

**Board of Warden and Burgesses
Minutes of Regular Monthly Meeting~ November 21, 2011**

The regular monthly meeting of the Borough Warden & Burgesses was called to order in Borough Hall at 7:36 PM by Warden Paul Burgess. Present were Burgesses Michael Adair, Kathryn Burchenal, Amy Nicholas, and Clerk- Treasurer Brian Krafjack. Burgesses Edward McCreary, Howard Park, and Robert Scala were absent.

Public Comment:

1. None

Approval of Minutes:

1. On a motion by Burgess Burchenal, seconded by Burgess Adair, acceptance of the minutes from the Board Meeting and the Special Meeting held on October 17, 2011 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for October: \$1,543.60
2. Received second payment from Stonington Fire District: \$14,386
3. Received \$200 for dumpster permit renewals (1 check for \$100 returned for insufficient funds. Awaiting replacement check and bank fees.)
4. Received donation for Wadawanuck Square Fund: \$100
5. Received donations for Robinson Burial Ground Fund: \$7,230
6. Completed FEMA applications (currently in review process with FEMA)

Clerk-Treasurer's Report (Krafjack):

1. Opened Dime Bank Interest Bearing Checking Account.
 - a. Closed Washington Trust Capitol and Nonrecurring Account- deposited funds to Washington Trust Checking, temporarily.
 - b. Once outstanding checks have cleared, we will close the Washington Trust Checking Account, and the General Fund Account and transfer funds to Dime.
2. Opened Chelsea Groton CD for Williams Fund
 - a. Closed two Washington Trust Williams Fund CD's which had reached maturity- deposited funds to Washington Trust Checking.
 - b. Washington Trust check for the full balance of the two closed Williams Fund CD's was issued to Chelsea Groton to open 9 month CD.
3. Attended Borough Hall Renovation Subcommittee meeting.
 - a. Investigating digitally archiving historic records as a follow-up to a discussion on file storage.

Review of Bills:

1. The October 15 through November 18, 2011 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
 - a. \$1818.00- Fire Department hose maintenance.
 - b. \$1757.97- Fire Department new computer.
 - c. Burgess Nicholas requested a review of a bill paid for tree maintenance, which was the same amount paid by the Garden Club for tree maintenance, to make sure the bill wasn't paid twice.

Review of Profit/Loss Statement:

1. The July 1 through November 18, 2011 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
 - a. Projected income target has almost been reached.

Correspondence:

1. Correspondence received since the September meeting was reviewed and is on file in the Borough Office.
 - a. Stonington Free Library- Fall/Winter Newsletter.
 - b. CJ Bardy curb cut request.
 - c. Suisman Shapiro- copy of letter to Dave Atkinson regarding so-called "Dog Park" on Water Treatment Plant Facility Grounds
 - d. Michael Blair- email forwarding a newspaper article on the Post Office.
 - e. Don Maranell- email regarding sale of old Cub Cadet tractor.
 - f. CCM- 11/17/11 Legislative Committee meeting.
 - g. SCWA- Notice of Special Meeting on 11/18/11.
 - h. CIRMA- Notice of Seminars on 11/22, 11/29, 12/1, 12/9, 12/13, 12/29/11.

Warden's Report:

1. Omega Street re-pavement project completed. Handicap "style" ramps added to contract at Omega/Water Streets crosswalk. The Cliff Street contract was amended to include a ramp as well.
2. Omega Street ROW public space restored after Hurricane Irene damage. Rounded beach stones placed in public area to replace the decorative white stones which had been washed away. Granite curbing was added.
3. FEMA application for Hurricane Irene was submitted. Potential reimbursement approximately \$ 17,000. Evaluation and approval of the application is expected to take months.
4. Cannon Square original chains painted and installed.
5. Elm Street Pedestrian Bridge drains cleaned and opened.
6. Coordinating with Senator Maynard regarding CTDEEP Orchard/Summit Street marsh drainage project.

7. Contacted Mike Grimshaw, SNFLA, offering support for local fishery industry.
8. Street Department completed final grass cutting, ongoing leaf removal, sign maintenance.
9. Lee Street re-graded at request of homeowner.
10. Bradley Street road gutter drainage cleaned/improved at request of homeowner.
11. Investigating footbridge crack that occurred circa 1999 to assess remedy, responsibility, costs, and Amtrak permitting requirements.
 - a. A 1939 document signed by the Railroad entity operating the tracks indicated the Railroad was responsible for the foot bridge. Since Amtrak was formed by an Act of Congress, it is possible that Amtrak may not be responsible for agreements in place prior to the Act of Congress.
 - b. Warden Burgess is in contact with the attorney who was involved with the Amtrak electrification project in 1999 to clarify who owns the bridge and who is responsible for repairs.

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of October 2011 there were 9 Incidences relating to the Borough Fire Department.
 - c. Downed wires on Lord's Point.
 - d. Lift assist at 1 Church Street.
 - e. The Harbor Master's boat swamped near Stonington Town Dock by waves.
 - f. False alarm regarding a lost diver off Stonington Point.
 - g. Additionally another box malfunction occurred at the Velvet Mill.
 - h. Other activities were alarm or CO activations.
2. No activities regarding Emergency Management despite the late October storm.
3. Burgess Nicholas provided a Fire Department roster, current as of 11/15/11.

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

1. Trees:
 - a. There is an idea put forth by the state of Connecticut that we have too many trees and that they put our power lines in jeopardy in high wind situations. Local arborists believe that with proper pruning we can minimize the loss of power due to fallen limbs; Burgess Park tends to agree.
 - b. That said, Burgess Park has posted two large, older trees, in the Robinson Cemetery. They are beautiful but have come to full maturity. They will cause real damage to the wall and to the headstones which are irreplaceable. They will be replaced with more suitable trees for their location. See discussion under New Business.
 - c. Burgess Park has also posted the dead Dogwood at 34 Main Street and will replace it with a Bradford Pear once removed.
 - d. Burgess Park received a request from Dick Sattler to plant 4 Bradford Pears along his sidewalk. After council with Burgess Scala we have come to the conclusion that there would not be the necessary room on this sidewalk and so Mr. Sattler's request was denied.

2. Parks:
 - a. Cannon Square: Burgess Park spoke with Bob Abramson about the Guns and they will get together to solve the shifting of the guns on the jacks, and the poor paint adhesion on the carriages.
 - b. Wadawanuck Square: Trees were fertilized and pruning of the trees has begun.

Sanitation, Utilities and Street Lights (Burgess McCreary):

1. Sanitation:
 - a. Burgess McCreary's report requested that if and as you spot yellow garbage bags being placed out on a Sunday or Monday night, where skunks, raccoons, etc. can dine, please phone/photo and report same to Burgess McCreary.
2. Utilities:
 - a. On Grand Street, by Water Street, CL&P have moved power lines off bent pole at #18 onto its new replacement pole.
 - b. The replacement of burnt out lights on street poles continues as these are reported. Latest report, Broad Street by St. Mary's.

Public Buildings (Burgess Adair):

1. Borough Hall
 - a. A Borough Hall renovation Subcommittee meeting will be held at 6PM on 11/22/11.

Sidewalks (Burgess Scala):

1. The work on 39 Water Street is complete Sent letter of thanks.
2. Repairs at 88 Water Street is completed and sent letter of thanks.
3. Sidewalk damage caused by trucks transiting girders through the Borough for the Amtrak project, reference discussion in September 19, 2011 Board Meeting minutes, is currently being repaired by the contractor responsible for the damage.

Police, Public Affairs & Communications (Burgess Burchenal):

1. Police Report:
 - a. During the month of October 2011, there were fifty-three incidences in the police report for the Borough. Two arrests were made for disturbances; the other incidences were mostly 'Services Rendered'.
 - b. The number of monthly incidents, while relatively high, is not correlated to the number of serious incidents or arrests. For example, in September, sixty-eight incidents resulted in one arrest; in October eighty-six incidents resulted in no arrests.
 - c. Burgess Burchenal spoke with the person at the Police Department who prepares the reports to see if serious incidents could be separated from the number of total incidents since the high volume of incidents in each monthly report is not indicative of a high volume of crime. The new software being used to generate the reports may not allow this type of sorting, but the possibility is being investigated.
2. Borough Clock:

- a. Routine maintenance was performed on the E. Howard Tower Clock at United Church by David Graf, who has maintained the Borough Clock for many years.
 - b. The following work was completed for \$200, which was the same charge as last year:
 - i. All components of time and striking trains inspected, cleaned and properly lubricated;
 - ii. Time displayed by clock adjusted as required;
 - iii. Electric motors inspected and adjusted as required;
 - iv. All parts of bevel gear distribution, U-joints, expansion joints and dial- gear reducers cleaned as possible and properly lubricated;
 - v. All components, including bell hammer, checked for correct alignment/ positioning/ function.
 - c. Maintenance was done on the day the clocks were set back, so the time was corrected.
3. Public Affairs:
- a. A walk from Cannon Square to Wadawanuck Square will be conducted on Saturday November 26th at 10AM by a group of citizens sympathetic to the quarantined dog owned by a Borough resident.

Old Business:

- 1. Committee Reports:
 - a. Banners/ Signs:
 - i. An update will be provided in late winter or early spring.
 - b. Banking:
 - i. Covered under Clerk- Treasurer's report and will be removed as an Old Business agenda item.
 - c. Buildings:
 - i. Covered under Public Building's report and will be removed as an Old Business agenda item.

New Business:

- 1. Tree removal- Robinson Burial Ground:
 - a. Frederick Burdick, Stonington's Town Historian, addressed the Board in support of the removal of the two trees referenced in Burgess Park's report. These trees are in poor condition, and would cause damage to grave stones should they come down in a storm or on their own accord.
 - b. Mr. Burdick suggested replacement with one or two trees, appropriate to the period of the cemetery, possibly Yews or Holly trees.
 - c. The Robinson Burial Ground Committee had asked Nick Reardon to report on the condition of the trees. Mr. Reardon determined that the trees have a high percentage of dead wood and have a high potential for failure in a storm.
 - d. On a motion by Burgess Adair, seconded by Burgess Nicholas, authorization for removal of two trees in the Robinson Burial Ground was unanimously approved. Warden Burgess abstained from the vote as he is a member of the Robinson Burial Ground Committee.
- 2. Tree Removal- 34 Main Street:
 - a. On a motion by Burgess Nicholas, seconded by Burgess Burchenal, authorization for removal of a dead Dogwood tree at 34 Main Street, and replacement with a

Bradford Pear tree as referenced in Burgess Park's report was unanimously approved.

3. SVIA Christmas Stroll request:
 - a. Burgess Burchenal will follow up with the SVIA, since the Certificate of Liability Insurance submitted with the application is labeled "Draft", to make sure insurance will be in force.
 - b. On a motion by Burgess Nicholas, seconded by Burgess Burchenal, approval of the Stonington Village Improvement Association's Application for use of Borough Property, Wadawanuck Square and Main Street between High Street and Pearl Street, for the Christmas Stroll, carol singing and horse drawn carriage rides on December 2nd, 2011, from 5:30 to 7:30 PM, was unanimously approved.
4. Bardy curb cut:
 - a. A letter requesting permission for a curb cut was received for 4 Denison Avenue; however the curb cut had already been made. The curb was not removed, as in a traditional curb cut; rather the curb had been chamfered at a 45 degree angle.
 - b. Burgess Nicholas inquired if street parking had been impacted. While a public parking space on the street would technically be eliminated, the Board felt that due to the nature of the curb alteration, and the fact that the purpose for the curb alteration was to facilitate storing a boat on the property, people could effectively park in the impacted spot. A traditional yellow painted curb indicating a no parking area for an active driveway will not be allowed.
 - c. On a motion by Burgess Nicholas, seconded by Burgess Burchenal, denial of a request by CJ Bardy at 4 Denison Avenue seeking permission for modifications to an existing curb, effectively creating a curb cut, was unanimously approved. Modifications to the curb have already been implemented by Mr. Bardy, and the decision for denial of the request seeks no remedy at this time.
5. Appointment of Auditor for the period July 1, 2010- June 30, 2011:
 - a. On a motion by Burgess Nicholas, seconded by Burgess Burchenal, appointment of Marien + Company, CPAs, LLC, for the purpose of performing auditing services for the Borough, as required by the State of Connecticut Office of Policy and Management, for the fiscal period July 1, 2010 to June 30, 2011, was unanimously approved.
6. New Year's Eve at the Point:
 - a. This event had been organized by Todd Lynch in the past, who was not able to organize it last year, and will not be able to organize it this year.
 - b. The Board agreed that the event is an important Borough function, and should continue.
 - c. Warden Burgess is in contact with Mr. Lynch to determine the steps necessary to assure the event takes place, including coordinating blocking vehicular traffic of the street with the Highway Department.
7. Discussion on sale of Cub Cadet tractor:
 - a. The Highway Department had approached Warden Burgess about selling a 25 year old tractor, which was no longer necessary to the Department, in order to make room in the garage.

- b. The Highway department was offered \$500, which Warden Burgess and the Highway Department felt was a reasonable offer, which lead to the sale of the tractor.
- c. Donald Maranell sent an email to Warden Burgess expressing his disappointment that the tractor did not go to public bid, as he was interested in submitting a bid. Mr. Maranell's email indicated that he felt that the Borough charter leaves the power of selling capital assets to the Board, not the Warden.
- d. Warden Burgess did consider a more formal process but felt that it would not be cost effective considering advertising costs and administrative time to show the tractor to interested parties, etc. Warden Burgess indicated there is no ordinance or State statues that require a formal process for an item of this value. If the property was valued at \$10,000 or more, the sale would require a Public Hearing.
- e. The Board agreed that Warden Burgess had the authority to sell the tractor. Burgess Adair suggested that perhaps the Board should adopt an ordinance outlining procedures for the sale of property in excess of \$5,000.
- f. Warden Burgess will provide a draft ordinance of Board review.

Other Business:

- 1. Employee Contracts and Agreements:
 - a. Contracts and Agreements will be reviewed with the following goals in mind:
 - i. Job descriptions are to be appropriate for the type of work and services performed.
 - ii. Salary and benefits provided are appropriate.
 - iii. Hours, vacation, and sick time are appropriate.
 - b. Deliberations on Contract and Agreement modifications, if necessary, would take place in public session as part of the Borough's budgetary process.
 - c. Employee reviews, if necessary, would take place in executive session.
- 2. Public Access at Stonington Commons:
 - a. Burgess Nicholas noted the Public Access at Stonington Commons is still posted with a "No Trespassing" sign due to repairs needed to the walk; reference discussion under "Other Business" in minutes of October 17, 2011 Board meeting.
 - b. Warden Burgess indicated that the State has written a letter to the Stonington Commons Association saying that the repairs must be completed so that the Public Access is maintained.
- 3. VFIS LOSAP Special Meeting 10/17/11 follow-up:
 - a. Burgess Nicholas spoke with Chief Hoadley who indicated the beneficiaries currently listed for each person enrolled in the program are current.
 - b. An item will be placed on the December agenda to follow-up the cost of a monthly benefit and Life Insurance Premiums vs. the cost of purchasing Annuities.

Adjournment: On a motion by Warden Burgess, seconded by Burgess Nicholas, adjournment of the meeting at 9:00 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer