

**Board of Warden and Burgesses
Minutes of Regular Monthly Meeting ~ March 12, 2012**

The regular monthly meeting of the Borough of Warden and 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. None.

Approval of Minutes:

1. On a motion by Burgess Scala, seconded by Burgess Park, acceptance of the minutes from the Board Meeting held on February 21, 2012 was unanimously approved.

Administrative Assistant's Report (Perry):

1. Received tax collections for February: \$583.30.
2. Received FEMA payment from State: \$12,439.82 (first 2 PWs).
3. Sent invoice for dumpster permit renewal fees: \$100.00.
4. Washington Trust checking account closed and funds deposited in Dime Account.
5. Started working on new website with Kathryn.

Clerk-Treasurer's Report (Krafjack):

1. Closed out last Washington Trust Account, which had been left open awaiting posting of issued checks.
2. Attended Borough Hall Renovation Committee meeting on 2/29/2012.
3. Met with Trustees of Waldron Fund on 3/5/2012.

Review of Bills:

1. The 2/15/2012 through 3/9/2012 report was reviewed and is on file in the Borough Office.
2. Larger expenses were reviewed.
 - a. \$4,166: Final payment to accountant for audit services.
 - b. \$2,667: Healthcare, dental, and life insurance premiums.

Review of Profit/Loss Statement:

1. The July 2011 through June 2012 Profit and Loss Budget vs. Actual report was reviewed and is on file in the Borough Office.
 - a. Income is slightly above target, and expenditures are slightly below projections.

Correspondence:

1. Informational:
 - a. Mary Beth Baker: Email regarding motor coach tours in Stonington Borough. Discussion related to the Bus Ordinance is recorded under New Business in these minutes.

- b. O'Connor Davies: Letter from auditors regarding reporting entity issues and the Fire Departments.
2. Requests:
 - a. Stonington Free Library: Request for placement of underground propane tank. Discussion is recorded under New Business in these minutes.
 - b. Stephen Bessette: Request for Battle of Stonington 5K. Discussion is recorded under New Business in these minutes.
 - c. Stonington Community Center: Request for Village Fair. Discussion is recorded under New Business in these minutes.
 3. Other:
 - a. Stonington Community Center: Letter regarding Ledge Light Health District.
 - b. Trumbull Atwood: Forwarded letter from attorneys regarding closing docks at Stonington Commons.
 4. Invitations/ Meetings:
 - a. SCWA: Special meeting of 2/27/2012.
 - b. CCM: Legislative Committee meeting of 3/8/2012.

Warden's Report:

1. Street Department
 - a. General duties.
 - b. Cleaning and organizing Street Department's space/equipment.
 - c. Completed repairs to street sanding equipment.
2. Monthly Report
 - a. Reviewed and provided input on design of Hyde and Maplewood Streets re-pavement project. Scheduled completion is this Fiscal Year (FY).
 - b. Prepared FY 2012/2013 Capital Improvements Plan.
 - c. Prepared draft of Fire District contract for legal review.
 - d. Discussed Amtrak Footbridge issue with legal counsel.
3. Proposed Capital Improvements Plan.

2012/2013	Grand Street (between Main and Northwest), Church Street (between Main and Gold), and Temple Street	\$150,000
2013/2014	Broad (east side) and Wall Street	\$150,000
2014/2015	Gold, Cross, and Orchard Streets	\$150,000
2015/2016	Front and Diving Streets	\$150,000
2016/2017	Pearl, Denison, and Cliff (north end) Streets	\$150,000

Fire and Emergency Management: (Burgess Nicholas):

1. During the month of February 2012 there were 6 incidences relating to the Borough Fire Department. Of note was a structure fire on Elm Street on Super Bowl Sunday. The fire was on the back deck and was possibly caused by a cigarette. On February 18th there was a brush fire on Shawondassee Drive. Ashes were dumped in the woods causing the shed to catch fire. There was a minor injury to a resident requiring treatment. The other incidences were 3 false alarms and one CO activation.
2. There were no activities relating to Emergency Management.

3. Fire Marshal's Report for the period 2/22/2012 through 3/12/2012:
 - a. 02/28/2012: Gas Inspection 257 Flanders Road.
 - b. 03/01/2012: Met with insurance investigator regarding a fire.
 - c. 03/02/2012: Met with representative of the Chamber of Commerce regarding an event at Saltwater Farm Vineyard.
 - d. 03/07/2012: Reviewed plan changes at 70 Water Street.
 - e. 03/09/2012: Sea Hawk LLC liquor license inspection.

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

1. Trees:
 - a. Everything looks in order for this time of the year.
 - b. Burgess Park posted a tree for removal, at the request of Burgess Scala, in conjunction with Mrs. Mitchell's pending sidewalk repair.
 - i. Burgess Park stated that he would prefer that the tree not be removed, and that he believes sidewalk repairs can proceed without removal of the tree; however, Burgess Park is willing to comply with Burgess Scala's request.
 - ii. Followup discussion is recorded under Burgess Scala's Sidewalk Report in these minutes.

Sanitation, Utilities and Street Lights (Burgess McCreary):

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

Public Buildings (Burgess Adair):

1. Borough Hall
 - a. No report as Burgess Adair was absent.
 - b. Warden Burgess noted that the architect is moving forward with the plans for construction, and the project is targeted for completion by the end of 2012.

Sidewalks (Burgess Scala):

1. Burgess Scala has met with Mrs. Mitchell who is planning to work on her sidewalk in April. The Borough has agreed to take down a tree to facilitate sidewalk repairs.
 - a. Burgess Scala has contacted "SavATree" to review the condition of the tree's roots to determine whether the sidewalk repair could be made without removing the tree.
2. Burgess Scala noted that he would be assessing overall sidewalk conditions in April.

Police, Public Affairs and Communications (Burgess Burchenal):

1. Police Report:
 - a. During the month of February 2012 there were thirty-five (35) incidences in the police report for the Borough. Incidences were predominantly False Alarm/No Action Required/Services Rendered/Investigated. The Police Report also includes responses to Fires and Fire Alarms as detailed in the Fire Report by Burgess Nicholas. There were no arrests.
2. Bus Ordinance:

- a. The proposed ordinance prohibits large buses south of Wadawanuck Square.
Things to consider:
 - i. *Exemptions:* e.g., special events. What is the permitting process and who oversees this, the Warden and Burgesses or Planning and Zoning (P&Z)?
 - ii. *Signage:* Should buses be directed out of the Borough after drop off/pick up (as recommended by the Chief of Police) or to the dock parking lot (not recommended because of difficulty in navigating the corners to and from the docks).
 - iii. *Enforcement:* How will the Ordinance be enforced, and will there be a penalty for violation?
 - iv. *Vehicle restriction:* If size of buses is restricted, will trucks of that same size be restricted? Will other large vehicles be restricted, such as delivery vehicles, limousines, and moving vans?
 1. Burgess Park noted that “hinged” vehicles, such as trucks with cabs and separate trailers, may have less difficulty maneuvering.
 - b. Burgess Burchenal stressed that the Board has to have the text of the proposed Ordinance carefully reviewed by an attorney.
3. Amtrak:
 - a. Our contact, Peter Cohen, has retired and our new contact is Ray Lang, Senior Director, Amtrak Government Affairs in Chicago. At this point there has been no reply from Amtrak about our correspondence.
 4. Website:
 - a. Barbara Perry and Burgess Burchenal have found a website management program superior to the one that the current internet provider issues, with which we have not been happy. We have a 30 day free trial and aim to have the website organized in the new system within the month. If it works well, it costs \$9.99/month to continue with this service. The Borough would also be able to transfer the domain, and the overall package would save money.
 5. Clock:
 - a. Burgess Burchenal and Burgess Park have adjusted the clock for Daylight Savings Time.
 6. Banners:
 - a. Burgess Burchenal has contacted Julia Roberts, the new Chair of P&Z, to meet with her to discuss the Banner regulation.
 - b. Burgess McCreary expressed his frustration that P&Z has not been responsive to the Board’s requests for cooperation on this issue.
 - c. Burgess McCreary suggested that the Board has the authority to take purview of Banners away from P&Z.
 - d. Burgess Scala agreed and suggested we do just that. He suggested that we develop an Ordinance addressing Banners.
 - e. Warden Burgess suggested that Burgess McCreary work with Burgess Burchenal to draft an Ordinance.
 - f. Warden Burgess suggested that a Banner Ordinance be included as an Agenda item for the next Board meeting so that the Board can review and consider it.

Old Business:

1. Consider Borough Charter Update.
 - a. Burgess McCreary noted that in accordance with the Charter, an outside party has to be appointed to oversee this process.
 - b. Warden Burgess requested that Board members consider who in the community might be suggested as appropriate committee members.
2. Consider Rights of Way Management.
 - a. Betty Croteau explained that there is a book documenting Borough Rights of Way (ROW) issues.
 - b. Warden Burgess suggested that Burgess Park consider how to move forward with ROW management and report to the Board at the next meeting, including the possibility of the Stonington Village Improvement Association's (SVIA) involvement. Betty Croteau said she would pass along her ROW Committee notes to Burgess Park.

New Business:

1. Consider Request from Stonington Library for Proposed Tank Installation.
 - a. Marc Ginsberg and Margaret Victoria, representing the Stonington Free Library, explained that by virtue of the deed date August 8, 1898, gifting Wadawanuck Square to the Borough subject to the right to construct and maintain a reading library, Board approval is required prior to installation of an underground propane storage tank.
 - b. Mr. Ginsberg explained that the existing chimney, internal to the Library, is severely deteriorated and is no longer safe for use. The existing oil fired boiler is not adequate to serve the needs of the Library and is in excess of 40 years old.
 - c. Construction of a new external chimney is not feasible for economic and aesthetic reasons.
 - d. The existing boiler has to be replaced, and the Library has determined a propane fired boiler is the best alternative. The new boiler would be the direct vent type and would not require a chimney.
 - e. Through discussions with the Town of Stonington Building Official, the Library has determined the tank must be at least 10 feet from the building, and suggested locating the tank on the Main Street side of the Library. Mr. Ginsberg explained that even though the tank is underground, a modest sized dome would be present above grade.
 - f. Burgess Park concurred that the Main Street side of the Library would be an ideal location, and perhaps the dome could be screened with planting.
 - g. Burgess Nicholas inquired if there were any environmental issues associated with burying an underground propane tank. Mr. Ginsberg noted that the underground propane tanks are considered more environmentally friendly than underground oil tanks.
 - h. Burgess Park asked about the proposed schedule for installation. Mr. Ginsberg explained that work is expected to be complete before the Fall of 2012.
 - i. On a motion by Burgess Scala, seconded by Burgess McCreary, approval of the Stonington Free Library's request for the installation of an underground propane storage tank necessary for the operation of a new gas fired heating system, subject to coordination of the location and final design details with Burgess Park, was unanimously approved.
2. Presentation on Employee Health Insurance Options.

- a. Ed Green of the Bailey Agency and Robert Marquis of the Charter Oak Credit Union presented a Health Savings Account Plan (HSA) as an option to the current health insurance plan carried by the Borough for its employees.
 - b. An HSA is a two part program consisting of an insurance policy with a high deductible and an interest bearing health savings account that can be funded by the employee and the employer with pre-tax dollars. The account offered by Charter Oak is currently earning 3% and has no fees.
 - c. Costs associated with covered medical care and prescriptions are paid for by the employee from their health savings account until the specified deductible is reached. Once the deductible has been reached, in-network medical care and prescriptions are 100% covered by the policy. Out of network care is covered at 70% once the deductible has been reached. The 30% balance can be paid by the employee using pre-tax dollars from their health savings account.
 - d. Mr. Green explained that the plan would be provided by United Healthcare/Oxford, the same provider for the current Borough coverage. This means that the network of doctors would be the same.
 - e. There was Board consensus for pursuing HSA Plan #2, as outlined by the handout provided by Mr. Green. This plan will save the Borough money on premiums and will maintain the benefits currently provided to Borough employees. The Borough would fund 100% of the employee's deductible for the first year with future deductible levels and Borough funding discussed as the time of plan renewal. Copies of the handout are available in the Borough Office.
3. Hyde & Orchard Road Project.
 - a. This project is scheduled to be complete this fiscal year. Bidding will be per Borough Ordinance.
4. Memorial Bench.
 - a. Burgess Nicholas reports that Linda Robson has been considering locations in LaGrua Park or Waylands Wharf and wishes to propose a bench style appropriate for the Borough.
 - b. Burgess Park noted that the proposed locations seemed fine, and suggested the style of the bench replicate other benches installed in the Borough.
 - c. Burgess Nicholas will convey this information to Ms. Robson.
 - d. Burgess Nicholas noted that private funds are being raised to purchase the bench and for its installation.
5. Bus Ordinance.
 - a. Discussion recorded under Police, Public Affairs, & Communications in these minutes.
 - b. Burgess Burchenal indicated that she would distribute a draft of the proposed Ordinance to the Board for review and comment.
6. Stonington Community Center Request.
 - a. On a motion by Burgess Nicholas, seconded by Burgess Scala, approval of the Stonington Community Center's application for use of Borough property, including streets, for the 63rd Annual Stonington Village Fair to be held on August 11, 2012, from 10:00 AM to 3:00 PM, was unanimously approved.
7. Battle of Stonington 5K Request.
 - a. On a motion by Burgess Scala, seconded by Burgess Burchenal, approval of the Battle of Stonington 5K Race's application for use of Borough property Including

Streets for the 13th Annual 5k race to be held on August 21, 2012, from 6:00 PM to 7:00 PM, conditional on Borough receipt of an Insurance Certificate, was unanimously approved.

8. Budget Deliberations.
 - a. Draft department budgets for FY 2012-2013 were reviewed, discussed, and adjusted as appropriate.
 - b. Salaries, including proposed bonuses for Borough employees and for members of the Borough Fire Department, were reviewed and appropriate amounts determined appropriate by the Board were included in the draft budget.
 - c. The Board agreed to allocate surpluses as follows:
 - i. \$10,000 to the Sidewalk Fund;
 - ii. \$20,000 to the Fire Truck Fund;
 - iii. The balance will be allocated to the Street Fund.
 - d. Warden Burgess noted that the focus for street repairs next FY will be on streets in the Borough's Business District.
 - e. On a motion by Burgess Scala, seconded by Burgess Burchenal, a recommendation to submit the proposed FY 2012-2013 Borough of Stonington budget for public comment to be held during a Public Hearing on April 2, 2012, was unanimously approved.
 - f. The Annual Borough Meeting will be held Saturday, April 21, 2012, at 9:00 AM as established at the January 2012 Board Meeting.

9. April Warden and Burgess Meeting Schedule.
 - a. April 2, 2012: FY 2012-2013 Budget Public Hearing at 7:30 PM.
 - b. April 21, 2012: Annual Meeting at 9:00 AM at the Fire House.
 - c. The April Board meeting will be held after the Annual Meeting.

Other Business:

1. Stonington Commons Public Access.
 - a. Betty Croteau expressed concern that the restoration of the Public Access at The Stonington Commons is not taking place quickly enough.
 - b. Burgess Nicholas noted that she has contacted Ann Wynne, president of the Stonington Commons Community (SCC), to schedule a meeting with the SCC's engineer. Burgess Nicholas noted that she has not heard from Ms. Wynne.
 - c. Burgess Nicholas will contact Ms. Wynne again to secure a date for a meeting with the SCC engineer.
 - d. Burgess McCreary noted that Borough residents are suffering due to the SCC's inability to complete the repairs in a timely fashion.
 - e. Burgess Nicholas asked if the Borough has any recourse.
 - f. Warden Burgess indicated that he would contact the Borough's Planning and Zoning attorney to discuss possible remedies.

Adjournment: On a motion by Burgess Scala, seconded by Warden Burgess, adjournment of the meeting at 9:48 PM was unanimously approved.

Respectfully submitted,

Brian S. Krafjack
Clerk- Treasurer