

Board of Warden and Burgesses
Minutes of Board Meeting ~ November 17, 2014

CALL TO ORDER

- Warden Jeffrey Callahan called the monthly meeting of the Borough of Stonington Board of Warden and Burgesses to order in Borough Hall at 7:30 PM. Present were Warden Callahan; Burgesses Michael Blair, Sibby Lynch, Michael Adair, and Amy Nicholas; and Clerk-Treasurer Lisa Coleman. Burgesses Howard Park and Robert Scala were absent.

APPROVAL OF MINUTES

- On a motion by Burgess Lynch, seconded by Burgess Adair, acceptance of the minutes from the Board Meeting held on October 20, 2014 as amended to correct the start date of the review of bills to be 9/13/2014, was unanimously approved.

ADMINISTRATIVE ASSISTANT'S REPORT (PERRY):

- Received October tax collections: \$4,531.47
- Received Lord's Point District Fire Protection Fees: \$23,965.00
- Sent reimbursement checks to Lord's Point and Stonington Fire Districts for revised fees.
- Received payment (Charles Petrie) for sign replacement due to motor vehicle accident on Water Street: \$500.00.
- Received Blasting Permit fee from Fire Marshal: \$40.00
- On recommendation of auditor, funds from General Liability CD are being transferred to General Fund.
- I will be away November 23-November 30.

CLERK-TREASURER'S REPORT (COLEMAN):

- Signed for funds from General Liability CD at Dime Bank to be transferred to General Fund at Dime Bank on December 12, 2014.
- Williams Fund disbursement.
- Attended management meeting with auditor.

PRESENTATION BY AUDITOR:

- Marcia Marien of O'Connor Davies, LLP presented a draft of the "Borough of Stonington Exit Conference with the Board" for the financial year ended June 30, 2014.
- Ms. Marien reviewed the Short Term Balance Sheet, explaining it was a measure of working capital, noting the total fund balances of \$1,264,801. She suggested holding a conversation with Community Foundation of Eastern Connecticut regarding investment of the J.C. Waldron Fund and William Williams Fund.
- Ms. Marien presented a graph of the General Fund Unreserved Fund Balance Over Time. The graph plots the total unreserved General Fund balance as a percentage of the total General Fund revenue. At the end of Fiscal Year 2014, the Borough's General Fund balance was approximately \$219,953 representing a little more than 2 month's cash flow, or approximately 20% of the General Fund revenue. Ms. Marien said that the Borough is in a very strong financial position. She advised we use some of that balance to bring the percentage to a level closer to 15%.
- Ms. Marien reviewed the Draft Budget vs. Actual Report. Property tax collections continue to be high. The draft budget vs. actual budget balance was \$63,882 on 30 June.
- Ms. Marien reviewed the Capital Assets balance of \$4,307,563.
- Ms. Marien reviewed the Comparison of Revenue and Long Term Debt, noting that there

is no long-term debt.

- Ms. Marien reviewed the Long Term Balance Sheet. She explained that this report shows equity as would be measured by a business. At the end of Fiscal Year 2014 Total Assets were \$5,249,506 and Total Liabilities were \$117,433. The Borough's Total Net Position was \$5,132,073.
- Ms. Marien stated that the audit was performed under GAAS, the Borough's Financial Statements are free from material misstatements, no fraud or illegal acts were noted during the course of the audit. She concluded that the results of the audit were positive.
- Ms. Marien will make changes and have the final audit report to us at the end of next week.

REVIEW OF BILLS:

- The 10/20/2014 through 11/14/2014 report was reviewed and is on file in the Borough Office. Bills for the period totaled \$33,564.77.

REVIEW OF PROFIT/LOSS STATEMENT:

- The July 2014 through November 14, 2014 Budget vs. Actual Profit and Loss Report was reviewed and is on file in the Borough Office. Net income as of November 14, 2014 is \$463,164.62. Of note, both Line 304, repairs to fire trucks, and Line 501, Borough Hall electricity, have used most of the budgeted amounts during the first 5 months of the fiscal year.

CORRESPONDENCE:

Requests:

- Calvary Music School: request to post signs for series of events (Burgess Lynch)
- SVIA: application for 12/5/2014 Annual Christmas Stroll

Invitations/Meetings:

- SCWA: schedule of meetings for 2015

Other:

- Docko: letter regarding Ash Street Beach replenishment

PUBLIC COMMENT:

- None

WARDEN'S REPORT:

- Held management meeting with auditors.
- Attended kickoff meeting with representatives of US Army Corps of Engineers and contractors to discuss Sandy Point dredging project. Project started first week of November. Weather permitting, contractor expects to complete by Christmas.
- Met with Borough Attorney on October 20th and November 11th to discuss the "dog park" matter.
- Worked with Fire Commissioner on options for purchasing new fire truck(s).
- With assistance from Amanda Mann, mailed information to Borough property owners about flood insurance, fire truck meeting scheduled for Nov 22nd, and Waldron/Williams Funds. Renters received separate cards about Waldron & Williams Funds.
- Next Monday there will be another conversation with Borough Attorney and the attorney of the dog park neighbor.

Sanitation/Utilities

- Attended a meeting at NESS on Monday September 29th to discuss the seaweed problem at Ash St. Approximately a dozen residents and others attended. Following the meeting I asked Docko for an opinion regarding DEEP's likely receptivity to a proposal to alter the beach grade or build a new seawall in order to prevent seaweed from accumulating in the Ash Street cove. Docko has informed me that DEEP is not "completely opposed" to a project in Ash Street Cove. I have given Docko approval to prepare a presentation, to be given at the December W&B meeting, outlining options for addressing the problem.
- Submitted Capital Improvement Program request to Town for funds to renovate the restrooms in the Water Pollution Control Facility at Town Dock and open them as public bathrooms.

Borough Clock

- Adjusted clock and timer for lights to standard time. Tower clock technician corrected problem with bell, which now is striking correctly.

STREETS (BURGESS PARK):

- Crew was busy with leaf and brush pick up. Ten truckloads were picked up on Main, Water, Pearl, Elm, Wall, Church and Harmony Streets. There were 4 ½ truckloads of branches and leaves but are still getting black plastic bags. Some wet leaves were picked up with the Kubota front loader tractor, as they cannot be vacuumed up.
- Cut back brush around Town of Stonington property on Front St.
- Cleaned up the boiler room
- Rearranged the garage
- Put cones out on Broad St.
- Flags put out at half-staff for Mr. Perry
- New globe in Wadawanuck Square
- Flags out for Veterans Day
- New Flag at the point
- Yellow curbs painted on Broad St.
- Snow ordinance signs put out, two more are needed on High and Water Streets
- The new truck has finally arrived, all seems functioning well but there is need of an adjustment to the sand spreader, and there is no back up warning buzzer. Truck was taken to Finish Lines for application of the Borough logo.
- Random potholes were filled by the crew with cold patch.
- Hasted brothers finally finished Wall Street. Broad Street has had final adjustments done to sidewalk and cross walk relocation Puddles seem to be a problem through out the Borough. Elm St. had large standing water area at number 28. It is near a catch basin and pavement will have to be shaved away to allow the water to drain. There is also a request to deal with a puddle on Bayview Avenue. This is a bit more complicated.
- I have had several requests to pave several roads in the Borough. One is Front St and the other is Gold St. I will make an assessment and check with the Aquarion water company to check with their water main replacement schedule.
- The Cub Cadet seems to be breaking on a regular basis due to heavy wear and I would like to replace it with new Kubota. It's a 23hp, four-wheel drive tractor. It has a 48" front loader and a mid mount 54" rotary mower. It lists for \$18,315.00 but the current municipal discount brings the price down to \$14,950.00.

FIRE AND EMERGENCY MANAGEMENT (BURGESS BLAIR):

- There were six alarms in October 2014. They were as follows:

10/03/14	1:30 p.m.	Fire Alarm Activation 17 Elm St.
10/16/14	7:20 p.m.	Lift Assist 17 Temple St.
10/22/14	2:39 p.m.	Tree Limb on power line 270 North Main St.
10/22/14	4:10 p.m.	Fire Alarm Activation 50 Church St.
10/22/14	8:40 p.m.	Fire Alarm Activation 227 Wamphassuc Pt. Rd.
10/29/14	8:52 p.m.	MVA Rollover Route 1 @ Elm St.
- This Saturday at 10 a.m. there will be a public presentation on the purchase of fire truck(s) at the firehouse.

PARKS, TREES, AND RIGHTS OF WAY (BURGESS LYNCH)

- None

PUBLIC BUILDINGS (BURGESS ADAIR):

- The Furnace work in Borough Hall was completed. The installers had to come back and adjust the water level fill cut-off level, but all is working properly and the job is completed.

SIDEWALKS (BURGESS SCALA):

- None

POLICE, PUBLIC AFFAIRS, AND COMMUNICATIONS (BURGESS NICHOLAS):

- **Police Incidents Report**

During the month of October 2014, there were 60 incidents in the police report for the Borough. The incidents included 7 Medical Assists, 7 Fire/Burglar Alarms, 4 Suspicious Activity reports, 3 reports of Larceny, 3 911 Hang/Misdials, and 2 Animal Control Complaints. The police responded to 5 Parking Complaints, 3 keys in vehicles, 2 Hit and Runs, 2 Motor Vehicle Complaints, and 1 Vehicle was Red Tagged. There was 1 Accident No Injury and 1 Accident with Injury. There was one instance when the police assisted other agencies and 4 instances when they assisted citizens. The Speed Monitor remains on the viaduct.
- **Website/Communications**

No report.

OLD BUSINESS

- **Fire trucks**

Warden Callahan and Burgess Blair have met to refine the options [down payment and duration of the lease(s)] for purchasing one or two fire trucks.

NEW BUSINESS

- **Add Planning and Zoning nomination to agenda**

A motion by Warden Callahan, seconded by Burgess Nicholas, to add a Planning and Zoning Commission nomination to the agenda, was unanimously approved.

- **Nomination for The Planning and Zoning Commission**
On a motion by Warden Callahan, seconded by Burgess Nicholas, Jan Lindberg was unanimously appointed as a member of the Planning and Zoning Commission for a term ending December 31, 2017.
- **Discuss revisions to Vendor Ordinance – SBO-10**
Warden Callahan asked the burgesses to submit proposed text changes to him prior to the December board meeting. Warden Callahan proposed that we discuss revisions to SBO-10 at the December board meeting.
- **Consider purchase of new tractor for Streets Department**
Defer vote until December meeting.
- **Consider following applications for use of Borough property**
On a motion by Burgess Nicholas, seconded by Burgess Adair, the application by SVIA for the 12/5/2014 annual stroll was unanimously approved.

OTHER BUSINESS

- **Consider offer to purchase stove in Borough Hall kitchen**
A motion by Burgess Nicholas, seconded by Burgess Adair, to accept Michael Blair's offer of \$1,000 for the stove in the Borough Hall kitchen, pending an inspection paid for by Michael Blair, was approved. Burgesses Lynch and Blair abstained.
- Burgess Blair proposed a long-term plan to have a sea wall construction plan to avoid flood damage.

ADJOURNMENT

- On a motion by Burgess Nicholas, seconded by Burgess Lynch, adjournment of the meeting at 8:55 PM was unanimously approved.

Respectfully submitted,

Lisa M. Coleman
Clerk-Treasurer
December 2, 2014