

Board of Warden and Burgesses

Minutes of Regular Monthly Meeting~ January 17, 2012

The regular monthly meeting of the Borough Warden & Burgesses was called to order in Borough Hall at 7:32 PM by Warden Paul Burgess. Present were Burgesses Michael Adair, Amy Nicholas, Howard Park, and Clerk- Treasurer Brian Krafjack. Burgesses Kathryn Burchenal, Edward McCreary, and Robert Scala were absent.

Public Comment:

1. None.

Approval of Minutes:

1. On a motion by Burgess Park, seconded by Burgess Adair, acceptance of the minutes from the Board Meeting held on December 19, 2011 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for December: \$3,358.70.
2. Received donations for Robinson Burial Ground Fund - \$3,775.00.
3. Received 3rd quarter payment from Stonington Fire District - \$14,386.00.
4. Processed quarterly reports.
5. Working on processing W-2 and 1099 forms.

Clerk-Treasurer's Report (Krafjack):

1. In accordance with Borough Charter Section 5, Expiration of Ordinances, at each year's January Board meeting the clerk-treasurer is to bring to the attention of the Board ordinances passed during the year 10 years prior to the last December 31st.
 - a. Clerk-Treasurer Krafjack compiled a spreadsheet detailing the year each ordinance was passed or re-passed. The spreadsheet also includes the December 10 years out, which would trigger a review at the following January meeting.
 - b. For 2011 there are no Ordinances up for review; the next one up will be SB-05 ORDINANCE ESTABLISHING PARKING RESTRICTIONS. Since it was passed in 2002, December 2012 triggers the review, and it would expire if not re-passed during 2013.

Review of Bills:

1. The 12/15/2011 through 1/13/2012 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
 - a. \$10,191: Aquarion- Rental of hydrants and pipes.

Review of Profit/Loss Statement:

1. The 7/1/2011 through 1/13/2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
 - a. The statement is tracking as budgeted.

Correspondence:

1. Marien & Company: Announcement of merger with O'Connor & Davies.
2. United Church of Stonington: Request for signs announcing 2/11, 3/10, and 4/21/2012 events.
3. Stonington Free Library: Request for grant in budget for FY 2012/2013.
4. David Purvis, President of the Stonington Historical Society: email regarding proposed bus ordinance requesting exclusions for Lighthouse events.
5. Friends of Wadawanuck Square: Report for January Board meeting.
6. SCWA: Letter and form regarding appointments to Representative Advisory Board.
7. CCM: Legislative Committee Meeting cancellation notice.
8. CIRMA: notice of Annual Meeting on 1/27/2012.
9. Route 11 Greenway Authority Commission: Schedule of 2012 meetings.
10. SCCOG: Meeting date change from 1/17 to 1/23/2012.

Warden's Report:

1. Street Department
 - a. General Duties- brush and Christmas tree removal; street and drain cleaning.
 - b. Winter Project- Restoration of park benches previously stored in back of Borough Hall.
 - i. Burgess Park suggested using the benches at La Grua Park to define the road edge.
1. Monthly Report
 - a. Email communication with Senator Maynard regarding lack of response from CTDEEP regarding Orchard/Summit Street marsh drainage project.
 - i. Received phone call from the head of the Office of Long Island Sound Program who will investigate CTDEEP holdup.
 - b. Provided requested information to FEMA on Hurricane Irene reimbursement application.
 - c. Initiating re-pavement design of Hyde and Maplewood Streets. Scheduled completion is this fiscal year.
 - d. Attended SCCOG meeting on December 21, 2011.

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of December 2011 there were 9 incidences relating to the Borough Fire Department. Of note was a power line burning in trees on Wampassuc Road, a structure on fire on Wampassuc Road, an illegal outdoor fire (garbage burning) on Shawondassee Drive, and a propane tank leak on Orchard Street. There was also a boat rescue on Stonington Point rocks. Other activities were alarm or CO activations.
2. The Stonington Borough Fire Department responded to 126 alarms in 2011.

- a. Stonington Borough: 70 alarms
 - b. Stonington Fire District: 39 alarms
 - c. Lords Point: 9 alarms
 - d. Wampassuc Point: 6 alarms
 - e. Mutual Aid: 2 alarms
3. There were no activities regarding Emergency Management.

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

- 1. Trees:
 - a. The posted Mountain Ash on Main Street was removed; a Bradford Pear will be planted in its place come spring. Burgess Park noted that residents reported they were happy to see the Ash tree removed.
 - b. Removal of the stump of the Pin Oak that was taken down in Wadawanuck Square due to damage sustained during Hurricane Irene still has to take place. Burgess Park noted that residents generally express favorable opinions regarding the impact the removal of this tree has had on the Square; the area feels more open, with nice views to the Library.
 - c. Friends of Wadawanuck Square, in their January Report to the Board, requested that the Board discourage organizations making application to use the Square, from driving on the lawn. Burgess Park noted that the Board will do what it can, but it is difficult to police.

Sanitation, Utilities and Street Lights (Burgess McCreary):

- 1. Sanitation:
 - a. Burgess Nicholas noted the frequency of dog droppings around the Borough and that it has become a nuisance. Apparently some people are ignoring Borough Ordinance SBO-09 which requires that owners or keepers of dogs shall be responsible for the immediate removal of any feces discharged by said dog when such discharge occurs off the owner's or keeper's property.
 - b. Burgess Adair noted that there was a fair amount of garbage blowing around the Borough on the morning of January 17th, perhaps due to the high winds of the overnight storm. Apparently some people are not complying with Borough Ordinance SBO-07 which states that yellow bags put out for collection shall be in closed containers, except for the day of collection only, when yellow bags may be put out at the curb no earlier than 6:00 A.M.
 - c. The Board agreed that an effective means of communication has to be established so that Borough residents are aware of the Ordinances. The Board requested Burgess Burchenal follow-up; possibly with frequent postings at the Yellow House, Tom's, and the Stonington-Mystic Patch.
- 2. Utilities:
 - a. Warden Burgess reported that he spoke with a CL&P night supervisor who was checking on the Footbridge light that has been out for a year and a half. Progress.

Public Buildings (Burgess Adair):

- 1. Borough Hall
 - a. Awaiting renovation costs and further information on Fire Department electrical costs.

Sidewalks (Burgess Scala):

1. No activity.

Police, Public Affairs & Communications (Burgess Burchenal):

1. Police Report:
 - a. During the month of December 2011, there were 36 incidences in the police report for the Borough. Incidences were predominantly “No Action Required/ Services Rendered” and there was one arrest.
2. Amtrak:
 - a. Selectman Edward Haberek’s office sent a letter to Peter Cohen c/o Amtrak asking for re-installment of an emergency crossing across the tracks at Water Street. Warden Burgess co-signed on behalf of the Borough. There has been no response to date.
3. Radar Speed Sign:
 - a. The radar speed sign, recently situated on the Borough side of the viaduct, has been rotated to another spot in town for the present, but the Stonington Police collected traffic data between 29 November and 29 December. There were 56,907 vehicles traveling into the Borough during that time. 2,707 vehicles were travelling >30mph and 70% of the vehicles travelled over the 20mph speed limit.
 - b. Sergeant Bryan Schneider, who reported the data, does not feel this spot presents a speed problem. It is likely drivers anticipate the turn at the bottom of the viaduct. Burgess Burchenal has asked for data by date to assess whether the presence of the sign had a slowing effect over time, which would mean it served a purpose.
 - c. The speed problems continue on Water and Main Streets, so Burgess Burchenal will investigate the temporary installation of the radar sign at another location in the Borough; since we are able to capture data, this may guide traffic calming decisions.
 - d. A Borough resident complained to Burgess Burchenal about the serious issue of speeding cars in the Borough.
4. Signage:
 - a. Occasionally, cars are reported to be driving the wrong way on Water Street. Some side streets intersecting with Water Street do not indicate that Water Street traffic is one way. Warden Burgess will assess where indicators may be needed and discuss with the Highway Department.
5. Clock:
 - a. The Borough Clock lost some time. Burgess Park and Burgess Burchenal reset it. Burgess Burchenal believes this might have been due to a temporary slowdown coincident with our first cold snap. The contraction of working parts and thickening of lubricant could be accounted for by the cold.
 - i. Burgess Park believes it’s possible that an electrician working on the lights may have shut down power resulting in the clock stopping.
6. Bus Ordinance:
 - a. Currently tour buses stop randomly to discharge passengers in front of restaurants or on random street corners. They have great difficulty navigating the Borough’s small roads and tight corners and Burgess Burchenal, having spoken to one such driver, noted he said they are uncomfortable trying to navigate these streets.

- b. The issue of keeping buses off the Borough roads south of Wadawanuck Square for safety and logistical reasons has been discussed with Warden Burgess, Chief Stewart, and Captain Desmond. The present idea is to have buses utilize a bus stop at the Square for pick-up and drop-off of passengers, circle under the viaduct, and back over the viaduct.
- c. The police Chief recommended not allowing the buses to park by the Town Dock, as leaving that location and turning back onto Water Street is virtually impossible.
- d. We must consider exemptions in the Ordinance based on size, purpose, and/or permission.
- e. The email correspondence from David Purvis, President of the Stonington Historical Society was discussed. Mr. Purvis expresses a concern that the Historical Society will lose visitors attending Lighthouse tours if visitors have to walk from Cannon Square. Currently, for approximately 12 tours a year, mostly during the Spring and Fall, busses drop visitors off at the Lighthouse and park at the Palmer House during the tours. The Historical Society is willing to work with the Board to find a way to minimize the impact of busses on Borough streets.
 - i. Warden Burgess noted that the Board is in the process of considering the Ordinance, and input from the public is welcome.
- f. Wendy Bury of the Stonington Borough Merchants Association indicated the merchants would like to see the Town Dock used as a staging area for busses. Ms. Bury suggested developing a wayfinding signage program may help direct visitors.
 - i. Burgess Park noted that he was against adding more signs in the Borough.
 - ii. Burgess Nicholas noted that some residents like the understated nature of Borough signage.
- g. Ms. Bury noted that the SHYC Sailing Foundation has had school busses drop kids off a Wadawanuck Square rather than drive through the Borough. Unfortunately the 20 minutes of walking time takes valuable time away from the classes at the Foundation.
 - i. Burgess Nicholas suggested the Foundation, and others utilizing First School's bus service, talk to them about using half-sized school busses which have no difficulty transiting the Borough streets.
- h. Warden Burgess suggested the Historical Society, the Merchant's Association, and other interested parties contact Burgess Burchenal.

