

**Board of Warden and Burgesses**  
**Minutes of Regular Monthly Meeting ~ November 18, 2013**

**CALL TO ORDER:**

- A. The regular Monthly Meeting of the Borough of Stonington Warden and Burgesses was called to order in Borough Hall at 7:35 PM by Warden Jeffrey Callahan. Present were Burgesses Michael Adair, Michael Blair, Sibby Lynch, Amy Nicholas, Howard Park, Robert Scala, and Clerk-Treasurer Brian Krafjack.

**APPROVAL OF MINUTES:**

- A. On a motion by Burgess Scala, seconded by Burgess Park, acceptance of the minutes from the Board Meeting held on October 21, 2013 was unanimously approved with the following revision.

Page 9 of 10, OTHER BUSINESS paragraph A.b.ix is revised as follows:

*ix. Burgess Nicholas, while acknowledging that the proposed addition may have many other uses besides wedding receptions, responded in the affirmative.*

**ADMINISTRATIVE ASSISTANT'S REPORT (PERRY):**

- A. Received tax collections for October: \$3,329.
- B. Received payment from Wamphassuc Point Association per revised agreement: \$720.
- C. Received Refund Check from Fire House Loan: \$11.
- D. Field work audit has begun; auditors expect to report at December Board Meeting.

**CLERK-TREASURER'S REPORT (KRAFJACK):**

- A. No activity to report.

**REVIEW OF BILLS:**

- A. The 10/21/2013 through 11/15/2013 report was reviewed and is on file in the Borough Office.
  - 1. Bills for the period totaled \$72,248.

**REVIEW OF PROFIT/LOSS STATEMENT:**

- A. The July through October 2013 Profit and Loss Budget vs. Actual Report was reviewed and is on file in the Borough Office.
  - 1. Net income as of 11/15/2013 is \$480,684.

**CORRESPONDENCE:**

- A. Informational:
  - 1. None.
- B. Requests:
  - 1. Stonington Village Improvement Association (SVIA): Special Event Application Package for December 6, 2013 Christmas Stroll.
  - 2. United Church: event sign request for Wadawanuck Square.
- C. Invitations/ Meetings:
  - 1. Southeastern Connecticut Water Authority (SCWA): schedule of 2014 Meetings.

D. Other:

1. Francis Pandolfi: emails regarding Southeast Electric estimate for wiring Christmas Tree in Wadawanuck Square.

**PUBLIC COMMENT:**

A. New England Science and Sailing (NESS) update.

1. Spike Lobdell, representing NESS, explained that he was before the Board to present an update on NESS activities and to discuss NESS's future plans.
2. NESS Mission, Vision, and Values:
  - a. NESS has become a regional education provider.
  - b. Mr. Lobdell outlined NESS's 4 core values:
    - i. Experimental Hands-on Learning.
    - ii. Personal Growth- empowering students to do things they haven't done before.
    - iii. Inclusiveness- getting people out on the water regardless of financial means.
    - iv. Stewardship for community and environment.
3. NESS Key Achievements:
  - a. NESS is the only US Sailing Certified Community Sailing Center in Connecticut.
  - b. In 2011 NESS was featured in a News Channel 4 special report.
  - c. In 2012 NESS obtained a State of Connecticut Camp License.
  - d. NESS is a member of the National Marine Educators Association
  - e. NESS is a partner with US Sailing in implementing Science, Technology, Engineering, and Math (STEM) education.
4. NESS Today:
  - a. NESS operates year-round.
  - b. NESS provides over 360 classes in sailing, marine science, and adventure sports.
  - c. NESS is a leader in STEM based education.
  - d. NESS operates under 3 business models to deliver their programs:
    - i. Summer- peak camp attendance of 79 (17 percent of participants receive financial aid).
    - ii. Academic year- primarily supporting class programs (over 50 percent of participants receive financial aid).
    - iii. In-school Partnerships- NESS is a lead provider of curriculum to the new STEM Magnet School in New London.
  - e. NESS worked to minimize traffic congestion in the Borough in the summer high season by implementing street monitors, having a quick pull-in area, and allowing early drop-off/late pick-up of program participants.
  - f. Availability of bus access to NESS is critical to programs and has caused little disruption in the Borough.
5. NESS Future Plans:
  - a. Establishing satellite locations.
    - i. 25 percent of the programs are currently held off-site so as not to overburden the Borough.
    - ii. Summer enrollment is near capacity based on targeted instructor/student ratios.
    - iii. NESS is evaluating space in New London.
  - b. Finish Master Plan.
    - i. Building plans reviewed by Planning and Zoning.

- ii. Dock plans under consideration with CTDEEP, Harbor Management Commission, and neighbors.
- B. The Board asked Mr. Lobdell the following questions:
  - 1. Burgess Adair asked if NESS's programs consist of classroom time or on-the-water instruction.
    - a. Mr. Lobdell said both; less on-the-water instruction in colder weather.
  - 2. Burgess Blair asked how many employees work at NESS:
    - a. Mr. Lobdell said 10 full-time, 25 peak in the summer.
  - 3. Burgess Blair asked what the Board could do to assist NESS:
    - a. Mr. Lobdell said that it would be helpful if members of the Board gave him a phone call if the Board hears of any concerns from Borough residents.
  - 4. Burgess Nicholas asked about the camp license and asked whether NESS was seeking school accreditation.
    - a. Mr. Lobdell said that NESS does not want to be a school; it is better for NESS to find strategic partners such as Mystic Seaport and nature centers rather than to compete with schools.
    - b. Mr. Lobdell explained that the camp license allows NESS to have day-long programs, but not overnight programs.
  - 5. Burgess Nicholas asked about the capacity of NESS's building.
    - a. Mr. Lobdell said that the building's occupancy is 300 based on fire code.
    - b. Mr. Lobdell explained that this is not the teaching capacity, which is 79 based on an 8 to 1 ratio of children to instructors.
  - 6. Burgess Nicholas asked if public access to new docks, if approved, would be restricted.
    - a. Mr. Lobdell said that access would be for educational purposes only; NESS is not in the business of renting boats.
    - b. Mr. Lobdell explained that for safety, it is best that the public is not allowed to wander around the NESS grounds.
  - 7. Burgess Nicholas asked if there has ever been a problem when on-the-water activities land on a public beach.
    - a. Mr. Lobdell said that he is not aware of any issues; 25 children are the most that will land on a beach.
  - 8. Burgess Lynch asked how many additional cars per day in the Borough are due to NESS activities.
    - a. Mr. Lobdell said that the first two days of a program generate a lot of pick-up/drop-off activity, then most people seem to walk; there is less traffic in the middle of a program.

**WARDEN'S REPORT:**

- A. Community Rating System (CRS) Audit:
  - 1. Submitted follow-up documentation on November 7, 2013 as requested by auditor.
- B. Fire Protection Agreements:
  - 1. Drafted letters to Lord's Point Fire District and Stonington Fire District to explain proposed changes in the Fire Protection Agreements and to refund amounts overpaid by each district.

C. Borough Hall Electrical Wiring:

1. The new wiring installed in Borough Hall during the accessibility upgrade project was wired to the meter incorrectly, such that the meter was not recording electricity usage.
  - a. This was discovered by CL&P who was curious why Borough Hall had apparently ceased to use electricity.
  - b. Architect Peter Springsteel was made aware of this warranty issue and has contacted the contractor for remedial action.

**SANITATION, UTILITIES, AND STREET LIGHTS (WARDEN CALLAHAN):**

A. No activity to report.

B. Borough Clock:

1. The clock has been reset to Standard Time.

**STREETS (BURGESS PARK):**

A. Streets and Roads:

1. An asphalt curb was placed in front of Gail Woodrow's sidewalk to prevent rain water from washing down the steps and into the house.
  - a. Burgess Park had Ms. Woodrow sign a release of responsibility to the Borough.
2. Cold patch asphalt was done on Water Street to repair street where curbing was disturbed.
3. Parking lines were painted on Temple Street.
4. The point was re-graded.
5. Street Signage:
  - a. A "small car only" sign was painted on School Street.
  - b. A handicap parking space was painted on Omega Street.
  - c. A "Public Access" sign was put up on Church Street.
  - d. Removed "One-hour Parking" sign and post from Water Street.
  - e. Burgess Park has had emails about stop signs, speed bumps, and painted cross walks.
    - i. His replies have been thorough and polite, but in the end he indicates that nothing can really be done without the person making the request in person at a Warden and Burgess Board meeting.
6. Brush Pickup:
  - a. Brush leaf pickup still ongoing.
  - b. Black garbage bags are still being used by some residents and are a real problem as they must be emptied out by the crew when taken to the dump.
7. Garbage Pickup:
  - a. Keeping up with the garbage is a continual problem; scattered by wind and overflowing receptacles.
  - b. "Moon dance" pamphlets were scattered about at Main and Church Streets, and a large bunch was collected by someone at Main and High streets. All was picked up by the crew.
8. Equipment:
  - a. Sand spreader was serviced and new tires were put on the truck.

9. Miscellaneous:
  - a. The crew would be happy to have direct deposit paid at the end of every week.

**FIRE AND EMERGENCY MANAGEMENT (BURGESS BLAIR):**

- A. Fire Department Reorganization:
  1. Burgess Blair explained that the reorganization effort will be delayed by a month while the Chief recovers from his injury.
- B. Fire Department Alarms Report:
  1. There were 7 alarms in September 2013:
    - a. 9/02/13 electrical fire 6 at Elihue Street.
    - b. 9/04/13 mutual aid to Quiambaug; structure fire.
    - c. 9/16/13 wash-down blood at 90 Water Street.
    - d. 9/18/13 construction debris fire at Route 1 at North Main Street.
    - e. 9/18/13 fire alarm activation at 21 Palmer Street.
    - f. 9/27/13 fire alarm activation at 145 Water Street.
    - g. 9/30/13 fire alarm activation at Portuguese Holy Ghost Society.
  2. There were 5 alarms in October 2013:
    - a. 10/03/13 gas leak at Stonington COMO.
    - b. 10/10/13 fire alarm activation at 40 Palmer Street.
    - c. 10/12/13 lift assist; Stonington Ambulance.
    - d. 10/15/13 box 29; Stonington Commons.
    - e. 10/27/13 fire alarm activation at 15 Omega Street.

**PARKS, TREES, AND RIGHTS OF WAY (BURGESS LYNCH):**

- A. Parks:
  1. Signs in the Park:
    - a. Permission granted to United Church to put up Soup-a-Thon sign for the week prior to the November 16, 2013 event.
    - b. Permission was granted to the Stonington Players to place a sign in Wadawanuck Square for their show at the Como, running from November 15th through the 23rd.
  2. A granite post on Borough property next to the Dodson parking lot was knocked over last winter by a snowplow clearing snow at the foot of the viaduct.
    - a. The highway crew has been asked to set it straight when they get a chance.
  3. Allegra Griffiths wrote on behalf of the Garden Club, asking if there will be enough space for a 40 x 60 tent on Wadawanuck Square for the House Tour next summer; it would be the exact footprint that the Como used in August.
    - a. Burgess Lynch told Ms. Griffiths that there will be plenty of space.
  4. The Garden Club has been informally asked about taking care of the concrete planter at the east side of the firehouse on Main Street.
- B. Trees:
  1. Trimming Trees:
    - a. Warden Callahan contacted Susan Stotts of United Electric, to see if they were any plans for trimming trees in the Borough.
    - b. Ms. Stotts said she will contact the Board before any work is done in the Borough and will try to look into what is happening for next year.

2. Borough Christmas Tree:
  - a. A living Frasier Fir has been found at Sylvan Nursery, which will be planted in time for the stroll at a new site closer to the library on the west side of the driveway.
  - b. Burgess Lynch received a message from the SVIA that it is happy to pay for the tree and the electrical work required to bring the electricity above ground at the location of the old tree, which is in the \$200 to \$300 range.
    - i. Southeast Electric provided a quote of \$1,850 to bring power to the new tree location from the existing tree location; the majority of the \$1,850 cost is in the trenching.
    - ii. The tree will be planted at the new site and, for this year, electricity will be carried by extension cord from the old tree's location, as was done for all the years a cut tree was used.
  
- C. Trimming of 3 Poplar trees at the Cutler Street side of the base of the footbridge:
  1. Burgess Blair asked Burgess Lynch if she gave permission for these trees to be trimmed noting that the trimming of over 50 percent of the branches will kill the trees.
    - a. Burgess Lynch said she was not aware that these trees have been trimmed; she will ask Nick Reardon if he knows anything about it.
    - b. Burgess Blair said he was very upset and would like to find out who is responsible and pursue them for damages.
    - c. Warden Callahan asked that Burgess Lynch report her findings to him.

**PUBLIC BUILDINGS (BURGESS ADAIR):**

- A. Borough Hall Windows and Fascia Painting:
  1. Dave Barbone has started work repairing and painting the front windows, which also needed carpentry repair work.
    - a. After the window effort, he will do the painting of the fascia/gutter work on the roof line and clear out the gutter areas.
    - b. The windows on the back and sides of the building are in better shape, although some repair to cords for the sash weights need fixing.
    - c. Burgess Adair and Mr. Barbone noticed also that there is a low sort of widows walk on the top of the building that also needs painting and is accessible through the trap door to the roof.
    - d. Some of this work was not included in Mr. Barbone's earlier estimate; Burgess Adair will pursue this and report back to the Board.
  
- B. Borough Hall Generator:
  1. The Board has received a \$14,700 estimate for purchase and installation of a generator for emergency operation of the lights, electrical outlets; and garage doors at Borough Hall; the amount is not in the current budget.
    - a. The estimate is based on a stand-by generator which will power the light load items but not the elevator or other large consuming loads
  
  2. Burgess Blair asked what type of fuel would power the generator.
    - a. Warden Callahan said the estimate was for a 20 kW Kohler generator powered by propane.
    - b. Warden Callahan explained that about 1/3 of the cost was for the generator, the balance was for labor and materials to wire the generator with an automatic transfer switch with all the loads served by the generator wired to one electrical panel.

3. Burgess Blair asked where the generator would be located, and asked if noise was a concern.
  - a. Warden Callahan said the generator would be located behind Borough Hall, and noted that the generator is reported to be “relatively quiet.”
  - b. Burgess Park said that, with respect to noise, it would be no different than other Borough residents running generators when the power is out.
4. Warden Callahan said that a decision was not going to be made at this meeting; the Board should get additional estimates and see how the budget looks for a possible decision in early summer of 2014.
  - a. Burgess Park suggested that we act on a generator right away.
  - b. Warden Callahan said he would like to get additional estimates and discuss further in December or January.

**SIDEWALKS (BURGESS SCALA):**

- A. Repairs:
  1. Sidewalk work has been completed at the following locations:
    - a. 176 Water Street.
    - b. 23 Elm Street.
    - c. 43 Main Street.
- B. Scaffolding on Water Street sidewalk at Stonington Commons:
  1. Burgess Scala said he met with the contractor at Stonington Commons about the scaffolding blocking the sidewalk.
    - a. The scaffolding elevators could either be placed in the street, leaving the sidewalk open, or placed at the ends of the scaffolding, keeping the street clear but blocking the sidewalk.
  2. Burgess Blair asked about the protocol for notifying the Fire Department, noting that he will check with the Chief to see if the contractor had notified the Fire Department.
    - a. Warden Callahan suggested Burgess Blair speak with Deputy Chief Bill Teixeira and ask that he take a look at the scaffolding to see if he has any concerns.

**POLICE, PUBLIC AFFAIRS, AND COMMUNICATIONS (BURGESS NICHOLAS):**

- A. Police Incident Report:
  1. During the month of October 2013 there were 47 incidents in the police report for the Borough including:
    - a. Medical assists: 6
    - b. Burglar alarm responses: 5
    - c. Motor vehicle accidents/ motor vehicle stops/ auto and parking complaints: 4
    - d. Assist citizens/ other agencies: 4
    - e. Animal complaints: 3
    - f. Phone larceny: 2
    - g. Suspicious activity calls: 2
    - h. Phone threat complaints: 1
    - i. Vandalism: 1
  2. A review of the accidents in the Borough over an eighteen-month period indicated that most incidents occur on Water Street with a total of 21 vs. 5 on Main Street.
- B. Website/ Communications:
  1. No activity to report.

C. Events:

1. No activity to report.

**OLD BUSINESS:**

A. Proposal to replace Borough Viaduct sign:

1. Burgess Park said he looked at the sign to see if a repair was feasible.
  - a. The sign is in bad shape, but can be repaired so that it will last quite a while.
  - b. Burgess Park believes it may cost approximately half as much to repair the sign as to replace the sign.
2. Warden Callahan asked the Board if they would like Burgess Park to prepare a proposal for repairing the sign.
  - a. The consensus of the Board was that Burgess Park would do a good job with a repair, and that he should prepare a proposal for review
3. Burgess Blair said he would like to see space beneath the sign to hang smaller signs announcing Borough Events.
  - a. Burgess Nicholas said she was not crazy about the idea of hanging additional signs below the Borough sign.
  - b. Burgess Blair said he thinks it is important to use this sign as an opportunity to promote Borough events, noting that the Board could prescribe the configuration of the additional signs.

B. Cannons in Cannon Square:

1. Burgess Park said that it is a big job to repair the wheels properly; they should be taken off.
  - a. Burgess Park suggested that this be done after the Battle of Stonington celebration in August, and that the cannons be painted so that they look nice for the event.
2. Burgess Blair suggested other stakeholders who were involved in the original repair, such as the SVIA, be consulted and involved in decisions about new repairs.
  - a. Warden Callahan suggested that Burgess Park prepare a proposal to spruce up the cannons for the August event, and involve other stakeholders before the major repairs take place.
3. Burgess Blair asked if we should be concerned about the stability of the cannons should children climb on them.
  - a. Burgess Park said that the wheels, in their current state, are still very strong.

**NEW BUSINESS:**

A. New England Science and Sailing (NESS) Update:

1. Discussion recorded under Public Comment in these minutes.

B. Zoning Board of Appeals (ZBA) Appointments:

1. Appointment of Don Maranell as an alternate with a term expiring December 2016:
  - a. On a motion by Burgess Scala, seconded by Burgess Nicholas, appointment of Donald Maranell as an Alternate Member of the ZBA with a term expiring December 31, 2016 was unanimously approved.



2. Reappointment of Robert Casey to second term expiring December 2015.
  - a. On a motion by Warden Callahan, seconded by Burgess Adair, reappointment of Robert Casey to the ZBA for a second term expiring December 31, 2015 was unanimously approved.

C. Wadawanuck Square Electrical Outlets for Christmas Tree:

1. Discussion recorded under Parks, Trees, and Rights of Way in these minutes.

D. Consider Stonington Village Improvement Association (SVIA) Event Application:

1. On a motion by Burgess Nicholas, seconded by Burgess Scala, the following application for use of Stonington Borough property, including streets was unanimously approved.

SVIA Annual Christmas Stroll:

Date/time: 12/6/2013, 5 PM – 9 PM.

Location: Water Street from High Street to Cannon Square.

**OTHER BUSINESS:**

A. Expiration of Borough Ordinance SBO-05:

1. Clerk-Treasurer Krafjack brought to the Board's Attention that in accordance with Section 5 of the Borough Charter, SBO-05 Ordinance Establishing Parking Restrictions will expire if the Board does not act to re-pass it by December 31 of this year.
  - a. Warden Callahan said that there are currently three ordinances addressing parking in the Borough, noting it would be best to consolidate them into one ordinance.
  - b. Warden Callahan recommended that the Board vote in December to keep SBO-05 active, and work on consolidation of the parking ordinances in 2014.

B. Parking South of Cannon Square:

1. Burgess Blair suggested that parking spaces be delineated to organize the parking spaces and to see if this alleviates the situation.

C. Flood Regulations:

1. Burgess Blair suggested it would be helpful for residents if there was a public presentation regarding flood regulations in the context of the cost of insurance policies.
  - a. Warden Callahan said that the Board should plan to arrange a public forum next spring at the La Grua Center with the Town Engineer.

**ADJOURNMENT:**

- A. On a motion by Burgess Scala, seconded by Burgess Park, adjournment of the meeting at 9:05 PM was unanimously approved.

Respectfully submitted,  
Brian Krafjack

Clerk- Treasurer