

**Board of Warden and Burgesses
Minutes of Regular Monthly Meeting~ September 19, 2011**

The regular monthly meeting of the Borough Warden & Burgesses was called to order in Borough Hall at 7:30 PM by Warden Paul Burgess. Present were Burgesses Michael Adair, Kathryn Burchenal, Edward McCreary, Amy Nicholas, Howard Park, Robert Scala, and Clerk- Treasurer Brian Krafjack.

Public Comment:

1. None.

Approval of Minutes:

1. On a motion by Burgess Scala, seconded by Burgess Burchenal acceptance of the minutes from the Board Meeting held on August 15, 2011, and the minutes from the Special Board Meeting held on September 06, 2011 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for remainder of August: \$136,678.81.
2. Received donations for Robinson Burial Ground Fund: \$1,563.66.
3. Continued to provide information to Marien and Company for audit.

Clerk-Treasurer's Report (Krafjack):

1. Discussed cash collateralization issues with Marcia Marien of Marien + Company CPA's in preparation for meeting with Dime Bank Officers.
 - a. The CT General Statutes requires that banks set aside an amount equal to a minimum of 10% of all its public deposits. The exact amount is a percentage determined by the bank's risk-based capital ratio; Marcia Marien to advise.
 - b. If the bank goes under, the FDIC may not recognize CT General Statutes, unless a collateral agreement in place. We are working with Dime and Marien + Company to put this agreement in place.
 - c. Deposits in the Interest Bearing Checking account will also be insured by the FDIC up to \$250,000. If accounts are structured properly, demand deposits may be insured by the FDIC for an additional \$250,000. Details are being worked out with Marien + Company.
2. On September 16th, met with Joan Nagle, Dime Bank's Vice President of Retail Banking, David Stanland, Dime Bank's Senior Vice President- Treasurer and CFO, and Warden Paul Burgess to discuss cash collateral agreement.
 - a. Joan Nagle will confirm the particulars of the agreement with Marcia Marien on Monday 9/19/11.

Review of Bills:

1. The August 15 through September 16, 2011 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
 - a. \$3,500 Landscape Unlimited- Hurricane Irene related.
 - b. \$2,800 Landscape Unlimited- Hurricane Irene related.
 - c. \$7,400 Boundaries LLC- Topographic Survey and Design for Omega Street work.

- d. \$7,100 Hastedt Bros.- Chesebro Lane repairs.

Review of Profit/Loss Statement:

1. The July 2011 through June 2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
 - a. A \$7,300 Contingency expense is related to Hurricane Irene, and a request for FEMA reimbursement is being filed.
 - b. Street Repair is over budget; a breakdown will be reviewed by Warden Burgess and he will report his findings at the next Board Meeting.

Correspondence:

1. Correspondence received since the June meeting was reviewed and is on file in the Borough Office.
 - a. Alfred W. DiOrio, RLS, Inc: Letter of advisement of boundary survey in progress.
 - b. Stephen Bessette: email requesting permission to hold 3rd Annual Dog Watch 5K.
 - c. Betty Richards: email of appreciation to Board for their hard work.
 - d. Friends of Wadawanuck Square: September report with Garden Club Letter.
 - e. Ed and Carol Sauer: Letter of thanks for road repair to Chesebro Lane.
 - f. CIRMA: Notice of seminar dates.
 - g. CCM: National League of Cities Congress of Cities & Exposition to be held on 11/9-12 in Phoenix.
 - h. SWCA: Notice of Special Meeting on 8/24.

Warden's Report:

1. Hurricane Irene emergency response planning and follow-up cleanup/repair by Street Department including brush removal, parking lot(s) re-grading, seawall backfill replacement and unclogging culverts. Contractors used included Landscape Unlimited (tree removal) and Keena Construction (regrade the Point).
2. Intersection line painting improvements completed at Water Street and Alpha Avenue.
3. Continued to coordinate with GBC Productions regarding filming of Great Hope Springs in the Borough.
 - a. Street closures will be coordinated with the Police and Fire Departments.
4. Bids obtained and contract finalized for Cliff Street and Omega Street pavement project. Contract signed with Hastedt Brothers Paving.
 - a. Cliff Street work is in progress and proceeding well.
5. Upcoming:
 - a. Cliff Street paving Sept 19- 23, 2011.
 - b. Omega Street paving Oct 10- 21, 2011.
 - c. FEMA meeting September 23, 2011.

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of August 2011 there were 19 Incidences relating to the Borough Fire Department, approximately half of the calls were related to Hurricane Irene including 3 pumping of basements, 4 incidents of downed wires, and 3 alarm activations. For the calls not related to Irene, one was a piling fire at town dock, two were for downed wires and one

involved a fall victim at the Lighthouse Museum. There were 4 false alarms and a simulated water rescue. There was a multivehicle accident at North Main and Barnes Road that was inadvertently routed to the Borough Fire Department rather than Wequetequock Fire Department.

2. Activities regarding Emergency Management included several meetings with the Town of Stonington regarding Hurricane Irene and storm preparedness. A mandatory evacuation of the borough was declared as a precaution due to predicted storm surges and concerns that emergency personnel could not respond effectively.
3. Fire Marshals report from 8-16-2011 through 9-14-11 submitted by George P. Brennan:
 - a. 8/16: 152 Water Street, new shoe store – inspection
 - b. 8/19: Zack’s Bar and Grill, North Main Street – liquor license inspection
 - c. 8/19: 6 Elihu Street – gas inspection
 - d. 8/22: 6 Elihu Street – inspection for apartment conversions
 - e. 8/22: American Velvet building – walk through before CO
 - f. 8/22: Calvary Church, blue fish dinner – liquor license
 - g. 8/22: Holy Ghost Club – hood inspection
 - h. 9/07: 7 Bayview Avenue – gas inspection
 - i. 9/12: Section 6 Velvet Mill – CO inspection, approved
 - j. 9/14: Section 5 Velvet Mill – plan review for boat storage
4. A roster is available from Chief Hoadley, Burgess Nicholas will follow-up.
5. A floating dock and trailer have been added to the area by the abandoned boat under the Viaduct; reference discussion on abandoned boat in July 18, 2011 Board Meeting Minutes. Burgess Nicholas will talk to Bob Snyder at Dodson to determine status.

Parks, Trees & Rights of Way (Burgess Park):

1. Parks and Trees:
 - a. Considering the hurricane with its accompanying wind, rain, and salt spray, the parks fared fairly well. The notable exception was the large Pin Oak in the center of Wadawanuck Square. The top was badly stressed and there were broken branches and stress cracks down from the crown. The tree, unfortunately, had to be removed and should probably be replaced with another Pin Oak.
 - i. Burgess Park wholeheartedly believes that when a tree is cut down, its wood should be used to build something that lasts as long as it took the tree to grow.
 - ii. Burgess Park has tried to find a home for the main column of the tree.
 - iii. A possible candidate was a sculptor from Montana who, in the end, declined to take delivery.
 - iv. Burgess Park contacted several saw mills do not want the liability of taking a tree that has been in a public setting for years due to the chance that there may be metal anchors lodged in the tree, or other man-made objects that would become a liability to machinery and personnel during the milling process.
 - v. Mystic Seaport would not be interested in a Pin Oak as live Oak and White Oak are better suited for boat building.
 - b. The Norway Maple, whose branch fell across the main power lead down Water street, has been cleaned up but is in poor shape. This would not be a huge loss and

could be replaced with another type of tree indigenous to the North American Continent, perhaps a Sycamore. Burgess Park will have Greg from Larlham Landscape take a good look, but apparent problems are a broken main stem and a large hole, a rotted knot. A better assessment can be made once Greg is up in the tree.

- c. Because of the shock that the trees took at the hands of the hurricane, Burgess Park will have Larlham fertilize these trees this fall, and also have Larlham look at LaGrua Park.
 - i. The brownish leaf color present in many of the Borough trees is not a result of salt spray, but due to capillary action caused by the wind speeding through the trees.
 - ii. The trees had stored up nutrients, and due to the loss of leaves, have wasted the nutrients. Now would be the best time to fertilize. The type of fertilizer proposed for use is Davey Arbor Green Pro 30-10-7, purported to be an environmentally friendly fertilizer. A copy of the spec sheet is available in Borough Hall.
- d. Cannon Square seems little worse for wear.
- e. Wimpfheimer Park seems to have taken little damage.
- f. Burgess Park has asked for an estimate to put in Granite curbing at the West end of LaGrua Park. This will tie in with the Paving and will give a good definition from the paving to the Lawn. The bollards will be removed.
 - i. Warden Burgess noted that Borough Highway Garage 2 has surplus granite curbing that may be well suited for this use.
- g. Wayland's Wharf was flooded over yet took relatively little damage. There were the normal potholes and Burgess Park believes these have been repaired.
 - i. The roses took a beating, and we will see how they fared next spring.
- h. Burgess Park would like to post a tree for removal in front of 34 Main Street, to be replaced with a Bradford Pear. This is an ornamental tree with a white flower that does not bear fruit.
 - i. A Bradford Pear specimen with a "U" shaped juncture at the limb/trunk intersection is preferred over one with a "V" shaped juncture. As this type of tree grows, the opposing limbs, in a "V" shaped configuration, exert pressure on each other, increasing the probability that the juncture will develop a split.
- i. Burgess Park thinks that during the winter months we will see more dead or broken branches in all the Borough trees, and believes that this would also be a good time to start pruning the trees in Wadawanuck Square. Burgess Park has asked Greg from Larlham to sharpen his pencil.

2. Right of Way:

- a. The small RoW at the bottom of Omega needs the gravel replaced. Burgess Park has discussed this with Warden Burgess. Beach stone with stone dust is Burgess Park's preference over white gravel.

3. Friends of Wadawanuck Square/ Garden Club grant:

- a. Maggie Revill is pleased that Burgess Park is working with Larlham for work to the trees in Wadawanuck Square, noting that it is helpful to have an opinion on the health of the trees, independent from the company proposing the tree work, to avoid conflicts of interest.
- b. A letter from the Friends of Wadawanuck Square outlines work proposed as necessary; pruning of dead wood larger than 2", pruning rubbing and crossing

- branches, checking cavities and crutches for defects, and thinning crowns 10 to 15% in older, mature trees.
- c. If available funds are not enough to accomplish this work, perhaps some work could be deferred to next season, understanding that Larlham would not be expected to come on a tree-by-tree basis.
 - d. Fall fertilizing and aeration of the lawn is to move ahead. Maggie Revill will coordinate with the highway department's lawn mowing schedule so that fertilizing takes place right after the lawn is mowed.
 - e. Loam was brought in last year for the purpose of filling in depressions. Friends of Wadawanuck Square would like to continue this process, paid for by surplus funds that may be available from the Garden Club's spring fertilizing program. Any additional funds required for the loam, over and above available funds, would be contributed directly by Friends of Wadawanuck Square.

Sanitation, Utilities and Street Lights (Burgess McCreary):

1. Sanitation:
 - a. No report.
2. Utilities:
 - a. We have them. Until they fail they are incidentals to city living.
 - b. CL&P, in time, did its job. There was some speculation among ground crews that the recent changes at the Cutler Street substation were a factor in the relatively late turn on of power in Stonington. This too is incidental.
 - c. Thanks to multiple crews at work in the region the tilting pole at 18 Grand Street was sistered ahead of schedule.
 - d. Warden Burgess requested that Burgess McCreary look into the streetlight at the south end of the Viaduct, which is currently out of service.

Public Buildings (Burgess Adair):

1. Burgess Adair has no problems to report, only a few routine bills etc.
2. Burgess Adair will set up a suitable date for the Borough Hall renovation committee augmented by Warden Burgess, Kathryn Burchenal, Roger Collelo and the architect Peter Springsteel and hope to get that set up for next week.
 - a. A meeting had been scheduled for Tuesday 9/20/11, but due to not being able to meet the 24hr. FOI notice of meeting requirement, will have to be rescheduled.
3. Burgess Adair will set up a meeting where all interested Board members can tour the fire house and discuss key issues such as:
 - a. Exactly what is required to get the generator (fire siren) issues between Borough Hall and the Fire House straightened out.
 - b. What can we do to tie Borough Hall emergency electric power for some lights and public availability to recharge cell phones, etc.
 - c. These issues have come up and yet Burgess Adair does not know the extent of the problem or the direction of the solution, but considers this a priority.
 - d. Part of this falls into Burgess Adair's responsibility, but most of it falls under Burgess Nicholas and it would be helpful to include both Chief Hoadley, and probably Bill Teixeira.
4. Kathryn Burchenal has set up a meeting of the Banner Committee group for Sept 21 at 6:00.

Sidewalks (Burgess Scala):

1. Work on 165 Water Street is complete.
2. Sent letter of thanks to Ms. Ryon.
3. Amtrak's contractor damaged a sidewalk in front of United Church while moving a girder by truck through the Borough; reference discussion on Amtrak girders in August 15, 2011 Board Meeting minutes. The contractor is aware that they caused the damage.

Police, Public Affairs & Communications (Burgess Burchenal):

1. Police Report:
 - a. During the month of August 2011, there were 87 incidences in the police report for the Borough. These incidences include medical assistance, walk-in assistance, animal complaints, parking complaints, 911 hang-ups, and other non-criminal activities. There is a slight increase in 'Suspicious Activity' reports (seven) so residents should be careful about locking homes and cars. Burgess Burchenal will meet with the Chief to see if he is concerned of a developing pattern.
 - b. Two hit-and-run incidents were reported; Burgess Burchenal did not know whether pedestrians were involved, or if they were vehicle-to-vehicle events. Burgess Burchenal will look into this further.
2. Banner Sub-committee:
 - a. On September 21, 2011 at 6:30 in the Borough Hall, Burgesses McCreary, Adair, and Burchenal shall meet with Betsy Carr (Chair of P&Z), Doug Lyons, and Don Vail (Members of P&Z) to discuss the current sign/banner regulations and whether they suffice or need to be modified and how best to enforce them.
3. Clock Tower:
 - a. Burgess Park and Burgess Burchenal met with Jeff Callahan to learn about the clock mechanisms, upkeep, maintenance contacts, and corrected the time lost during the hurricane.
 - b. Happily, the clock is chiming again.
4. Amtrak Crossing:
 - a. Burgess Burchenal spoke to a series of Amtrak personnel in reference to the establishment of an emergency crossing for Borough residents. At last, Mr. Peter Cohen, Director, Amtrak's Northeast Territories, said he will be our contact person and advised that we submit to him a detailed email outlining our reasons for wanting a crossing, who we propose to manage it, who would be expected to pay the construction expenses, etc. He said we should "anticipate any other information we think they might want".
 - b. Burgess Burchenal will request, from Amtrak, a copy of the Electrification Agreement. It is possible that Amtrak's commitment to establishing this emergency crossing may be documented in that agreement.
 - c. Burgess Burchenal noted that re-opening this crossing, even for just emergency use, might require signalization for safety.
5. Insurance:
 - a. For groups or organizations not having their own insurance coverage for events held on Borough property, they are now able to purchase a low cost insurance

policy for individual events, called TULIP (Tenant-Users Liability Insurance Program), through our carrier, CIRMA (Connecticut Interlocal Risk Management Agency). An ID number was assigned to the Borough for use by applicants, and is on file in the Borough Office.

2. Traffic Report:
 - a. Burgess Adair noted that he has witnessed cars traveling the wrong way on Water Street. Since there is only one sign by the Bank at Cannon Square, if a driver misses this sign, there is no other warning. Burgess Adair asked about the possibility of adding a sign to the other side of the street by the SHYC entrance.
 - b. Burgess Park noted the area is crowded with signs, and perhaps an arrow painted on the street might be a better approach. Warden Burgess will look into this as a potential solution.

6. Bus Traffic in the Borough:
 - a. Burgess Burchenal noticed a 45' bus dropping people off on Water Street to dine at a restaurant. The driver was having tremendous difficulty negotiating the Borough streets; Burgess Burchenal directed him to the Town Dock Parking lot.
 - b. The bus came from Long Island, and stopped in the Borough for a meal on its way to Cape Cod.
 - c. Wendy Bury of the Stonington Borough Merchants Association noted that the Association has had no major discussions about tourist buses visiting the Borough, but they have been considering contacting bus companies, and perhaps would like to see a plan developed for directing buses to the Town Dock.
 - d. Warden Burgess noted that any plan to bring more bus traffic through any part of the Borough would likely be controversial.
 - e. Burgess Park noted that perhaps the Velvet Mill would be a better location from which to stage buses and shuttles.
 - f. Burgess Burchenal will take the lead, and approach the Police Department with Warden Burgess to develop an approach with public safety in mind.

Old Business:

1. Committee Reports:
 - a. Banners/ Signs:
 - i. Recorded under Police, Public Affairs & Communications report in these minutes.
 - b. Banking:
 - i. Recorded under Clerk- Treasurer's report in these minutes.
 - c. Buildings:
 - i. Recorded under Public Buildings report in these minutes.

New Business:

1. Dog Watch 5K request:
 - a. Application was not received. Possible discussion for next month's Board Meeting.

2. Waldron Fund Appointment:
 - a. The current trustees of the Fund, Burgess Burchenal and Lisa Tepper Bates have requested that Elizabeth Tobin Brown considered joining the current trustees as the Fund's third trustee, filling the vacancy opened by Mary Maranell's resignation. Elizabeth Tobin Brown had kindly accepted their request.
 - b. Trustees are appointed at the Borough Annual Meeting, but mid-term vacancies can be filled by Board vote.

- c. On a motion by Burgess Scala, seconded by Burgess Nicholas, temporary appointment, with a term in effect until the next Borough Annual Meeting, of Elizabeth Tobin Brown as a Trustee of the Waldron Fund was unanimously approved.
3. VFIS Plan Administration:
 - a. The Borough of Stonington Volunteer Fire Department Length of Service Award Program and associated insurance programs were set up in the early 1990's with the Sponsor listed as the Stonington Borough Fire Department. Historically, since Warden Maynard's term in office, the programs were administered by the Borough Warden.
 - b. Marien + Company, during the course of their normal Borough Audit, pointed out that there is no mechanism that currently allows the Warden to administer these programs.
 - c. To address this technicality, Fire Chief Hoadley and Fire Commissioner Nicholas wrote a letter authorizing Warden Burgess to administer the plan during his term in office.
 - d. On a motion by Burgess Burchenal, seconded by Burgess Scala, authorization for the Borough Warden to act as administrator of the Borough of Stonington Volunteer Fire Department Length of Service Award Program and associated insurance programs was unanimously approved.

Other Business:

1. None.

Adjournment: On a motion by Burgess Burchenal, seconded by Burgess Scala, adjournment of the meeting at 8:50 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer