

Board of Warden and Burgesses

Minutes of Regular Monthly Meeting~ August 15, 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. Jesse Diggs of the Harbor Management Commission (HMC) explained to the Board that the HMC has set up a fund for a Harbor Enrichment Program. Funds come from mooring permit fees, and \$5,000 per year is set aside for projects that “enrich the Harbor”. As an example, Mr. Diggs cited HMC’s partnering with CUSH to install the vessel sewage pump-out station. The Fund might also be used, in the future, to support the Blessing of the Fleet in an effort to keep this Borough tradition alive. Another potential use of the fund would be for projects improving public access to the Harbor.
 - a. The specific proposal Mr. Diggs presented to the Board was the potential installation of a 6’ wide x 25’ long floating dinghy dock to the west of Waylands Wharf for transient boaters. Installation of the dock might include removal of rocks, if necessary.
 - b. Burgess Park noted that docks at Waylands Wharf are to be designated for use by Borough Residents; use by transients would not be consistent with the provisions of the Deed. Mr. Diggs suggested that the dinghy dock could be dedicated for use by Borough residents.
 - c. Burgess McCreary asked what was meant by the phrase “enrich the Harbor.” Mr. Diggs explained the intent of the program is to expand uses and facilities to make the harbor as user friendly and as accessible as possible. Burgess McCreary commented that, compared to the 1960’s, the Harbor has experienced a substantial increase in use, suggesting the Harbor is already very accessible.
 - d. Burgess McCreary questioned whether the installation of a dock would be an intrusion on the rights of adjacent property owners. It was agreed that this question would have to be resolved by a survey.
 - e. Burgess Scala noted that people swim off Waylands Wharf, some jumping off the roof of the gazebo into the water. Burgess Adair noted that the installation of a dock, perhaps connected to the existing dock, may help separate boaters from swimmers.
 - f. Burgesses Burchenal and Adair noted that winter ice can be heavy at Waylands Wharf, and questioned whether pilings would be installed or whether the dock would be moored. Mr. Diggs explained that this level of detail has not been explored yet by the HMC.
 - g. Warden Burgess suggested that the HMC may consider talking with Docko, or a similar firm, about performing a feasibility study to include a cost estimate.
 - h. Mr. Diggs explained that before the HMC expended funds on a feasibility study, they would first like to know whether the Board viewed this proposal favorably. The Board expressed an interest continuing discussions with the HMC.
 - i. Burgess Adair suggested that more information should be gathered about the Deed for the Wharf and whether the proposed use is compatible. Warden Burgess will lead this investigation, and once the facts are gathered, the Board would contact the HMC for further discussion.

2. Maggie Revill, from Friends of Wadawanuck Square, was present to discuss their proposal for a tree pruning/fertilization program for the Square first presented and advocated for in June of 2011.
 - a. The discussion is recorded under the Parks, Trees & Rights of Way report in these minutes.

Approval of Minutes:

1. On a motion by Burgess Scala, seconded by Burgess Park, acceptance of the minutes from the Board Meeting held on July 18, 2011 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for remainder of July in batches: \$105,000, \$88,000, and \$262,300.54.
2. Received donations for Wadawanuck Square Fund - \$70.
3. Received donations for Robinson Burial Ground Fund - \$8,400.
4. Received payment from Town for FY 2011/2012 disbursement: \$167,581.00
5. Received payment from 3 Fire Districts for fire protection fees for FY 2011/2012;
 - a. \$14,386.00 (Stonington Fire District – 1st. quarter payment)
 - b. \$25,362.00 (Wamphassuc)
 - c. \$25,631.00 (Lord's Point)
6. Received Town Road Aid Grant from Town: \$4,419.76.
7. Met with auditors for audit field work.
8. Will be away August 19-26.

Clerk-Treasurer's Report (Krafjack):

1. On August 8th, convened subcommittee meeting with Warden Burgess and Burgess Adair to review proposals from Washington Trust, Chelsea Groton, and Dime Bank for servicing Borough accounts.
2. Since four Washington Trust CD's were reaching maturity date before options were fully explored, these accounts were renewed for 30 days.
3. Minutes of 8/8/2011 Bank Account subcommittee meeting were reviewed including recommendations therein. These minutes are available at Borough Hall.
 - a. The subcommittee recommends to the Board of Warden and Burgesses that it would be prudent to move the Washington Trust General Funds, which are comprised of a money market and checking account, to Dime Bank's Commercial Interest Bearing Account. Furthermore, the subcommittee recommends to the Board of Warden and Burgesses that the Washington Trust Capitol and Nonrecurring Fund also be moved to Dime Bank.
4. Cash Collateralization issues, as presented in correspondence from Marien + Company to Warden Burgess, regarding FDIC Insurance thresholds were discussed.

