing minor improvement projects, replacing equipment, internal and external environmental compliance, underground storage tank management, housekeeping, and internal support to town departments.

The Roads and Streets Division is responsible for 99 miles of roads to include continuous maintenance of road surfaces, minor reconstruction of roads, drainage maintenance and construction, and sign maintenance. It recycles milled pavement material in its resurfacing projects whenever feasible. The Division performs catch basin cleaning and street sweeping. They are also responsible for removing snow and ice from all town roads and for emergency storm cleanup. The staff preserves and maintains all improvements within Town rights-of-way, and performs tasks such as sidewalk maintenance, roadside vegetation control, and litter removal.

The Solid Waste Division is responsible for the management and disposal of approximately 33,000 tons of municipal solid waste and 650 tons of bulky waste generated within the Town. Staff operates a leaf composting facility, a residential transfer station, and a commercial solid waste collection program. Municipal solid waste from residential sources is collected either by political subdivisions or by individual residents contracting directly with a hauler. Additional responsibilities include the maintenance of three closed landfills, transportation of construction and demolition wastes generated at the Transfer Station to an out of state Subtitle D Landfill, and the grinding of brush into reusable mulch that is available free to Groton citizens on a first come, first served basis.

The Water Pollution Control Division staff operates the wastewater collection system and secondary treatment facility. The Town's sewer program began in 1958 with the creation of the Town's Sewer Authority. The Town's Sewer District was established in 1962 and includes the entire area of the Town with the exception of the City of Groton. The Water Pollution Control Facility is fully funded through the collection of user fees. Staff performs the necessary functions to keep the system and facility continuously operational at maximum efficiency and is responsible for the collection, treatment and discharge of effluent. Numerous samples are collected by staff and bacteriological examinations are performed. The treatment plant treats about 1.4 billion gallons per year. Employees maintain and repair equipment, instrumentation, facilities, 22 pump stations, 133 miles of sewer lines, and 2,445 manholes.

The Fleet Maintenance Division staff repairs all Town owned vehicles, heavy equipment and construction equipment, including Police vehicles, so that town staff can run programs and services at a level of optimum effectiveness and efficiency. The division also maintains vehicles from Groton Long Point, Ledge Light Health District, Board of Education, Stonington Landfill, SCRRA, the Groton Housing Authority, several fire districts and ambulance services as well as the City of Groton Police Department on a reimbursement basis. The Fleet division also

maintains the Fleet reserve fund, which is supported by a combination of user fees and general fund contributions. This fund is responsible for activities associated with the acquisition, specification, inventory and disposal of fleet vehicles, as well as procurement, supply and dispensing of fuel from the Town's fueling facilities.

HEALTH SERVICES

LEDGE LIGHT HEALTH DISTRICT

216 Broad Street, New London

<http://www.ledgelighthd.org>

Ledge Light Health District provides full-time, professional public health services for the Town and City of Groton. The District's mission is to provide essential local public health services through health education and disease prevention. The District is responsible for enforcing the Connecticut Public Health Code and strives to ensure the conditions that allow people to remain healthy. Essential environmental and community health services include public health epidemiology, planning, communicable/chronic disease control, health education, environmental health services, community nursing services, nutrition services, maternal/child health services and emergency services. Some of these services are coordinated with other health and safety agencies. The Ledge Light Health District service area now consists of the Towns of Groton, Ledyard, Waterford and East Lyme and the cities of New London and Groton, serving a population of approximately 120,000. The District operates under the direction of a Board of Directors appointed by the member towns.

VISITING NURSE ASSOCIATION OF SOUTHEASTERN CONNECTICUT PUBLIC AND SCHOOL HEALTH SERVICES

860-444-1111

<http://www.vnasc.org>

The VNA of Southeastern Connecticut provides high quality, cost effective health care through community activities and wellness programs, school health services and the comprehensive home care program. VNA offers health promotion visits to individuals with chronic, stable conditions who are at risk for hospitalization, wellness programs (immunization clinics, flu clinics, blood pressure screenings, women, infant and children's clinic), health education, health fairs and senior health clinics. VNA provides school nursing and school health aides to the Groton School system; activities include daily assessment and care of students, screenings, immunizations, specialized health care and a dental health program. In addition to the services provided to Town residents through the above programs, VNA is available to provide a full service Home Health Care Program to those who require care.

BOARDS, COMMISSIONS AND COMMITTEES

Current meeting schedules can be found at <http://www.groton-ct.gov/meetings/schedule.asp>

BOARD OF ASSESSMENT APPEALS (BAA)

- Powers and Duties:
 - Any person claiming to be aggrieved by the action of the Assessor may appeal to the Board of Assessment Appeals (BAA) and then to the Superior Court of Hartford.
 - The BAA may equalize and adjust the valuations and assessment lists.
 - The BAA shall not reduce the list of any person who does not appear before it.
- Appointed by the Town Council for three (3) year terms.
- Membership: Three (3) members and three (3) alternates, who are resident electors. The Council may appoint additional members to the BAA for any assessment year in which a revaluation becomes effective and for the assessment year following such year of revaluation.

BOARD OF EDUCATION

- Powers and Duties
 - Charged with the provision of quality education services to the community. Except for the budgetary control exercised by the Town Council and Representative Town Meeting, has full authority and sole responsibility for managing the public schools.
- Elected by the voters.
- Membership: Nine (9) members elected for four (4) year staggered terms; no compensation.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)

- Powers and Duties:
 - Receives public input and recommends projects for Community Development funding in accordance with responsibility description. Reviews and makes recommendations to Town Council regarding the guidelines and procedures under which it operates.
 - Develops a suggested prioritized program of community improvements; establishes effective communications with the public; assembles data necessary for a full understanding of the implications of each program as it relates to current and long range obligations to the Town; establishes and maintains effective communications with all agencies of the Town government, through the Town Manager, correlating input with proposed and existing programs and statutory requirements; serves as a clearing house for information and data to be submitted to the Council.
 - Reviews and make recommendations to the Town Council regarding changes that require program amendments.
- Appointed by the Town Council for three (3) year terms.
- Membership: Five (5) regular and two (2) alternates, who must fulfill grant criteria for participation.

CONSERVATION COMMISSION

- Geographic Responsibility: Town but not City (The City has its own Conservation Commission).
- Powers and Duties:

The development, conservation, supervision and regulation of natural resources, including water, air and open space land resources. It undertakes the duties of liaison within the Town and between the Town, state, and federal government in matters of environmental quality and control.

It conducts research into the utilization and possible utilization of land areas and may coordinate the activities of unofficial bodies organized for similar purposes. May advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary. May inventory natural resources and formulate watershed management and drought management plans.

It keeps an index of all open areas, publicly or privately owned. It may recommend to the planning commission plans and programs for the development and use of such areas. It may make recommendations to zoning, planning, inland wetlands and other Town agencies on proposed land use changes.

It may, with the approval of the Town Council, acquire land and easements in the name of the Town and promulgate rules and regulations, including charges for the use of the land and easements. It may supervise and manage Town-owned open space or park property upon delegation by the entity which has responsibility for such property.

- Appointed by the Town Manager for four (4) year terms.
- Membership: Seven (7) members who are resident electors.

COPP FAMILY PARK BOARD OF OVERSEERS

- Powers and Duties

The Board enforces the provisions of the “Agreement of Land Restrictions and Covenants” recorded in Groton Land Records, Vol. 482, page 682; interprets its provisions, specifies how the land shall be used and managed, and provides a plan for its use; the land shall be used only for public purposes as open space, park, and recreation.

- Initially appointed by the Mayor, thence self-perpetuating with no specified term of office.
- Membership: Five (5) members. Need not be residents of the Town.

ECONOMIC DEVELOPMENT COMMISSION (EDC)

- Powers and Duties:

The promotion and development of the economic resources of the Town, and of the business and industrial resources of the Town.

It conducts research into economic conditions and trends, and makes recommendations regarding action to improve the economic condition and development. It seeks to coordinate the activities of and cooperate with unofficial bodies, may advertise, and may prepare, print and distribute books, maps, charts and pamphlets which will further its official purposes.

- Utilizes the Plan of Conservation and Development.
- Appointed by the Town Manager for five (5) year terms.
- Membership: Nine (9) members, plus 3 ex-officio, non-voting members representing various other interests. The Town Manager may appoint no more than 2 non-resident members who represent significant business interests in the community.

FAIR RENT COMMISSION

- **Powers and Duties:**

The Commission can control and eliminate excessive rental charges for housing accommodations within the Town.

It is empowered to conduct such hearings and render orders and decisions pursuant thereto. Make studies and investigations into rentals charged, to receive complaints and communications concerning alleged excessive rental charges, to conduct hearings, to subpoena witnesses and documents, to administer oaths, to order a housing code inspection, to dismiss a complaint based on failure to pay rent on time while the case is pending, to determine whether an existing rental charge with decrease in services or proposed increase is so excessive as to be harsh and unconscionable, to order a reduction of any excessive rent, and to establish and deposit into an escrow account rents in dispute.

The commission may request that the town attorney or other suitable person meet with the parties, in a session closed to the public, to attempt to reconcile differences prior to initiating the formal hearing process.

- **Appointed by the Town Council for three (3) year terms.**

- **Membership: Five (5) members, plus two (2) alternates, who are resident electors.**

There shall be 1 landlord member, 1 tenant member, and 3 citizen members who are neither landlords nor tenants. The alternates shall be 1 landlord and 1 tenant.

HARBOR MANAGEMENT COMMISSION

- **Geographic Responsibility:**

Within the area of navigable waters below mean high water within territorial limits of the Town and bounded by the projection of the boundary line of neighboring municipalities, as delimited by the following harbor areas:

Noank Harbor, Lower Mystic River, West Cove, Palmer's Cove, and Beebe Cove, and other harbor waters defined by future adopted harbor management plans.

It does not include the City of Groton which has its own Commission.

- **Powers and Duties:**

Prepares a harbor management plan in accordance with Connecticut General Statutes.

Reviews the plan annually and makes any modifications deemed appropriate; proposes ordinances and regulations to implement the plan and to specify fines for violation; assists the harbormaster in the assignment of mooring and anchorage areas and the collection of mooring fees; prepares an operating budget; assists in the coordination of all agencies which provide service based upon the harbor; reviews any application for a state or federal permit within its jurisdiction and responds with recommendations; conducts studies of the conditions and operations in and out of Town waters and presents proposals; requests a general permit from the Army Corps of Engineers and/or delegation of enforcement authority; hires staff and/or consultants.

- **Responsible for Harbor Management Plan.**

- **Appointed by the Town Council for three (3) year terms.**

- **Membership: Five (5) regular, (2) alternates who are resident electors.**

HISTORIC DISTRICT COMMISSION (HDC)

- **Geographic Responsibility:**

Any historic district in the Town but not City (The City has Eastern Point HDC), including areas in (1) Burnett's Corners; (2) Center Groton; (3) Mystic.

- **Powers and Duties:**
 - Promotes the educational, cultural, economic and general welfare of the Town through the preservation and protection of buildings, places and districts of historic interest within the Town by maintenance of such landmarks in the history of architecture of the Town, of the state or of the nation and through the development of appropriate settings for such buildings, places and districts. Issues Certificates of Appropriateness. It files with the Connecticut Historical Commission at least once a year a brief summary of its actions, including the number and nature of Certificates of Appropriateness issued.
- Adheres to Historic District Handbook, Application Procedures and Design Guidelines.
- Appointed by the Town Council for five (5) year terms.
- **Membership:** Five (5) members, three (3) alternates. At least 2 members and 1 alternate shall be property owners within one or more of the various historic districts within the Town who shall be electors of the Town. The Connecticut Historical Commission requires that an adequate and qualified historic preservation review commission be established. This commission should include professionals in architecture, history, planning, archaeology or historic preservation, or others that have special interest, experience, or knowledge in the preceding disciplines. There shall be at least two (2) qualified members in the professions of architecture, historic architecture, history, architectural history, or archaeology to the extent available in the town. All members shall, at a minimum, have a demonstrated interest in historic preservation.

HOUSING AUTHORITY AND REDEVELOPMENT COMMISSION

- **Powers and Duties:**
 - To prepare, carry out, acquire, lease and operate housing projects and to provide for the construction, improvement, or repair of any housing project.
 - To establish rents, to acquire any real or personal property, to provide insurance, to invest funds, to investigate living and housing conditions and the means of improving such conditions, and to make studies and recommendations relating to accommodations for families of low and moderate income. At least once a year the authority shall file with the Town Clerk a report of its activities for the preceding year; which is a permanent record open to the public.
 - The Authority submits a report to the Commissioner of Housing and the Town of Groton Town Manager not later than March 1, annually.
- Appointed by the Town Council for five (5) year terms.
- **Membership:** Five (5) members who are residents of the Town; one must be a tenant of housing owned or managed by the authority, such tenant having lived in the housing at least 1 year. No commissioner may hold any public office in the Town. The tenant member may not vote on any matter concerning the establishment or revision of the rents charged.

INLAND WETLANDS AGENCY

- **Geographic Responsibility:** Town but not City (The City Conservation Commission acts as its own Inland Wetlands Agency).
- **Powers and Duties:**
 - Regulates activities affecting the wetlands and watercourses within its territorial limits, and through regulation provides for:
 - (1) The manner in which the boundaries of inland wetland and watercourse areas shall be established and amended or changed;
 - (2) The form for an application to conduct regulated activities;

- (3) Notice and publication requirements;
- (4) Criteria and procedures for the review of applications; and
- (5) Administration and enforcement.
- Appointed by the Town Council for two (2) year terms.
- Membership: Five (5) members, two (2) alternates, who are resident electors. Town employees may not serve on inland wetlands, planning, or zoning commissions.

JABEZ SMITH HOUSE COMMITTEE

- Specific Responsibility: Jabez Smith House, located on Rte 117, 259 North Road.
- Powers and Duties:
 - Promotes the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics and historic nature of the Jabez Smith House and its association with the history of Groton.
 - It is responsible for the management, control, restoration and repair of the Jabez Smith House, together with the improvements appurtenant thereto and the furniture and furnishings therein. The focus is on the existing structures and their contents and not the undeveloped land.
 - It provides for scheduled public access, educational programs designed to bring to life the colonial and revolutionary period of history in Connecticut and Groton, and other historic pursuits. It advises the Town Manager in developing programs, providing creative/artistic/historic support for the Curator, and advises in matters of compliance with the wishes of the Ann Graham Clarke estate. The Committee, within the adopted Town Council budget, may take or acquire on behalf of the Town by gifts, donations or bequests of such items of personal property including historic articles and artifacts, furniture and furnishings for use and display at the House.
- Appointed by the Town Manager, with formal consent of the Town Council, for four (4) year terms.
- Membership: Seven (7) members who traditionally are resident electors.
- The Curator lives at the Jabez Smith House.

LIBRARY BOARD

- Specific responsibility is the Groton Public Library.
- Powers and Duties:
 - The Library Board manages and controls the free public libraries of the Town and may act as trustee for all property other than real property, or income designated for public library purposes and perform such duties and have such powers as are or may be imposed upon or vested in library boards by the general statutes.
 - The duties shall include the formulation of desirable standards of library service for the Town and direction of Town action toward this standard of service.
- Appointed by the Town Council for three (3) year terms.
- Membership: Nine (9) members, traditionally resident electors.

NEIGHBORHOOD REVITALIZATION ZONE COMMITTEE

- Full title is “Fort Hill Area Neighborhood Revitalization Zone Committee.”
- Geographic Responsibility: Fort Hill Area Neighborhood as defined in the Bylaws.
- Powers and Duties:

The Committee shall implement and oversee the strategic plan as developed by the Neighborhood Revitalization Zone (NRZ) Planning Committee. The Committee shall serve in an advisory capacity to the Town in an effort to revitalize the designated area.

- Appointed by the Town Council.
- Membership: No less than seven (7), up to three (3) of whom may be Town staff as ex officio members. Members must reflect the composition of the neighborhood and include, but are not limited to, tenants and property owners, community organizations, and representatives of businesses located in the neighborhood.

PARKS AND RECREATION COMMISSION

- Geographic Responsibility: Town, but not City (the City has the Beach and Parks Committee) or Groton Long Point.
- Powers and Duties:

The commission makes all rules and regulations, subject to the approval of the Town Council, for the care, operation and government of all recreational facilities, parks, playgrounds and beaches, and has other powers and duties as shall be specifically prescribed by the Town Council.
- Responsible for Parks and Recreation Commission Procedures and Guidelines.
- Appointed by the Town Council for five (5) year terms.
- Membership: Five (5) members, who are resident electors.
- Town recreation programs are open to all Town (which includes the City and GLP) residents; many programs are also open to non-residents for an additional fee.

PERMANENT SCHOOL BUILDING COMMITTEE

- Powers and Duties:

The Committee develops and maintains criteria and standards for school construction to be used as a basis for judging the effectiveness of school construction design work. It is responsible for such other studies and work related to legislative action regarding school construction as may be referred to the Committee from time to time by the Town Council. It examines plans for school construction and certifies to the Town Council that said plans conform or do not conform to the criteria and standards for school construction adopted by the Town Council. Said certification is to be submitted to the Town Council prior to the advertising of said school construction for bids.
- Appointed by the Town Council for three (3) year terms.
- Membership: Seven (7) members, traditionally resident electors.

PLANNING COMMISSION

- Geographic Responsibility: Town and subdivisions in Noank (The City, Groton Long Point, and Noank have independent zoning).
- Powers and Duties:

Numerous as indicated in Connecticut General Statutes in various sections.
The Commission prepares a Plan of Conservation and Development for the Town, and reviews it at least once every 10 years. The commission may make reports on certain Town improvements. The commission adopts regulations covering the subdivision of land, and no subdivision shall be made until approved by the commission.
- Appointed by the Town Council for five (5) year terms.
- Membership: Five (5) members, three (3) alternates, who are resident electors. Town

employees may not serve on inland wetlands, planning, or zoning commissions.

RETIREMENT BOARD

- Responsibility: Town employees, except for Board of Education teachers.
- Powers and Duties:
 - The management of the retirement system of the Town.
 - The board may make rules and regulations for the operation of the retirement system. The board employs such actuarial, medical, clerical and other services as are necessary for the proper operation of the system. The board has the full power to control the investment of the retirement fund in accordance with the laws of the state governing the investment of trust funds.
- Appointed by the Town Council for three (3) year terms.
- Membership: Six (6) members. The Town Manager and 5 members at large, at least 2 of whom shall be participants in the retirement system either as active or retired employees. All voting members of the board, except participants in the plan, must be residents of the Town.

SHELLFISH COMMISSION

- Geographic Responsibility:
 - All the shellfisheries and shellfish grounds lying within the jurisdiction of the Town, not granted to others and not under the jurisdiction of the Commissioner of Agriculture, including all rivers, inland waters and flats adjacent to all beaches and waters with the limits and marine bounds of the Town.
- Powers and Duties:
 - The Commission is in charge of all the shellfisheries and shellfish grounds as above.
 - It may issue licenses for the taking of shellfish and fix the fees, designate quantities of shellfish to be taken, sizes of shellfish and methods of taking. It may prohibit taking of shellfish from certain designated areas for periods not in excess of one year. It may adopt, amend and repeal rules and regulations governing its procedures and exercise of its powers and duties. All such rules and regulations shall be subject to approval of the Town Council prior to becoming effective. Any person who violates any regulation shall be fined as provided in Connecticut General Statutes. The Commission prepares and periodically updates a shellfish management plan which is submitted to the Commissioner of Agriculture and the Town Council for review and comment.
- Responsible for the Shellfish Management Plan.
- Appointed by the Town Council for five (5) year terms.
- Membership: Five (5) members, three (3) alternates, who are resident electors; none shall serve as enforcement officers for or on behalf of the Shellfish Commission.
- Shellfish bed leases are recorded in the Land Records.
- All monies collected by the Commission shall be used by the Commission for the protection and propagation of the shellfish under its control.

WATER POLLUTION CONTROL AUTHORITY

- Geographic Responsibility:
 - Town but not City (The City has its own WPCA); also known as the Groton Sewer District.
- Powers and Duties:

Management of the Town sanitary sewer system. Annually will:

- (1) Establish the operation and maintenance budget which will be solely funded through user charges as established by the authority;
 - (2) Review the users, user classes and user rates; and
 - (3) Notify all users of proposed rates.
- Appointed by the Town Council for three (3) year terms.
 - Membership: Five (5) members, traditionally resident electors.

YOUTH AND FAMILY SERVICES ADVISORY COMMITTEE

- Powers and Duties:
 - To provide community involvement and youth advocacy for the Youth and Family Services division of Groton Social Services.
- Appointed by the Town Manager for an indefinite term.
- Membership: Currently sixteen (16) members.

ZONING BOARD OF APPEALS

- Geographic Responsibility:
 - Town but not City, Groton Long Point, or Noank (independent zoning districts).
- Powers and Duties:
 - The Commission hears and decides appeals where it is alleged that there is an error in any order, requirement or decision made by the zoning enforcement official. To determine and vary the application of the zoning regulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values in which a literal enforcement would result in exceptional difficulty or unusual hardship.
 - The concurring vote of four (4) members shall be necessary to reverse any order, requirement or decision of the zoning enforcement official, or to decide in favor of the applicant any matter which it is required to pass, or to grant a variance.
- Appointed by the Town Council for five (5) year terms.
- Membership: Five (5) members, three (3) alternates, who are resident electors. Town employees may not serve on inland wetlands, planning, or zoning commissions.
- Variances are recorded in Land Records. Any variance granted by the board runs with the land.

ZONING COMMISSION

- Geographic Responsibility:
 - Town but not City, Groton Long Point, or Noank (independent zoning districts).
- Powers and Duties:
 - The Commission is authorized to regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. It may issue special permits, and act on zoning change or amendment requests. The Commission shall provide for the manner in which zoning regulations shall be enforced.
- Responsible for the Zoning Regulations.
- Appointed by the Town Council for five (5) year terms.
- Membership: Five (5) members, three (3) alternates, who are resident electors. Town employees may not serve on inland wetlands, planning, zoning commissions.

Interested in joining a Board or Commission?

Vacancies often occur due to resignations. If you would like to know about any vacancies, please call the Town Clerk's Office at 860-441-6640.

All meetings are open to the public, and you are welcome to attend any meeting that interests you. Agendas for meetings are posted in the Town Clerk's Office.

If you decide you want to volunteer, please complete the application on the following page, and return it to the Town Clerk.

Thank you for your interest in the Town!

APPLICATION FOR BOARDS AND COMMISSIONS, ETC.

Please return the completed application to the Town Clerk, 45 Fort Hill Road, Groton, CT 06340

BOARD, COMMISSION, etc: _____

NAME _____

ADDRESS _____

Political Affiliation (if any) _____ Daytime telephone: _____

1. What do you know about this Board? _____

2. Why would you like to serve on this Board? _____

3. What experiences do you have (education, work, hobbies, service) that would help you in fulfilling your responsibilities as a member? _____

Date: _____ Signature: _____

| <i>For office use only</i> | <i>Date</i> |
|--|-------------|
| Information verified with ROV office | |
| Copy sent to <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee | |
| Rec'd from <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee | |
| Copy sent to TC Appointments Ctee | |
| Town Manager appointment – copy sent to TM | |