

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, September 20, 2016**  
*(To commence immediately following the Special Town Meeting scheduled for 7 pm)*  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

**Members Present:** First Selectman Carmen Vance; Deputy Selectman Steven Everett; William O'Brien; Robert Hellstrom; Robert Bogue.

**Library Board Members:** President Hank Stockmal; Denise Egan; Tricia Hul; Beth Cheney; Jennifer Bright; Shirley King and others.

**Also Present:** Town Administrator Mark Walter; Public Works Director George Murphy; Finance Director Bev Ciurylo; Library Director Su Epstein; Adult Librarian Caitlyn Orlomoski, Children's Librarian Megan Quigley; Architect Robert Powell; Fire Marshal Mike Lester; Paul and Carol Kubala; Ann Dunnack; Ingrid Wood; Judy Ortiz; Tom Currier; Laurie Rogers; Amy Raffa; Gary Littlefield; Andrea Stannard and others.

**CALL TO ORDER:** C. Vance called the meeting to order at 8:00 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS Regular Meeting Minutes of September 6, 2016:** R. Bogue MOVED to approve 9/6/16 BOS minutes. MOTION CARRIED 5:0.
3. **AUDIENCE OF CITIZENS:** Carol Kubala of Lake Road expressed her support for the library and stated that she feels the Library Director and Library Board know best what is needed in the newly renovated library.

Amy Raffa of Oakwood Lane also expressed her support for the library. She explained that she is concerned that the grant money will be affected if too much shelving is removed. She would like the BOS to allow an "Audience of Citizens" after the library discussion is done.

Tony Elsie of Oakwood Lane expressed disappointment in the recent articles in the Chronicle pertaining to the library. She feels as though the articles portrayed a very "negative view" of the new library. T. Elsie stated she trusts the library staff will do everything they can to make the new library the best it can be for the people of Columbia. If the town's people voted for a larger expansion, then maybe these problems wouldn't be occurring.

Laurie Rogers of Hennequin Road expressed her support for the library and her disappointed with the recent article in the paper. She stated that as an interior designer, she has concerns from a professional standpoint. She would like an opportunity to discuss this after the library discussion, requesting another "Audience of Citizens" after the discussion between the BOS and the Library Board. C. Vance and the BOS agreed to holding another Audience of Citizens if need be.

4. **OLD BUSINESS:**
- 4.1 **Discussion between BOS and Library Board on inside configuration of shelving:** C. Vance stated that BOS walked thru library after receiving a revised layout from S. Epstein and the Library Board. She explained that the BOS would like to see that the new library appear to be pleasant and welcoming, a place where people can go to sit and relax. She discussed the proposal to remove shelving in front of the picture window to open this area up and allow visitors to sit and look out the window.

Hank Stockmal feels that the relationship between the Town and Library is a partnership and they should be on the same page. The Library Board has unanimously supported Su throughout the project. He explained that they may not always agree on things, but they work through it.

S. Epstein stated that the Library Board tried to accommodate BOS by adding more chairs and tables for seating, but did not want to lose shelving feet. She explained that seating in front of the picture window would be nice, but in order to do so they would lose 154 of shelf feet. If they were to eliminate this, a total of 600 feet from the original plan will be removed. She stated that before the move, the books were packed too tightly on the shelves and were boxed up and stored around the old library, on the second floor, piled on top of other books, etc. S. Epstein feels that if the Library was to hold a smaller book collection then what they had prior to the expansion, residents would see this as an issue. She also explained that if the shelving is altered more than 10% then the state can rescind the grant money.

S. Everett asked how many books are in the collection. S. Epstein stated that as of July 1, 2016 there was 55,000 items (books, electronic resources, DVD's, etc) in the collection. If she were to give a rough estimate of how many actual books are in the collection, she would guess approximately 40,000-45,000 books.

S. Everett stated that he supports the library, but feels that visual appeal is important. When he walked in the library he didn't get a cozy feeling. He would like to see the big picture window opened up to allow for a seating area so patrons could look out the window.

S. Epstein stated the height of the shelves is the same as it was in the old library. She explained that the new HVAC required ceiling to be lowered, which makes the shelving appear higher. R. Powell stated that the ceiling was only lowered 2 inches.

S. Epstein explained that one of the original problems with the layout was how the shelving line up affected the site line from the circulation desk. She explained that site line is extremely important. Whoever is at the circulation desk must be able to see to ensure proper supervision for children, and adults as well.

S. Epstein spoke of her experience and knowledge on libraries and asked what brought on the issue with the shelving. C. Vance stated that previous discussions included that the new library would be a community place to relax and go read a book. She doesn't feel that the BOS is debating how much shelving there is, but more so the fact that they would like it to appear as an open, welcoming place for patrons. She explained that when entering the library now she feels it is like entering a research library, and the books aren't even on the shelves yet. Discussion followed. C. Vance asked how many volumes the new library should hold. S. Epstein stated that capacity is approximately 58,000 volumes. Discussion followed. Denise Egan stated that there are approximately 10,000 children books.

W. O'Brien stated that per his interpretation of the lease, the tenants can do what they want inside. W. O'Brien stated that he is sorry for the negative publicity but appreciates the concerns of the BOS. He would like this put to bed and allow the people with the expertise, the board members, proceed as they feel fit.

R. Bogue stated that he envisioned a soft, welcoming library and did not get this feeling when he entered it. B. Bogue feels it is up to the Library Director and Board to get the job done, and make it welcoming and warm. R. Hellstrom would like to see the area in front of the picture window opened up to a seating area. He asked the Library Board to please do whatever they can do to make this area presentable. S. Epstein stated this could cause an issue for the site line. C. Vance said that a camera could be an option to alleviate this issue. S. Epstein agreed.

D. Egan requested that area 2 remain as is so they are able to hang artwork.

H. Stockmal stated that they want to move forward so would like an answer from BOS. He explained that if once everything is set up, changes can be made if it still does not appeal to BOS approval. S. Epstein and the Library Board agreed to work on a revised plan and submit it to M. Walter by noon tomorrow to allow enough time for the Fire Marshal and Building Official to review it prior to book delivery.

**Audience of Citizens:** C. Kubala stated she is glad things have been resolved. She said that when she visits the library the wonderful staff make her feel welcome. L. Rogers stated that she has worked closely with S. Epstein for a few years and feels that S.

Epstein has expertise in interior design for libraries. L. Rogers stated that she doesn't understand why the BOS has waited until the "11<sup>th</sup> hour" to bring these issues up. L. Rogers asked why the BOS was not in on the planning from the start. She feels that now, at the "11<sup>th</sup> hour" issues are being brought up. She would like a retraction put in the chronicle because she feels that S. Epstein was unfairly "thrown under the bus." A. Raffa was disappointed in the articles, too and thanked the library board for all the hard work they put into this.

**5. NEW BUSINESS:**

**5.1 Approval of Union Contract:** M. Walter explained that union employees voted to ratified contract on 9/6/16. He stated that the contract will serve for one year and that a 2% GWI was given to union employees, as well as the option of enrolling in a Health Savings Account (HSA). C. Vance MOVED to approve the Collective Bargaining Agreement between the Town of Columbia and the Municipal Employees Union Independent (MEUI) as presented. MOTION CARRIED 5:0.

**5.2 Establishment of Town Meeting for funds transfer:** M. Walter explained that there have been several unanticipated costs associated with the library that were not budgeted in the original project cost. B. Ciurylo stated these costs include approximately \$35,000 for storage and moving books, \$9,000 in certified payroll costs, relocation of the condenser and unexpected change orders totaling approximately \$15,000, etc. that were not budgeted in the original project. C. Vance MOVED to schedule a Special Town Meeting for September 29, 2016 at 7 pm in the Adella G. Urban Administrative Offices Conference Room for the following purpose:

**CLAUSE 1:** To approve the 2015-2016 transfer from Contingency to the Capital Project line #20-6703-004 in the amount of \$60,000 to cover the additional unanticipated costs of the Library Expansion Project. MOTION CARRIED 5:0.

**6. COLUMBIA LAKE / DAM / BEACH:**

**6.1 Application of Carol and William O'Neill to construct a new seawall and replace two (2) existing docks at 104 Jonathan Trumbull Hgwy:** S. Everett MOVED to approve the application of C. and W. O'Neill to construct a new seawall and to replace two existing docks at 104 Jonathan Trumbull Hgwy contingent upon the recommendations set forth by LMAC. MOTION CARRIED 5:0.

**7. APPOINTMENTS / RESIGNATIONS:**

**7.1 Resignation of Laurie Rogers and Katelin Rogers from Youth Services Committee:** W. O'Brien thanked L. Rogers and K. Rogers for serving on the Committee, and stated there are now four vacancies. W. O'Brien MOVED to accept the resignations of L. Rogers and K. Rogers from the Youth Services Committee. MOTION CARRIED 5:0.

**8. TOWN ADMINISTRATOR REPORT:** M. Walter provided an update on the recent Beach meetings, stating that the town received very good input regarding wheelchair accessibility, water runoff, and the tree situation at the beach. He stated that the public input meeting for the Master Plan at Rec Park will be held on Thursday, 9/22/16 at 7 pm in Yeomans Hall. M. Walter stated that there has been a lot of discussion regarding the West Street and Route 66 intersection and that DOT will meeting with George Murphy on Thursday, 9/22/16 to perform an audit on challenging roads and highways in town.

**9. CORRESPONDENCE:**

**9.1 CT State Police Monthly Services for August 2016**

**9.2 Letter from Colchester First Selectman to C. Vance dated 9/12/16 re: mutual aid**

**10. BUDGET:**

**10.1 Transfers:** C. Vance MOVED to approve the following transfers:

TRANSFER # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
2016-066 / \$1,020	10-4112-022, Admin/unemployment	10-4112-130, Admin Legal Notices
2016-067 / \$2,400	10-4410-011, DPW Salaries, OT	10-4410-010, DPW Salaries
2016-067 / \$6	10-4410-240, DPW Fuel	10-4410-300, DPW Supplies
2016-067 / \$633 (total \$3,039)	10-4410-240, DPW Fuel	10-4410-610, DPW Bldgs/Grounds, Rep/Maint
2016-068 / \$646	10-4112-040, Admin Group Insurance	10-4620-120, Library Telephone

2016-068 / \$1,875	10-4112-040, Admin Group Insurance	10-4620-230, Library Electricity
<b>2016-068 / \$3,166 (total \$5,687)</b>	10-4112-040, Admin Group Insurance	10-4620-240, Library Fuel

MOTION CARRIED 5:0.

**10.2 Refunds:** S. Everett MOVED to approve the following refunds:

AMOUNT	FROM	TO
\$20.49	Town of Columbia	Antignani, Nicholas
\$109.93	Town of Columbia	Zabbo, Katherine Megan
\$148.19	Town of Columbia	Dobush, Ruth
\$91.84	Town of Columbia	Toyota Lease Trust
\$35.12	Town of Columbia	Hughes, Tonya
\$28.81	Town of Columbia	Hughes, Tonya

MOTION CARRIED 5:0.

- 11. PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills including emergency bills, regular bills, paychex and credit cards in the amount of \$169,019.23.  
MOTION CARRIED 5:0.
- 12. BOARD MEMBER COMMENTS:** None.
- 13. EXECUTIVE SESSION:**
- 13.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A);** None.
- 14. ADJOURNMENT:** C. Vance MOVED to ADJOURN at 9:28 PM and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, October 4, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona

**TOWN OF COLUMBIA**  
**SPECIAL TOWN MEETING MINUTES**  
September 20, 2016 - 7 pm  
Yeomans Hall  
323 Route 87, Columbia, CT

A Town Meeting of the electors and citizens qualified to vote in the Town Meeting of the Town of Columbia, Connecticut was held in Yeomans Hall on Tuesday, September 20, 2016 at 7 pm.

**Present:** First Selectman Carmen Vance; Deputy Selectman Steven Everett; Selectman William O'Brien; Selectman Robert Hellstrom; and Selectman Robert Bogue.

**Also Present:** Town Administrator Mark Walter; Public Works Director George Murphy; Finance Director Bev Ciurylo; Town Attorney Henry Beck.

**Moderator:** Mark Vining

**Clerk:** Kimberly A. Bona

**Citizens:** William and Donna Ainsworth, Paul and Carol Kubala, Ann Dunnack, Gary Littlefield, Nancy Hammarstrom, Laurie Rogers, Amy Raffa, Mike Lester, Gail McGrath, Ingrid Wood, Earnest Sharpe, Judy Ortiz, Tom Currier, Andrea Stannard, E. Jay Starkel, Don Schofield and others.

The meeting was called to order by C. Vance at 7 pm.

The meeting was then turned over to the Moderator who read the legal advertisement printed in the Chronicle which included the following CLAUSES:

**CLAUSE 1** – To approve the purchase of land by the Town from William A. and Donna L. Ainsworth for use in conjunction with adjoining Town land occupied by the Town's Department of Public Works and Transfer Station consisting of approximately 3.5 acres of land and comprising the westerly portion of 15 Hop River Road, Columbia, Connecticut for a total price of \$25,000 per acre based upon an accurate survey to be obtained by the Town and to approve the transfer of \$90,000 from the Town's General Fund to the Capital Fund for the purpose of providing adequate funding for use of such purchase.

**CLAUSE 2** - To accept any and all easements associated with the Squier Subdivision as approved by the Columbia Planning and Zoning Commission including acceptance of a *Conservation Easement and Access Easement Agreement* and to grant a driveway easement across the unimproved portion of Wickford Road.

C. Vance MOVED to approve the purchase of land by the Town from William A. and Donna L. Ainsworth for use in conjunction with adjoining Town land occupied by the Town's Department of Public Works and Transfer Station consisting of approximately 3.5 acres of land and comprising the westerly portion of 15 Hop River Road, Columbia, Connecticut for a total price of \$25,000 per acre based upon an accurate survey to be obtained by the Town and to approve the transfer of \$90,000 from the Town's General Fund to the Capital Fund for the purpose of providing adequate funding for use of such purchase. S. Everett SECONDED the MOTION.

C. Vance spoke of the importance of the town purchasing this land. She explained that it is directly behind the Public Works Garage and Transfer Station. Over the course of the next few years, it will be necessary to expand the garage. She discussed the need for a new salt shed, vehicle storage and the fact that the state is mandating rules that govern trash disposal and recycling. C. Vance stated that this particular property consists of a gravel resource that the town is very interested in. In addition, it contains other resources beneficial to developmental projects related to recreation, the school, etc.

S. Everett of 534 Route 87 stated that as a member of the BOS, he takes very seriously how tax dollars are spent. He explained that the BOS scrutinizes property prior to approving it for purchase, and many times, properties are denied approval. However, in this case the BOS has moved forward due to all of the valuable resources on this property that the town will use. He explained that if the town has to expand the Transfer Station, it will cost a lot of money. Purchasing this property will help with this cost. He urges the

town's people to vote in favor of acquiring this land.

Paul Kubala of Lake Road asked whether a survey has been done to find out how much gravel is used. G. Murphy stated the property adjacent to the transfer station is currently used for gravel. The gravel on the property has been calculated to be about 10 feet deep, which is equivalent to approximately 56,000 yards of gravel. P. Kubala asked if this area will be able to be used to dispose of bulky waste. G. Murphy stated that it can be used for clean fill such as asphalt, concrete, etc. G. Murphy pointed out that the focus on recycling is growing, and is going to continue to grow. He stated that the garage will indeed require expansion, and a new salt shed is a necessity.

Tony Elsie of Oakwood Lane asked if this property was for sale. G. Murphy explained that it was not for sale. The town approached the owner and expressed interest to acquire it.

Nancy Hammarstrom of Oakwood Lane asked if an appraisal was done on the property. If so, who did the appraisal and what was the cost? G. Murphy answered no. N. Hammarstrom asked what the negotiations were based on. G. Murphy stated the need for garage expansion, Public Works vehicle storage, etc.

Judy Ortiz of Columbia Landing asked if there will be an appraisal. G. Murphy said no.

Tom Currier of Columbia Landing asked if not getting an appraisal is proper procedure. C. Vance stated that there is no rule stating an appraisal is required. T. Currier asked if a follow up will be done once the land is sold. G. Murphy stated that a follow up is not likely.

Paul Kubala stated he feels that this is "bad business" and is concerned about the fact that an appraisal wasn't done.

Bob Bogue stated that several years ago the town purchased land and did not have an appraisal done.

Tom Currier asked what the property is assessed at. C. Vance stated the property was assessed at \$178,000 for the entire parcel. G. Murphy stated property is currently classified as commercial with residential use. If the town purchases it, it will be strictly commercial. The Moderator re-read the MOTION. MOTION PASSED by majority voice vote.

C. Vance MOVED to accept any and all easements associated with the Squier Subdivision as approved by the Columbia Planning and Zoning Commission including acceptance of a *Conservation Easement and Access Easement Agreement* and to grant a driveway easement across the unimproved portion of Wickford Road. A. Durnack SECONDED the MOTION. C. Vance yielded the floor to the Town Administrator. M. Walter reviewed a memo from the Town Planner with the audience. He explained that these easements are from the subdivision application of June Squier that was approved by Columbia's Planning and Zoning Commission in August 2015. The 3-lot subdivision is approximately 16 acres that separates the existing house lot on Route 66, created a new lot on Wickford Road and a rear lot with access off the 'road stub' at the end of Wickford Road. The 'road stub' was created by a 2002 subdivision for the purpose of accessing this abutting property at the time of future development.

Because the 'road stub' is owned by the Town, an easement must be granted to allow the property owners of the newly created rear lot the ability to put in a driveway to access their property. The subdivision plan indicates the location of the driveway, and the driveway would need a zoning permit to ensure it meets regulations.

Columbia's subdivision regulations require open space be considered for any subdivision in excess of 15 acres. Based on the recommendations of the Columbia Conservation Commission, the Planning and Zoning Commission approved a portion of the rear lot (Lot 3) be conserved as an open space easement. The Lot 3 property owner will continue to own the land.

The approval included a trail connection from Wickford Road to property owned by Eversource that allows public trail access. The Town has a long-range plan for an interconnected trail system, including connecting the town center and Rec Park with trails; this trail is a key connection for that plan. The Town will plan for and build the trail within the open space and along the 'road stub' in the near future.

A. Dunnack of Lake Road, urged everyone to accept this Open Space. She stated that this is an opportunity to provide safety for kids and adults to walk and ride bicycles to the rec area. A. Dunnack explained that for many years, the Plan of Conservation and Development (POCD) has proposed connecting the hiking trails. Laurie Rogers of Hennequin Road asked if there will be people in the woods protecting the kids. If not, she doesn't feel that this is a reason to justify the approval. She is not against the approval, but doesn't feel that it will help provide safety for children. G. Murphy stated that we are currently in review of a Road Safety Audit which will include safe bike routes and walkways for pedestrians. That area may be looked into in the future. The Moderator re-read the MOTION. MOTION CARRIED UNANIMOUSLY.

The Town Meeting ADJOURNED at 7:30 pm.

Respectfully submitted by Kimberly A. Bona



**Rob Hellstrom Land Surveying, LLC**  
P.O. Box 497  
Columbia, CT 06237-0497

# Estimate

Date	Estimate
8/31/2016	950

Town of Columbia  
Route 87  
Columbia, CT. 06237

Phone	Fax	Terms	Project
860-228-9853	860-228-1360	Net 30	

Hours	Description	Rate	TOTAL
	Prepare A-2 Boundary of parcels of land on Route 6 in Columbia CT		
	Anisworth parcel to be purchased by the Town 3.5 acres+-		
5	Research	60.00	300.00
12	Field Crew - Boundary	125.00	1,500.00
10	Boundary Layout	85.00	850.00
1	Legal Description meets and bounds	75.00	75.00
4	Field Crew- Set property pins on corners of new parcel	125.00	500.00
	Subtotal		3,225.00
3	Prepare Boundary map merging 3.5 acre parcel with 6 acre parcel.	0.00	0.00
6	Field Crew- Set property pins on 6 acre parcel	125.00	750.00
	Subtotal		750.00
?	→ 22 Acre parcel on Route 6		
3	Research	60.00	180.00
24	Field Crew - Boundary	125.00	3,000.00
16	Boundary Layout	85.00	1,360.00
8	Field Crew- Set Property pins	125.00	1,000.00
	Subtotal		5,540.00
Sincerely, Robert W. Hellstrom LS13626		<b>TOTAL</b>	\$9,515.00

Client Signature & Date



## Kim Bona

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**From:** Paula Stahl  
**Sent:** Monday, October 03, 2016 11:00 AM  
**To:** Kim Bona  
**Subject:** FW: Survey quote

From Datum Engineering

Paula Stahl, LLA, AICP  
Town Planner  
Columbia, CT  
860-228-0440

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**From:** [e.pelletier@datumengr.com](mailto:e.pelletier@datumengr.com) [mailto:[e.pelletier@datumengr.com](mailto:e.pelletier@datumengr.com)]  
**Sent:** Thursday, August 25, 2016 7:49 AM  
**To:** Paula Stahl  
**Cc:** [r.bellerose@datumengr.com](mailto:r.bellerose@datumengr.com)  
**Subject:** RE: Survey quote

Good morning Paula:

I have reviewed your request and provided the following quotes:

Item 1 - A-2 survey for a 3-1/2 acre parcel behind the transfer station. **\$3,995.00**

Item 2 - Deed Descriptions - \$150.00

Item 3 - A-2 boundary survey of the transfer station parcel (5.1 acres) - \$4,500.00

The quote for the Item 3 is provide we perform the work for Item 1.

Thanks and have a great day, Ed.

----- Original Message -----

Subject: Survey quote  
From: Paula Stahl <[pstahl@columbiact.org](mailto:pstahl@columbiact.org)>  
Date: Tue, August 23, 2016 5:15 pm  
To: "[e.pelletier@datumengr.com](mailto:e.pelletier@datumengr.com)" <[e.pelletier@datumengr.com](mailto:e.pelletier@datumengr.com)>

Ed,

The town has an agreement with the owner of property that abuts the town transfer station off Rte 6 to acquire approximately 3.5 acres of the rear of his property. The purpose of the acquisition is to expand the transfer station.

The town owns two parcels used by public works, the 3.5 acres abuts both parcels. The town is interested in acquiring the 3.5 acres and recording a lot line modification to incorporate it into one of the town-owned parcels. The town is also considering consolidating the town-owned lands (existing two parcels plus the 3.5 acres).



The frontage parcel, containing the town garage and transfer station, has a Class D survey by Datum Engineering. The smaller town parcel has an A2 survey by Rob Hellstrom Land Surveying.

Please provide a quote for:

1. A2 survey of the 3.5 acres with necessary deed descriptions for a lot line modification to incorporate it with the smaller town parcel that has an A2 survey.
2. A2 survey of the 3.5 acres and a map consolidating both town parcels with the 3.5 acres creating one lot, with necessary deed description.
3. Additional cost for Item 2 if an A-2 survey is made of the frontage parcel.

The project would not commence until after 9/20. Please also state the length of time for you to do the project.

I've attached a CRCOG map showing the two town-owned parcels outlined in blue. The 3.5 acre acquisition is the western portion of the property outlined in red, with the exact boundary line to be determined.

Please let me know if you need clarification.

Paula

Paula Stahl, LLA, AICP  
Town Planner  
Columbia, CT  
860-228-0440





September 13<sup>th</sup> 2016

Mark B. Walter  
Town Administrator  
Town of Columbia  
323 Route 87  
Columbia, Connecticut 06237

Mr. Walter,

Thank you kindly for meeting with Titan to discuss comprehensive energy management strategies for the Town of Columbia. As discussed, I've articulated our services below.

## 1. Natural Gas and Electricity Supply Management Services

Titan has a lengthy track record of experience providing creative, comprehensive energy procurement solutions for large private and municipal customers across the country. Titan will ensure that every advantage is gained from the contracted/competing suppliers in a timely, well-coordinated manor, with the savings from our work passed directly to Columbia.

Our approach is straightforward and time-tested: we create a competitive bidding environment by soliciting quotations from all qualified national and regional suppliers, negotiate feircely on behalf of the cleint within the parameters of a competitive bid environment, then make recommendations based upon the results. Titan's procurement strategy ensures a vast assortment of well regarded supplier quotations and the option to consider a variety of products and pricing options.

### Acting as commodity procurement consultants for Columbia, Titan is prepared to:

- o Organize and execute a bid process relative to commodity procurement
- o Work to pre-approved supplier contract language and/or modify supplier contracts per customer requirements ahead of contract awarding. This is a critical step along the procurement path that is complex, tedious but very important
- o Provide executable pricing for all accounts upon a mutually agreed bid response date
- o Ensure all accounts are enrolled properly and on time, providing customer service/supplier interface in the event of a question or concern
- o Create custom monthly reports, specific to each town account, including usage data, invoice auditing services, contract performance and market analysis
- o Actively monitor energy markets on the town's behalf and present renewal options for accounts when appropriate

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Kingston, NH

Trenton, NJ

Pittsburgh, PA

Headquarters:

Rocky Hill, CT 06067

2275 Silas Deane Highway

P.860.436.3433; F.860.436.3459

E.info@titanenergyne.com

Boston, MA

New York, NY

Columbus, OH

 Member of the Better Business Bureau



## 2. Energy Conservation

Commodity procurement and information management are only a portion of a well-constructed energy plan. Titan Solutions has extensive experience with large users of natural resources to reduce demand, create long-term energy savings and enable conditions for towns of all sizes to reduce emissions and costs.

### Acting as energy conservation consultants for the town, Titan is prepared to:

- Schedule and implement an ASHRAE Level I and II audit of all buildings, consisting of an initial walk-through, review of building systems and any known issues or concerns
- Evaluate potential lighting and controls upgrades
- Evaluate heating, cooling and ventilation systems and equipment
- Recommend equipment modifications or replacements, as appropriate
- Estimate annual energy savings from recommended improvements
- Deliver an executable plan for implementation concerning any upgrade the town decides to pursue, including a full review of financing options, grant programs and rebates
- Provide turnkey implementation of selected projects

## 3. Onsite Power Generation

Every comprehensive energy management strategy requires the consideration of on-site power generation in the form of solar, geothermal, combined heat and power, or some combination thereof. The town may likely derive significant value from the physical structure of the any solid, flat roofs which lend themselves nicely to solar power, long-term cost management and excellent public relations.

### Acting as on-site power generation consultants for Columbia, Titan is prepared to:

- Explore opportunities to install alternative energy units (solar, combined heat and power, geothermal, etc.) where appropriate
- Secure competitive financing for projects
- Execute design/build for chosen projects

Thank you again for your time and consideration. On behalf of the Titan Team, we look forward to partnering with Columbia to create a truly holistic energy management strategy.

Regards,

Adam Teff  
Titan Energy

Kingston, NH

Trenton, NJ

Pittsburgh, PA

Headquarters:

Rocky Hill, CT 06067

2275 Silas Deane Highway

P.860.436.3433; F.860.436.3459

E.info@titanenergyne.com

Boston, MA

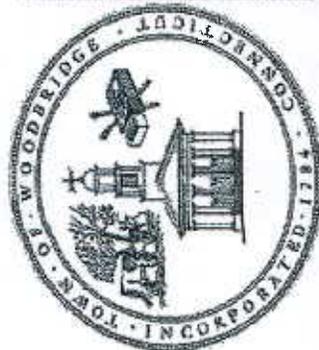
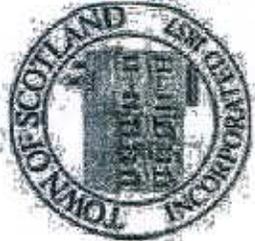
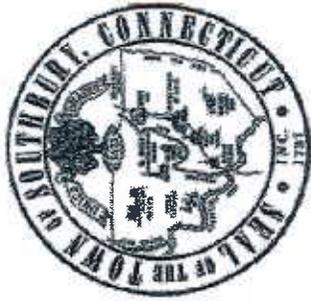
New York, NY

Columbus, OH



Member of the Better Business Bureau

# Municipalities Served by Titan



**TITAN ENERGY**  
Creative energy solutions





**TOWN OF COLUMBIA**  
323 Jonathan Trumbull Highway, Columbia, CT 06237  
(860) 228-0110 FAX: (860) 228-1952

**OFFICE OF THE TOWN ADMINISTRATOR**

TO: Columbia Board of Selectmen  
FROM: Mark Walter, Town Administrator  
DATE: October 3, 2016  
RE: **PERSONNEL HIRE**

**RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR**

*I recommend that the Columbia Board of Selectmen make the following personnel hire:*

**Name:** Harold Zanetti **Tel #:** (860) 874-8235

**Address:** 24 Whitney Road  
Columbia, CT 06237

**Position/Title:** Substitute Facilities Maintainer

**Starting Date:** September 29, 2016 (training)

**Benefits:**  FT (benefits)  PT (no benefits)  
 PT (benefits)  Temp/Seasonal (no benefits)

**Pay Info:** Starts at \$15.30 per hour (on an as needed basis)

**Comments:** Pending background check, and approval of hire at 10/4/16 BOS meeting.

**Signature:** \_\_\_\_\_  
Mark Walter, Columbia Town Administrator

**Date:** October 3, 2016

**AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN**

*At its regular meeting of October 4, 2016 the Columbia Board of Selectmen voted in favor of hiring Harold Zanetti in accordance with the specifications listed above.*

**Signature:** \_\_\_\_\_  
Carmen L. Vance, First Selectman

**Date:** October 4, 2016



Town of Columbia CT

Savings Report by Month

8/31/2016 12:00:00 AM -

Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2013	Mar-13	3	2	\$29.78	\$9.93	\$17.94	\$5.98	38%
2013	Apr-13	8	5	\$322.40	\$40.30	\$131.88	\$16.49	29%
2013	May-13	12	8	\$500.08	\$41.67	\$141.25	\$11.77	22%
2013	Jun-13	12	7	\$357.18	\$29.77	\$181.46	\$15.12	34%
2013	Jul-13	16	9	\$570.56	\$35.66	\$1,447.48	\$90.47	72%
2013	Aug-13	12	9	\$384.81	\$32.07	\$1,933.57	\$161.13	83%
2013	Sep-13	20	7	\$729.59	\$36.48	\$1,118.59	\$55.93	61%
2013	Oct-13	19	10	\$712.18	\$37.48	\$2,575.35	\$135.54	78%
2013	Nov-13	7	5	\$173.51	\$24.79	\$1,272.68	\$181.81	88%
2013	Dec-13	12	5	\$474.25	\$39.52	\$713.72	\$59.48	60%
2013	<b>Year Total:</b>	<b>121</b>	<b>67</b>	<b>\$4,254.34</b>	<b>\$35.16</b>	<b>\$9,533.92</b>	<b>\$78.79</b>	<b>69%</b>
2014	Jan-14	11	7	\$527.21	\$47.93	\$1,672.48	\$152.04	76%
2014	Feb-14	16	10	\$515.77	\$32.24	\$1,270.31	\$79.39	71%
2014	Mar-14	4	3	\$126.09	\$31.52	\$105.98	\$26.50	46%
2014	Apr-14	18	9	\$519.85	\$28.88	\$729.38	\$40.52	58%
2014	May-14	13	7	\$1,073.45	\$82.57	\$1,264.05	\$97.23	54%
2014	Jun-14	7	6	\$124.40	\$17.77	\$213.46	\$30.49	63%
2014	Jul-14	5	4	\$67.80	\$13.56	\$111.94	\$22.39	62%
2014	Aug-14	12	9	\$526.22	\$43.85	\$995.70	\$82.98	65%
2014	Sep-14	6	4	\$191.18	\$31.86	\$338.31	\$56.39	64%
2014	Oct-14	10	6	\$226.94	\$22.69	\$420.98	\$42.10	65%
2014	Nov-14	10	6	\$377.81	\$37.78	\$229.43	\$22.94	38%
2014	Dec-14	8	4	\$346.66	\$43.33	\$205.58	\$25.70	37%
2014	<b>Year Total:</b>	<b>120</b>	<b>75</b>	<b>\$4,623.38</b>	<b>\$38.53</b>	<b>\$7,557.60</b>	<b>\$62.98</b>	<b>62%</b>
2015	Jan-15	13	6	\$182.65	\$14.05	\$138.36	\$10.64	43%
2015	Feb-15	11	7	\$152.14	\$13.83	\$490.96	\$44.63	76%
2015	Mar-15	8	5	\$364.50	\$45.56	\$75.83	\$9.48	17%
2015	Apr-15	8	4	\$112.32	\$14.04	\$463.51	\$57.94	80%
2015	May-15	8	5	\$96.86	\$12.11	\$535.49	\$66.94	85%
2015	Jun-15	9	6	\$179.16	\$19.91	\$172.36	\$19.15	49%
2015	Jul-15	11	5	\$449.47	\$40.86	\$389.73	\$35.43	46%
2015	Aug-15	10	6	\$218.89	\$21.89	\$426.94	\$42.69	66%
2015	Sep-15	9	7	\$411.09	\$45.68	\$323.65	\$35.96	44%
2015	Oct-15	14	6	\$299.09	\$21.36	\$599.59	\$42.83	67%
2015	Nov-15	14	7	\$210.48	\$15.03	\$443.38	\$31.67	68%
2015	Dec-15	9	7	\$524.35	\$58.26	\$888.07	\$98.67	63%
2015	<b>Year Total:</b>	<b>124</b>	<b>71</b>	<b>\$3,201.00</b>	<b>\$25.81</b>	<b>\$4,947.87</b>	<b>\$39.90</b>	<b>61%</b>
2016	Jan-16	7	5	\$189.98	\$27.14	\$382.61	\$54.66	67%
2016	Feb-16	6	5	\$152.28	\$25.38	\$477.96	\$79.66	76%
2016	Mar-16	2	3	\$92.41	\$46.21	\$5.17	\$2.59	5%
2016	Apr-16	8	3	\$192.90	\$24.11	\$492.02	\$61.50	72%
2016	May-16	4	3	\$45.44	\$11.36	\$5.04	\$1.26	10%
2016	Jun-16	6	5	\$582.34	\$97.06	\$103.81	\$17.30	15%



2016	Jul-16	3	3	\$108.34	\$36.11	\$24.44	\$8.15	18%
2016	Aug-16	6	5	\$146.43	\$24.41	\$29.75	\$4.96	17%
2016	Year Total:	42	32	\$1,510.12	\$35.96	\$1,520.80	\$36.21	50%
Total		407	245	\$13,588.84	\$33.39	\$23,560.19	\$57.89	63%





Commanding Officer  
Lieutenant Eric Murray

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant William Kittle

Date: September 4, 2016

Ms. Carmen Vance  
Columbia First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Ms. Carmen Vance

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Columbia.

During the month of August 2016 the Columbia Resident Trooper as well as Troop K Troopers responded to 326 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	<u>4</u>
Burglaries:	<u>1</u>
Larcenies:	<u>2</u>
Other Criminal:	<u>2</u>
Other Non-Criminal:	<u>4</u>
Non Reportable Matters:	<u>200</u>
Other Noteworthy Events (List):	

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	<u>1</u>
Traffic Citations:	<u>83</u>
Written Warnings:	<u>50</u>

Sincerely,

**Lieutenant Eric Murray**  
**COMMANDING OFFICER**  
**Troop "K" Colchester, CT**

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 537-7500  
FAX (860) 537-7550





Commanding Officer  
Lieutenant Eric Murray

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant William Kittle

Date: October 3, 2016

Ms. Carmen Vance  
Columbia First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Ms. Carmen Vance

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Columbia.

During the month of September 2016 the Columbia Resident Trooper as well as Troop K Troopers responded to 371 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	3
Burglaries:	0
Larcenies:	1
Other Criminal:	4
Other Non-Criminal:	5
Non Reportable Matters:	209
Other Noteworthy Events (List):	

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	2
Traffic Citations:	125
Written Warnings:	57

Sincerely,

**Lieutenant Eric Murray**  
**COMMANDING OFFICER**  
**Troop "K" Colchester, CT**

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 537-7500  
FAX (860) 537-7550