- a. Provided the Borough is banking in CT, all CD's and Interest Bearing Checking Accounts, including Demand Deposits, are insured up to \$250,000.
 - b. If planned properly, the Borough accounts may be insured up to \$500,000.
 - c. CT State Statutes provide further coverage that may not be recognized by the FDIC unless a Collateral Agreement is in place.
 - d. These provisions will be carefully coordinated with Marien + Company and banks servicing Borough accounts.
5. On a motion by Burgess Nicholas, seconded by Burgess Scala, moving Washington Trust General Fund Checking account 91396160, General Fund Money Market account 91404220, and Capitol and Nonrecurring Fund account 91024680, to a Commercial Interest Bearing Account serviced by Dime Bank located in the Borough, was unanimously approved conditional on the Board's receipt of the following clarifications.
 - a. Clarify whether the interest rate of .20% is fixed or variable.
 - b. Clarify that the account can be structured so that funds are insured for the maximum amount afforded by law.
 6. Terms of CD's currently held at Washington Trust and Dime Bank will be reevaluated as each account reaches maturity.

Review of Bills:

1. The July 15 through August 12, 2011 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
 - a. \$18,852- VFIS Fire Department Insurance, Auto, Liability, and Property.
 - b. \$16,104- VFIS Fire Department Length of Service Awards.
 - c. \$16,500- Stonington Free Library contribution.

Review of Profit/Loss Statement:

1. The July 1 through August 12, 2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
2. Since it is very early in the fiscal year, it is not practical to draw conclusions as to the Borough's financial position with respect to Budget vs. Actual.

Correspondence:

1. Correspondence received since the June meeting was reviewed and is on file in the Borough Office.
 - a. CCM: Town and City Newsletter June/July 2011.
 - b. Special Olympics: request for parade on Water Street.
 - c. Jeffrey Callahan: Letter of Interest in serving on Planning and Zoning.
 - d. William Geary: Letter of Resignation from Harbor Management Commission.
 - e. Email from Paul Capotosto (DEEP Wildlife Division) and field review from Stonington marsh project.
 - f. SCWA: Invitation to meeting on 8/4/11.
 - g. SCCOG: Notice of meeting change from 8/17/11 to 8/31/11.
 - h. CIRMA: Notice of seminars on 8/11, 8/24, 8/29, 8/30, 9/14, and 9/22/11.

Warden's Report:

1. Street sweeping of Borough complete.

2. Initial curb/gutter weed cleaning complete and subsequent rounds ongoing.
3. CTDEEP/ACOE permitting staff inspected marsh channel retrenching areas at Maplewood/Orchard and Summit on July 27th. No environmental issues identified. CTDEEP to initiate permitting process. Correspondence on file in the Borough Office.
 - a. The goal is to complete this project, which will promote drainage, before spring since this is delaying the repavement of Hyde and Orchard Streets.
4. Design of Omega Street repavement project is near completion. Work planned after Labor Day.
 - a. The goal is to complete this project before the filming of the Great Hope Springs movie. A special meeting of the Board may be required to approve and sign a Contract for the Work. This special meeting would be held before September's regular Board Meeting.
5. The pedestrian crossing sign at Water and Broad was stolen again and replaced. Stonington Police are investigating. Improvements seen in vehicles yielding to pedestrians at crosswalks.
 - a. Signs cost \$300 a piece; stealing these signs is a serious offense. Camera surveillance is being discussed as an option.
6. Chesebro Lane corner repaved and stonewall relocated per request of residents and Fire Department.
7. Granite crosswalk white lines painted (Main and High Streets).
8. Continued to coordinate with GBC Productions regarding filming of Great Hope Springs in Borough.
 - a. A meeting with the Police Department may take place Friday 8/19/2011.
 - b. Burgess Nicholas noted that the Fire Department will need to know where and when filming will occur.
 - c. Warden Burgess indicated that GBC may be interested in expanding filming to additional Borough locations.
9. Curb cut violation letter send regarding 4-6 Denison Avenue. The curb cut will either have to be fixed, or the property owners should apply for a permit.
10. Vegetation obstruction letters regarding Lee's Court sent to homeowners at 119 & 123 Elm Street.

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of July 2011 there were 18 incidences relating to the Borough Fire Department and no activity regarding Emergency Management. There were 11 false alarms and 2 CO alarms. There was one report of a smoke odor. There were two multivehicle

accidents one at North Main and Route One and one at the four way stop at the bottom of the via duct. There were two instances of downed wires in July.

2. Warden Burgess and Burgess Nicholas met with George Brennan, Fire Marshal of the Borough, to discuss the abandoned boat at the bottom of the viaduct. The boat is on Town property. Mr. Brennan is coordinating with the Town Engineer, Joe Bragaw, to have the boat removed promptly.
3. Fire Marshals report from 12 May 2011 through 11 August 2011, submitted by George P. Brennan:
 - a. 12-May 2011 Meeting at Velvet Mill regarding obtaining the proper Permits for the work in progress.
 - b. 22-May 2011 through 28-May Attended recertification Classes Saint Anselms College Manchester NH.
 - c. 31-May 2011 Meeting Sea Hawk Winery.
 - d. 02-June 2011 Gas Piping Inspection 26 Quarry Path .
 - e. 08-June 2011 Gas piping Inspection 6 Union Street.
 - f. 10-June 2011 Dog Watch Café Inspection.
 - g. 13 June 2011 Inspection La Grua Center.
 - h. 17 June 2011 First Inspection 156 Water ST new shoe store.
 - i. 22 June Fuel Oil Tank removal 259 North Main Street.
 - j. 27 June Plan review for SHYC Class Room.
 - k. 30-June 2011 Meeting Holy Ghost Club regarding replacement of hood system.
 - l. 01-July 2011 Gas Piping inspection 229 Wamphassuc Point Road.
 - m. 08-July 2011 Walkthrough Velvet Mill checking on work.
 - n. 14-July 2011 Liquor License inspection Holy Ghost Club.
 - o. 15-July Gas Piping Inspection 49 Ashworth Avenue.
 - p. 19 July 2011 Gas Piping Inspection 33 Quanaduck Road.
 - q. 29 July 2011 Meeting Velvet Mill regarding rating for overhead doors.
 - r. 08 August 2011 Meeting regarding abandoned boat near viaduct.
 - s. 09-August 2011 Meeting with installer at Holy Ghost regarding hood repairs.
 - t. 11-August 2011 Gas piping Inspection 21 Harmony Street.
4. Burgess Scala asked if a request had been entered for a roster; Burgess Nicholas responded in the affirmative.
5. No activity reported under the topic of Emergency Management. Warden Burgess noted no reports of flooding during the heavy rain events of the week.

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

1. Two trees posted in Wadawanuck Square have been removed and the stumps ground down. The Stump from the Maple removed last year has been re-ground and hopeful our crew will be able seed this area.
 - a. When the stumps were ground down, very large white-faced hornets came out of the ground. Burgess Park noted that hornets were reported at Canon Square as well. The hornets were eradicated at both locations.
2. Burgess Park has enlisted Nick Reardon to do the pruning of dead branches in Wadawanuck Square at a substantial savings over the proposed estimates from other landscapers. Bryan Noyse, a certified arborist, of Tree Care Solutions is his partner and will be working with him. They also have a plan to fertilize the trees which Burgess Park

will look into a little deeper before committing to it. Specifics of the proposed fertilizer will have to be discussed with CUSH.

3. The Sycamore tree on the corner of Main and Grand has been pruned back from the house and around the electrical wires. The next Sycamore further up the street may need the same attention soon.
4. Burgess Park looked at the maple in front of the Holy Ghost Club which was reportedly damaging the sidewalk, and found that if necessary, at some time in the future, the sidewalk should be lifted and the roots trimmed, but not remove the tree as requested.
5. There have been complaints about the quality of the grass in Cannon Square. To upgrade this area, the existing grass would have to be removed and sod placed down. Burgess Park is looking into this.
6. A tree came down in Robinson Burial Ground causing damage at 182 Water Street. Nick Reardon will clean up the debris on the ground in both the Burial Ground, and at 182 Water Street. The Robinson Burial Ground Committee is developing a plan for assessing the condition of the remaining trees, and developing a plan for maintaining them.
7. A report from Nick Reardon indicates that the health of the majority of the trees on Water Street, including those along Wadawanuck Square, is beginning to decline, due to the trees having reached their maturity. This is something to consider for the future.
8. Maggie Revill, from Friends of Wadawanuck Square (FWS), noted that FWS does not concur with Mr. Reardon's assessment of the health of the trees along the Square, and believes the trees to be in better condition than reported.
 - a. FWS have a proposal to trim cross branches and reduce the canopy by 15% to 20%. Burgess Park noted that this strategy would increase windage in the trees which could lead to damage.
 - b. Ms. Revill wished to correct the statement in the FWS letter submitted to, and on file with, the Borough Office for this meeting, which indicates the Garden Club would contribute \$1,000 to FWS in both 2012 and 2013 to be used specifically for the tree pruning and fertilization program. The \$1,000 Garden Club commitment is for 2011 only.
 - c. FWS feel that the Larlman Landscape proposal for pruning and fertilization offers a comprehensive plan for a reasonable fee. The proposal includes pruning and fertilizing 21 trees.
 - d. Burgess Park indicated Nick Reardon/ Tree Care Solutions was a better proposal. Ms. Revill noted she would have to check with the Garden Club to determine if it would be acceptable to them if their donation/gift was applied to Nick Reardon's proposal.

Sanitation, Utilities and Street Lights (Burgess McCreary):

1. Sanitation:
 - a. No report.
2. Utilities:
 - a. We are currently leaning on CL&P regarding an increasingly tilted utility pole, #20873, at 18 Grand St. CL&P assures us no active power lines are a danger to

buildings, which they are scheduling for the necessary correction to the pole and will further inform.

3. Street Lights:
 - a. No report.

Public Buildings (Burgess Adair):

1. No Report.
2. The tour of the Fire House is pending.
3. The Borough Hall subcommittee meeting scheduled for 8/23/2011 may have to be rescheduled.

Sidewalks (Burgess Scala):

1. Sent letter to Mr. Owen at 114 Elm Street for repair sidewalk. No response received.
2. Sent letter to 122 Elm Street to Mr. Rose to cutback overhanging plants. Response and corrective action occurred immediately.
3. Met with the property owners at 165 Water Street re: resetting bluestone walk. During this meeting it was noted that the curbing in its current condition presents a tripping hazard. Robert Harrison is repairing the sidewalk and the Board agreed it would be wise to get a bid from Mr. Harrison to fix the curbing at the same time.

Police, Public Affairs & Communications (Burgess Burchenal):

1. During the month of July 2011, there were 71 incidences in the police report for the Borough. There is one discernible pattern of criminal activity; the stealing of the Pedestrian Crossing sign at Water and Broad Streets.
2. Cianbro Corporation must bring four (4) large girders, for their Amtrak bridge construction project, to the town dock to put them on a barge. They want to bring in one (1) girder each day on four (4) separate dates. The first date is Friday, 19 August at 7:00 a.m. They have asked that we post no parking signs at and near the intersection of Main Street and High Street so the truck carrying the girder can make the turn. Cpt. Jerry Desmond spoke to Burgess Burchenal who approved the temporary "no parking" signs. The company is also hiring an officer to assist during the move through the Borough streets. The other dates are yet to be determined.
 - a. Burgess Park questioned why the girders could not be brought in through the Amtrak crossing.
 - b. Burgess McCreary noted that per previous agreement with Amtrak, the crossing is supposed to serve as an emergency exit from the Borough and is currently not configured as such.
 - c. Burgess McCreary stated that configuring the crossing as an emergency exit from the Borough should factor into discussions with Amtrak regarding transport of their girders. Burgess McCreary suggested Burgess Burchenal contact First Selectman Edward Haberek to support the Borough's position in a meeting with Amtrak about this matter.
 - d. Burgess Nicholas noted that she would be interested in attending the meeting.

- e. The Board agreed that Friday's scheduled girder transport activities can proceed as planned; however, use of the Amtrak crossing should be explored for the remaining three girders.
3. Town Engineer, Joe Bragaw, and the Town crew did a great deal of work in the COMO neighborhood replacing and upgrading signs to be compliant with new state requirements. The crosswalk and signage near the COMO tennis courts still require upgrading and Chief Stewart will organize a meeting to deal with this issue.
4. Communications:
- a. A few residents have complained to Burgess Burchenal that the increasing "noise pollution" in the Borough is becoming more bothersome.
5. Events:
- a. No Report.
6. Clock Tower:
- a. Jeff Callahan, former Keeper of the Clock, has given Burgess Burchenal the key to access the clock but is not available to give maintenance instruction to Burgess Park or Burgess Burchenal until late August or early September. On occasion, the clock strikes an incorrect number of times for the hour, so we may be faced with a service call in the near future.
7. Traffic:
- a. Chief Stewart reports that the Police Department has purchased a small radar speed sign:

"The sign is "Your speed" and will flash the speed of the car. It can emit a strobe light if the speed is too high. It also will collect data. It is somewhat portable to the extent that a bracket needs to be installed and the unit can be mounted and secured. I was looking at possibly placing it on the viaduct or at the bottom of the viaduct on a temporary, but regular basis. It can be mounted on a telephone pole or a regular road sign. I think we will get some very positive feedback from the residents and you will be able to get data on average speeds and even car counts."
 - b. Chief Stewart has asked for our feedback. Burgess Burchenal supports the effort as very effective means to increase safety and raise awareness that the Borough is a slow speed zone.
 - i. Warden Burgess expressed a concern that the sign might lead to a perceived "urbanization of the Borough." Warden Burgess believes that the sign might cause motorists to slow down at the Viaduct, but would not have a significant effect on motorist's speeds on Main Street; the reduction of speed would be short lived.
 - ii. Burgess Burchenal suggested that this sign, located at the entrance to the Borough, would get people's attention and perhaps set the tone for motorists driving in the Borough.
 - c. On a motion by Burgess Nicholas, seconded by Burgess Scala, a request by Police Chief Stewart for placement of a small, portable radar speed sign on the viaduct, exact location to be coordinated by Burgess Burchenal, was approved by majority vote with Warden Burgess and Burgess Park dissenting.

- d. Traffic from Canon Square, south to the Point, continues to be a difficult transit due to cars parked along the street at the Commons, and the narrow width of the street.
 - i. Various schemes for rerouting traffic to Main Street, including extending the one-way traffic to Diving Street, and possibly to Omega Street were discussed.
 - ii. Burgess McCreary suggested a sign at Diving street, diverting traffic proceeding north on Water Street to Main Street.
 - iii. Due to congestion and turning radiuses for larger vehicles, these schemes were determined impractical.
 - iv. Eliminating parking along the stretch of Water Street at the Commons was discussed but dismissed as exacerbating the existing parking shortage for businesses.
 - v. The Board consensus was that this is a condition with which the Borough will have to live, as the Borough has been doing for many years.

- 8. Banner Sub-committee:
 - a. Burgesses McCreary, Adair, and Burchenal shall meet with Betsy Carr (Chair of P&Z) and Doug Lyons (Member 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.

Old Business:

- 1. Committee Reports:
 - a. No Reports.

- 2. Banking:
 - a. Recorded under Clerk- Treasurer's report in these minutes.

New Business:

- 1. Special Olympics Parade Request:
 - a. On a motion by Burgess Scala, seconded by Burgess Nicholas, approval of an Application for Use of Borough Property, submitted by the Special Olympics of CT, for a Parade of Athletes on September 10, 2011 between the hours of 10:00 and 10:30 AM, was unanimously approved.

- 2. Great Hope Springs Movie Update:
 - a. GBC Productions expressed an interest in using Borough Hall as a gathering space for cast and crew between scene filming. GBC will offer to pay a fee they feel commensurate to the use of the space. This fee will be offered when making application for use of the space.

- 3. Bank Account Subcommittee Recommendation:
 - b. Recorded under Clerk- Treasurer's Report in these minutes.

- 4. Traffic Issues:
 - a. The stop sign, coming from Dodson along Water Street, at the base of the Viaduct, should be moved south to coincide with the stop bar painted on the street. The current configuration at this intersection has the word "Stop" bracketed and

painted on the road north of the stop sign and stop bar. This is confusing some motorists who are stopping three times.

- b. Other traffic related topics are recorded under Police, Public Affairs & Communications Report in these minutes.
5. Harbor Management Appointments:
 - a. On a motion by Burgess Scala, seconded by Burgess Nicholas, reappointment of Edward Smith and Rodney Johnstone to the Harbor Management Commission was unanimously approved.
 6. Planning and Zoning Candidate:
 - a. On a motion by Burgess Scala, seconded by Burgess Park, appointment of Jeffrey Callahan as an Alternate Member of the Planning and Zoning Commission was unanimously approved.
 7. Nationwide Plan Document Change:
 - a. On a motion by Burgess McCreary, seconded by Burgess Park, authorization for Warden Burgess to sign the Nationwide Retirement Solutions Plan Sponsor Document was unanimously approved.

Other Business:

1. None.

Adjournment: On a motion by Burgess Scala, seconded by Burgess Burchenal, adjournment of the meeting at 9:12 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer