REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, December 15, 2015 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

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

Also Present: Town Administrator Natasha Nau, Ann Dunnack, Sean Eaton-Robb and others.

CALL TO ORDER: C. Vance called the meeting to order at 7 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

2. **MINUTES: BOS 12/1/15 Minutes:** W. O'Brien MOVED to approve the BOS minutes of 12/01/15 as presented. MOTION CARRIED 5:0.

3. **AUDIENCE OF CITIZENS:** None.

4. **OLD BUSINESS:** None.

5. **NEW BUSINESS:**

5.1 **5K in February – Sean Eaton-Robb:** S. Eaton-Robb explained that the "Chase the Yeti 5k" Road Race route includes some roads in Columbia, therefore he is requesting approval from the BOS. He stated that the race is scheduled for February 20, 2015 at 10 am. He stated that this is a charity road race for fuel and hunger and is open to everyone. The cost is $20 to register and those interested may register online. S. Everett asked N.Nau if the Town could assist in advertising the race. N. Nau replied that she would place it on the website and suggested that S. Eaton-Robb fill out an application to advertise on the Town Green. W. O'Brien MOVED to approve the "Chase the Yeti 5k" road race discussed. MOTION CARRIED 5:0.

5.2 **DEEP – Squier Dam:** N. Nau explained that we recently learned that that the Squier Dam is owned by the town. She stated that because the Squier Dam is indeed a town owned dam, it is Columbia's responsibility to repair and register the dam to bring it into compliance. She explained that since the dam no longer serves any purpose, Public Works Director George Murphy recommends the town breach the dam, which would not require registration and repair. Discussion followed. W. O'Brien MOVED to approve that the town breach the dam in order to reduce the cost and effort that would be required by the town to bring the dam into compliance. MOTION CARRIED 5:0.

5.3 **FY 16-17 Draft Operating and Capital Budget**: N. Nau briefly reviewed the FY 16-17 Draft Operating and Capital Budget with the BOS.

5.4 **FY 16-17 Draft 10-year Capital:** N. Nau briefly reviewed the FY 16-17 Draft 10-year Capital Budget with the BOS.

5.5 **Recreation Commission – Ellis Property master plan:** C. Vance explained that she, N. Nau, Paula Stahl and Marc Volza met with the Rec Commission to discuss the Ellis Property plan recently and that the conclusion was to utilize some of the Brand money to prepare an RFP to hire a consultant to create a master plan for Rec Park and the Ellis Property space. R. Hellstrom feels that it would be a waste of money to hire a consultant if the Rec Commission has no idea of what they want to do. Ann Dunnack explained that the Rec Commission has discussed this already and would like to see additional athletic fields among other things done on this property. Discussion followed. C. Vance MOVED to use some of the Brand funds to hire a consultant to help the town find the best use of the Ellis property. MOTION CARRIED 5:0.

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

6.1 **Application of Russell Inzinga and James Quimby to repair existing dock at 40 Sleepy Hollow Road:** C. Vance MOVED to approve the application of R. Inzinga and J. Quimby to repair the existing dock at 40 Sleepy Hollow Road contingent upon the recommendations set forth by LMAC. MOTION CARRIED 5:0.

6.2 **Application of Gayle and James Mulligan to replace seawall at 9 Nuhfer Drive:** C. Vance MOVED to approve the application of G. and J. Mulligan to replace the seawall at 9 Nuhfer Drive contingent upon the recommendations set forth by LMAC. MOTION CARRIED 5:0.

7. APPOINTMENTS / RESIGNATIONS:

7.1 Stephen Postemsky as Fire Investigator: W. O'Brien MOVED to appoint S. Postemsky as Fire Investigator. MOTION CARRIED 5:0.

7.2 Appointment of Walt Tabor to PZC as an alternate: C. Vance MOVED to appoint W. Tabor to PZC as an alternate. MOTION CARRIED 5:0.

7.3 Appointment of Phyllis Dunn to LMAC: C. Vance MOVED to appoint P. Dunn to LMAC. MOTION CARRIED 5:0.

8. TOWN ADMINISTRATOR REPORT: See report.

9. CORRESPONDENCE:

9.1 Re-appointment letters to Land Use Boards

9.2 Letter from C. Vance to John Hahn dated 12/4/15

9.3 State Police - monthly services report November 2015

10. BUDGET:

10.1 Transfers: C. Vance MOVED to approve the following transfer:

TRAN # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
2016-10 / $9,871	10-4112-040, Admin. Group Insurance	10-4112-460, Admin. Commercial Insurance

MOTION CARRIED 5:0. R. Bogue and S. Everett would like the town to look into other alternatives. They do not feel this is acceptable at all to have such a large increase from the quote.

10.2 Refunds: R Bogue MOVED to approve the following refunds:

AMOUNT	FROM	TO
$12.30	Town of Columbia	Erica Swanson
$5	Town of Columbia	Lynn Douville
$33.37	Town of Columbia	Joanne St. Martin
$102.20	Town of Columbia	Vault Trust

MOTION CARRIED 5:0.

11. APPROVE PAYMENT OF BILLS: C. Vance MOVED to approve the payment of bills including regular bills, emergency bills, credit cards and paychex totaling $54,739.17. MOTION CARRIED 5:0.

12. BOARD MEMBER COMMENTS: W. O'Brien thanked N. Nau for moving forward with the NECASA grant. He discussed the importance of the DARE program and explained that he feels the program offers more than drug protection; it is also a great opportunity for kids to interact with the resident state trooper. W. O'Brien feels it is a very important program and would like to see it continued in the future.

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); C. Vance MOVED to enter into executive session at 7:52 pm with N. Nau present. MOTION CARRIED 5:0. Executive session ended at 8:24 pm.

14. ADJOURNMENT: MOTION to ADJOURN at 8:25 pm CARRIED UNANIMOUSLY. A Special Meeting of the BOS is scheduled for Monday, December 21, 2015 at 8 am. The next regular meeting of the BOS is scheduled for Tuesday, January 5, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona

w/changes

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

Date Created: 11/16/15
Date Modified: 11/17/15
Date Modified: 12/10/15
Date Modified: 12/16/15
Date Modified: 12/30/15

DRAFT FY 2016-2017 OPERATING (NEW) & CAPITAL (NEW & OLD) PROJECTS FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	Amount	Notes
OPERATING		
Benefits - "New" Employees Increases	$20,000	Full-time Rec Director/Tax Collector healthcare/dental, retirement, Life, ADD, LTD
Card entry system (to replace keys)	$15,000	For private, non-profit and town organization facility usage, we sign keys out. Many issues have arisen with improper lock-up, lost keys, etc.
Clerk - Codification of Ordinances	$12,000	Municode - can spread cost over 2 years if needed; getting further quotes from General Code & American Legal Publishing
Dam engineer inspections/reports	$5,000	Now required by DEEP and insurance companies because we have a Class C Dam
~~Debt Service (total)~~ ~~*already included in operating budget~~	~~$188,500~~	~~2001 Bond: $145,000 in principal & $36,250 in interest; according to Debt Prepayment Scenario doc, not worth paying off early~~
DPW Physicals	$1,200	DOT level physicals no longer covered by insurance
Enhanced Crime Policy	$3,000	Recommended by CIRMA; due to true amount of money that is handled by Finance Director
Facilities (Events) Inspector	$5,500	Part-time; No benefits; $15 per inspection, 7 inspections per week; vandalism issues between events; a common position in surrounding towns
Health Insurance Base Increase	$23,800	Takes into account 10% increase from current 15-16 figure; looking into other fully insured plans, sel-insured and state plan
Information Technology Managed Support (CCAT)	$14,275.80	Takes into account 3% annual increase; Town might partner with HWP because we now use the same vendor
Information Technology Hosting (CCAT)	$5,890.97	Leftover after grant is expended; replaces the need to buy new servers 17-18 at $15,000
~~Land Use Administrative Assistant from Hourly to Salary~~ Increase floater hours for additional land use/building tasks	$5,000	This will allow us to have additional projects (like map scanning in order to migrate itno being electronic) to be done without hiring additional staff
Lifeguard salaries increase (for proposed inc. in beach hrs)	$5,000	Reduced # of guards on duty from 4 to 3 but increase roughly 2 hrs per day, 7 days a week as well as extending the season 3 weeks
Postage Meter - Town Hall	$500	Annual contract through Pitney Bowes; current method of buying stamps for regular letters and traveling to USPS for larger items is innefficient
~~Postage - 4 quarterly newsletter mailings~~	~~$1,600~~	~~New town newsletter (to replace Columbia Crossroads), other option is to keep it electronic, which it currently is~~
Rec Director from PT to FT Salary	$19,906	From 19.75 hours to 36 hours; cannot get work done in current hours; complaints from residents; basketball league all volunteer
Recreation - New Programs/Services	$2,000	List of proposed services/programs provided
Senior Transportation (van)	$60,000	Currently being proposed by CONA
Tax Collector from Semi FT to FT (adding 4.5 hours)	$7,200	$30.67 x 4.5/wk x 52 wks
Town Administrator ICMA Conference & Membership	$3,000	Very important professional development and resources; all managers in area receive this benefit
Town Administrator Cellphone	$400	Negotiated in 3-year contract
Town Administrator Car Allowance	$4,200	Total budgeted; negotiated for 3-year contract after 15-16 budget was set (transfer made from salary)
Water Cooler - Town Hall	$550	Amenity requested to be returned by staff
Zoning Enforcement Officer from 15 hrs/wk to 19 hrs	$8,200	Can barely get all work done within current 15 hours/wk; enforcement falls to wayside and only permits get done
TOTAL:	$221,623	
*Necessary:	$54,767	
Discretionary:	$168,456	*I would highly encourage that many of these items be considered necessary
CAPITAL		
AED Units & replacement pads for existing	$3,000	$2,434.52 actual cost through 12/31/15; planning for increase with new year
Annex Building (Finance & Rec) Refurbish/Replace	$25,000	This was supposed to be a temporary building. No maintenance problems currently. Should begin to set aside money for future planning
Assessor public terminal computer	$800	Depends upon specificiations (memory and speed levels)
Assessor Printer/Copier/Scanner	$3,000	They currently have an old model (gifted from Town Administration office) and it could quit next year. This would replace it.
Assesor Tablet	$1,000	For doing inspections and updating the sketch/map; Depends on specifications required to load software
Assessor Tablet Software & License	$1,000	Needed in order for programs to work
Assessor - Pictometry technology	$24,603	Currently only one company offering it; should purchase it via CRCOG (when available)
~~CVFD - Tower replacement~~	~~$200,000~~	~~To improve radio signal and allow room for cell carries to lease space; Waiting on engineering evaluation; commitment from CVFD board, etc.~~
~~CVFD - Rescue 105 truck (six installments of $100,000)~~	~~$100,000~~	~~First of six installments to replace Rescue 105 truck;~~ ***Per Chief, doesn't need to begin until 2019 for a 2024-2025 replacement*
CVFD - SCBA bottle replacements (year 1)	$25,000	Useful Life expiring; second installment in 2017-2018.
Chapel on the Green renovations	$15,000	Original range = $50,000-$250,000; windows, insulation, seating, flooring, paint, lighting, plumbing; **reduced to just windows*
Beach Erosion/Grading Design & ADA Work	$35,000	Consultant design & materials; work done in-house by DPW; if Planner does design, possibly less

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DRAFT FY 2016-2017 OPERATING (NEW) & CAPITAL (NEW & OLD) PROJECTS FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	Amount	Notes
CAPITAL (CONT.)		
Bridge: Latham Hill/Synogogue Road	$75,000	Waiting on confirmation from Lebanon/State if it is even on the slate for '16-'17
DPW Equipment	$70,000	Articulated front end loader
~~Indian School Window replacement~~ *Not deemed necessary*	~~$10,000~~	~~Original single pane currently~~
Meeting Place Renovation	$100,000	Range = $25,000-$100,000; windows, furniture, paint, carpet, ceiling, ADA accesible bathroom and entry/exit
~~Murphy House - finish second floor~~ *Not deemed necessary*	~~$60,000~~	~~In order to store more items and/or turn it into a useable space~~
Open Space - matching grant	$125,000	Range = $100,000-$250,000 depending upon property
Open Space - portion of land behind Transfer Station	$225,000	Should be done due to encroachment (26 feet existing)
~~Rec Area Improvement (Ellis Property development)~~ *These 1 paid for with money available in Fund 60 (Brand/Bell); later phases will be out of pocket*	~~$257,841~~	~~Acquired w/ Brand funds ($209,173.04 remaining) & Bell funds (42,668.03 remaining); Development could cost between $200,000 and $500,000. Depends on number of fields, length of road, irrigation requirements, parking setup, bathroom needs, trail development costs, etc.~~
Rec Park Playscape & surfacing replacement	$275,000	Current unit approximately 20 year old; pieces falling off - safety hazard; drop zone not in compliance
Revaluation	$25,000	
Road resurfacing (entire town)	$168,626	Annual regular maintenance plus some road widenings (Gaulin Rd., etc.)
Ron Szegda development rights payment	$19,879	Agreed upon; subject to change if taxes are not paid
Salt Storage Shed/Equipment Storage	$350,000	Might be less if we purchase a tension fabric structure; could be entirely covered by sale of Old Firehouse
Senior Center energy corrections/upgrades	$20,000	Energy audit has 9 recomendations. 4 will be completed and absorbed in 15-16; Remaining 5 include: install VFD on hot water pumps, airseal and add insulation in attic, seal and insulate attic duct, install Demand Control Ventilation and implement reset control for boilers
Senior Center Kitchen - Dishwasher replacement	$4,800	Original dishwasher from 1995 is still in use; useful life is dwindling
Senior Center Printer/Copier/Scanner	$3,000	Ballpark quote; might be able to get lower through Toshiba relationship
Senior Center Shed Replacement	$4,000	This is mainly for CONA equipment
Senior Center Tablet charging cart (lockable)	$600	For iPads purchased in 15-16
Sewer Planning	$50,000	Recommendation of DPW & TA to do annually starting next year for the inevitable need for a sewer system
Stone dust walkways	$50,000	Recommended via the POCD in lieu of regular concrete sidewalks to aesthically fit
Telephone system replacement	$15,000	System is 20+ years old and we have had many malfunction issues with multiple units
Town Hall/Yeomans Hall exterior maint.	$70,000	Vinyl siding; last painted 6 years ago and paint is now peeling, green mildew/film is present, etc. Rot will start to occur but could be delayed
Transfer Station storage unit replacement	$3,500	Useful life is expiring; rotting
View Permit Software for Land Use Department	$15,000	Will get the department electronic and improve efficiency in-office and the customer service experience
HWP Projects:		
Ceiling tile replacement	$25,000	Replacing 4x2 tiles because they are bowing (safety issue); this project has been scaled back to "as-needed"
Floor replacement/repair	$15,000	On-going repair/replacement of carpet and tile
Cafeteria bleachers/stairs/storage	$30,000	Currently bleachers aren't used & access to balcony is limited/dangerous. Bleachers would be removed, stairs would be installed & new storage would be added along the wall
Window replacement/repair	$30,000	Some windows are oversized & difficult to open; seals need to be replaced; on-going project; this year would just be Kindergarten
Total:	$2,515,649	
Capital Breakdown:		
Town Total:	$2,215,649	
*Necessary:	$886,805	
Discretionary:	$1,191,003	*I would highly encourage that many of these items be considered necessary*
HWP Total:	$100,000	*All necessary*

clean

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Discretionary:	$151,856	*I would highly encourage that many of these items be considered necessary*
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DPW Equipment	$70,000	Articulated front end loader
Hennequin Road Drainage	$25,000	
Keycard entry system (to replace keys)	$20,000	For private, non-profit and town organization facility usage, we sign keys out. Many issues have arisen with improper lock-up, lost keys, etc.
Meeting Place Renovation	$100,000	Range = $25,000-$100,000; windows, furniture, paint, carpet, ceiling, ADA accesible bathroom and entry/exit
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Cafeteria bleachers/stairs/storage	$30,000	Currently bleachers aren't used & access to balcony is limited/dangerous. Bleachers would be removed, stairs would be installed & new storage would be added along the wall
Window replacement/repair	$30,000	Some windows are oversized & difficult to open; seals need to be replaced; on-going project; this year would just be Kindergarten
Total:	$1,947,808	
Capital Breakdown:		
Town Total:	$1,847,808	
*Necessary:	$836,805	
Discretionary:	$1,011,003	*I would highly encourage that many of these items be considered necessary
HWP Total:	$100,000	*All necessary

w/ changes

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DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
AED Units & replacement pads for existing	$500.00	$3,000.00									
Annex Building (Finance & Rec) Refurbish/Replace installments		$25,000.00	$25,000.00	$25,000.00	$25,000.00						
Assessor - Pictometry technology		$24,603.00									
Assessor Printer/Copier/Scanner		$3,000.00									
Assessor Public terminal computer		$800.00									
Assesor Tablet		$1,000.00									
Assessor Tablet Software & License		$1,000.00									
Beach Erosion Design & Work		$35,000.00									
Bridge: Baker Hill Road (w/ Lebanon)	$223,423.00										
Bridge: Hop River Road rehab			$250,000.00	$30,000.00							
Bridge: Latham Hill/Synogogue Road		$75,000.00	$75,000.00								
Bridge: Flanders Road (rehab)									$250,000.00		
Bridge: Roses Hill/Pucker Street replace (w/ Coventry)	$109,309.00										
Chapel on the Green renovations		$15,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00				
CVFD - Replace hydraulic rescue equipment	$50,000.00										
CVFD - Replace Tower			$200,000.00								
CVFD - Rescue 105 truck (six installments of $100,000)					$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	
CVFD - SCBA bottles (two installments of $25,000)		$25,000.00	$25,000.00								$50,000.00
CVFD - Replace portion of roof over truck bays											
~~Debt Payments~~ *already included in operating budget*	~~$188,500.00~~	~~$181,250.00~~	~~$174,000.00~~	~~$166,750.00~~	~~$290,000.00~~	~~$152,250.00~~					
Dam engineer inspections/reports (Columbia Lake/Squier Pond)		$5,000.00	$20,000.00								
DPW Equipment: 2 trucks	$69,000.00										
DPW Equipment: Infield Pro	$9,000.00										
DPW Equipment: Articulated Front-End Loader		$70,000.00									
DPW Equipment: Wing Mower			$68,000.00								
DPW Equipment: Six-Wheel Dump Truck				$180,000.00							
DPW Project: Mapping Utilities on GIS					$20,000.00						
DPW Equipment: 2 Zero Turn Mower Replacements					$20,000.00						
DPW Equipment: Paving Box						$65,000.00					
DPW Equipment: Tractor Loader for Rec Park							$22,000.00				
DPW Equipment: Equipment Trailer							$20,000.00				
DPW Equipment: Bulldozer replacement										$200,000.00	
Erdoni Road improvements (Phase 1&2)	$38,000.00										
Hennequin Road drainage	$25,000.00	$25,000.00	$25,000.00	$25,000.00							
~~Indian School Window replacement~~ *Not deemed necessary*		~~$10,000.00~~									
Keycard entry system for all town facilities		$20,000.00									
Library Expansion	$1,143,300.00										
Marine Boat Replacement											$22,000.00
Meeting Place Renovation		$100,000.00									
~~Murphy House - finish second floor~~ *Not deemed necessary*		~~$60,000.00~~									
Open Space - matching grant		$125,000.00									
Open Space - portion of land behind Transfer Station		$225,000.00									
Open Space - property currently available	$170,000.00										
Open Space annual set aside (land acquisition)			$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00
Rec Area Improvement (Ellis property development)				$100,000.00	$100,000.00	$100,000.00					
Rec Park Playscape & play safety surface replacement		$275,000.00									
Revaluation	$52,300.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00
Road resurfacing (entire town)	$168,626.00	$207,000.00	$272,770.00	$130,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00
Ron Szegda development rights payments	$64,854.63	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$14,661.21				
Salt Storage Shed/Equipment Storage		$350,000.00					$20,000.00				
Senior Center energy corrections/upgrades		$20,000.00									
Senior Center Floors								$15,000.00			
Senior Center Furniture							$15,000.00				
Senior Center Kitchen (dishwasher replacement)		$4,800.00									

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

Date Created: 11/16/15
Date Modified: 11/17/15
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Date Modified: 12/30/15

DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Senior Center Roof Replacement	$35,000.00										
Senior Center Shed Replacement		$4,000.00									
Senior Center Tablet charging cart (lockable)		$600.00									$4,000.00
Sewer Planning		$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00
Stone dust walkways		$50,000.00									
Telephone system replacement (all town facilities)		$15,000.00									
Town Hall/Yeomans Hall exterior maint. (vinyl siding)		$70,000.00									
Town Hall/Yeomans Hall HVAC upgrades			$75,000.00								
Transfer Station repairs to concrete walls	$5,800.00										
Transfer Station - replace storage container		$3,500.00									
Transfer Station - concrete wall refurbishment							$50,000.00				
View Permit Software for Land Use Department		$15,000.00									
HWP Projects:											
Ceiling tile replacement		$25,000	$25,000.00	$25,000.00							
Emergency generator upgrade				$60,000.00							
Fire alarm				$30,000.00							
Floor replacement/repair	$20,000.00	$15,000	$15,000.00	$15,000.00	$15,000.00						
Cafeteria bleachers/stairs/storage		$30,000									
Parking lot paving				$100,000.00							
Playground upgrades			$75,000.00								
Potable water tank coating	$4,500.00										
Septic pump replacement	$10,000.00										
Sidewalk repair/upgrades			$20,000.00								
Truck purchase			$25,000.00								
VFD heating pumps	$28,000.00										
Water heating				$30,000.00							
Waste area				$100,000.00							
Window replacement/repair	$9,000.00	$30,000	$30,000.00	$10,000.00	$10,000.00						
Total:	$2,235,612.63	$1,988,181.97	$1,520,648.97	$1,179,878.97	$834,878.97	$784,878.97	$741,661.21	$590,000.00	$825,000.00	$750,000.00	$526,000.00
Breakdown:											
Town:	$2,352,612.63	$2,139,431.97	$1,504,648.97	$976,628.97	$1,099,878.97	$937,128.97	$741,661.21	$590,000.00	$825,000.00	$750,000.00	$526,000.00
HWP:	$71,500.00	$100,000.00	$190,000.00	$370,000.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

**Note: HWP only has a 5 year capital plan currently*

clean

TOWN OF COLUMBIA

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DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
AED Units & replacement pads for existing	$500.00	$3,000.00									
Annex Building (Finance & Rec) Refurbish/Replace installments		$25,000.00	$25,000.00	$25,000.00	$25,000.00						
Assessor - Pictometry technology		$24,603.00									
Assessor Printer/Copier/Scanner		$3,000.00									
Assessor Public terminal computer		$800.00									
Assesor Tablet		$1,000.00									
Assessor Tablet Software & License		$1,000.00									
Beach Erosion Design & Work		$35,000.00									
Bridge: Baker Hill Road (w/ Lebanon)	$223,423.00										
Bridge: Hop River Road rehab			$250,000.00	$30,000.00							
Bridge: Latham Hill/Synogogue Road		$75,000.00	$75,000.00								
Bridge: Flanders Road (rehab)									$250,000.00		
Bridge: Roses Hill/Pucker Street replace (w/ Coventry)	$109,309.00										
Chapel on the Green renovations		$15,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00				
CVFD - Replace hydraulic rescue equipment	$50,000.00										
CVFD - Replace Tower			$200,000.00								
CVFD - Rescue 105 truck (six installments of $100,000)					$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	
CVFD - SCBA bottles (two installments of $25,000)		$25,000.00	$25,000.00								$50,000.00
CVFD - Replace portion of roof over truck bays											
DPW Equipment: 2 trucks	$69,000.00										
DPW Equipment: Infield Pro	$9,000.00										
DPW Equipment: Articulated Front-End Loader		$70,000.00									
DPW Equipment: Wing Mower			$68,000.00								
DPW Equipment: Six-Wheel Dump Truck				$180,000.00							
DPW Project: Mapping Utilities on GIS					$20,000.00						
DPW Equipment: 2 Zero Turn Mower Replacements					$20,000.00						
DPW Equipment: Paving Box						$65,000.00					
DPW Equipment: Tractor Loader for Rec Park							$22,000.00				
DPW Equipment: Equipment Trailer							$20,000.00				
DPW Equipment: Bulldozer replacement										$200,000.00	
Erdoni Road improvements (Phase 1&2)	$38,000.00										
Hennequin Road drainage	$25,000.00	$25,000.00	$25,000.00	$25,000.00							
Keycard entry system for all town facilities		$20,000.00									
Library Expansion	$1,143,300.00										
Marine Boat Replacement											$22,000.00
Meeting Place Renovation		$100,000.00									
Open Space - matching grant		$125,000.00									
Open Space - portion of land behind Transfer Station		$225,000.00									
Open Space - property currently available	$170,000.00										
Open Space annual set aside (land acquisition)			$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00
Rec Area Improvement (Ellis property development)				$100,000.00	$100,000.00	$100,000.00					
Rec Park Playscape & play safety surface replacement		$275,000.00									
Revaluation	$52,300.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00
Road resurfacing (entire town)	$251,578.00	$168,626.00	$207,000.00	$272,770.00	$130,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00
Ron Szegda development rights payments	$64,854.63	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$14,661.21				
Salt Storage Shed/Equipment Storage		$350,000.00					$20,000.00				
Senior Center energy corrections/upgrades		$20,000.00									
Senior Center Floors								$15,000.00			
Senior Center Furniture							$15,000.00				
Senior Center Kitchen (dishwasher replacement)		$4,800.00									
Senior Center Printer/Copier/Scanner		$3,000.00									

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DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

*Necessary items indicated in yellow. Discretionary items have no color

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Senior Center Roof Replacement	$35,000.00										
Senior Center Shed Replacement		$4,000.00									$4,000.00
Senior Center Tablet charging cart (lockable)		$600.00									
Sewer Planning		$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00
Squier Dam work (required by DEEP)			$20,000.00								
Stone dust walkways		$50,000.00									
Telephone system replacement (all town facilities)		$15,000.00									
Town Hall/Yeomans Hall exterior maint. (vinyl siding)		$70,000.00									
Town Hall/Yeomans Hall HVAC upgrades			$75,000.00								
Transfer Station repairs to concrete walls	$5,800.00										
Transfer Station - replace storage container		$3,500.00									
Transfer Station - concrete wall refurbishment							$50,000.00				
View Permit Software for Land Use Department		$15,000.00									
HWP Projects:											
Ceiling tile replacement		$25,000	$25,000.00	$25,000.00							
Emergency generator upgrade				$60,000.00							
Fire alarm				$30,000.00							
Floor replacement/repair	$20,000.00	$15,000	$15,000.00	$15,000.00	$15,000.00						
Cafeteria bleachers/stairs/storage		$30,000									
Parking lot paving				$100,000.00							
Playground upgrades			$75,000.00								
Potable water tank coating	$4,500.00										
Septic pump replacement	$10,000.00										
Sidewalk repair/upgrades			$20,000.00								
Truck purchase			$25,000.00								
VFD heating pumps	$28,000.00										
Water heating				$30,000.00							
Waste area				$100,000.00							
Window replacement/repair	$9,000.00	$30,000	$30,000.00	$10,000.00	$10,000.00						
Total:	$2,318,564.63	$1,947,807.97	$1,454,878.97	$1,322,648.97	$739,878.97	$784,878.97	$741,661.21	$590,000.00	$825,000.00	$750,000.00	$526,000.00
Breakdown:											
Town:	$2,247,064.63	$1,847,807.97	$1,264,878.97	$952,648.97	$714,878.97	$784,878.97	$741,661.21	$590,000.00	$825,000.00	$750,000.00	$526,000.00
HWP:	$71,500.00	$100,000.00	$190,000.00	$370,000.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

**Note: HWP only has a 5 year capital plan currently*

December XX, 2015

Ms. Natasha R. Nau, Town Administrator
Town of Columbia
323 Route 87
Columbia, CT 06237

Re: **Proposal for Civil Engineering Services**
Squier Pond Dam Breach
Columbia, CT

Dear Natasha:

In accordance with the Town's request and our meeting with the Director of Public works on site on 12-08-15, we are pleased to submit herewith our proposal for providing civil engineering services with respect to the subject project.

This proposal is based on the following assumptions:

A. The existing deteriorated and partly naturally breached dam will be permanently breached down to the level of the existing grade behind the dam. The trapezoidal breach cut will be designed not to impound water during a 100-year storm event. Remaining portions of the dam beyond the breach limits will not be disturbed.

B. Fish passage is not an issue at the project site.

C. Impoundment sediments are not intended to be removed from the site. Therefore, no sediment testing is included in this proposal.

D. Replacement of the stone culvert carrying the woods path immediately downstream of the dam is included in this proposal.

E. All proposed work will occur on Town property. Negotiating and procuring of proposed easements or other rights, and preparation of pertinent mapping, is not included in this proposal.

F. The Connecticut Department of Energy and Environmental Protection (CTDEEP) Dam Safety Unit considers the dam to be naturally breached, no longer impounding water and that there is little sediment left behind the dam. As such, once the dam is registered, the CTDEEP Dam Safety Unit considers the dam to be eligible for their GP-016 General Permit, specifically paragraph 3(a)13 "Stabilization of a Naturally Breached Dam".

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G. The project is eligible for a U.S. Army Corps of Engineers (Corps) Category 1 General Permit. Note that the General Permit program for Connecticut (CT) expires on 07-15-16. We assume the General Permit program will be renewed with no substantial changes.

H. Typically, dam work authorized by a CTDEEP Dam Permit does not need to be submitted to the local inland wetland commission unless work is proposed that is not directly related to the dam work. For this project, a submission will be required to the Columbia Inland Wetlands & Watercourses Commission because work will be proposed to re-grade and stabilize Dam Brook for some distance behind the dam.

I. A Columbia Planning Zoning Commission review and report under Connecticut General Statute (CGS) 8-24 is required.

J. Construction will be performed with Town of Columbia in-house forces.

Based on the foregoing, our Scope of Services is defined as follows:

Task 1: Design

1.1. Obtain the services of a certified professional wetland soil scientist to flag the wetland boundary in accordance with State and Federal criteria. Flags to be sequentially numbered in the field and shown accordingly on the drawings. We propose to utilize the services of New England Environmental Services, R. Richard Snarski, CPSS, CPESC, unless you have an objection.

1.2. Provide the services of a professional land surveyor and crew to perform a field survey conforming to Topographic Accuracy Class T-2, based on assumed vertical and horizontal datum. Prepare a project base sheet from land surveyor's worksheet of existing topographic information.

1.3. Take detailed photographs of project site, if needed (in addition to what we already have), and perform field investigation, as needed for design.

1.4. Prepare a computer generated preliminary design drawing set utilizing Autodesk AutoCAD Civil 3D software, version 2015 or later, and the NLJA English unit CAD standard. The primary purpose of these drawings will be for submission to agencies having jurisdiction to obtain

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pertinent approvals. Note that for a CTDEEP Dam Construction Permit, the CTDEEP requires final design drawings. It is anticipated that the following sheets will be prepared:

1.4.1. Title Sheet
1.4.2. Site Plan
1.4.3. Brook Profile and Sections
1.4.4. Stormwater Pollution Control Plan
1.4.5. Stormwater Pollution Control Notes and Details
1.4.6. Details
1.4.7. General Notes, General Requirements, Details
1.4.8. Technical Specifications

1.5. Submit hardcopy set of drawings at 30% design stage to the Town for review and comment. Address comments.

1.6. Submit hardcopy set of drawings at 90% design state to the Town for review and comment.

1.7. Attend one (1) meeting with the Town at the Columbia Town Hall to review the final design drawing comments. Make revisions in response to minor comments. Prepare meeting minutes.

1.8. Reproduce drawing sets and provide to Town for construction.

1.9. No other design services are anticipated at this time. If they are needed and authorized, they will be provided on an hourly rate basis.

Task 2: Permitting

2.1. Solicit review of the project from the CTDEEP Inland Fisheries Division, U.S. Fish and Wildlife Service and the State Historic Preservation Office.

2.2. Prepare and submit a CTDEEP *Request for Natural Diversity Data Base (NDDB) State Listed Species Review* package to the CTDEEP, including pertinent plate maps, photos and sketches as needed.

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2.3. Prepare and submit a CTDEEP *Dam Registration* form to the CTDEEP Dam Safety Unit, including a site location drawing plate and determination of impoundment dimensions and volumes, dam dimensions, and spillway dimensions.

2.4. Prepare and submit a CTDEEP *Request for Determination of Need for Fishway for Dam Safety Permit* to the CTDEEP Inland Fisheries Division.

2.5. Prepare and submit a Corps General Permit *Category 1 Certification Form* to the Corps and request written concurrence.

2.6. Prepare and submit a CTDEEP *Notice to Municipality, Intent to Conduct Regulated Activities authorized by a Dam Safety General Permit to Conduct Maintenance, Repairs, and Alterations to Dams* to the Town to distribute to their Inland Wetlands and Watercourses Commission, and to their Planning and Zoning Commission.

2.7. Prepare and submit a CTDEEP *Dam Safety General Permit to Conduct Repairs and Alterations to Dams* (GP-016) submission to the CTDEEP Dam Safety Unit, including required attachments.

2.8. Prepare a submission to the Town Inland Wetlands and Watercourses Commission. Attend two night meetings and one site walk.

2.9. Prepare a submission to the Town Planning and Zoning Commission for a CGS 8-24 review and report. Attend one night meeting.

2.10. No other permitting services are anticipated at this time. If they are needed and authorized, they will be provided on an hourly rate basis.

Task 3: Periodic Construction Administration / Inspection

3.1. Attend a pre-construction meeting on-site.

3.2. Perform periodic construction inspection on an as-needed basis. Assume 40 hours of principal engineer time.

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3.3. No other periodic construction administration / inspection services are anticipated at this time. If they are needed and authorized, they will be provided on an hourly rate basis.

Additional Services

3.4. No additional services are anticipated at this time. If they are needed and authorized, they will be provided on an hourly rate basis.

It is our understanding that the Town will cooperate with us in providing those items or services specifically listed herein as being necessary to the performance of our services, and to the extent feasible, furnish or loan to us reference material and all other information pertinent to the subject project that would be useful to us in performing our services. Specifically, the Town will provide and/or pay as Additional Services for the following:

Item A: Arrange for and provide access for us to enter upon the property, as necessary for us to perform our services.

Item B: Services of a certified professional wetland soil scientist or professional land surveyor above and beyond the scope included in this proposal.

Item C: All required permit application and filing fees.

Item D: Services of a laboratory, biologist or other specialty consultant if required by agencies having jurisdiction.

Item E: Pay for any additional services above and beyond those specifically provided for herein when authorized.

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(The remainder of this page has been left blank intentionally)

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We propose to provide our services for the following budget (hourly) fees per Task:

Task1: Design (Hrly)	$XXX
Wetland Soil Scientist (LS)	$XXX
Land Surveyor (LS)	$XXX
Task 2: Permitting (Hrly)	$XXX
Reproduction (Allowance)	$XXX
Task 3: Periodic Cons Admin / Inspection (Hrly)	$XXX
Reproduction (Allowance)	$XXX
TOTAL.....	$XXXX

We propose to provide any other services authorized by the Town, on an hourly rate basis plus reimbursement for out-of-pocket expenses (with no mark-ups). The fee shall be based on the hourly rates listed below for the type of personnel involved in performing the service multiplied by the total hours devoted to performing said services by each type of personnel.

Hourly Rates for Services Rendered

Personnel Category	Hourly Rate
Technical Assistant	$40-$65/hr
CADD Technician	$85-$90/hr
Engr. Technician & Inspector	$62-$107/hr
Geologist/Envr. Analyst	$105-$116/hr
Project Engineer	$105-$112/hr
Principal Engineer	$127-$138/hr

The hourly rates listed above shall remain in effect through the end of 2016. These rates shall be reviewed at the end of this and subsequent calendar years and, effective January 1 of every year thereafter, they will be adjusted to reflect current operating costs.

If this proposal is acceptable to you, please sign both copies of this proposal. Keep one (1) copy for your file and return one (1) copy to this office. This proposal is valid until December 31, 2016.

We look forward to being of continued service to the Town of Columbia. If there are any questions, please feel free to contact me.

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.

J. Howard Pfrommer, P.E.
Vice President

Accepted: Town of Columbia, Connecticut

By: _____
(Authorized signature)

_____
(Please type or print)

Date: _____

JHP/jhp

cc: George Murphy
Geoffrey L. Jacobson, P.E.
File

J:\Proposals\2015 Proposals\12-XX-15 Squier Pond Dam, Columbia\12-XX-15 Nau.docx

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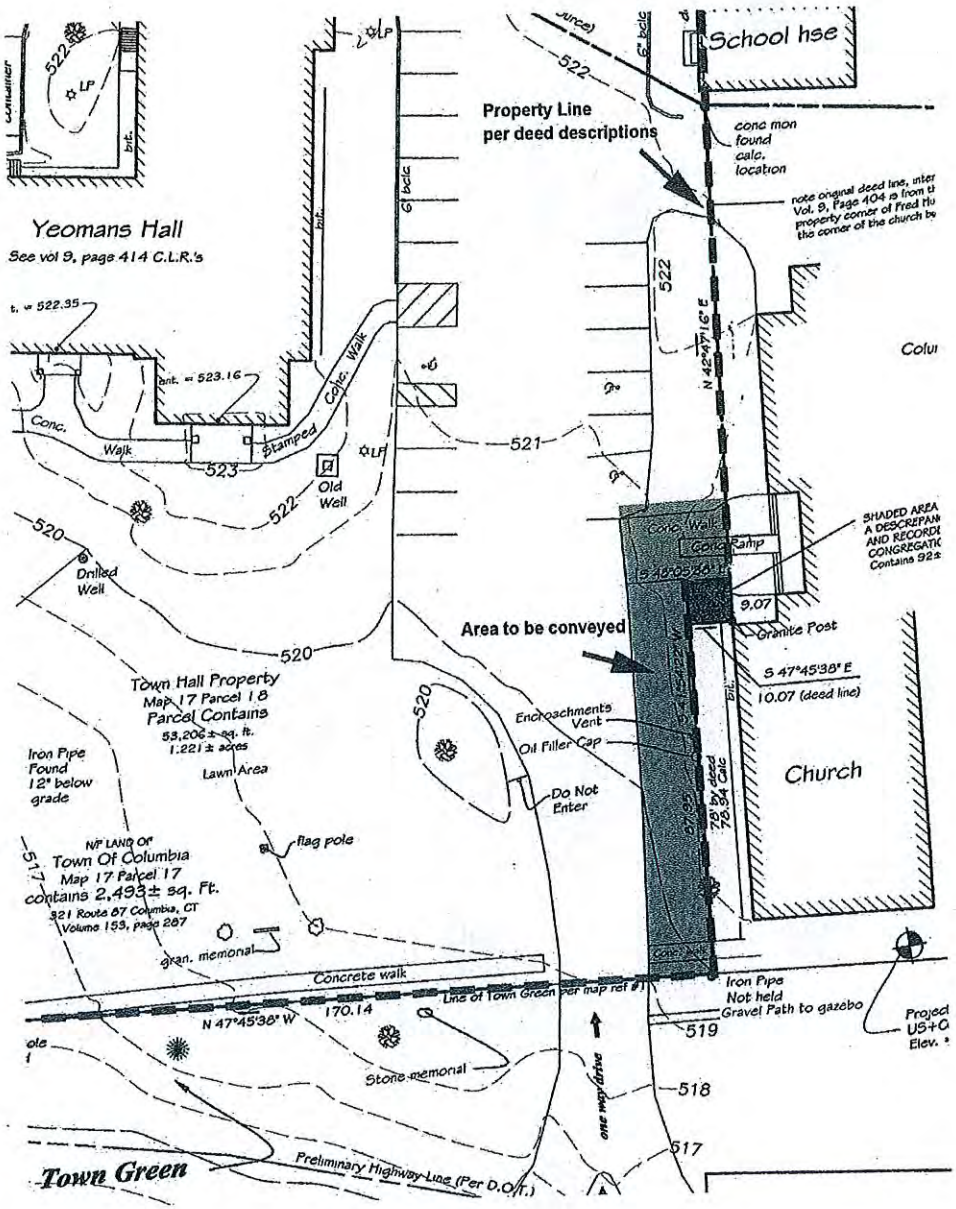
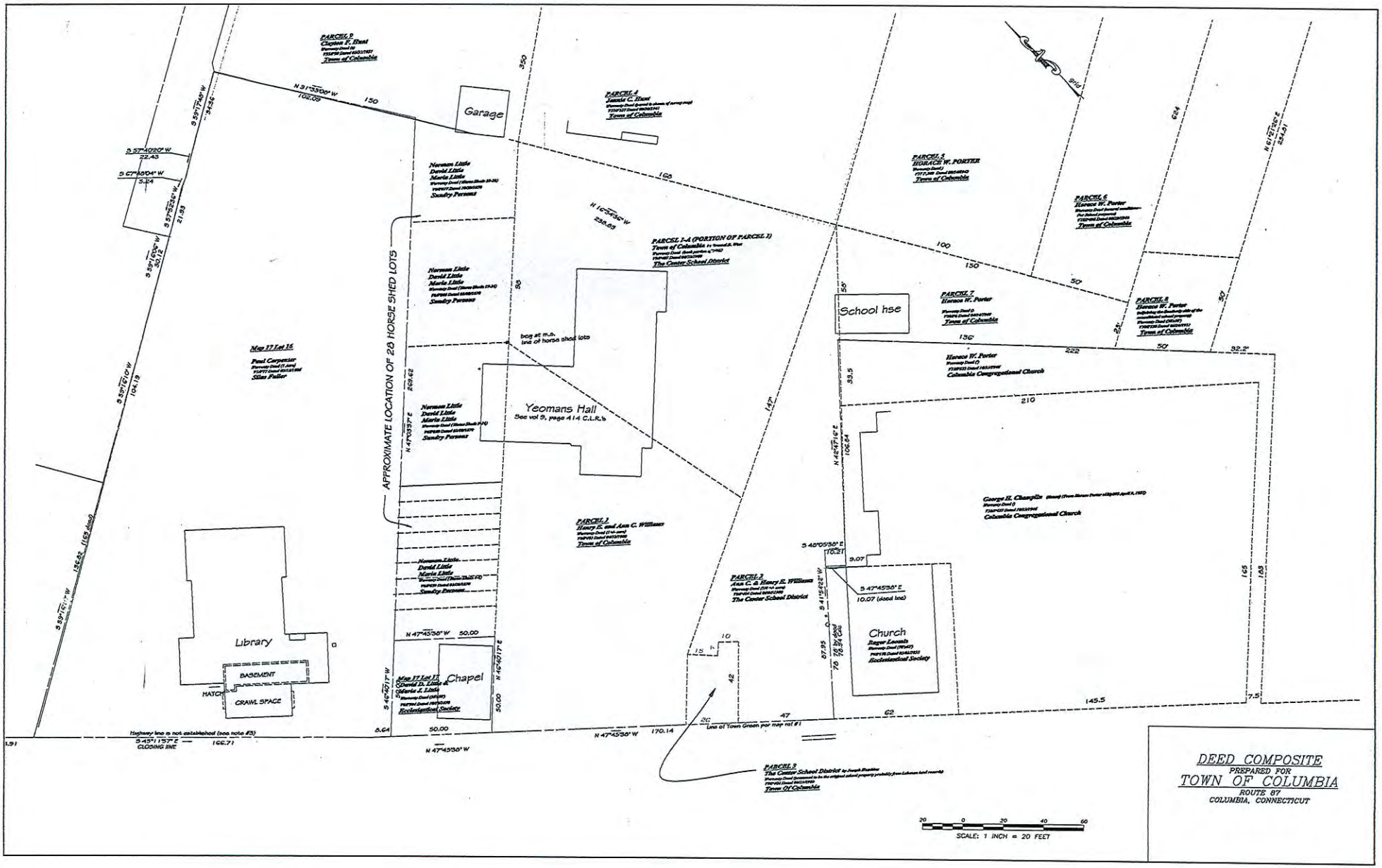

