

**Board of Warden and Burgesses**  
**Minutes of Regular Monthly Meeting ~ October 15, 2012**

The regular Monthly Meeting of the Borough of Stonington Warden and Burgesses was called to order in Borough Hall at 7:29 PM by Warden Paul Burgess. Present were Burgesses Michael Adair, Kathryn Burchenal, Amy Nicholas, Howard Park, Robert Scala, and Clerk- Treasurer Brian Krafjack. Burgess Edward McCreary was absent.

**Public Comment:**

1. Chad Kimerer, a real estate agent representing the property owners of 21 Northwest Street, asked the Board about the process for requesting a curb cut at this property, along High Street.
  - a. Burgess Park noted that every curb cut eliminates parking on the street, which is at a premium in the Borough.
    - i. Mr. Kimerer explained that the proposed curb cut would allow for two cars to park on the property, while only eliminating one parking space on the street.
  - b. Burgess Burchenal asked if the proposed curb cut would make it necessary to eliminate a parking space across the street in order that cars could maneuver in and out of the curb cut.
    - i. Mr. Kimerer explained that the proposed curb cut would align with an existing curb cut on the opposite side of High Street.
  - c. Mr. Kimerer noted that during his stay in the Borough, he has observed that parking along High Street, even during the Farmer's Market, has not appeared to be a problem.
  - d. Warden Burgess explained the process for applying for a curb cut involves submitting a formal application, providing official notification to neighbors, and consulting with the Zoning Enforcement Officer.
  - e. Mr. Kimerer asked the Board whether it would be likely that this application would be met with approval.
    - i. Burgess Scala said that he would like to walk the site and see a formal application prior to making any determination.

**Approval of Minutes:**

1. On a motion by Burgess Scala, seconded by Burgess Nicholas, acceptance of the minutes from the Board Meeting held on September 17, 2012 was unanimously approved.

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

1. Received tax collections for September: \$2,624.
2. Sent 2<sup>nd</sup> Quarter invoice to Stonington Fire District: \$14,533.
3. Administrative Assistant Perry respectfully requests permission of the Board to reduce her work days to half days during the Borough Hall renovations process, as working conditions are rather unpleasant.
  - a. If permitted, Ms. Perry would post the new hours on the website, in the public bulletin boards, and on her voice mail.
  - b. Ms. Perry believes that people could adjust to the new hours once notified.
  - c. Administrative Assistant Perry would return to normal business hours once conditions are improved.

**Discussion:**

1. The Board discussed the issue, and possible ways of addressing Administrative Assistant Perry's concerns without limiting services available to the public. Warden Burgess will meet with contractor to get information on the schedule of any future disruptive construction activities and report back to Board.

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

1. Clerk-Treasurer Krafjack will go through the old files displaced by construction activities, some of which date back to the early 1800's.
  - a. Burgess Park noted that the older files of historic value should be put in acid-free archival boxes.
  - b. Burgess Scala asked if perhaps the Historical Society might be interested in storing some of the older material.
    - i. Burgess Adair noted that the Historical Society does not have too much space and therefore it may be best to find a place to store the material in Borough Hall.

**Review of Bills:**

1. The 9/17/2012 through 10/12/2012 report was reviewed and is on file in the Borough Office. Larger expenses were reviewed:
  - a. \$35,000: loan installment payment
  - b. \$15,947: VFIS Length of Service Award payment
  - c. \$66,237 Hastedt Brothers Paving- Hyde Street

**Review of Profit/Loss Statement:**

1. The 7/1/12 through 10/12/2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
  - a. Property tax collections continue to be above the projected collection rate of 98.5%
  - b. Warden Burgess noted that the Infrastructure Reserve Fund has a balance of approximately \$150,000 and that approximately \$70,000 of road repair work has just begun.
  - c. Burgess Adair noted that the Repairs and Maintenance expenses for the Firehouse will most likely run over budget due in part to the emergency generator transfer switch upgrade.
    - i. Warden Burgess noted that annual fees in the Fire District Contracts are adjusted based on the prior year expenditures of the Fire Department.

**Correspondence:**

1. Informational:
  - a. Murtha Cullina: September newsletter.
  - b. Stonington Borough Merchants' Association: Letter in support of locating public restrooms at the WPCA facility.
2. Requests:
  - a. None
3. Invitations/ Meetings:
  - a. CT Association of WPCA: notice of Fall Workshop on 11/1/12.
4. Other: Waldron Fund Trustees: Letter to Board regarding Safe Deposit Box contents disposition.
  - a. The Waldron Fund Trustees removed for review, the contents of a safe deposit box maintained by the Waldron Fund for over 50 years. The trustees have agreed that several documents appear to be of local historical significance, noting that many dated back over 100 years and appear to be very fragile.
  - b. The Trustees have reviewed the archive with the Stonington Historical Society, who has expressed interest in the documents.

- c. The Trustees submit the following plan to the Board for approval:
  - i. The original Waldron documents should be held permanently by the Stonington Historical Society and preserved to the greatest extent possible, with ownership of the originals to be maintained by the Borough of Stonington and accessible to the Waldron Trustees or any interested party at all times that the Stonington Historical Society Library is open.
  - ii. The Historical Society will make a hard copy and a virtual copy of the archive, with one hard copy to be kept by the Borough and one copy to be kept by the Historical Society. The virtual copy will be uploaded to the Stonington Borough website for additional access for anyone interested in the history of the Waldron Fund. Fund Trustees propose to offer to offset the cost of copying the archive with support from the Waldron Fund, if necessary.
  - iii. A high-quality copy of the original Waldron Will would be framed and displayed in Borough Hall to pay respect to Jonathan C. Waldron and his generosity in establishing the charitable fund for the benefit of the Borough.
- d. Burgess Park asked whether the documents showed signs of mold. Burgess Burchenal replied that mold was not evident, but the documents are very fragile, especially along creases where documents have been folded.
- e. Burgess Park asked if a solution for restoring and preserving the documents has been reached. Burgess Burchenal noted that the Trustees are waiting for the Historical Society to make suggestions.
- f. Warden Burgess noted that the Historical Society does not have too much space and may not have the means to take care of the archive; therefore it may be best to find a safe and secure place to store the material in Borough Hall.
- g. Burgess Park noted that it is critical to make sure the fragile documents and kept out of natural and artificial light.

**Warden's Report:**

- 1. Street Department Activities:
  - a. Lawn cutting and brush pickup.
  - b. Installed Owen Vail bench.
  - c. Removed two loads of seaweed from the Ash Street Beach.
  - d. Graded Waylands Wharf.
- 2. Monthly Report:
  - a. Hyde and Maplewood project complete.
    - i. Burgess Burchenal noted that several Borough residents have commented about how nice the area looks since the work has been done.
  - b. Coordinated Church and Grand Streets pavement project and executed contract with Hastedt as approved by Warden and Burgesses (Reference September 2012 Minutes).
  - c. Church and Grand Streets pavement project started on October 15, 2012.
  - d. Participated in Borough Hall Renovation Project progress meetings.

**Fire and Emergency Management: (Burgess Nicholas):**

- 1. During the month of September 2012 there were eleven incidences relating to the Borough Fire Department. Of note:
  - a. Motor vehicle accident at Route 1 and Elm Street.
  - b. Lift assist at Town Dock.

- c. Dishwasher fire at 135 Water Street. (included in October's Minutes from FM Report as 132 Water Street)
  - d. Structure fire at 40 Orchard Street.
  - e. Fluid spill at Route 1 and Flanders Road.
  - f. Several false alarms.
2. There were no activities relating to Emergency Management.
3. Fire Marshal's Report for the period from 9/18/2012 to 10/15/2012:
- a. 9/20/12: Dog Watch Café – measured for capacity for NFL package and wrote letter to owner.
  - b. 9/20/12: 37 Quana Duck Road – propane inspection.
  - c. 9/20/12: 103 Collins Road – propane inspection.
  - d. 9/21/12: 7 Trumbull Street – underground propane tank inspection.
  - e. 9/22/12: 26 Stanton Lane – propane inspection.
  - f. 9/26/12: Stonington Pizza- measured for capacity for NFL package and wrote letter to owner.
  - g. 10/2/12: Bakery at Velvet Mill – propane inspection, water heater only. Remaining work to be conducted by different contractors, and they will call for inspections,
  - h. 10/3/12: Brewery at Velvet Mill – Certificate of Occupancy inspection,
  - i. 10/5/12: Brewery at Velvet Mill – final propane inspection,
  - j. 10/9/12: Velvet Mill – met Dr. Soto regarding renovations.
  - k. 10/10/12: 43 Main Street – propane inspection.
  - l. 10/11/12: Town Hall – meeting with building official regarding sprinkler head changes at Velvet Mill. Eventually all sprinkler heads in the mill will be changed and made up to date.
  - m. 10/15/12: 4 Hillcrest Drive – propane inspection.
4. Burgess Nicholas received a Fire Department Roster which she will leave with Administrative Assistant Perry.
5. Burgess Adair suggested that in dealing with both the Fire and Police reports it would be helpful for the Board to know, beyond the routine statistics about the number and types of incidents, about concerns or issues of the Fire and Police departments. One example would be to find out how both departments feel about vehicular traffic in the Borough.
- a. Burgess Nicholas noted that she asks the Fire Chief and Fire Marshal before every Board meeting whether there are any concerns or issues; they either indicate there are no issues, or if there are, Burgess Nicholas brings them to the attention of the Board. Burgess Burchenal noted a similar process with the Police Chief.
  - b. With respect to traffic in the Borough, Burgess Nicholas suggested that perhaps a traffic study would be helpful, noting that on 10/6/12 there were two weddings, one funeral, and the Stonington Historical Society's House Tour.
    - i. Burgess Scala noted that in his opinion, traffic flow went rather smoothly for all the concurrent activities.
    - ii. Warden Burgess stated that a traffic study might cost between \$10,000 and \$15,000 and a specific scope of work would have to be written.
    - iii. Burgess Scala added that a traffic study might reach the conclusion that the Borough has a high volume of traffic for a small area with narrow streets; something we already know.
    - iv. Burgess Burchenal noted that the Police Department had alerted the public, in a very positive manner, that traffic volume on 10/6/12 would be high due to the number of simultaneous events. Burgess Burchenal also noted that one merchant

stated that the notice from the Police Department had an adverse impact on business, while other merchants reported a positive effect.

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

1. Parks:
  - a. Burgess Park is planning on putting lime down on the grass at La Grua Park, and will look for a type of grass better suited for the area.
2. Trees:
  - a. Mrs. Horne at 75 Main Street: Burgess Park discussed the linden tree “Sooty Mold” issue with Mrs. Horne (reference discussion in September’s Board Meeting minutes). Mrs. Horne had the branches trimmed; Burgess Park had offered that the Borough share in the cost of the trimming.
  - b. The sycamore to the north of the Library in Wadawanuck Square, discussed at previous Board Meetings, has been posted for removal. Burgess Park would like to proceed with removal and asked that the Board support his position that this tree not be replaced as the area is already crowded with trees. The open space will provide room for the other trees to flourish, and create nice views to the Library.
  - c. Burgess Burchenal asked if there was a vision for a five-year plan, as older trees come down, filling them in with new trees.
    - i. Burgess Park noted that he has discussed with Friends of Wadawanuck Square, the fact that a number of trees in the Square will reach maturity at the same time.
    - ii. Burgess Park noted that there are a number of well-placed healthy, younger trees, which are helping to avoid a homogenous look resulting from having trees of all the same age.
    - iii. Burgess Park added that it is difficult to implement a five-year plan as you cannot plan contingencies for things such as storms damaging or bringing down trees.
  - d. Warden Burgess mentioned that William Teixeira would like to discuss the condition of the tree adjacent to his house with Burgess Park.
3. Rights of Way:
  - a. Burgess Park and Burgess Nicholas plan to walk the Rights of Ways on Friday 10/19/12.

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

1. Sanitation:
  - a. No activity to report.
2. Utilities:
  - a. No activity to report.

**Public Buildings (Burgess Adair):**

1. Borough Hall Renovation Project:
  - a. The project has begun. Burgess Adair, Warden Burgess, Clerk-Treasurer Krafjack, architect Peter Springsteel, and representatives of W.R.Allen Co are scheduled to meet Friday 10/19/12 to review progress and status.
2. Borough Hall Gutter Cleaning:

- a. It appears that the fire truck ladder can clean only some of the gutters on Borough Hall. The space around the sides and back of the building is too tight for the truck.
  - b. Burgess Adair found two companies that have the equipment to do the job.
    - i. "Get High Aerial Services of Westerly RI" (401-842-7943)
    - ii. "Gutter Shutter of CT" in Hartford (1-860-478-5713)
  - c. Burgess Adair recommends before pursuing this further, we consider the second floor window trim and the gutter paint on the outside of the building which is in pretty bad shape. Burgess Adair recommends we look at the whole project of both painting and gutter cleaning. We might use a different technique which might require different aerial approaches.
3. Borough Hall Flagpole:
- a. Burgess Adair reports that Dave Barbone has done a good job; the flagpole is white again, with no rust.
4. Public Restrooms:
- a. As we head into cold weather and winter, it is too late to try to begin this project. If the facilities are to be available on some part time basis next summer, we will have adequate time to begin the project in earnest next spring. This will also help our ability to budgeting for it.
  - b. Burgess Adair is currently looking into options for maintenance and security service options and costs if and when this project becomes more tangible.
  - c. Warden Burgess suggested the option of using an 'enhanced' port-o-john, a nicer portable facility than the standard pot-o-john, be explored.

**Sidewalks (Burgess Scala):**

- 1. Warden Burgess noted that repairs to the Grand Street sidewalk at the Morse residence are scheduled to begin, with the cost paid for by the property owner.
- 2. Burgess Scala noted that the Borough will be responsible for realigning the curbing at Diving and Hancox Street; the estimate for the work is approximately \$2,100.

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

- 1. Police Report:
  - a. During the month of September 2012, there were forty-one (41) incidences in the police report for the Borough. Incidences were predominantly Medical or Welfare Assists, Parking/Vehicle Complaints, Animal Control, or Burglar/Fire Alarms.
- 2. Traffic:
  - a. No activity to report.
- 3. Banners:
  - a. This was the first season with an implemented Banner Policy. Some aspects worked well, thanks to Administrative Assistant Barbara Perry, and there were a few glitches. Burgess Burchenal and Administrative Assistant Perry will review the procedures for next year.
    - i. Burgess Adair suggested the Fire Department work out a better system for hanging the banners, perhaps by installing permanent eyehooks in the masonry wall.
- 4. Borough Clock:

- a. Burgess Burchenal noted a few minor issues with the clock, which has been self-correcting.
5. Waldron Fund:
- a. Burgess Burchenal noted that the trustees of the Waldron Fund and the Williams Fund have agreed to share expenses for a joint mailing to Borough residents, providing information on both Trusts.

**Old Business:**

- 1. None.

**New Business:**

- 2. Ratify Stonington Borough Fire Department Officers:
  - a. On a motion by Warden Burgess, seconded by Burgess Scala, in accordance with Borough Ordinance SBO14, the Board of Warden and Burgesses' affirmation of the election of Fire Chief Jeffrey Hoadley and Deputy Chief William Teixeira, Jr. was unanimously approved.
- 3. Consider Proclamation for Ellie Casey:
  - a. On a motion by Burgess Scala, seconded by Burgess Burchenal, acceptance of the Proclamation for Borough resident Ellie Casey, with the following revision to line four, was unanimously approved.

*Proposed text of line four:*

WHEREAS, Ellie Casey served in many volunteer capacities in the community and church;

*Revised and approved text of line four:*

WHEREAS, Ellie Casey served in many volunteer capacities in the community;

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**PROCLAMATION**

WHEREAS, Ellie Casey has been a resident of the Borough of Stonington for over 35 years;

WHEREAS, Ellie Casey served as an elected Burgess of the Borough of Stonington for twenty years and provided dedicated service in her role as Parks, Trees & Rights of Way Commissioner;

WHEREAS, Ellie Casey was a Justice of the Peace and performed many marriages;

WHEREAS, Ellie Casey served in many volunteer capacities in the community;

WHEREAS, The Borough of Stonington recognizes her outstanding effort and timeless community commitment; and

THEREFORE BE IT RESOLVED on this 15th day of October 2012 that the Board of Warden and Burgesses gratefully acknowledges Ellie Casey's dedicated service to the Borough of Stonington and wishes her well in her future endeavors.

**Other Business:**

- 1. None.

**Adjournment**

1. On a motion by Burgess Scala, seconded by Burgess Adair, adjournment of the meeting at 8:44 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack  
Clerk- Treasurer