

Board of Warden and Burgesses
Minutes of Regular Monthly Meeting~ May 16, 2011

The regular monthly meeting of the Borough Warden & Burgesses was called to order at 7:30 PM by Warden Paul Burgess. Present were Burgesses Robert Scala, Kathryn Burchenal, Michael Adair, Howard Park, and Amy Nicholas. Burgess Edward McCreary was absent.

Vacancy in Clerk-Treasurer's Office:

1. On a motion by Warden Burgess, and second by Burgess Burchenal, it was unanimously voted to appoint Brian Krafjack to fill the vacant position of Clerk- Treasurer in accordance with provisions Chapter 4; section 6c of the Borough Charter.

Public Comment:

1. Friends of Wadawanuck Square noted that they feel the grass in Wadawanuck and Cannon Squares is being cut too low.

Approval of Minutes:

1. On a motion by Burgess Scala, seconded by Burgess Burchenal, the minutes from the special Board meeting on April 16, 2011, were unanimously approved with the following revision:
 - a. Correspondence- Strike the words "with the Borough covering the insurance for the event" from the third sentence of the second bulleted item.

Administrative Assistant's Report (Perry):

1. Received tax collections for April: \$173.26
2. Received donations for Wadawanuck Square Fund - \$175.00; paid for bench and third lamppost; all bills received are now paid.
3. Send 4th quarter invoice to Stonington Fire District.
4. Assisted with Absentee Ballot application/ballot distribution.
5. Processed election payroll; more expenses anticipated due to election audit.
6. Assisted in transition following election.
7. Started work on creating a policy and procedures manual.

Clerk-Treasurer's Report (Souza):

1. Met with registrars on three separate occasions regarding the election details.
2. Met with Town Clerk regarding further information regarding absentee balloting
3. Responded to numerous questions from citizens regarding the election and had to follow up on several absentee ballot requests in ways "above and beyond" the norm, such as home visits.
4. Mailed absentee ballot applications and ballots themselves to citizens requesting them.
5. Obtained all information for conversion of signatory information for the Washington Trust accounts to be delivered to the new Treasurer, Tom Kasprzak.
 - a. The contact person at Washington Trust who will help with completing these is Wendy Bazydlo who usually works out of the McQuades branch.
6. Subsequently, Tom Kasprzak has chosen to withdraw from the elected position and will have to be replaced with an appointed treasurer.
7. Reports regarding the results of the May 2, election have been prepared and sent to the elections division of the Secretary of State, with no confirmation of their having received them to date.
8. Had several conversations regarding the appointment process with legal personnel at the Secretary of the State Office. The following procedural information must be followed:

- a. Tom Kasprzak needed to present me as Clerk with a letter not accepting the elected position. (as noted above, this has been done)
 - b. Using the procedure outlined in the Borough Charter, a new Clerk-Treasurer will be appointed by vote of the Board. (note: this person is not “elected”, but instead is appointed) Just as a point of order regarding this since Mr. Souza understands that there is understandable sentiment for appointing the gentleman who opposed Tom given the recent election, in the past, open positions for appointment have historically been advertised as such and input solicited from the parties with the party of the person who had been in office given consideration, so Mr. Souza suggests that these steps be followed rather than a rush to an appointment.
9. Mr. Souza is willing to continue to sign checks if need be, but the Warden and any other two of the Burgesses for whom signatory information is on record, may sign the checks. These are Warden Burgess, and Burgesses Scala, Burchenal, McCreary, and Park.
 10. Mr. Souza is preparing a formal letter of recommendations and observations regarding the Clerk-Treasurer position as it has evolved for the Board. The only person remaining on the Board who was around at the time of his election is Bob Scala, so Mr. Souza thinks it necessary to provide some history.

Review of Bills:

1. Approximately \$25,900 in bills paid last month, including \$7,280 for the purchase of 4-5 sets of new gear for the Fire Department. New gear was required to replace aging gear in compliance with OSHA regulations.
2. Burgess Park inquired why there were two bills for elevator maintenance; Burgess Scala noted he did not recall seeing a work order. Warden Burgess will look into this.
3. Warden Burgess will inquire as to nature of quarterly payments to Fire Department for personal expenditures.

Profit/Loss Statement:

1. Overall the Borough is under budget.
2. A review of Borough health insurance policy was suggested at the annual meeting. The Borough does not self-insure for Workers Compensation, money for this comes from payroll deductions.

Correspondence:

1. Letter from John and Martha Mitchell to be discussed under New Business.
2. Burgess Park noted two requests for signs; from the Calvary Church and the United Church.

Warden’s Report:

1. Streets
 - a. Met with Street Dept. crew to plan upcoming work.
 - b. Street sweeping started last week and will continue until complete (3-4 weeks). Recent rain has delayed operations.
 - c. Wayland's Wharf “sinkhole” repaired. Missing board at dock replaced. Additional repair of erosion at northwest corner planned.
 - d. Additional pothole repairs will be done May 18th, weather permitting.
 - e. Inspected road drainage problem in front of 16 Water Street. Conducted elevation survey to determine required road repair/paving to correct situation.
 - f. Inspected drainage problem at north end of Bradley to determine corrective action.
 - g. Church Street Seawall project is ongoing and should be complete in several weeks. Funding for this project comes from the Town of Stonington.
2. Planning

- a. Met with Rick Olisky for update on Borough engineering projects.
 - b. Discussed Hyde/Orchard Street replacement and reviewed preliminary design plans. Mr. Olisky to hold off on further design until Warden Burgess conducts review. Warden Burgess to consult with a professional engineer to review and seals the plans in accordance with State requirements.
 - c. Former Warden Maranell and Mr. Olisky had contacted the DEP about the possibility of retrenching the mosquito channels in the large wetlands north of Salt Acres to improve drainage. This would require permission from the land owners and a 12 month permit period.
 - d. Burgess Park noted a fresh water spring leads water down to Hyde Square, leading to a lower catchment basin.
 - e. Warden Burgess to evaluate drainage issues and include mitigating measures into road pavement and drainage design.
3. Upcoming Items
- a. Cleaning Robinson Cemetery. This will be reviewed in conjunction with Burgess Park.
 - b. Catch Basin Pumping (week of May 16th)
 - c. Meeting with Joe Bragaw (Stonington Public Works Director) to discuss status of projects that effect Town and Borough.

DEPARTMENT REPORTS:

Fire (Burgess Scala):

1. There were 10 alarms during the month of April, all relatively minor in scope.

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

1. Met with Friends of Wadawanuck Square and with Abraham Monahan an Arborist from Bartlett who submitted a proposal for removing dead and diseased branches from the trees in the Square. This is interesting and perhaps should be pursued but the hefty price tag (\$7500.00) is daunting and warrants additional bids. Mr. Monahan, Burgess Park believes, is a stand up fellow, and seems knowledgeable.
2. Mr. Monahan also advised removing one of the small linden trees on the West side of the library driveway, and the dead Dogwood on the south east corner of the square.
3. Board permission was granted for acquiring 20 pounds of grass seed from the Highway Department for seeding at the new lamp post and other bare spots around the Square. Friends of Wadawanuck Square have offered to do the spreading.
4. An anonymous donor has gifted an American Elm to replace the Norway Maple removed from the North East corner of the square. The Board authorized Burgess Park to have Oliver's Nurseries plant this tree for \$250.00.
5. Possible posting of two trees at 25 Main Street, a silver leaf Linden and a decorative Maple, will be discussed under New Business. There is a dedication plaque for the Martley's who had lived in that house. Burgess Park has a call into them but has not heard from back them.
6. Burgess Park proposed to the Board that some time and monies be spent on LaGrua Park; it is looking shabby and run down.
 - a. Burgess Park suggested granite curbing to contain the lawn, some fill, some seeding, and perhaps some ground cover around the base of the trees and along the wall where very little sun shines.
 - b. Perhaps a "Friends" type organization can be put together.
7. The new tractor will help especially with projects such as grading of Waylands Wharf, or spreading loam in LaGrua Park.
8. Wimpfheimer Park looks very nice this spring.

9. Cannon Square
 - a. Needs seeding unless a sprinkler system is to be put in. Trying to keep up with the lawn cutting in the Square is a full time job for our highway department and is especially difficult this time of year. Burgess Park will solicit prices for a professional seeding
 - b. The plastic chains at Canon Square should be replaced with steel chains.
 - c. Some rust was evident on the guns in Cannon Square which should be addressed. Burgess Park suggested the appointment of someone to maintain the Square, rotate the Cannon's wheels, and water the grass.
10. CL&P contracted with Asplundh Tree Services for clearing of branches at power lines. Burgess Park requested that they stop what was a heavy cut-back and proceed with a light cut-back. Asplundh's superintendent agreed.
11. On a motion by Burgess Park, and second by Burgess Scala, it was unanimously voted to post a Dogwood at the southeast corner of Wadawanuck Square, and a Linden on the west side of the Library driveway.

Utilities and Sanitation (Burgess McCreary): No report.

Public Buildings:

1. Borough Hall
 - a. No report.
2. Fire House
 - a. No report.
3. Borough Clock
 - a. Burgess Burchenal expressed an interest in becoming the "keeper of the clock."

Emergency Management, Sidewalks, & Street Lights (Warden Burgess):

1. Emergency Management
 - a. No activity.
2. Sidewalks
 - a. Meet with Mrs. Mitchell to discuss her position and Borough's position on required sidewalk repair. This matter is on meeting agenda and will be discussed under New Business.
 - b. Discussed with CL&P representative lack of progress on replacing sidewalk at south end of Footbridge. Warden Burgess will investigate.
 - c. Met with Contractor doing sidewalk repair at 17 Water Street. Work is underway.

Police, Public Affairs & Communications (Burgess Burchenal):

1. In the month of April 2011, the Stonington Police Department reported 48 incidences in Stonington Borough. The majority of which were for parking violations, animal control, medical emergencies, and 911 misdials.

Old Business:

1. Garden Club Request through Burgess Burchenal: for the upcoming tour which is a two day event, the Garden Club would like permission to park at the Point.
 - a. It was noted that in previous years, parking for this event was in the fields by the Farmer's Market, in the field in back of St. Mary's, in St. Mary's parking lot. Rather than use the point, these options should be explored; the use of the Point was not approved.
 - b. Parking at the Town Dock and behind St. Mary's rectory are other options. If pursued by the Garden Club, Town permission is required.

- c. Burgess Park noted that parking may also be available at the Velvet Mill. Permission from the Velvet Mill would be required; the contact is Eric Pivko at 22 Bayview Avenue.

New Business:

1. Commissioner Appointments were read and are as follows:
 - a. Streets - Paul Burgess
Police/Public Affairs - Kathryn Burchenal
Fire & Emergency Management- Amy Nicholas
Parks, Trees & ROW - Howard Park
Sidewalks - Bob Scala
Sanitation/Utilities and Street Lights - Edward McCreary
Public Buildings - Michael Adair
 - b. On a motion by Warden Burgess, seconded by Burgess Burchenal, it was unanimously voted to instate all nominees for two year appointments.
2. Mitchell Sidewalk Repairs
 - a. Correspondence from January 1999, July 2010, and April 2011 were reviewed concerning the Borough's request for the Mitchell's to repair the sidewalk at their property.
 - b. The April 2011 letter from the Borough to the Mitchell's states that the Borough will remove two trees at the south end if the Mitchell's agree to repair the sidewalk.
 - c. Burgess Park noted that perhaps cobble stone pavers would be a suitable repair as they are more forgiving if displaced by roots, and can easily be replaced.
 - d. On a motion by Warden Burgess, seconded by Burgess Park, it was unanimously voted to adopt the position stated in the April 2011 letter from the Borough to the Mitchell's as the Borough's official position on this issue.
3. ALS Walk Request
 - a. The walk is to take place on Saturday July 30th from 10AM to 1PM.
 - b. Registration will be at the Firehouse, with a walk to the Town Dock, followed by a walk around Wadawanuck Square, finishing back to the Firehouse. Cleanup should be complete by 1PM.
 - c. An event request form must be submitted in accordance with Borough policy.
 - d. On a motion by Burgess Burchenal, seconded by Warden Burgess, it was unanimously voted to approve the request upon acceptance of the completed forms.
4. Borough Hall Hours
 - a. The 4/16/07 description of the Administrative Assistant's position states an average of 20 hours per week.
 - b. The Administrative Assistant, on approval of the former Warden, holds weekly office hours on Tuesday from 1 to 4, and Wednesday through Friday from 9 to 4; a total of 24 hours. However, the Borough website lists office hours Tuesday through Friday from 9 to 4.
 - c. On a motion by Burgess Scala, seconded by Burgess Nicholas, it was unanimously voted to revise the office hours, and update the Borough website to correspond with the Administrative Assistant's hours as approved by the former Warden.
5. Adjustment of Account Balances in accordance with Chapter 7; section 3h of the Borough Charter
 - a. On a motion by Warden Burgess, seconded by Burgess Park, it was unanimously voted to transfer \$6,000 from Contingency account 1301 to Street Repairs account 604.

- b. The resultant balance of the Street Repair account will be \$9,465.
6. Road Repairs
- a. Warden Burgess discussed road repairs at 16 Water Street, and potential Bradley Street (south end) which will be conducted in the next few months.

Other Business:

- 1. Waldron Fund
 - a. Burgess Burchenal reported that the Waldron Fund was able to assist five families/ individuals in need with larger amounts of funding and five individuals with smaller amounts of funding for a total of \$5,604.80 between October of 2010 and April of 2011.
 - b. The Fund, with a current balance of \$151,514 is to have three trustees.
 - c. Mary Maranell has resigned, leaving the fund with two trustees. The Charter will be reviewed for procedures to appoint trustees.

- 2. Williams Fund
 - a. This Fund is a year round and has fewer restrictions than the Waldron Fund on terms of use.
 - b. The Fund, with a current balance of \$95,000 is administered by the Warden and Clerk-Treasurer.

Adjournment: The meeting adjourned at 9:05 P.M.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer