

## **Board of Warden and Burgesses**

### **Minutes of Regular Monthly Meeting~ July 18, 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, Edward McCreary, Amy Nicholas, Howard Park, Robert Scala, and Clerk- Treasurer Brian Krafjack. Burgess Kathryn Burchenal was absent.

#### **Public Comment:**

1. Borough Ordinances: Rita McCreary voiced concern that summer renters and new residents may not be aware of Borough ordinances, specifically those related to trash, noise, and obstruction (snow removal and plant obstructions) of sidewalks. Mrs. McCreary suggested perhaps a handout printed on card stock representing the pith of the ordinances could be distributed to neighbors who may be unaware. The handout could also list places where the full text of the ordinances may be obtained. A draft was handed to Warden Burgess, Clerk- Treasurer Krafjack will forward it to Burgess Burchenal for review and further discussion with the Board.

#### **Great Hope Springs Movie Application:**

1. Ronnie Kupferwasser, a location manager from GHS Productions, explained the particulars outlined in the Application for use of Borough Property for the proposed filming of "Great Hope Springs."
  - a. The movie will star Meryl Streep, Tommy Lee Jones, and Steve Carell. The movie, a drama/comedy, would feature the Borough as a small town in Maine, where after thirty years of marriage, a middle aged couple (Streep, Jones) attend an intense counseling weekend to decide the fate of their marriage.
  - b. Filming would take place between September 26<sup>th</sup> and October 12<sup>th</sup>, 2011. Eight to ten days of filming is anticipated, starting at 6AM and continuing to 9 or 10PM.
  - c. Warden Burgess noted that he has met with GH2 Productions, the Stonington police Chief, and Captain to discuss security, street closures and parking of support vehicles at the Town Dock. The Chief noted that the experience with the 1987 Mystic Pizza film shoot in the Borough was a positive one, and he is comfortable handling this event.
  - d. Burgess Nicholas asked Mr. Kupferwasser if it would be possible to provide advance notice of street closures for residents who would be affected. Mr. Kupferwasser responded that he will have a plan outlining events for each day of filming, a map for filming and support truck placement. This will be coordinated with the police department, and would be available in advance.
  - e. Burgess McCreary asked Warden Burgess if he was aware of any special public events in the Borough that may coincide with the filming. Warden Burgess was not aware of any, but will check.
  - f. It is anticipated that 80-100 people, including cast and crew would be involved. Not all would be on the streets; some would be working in trailers at the Town Dock.
  - g. Support space, such as a church hall, or Borough Hall, would be sought for cast to congregate between scenes.
  - h. Proposed locations are Water Street, Church Street, Noah's, and Skipper's Dock.
  - i. Hans Hartman of H2 Films, who may work as a liaison between the Town and GHS Productions, noted the benefit to local businesses, restaurants, and compensation offered to locations where filming would occur.
  - j. Burgess McCreary suggested that, where possible, use of Borough businesses, labor, and rentals should be given preference over those outside of the Borough.

- k. Michael Blair, who was the Warden in 1987 when Mystic Pizza was filmed, noted that event as a positive experience. Mr. Blair explained that local businesses profited, and local schools participation gave young people a chance to see how a movie was produced.
  - l. Burgess McCreary inquired of Mr. Blair if any “lessons learned” from the Mystic Pizza filming could be applied to improve the execution of this event. Mr. Blair noted that he could not think of any adverse experiences encountered during that filming; overall it was successful for the film industry and for the Borough.
  - m. Mark Dixon, from the Connecticut Film Commission, explained that he worked with Mr. Blair during the filing of Mystic Pizza. The same level of cooperation between the producers, the Town police, and the Borough Warden and Burgesses, which lead to a successful event back in 1987, can be expected for this event.
  - n. Burgess McCreary stressed that GH2 Productions, cast and crew, would be guests of the Borough and that common courtesies should be extended to Borough residents. Mr. Kupferwasser said he understood.
2. On a motion by Burgess McCreary, seconded by Burgess Adair, the Application for use of Borough Property, submitted by GHS Productions, LLC, for filming “Great Hope Springs” at various Borough locations, including Water Street, Church Street, Noah’s, and Skipper’s Dock, was unanimously approved with the stipulation that GHS Productions continues to coordinate their activities with Warden Burgess and the Police Department.

**Approval of Minutes:**

1. On a motion by Burgess Scala, seconded by Burgess Nicholas, acceptance of the minutes from the Board Meeting held on June 20, 2011 was unanimously approved.

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

1. Received tax collections for July 1-8: \$90,000
2. Received donations for Wadawanuck Square Fund- \$780
3. Received donations for Robinson Burial Ground Fund- \$1,775
4. Requested payment from SVIA for Wad. Sq. Fund- \$2,250
5. Received Town reimbursement for seawall work- \$20,000
6. Received FEMA snow emergency grant- \$11,546
7. Sent request to Town for FY 2011/2012 disbursement.
8. Sent invoices to 3 Fire Districts for fire protection fees for FY 2011/2012.
9. Met with auditors for pre-audit field work.
10. Continuing to work on development of new website with Burgess Burchenal.

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

1. Convened subcommittee meeting with Warden Burgess and Burgess Adair to explore options for Borough accounts. Minutes of July 7<sup>th</sup> subcommittee meeting recorded separately.
  - a. Request for Proposals sent to Washington Trust, Chelsea Groton, and Dime.

- b. Meetings have been held with Chelsea Groton and Dime.
- 2. Since four Washington Trust CD's were reaching maturity date before options were fully explored, these accounts were renewed for 30 days.

**Review of Bills:**

- 1. The June 15 through July 31, 2011 report was reviewed and is on file in the Borough Office.
- 2. Burgess Nicholas inquired if it was possible to break out monthly expected expenses vs. bills paid as a way of tracking the budget. This will be investigated with Administrative Assistant Perry.
- 3. Larger expenses were reviewed.
  - a. \$10,132.77 Aquarion Water Company- Rental of hydrants and pumps.
  - b. \$20,195 CIRMA- General liability, auto, and property insurance.

**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.
- 2. The Borough is in a positive position, and in good shape.

**Correspondence:**

- 1. Correspondence received since the June meeting was reviewed and is on file in the Borough Office.
  - a. Town of Stonington: Notice of Public Hearing on Zoning Regulations text amendment.
  - b. Calvary Church: Request to fly Fish Bake banner for 2 weeks in advance of 9/4/11 event.
  - c. GHS Productions: Application for use of Borough Property and Certificate of Insurance.
  - d. Trebisacci Law: Notice of Injury letter representing Robert Chiaradio for injuries sustained in fall on Village Barber Shop steps.
  - e. Joseph Masterjoseph: Letter of appreciation for help given by Sue and Roger for Gardens by the Sea event.
  - f. Stonington Garden Club: "Thank You" letter for support of Gardens by the Sea.
  - g. Michael Adair: Change of rain date for 7/3/11 Music at the Lighthouse from 7/4/11 to 7/17/11.
  - h. SWCA: Notice of 7/21/11 meeting.
  - i. CIRMA: Notice of seminars on 8/8/11, 8/10/11, and 8/17/11.

**Warden's Report:**

- 1. Street sweeping continued. Target completion date July 30<sup>th</sup>. Repairs to sweeper have caused delay. Bayview neighborhood sweeping in progress.
- 2. Curb/Gutter weed cleaning on Water Street, Main Street, cross streets and south of Cannon Square.
- 3. Wayland's Wharf – Street Dept. planted 25 Rosa Rugosa (beach rose) plants on north side of wharf property along fence line. Broken fence posts replaced/repaired by Robert

Murphy Custom Masonry. Warden Burgess showed slides of the Rosa Rugosa and the repaired posts.

4. CTDEP permitting staff will be inspecting marsh channel retrenching areas at Maplewood/Orchard and Summit on July 27<sup>th</sup>. Warden Burgess will attend.
5. Design of Omega Street repavement project is underway. Paving planned for after Labor Day.
  - a. Due to the relatively small scale of this project, Warden Burgess suggested waiving the SBO 11 "Legal Notice" requirement, and instead soliciting proposals from prequalified contractors.
  - b. SBO 11 has a provision for waiving the Legal Notice requirement.
6. On a motion by Burgess Nicholas, seconded by Burgess McCreary, waiving of the bid requirements of Bid Ordinance SBO 11, as allowed by SBO 11, for publishing Legal Notice of bid solicitation, for repavement of Omega Street was unanimously approved with the stipulation that Warden Burgess solicit bids from a minimum of three prequalified contractors.
7. Brush cleaning of Robinson Cemetery completed. Robinson Burial Ground committee established and fundraising has begun. The Borough has established a designated account for these funds. Warden Burgess showed slides of existing conditions, including the failing stone wall and broken headstones.
  - a. Burgess McCreary inquired as to the status of funds he understood the Historical Society had received for maintaining the Burial Ground.
  - b. Warden Burgess understood from conversations with the Executive Director of the Historical Society that specific donations for cemetery repairs were not received.
  - c. Warden Burgess is exploring the feasibility of establishing a Stonington Borough Cemetery Association.
8. Ash Street Beach seaweed cleanup completed. Warden Burgess showed slides of the successful cleanup operation.
9. Pedestrian crossing sign at Water and Broad was stolen and replaced. Improvements seen in vehicles yielding to pedestrians at crosswalks.
10. Initiating contact with Mr. & Mrs. Williams regarding road improvements on Chesebro Lane. Met with Chief Hoadley at site to review fire truck access issues. Warden Burgess showed slides of the existing conditions.
11. Coordinated with Joe Bragaw, Stonington Public Works Director regarding abandoned boat near viaduct. Boat is on town owned property and outside Borough limits.
  - a. Burgess Nicholas indicated that Bob Snyder of Dodson Boatyard said he has stabilized the supports of the boat.
  - b. Burgess Park questioned whether this boat was within the restricted distance of the Viaduct. Burgess Nicholas will follow up.

**Fire and Emergency Management: (Burgess Nicholas/ Chief Hoadley):**

1. During the month of June 2011 there were 6 incidences in the Borough Fire Department and no activity regarding Emergency Management. The 6 Fire Department incidences included a transformer explosion on Cutler Street, wires down at St. Mary's Cemetery and wires broken by a tree on North Main Street. On June 2 the Fire Department responded to

an accident at the Shell Station. There were two false alarms one relating to an electrical malfunction of a pull box at the Velvet Mill and one at a residence.

2. Chief Hoadley wishes to remind everyone that the Lobster Bake will occur on August 13. They are planning to place a banner on the side of the firehouse.
3. There were no Emergency Management related events in the month of June despite the unusual weather.

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

1. The trees that have been posted will come down next week. Nick Reardon will have a quote for Burgess Park regarding the pruning of dead branches in Wadawanuck Square.
  - a. The branches of the beech tree, which are low to the ground making mowing difficult, should not be trimmed as the low sweeping branches are exemplary of the character of beech trees.
2. Warden Burgess questioned the status of the stump in the NE corner which had been ground down, and whether it could be ground down lower for placement topsoil and grass seed.
  - a. Burgess Park noted the potential spread of fungus and mushrooms with this approach, but will look into this as a possibility.
3. The grass seeding in Cannon Square seems to be doing OK. All the lawns are looking healthy, with the exception or the large dead patch in LaGrua Park.
4. Burgess Park is still working on procuring granite curbing to deflect the water that drains down Denison Avenue from flooding that area.
  - a. Burgess Scala asked if a drywell might be an appropriate solution to the drainage problem.
  - b. Burgess McCreary asked if placing fill might be an appropriate solution to the drainage problem.
  - c. Burgess Park noted both are possible solutions, but each has its own drawbacks and would have to be carefully controlled.
5. Waylands Wharf is looking good with its Rose bushes and new posts which hold up the chain acting as a guard rail along the southern sea wall.
6. Several other places have had branches cleared, notably on Elm and Wall Streets.

**Sanitation, Utilities and Street Lights (Burgess McCreary):**

1. Sanitation:
  - a. Honorable Mentions, your Street Commissioner, on a weekend, took the time to empty a full, street-post rubbish basket pointed out to him by a tourist on Water Street. A certain amount of rubbish comes with the job, of course, but on a weekend this is commendable, thank you Mr. Commissioner.
  - b. Garbage Pick Up: Yellow bags not within covered containers is a summer nuisance.
  - c. A significant number of local sinners, it turns out, are renters, more or less new renters, who never got the word.
  - d. Question was/is: how best our Borough gets the word out to innocent, and not so innocent among us. There were thoughts/suggestions as follows:
    - i. Our Ministry of Information writes things up in The Newsletter. When more than 60 people read our letter we are surprised, but that is one step.

- ii. Tom's News displays a note-reminder on his counter and/or stuffs selected newspapers. That's another 60-80 dwellers with acceptable overlap as "reinforcement".
  - iii. Letters to all residents would cost \$300+ and therefore not feasible. Pamphlets distribution , three boys and a grownup, 85% of dwellings, would be \$99.
  - iv. Borough Burgei, phone camera in hand randomly check their immediate neighborhoods, on Sundays-Mondays nights, addresses are noted. Owners/residents are duly notified, warned, and fined as necessary.
  - v. Finally, (maybe) the public is enlisted, and encouraged; we all live here, in neighborhoods. We all care, or should.
  - e. We, the Board, formally invite ALL residents to notice and to inform/advise infringers, or to notify any Borough official if this is preferred, of any lapses in the simple neighborly business of not making a mess for others in our community.
  - f. Reference discussion under "Public Comment" heading of these minutes regarding an informational handout.
2. Utilities:
- a. No report.
3. Street Lights:
- a. No report.

#### **Public Buildings (Burgess Adair):**

##### 1. Congregational Church Clock Assignment:

- a. There was some question about who would take over the responsibility of overseeing the operations of the clock in the tower of the Congregational Church. It had been under the purview of Jeff Callaghan.
- b. Since Burgess Adair took over most of Jeff's other duties, he was willing to do it. However Burgess Burchenal has expressed an interest in taking on that role and Burgess Adair is perfectly happy turning it over to her. So, for the record, Burgess Burchenal is the official time keeper.

##### 2. Firehouse Tour with Bill Teixeira

- a. Bill has offered to give Burgess Adair a tour of the facilities and discuss the public building current issues of the Borough Firehouse. Any of the Warden and Burgesses who wish to join, are welcome.
- b. Warden Burgess and Burgesses Nicholas and McCreary will attend.

##### 3. Committee Meeting to Review if Bank Accounts are Satisfactorily Serviced

- a. Based on the motion made and passed at the June meeting of the Warden and Burgesses, A committee chaired by Clerk-Treasurer Krafjack, Warden Burgess and Burgess Adair, met and began the process of review.
- b. Discussion is included in these minutes under Clerk- Treasurer's Report.

##### 4. Banners and Signs

- a. The committee charged with a review of procedures for Borough signs and banners consisting of Burgesses Burchenal (chair), McCreary and Adair, were unable to meet because of vacation absences, but expect to do so in the next few weeks.

##### 5. Public Buildings - Boro Hall

- a. Based on the discussions at the June meeting, planning for potential improvements to Borough Hall, originally started in 2007 and 2008 will be reviewed to see what might still be relevant and affordable within the current budget.
- b. Burgess Park noted the deteriorated stair treads and supports of fire escape should be addressed.
- c. Burgess Adair has contacted Peter Springsteel, Architect, who was a key contributor on the original Committee, who had done a variety of drawings and recommendations which were never completed due to budget restraints. Peter has agreed to meet Thursday, July 21 at 4:30 at Borough Hall\*, and will bring the concepts and drawings done in 2008.  
 \*(Note: meeting has been rescheduled for Tuesday, July 26 at 6:30 at Borough Hall. Burgess Adair, Warden Burgess, and Clerk- Treasurer Brian Krafjack will attend.)

**Sidewalks (Burgess Scala):**

1. Sent letter to 39 Water St to repair sidewalk.
2. Sent letter of thanks to Mrs. Snyder for repairs made.
3. Burgess Park noted there is a sidewalk on the left side of Elm Street that may be in need of repair. Burgess Scala will investigate.

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

1. Burgess Burchenal submitted a report in advance of her absence, read at the meeting by Clerk- Treasurer Krafjack.
2. Police Incidence Report:
  - a. There were fifty-eight (58) incidences reported in the Borough in the month of June 2011; many were animal control, traffic/automobile-related, or medical assists. There were a number of incidences of thefts of objects left on the seats of cars.
3. Communications:
  - a. The new website work is going well; Administrative Assistant Perry and Burgess Burchenal aim to open it in August.
4. Events:
  - a. Warden Burgess and Burgess Burchenal are investigating the Borough's insurance coverage for events held by organizations. They will report on their findings at the August meeting.
5. Clock Tower:
  - a. Burgess Park and Burgess Burchenal will be "Keepers of the Clock". Jeff Callahan will meet with us and pass on all the pertinent information.
6. Traffic:
  - a. Many thanks to Warden Burgess who put the "Pedestrian" sign in place so expeditiously at the intersection of Broad and Water Streets. The sign was very effective, but was stolen; Warden Burgess will try to place another one in its place. Burgess Burchenal believes strongly that it is worth finding a way to keep a sign at this spot.

- i. Burgess McCreary asked if some type of alarm could be affixed to the sign. Warden Burgess will investigate.
    - ii. Burgess Nicholas questioned whether a speed bump at the corner by the Post Office might be effective.
  - b. Burgess Burchenal has had a complaint about the two way traffic on the stretch of Water Street between Cannon Square and Trumbull Street. Apparently, with one row of parked cars, there is very little room for the two way traffic and some cars have been scratched in passing.
    - i. Burgess Nicholas questioned whether Water Street should be made one-way traffic from Diving Street.
7. Banner Sub-committee:
- a. Burgesses Adair, McCreary, and Burchenal will meet in late July to discuss banners in the Borough. It is possible we will need to seek legal counsel to determine whether we should 1) set a Policy, 2) edit the P&Z sign Regulation, or 3) introduce an Ordinance to deal with this matter.

**Old Business:**

- 1. Committee Reports- Banners/ Signs:
  - a. Recorded under Police, Public Affairs & Communications report of these minutes.
- 2. Banking:
  - a. Recorded under Clerk- Treasurer's report of these minutes.

**New Business:**

- 1. Insurance:
  - a. Borough event requests: from a risk management perspective, it is best to have certificates of insurance. For some smaller events, it may not be feasible for the organizers to obtain certificates. In these cases perhaps a letter of indemnification would suffice.
  - b. Warden Burgess and Burgess Burchenal will follow up with the Borough's insurance provider.
- 2. Robinson Burial Ground Fund and Repairs:
  - a. Recorded under Warden's report of these minutes.
- 3. Calvary Fish Bake Banner Request:
  - a. Requests for banners cannot be acted upon until subcommittee meets and makes a recommendation to the Board.
- 4. Auditor Questionnaire:
  - a. To be filled out by each member of the Board, placed in envelope, and returned to the Borough office.

**Other Business:**

- 1. None.

**Adjournment:** On a motion by Burgess Scala, seconded by Burgess Park, adjournment of the meeting at 9:20 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack  
Clerk- Treasurer