

## **Board of Warden and Burgesses Minutes of Regular Monthly Meeting~ October 17, 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 Kathryn Burchenal, Edward McCreary, Amy Nicholas, Howard Park, Robert Scala, and Clerk- Treasurer Brian Krafjack. Burgess Michael Adair was absent.

### **Public Comment:**

1. Colin Revill inquired whether the current Borough tree policy might be strengthened by addressing specific decisions with regard to the care and maintenance of trees in emergency situations, for example, the aftermath of a hurricane. Jeff Callahan had distributed proposed revisions to the tree policy to Warden Burgess and Burgess Park. One suggestion was to establish direct coordination between the Tree Commissioner and the Borough Warden for these types of emergency situations.
  - a. Burgess Park would like to keep the process as simple as possible at the risk of the process becoming too bureaucratic.
  - b. The proposed revisions of the tree policy will be distributed to all Burgesses prior to next meeting for discussion and consideration.
2. Mr. Revill suggested that the current inventory of Borough trees, which exists in partial form, should be updated. He suggested the inventory could be used to maintain a record of maintenance to each tree on the inventory.
  - a. Burgess Park indicated that putting the tree inventory together was very costly since a professional arborist should be involved.
3. There was a plan to put the tree inventory on the Borough website or include on the GIS System, however, this was never implemented.
4. Burgess Park suggested developing a long range plan for the Borough's trees, noting that many of the Borough's older trees will mature and meet their demise at the same time. By culling some of the older, less healthy trees and introducing new trees in their place, a staggered rate of maturity will be developed, producing a more even visual effect over time.

### **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 19, 2011 was unanimously approved.

### **Harbor Management Commission Appointment:**

1. Bruce C. Mackinnon, on September 20, 2011, submitted a letter to the Board of Warden and Burgesses, expressing his interest in filling an available position on the Harbor Management Commission.
2. On a motion by Burgess Park, seconded by Burgess McCreary, appointment of Bruce C. MacKinnon to the Harbor Management Commission was unanimously approved.

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

1. Received tax collections for September: \$9,543.56
2. Received donations for Robinson Burial Ground Fund - \$228.69

3. Received \$2,000.00 for use of Borough Hall/GHS movie.
4. Received \$2,500.00 for traffic signs removal/replacement/GHS movie. The work was performed by the Street Department.
5. Received \$700 for reimbursement on sidewalk work for resident.
6. Worked extensively with FEMA representative in preparation for applications.
7. Continued to provide information to auditors.

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

1. Cash Collateralization Agreement for Dime Account
  - a. Coordinated draft agreement with Dime.
  - b. Coordinated review and approval of draft with Marien + Company. Received confirmation that draft agreement was in order.
  - c. Notified Dime that they should prepare final agreement.
  - d. Notified Washington Trust that we will be moving three accounts to Dime's Commercial Interest Bearing Checking Account.
  - e. One of the three accounts was in a CD reached maturity on 9/30/11, so it was not renewed.
2. Williams Fund
  - a. The Williams Fund is split into two CD's at Washington Trust; one reached maturity on 9/30/11 and was not renewed. The second will mature on 10/26/11. The rates on both CD's are currently .15%.
  - b. The account need to be accessed once a year.
  - c. Discussed with Washington Trust combining the two accounts after 10/26/11 into one 9 month CD with a rate of .20%.
  - d. Discussed a 9 month CD combining both accounts with Chelsea Groton for a rate of .40%. Chelsea confirmed they would hold the rate until 10/26/11.
  - e. Dime does not offer a 9 month CD.

**Review of Bills:**

1. The September 15 through October 13, 2011 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
  - a. \$35,000 Bank of America for debt service.
  - b. \$9,765 Marien + Company for audit services.
  - c. \$41,637 Hastedt Brothers for Cliff Street repavement.

**Review of Profit/Loss Statement:**

1. The July 1 through October 13, 2011 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
  - a. Tax collections currently are more than budgeted amount.
  - b. Street repair line item has been adjusted.

**Correspondence:**

1. Correspondence received since the September meeting was reviewed and is on file in the Borough Office.
  - a. Stonington Free Library – annual report 2010-2011.
  - b. United Church of Stonington – request to post signs for 10/15/11 and 10/22/11 events.
  - c. Bruce C. MacKinnon – Letter of Interest for position on Harbor Management Commission.
  - d. SCCOG – notice of special meeting on 10/13/11.
  - e. CCM – 10/18/11 Legislative Committee meeting.
  - f. Connecticut Association of Water Pollution Control Authorities – Fall Workshop on 10/27/11.
  - g. CIRMA – seminars on 10/17, 10/19, 10/20, 11/2, 11/8, 11/10, 11/15, and 12/7/11.
  - h. SCWA – notice of meeting on 10/6/11.

**Warden's Report:**

1. Coordinated with GBC Productions regarding filming of Great Hope Springs in Borough and use of Borough Hall. Revenues collected were \$2,000 for rental of Borough Hall and \$2,500 for services performed by Street Department.
2. Cliff Street pavement project completed from Grand to Elm Street. Omega Street re-pavement project is underway with binder course complete. Final pavement layer is planned for October 19, 2011. Handicap “style” ramps added to contract for Cliff/Elm Streets crosswalk and Omega/Water Streets crosswalk. Pavement was extended to Grand Street within budget of original proposal.
3. Provided technical and financial input regarding FEMA application for Hurricane Irene.
4. Wayland's Wharf lawn reseeded by Street Department after Hurricane Irene and fence post repaired.
5. Street Department completed brush removal and general cleanup of Chesebro Cemetery.
6. Street Department doing ongoing grass cutting and leaf removal.
7. Warden Burgess stated that he has followed up with the CTDEEP to ascertain permitting status for marsh work at Maplewood and Summit Streets to correct drainage on Hyde Street. CTDEEP has not made significant progress on this activity. Warden Burgess will continue to monitor.
8. Upcoming:
  - a. Omega Street final paving 10/19/11.
  - b. New stones will be added to Omega Street ROW overlook area, repairing Hurricane Irene damage, and benches will be secured.

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

1. During the month of September 2011 there were 11 incidences relating to the Borough Fire Department.

2. Activities regarding Emergency Management included follow up meetings with the Town of Stonington in the aftermath of Hurricane Irene.
3. Borough Fire Department report submitted by Chief Hoadley:
  - a. 9/1/11 6:16 PM – gas leak 17 Bayview Avenue.
  - b. 9/1/11 8:39 PM – fire alarm activation 252 North Water Street.
  - c. 9/4/11 8:11 AM – fire alarm activation 29 Quarry Path.
  - d. 9/4/11 3:47 PM – fire alarm activation 147 Water Street.
  - e. 9/6/11 4:44 AM – transformer explosion 168 Water Street.
  - f. 9/6/11 8:16 AM – power line down in front of 41 Flanders Road.
  - g. 9/6/11 11:35 PM – pole fire in front of 160 Water Street.
  - h. 9/9/11 6:02 PM – fire alarm activation 182 Water Street.
  - i. 9/20/11 3:40 PM – wires down in front of 33 Elm Street.
  - j. 9/25/11 6:26 AM – fire alarm activation 40 Palmer Street
  - k. 9/28/11 4:43 PM – wire down Bayview and Elihue Streets.
4. On a motion by Warden Burgess, seconded by Burgess Scala, acceptance of Officers elected to serve a 12 month term by the Borough Fire Department during the Fire Department's annual meeting held on September 26, 2011, was unanimously approved.
 

a. Department Chief	Jeffrey Hoadley
b. Deputy Chief	William Teixeira
c. Secretary	Peter-John Victoria
d. Treasurer	Charles Chiappone
e. Assistant Chief	Harold Mitchell
5. Burgess Scala requested a roster from Burgess Nicholas. Burgess Nicholas indicated she will provide it.

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

1. Trees:
  - a. The Pin Oak on the Main Street side of Wadawanuck Square is showing some dead branches and will need pruning since this could be dangerous to passersby.
  - b. Burgess Park was not able to post the small floral tree, which is dead, at 34 Main Street in time to have it removed. Burgess Park suggests replacement with a Bradford Pear.
  - c. Nick Reardon has trimmed back branches from a Sycamore tree on Dennison Avenue, which were hanging over the power lines and across the street.
2. Parks:
  - a. Tree fertilizing, aerating, and grass fertilizing has been carried out in Wadawanuck Square, most of which will be paid for by Friends of Wadawanuck Square.
  - b. Friends of Wadawanuck Square have also done some filling to even out the grade in the park.
  - c. La Grua Park has new grass but there will be no new granite curbing as yet. Labor and materials would be \$4,600; this quote from Cedar Ridge Landscape. Drainage appears to be working nicely.
  - d. Burgess Park hopes we can get the highway crew to raise the grade in the middle of the park and plant more grass. The grass that has been planted is doing well. Burgess Park notes that it seems a shame to cover over the new grass, but it is encouraging to see that grass will grow there. Burgess Park recommends that we

fill up to a proper grade, roll it if possible, and seed it this fall. It should take about 25 yards of screened loam.

- e. Wayland's Wharf has been re-seeded.
- f. Trees were removed on the border of Whimpfeimer Park and brush removed from the small burial ground on Meadow Avenue.

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

- 1. Sanitation:
  - a. A citizen who was not properly packaging his trash was approached and apparently not aware of the Borough procedures. While instructions are currently posted at Tom's, perhaps a concise pamphlet distributed to real estate agents and property owners would be in order.
- 2. Utilities:
  - a. CL&P has distributed a letter to businesses and residents in the area of the light pole to be replaced on Grand Street notifying them of power outages during the pole's replacement.

**Public Buildings (Burgess Adair):**

- 1. Borough Hall
  - a. Burgess Adair met in Borough Hall with Chief Hoadley, Roger Collelo, and Warden Paul Burgess to discuss the priorities regarding the renovation of Borough Hall, with particular emphasis on the electricity situation, the generator and the fire horn.
  - b. Chief Hoadley is getting more information regarding moving the horn to the Fire House, and converting it from an air horn, which needs a compressor, to an electric device. Chief Hoadley is also doing research on costs and feasibility.
  - c. The next meeting with Peter Springsteel is Wednesday November 2, 2011 at 6:00 P.M. Chief Hoadley expects to have more data by that meeting.

**Sidewalks (Burgess Scala):**

- 1. Sent repair notice to 88 Water Street.
- 2. Burgess Scala has been attempting to contact the property owner of 28 Water Street regarding sidewalk repair. It has come to his attention that the curb stones should be replaced as well. Warden Burgess noted that the street will be repaved within days and that he will contact the contractor and property owner about resetting the curb stones before paving occurs.
- 3. Warden Burgess commended Burgess Scala on his diligent pursuit of sidewalks in need of repair.

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

- 1. Police Report:
  - a. The report for the month of September 2011 was not available as the person in Chief Stewart's office who prepares the report was away.
- 2. Streets:
  - a. The Inn at Stonington plans to re-point the front of 68 Water Street starting November 1, 2011; the job will take approximately 2 weeks. They were granted permission to close the sidewalk for the staging for the mason. Pedestrians will be rerouted around the staging. Half of the street in front of the building is yellow

lined and they have been granted permission to close the parking in front of the building for safety.

- b. Burgess Scala suggested, in advance of snow season, that reminders about winter parking procedures be posted.
3. Amtrak crossing:
    - a. Burgess Burchenal is preparing the letter requested by Amtrak detailing the Borough's request to have the crossing opened as an emergency Borough egress.
    - b. Since the crossing is on Town property, as opposed to Borough property, Burgess Burchenal will talk to the Stonington Town Engineer.
    - c. Burgess McCreary suggested soliciting assistance from the office of the State Emergency Coordinator, and from George Brennan. Burgess Nicholas will assist in contacting Mr. Brennan.
    - d. Warden Burgess noted there will be a talk at the La Grua Center on the history of the viaduct on Wednesday October 19, 2011. Warden Burgess will see if the topic of the Amtrak crossing will be included in an attempt to gather more information.

**Old Business:**

1. Committee Reports:
  - a. Banners/ Signs:
    - i. Currently in the hands of Planning and Zoning.
  - b. Banking:
    - i. Recorded under Clerk- Treasurer's report in these minutes.
  - c. Buildings:
    - i. Recorded under Public Buildings report in these minutes.

**New Business:**

1. Warden Burgess noted that, as we approach budget season, the board will review and reassess Borough employee Contracts and/or Letters of Agreement.

**Other Business:**

1. Burgess Burchenal, following up on discussions of a previous Board meeting, inquired about the Deed for Wayland's Wharf. Warden Burgess indicated he would distribute a copy of the Deed to Board members.
2. Burgess Nicholas noted that the Public Access at Stonington Commons is currently posted with a "No Trespassing" sign due to repairs needed to the walk. Burgess Nicholas questioned whether it was legal to post "No Trespassing" on Public Access land. The concern going forward would be the status of the Public Access if the "No Trespassing" posting persists.
  - a. Burgess Burchenal will inquire about signs and regulations as it relates to the status of Public Access.
  - b. Warden Burgess is aware that the Stonington Commons Condominium Association is pursuing alternate funding for necessary repairs.
  - c. Warden Burgess indicated that the Stonington Commons Condominium Association is required by the State and the Borough to maintain the Public Access under State Regulations.
  - d. Burgess Park volunteered to contact Diane Macfadyen of the Condominium Association to discuss possible signage remedies.

**Adjournment:** On a motion by Burgess Scala, seconded by Burgess Nicholas, adjournment of the meeting at 8:17 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack  
Clerk- Treasurer