

Board of Warden and Burgesses
Minutes of Regular Monthly Meeting ~ January 22, 2013

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

Public Comment:

1. None.

Approval of Minutes:

1. On a motion by Burgess Scala seconded by Burgess Nicholas, acceptance of the minutes from the Board Meeting held on December 17, 2012 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for December: \$1,335
2. Received donation to Robinson Burial Ground: \$500
3. Received donation to Williams Fund: \$150
4. Received State of Connecticut Veterans' Tax Relief: \$39
5. Still awaiting payment for previously billed sidewalk (Patrick): \$800
6. Received payment for sidewalk (Palmer/Klender): \$1,000
7. Met with FEMA representative several times and have a meeting scheduled for next week.
8. Processed W-2 forms; working on 1099 forms.
9. Worked with candidate and caucuses for upcoming election.

Clerk-Treasurer's Report (Krafjack):

1. Review and respond to William's Fund requests.
2. Solicit terms for renewal of William's Fund CD

Review of Bills:

1. The report was reviewed and is on file in the Borough Office.

Review of Profit/Loss Statement:

1. The Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.

Correspondence:

1. Informational:
 - a. Town of Stonington: Copy of Zoning Permit Application for 16 Chesebro Lane.
2. Requests:
 - a. United Church of Stonington: sign requests for 2/9 & 3/9 (given to Burgess Park)
3. Invitations/ Meetings:
 - a. CIRMA: Annual Meeting on 1/25/13.
4. Other:
 - a. Southeastern Connecticut Enterprise Region: Budget request letter for FY 2013/2014.
 - b. Richard Easton: Letter (with resume) expressing interest in serving on Planning and Zoning Commission.

Warden's Report:

1. Street Department Activities:
 - a. Snow removal.
 - b. Re-graded The Point.
 - c. Brush and Christmas tree removal.
 - d. Performed miscellaneous maintenance activities.
2. Monthly Report:
 - a. Participated in Borough Hall renovation progress meetings.
 - b. East Grand Street Seawall repairs completed.
 - c. Responded to various citizen requests.
 - d. Initial Budget Planning.

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of December 2012 there were eight (8) incidents including a structure fire at 18 Elm Street, and a boat fire at Dodson Boatyard. There were 2 incidences of smoke in a residence, a water emergency, a lift assist at Grand Street, and a trapped person in rising water at Maplewood Lane. Additionally wires were down at South Street.
2. Emergency Management operations were minimal.
3. For the year of 2012, there were 123 alarms as follows:
 - a. Stonington Borough: 78
 - b. Stonington Fire District: 30
 - c. Lord's Point: 8
 - d. Wampassuc: 6
 - e. There was one instance of mutual aid.
4. Burgess Scala noted that the annual inspection of the Fire House occurs in February.
 - a. Burgess Nicholas will follow up and coordinate with Chief Hoadly.
5. Fire Marshal's Report for the period from 12/17/2012 to 01/22/2013:
 - a. 12/18/12 Final Gas Inspection 15 and 17 East Grand Street
 - b. 12/20/12 Fire Dodson's Boat Yard
 - c. 12/21/12 Meeting At Dodson Boatyard Regarding Fire

- d. 12/26/12 Met insurance Investigator at Dodson Boatyard regarding fire
- e. 12/28/12 Gas Inspection 28 Coveside Lane
- f. 12/28/12 Gas Inspection 18 Elm Street
- g. 12/31/12 Gas inspection 295 North Main Street
- h. 01/04/13 Meeting at 70 Water Street re: the use of building as an Educational occupancy
- i. 01/07/13 Meeting at Dodson Boatyard with another insurance rep
- j. 01/08/13 Meeting 31 Elm Street regarding finishing third floor apartment
- k. 01/10/13 Conference regarding work at 91 Water Street
- l. 01/11/13 Calvary Church Day Care inspection
- m. 01/16/13 Gas Inspection 1 Church Street
- n. 01/17/13 Calvary Church Office gas inspection
- o. 01/22/13 Velvet Mill meeting regarding more use of space
- p. 01/22/13 212 Flanders Road gas inspection
- q. 01/22/13 Milagro Restaurant inspection

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

- 1. Parks:
 - a. Burgess Park will submit a bill for the rebuild of the Wadawanuck Square bench.
- 2. Trees:
 - a. Two trees were removed:
 - i. Bradford Pear at Dennison Road (to be replaced with a Sycamore)
 - ii. Bradford Pear at Main Street (to be replaced by property owner)
 - b. Two trees will be posted on Temple Street.
- 3. Rights of Way:
 - a. No activity to report.

Sanitation, Utilities and Street Lights (Burgess McCreary):

- 1. Sanitation:
 - a. No activity to report.
- 2. Utilities:
 - a. There was a water main break in front of 26 Diving Street, which was promptly repaired by Aquarion. Burgess McCreary reports that prime suspects are fully laden concrete trucks waltzing across landfill roadway for end of street sea wall repairs.

Public Buildings (Burgess Adair):

- 1. Borough Hall Renovation Project:
 - a. A meeting was held at 1:00 P.M. today with the builder W.R. Allen (Jim Levasseur), the architect (Peter Springsteel), Warden Paul and Burgess Adair to discuss the current progress and status of the Borough Hall renovation project.
 - b. Burgess Adair distributed a schedule prepared by W.R. Allen, detailing what has been done to date and an estimate of steps and timing to completion. The schedule represents a best estimate and could be altered by unforeseen delays. Completion is scheduled for the end of February.

Sidewalks (Burgess Scala):

- 1. No activity to report.

Police, Public Affairs and Communications (Burgess Burchenal):

1. Police Report:
 - a. During the month of December 2012 there were fifty-five (55) incidences including thirteen auto/parking, seven fire or fire-alarm related, six medical assists, and eleven false alarms or 911 hang-ups.
 - b. No issues of interest or concern about police matters in the Borough have been conveyed to Burgess Burchenal over the last month.
2. Borough Clock:
 - a. On January 17th, David Graf repaired the clock and performed routine maintenance.
3. Events and Banners:
 - a. Organizations have begun event planning for the upcoming season. Burgess Burchenal will work with Administrative Assistant Perry to review and implement changes in the current protocol for submission of required paperwork for events and banners so the process is most efficient.
4. Signs:
 - a. The Police Department purchased and gave the Borough a “Motorcycle/Quiet” sign. With the cooperation of Joe Bragaw, Director of Public Works, Sue Cordero and Roger Collelo will post it on the north side of the viaduct (Town property) to be seen upon entering the Borough. Joe Bragaw also said he can provide updated crosswalk signs for posting at the crosswalk on the sharp corner of Cutler Street near the overpass.

Old Business:

1. None.

New Business:

1. Planning and Zoning member considerations:
 - a. On a motion by Burgess Park, seconded by Burgess Nicholas, tabling a vote on the appointment of Richard Easton to the Planning and Zoning Commission was unanimously approved in order to allow Board members time to meet him.
2. Schedule for Public Meetings; Budget and Annual Meeting:
 - a. Warden Burgess proposed a meeting on April 8, 2013 in Borough Hall and proposed holding the Annual Meeting on April 27, 2013, tentatively in Borough Hall. If necessary a second meeting can be discussed after 4/8/13 and prior to the 4/27/13 annual meeting.
 - b. On a motion by Warden Burgess, seconded by Burgess Scala, scheduling Public Meetings on April 8, 2013 at 7:30PM in Borough Hall for the Budget, and April 27, 2013 at 9:00 AM in Borough Hall for the Annual Meeting was unanimously approved.

Other Business:

1. A draft of the budget will be distributed for Board review for discussion at the February Board Meeting.
 - a. Warden Burgess explained that the budget should be a flat budget.

- b. Employee compensation and health care benefits are expected to be discussed as well as Warden and Burgess compensation.

Adjournment

1. On a motion by Burgess Scala, seconded by Burgess Park, adjournment of the meeting at 7:45 PM was unanimously approved.

Respectfully submitted,

Amy Nicholas