

**Board of Warden and Burgesses**  
**Minutes of Regular Monthly Meeting ~ August 20, 2012**

The regular Monthly Meeting of the Borough of Stonington Warden and Burgesses was called to order in Borough Hall at 7:34 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. Stonington Village Improvement Association (SVIA)- Farmer's Market:
  - a. Julia Roberts, representing the SVIA and the Farmer's Market, reviewed a letter written by SVIA President Kevin Bowdler addressed to First Selectman Haberek and Warden Burgess.
  - b. The SVIA sponsors the Farmer's Market, but does not provide financial support. Fees are paid by participating vendors and used by volunteers for marketing, operations, and donations to the COMO for the use of the COMO building in the winter months.
  - c. The Market is a Connecticut Department of Agriculture certified farmer's market as defined under the CT General Statutes, selling Connecticut grown products supporting small farms and small food producers.
  - d. The SVIA and the Farmer's Market is concerned that non-market vendors are unfairly taking advantage of the customer following and reputation the Market has built up over the years. Market vendors have paid a fee towards the marketing and management of the Market and vendors who sell products nearby the property where the Farmer's Market is operating are unfairly competing with the Market vendors.
  - e. The SVIA requests, in order to maintain the spirit of the Market, that the Board does not allow any itinerant vendors to sell any product at the Town Dock or on any other nearby property when the Farmer's Market is open between 9 AM and 12 noon on Saturdays.
  - f. Warden Burgess stated that the request was so noted, and the Board will evaluate applications for vendors as they are received with respect to traffic and safety issues.
  
2. Northwest Street Resident Request for No-Parking Sign and Yellow Curbing:
  - a. Borough resident Anthony Inzero, residing at 24 Northwest Street, explained that since the Farmer's Market has moved from the East Green to the West Green, he and his wife have been experiencing great difficulty getting in and out of their driveway during the hours the Market is operating.
  - b. Mr. Inzero noted that people attending the Market often park within 12" of the curb cut to his property, and sometime block the driveway entirely. Mr. Inzero has had no fewer than 6 confrontations with offenders and has twice notified the Stonington Police Department.
  - c. Mr. Inzero requested that the board install no parking signs and paint the curb yellow for 100' on either side of his curb cut for his driveway.
  - d. Warden Burgess noted that a no parking sign had been placed in the vicinity and was stolen and thrown in the dumpster at the Town Dock.
  - e. Burgess Park noted that off street parking is very important in the Borough and inquired if the difficulty Mr. Inzero was experiencing was specifically related to the Farmer's Market. Mr. Inzero confirmed that it was.

- f. Burgess McCreary noted that excluding parking for 100 feet adjacent to a curb cut seemed extreme. Mr. Inzero noted that a 50' exclusionary zone would help alleviate the problem.
- g. Warden Burgess asked the Board if there was consensus for the Borough providing up to 5 traffic cones and no parking signs to the Farmer's Market (SVIA) if they would place them prior to opening of the Market on Saturday mornings. In addition, the Highway Department would apply yellow paint on each side of Mr. Inzero's curb cut for a distance of 4 feet.
  - i. The Board agreed this was an acceptable plan of action.
  - ii. Mr. Inzero responded that this would be acceptable only if it was enforceable.
  - iii. Julia Roberts of the SVIA indicated that they would be happy to implement this plan for sign and cone placement.

**Approval of Minutes:**

- 1. On a motion by Burgess Scala, seconded by Burgess Nicholas, acceptance of the minutes from the Board Meeting held on July 16, 2012 was unanimously approved.

**Administrative Assistant's Report (Perry):**

- 1. Received July tax collections payments from the Town of Stonington in batches: \$100,000, \$130,000, and \$271,215.
- 2. Received disbursement from Town of Stonington for Fiscal Year 2012/2013: \$153,473.
- 3. Received Members' Equity disbursement from CIRMA: \$1,561.
- 4. Received payments from Fire Districts: Stonington Fire District: \$14,533, and Lord's Point Association: \$23,600.
- 5. Coordinated paperwork pickup and delivery between Clerk- Treasurer Krafjack and Chelsea Groton Bank for Williams Fund CD renewal and repayment to General Fund of \$2,545 for previous disbursements.
- 6. One banner request was withdrawn due to the fee (Saint Mary – although they posted a large sign by the viaduct; one banner displayed with no application or fee received (ALS Walk).
- 7. Met with auditors for pre-audit field work; the auditors will return in November to perform the audit.
- 8. Met with bookkeeper for routine preparation for audit.

**Clerk-Treasurer's Report (Krafjack):**

- 1. Renewal of Williams Fund CD:
  - a. Contacted Dime Bank, Washington Trust, and Chelsea Groton to compare rates and terms. Renewed the fund with Chelsea Groton for another 6 month term.

**Review of Bills:**

- 1. The 7/15/2012 through 8/16/2012 report was reviewed and is on file in the Borough Office. Larger expenses were reviewed:
  - a. \$750, \$7,979, and \$580: Contingency Fund- seaweed removal.
  - b. \$16,500: Stonington Free Library.
  - c. \$33,758: Hastedt Brothers- partial for Hyde and Orchard Street work.

**Review of Profit/Loss Statement:**

- 1. The July 1 through August 16, 2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
  - a. Income looks strong for this point in the fiscal year.

- b. Seaweed removal has taken roughly \$9,000 of the \$20,000 contingency fund.
  - i. Burgess Scala asked if the Board should expect this as an annual expense.
  - ii. Warden Burgess noted that volunteers have stepped forward and are attempting to maintain the beach with rakes provided by the Borough, hoping to minimize long-term seaweed buildup and future removal costs.

**Correspondence:**

- 1. Informational:
  - a. Southeastern Connecticut Enterprise Region (seCTer): letter of thanks for annual contribution; informed us of link to Town of Stonington web page on their website. (updated by Administrative Assistant Perry)
  - b. Town of Stonington: notice of Building Permit Fee Waiver for Borough Hall project. The Borough will still be responsible for State permit fees.
  - c. Stonington Village Improvement Association (SVIA): letter regarding itinerant vendors at Farmer’s Market. Discussion recorded under Public Comment section of these Minutes.
- 2. Requests:
  - a. Portuguese Holy Ghost Society (PHGS): application and insurance for 9/1 and 9/2 processions. Motion and Vote recorded under New Business section in these Minutes.
  - b. Stonington Police Department: copy of letter to PHGS for application paperwork for Town
- 3. Other:
  - a. New England Information Services (NEIS): payroll audit paperwork. Administrative Assistant Perry will complete/submit.
- 4. Invitations/ Meetings:
  - a. None

**Warden’s Report:**

- 1. Street Department:
  - a. Lawn cutting and brush pickup.
  - b. Painting yellow curbs.
  - c. Weeding road gutters.
  - d. Graded Lees Court and cleared ROW.
  - e. Graded and applied new stone surface for Cliff Street ROW (access to St Mary property).
- 2. Monthly Report:
  - a. Hyde and Maplewood Streets re-pavement project supervision and coordination with neighbors on various grade issues. Roads should be complete in a week.
  - b. Fire District contracts negotiations with Lords Point, Stonington and Wamphassuc Fire Districts. Final Contracts should be ready for Board review by next meeting.
  - c. Meetings with Fire Chief, Fire Commissioner and legal counsel on evaluation on consolidating fire companies for improved operational efficiency.

**Fire and Emergency Management: (Burgess Nicholas):**

- 1. During the month of July 2012 there were 8 incidences relating to the Borough Fire Department. Of note:
  - a. Motor vehicle accident at Church and Water Street.

- b. Motor vehicle accident at Elm Street.
  - c. Motor vehicle crash into house.
  - d. Person stuck in elevator
  - e. Boat sinking off Stonington Point.
2. The draft of The Hazard Mitigation Plan Update for the borough was reviewed.
  3. There were no activities relating to Emergency Management.
  4. Fire Marshal's Report for the period from 6/19/2012 to 7/16/2012:
    - a. 07/18/2012: gas Piping Inspection 229 Wamphassuc Point Road.
    - b. 07/19/2012: yearly fire alarm testing and inspection of the Portuguese Holy Ghost Club.
    - c. Velvet Mill: sprinklers in coolers at Brewery after site inspection and code review (not needed).
    - d. 07/23/2012: gas inspection at 40 Quanaduck Road.
    - e. 07/24/2012: started plan review of work to be done at Borough Hall; found issues that need to be discussed with Building Official.
    - f. 07/26/2012: Continued Borough Hall Plan review before meeting with Building Official
    - g. 07/27/2012: met Dallas Alarm for testing the Portuguese Holy Ghost Club fire alarm system.
    - h. 07/30/2012: reviewed correction request from past inspections regarding a question on fire exit door at Como Thrift Shop.
    - i. 08/03/2012: meeting with Building Official regarding Borough Hall. Called architect and advised him that there are code questions concerning the plans. As of this writing, have had no meeting regarding corrections.
    - j. 08/06/2012: code review regarding bakery at Velvet Mill being moved to new location. Preparing for meeting with the mills consultant.
    - k. 08/09/2012 Meeting with Dr. Michael Sullo, PhD regarding code issues at new location for bakery and also about dividing flower shop into two shops.
    - l. 08/10/2012: Zack's Bar & Grill inspection.
    - m. 08/10/2012: checked with building official to see if he has had any contact regarding Borough Hall project.
    - n. 08/14/2012: work being done at 23 Gold Street without permits; Building Official to issue stop work order if owner has not contacted him by 08/20/2012.
    - o. 08/16/2012: reviewed Dr. Sullo's proposal for work at Velvet Mill.

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

1. Parks:
  - a. Received report from Bartlett Tree Experts concurring with assessment of condition of Sycamore to the north of the Library in Wadawanuck Square. Tree will be posted.
  - b. Received estimate for pruning and cabling trees in Wadawanuck Square totaling approximately \$6,000 if all the work was to be done. The focus of the work will be on the neediest trees first.
  - c. Maggie Revill, representing Friends of Wadawanuck Square noted that Friends has received a private donation of \$1,770 and \$1,000 from the Garden Club. Ms. Revill would like to have work done on more than 9 trees in the Square, the expense supplemented with these funds.
    - i. Burgess Park expressed that he would like to proceed with expenditures at a measured pace, attending to the most serious issues in the Square first. Burgess Park noted that the Parks, Trees, and

ROW budget has to service other locations in the Borough as well as Wadawanuck Square.

- ii. Burgess McCreary noted that Ms. Revill should not be pressuring Burgess Park to focus solely on the Square and suggested she coordinate the details of the work Friends of Wadawanuck Square would like accomplished with Burgess Park outside of this meeting.
- iii. Ms. Revill noted that Bartlett would be beginning work in the Square in the upcoming week. Burgess Park stated that pruning of the Horse Chestnut, and repair of the broken support cable on the Pin Oak should be performed first.

- 2. Trees:
  - a. Discussion recorded under “Parks” above.

- 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. No activity to report.

**Public Buildings (Burgess Adair):**

- 1. Borough Hall:
  - a. After several updates and discussions, the final construction contract was discussed and signed on Friday, August 17, 2012 at 1:00 PM.
    - i. Those present were: Warden Burgess, Burgess Adair, architect Peter Springsteel, and David Moltz, Chief of Operations representing the contractor, W.R. Allen Co. Inc.
    - ii. It was noted that one item was not yet included, two doors from hallways must be changed to fire rated doors, not just the current wooden doors as a result of the Town’s code review.
    - iii. Mr. Moltz would like to start the project this week depending on the availability of his plumbing contractor who will remove pipes and fixtures in the bathrooms prior to the asbestos remediation work. Mr. Moltz expressed concern about not being sure what problems might arise when the excavation starts under the floor where the elevator shaft is planned. He is also looking into the lead times regarding the installation and availability of the elevator itself by the elevator company.
- 2. Public Restrooms:
  - a. Warden Burgess, Clerk- Treasurer Krafjack, Zoning Enforcement Officer Atkinson, and Burgess Adair met Tuesday evening August 31<sup>st</sup> at the Water Treatment Plant to examine and discuss how to effectively bring the two restrooms on the west side (back) of the building back into use for the Borough.
    - i. To do so, the facilities would have to be brought up to code which would entail a handicap ramp of minimum grade from the entrance up to the roadway parking lot, and a revamping of the toilet stalls, plumbing and door lock configurations to allow for single usage of each of the facilities.

- ii. Both mens and ladies facilities have substantial erosion of the walls, ceiling, fixtures, floors, roof etc., but, most of the problems are somewhat superficial and fixable. A rough cost estimate to bring the entire project back on line and in conformity with current codes is approximately \$60,000. The project has not been put out to bid.
- b. The water treatment plant has no interest in participating in any financial upkeep, maintenance or security concerns. We need to pursue how these problems best be solved.
  - i. Warden Burgess has had some initial discussions with the Stonington Borough Merchant's Association, but more work needs to be done on determining how maintenance and security will be handled and at what cost.
  - ii. Serious consideration will be given to keeping the facilities open only for periods of use such as summertime during daylight hours only.

**Sidewalks (Burgess Scala):**

1. Sent letter 21 Diving Street to repair sidewalk. The Borough will be responsible for curb repairs at this location.
2. Sent letter of thanks to M/M Mitchell at 25 Main Street.
3. Sent letter of thanks to M/M Wolf at 53 Church Street.

**Police, Public Affairs and Communications (Burgess Burchenal):**

1. Police Report:
  - a. During the month of July 2012, there were seventy-eight (78) incidences in the police report for the Borough. Incidences were predominantly medical or welfare assists; parking/vehicle complaints, false alarms, no action required, animal control, or burglar/fire alarms.
2. Traffic:
  - a. The July Incidence Report reflects the issue of increased traffic violations and also the responsiveness of the Town of Stonington Police to call-in complaints about parking violations.
  - b. The density of traffic in the Borough is taking a toll. There were nineteen (19) parking/vehicle complaints and three (3) hit-and-run incidences reported (vehicle-on-vehicle) in July.
  - c. Burgess Burchenal received a message from a resident on Trumbull Street that a tour bus traveling the wrong way did serious damage to their car last week. This same resident had reported last month that there were many incidences of cars traveling the wrong way on Trumbull Street.
    - i. Warden Burgess and Burgess Burchenal agreed that, in addition to the ONE WAY sign posted on Trumbull Street/Water Street, a DO NOT ENTER sign will be added for more clarity.
  - d. A resident on Hancox Street reported to Warden Burgess that cars speed around the corner and continue on at very high speed. Burgess Burchenal alerted Chief Stewart who suggested that the offender might be someone local; residents should pay attention to the car and report it if they recognize it as a regular offender.
    - i. Chief Stewart advised that residents should not approach drivers to admonish them, but rather, they should call the police to report traffic violations.
  - e. Burgess Burchenal suggested that once the summer season winds down, it may be worth reviewing signage with the Town Engineer.

3. Banners:
  - a. A report will follow next month.
    - i. Planning and Zoning Chair Julia Roberts noted that better communications between the Planning and Zoning Commission and the Board of Warden and Burgesses should be developed to implement and enforce the Banner Policy.
4. Borough Clock:
  - a. Burgess Park noted that, during the meeting, the bell at the clock struck at 8PM... but only once.

**Old Business:**

1. None.

**New Business:**

1. Consider PHGS Request:
  - a. On a motion by Burgess Scala, seconded by Burgess Park, approval of the Portuguese Holy Ghost Society's Application for Use of Stonington Borough Property Including Streets for September 1-2, 2012 was unanimously approved.
2. Revised Stonington Harbor Management Plan
  - a. Agenda item withdrawn by the Harbor Management Commission, and postponed until next month's Board Meeting.
  - b. Burgess Adair voiced concerns regarding the Harbor Management Plan with respect to New England Science and Sailing's (NESS) plans for future expansion.
    - i. Warden Burgess noted that, to his knowledge, plans for NESS dock expansion have not been submitted to CTDEEP.
  - c. Burgess Burchenal noted that NESS expansion, and future plans to educate +/- 1,000 students per year seemed to have developed without the Board's knowledge.
    - i. Burgess Park noted that NESS should do more to keep the Board informed.
  - d. On a motion by Burgess Adair, seconded by Burgess Scala, extending an invitation to the leadership of NESS to attend the September Board Meeting as an opportunity to present and discuss their organization's plans for the future, was unanimously approved.

**Other Business:**

1. Fire Department Thermal Imaging Camera:
  - a. Deputy Chief William Teixeira reported that the Fire Department would like to purchase a thermal imaging camera that uses infrared technology to see through smoke and darkness to help detect persons who may be trapped in a fire, and to pinpoint fires within a structure.
    - i. The Department has selected a \$6,500 camera which they feel best suits their needs and requests waiving of the bidding process.
  - b. On a motion by Burgess Nicholas, seconded by Burgess McCreary, waiving of the Bidding Process and authorization for an expenditure of approximately \$6,500 for a thermal imaging camera was unanimously approved.
    - i. (Note that SBO-11 only requires competitive bids for purchases or contracts in excess of \$7,500)
2. Fire Department Transfer Switch Upgrade:

- a. Deputy Chief William Teixeira reported that the Fire Department would like to upgrade the emergency generator transfer switch so that 100% of the Fire Station would be served by the generator in the event of a power outage.
    - i. Mr. Teixeira noted that the generator, which is sized to support the load of the whole building, is limited by the transfer switch that was installed when the building was constructed.
    - ii. Mr. Teixeira reported that during Hurricane Irene power outages, an electrician was brought in on an emergency basis to provide emergency power to the automatic garage doors so the fire trucks could exit.
    - iii. The Fire Department has an estimate from Taylor Made Electric, LLC in the amount of \$7,765 to upgrade the transfer switch and requests waiving of the bidding process so that the work can proceed expeditiously.
  - b. Burgess Adair noted that this situation should have been brought to the attention of the Board sooner, particularly when he was preparing the annual budget for Borough buildings.
  - c. On a motion by Burgess Scala, seconded by Burgess Burchenal, waiving of the Bidding Process and authorization for an expenditure of approximately \$7,800 for an upgrade to the transfer switch for the emergency generator was unanimously approved.
3. East Breakwater Repair:
- a. Warden Burgess noted that the Army Corp of Engineers will begin repairs to the east breakwater this fall. The breakwater was damaged during Hurricane Irene and repairs will be funded by the Federal Government.

### **Adjournment**

1. On a motion by Burgess Scala, seconded by Burgess Park, adjournment of the meeting at 9:00 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack  
Clerk- Treasurer