Old Business:

- 1. Committee Reports:
 - a. None

New Business:

- 1. Representative Advisory Board to Southeastern Connecticut Water Authority (SCWA):
 - a. Biennial appointments, for two year terms, are due for consideration this year. A letter from Jeffrey Callahan, a fact sheet regarding legislative reference Connecticut Special Act 381 (1967), and an Appointment Form were reviewed.
 - b. On a motion by Burgess Nicholas, seconded by Burgess Park, reappointment of Jeffrey Callahan and Todd Williams, for two-year terms, to the Representative Advisory Board to Southeastern Connecticut Water Authority was unanimously approved.
- 2. Architectural Proposal for Borough Hall Renovation Design/Construction Administration:
 - a. A Proposal/Contract Letter prepared by Architect Peter Springsteel dated January 13, 2012 was reviewed.

- i. The Scope of Work corresponded to that documented as acceptable in the December 19, 2011 Board Meeting minutes.
 - ii. Fees for Construction Documents totaled \$11,180; fees for Construction Administration services totaled \$3,700; reimbursable expenses were noted to be at cost plus 10%.
 - iii. Burgess Adair noted that Mr. Springsteel has been working with the Board on this project for a period of time spanning five years, has done a good job, and has valuable knowledge of the project. With these considerations in mind, waiving the bid requirement of Ordinance SBO-11 is in the best interest of the project.
 - b. On a motion by Warden Burgess, seconded by Burgess Park, authorization for Warden Burgess to sign the proposal for Architectural Services submitted to the Borough Hall Renovation Committee dated January 13, 2012 by Architect Peter Springsteel, waiving Borough Ordinance SBO-11 Bids as provided for by Section 2 of SBO-11, was unanimously approved.
- 3. Accounting Procedures Manual:
 - a. A draft of the Accounting Procedures Manual for the Borough of Stonington prepared by Administrative Assistant Barbara Perry was reviewed. Development of this manual was a suggestion put forth by last year's audit process.
 - i. Burgess Nicholas questioned whether the audit process determined that salary paychecks could be made out in advance. Warden Burgess noted that the Auditors, as reflected in the text of the manual, had indicated it was acceptable to release salary paychecks in advance of the period worked, only in the case of vacation, subject to advance approval of the Warden.
 - ii. Burgess Nicholas questioned whether Borough tax revenues forwarded from the Town of Stonington are sent as a lump sum. Warden Burgess noted that the Borough tax revenues are sent by the Town in increments, as they are received by the Town.
 - iii. Burgess Adair noted that he was impressed by the thoroughness of the Manual.
 - b. On a motion by Burgess Nicholas, seconded by Burgess Adair, acceptance of the Accounting Procedures Manual for the Borough of Stonington was unanimously approved.
- 4. Budget Discussion and Process.
 - a. Warden Burgess expressed to the Board that he would like to see a budget for FY 2012-2013 where taxes are not increased.
 - b. Warden Burgess distributed budget worksheets to the Burgesses for preparation of draft budgets for commissions and departments under individual Burgess purview.
 - c. Warden Burgess indicated that Administrative Assistant Perry is available to assist Burgesses with budget preparation, and requested that the worksheets be completed in time to be included in the packets for February's Board Meeting.
- 5. Set Board Meeting Schedule for 2012.
 - a. On a motion by Warden Burgess, seconded by Burgess Park, the 2012 Board of Warden and Burgesses meeting schedule was established by unanimous approval as follows.
 - i. Regular Board Meetings will take place on third Monday of each month at 7:30 PM.

- ii. If the third Monday is a holiday, the meeting will take place on Tuesday immediately following the Monday holiday at 7:30 PM.
- iii. The March 2012 meeting will take place on the second Monday, 3/12/12 at 7:30 PM.

6. Set Budget Public Hearing Date and Time:

- a. Monday, April 2, 2012 at 7:30 PM.

7. Set Annual Meeting Date and Time:

- a. Saturday, April 21, 2012 at 9:00 AM.

Other Business:

- 1. None

Adjournment: On a motion by Burgess Park, seconded by Burgess Nicholas, adjournment of the meeting at 8:45 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer