

**Board of Warden and Burgesses**  
**Regular Meeting November 16, 2020**  
**7:00 PM**

[www.borough.stonington.ct.us](http://www.borough.stonington.ct.us)

**REMOTE PARTICIPATION ONLY**

To Join Zoom Meeting on Computer:

**<https://us02web.zoom.us/j/82832221303?>**

**Meeting ID: 828 3222 1303**

**Passcode: 910804**

**Dial by your location: +1 646 558 8656 US (New York/CT)**

**MEETING AGENDA**

1. Call to Order
2. Approval of Minutes: regular meeting of 10/19/20 (V)
3. Report of Administrative Assistant
4. Correspondence
5. Report of Clerk-Treasurer
6. Review of Bills/YTD Financial Report
7. Warden's Report
8. Commissioner Reports---(verbal summaries)
  - a. Streets and Sidewalks (Callahan)
  - b. Fire & Emergency Management (Rogers/Hoadley)
  - c. Parks, Trees & Rights of Way (Barnes)
  - d. Public Buildings (Mastroianni)
  - e. Public Information (O'Malley)
  - f. Police & Sanitation (Nicholas)
9. Public Comment
10. Unfinished Business
  - a. Status of COVID-19 in region and State; reopening plans
  - b. Issues raised in Jessica Morrissey email of April 22
  - c. Update on possible ordinance on fire pits
  - d. Lower Water Street traffic
  - e. Consider proposals to replace barrier at Elm Street footbridge (V)
  - f. Consider revisions to SBO-12, "Salaries and Stipends of Elected Officials" (V)
11. New Business
  - a. Consider requests to use Borough property (C) (V): None
  - b. Consider curb cut request at 39 Gold Street (C) (V)
  - c. Consider appointing Mr. Revell Horsey to Planning & Zoning Commission (C) (V)
  - d. Discuss Tree Assessment Report
  - e. Discuss Admin Assistant position description and hiring process (A)
12. Other Business and Discussion
13. Adjournment (V)

(A) = Attachment (C)= correspondence (V) = vote required

**Borough of Stonington  
Board of Warden and Burgesses  
Regular Monthly Meeting – October 19, 2020**

**MINUTES**

**1. CALL TO ORDER**

Warden Jeffrey Callahan called the regular meeting of the Borough of Stonington Board of Warden and Burgesses to order, by way of Zoom conferencing video, at 7:02 p.m. Participating were Burgesses Amy Nicholas, Kevin Rogers, Amanda Barnes, and Shaun Mastroianni. Warden Callahan took minutes.

**2. APPROVAL OF THE MINUTES**

On a motion by Burgess Rogers and seconded by Burgess Barnes, the minutes of the regular meeting held on September 21, 2020 and the special meeting held on October 5, 2020 were both approved as submitted.

**3. REPORT OF ADMINISTRATIVE ASSISTANT**

Received September property taxes from Town: \$23,902.51

**4. CORRESPONDENCE**

Property Use Application: None

Meetings: None

Other:

Ston. Historical Society: thank you letter for \$1,500 grant (for July Fourth event)

Curran: Elm Street fence proposal

Hastedt: Elm St drain proposal

Outgoing: None

**5. REPORT OF CLERK-TREASURER: NONE**

**6. REVIEW OF BILLS/YTD FINANCIAL REPORT**

Bills paid totaled \$38,153. YTD revenue is \$1,412,698, which is \$56,429 more than budget.

**7. WARDEN'S REPORT**

1. Participated in Zoom COVID-19 updates with SCCOG and local health districts

2. Attended Town Hall department head monthly meeting

3. Attended quarterly meeting of SE CT Water Authority Advisory Board

4. Tracked Governor's executive orders (75 and counting) and local covid statistics; New London County hospitalizations have significantly increased (26), and total deaths have risen to 129 from 111 last month. Stonington Town deaths remain at 2.

5. Continued working on FEMA concerns about one resident's flood map revision request.

6. Spoke at dedication of sculpture park

**BOROUGH CLOCK** – Reset clock after Eversource repair work cut power to church. CT Appeals Court ordered new trial in United Church parsonage contamination case.

## **8. COMMISSIONER REPORTS**

### **a. Streets & Sidewalks**

1. Phoenix Grimes accepted the Borough's offer to fill the laborer position

2. Summit/Elm water main project nearing completion. No paving schedule yet; probably early November.

3. Began fall leaf clean up

4. Monthly brush pickup

5. Issued 2 dumpster permits

6. With help from Fire Department (Rob Palmer and pumper truck), cleared storm water outfall near Harbor Edge. Clog had caused flooding at Church and Gold intersection

7. Investigated catch basin and storm water outfall near Dog Watch

8. Met with contractor to find solution to persistent drainage issue on Elm Street

### **b. Fire & Emergency Management**

SBFD responded to 18 Alarms in September 2020, they were as follows:

- 1) 9-1-20 3:46pm Smoke detector activation 101 Tipping Rock Rd. (faulty detector)
- 2) 9-3-20 7:14am Fire Alarm Activation 117 Water St. (burnt toast, Social)
- 3) 9-3-20 2:50pm Fire Alarm Activation 7 Hillcrest Dr. (nothing found, humidity?)
- 4) 9-4-20 3:28pm Fire Alarm Activation 52 Coveside Lane (faulty detector)
- 5) 9-8-20 1:53am CO Detector Activation 11 Cliff St. (dead battery)
- 6) 9-8-20 9:57am Medical assist with SAC 6 Oak St. Lord's Pt. (lift assist)
- 7) 9-10-20 10am Fire Alarm Activation 455 Stonington Rd. (burnt bacon)
- 8) 9-13-20 10:59am Odor of gas 58 Quana Duck Rd. (empty propane tank)
- 9) 9-23-20 8:30am Box Alarm Velvet Mill (working on sprinkler system)
- 10) 9-24-20 11:48am Smoke detector activation 101 Tipping Rock Rd. (faulty detector)
- 11) 9-24-20 11:45pm Fire Alarm Activation 178 Water St. (nothing found)
- 12) 9-26-20 6:55pm Kitchen Fire 77 Boulder Ave. Lord's Pt. (pan of cooking oil ignited, minimal damage)
- 13) 9-27-20 5:45pm Structure Fire Island Rd. (smoke & fire was seen from a boat, nothing found)
- 14) 9-28-20 12:09am Medical assist with SAC 32 Water St. Unit#15 (lift assist)
- 15) 9-30-20 5:29am Wires arcing & sparking IFO 7 Temple St. (call Eversource)
- 16) 9-30-20 10:30am Wires down IFO 11 Water St. (phone lines)
- 17) 9-30-20 12:19pm Box Alarm Stonington Free Library (dust from vacuum)
- 18) 9-30-20 12:29pm MVA Rt. 1 & Elm St. (1 minor injury to hospital)



c. **Parks, Trees & Rights of Way** -- Brad Painter will be available to come to November meeting.

d. **Public Buildings** – Nothing to report

e. **Public Information** ---- No Report

f. **Police & Sanitation**

#### **Police Incident Report**

During the month of September 2020 there were 31 incidents in the police report for the Borough including 6 Fire related calls, 4 Check Building, 3 Medical Assists, 3 Burglar Alarms all of which were false alarms, 3 Accidents 1 of which was a hit and run 2 Parking Complaint and 2 Assist Citizen. There was one incident each of Larceny, Red Tag Vehicle, 911 Hang up, Open Door/Window, Community Policing, Minor Traffic Service, Suspicious Activity and Assist Other Agency.

There was one arrest related to the hit and run accident.

#### **Sanitation Report**

Garbage notifications continue to be distributed.

#### **9. PUBLIC COMMENT**

Pam and Doug Mola inquired about health insurance coverage for a spouse under the LOA with the new employee. Warden Callahan responded that coverage for a spouse, if there were one, would be the same as for the employee. Both Pam and Doug expressed their concern that this level of coverage for a spouse is overly generous and out of line with most companies and organizations.

#### **10. UNFINISHED BUSINESS**

a. Covid-19: Warden Callahan reiterated points made in his monthly report

c. Fire Pits. Chief Hoadley discussed the fire pit guidelines that he has put together, based on NFPA and DEEP regulations. The guidelines will be incorporated into a proposed Borough ordinance at some point. He also noted an unauthorized open burning incident that the FD responded to on Columbus Day.

#### **11. NEW BUSINESS**

a. Requests to use Borough property: None

f. (Moved up in order) Appeal of Tree Commissioner's decision regarding a plane tree on Gold Street: Contractor Peter O'Keefe provided background for the appeal and noted that in excavating for the new driveway, which the Board had approved several months ago, most of the tree's root system had been destroyed. Warden Callahan moved that the appeal be approved, allowing the plane tree to be removed at the property owner's expense, subject to the following conditions: (1) that no portion of the trunk remain above the ground; (2) that a replacement tree, approved by the Tree Commissioner, be planted after the entire sidewalk adjacent to the property is restored. Burgess Barnes seconded. Approved by unanimous vote.

b. Revisions to SBO-12. Tabled, to be considered at November meeting.

- c. Elm Street drainage proposal: Warden Callahan moved to waive the bid requirement and accept the proposal from Hastedt Bros (\$15,000) to correct long-standing drainage problems along 28-30 Elm Street. Burgess Rogers seconded. Passed unanimously.
- d. Halloween precautions. Warden Callahan stated that the Board does not have authority to ban trick-or-treating, but he has drawn up a poster that summarizes Halloween guidelines from the CDC. The guidelines are posted on the Borough website and will be posted on Borough bulletin boards. Any resident who does not feel safe participating in trick-or-treating should turn their porch light off and keep the door closed.
- e. Replacement of barrier at corner of Cutler and Elm Streets. Burgess Mastroianni, who had solicited the proposals from Chris Curran, was asked about other options. Mastroianni suggested he be allowed to collect additional information and bring the subject up at the November meeting. Warden Callahan noted that the original purpose of the barrier was to keep vehicles heading west on Elm Street from crashing into the footbridge over the tracks.

**12. OTHER BUSINESS: NONE**

**13. ADJOURNMENT**

On a motion by Burgess Mastroianni, seconded by Burgess Nicholas, adjournment of the meeting at 8:10 p.m. was unanimously approved.

Respectfully Submitted,  
Jeffrey Callahan  
October 20, 2020

**ADMINISTRATIVE ASSISTANT REPORT**  
**As of November 12, 2020**

- Received from town: 7,488.15 October property taxes
- Processed quarterly payroll taxes

Barbara J. Perry  
Administrative Assistant

**CORRESPONDENCE FOR  
November 2020 MEETING**

**Property Use Application: None**

**Meetings: None**

**Other:**

**Kevin Bowdler: request for curb cut for 39 Gold Street**

**R. Revell Horsey: CV and email of interest for P&Z position**

**Outgoing: None**

October 20, 2020

Street Commissioner and Zoning Officer  
Stonington Borough  
26 Church St  
Stonington CT 06378

Re: Curb Cut application 39 Gold St Parcel 101-5-2

Dear Jeff and Tom, I would like to request the Borough to permit off-street parking at 39 Gold St. Please see the attached drawing which proposes to add two off-street car parks that would be located between the house and garage. Cars park on the opposite side of the street. Therefore, we would not be losing any on-street car parks in order to gain two off-street car park spaces. Additionally, we do not think it is necessary to restrict any parking on the opposite side of the street as there is enough room for cars to turn in and reverse out of the proposed off-street parking.

This side of Gold street does not have any curb except for a small section of curb near the corner of High Street. I have attached two photos. One is looking south down Gold Street. On this photo, I have shown the proposed line of the new granite curb that would run in front of the house to the proposed off-street parking area. It would be in a line with the existing curb that starts near the corner of High St. The second photo is taken from the garage looking north up Gold Street to the Robinson Burial ground. You will see that there is no curb on this end of the street and no parking on this side of the road.

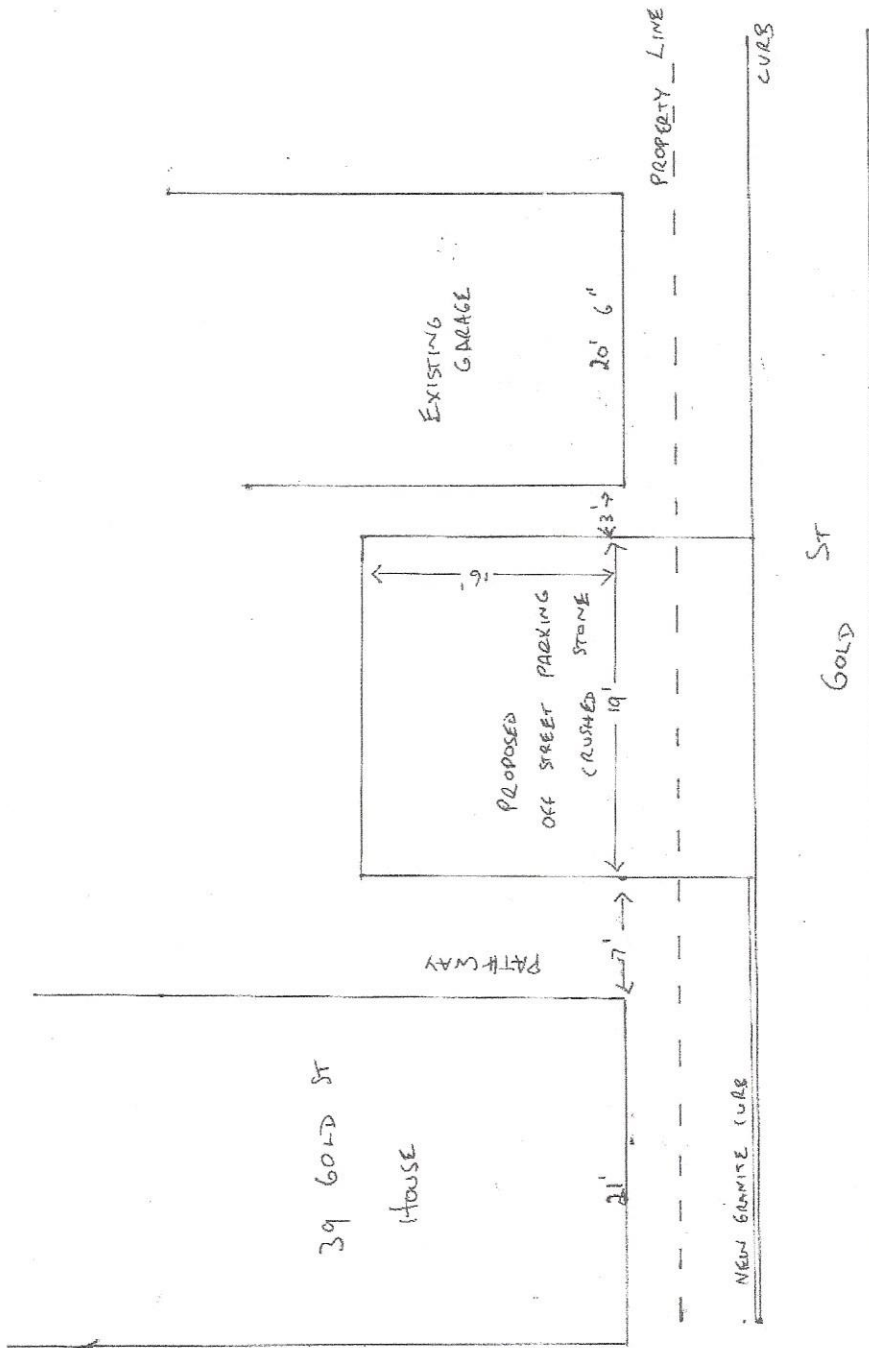
Respectfully Submitted



Kevin Bowdler  
KB Advisory Services LLC  
44 Gold St.  
Stonington CT 06378  
Phone (860) 405-5434

cc. Neighbors within 100ft of proposed driveway.











## Fw: Planning & Zoning Commission

From: Jeffrey Callahan (borowarden@att.net)  
To: boroughstonington@snet.net  
Date: Thursday, November 12, 2020, 07:59 AM EST

Barbara: Please add this email, including his attachment, to correspondance. I will send you a revised agenda shortly.

Jeffrey Callahan, Warden  
Borough of Stonington  
Connecticut

----- Forwarded Message -----

**From:** revell.horsey@gmail.com <revell.horsey@gmail.com>  
**To:** 'Jeffrey Callahan' <borowarden@att.net>  
**Sent:** Wednesday, November 11, 2020, 06:19:11 PM EST  
**Subject:** Planning & Zoning Commission

Jeff,

Thank you for providing me with your perspective on the responsibilities of the P&Z Commission. I have done a quick read of the minutes from the last several months of meetings and read the Borough Charter which is really fun reading! I would like to offer my services to the Commission. Attached is a CV to provide some background about my qualifications. Although to be honest I'm not sure anything I have done up until now makes me qualified to serve on a Planning & Zoning Commission! Should I submit a formal letter of interest to you or does this email suffice?

Cheers!

Revell

R. Revell Horsey

Mobile: 510.759.2744

[LinkedIn](#)



Revell Horsey CV 10.15.20.pdf  
135.7kB



## R. Revell Horsey

24 Wall Street  
Stonington, CT 06378

[Revell.horsey@gmail.com](mailto:Revell.horsey@gmail.com)  
510.759.2744

---

### **SUMMARY OF QUALIFICATIONS**

- Combination of financial management and operations experience in established and start-up businesses.
- Extensive for-profit and not-for-profit board experience. Audit committee chair for NASDAQ listed company.
- Exceptional team building and mentoring skills; demonstrated client management capabilities.
- Entrepreneurial start-up experience; expertise in corporate formation, debt and equity capital sourcing, managing rapid growth from pre-revenue to cash flow break-even, business planning.

### **PROFESSIONAL EXPERIENCE**

#### **MANAGEMENT AND LEADERSHIP**

##### **MEGA International**

- SVP & Managing Director. With customers in over 40 countries, MEGA International is a leader in software solutions to help large organizations manage enterprise complexity by giving them an interactive view of their operations. MEGA's HOPEX software has been recognized by Gartner for 11 consecutive years as a Magic Quadrant leader in Enterprise Architecture. Customers in North America include Ford Motor, Procter & Gamble, Santander Bank, Fannie Mae, AIG, DocuSign, and Department of Defense.

##### **Aquicore, Inc.**

- CFO and Director. Leading commercial real estate software company with an all-in-one real estate operations and performance optimization platform. Aquicore's cloud-based platform tracks, analyzes and predicts key building performance factors in real time to unlock portfolio-grade actionable insights, streamlining overall business operations and increasing property value and operating incomes. The Aquicore platform is currently deployed at more than 700 office buildings nationwide, including the John Hancock Tower, Salesforce Tower, National Press Building, Promenade and NASCAR Plaza. Aquicore's clients include Cushman & Wakefield, Cousins, Normandy, ASB Real Estate Investments, Lincoln Property Company, MRP Realty, Under Armour, Facebook, and The World Bank.

##### **HelloWallet, LLC (acquired by Morningstar)**

- President and CFO. Founding member of a SaaS personal financial management company offering day-to-day money management to US workers as an employer sponsored benefit. Successfully managed 3 rounds of angel and venture financing. Negotiated enterprise contracts with numerous Fortune 500 companies including TIAA-CREF, Marsh & McLennan, Wal-Mart, and Dun & Bradstreet.

##### **Bank of America/Montgomery Securities**

- Global Head of Technology Corporate and Investment Banking. Responsibility for the firm's investment banking and credit relationships in the Technology sector.
- Global Head of Equity Capital Markets. Managed group responsible for the firm's equity origination and execution capabilities. Annual revenues of \$150-350MM between 1996 and 2001.
- Executive Committee, Investment Banking Division. Worked closely with senior executives across the bank on integrating the investment banking business of Montgomery Securities into Nationsbank (Bank of America). Senior role in development and implementation of investment banking strategy.

#### **CORPORATE FINANCE EXPERTISE**

##### **Bank of America/Montgomery Securities/First Boston Corporation**

- Worked with public and private companies across a broad range of industries. Expertise in public and private market valuation, equity and debt financing, and mergers and acquisition advisory.

##### **Alex. Brown & Sons**

- Senior equity research analyst. Developed detailed financial models on public and private companies, published extensive reports for institutional investors, and provided investment recommendations.



## **R. Revell Horsey**

### **SOCIAL SECTOR LEADERSHIP EXPERIENCE**

- Board member, CTNext – \$17MM annual operating budget (public/private partnership) to promote start-up activity in CT through innovation grants, co-working spaces and the \$30MM Innovation Places initiative.
- Interim Executive Director, reSET – The Social Enterprise Trust, Hartford, CT
- Director of Strategy and Development, Sports4Kids, Oakland, CA
- Board member, The Loomis Chaffee School, Windsor, CT. Committee assignments: Education (Chairman), Advancement, Salary and Benefits, Investments
- Treasurer and Chairman of the Investment Committee, The American Cathedral in Paris Foundation
- Education Circle Team Leader, The Full Circle Fund, San Francisco, CA

---

### **WORK HISTORY**

2020 – Present: Director of Strategy and Partnerships, PocketSuite, SF, CA

2017 – Present: Board Director and Chair of Audit Committee, Great Elm Capital Corp., Boston, MA

2014 - Present: Advisor, CFO and Board Director, Aquicore, Inc., Washington, DC

2017- 2019: SVP & Managing Director, MEGA International. Raynham, MA and Paris, France

2009 – 2013: President and CFO, HelloWallet, LLC, Washington, DC

2007 – 2009: Independent consultant to social and environmental mission focused companies.

2006-2007: Director of Strategy and Development, Sports4Kids, Oakland, CA

2005-2006: Managing Director, Presidio Financial Partners, San Francisco, CA

1996-2003: Managing Director, Bank of America (Montgomery Securities), San Francisco, CA

1994-1996: Senior Equity Research Analyst, Alex. Brown & Sons, Baltimore, MD

1985-1993: Vice President, The First Boston Corporation, NYC, NY

### **EDUCATION**

Dartmouth College, Hanover, NH

BA, Government and French (double major), cum laude, 1984

# Borough of Stonington Bills Paid

11/12/20

October 19 through November 10, 2020

Name	Class	Amount
<b>Oct 19 - Nov 10, 20</b>		
Evergreen Landscap...	611 Sidewalk Repairs	600.00
Milone & Macbroom...	BOARDS & COMMISSIONS:PLANNING & ZONING COMMISSION:206 Prof Svcs-Planning/Engin...	393.75
Milone & Macbroom...	BOARDS & COMMISSIONS:PLANNING & ZONING COMMISSION:206 Prof Svcs-Planning/Engin...	262.50
CT DEEP	BOARDS & COMMISSIONS:SHARED PZC & ZBA:222 State Conservation Fund	638.00
Eversource	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:501 Electricity	170.64
Aquarion Water Co...	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:504 Water & Sewer	23.61
Taylor Made Electric	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:509 Repairs & Maintenance	400.00
Eversource	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:311 Electricity	701.43
Aquarion Water Co...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:314 Water & Sewer	120.85
Cash True Value H...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:315 Supplies	54.90
Reboot Computers	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	180.00
New England Mech...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	732.00
Ed Bartelli, Inc.	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	375.00
Town of Stonington	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	45.00
Verizon Wireless	FIRE DEPARTMENT:GENERAL EXPENSES:306 Telecommunications	126.79
Comcast	FIRE DEPARTMENT:GENERAL EXPENSES:306 Telecommunications	233.80
Frontier Communic...	FIRE DEPARTMENT:GENERAL EXPENSES:306 Telecommunications	193.16
VFIS	FIRE DEPARTMENT:PERSONNEL EXPENSES:343 Length of Service Awards	750.00
Integrity LLC	FIRE DEPARTMENT:SALARIES:566 Janitorial - Firehouse	495.00
United Healthcare	GENERAL GOVERNMENT:ADMINISTRATIVE:108 Health Insurance	5,230.95
Jeffrey Hoadley	GENERAL GOVERNMENT:ADMINISTRATIVE:108 Health Insurance	433.80
Thames Eye Group...	GENERAL GOVERNMENT:ADMINISTRATIVE:109 Health Insurance Deductible	153.39
Southeastern CT C...	GENERAL GOVERNMENT:CONTRIBUTIONS:194 Council of Governments	350.00
Janco Business Sy...	GENERAL GOVERNMENT:OFFICE:122 Equipment R&M/Upgrading	506.00
Quill Corporation	GENERAL GOVERNMENT:OFFICE:124 Supplies	19.99
Thames Valley Co...	GENERAL GOVERNMENT:OFFICE:125 Telecommunications	403.02
Treasurer, State of ...	GENERAL GOVERNMENT:TAX COLLECTOR:145 Tax Refunds	36.00
Aquarion Water Co...	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:804 Park Utilities	14.03
Eversource	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:804 Park Utilities	45.24
Evergreen Landscap...	robinson	500.00
Westerly Auto Parts...	STREET DEPARTMENT:GENERAL:602 Equipment R&M/Upgrading	34.49
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	11.55
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	77.97
Phoenix J Grimes	STREET DEPARTMENT:GENERAL:605 Supplies	500.00
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	95.93
<b>Oct 19 - Nov 10, 20</b>		<b>14,908.79</b>

**Borough of Stonington**  
**Income & Expenses Budget vs. Actual**  
**July 1 through November 12, 2020**

	Jul 1 - Nov 12, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GRANTS &amp; REIMBURSEMENTS</b>			
1 Town of Stonington	267,828.00	267,828.00	0.00
2 State of Connecticut			
Grants	7,588.98	5,000.00	2,588.98
LoCIP	0.00	1,000.00	-1,000.00
<b>Total 2 State of Connecticut</b>	<u>7,588.98</u>	<u>6,000.00</u>	<u>1,588.98</u>
<b>Total GRANTS &amp; REIMBURSEMENTS</b>	<u>275,416.98</u>	<u>273,828.00</u>	<u>1,588.98</u>
<b>FIRE PROTECTION FEES</b>			
21 Stonington Fire District	67,203.10	66,549.00	654.10
22 Wamphassuc	29,360.00	29,074.00	286.00
23 Lord's Point	27,532.00	27,053.00	479.00
<b>Total FIRE PROTECTION FEES</b>	<u>124,095.10</u>	<u>122,676.00</u>	<u>1,419.10</u>
<b>OTHER INCOME</b>			
61 Planning & Zoning Fees, Etc. Applications	2,110.00	4,000.00	-1,890.00
<b>Total 61 Planning &amp; Zoning Fees, Etc.</b>	<u>2,110.00</u>	<u>4,000.00</u>	<u>-1,890.00</u>
62 Interest on Investments	101.82	500.00	-398.18
65 Telephone Property Tax	0.00	500.00	-500.00
69 Miscellaneous			
Dumpster Permit Fees	4,000.00	0.00	4,000.00
69 Miscellaneous - Other	972.00	2,000.00	-1,028.00
<b>Total 69 Miscellaneous</b>	<u>4,972.00</u>	<u>2,000.00</u>	<u>2,972.00</u>
<b>Total OTHER INCOME</b>	<u>7,183.82</u>	<u>7,000.00</u>	<u>183.82</u>
<b>PROPERTY TAXES</b>			
81-Real Estate	878,787.26	857,738.00	21,049.26
81-Vehicles	22,923.27	0.00	22,923.27
81-Other	17,419.12	0.00	17,419.12
81 Collections-Refunds	-6.63	0.00	-6.63
<b>Total PROPERTY TAXES</b>	<u>919,123.02</u>	<u>857,738.00</u>	<u>61,385.02</u>
<b>RESERVE TRANSFER</b>			
91 Acc Rev Fund Bal Des Budget	95,027.00	95,027.00	0.00
<b>Total RESERVE TRANSFER</b>	<u>95,027.00</u>	<u>95,027.00</u>	<u>0.00</u>
<b>Total Income</b>	<u>1,420,845.92</u>	<u>1,356,269.00</u>	<u>64,576.92</u>
<b>Gross Profit</b>	1,420,845.92	1,356,269.00	64,576.92
<b>Expense</b>			
<b>GENERAL FUND OPERATING EXPENSE</b>			
<b>GENERAL GOVERNMENT</b>			
Administrative			
101 Audit	8,756.36	22,000.00	-13,243.64
103 Election	0.00	4,000.00	-4,000.00
104 Insurance			
Surety Bonds	0.00	500.00	-500.00
CIRMA LAP	17,870.00	20,500.00	-2,630.00
Worker's Comp (CIRMA)	21,187.00	23,000.00	-1,813.00
<b>Total 104 Insurance</b>	<u>39,057.00</u>	<u>44,000.00</u>	<u>-4,943.00</u>



**Borough of Stonington**  
**Income & Expenses Budget vs. Actual**  
July 1 through November 12, 2020

	Jul 1 - Nov 12, 20	Budget	\$ Over Budget
105 Professional Services	1,500.00	15,000.00	-13,500.00
106 Special Mailings	0.00	1,000.00	-1,000.00
107 Community Affairs	0.00	600.00	-600.00
108 Health Insurance	18,527.52	60,000.00	-41,472.48
109 Health Insurance Deductible	4,153.39	8,000.00	-3,846.61
110 Travel Reimbursement	0.00	1,000.00	-1,000.00
<b>Total Administrative</b>	<b>71,994.27</b>	<b>155,600.00</b>	<b>-83,605.73</b>
<b>Office</b>			
121 Legal Notices	461.35	500.00	-38.65
122 Equipment R&M/Upgrading	2,153.01	2,000.00	153.01
123 Postage	123.90	1,000.00	-876.10
124 Supplies	19.99	800.00	-780.01
125 Telecommunications	1,692.12	2,500.00	-807.88
126 Bank Fees	62.24	500.00	-437.76
129 Miscellaneous	576.17	500.00	76.17
130 Administrative Assistant	11,958.32	36,413.00	-24,454.68
<b>Total Office</b>	<b>17,047.10</b>	<b>44,213.00</b>	<b>-27,165.90</b>
<b>Tax Collector</b>			
141 Legal Notices	0.00	200.00	-200.00
142 Liens	0.00	100.00	-100.00
143 Postage	0.00	300.00	-300.00
144 Collection Expenses	0.00	6,000.00	-6,000.00
145 Tax Refunds	134.26	2,000.00	-1,865.74
<b>Total Tax Collector</b>	<b>134.26</b>	<b>8,600.00</b>	<b>-8,465.74</b>
<b>Salaries</b>			
161 Assessor	240.00	1,000.00	-760.00
162 Burgesses	1,000.00	5,400.00	-4,400.00
163 Clerk-Treasurer	1,000.00	3,500.00	-2,500.00
165 Warden	3,333.32	10,000.00	-6,666.68
168 Payroll Taxes	9,119.10	27,702.00	-18,582.90
170 Commissioner Stipends	999.92	4,000.00	-3,000.08
<b>Total Salaries</b>	<b>15,692.34</b>	<b>51,602.00</b>	<b>-35,909.66</b>
<b>Contributions</b>			
191 Stonington Free Library	25,000.00	25,000.00	0.00
192 Stonington Ambulance	10,000.00	10,000.00	0.00
193 seCTer	325.15	325.00	0.15
194 SE CT Council of Government	861.00	511.00	350.00
195 CT Conf of Municipalities	0.00	1,000.00	-1,000.00
196 Bicent/July 4th	1,500.00	1,500.00	0.00
197 Stonington COMO	5,000.00	5,000.00	0.00
<b>Total Contributions</b>	<b>42,686.15</b>	<b>43,336.00</b>	<b>-649.85</b>
<b>Total GENERAL GOVERNMENT</b>	<b>147,554.12</b>	<b>303,351.00</b>	<b>-155,796.88</b>
<b>BOARDS &amp; COMMISSIONS</b>			
<b>Planning &amp; Zoning Commission</b>			
201 Legal Notices	0.00	2,000.00	-2,000.00
202 Printing	0.00	1,000.00	-1,000.00
203 Books & Training	0.00	500.00	-500.00
205 Prof Services - Legal	0.00	8,000.00	-8,000.00
206 Prof Svcs- Planner/Engineer	656.25	1,000.00	-343.75
<b>Total Planning &amp; Zoning Commission</b>	<b>656.25</b>	<b>12,500.00</b>	<b>-11,843.75</b>

**Borough of Stonington**  
**Income & Expenses Budget vs. Actual**  
July 1 through November 12, 2020

	Jul 1 - Nov 12, 20	Budget	\$ Over Budget
<b>Shared PZC &amp; ZBA</b>			
221 Postage	0.00	500.00	-500.00
222 State Conservation Fund	638.00	1,500.00	-862.00
257 Zoning Officer Salary	5,125.00	25,000.00	-19,875.00
259 Miscellaneous/Office	230.80	500.00	-269.20
<b>Total Shared PZC &amp; ZBA</b>	<b>5,993.80</b>	<b>27,500.00</b>	<b>-21,506.20</b>
<b>Zoning Board of Appeals</b>			
241 Legal Notices	0.00	500.00	-500.00
242 Books & Training	0.00	100.00	-100.00
243 Prof Services - Legal	0.00	5,000.00	-5,000.00
<b>Total Zoning Board of Appeals</b>	<b>0.00</b>	<b>5,600.00</b>	<b>-5,600.00</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>6,650.05</b>	<b>45,600.00</b>	<b>-38,949.95</b>
<b>FIRE DEPARTMENT</b>			
<b>Operating Expenses</b>			
301 Fuel	346.68	3,000.00	-2,653.32
303 Maintenance of Radios	970.80	2,000.00	-1,029.20
304 Maintenance Trucks & Equip	9,474.60	25,000.00	-15,525.40
305 New Tools & Equipment	2,187.85	30,000.00	-27,812.15
306 Telecommunications	2,281.07	9,000.00	-6,718.93
307 Fire Marshal Expenses	534.80	2,500.00	-1,965.20
309 Miscellaneous	0.00	500.00	-500.00
310 Fire Truck Leases	0.00	30,000.00	-30,000.00
<b>Total Operating Expenses</b>	<b>15,795.80</b>	<b>102,000.00</b>	<b>-86,204.20</b>
<b>Firehouse - 100 Main Street</b>			
311 Electricity	3,955.80	11,000.00	-7,044.20
312 Propane	169.94	11,000.00	-10,830.06
314 Water & Sewer	680.76	2,000.00	-1,319.24
315 Supplies	872.14	2,000.00	-1,127.86
317 Repairs & Maintenance	17,775.49	20,000.00	-2,224.51
566 Janitorial - Firehouse	880.00	6,000.00	-5,120.00
<b>Total Firehouse - 100 Main Street</b>	<b>24,334.13</b>	<b>52,000.00</b>	<b>-27,665.87</b>
<b>Insurance</b>			
321 Accidental Death	0.00	2,500.00	-2,500.00
324 LAP-Liability/Auto/Prop	29,157.00	30,000.00	-843.00
<b>Total Insurance</b>	<b>29,157.00</b>	<b>32,500.00</b>	<b>-3,343.00</b>
<b>Personnel Expenses</b>			
341 Companies & Department	3,750.00	10,000.00	-6,250.00
342 Medical	3,557.60	10,000.00	-6,442.40
343 Length of Service Program	32,393.00	35,000.00	-2,607.00
344 Training	1,000.00	4,000.00	-3,000.00
345 Uniforms	0.00	3,000.00	-3,000.00
346 Pay-per-Call Incentive Prog	0.00	15,000.00	-15,000.00
347 Deferred Compensation	1,900.00	5,000.00	-3,100.00
<b>Total Personnel Expenses</b>	<b>42,600.60</b>	<b>82,000.00</b>	<b>-39,399.40</b>
<b>Salaries</b>			
361 Chief	32,311.78	88,432.00	-56,120.22
362 Deputy Chief	3,121.00	9,363.00	-6,242.00
363 Assistant Chief	1,015.00	6,090.00	-5,075.00
364 Fire Marshal	3,801.52	10,404.00	-6,602.48
365 Company Officers	2,458.75	5,640.00	-3,181.25
<b>Total Salaries</b>	<b>42,708.05</b>	<b>119,929.00</b>	<b>-77,220.95</b>
<b>Total FIRE DEPARTMENT</b>	<b>154,595.58</b>	<b>388,429.00</b>	<b>-233,833.42</b>



**Borough of Stonington**  
**Income & Expenses Budget vs. Actual**  
**July 1 through November 12, 2020**

	Jul 1 - Nov 12, 20	Budget	\$ Over Budget
<b>HYDRANTS</b>			
General Expenses			
401 Rental of Hydrants & Pipe	12,864.24	48,000.00	-35,135.76
Total General Expenses	12,864.24	48,000.00	-35,135.76
<b>Total HYDRANTS</b>	12,864.24	48,000.00	-35,135.76
<b>BOROUGH HALL - 26 CHURCH ST</b>			
Borough Hall/Highway Garage			
501 Electricity	651.66	3,000.00	-2,348.34
502 Heating Oil	315.53	4,500.00	-4,184.47
504 Water & Sewer	100.21	400.00	-299.79
505 Supplies	0.00	1,000.00	-1,000.00
509 Repairs & Maintenance	2,990.35	8,000.00	-5,009.65
Total Borough Hall/Highway Garage	4,057.75	16,900.00	-12,842.25
Salaries			
565 Janitorial - Borough Hall	991.61	4,364.00	-3,372.39
Total Salaries	991.61	4,364.00	-3,372.39
<b>Total BOROUGH HALL - 26 CHURCH ST</b>	5,049.36	21,264.00	-16,214.64
<b>STREET DEPARTMENT</b>			
General			
601 Gas & Oil	673.49	3,000.00	-2,326.51
602 Equipment R&M/Upgrading	185.75	5,000.00	-4,814.25
604 Street Repairs	135.30	5,000.00	-4,864.70
605 Supplies	4,612.69	4,000.00	612.69
609 Telephone & Miscellaneous	3.33	2,000.00	-1,996.67
610 Snow Removal	0.00	10,000.00	-10,000.00
611 Sidewalk Repairs	2,600.00	7,000.00	-4,400.00
612 Stormwater Management	1,679.60	15,000.00	-13,320.40
Total General	9,890.16	51,000.00	-41,109.84
Wages & Salaries			
656 Labor - Regular	32,450.88	126,875.00	-94,424.12
657 Labor - Overtime	2,011.08	17,000.00	-14,988.92
658 Labor - Temporary	11,586.00	7,500.00	4,086.00
666 Deferred Comp Matching	585.00	6,000.00	-5,415.00
667 Street Commissioner	1,833.36	5,500.00	-3,666.64
Total Wages & Salaries	48,466.32	162,875.00	-114,408.68
<b>Total STREET DEPARTMENT</b>	58,356.48	213,875.00	-155,518.52
<b>PARKS, TREES, &amp; RIGHTS OF WAY</b>			
General Expenses			
801 Grounds Maintenance	3,087.22	3,000.00	87.22
802 Tree Maintenance	5,240.00	20,000.00	-14,760.00
804 Park Utilities	236.95	750.00	-513.05
805 Signs, Surveys & ROW	496.00	1,000.00	-504.00
Total General Expenses	9,060.17	24,750.00	-15,689.83
<b>Total PARKS, TREES, &amp; RIGHTS OF WAY</b>	9,060.17	24,750.00	-15,689.83
<b>SANITATION</b>			
General Expenses			
909 Miscellaneous	1,862.54	3,500.00	-1,637.46
Total General Expenses	1,862.54	3,500.00	-1,637.46
<b>Total SANITATION</b>	1,862.54	3,500.00	-1,637.46

**Borough of Stonington**  
**Income & Expenses Budget vs. Actual**  
**July 1 through November 12, 2020**

	<u>Jul 1 - Nov 12, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>CONTINGENCY EXPENSE</b>			
1301 Contingency	0.00	30,000.00	-30,000.00
<b>Total CONTINGENCY EXPENSE</b>	<u>0.00</u>	<u>30,000.00</u>	<u>-30,000.00</u>
<b>Total GENERAL FUND OPERATING EXPENSE</b>	395,992.54	1,078,769.00	-682,776.46
<b>SPECIAL REVENUE &amp; TRUST FUNDS</b>			
1501 Deposits to Funds	276,500.00	277,500.00	-1,000.00
<b>Total SPECIAL REVENUE &amp; TRUST FUNDS</b>	<u>276,500.00</u>	<u>277,500.00</u>	<u>-1,000.00</u>
<b>Total Expense</b>	<u>672,492.54</u>	<u>1,356,269.00</u>	<u>-683,776.46</u>
<b>Net Ordinary Income</b>	<u>748,353.38</u>	<u>0.00</u>	<u>748,353.38</u>
<b>Net Income</b>	<u><u>748,353.38</u></u>	<u><u>0.00</u></u>	<u><u>748,353.38</u></u>

**BOROUGH ACCOUNT BALANCES**  
As of November 12, 2020

<b>General Fund Balance:</b>	<b>\$1,092,233.42</b>
Dime Bank Checking	\$1,429,698.28
Due to/from Other Funds (Details Below)	\$337,464.86*
<b>Cannon Fund</b>	<b>\$ 2,328.33</b>
Due from General Fund	\$ 2,328.33
<b>Capital &amp; Nonrecurring Fund Balance:</b>	<b>\$ 84,616.63**</b>
Due from General Fund	\$ 84,616.63
<b>Fire Dept. Major Expense Balance:</b>	<b>\$106,541.65</b>
Due from General Fund	\$106,541.65
<b>Clock Fund Balance:</b>	<b>\$ 999.36</b>
Due from General Fund	\$ 999.36
<b>Infrastructure Reserve Fund Balance:</b>	<b>\$42,423.55</b>
Due tfromo General Fund	\$42,423.55
<b>LoCip Fund Balance:</b>	<b>\$ 1,423.00</b>
Available from State of Connecticut	\$ 1,423.00
<b>Robinson Burial Ground Fund</b>	<b>\$ 725.35</b>
Due from General Fund	\$ 725.35
<b>Wadawanuck Square Fund</b>	<b>\$ 372.00</b>
Due from General Fund	\$ 372.00
<b>Waldron Fund Balance: (Restricted Funds- \$1,000)</b>	<b>\$132,303.74</b>
Dime Bank Checking Account	\$ 56,689.45
Dime Bank CD #3	\$ 36,868.45
Dime Bank CD #4	\$ 38,745.84
<b>Wayland's Wharf Fund Balance:</b>	<b>\$ 36,274.86</b>
Due from General Fund	\$ 36,274.86
<b>William Williams Fund Balance: (Restricted Funds-\$10,524)</b>	<b>\$ 73,633.13</b>
Due from General Fund	\$ 73,633.13

<b>***Capital &amp; Nonrecurring Accounts</b>	
Building Fund	35,115.57
Truck Fund	<u>\$49,504.06</u>
	84,616.63

<b>**Due to Other Funds</b>	
Capital & Nonrecurring Fund	\$84,616.63
Fire Dept. Major Expense	\$106,541.65
Clock Fund``	999.36
Infrastructure Reserve	42,423.55
Wayland's Wharf	25,824.86
Wadawanuck Square Fund	\$ 372.00
Robinson Burial Ground	\$ 1,225.35
Williams Fund	\$ 73,633.13
Cannon Fund	<u>\$ 2,328.33</u>
	\$337,464.86

Due from Other Funds

# **BOROUGH OF STONINGTON**

## **POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT (11.12.20)**

### **SUMMARY OF DUTIES & RESPONSIBILITIES**

Serve as administrative assistant to the Warden, Clerk-Treasurer, Burgesses, and Zoning Official of the Borough of Stonington. Pay bills. Answer phone inquiries. If you are unable to answer questions, take a message and pass it to the warden or other official. Organize and maintain paper and digital files.

### **SPECIFIC DUTIES & RESPONSIBILITIES**

Prepare Board meeting packets and post agendas on Borough website and notice boards.

Receive and process correspondence. Respond to requests and inquiries after consulting with the warden if necessary.

Answer phones and voice mail. Respond to requests and inquiries after consulting with warden if necessary.

Process payroll and prepare related reports to state and federal authorities. Prepare accounts payable checks. Prepare year-end W-2 and 1099 forms.

Reconcile monthly bank statements. Assist with annual financial audit by providing requested documents to the auditors.

Maintain Borough website, including calendar. Keep lists of board and commission members current. Update ordinance list after Board makes changes.

Establish and maintain digital and paper files.

Maintain resident address data base and organize mailings.

### **REQUIRED QUALIFICATIONS**

High school diploma

Proficiency with QuickBooks, Word, Excel and other common office software packages.

At least one year of experience in a similar position with a municipality, not-for-profit organization or company.

Ability to work remotely

### **PREFERRED ADDITIONAL QUALIFICATIONS**

Associate or bachelor degree

Resides within 15 miles of Borough Hall

**SUPERVISED BY:** Warden.

**SUPERVISES:** None

### **HOURS, SALARY & BENEFITS**

Flexible hours, nominally Monday – Friday, 9 am to 3 pm, with half hour off for lunch

Annual salary \$25,000 - \$30,000, depending on experience

Benefits include paid vacation, health insurance, and optional retirement plan