Yeomans Hall
See vol 9, page 414 C.L.R.'s
School hse
Property Line
per deed descriptions
conc mon
found
calc.
location
Area to be conveyed
Granite Post
S 47°45'38" E
10.07 (deed line)
Church
Town Hall Property
Map 17 Parcel 18
Parcel Contains
53,206± sq. ft.
1.221± acres
Lawn Area
Iron Pipe
Found
12" below
grade
N/F LAND OF
Town Of Columbia
Map 17 Parcel 17
contains 2,493± sq. Ft.
321 Route 87 Columbia, CT
Volume 153, page 287
flag pole
gran. memorial
Concrete walk
N 47°45'38" W
170.14
Stone memorial
Iron Pipe
Not held
Gravel Path to gazebo
Encroachments
Vent
Oil Filler Cap
Do Not
Enter
Old
Well
Drilled
Well
Stamped Concr. Walk
Conc.
Walk
Town Green
Preliminary Highway Line (Per D.O.T.)
522
521
520
519
518
517
523



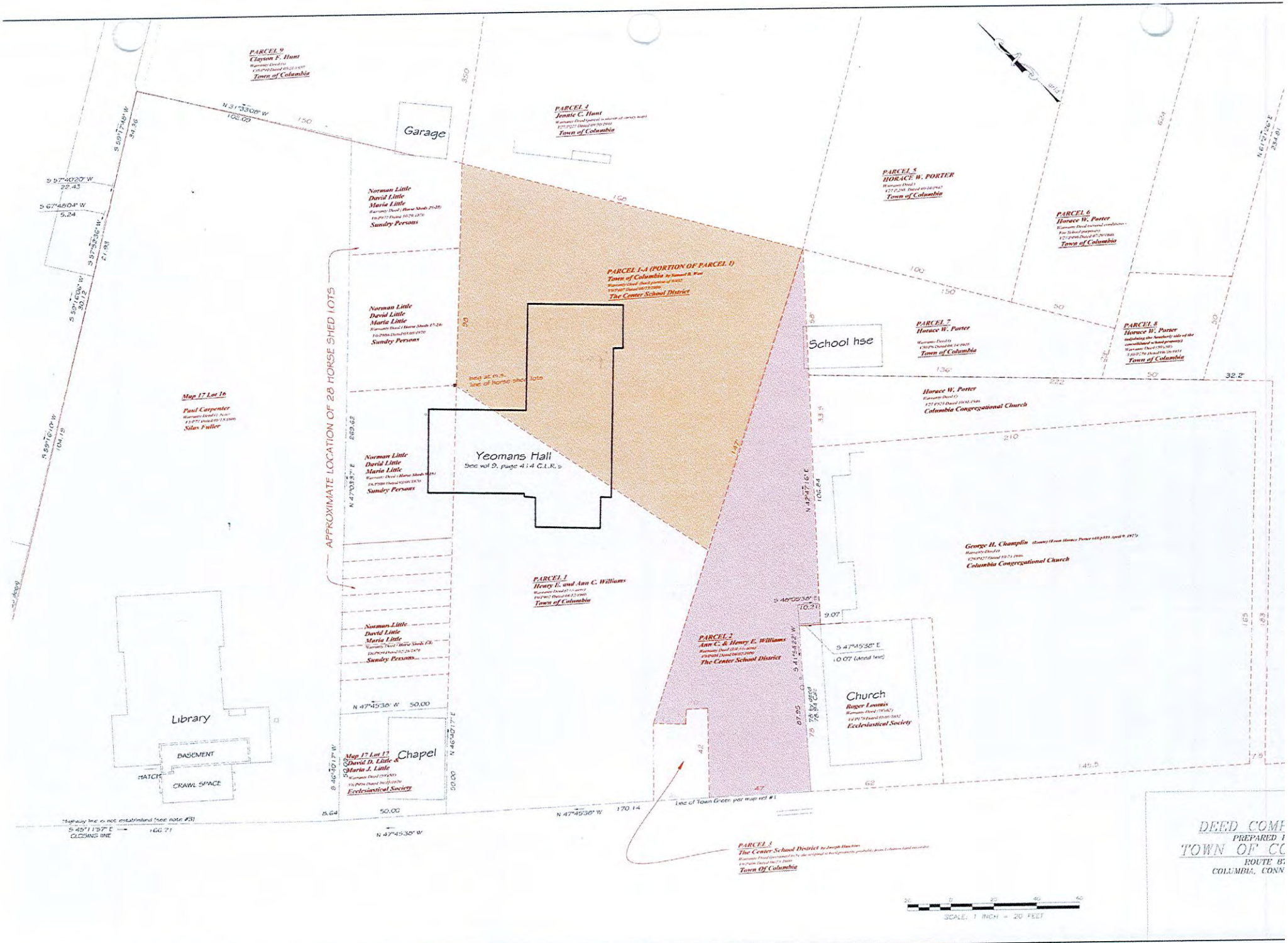
DEED COMPOSITE

PREPARED FOR

TOWN OF COLUMBIA

ROUTE 87

COLUMBIA, CONNECTICUT


PARCEL 9
Clayton F. Hunt
Town of Columbia
PARCEL 4
Jennie C. Hunt
Town of Columbia
Garage
PARCEL 5
HORACE W. PORTER
Town of Columbia
PARCEL 6
Horace W. Porter
Town of Columbia
Norman Little
David Little
Maria Little
Sundry Persons
PARCEL 1-A (PORTION OF PARCEL 1)
Town of Columbia by Samuel B. West
The Center School District
PARCEL 7
Horace W. Porter
Town of Columbia
School hse
PARCEL 8
Horace W. Porter
Town of Columbia
Map 17 Lot 16
Paul Carpenter
Silas Fuller
beg at n.e. cor of horse shed lots
Yeomans Hall
See vol 9, page 414 C.L.R.s
Horace W. Porter
Columbia Congregational Church
APPROXIMATE LOCATION OF 28 HORSE SHED LOTS
PARCEL 1
Henry E. and Ann C. Williams
Town of Columbia
George H. Champlin
Columbia Congregational Church
PARCEL 2
Ann C. & Henry E. Williams
The Center School District
Church
Roger Loomis
Ecclesiastical Society
Library
BASEMENT
HATCH
CRAWL SPACE
Map 17 Lot 17
David D. Little &
Maria J. Little
Ecclesiastical Society
Chapel
Line of Town Green per map ref #1
PARCEL 3
The Center School District by Joseph Hutchins
Town Of Columbia
DEED COMP
PREPARED
TOWN OF CO
ROUTE 87
COLUMBIA, CONN
SCALE: 1 INCH = 20 FEET

SUGGESTED RESOLUTIONS FOR THE
COLUMBIA BOARD OF SELECTMEN

WHEREAS, it is a condition of the zoning approval for the addition to the Saxton B. Little Free Library that the Town-owned lot on which the library is located be combined with one or more adjoining parcels of Town-owned land so as to satisfy applicable lot coverage ratios; and

WHEREAS, it is in the long range interests of the Town to consolidate a variety of land parcels of varying sizes that now comprise the area occupied by the library, Yeomans Hall and surrounding driveway and parking areas into a consolidated Town Hall Campus as so designated on a survey submitted to this meeting entitled "_____" (the "Town Hall Campus Survey"); and

WHEREAS, it is in the interests of the Town in the process of such consolidation to resolve minor boundary line issues with the Columbia Congregational Church and provide for beneficial cross maintenance easements between the Town and the Church; and

WHEREAS, Ann C. Williams and Henry E. Williams conveyed a certain piece or parcel of land (shown as "Parcel 2" on the map entitled "Deed Composite" submitted to this meeting) to The Center School District of the Town of Columbia by a Warranty Deed dated June 2, 1900 and recorded in Volume 9, Page 404 of the Columbia Land Records; and

WHEREAS, Samuel B. West, duly appointed agent for the Town of Columbia, conveyed a certain piece or parcel of land (shown as "Parcel 1A" on said Deed Composite Map) to The Center School District of the Town of Columbia by a Warranty Deed dated June 23, 1900 and recorded in Volume 9, Page 407 of the Columbia Land Records; and

WHEREAS, by virtue of Section 7 of Chapter 146 of the Public Acts of 1909, title to all property held by The Center School District of the Town of Columbia vested in the Town of Columbia to be held for school purposes; and

WHEREAS, Parcels 1A and 2 are not currently being used for school purposes and there is no reasonable expectation that they will be used for school purposes in the foreseeable future; and

WHEREAS, Parcels 1A and 2 are contiguous parcels and adjoin other property of the Town of Columbia, as shown on the map entitled "Deed Composite" submitted to this meeting; and

WHEREAS, the Board of Education of the Town of Columbia has acknowledged and affirmed that it is not currently using and does not intend to use either Parcel 1A or Parcel 2 for school purposes and further did by resolution dated _____, 2016 relinquished to the Town of Columbia any remaining rights it may have in and to Parcel 1A and Parcel 2

NOW, THEREFORE, BE IT RESOLVED

THAT: The Board of Selectmen of the Town of Columbia does hereby acknowledge that the Board of Education has relinquished to the Town of Columbia any remaining rights it may have in and to the above-referenced Parcel 1A and Parcel 2.

THAT: The Board of Selectmen does hereby affirm that it is in the best interests of the Town that the various Town-owned parcels surrounding the Saxton B. Little Free Library and Yeomans Hall contained within the area shown on the Town Hall Campus Survey, including the above-referenced Parcels 1A and 2, be consolidated into a single parcel under the ownership of the Town.

THAT: The Board of Selectman: (i) approve in principle the Boundary Line Agreement and Quit Claim Deed between the Town and the Columbia Congregational Church, in the form submitted to this meeting with such further non-substantive modifications as may be approved by Town Counsel, by which the Town and the Church resolve minor boundary line issues on the east side of the property referred to above as Parcel 2 and provide for beneficial cross maintenance easements for both parties; and (ii) refer the authorization of such Boundary Line Agreement and Quit Claim Deed between the Town and the Church to a Town Meeting for review and acceptance.

THAT: The Board of Selectmen establish a Special Town Meeting to be held on _____, 2016 at _____ p.m. in the Adella G. Urban Administrative Offices Conference Room for the purpose of discussing and acting upon the Boundary Line Agreement and Quit Claim Deed between the Town and the Columbia Congregational Church, in the form submitted to this meeting with such further non-substantive modifications as may be approved by Town Counsel, by which the Town and the Church resolve minor boundary line issues on the east side of the property referred to above as Parcel 2 and provide for beneficial cross maintenance easements for both parties.

THAT: The Board of Selectmen, subject to the prior approval of the above-referenced Town Meeting regarding the heretofore referenced agreement with the Columbia Congregational Church, does authorize and empower the First Selectman (i) to execute a Quitclaim Deed in form and substance approved by Town Counsel (with such approval confirmed by the First Selectman's execution of such deed) which consolidates the various parcels of Town-owned land encompassed within the area shown on the Town Hall Campus Survey into one Town-owned parcel; and (ii) to execute and deliver said Boundary Line Agreement and Quit Claim Deed between the Town and the Columbia Congregational Church in accordance with any directives of such Town Meeting.

EASTERN CONNECTICUT CONSERVATION DISTRICT, INC.

238 West Town Street
Norwich, CT 06360-2111
(860) 887-4163, Ext. 400

www.ConserveCT.org/eastern

139 Wolf Den Road
Brooklyn, CT 06234
860-774-9600

Natasha

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Woodstock

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Ledyard

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Pete Merrill
Griswold

Rosemarie Huysman
East Lyme

Cathy Osten
Sprague

Paul Shaffer
Norwich

December 18, 2015

Carmen Vance, First Selectman
Town of Columbia
323 Route 87
Columbia, CT 06237

Not sure we give to this

Dear Ms. Vance:

The Eastern Connecticut Conservation District, Inc. is making great environmental impacts throughout eastern Connecticut. We take this opportunity to share with you some of our activities and successes, and to reach out to Columbia for your municipal support in the amount of $500 in your 2016-17 fiscal budget.

ECCD uses a watershed approach to natural resource management, involving diverse programs and projects, bringing together municipalities, partners, farmers, businesses and many individuals for the common good. ECCD's activities include:

- supporting local, regional and statewide programs;
- educating students, elementary through college, about natural resources;
- identifying and reducing sources of bacterial pollution in streams and rivers;
- improving soil health;
- constructing compost facilities for manure and dairy mortality;
- managing manure on livestock farms;
- educating the public about septic system best management practices;
- training local citizens in water quality monitoring;
- reducing stormwater pollution in urban areas;
- restoring migratory fish; and

...the list goes on.

As ECCD continues to grow as one of Connecticut's leading environmental organizations, we face new, exciting challenges. We are a not-for-profit organization, with a staff of five, managing natural resource conservation throughout 36 towns in eastern Connecticut. Our mission is to keep eastern Connecticut's water and soil healthy! With your support we are able to expand our impact and increase our services. It's all about keeping our water drinkable, our brooks and rivers clean, our fish healthy and our beaches free of bacteria.

Attached are our 2014-15 Annual Report, which showcases some of ECCD's recent projects, and our 2015-16 Operating Budget for your review. Thank you for supporting conservation in your community!

Sincerely,

William A. Jorsz, Chair

Att.: 2

Conservation District

238 West Town Street, Norwich, CT. 06360 860-887-4163 x400
139 Wolf Den Road, Brooklyn, CT. 06234 860-774-9600 x13

Board of Directors

William Jorsz, Chair
Anne Roberts-Pierson, Vice-Chair
Winthrop Benjamin, Treasurer
Leonora Szruba, Secretary
Warren Swanson
Susan Manning
Sherwood Raymond
Beverly Thornton
Charlie Hobbs
Matt Peckham
David Faist
Norma O'Leary (2014)

Alternate Directors
Pete Merrill
Rosemarie H. Goss
Dave Labonne
Sylvia Correia
Cathy Osten

Staff

Dan Mullins, Executive Director
Kate Johnson, Office Manager
Jean Pillo, Watershed Conservation Project Manager
Judy Rondeau, Natural Resource Specialist
Matt Snurkowski, Conservation Technician

2014-2015 ANNUAL REPORT

July 1, 2014 – June 30, 2015

A Reflection with Promise!

As we reflect on 2014-2015, it has been a year of major growth in awareness and citizen participation in natural resource conservation.

Over the past year, under the leadership of our new Executive Director, Dan Mullins, we have expanded our conservation efforts in agriculture and habitat restoration, while continuing important work in soil health and water quality.

Collectively, we are maintaining all that is good in our environment and improving areas in need of attention. On the pages that follow, we will share with you some of the projects that we have been working on throughout eastern Connecticut.

We recommend that you enjoy our natural resources by taking a kayak paddle, hiking a trail, or simply going for a picnic at a park or attending a Farmer's Market near you. While enjoying our natural wonders, contemplate the benefits that collective action brings to our shared conservation efforts.

William A. Jorsz

Chair

Eastern Connecticut Conservation District

ECCD Provides Technical Assistance to Town & Residents

ECCD staff assessed a small farm in Woodstock, CT for manure Best Management Practices (BMPs).

For East Lyme's IWWC, ECCD staff evaluated erosion at a solar farm in East Lyme.

ECCD responded to over 140 inquiries from District municipalities and residents, providing a wide variety of technical assistance on topics such as:

Nonpoint Source Pollution, stormwater management and retrofits, stormwater sampling, riparian buffers and buffer plants, GIS assistance, agricultural best management practices, Low Impact Development, green infrastructure, conservation planning, open space planning and management, stormwater BMP monitoring & maintenance, erosion and sediment control, pond management, water quality monitoring, funding opportunities, legislative and policy updates, invasive species information, local, state and federal permitting questions, soil information, soil sampling and use of barley straw.

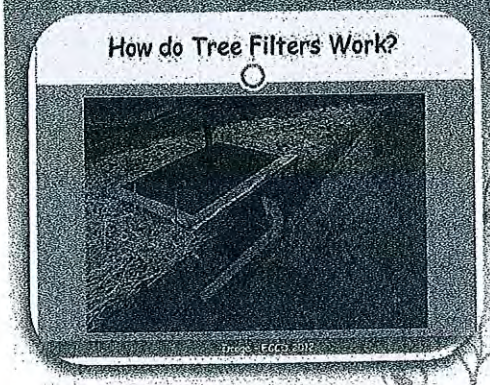
It is with thanks and appreciation that we recognize the following donations in honor of others:

Ruth Stedman in Honor of Accomplishments by Cayden LeBlanc

Sylvia Correia in memory of Jim Chew
Irene Hutchinson in memory of Charles Hutchinson
Faith Johnson in memory of Robert Johnson
Kate Johnson in memory of Eddie Hnatiuk
Roman Jamieson in memory of Gwen Jamieson
Rhoda Micocci in memory of Wendell Davis

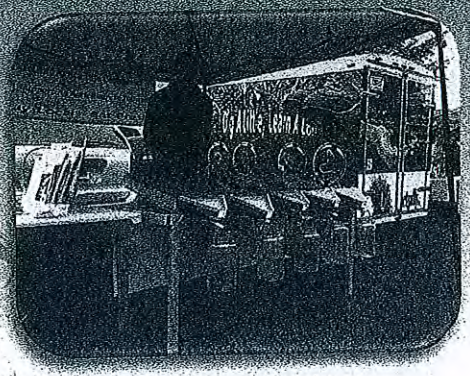
Elaine Siena in memory of Leo Tucker
Frank & Patt Schlehofer in memory of John Schumanski
Warren Swanson in memory of Lori Swanson
Susan Theve in memory of Henry Gonsowski
Diane & William Welz in memory of Ed & Rose Ledogar
Rosewin Wildlife Preserve

Adventures in Life-long Learning



ECCD staff conducted a tree filter workshop for adult learners at Three Rivers Community College.

2015 NRCS Rainfall Simulator



ECCD assisted NRCS staff demonstrate soil health qualities through a rainfall simulation.

Hampton Green Team Presentation

ECCD staff presents information to the Hampton Green Team about stormwater impacts to water quality.

* ECCD conducts workshops on conservation practices and natural resource topics
* ECCD provides information on conservation practices and other natural resource topics
* ECCD conducts the annual Floating Workshop on behalf of the Thames River Basin Partnership
* ECCD provides staff support for the Connecticut Envirothon
* ECCD produces a biannual newsletter addressing regional natural resource conservation issues.
* ECCD maintains a website and FaceBook page to inform and educate the public about conservation topics

2015 Envirothon

ECCD staff and board members assisted with the 2015 Envirothon at the CT College Arboretum in New London.

Celebrate Agriculture!

ECCD staff demonstrates nonpoint source pollution in Woodstock.

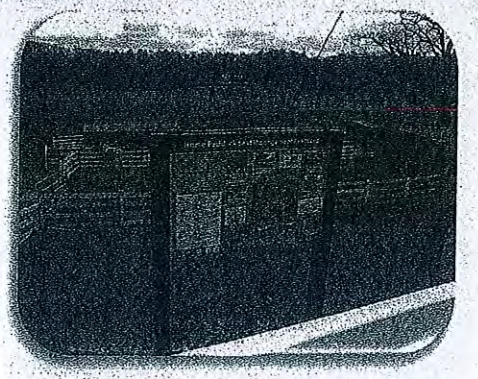
Stormwater Classroom

ECCD staff presented at East Lyme's Stormwater Classroom for 3rd graders.

Eastern Connecticut Conservation District

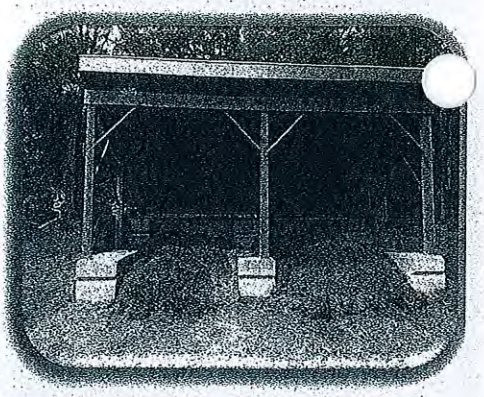
Agricultural Projects

Small Farm Manure BMP Assistance* - ECCD has assisted small farms within the Little River and Mashamoquet Brook watersheds to improve manure management and prevent non-point source pollution on small farms. ECCD completed a demonstration project at UConn's horse paddocks, distributed compost covers, provided on-farm assessments to improve manure management practices and provided assistance to construct a manure storage facility at The Learning Clinic in Brooklyn.



Educational signage at UConn horse paddocks in Storrs, CT.

Non-point Source Management Mt. Hope River* - ECCD developed a matrix of BMP activities to improve water quality in the Mt. Hope River, re-located the manure pile at Misty Meadows Farm away from Buck Brook, developed a manure plan for the farm owner and installed a covered manure storage facility. The farm, which raises llamas, will be used as a demonstration site for future outreach.



ECCD constructed a manure storage facility at Misty Meadows Farm in Ashford, CT.

NRCS Soil Health Contribution Agreement - ECCD and UConn, partnering with NRCS, are conducting soil health assessments to establish baseline conditions and continuous monitoring of fields under various conservation practices. This project will monitor changes in soil health conditions and will show relationships between different soil management practices over time.

Aerated Compost Facility* - ECCD is assisting Elm Farm in Woodstock construct an aerated compost facility for managing dairy mortalities. The covered facility will reduce contaminated run-off from entering local waterbodies and the aeration system will compost deceased livestock more quickly. Solar power will provide electricity to the aeration system.

NRCS and ECCD staff, assisted by an ECSU intern, collect soil health data at Valleyside Farm in Woodstock, CT.

*Funded in part by CT DEEP through a CWA §319 NPS Program grant

*Funded in part by CT DEEP through a CWA §604b program grant

Ekonk Brook Watershed-based Plan* – ECCD, in partnership with CT DEEP, the Town of Plainfield and local volunteers, conducted a trackdown of Ekonk Brook and its tributaries to identify possible sources of bacterial pollution to the waterway. Preparation of a Watershed-based Plan is underway.

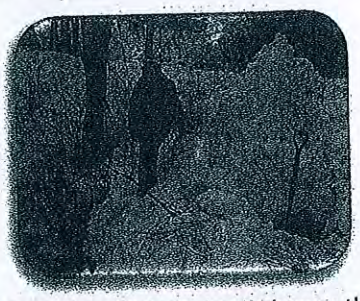
Volunteers collect water samples from Ekonk Brook for bacterial analysis.

French River Watershed-based Plan* – ECCD, in partnership with CT DEEP, the Town of Thompson and local volunteers, is conducting a trackdown of French River and its tributaries to identify possible sources of bacterial pollution to the waterway. Preparation of a Watershed-based Plan is underway.

A TLGV volunteer collects a water sample from Sunset Hill Brook, a French River tributary, for bacterial analysis.

Roseland Lake Nutrient Loads Modeling Project* - ECCD, in cooperation with the Town of Putnam, the CT Department of Public Health, the USGS and TLGV Water Quality Monitoring Program, is undertaking a water quality investigation of Roseland Lake in Woodstock to determine the source nutrients causing eutrophication in the lake. The outcomes of this study will guide development of lake management practices and will prioritize areas for future BMP installations in the upper watershed.

Stream Flow Monitoring (Phase II)** – ECCD, USGS and DEEP partnered to collect a second year of stream flow data in impaired streams in eastern Connecticut in order to better understand the impacts of flow impairments on aquatic habitat.



ECCD intern Vicki Szamocki braves the elements to download stream gauge data at Latimer Brook in Montville.

Mashamoquet Brook NPS Implementation - Septic System Upgrades* - As an implementation project following the Mashamoquet Brook Watershed-based Plan, ECCD will be working with homeowners in Pomfret and Brooklyn to educate them on septic system BMPs, including water conservation strategies and will provide funding assistance to upgrade septic systems in high priority areas.

Lauter Park Riparian Buffer Installation, Willimantic – Volunteers from ECSU assisted ECCD with the installation of a riparian buffer at Lauter Park in Willimantic to reduce NPS run-off into the Natchaug River. The Rivers Alliance of Connecticut provided Supplemental Environmental Project funds to support the installation.

ECSU volunteers assist with installing a riparian buffer at Lauter Park in Willimantic.

Straight Pond Dam Modification, Preston – ECCD, in collaboration with NFWS and CTDEEP, will modify the Straight Pond Dam in Preston to facilitate migratory fish passage in Poquetanuck Brook, continuing restoration efforts upstream of the Hallville Pond fishway.

In October 2014, ECCD Board Member Norma O'Leary retired from ECCD's Board of Directors after serving a long and distinguished tenure!!

Eastern Connecticut Conservation District

Collaborations/Partnerships

Partnerships with government agencies and other non-profit organizations are important to ECCD to achieve our mission. ECCD is represented on the Board of the Connecticut Resource Conservation and Development Council, and is represented on the steering committee of the Thames River Basin Partnership, the Celebrating Agriculture! Committee, The Last Green Valley Water Subcommittee, Connecticut Envirothon, and the Niantic River Nitrogen Work Group. We also partner with the USDA Natural Resources Conservation Service, the CT Department of Energy and Environmental Protection, US Environmental Protection Agency, UConn Extension System, Connecticut Audubon Society, Avalonia Land Conservancy, US Fish & Wildlife Service and others. Partnering with other conservation organizations provides a positive synergy to meet our conservation goals.

In addition to our many partnerships, ECCD provides support services to other conservation organizations, including administrative and financial management services, and grant application submittal and management.

2015 TLGV Water Quality Monitoring

ECCD staff and volunteers collect water quality data with trolls and hobos as part of TLGV's water quality monitoring program.

2015 TRBP Floating Workshop

The Floating Workshop was held at Old Sturbridge Village in Sturbridge, MA.

Our Many Thanks to the Following for Their Generous Assistance:

- USDA Natural Resources Conservation Service
- CT Dept. of Energy & Environmental Protection
- The CT Audubon Society
- The Windham County Agricultural Society, Brooklyn
- Ocean State Job Lot
- The Town of Lisbon
- Retired Senior Volunteers
- The Last Green Valley, Inc.
- 2014-15 Water Quality Monitoring Volunteers
- 2015 Plant Sale Volunteers
- UConn Extension Master Gardener Program
- Pride's Corner Farms, Inc.

We would like to thank the following donors for their 2014-15 contributions to ECCD to support regional conservation in eastern Connecticut.

Ashford, Canterbury, Columbia, East Lyme, Eastford, Franklin, Hampton, Killingly, Ledyard, Lisbon, Preston, Sprague, Sterling, Thompson, Voluntown and Waterford

The Eastern Connecticut Conservation District Board of Directors and staff would like to thank our donors for your support in 2014-2015! Together we conserve the beauty of eastern Connecticut's natural resources.

Janice Abrahamson
Susan Aldrich
Alexander Lake Conservation
Claudia Allen
Robert Alling
Christina Alliod
Marc Altmeier
David Amacher
Myra Ambrogi
Joellen Anderson
Anonymous donor
Julia Avery
Kathleen Avery
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Robin Lessard
Amanda Lindberg
Lisbon Conservation Comm.
Lance Magnuson
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Mattimore Family Charitable Foundation
Mildred McBroome
Ann Milner
Bernard Mitchell
Irene Morgan
Mother Nature's Garden
Judith Moulton
Susan Munger
Carol Murcko
Bob Neddo
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Ruth Stetson
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Elizabeth Storms
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Stanley Sudol
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Jo Ann Szela
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Orville Terwilleger, Sr.
Christopher Thomson
Beverly Thornton
Bruce Thornton
Janice Thurlow
Corinne Tubbs
Constance Tyndall
Kevin Vancamp
Richard Vanderslice
Carl Vogt
Linda Walsh
Margaret Washburn
Allan Waterman
Linda Waters
Mary Weaver
Howard & Irene Weiss
John & Christina Wheaton
Kristen Widham
Margaret Woodhouse Becker
James Zerull

www.ConserveCT.org/eastern

District Goals

- Provide municipalities, farmers, residents and businesses of the District with technical assistance to promote responsible use of natural resources
- Conduct projects and provide services to protect and improve natural resource and watershed health
- Provide natural resource conservation information and education
- Provide support services to CT DEEP for Stormwater Construction General Permit
- Collaborate with and provide support services to other conservation organizations
- Provide efficient and effective District administration

Statewide Vision:

Connecticut's five Conservation Districts shall serve as leading environmental organizations in Connecticut.

District Vision:

Provide technical assistance and environmental education to promote sound natural resource management utilizing a watershed approach.

Eastern Connecticut Conservation District
238 West Town Street
Norwich, CT 06360

Serving the Towns of:

Andover, Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Columbia, East Lyme, Eastford, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Mansfield, Montville, New London, North Stonington, Norwich, Plainfield, Pomfret, Preston, Putnam, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Windham and Woodstock

BUDGET - FISCAL YEAR 2016

July 1, 2015 - June 30, 2016

EASTERN CONNECTICUT CONSERVATION DISTRICT, INC.

Income

Contributory Income				
	State Funding	$	$44,375	
	Municipal Funding	$	8,000	
	Private Contributions	$	4,500	
	Contributory Income Total:			$ 56,875
Programs and Services Income				
	Fish Sale	$	600	
	Plant Sale	$	26,000	
	Miscellaneous Programs and Services	$	0	
	SW PCP Review for DEEP	$	0	
	Programs and Services Income Total:			$ 26,600
Grants and Projects Income				
	TLGV Coordinator - Yr 10 - Fed. FY '15	$	7,500	
	TLGV Coordinator - Yr 11 - Fed. FY '16	$	7,500	
	604b Streamflow Monitoring Program (Phase 2)	$	0	
	CSP - NRCS grant for ECCD's land practices	$	1,200	
13-01e	FY 13 - Block Grant - Site Plan Reviews	$	20,000	
	CTA funding via NRCS	$	15,000	
12-05e	FY 13 - Ekonk Brook in Plainfield	$	37,000	
12-05f	FY 13 - French River in Thompson	$	27,000	
	FY 13 - Aerated Composting System	$	91,030	
11-05	FY 11 Tree Filters - Waterford and East Lyme	$	21,500	
	FY 12 - Blk Grt - Colonial Apts Tree Filter/Rain Garden	$	60,000	
	FY 13 - Blk Grt - Little River WQI - Roseland L	$	54,000	
10-02b	FY 12 - 319 - Baker Cove Tree Filters	$	112,800	
	FY - 14 - Mash. Brook Woodchip Filters	$	0	
	FY 12 - 319 - Mash. Brook Septic Upgrades	$	56,000	
	Straight Pond Dam Removal	$	22,637	
	Lauter Park Riparian Buffer - SEP CT Rivers Alliance	$	5,000	
	Soil Health Agreement via NRCS	$	8,000	
	FY - 14 Mayhill Farm WQI	$	8,500	
	FY - 14 Baker Cove Goose Control	$	7,500	
	FY - 14 Broad Brook Trackdown and WBP	$	0	
	RCPP - State Program with TLGV - Thames River Basin	$	2,000	
	RCPP - Regional Program with CACD - Thames/CT River	$	0	
	Other Grants/Projects	$	0	
	Grants and Projects Income Total:			$ 564,167

Other Income

Bank Interest Earned	$	175	
Meeting Income	$	475	
Miscellaneous	$	200	
Other Income Total:			$ 850
Total Income:			$ **648,492**

Expenses

Administrative Expenses

Advertising	$	4,000	
Dues, Memberships, Contributions	$	1,000	
Insurance Premiums	$	4,700	
Administrative Expenses Total:			$ 9,700

Personnel Expenses

Wages	$	240,500	
Employer's Payroll Taxes	$	18,400	
Employer's SIMPLE Contribution	$	7,215	
Unemployment Tax and Bond	$	2,000	
Payroll Processing Support Services	$	650	
Mileage, Tolls, Parking, Vehicles	$	12,000	
Education, Conferences	$	1,200	
Additional Staffing Cost Contingency	$	1,500	
Liability, and Errors & Omissions Insurance	$	0	
Personnel Expenses Total:			$ 283,465

Programs and Services Expenses

Fish Sale	$	400	
Plant Sale	$	17,000	
Miscellaneous Programs and Services	$	100	
SW PCP Review for DEEP	$	0	
Programs and Services Expenses Total:			$ 17,500

Grant and Project Expenses				
	TLGV Coordinator - Yr 10 - Fed. FY '15	$	0	
	TLGV Coordinator - Yr 11 - Fed. FY '16	$	0	
	604b Streamflow Monitoring Program (Phase 2)	$	0	
	CSP - NRCS grant for ECCD's land practices	$	1,000	
13-01e	FY 13 - Block Grant - Site Plan Reviews	$	0	
	CTA funding via NRCS	$	0	
12-05e	FY 13 - Ekonk Brook in Plainfield	$	9,000	
12-05f	FY 13 - French River in Thompson	$	2,000	
	FY 13 - Aerated Composting System	$	96,655	
11-05	FY 11 Tree Filters - Waterford and East Lyme	$	62,000	
	FY 12 - Blk Grt - Colonial Apts Tree Filter/Rain Garden	$	42,400	
	FY 13 - Blk Grt - Little River WQI - Roseland L	$	0	
10-02b	FY 12 - 319 - Baker Cove Tree Filters	$	34,000	
	FY - 14 - Mash. Brook Woodchip Filters	$	0	
	FY 12 - 319 - Mash. Brook Septic Upgrades	$	32,000	
	Straight Pond Dam Removal	$	9,422	
	Lauter Park Riparian Buffer - SEP CT Rivers Alliance	$	3,000	
	Soil Health Agreement via NRCS	$	0	
	FY - 14 Mayhill Farm WQI	$	5,000	
	FY - 14 Baker Cove Goose Control	$	1,000	
	FY - 14 Broad Brook Trackdown and WBP	$	0	
	RCPP - State Program with TLGV - Thames River Basin	$	0	
	RCPP - Regional Program with CACD - Thames/CT River	$	0	
	Other Grants/Projects	$	0	
	Grant and Project Expenses Total:			$ 297,477

Expenses, continued

Office Expenses				
	Auditing	$	4,000	
	Communication Services	$	1,750	
	Office Machines	$	2,000	
	Office Supplies, Printer Ink & Software	$	5,500	
	Postage	$	4,000	
	Printing	$	4,500	
	Office rental (Brooklyn)	$	1,500	
	Other Services	$	500	
	Office Expenses Total:			$ 23,750

Miscellaneous Expenses				
	Contingency	$	1,000	
	Meeting Expenses	$	1,500	
	Legal expenses (ECCD land in Brooklyn)	$	10,000	
	Executive Director Discretionary Spending	$	400	
	Miscellaneous	$	3,700	
	Miscellaneous Expenses Total:			$ 16,600
	Total Expenses:			$ **648,492**

Small Town Economic Assistance Program (STEAP) Guidelines and Application

Please read this information before completing the application.

The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds. This program is managed by the Office of Policy and Management and grants are administered by appropriate state agencies.

STEAP funds are issued by the State Bond Commission and **can only be used for capital projects**. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. Projects eligible for STEAP funds include:

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

Expenditures that cannot be funded by STEAP Grant funds:

- Programmatic expenditures or recurring budget expenditures are **not** eligible for STEAP or any other state bond program. However, some projects, while generally capital in nature, should not be funded with State bond money for various public policy reasons including but not limited to administrative improvements.
- The following expenditures are **not** eligible for reimbursement in construction, acquisition or development projects: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; municipal salaries or employee expenses.
- Project components **not** allowable for STEAP fund payment: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. Examples of FF&E include desks, chairs, computers, electronic equipment, tables, bookcases and partitions.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded without advance written approval of the administering agency.
- STEAP funds **cannot** be used to represent the required "match" portion for another state grant.

For the purposes of this application and any subsequent award, "Authorized Signatory" refers to the municipality's Chief Executive (Town Manager, Mayor, First Selectman, etc.) – the individual who is legally authorized to apply for the grant and who has the authority to enter into any subsequent agreements.

THIS APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH THIS APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN ALL REQUIRED CONTRACTUAL DOCUMENTS ARE SUBMITTED AND APPROVED BY THE ADMINISTERING STATE AGENCY, AND THE TOWN IS NOTIFIED THAT THE CONTRACT IS FULLY EXECUTED.

APPLICATION FOR FY 2016 STEAP GRANT FUNDING

Please complete one application for each proposed project and also indicate the priority order of all projects submitted. If applications for more than one project are submitted at different times, please reprioritize previously submitted projects with each new application. Complete submittal instructions are outlined on the last page of this application.

Applicant Town: Columbia **Tax ID (FEIN) No.: 06-0849153**

Authorized Signatory Full Legal Name: Carmen L. Vance

Authorized Signatory Title: First Selectman

Authorized Signatory Email: cvance@columbiact.org

Authorized Signatory Phone Number: 860-228-0110 **Extension:**

Town Office Street Address / PO Box: 323 Route 87 **Town Office Zip Code: 06237**

Proposed Project Street Address: N/A **Zip Code: 06237**

If available, GIS coordinates: Longitude: -72-18-24.4512 **Latitude: 41-43-44.4606**

If no project address is available, please provide street intersection detail.
Hop River Road over the Hop River

Requested amount of STEAP Funding ($500,000 max): $ 500,000

Project Name: **Hop River Road Bridge Rehabilitation**

Name, phone and email address of person preparing this application:
J. Howard Pfrommer, P.E., Principal Engineer, Nathan L. Jacobson & Associates, Inc., 860-526-9591, hpfrommer@nlja.com

Identify town officials and professionals that may be contacted with questions regarding this application:

Name, phone and email address
Natasha Nau, Town Administrator, 860-228-0110, jluiz@columbiact.org

Name, phone and email address
George E. Murphy, Public Works Director, 860-228-4270, gmurphy@columbiact.org

Did any of the above persons attend the STEAP webinar? (If NO, please provide name of Webinar attendee)
Beverly Ciurylo, Finance Director, 860-228-8423, bciurylo@columbiact.org

1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project (*Note: only capital projects will be considered:** new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with STEAP funds, see pg. 1).

Rehabilitation of the Hop River Road Bridge is an infrastructure repair project to a deteriorating structure before such deterioration becomes too advanced and warrants a bridge replacement. A comprehensive description of the proposed project is provided in an attached document. 100% of STEAP funds requested are to be used for planning, design and construction.

2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

The project will maximize the service life of Columbia's transportation infrastructure. Also, it will result in a safer more reliable route of travel between Columbia and Coventry. The project will stimulate the local economy. The estimated number of jobs retained is 12.

3.) What, if any, planning or design work has begun or been completed on this project?

Coordination of construction work scope between Columbia and Coventry has been finalized, and a conceptual opinion of probable construction costs has been prepared

4.) Is the proposed project consistent with the State Plan of Conservation and Development? (Plan detail is available at: www.ct.gov/opm/cdplan.) YES or NO **Yes**

5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan? YES or NO **Yes**

6.) Last date local C&D Plan Adopted: **03/14/2006** (mm/dd/yyyy)

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use? YES or NO **No**

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area? YES or NO **No**

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

No

10.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document.)*

The proposed project is environmentally friendly, does not impact CTDEEP NDDB species and stands to benefit society by promoting economic development and emergency preparedness.

11.) Is this project a phase of a larger plan? YES or NO **No**

If YES, please complete **a** through **e** below.
If NO, skip to #13.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable

Attached: YES or NO

12.) Are you providing Town/Local matching funds for this project?

YES or NO If YES, please detail within Funding Source table below.

13.) **Project Funding – Please indicate whether funds are secured or prospective**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

Funding Sources	TOTAL	Secured Amount	Prospective Amount	Anticipated date funds will be secured
STEAP funds from this application if awarded:	500,000		500,000	2016
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Local/Town funds:				
Private funds (specify):				
Federal funds(specify):				
Other State funds: (Specify)				
Other funds (Describe): Town of Coventry STEAP Grant award or other source	60,000		60,000	2016
Other funds (Describe):				
Other funds (Describe):				
Total Project Cost:	560,000		560,000	2016

STEAP Fund Use (Project Budget)	TOTAL	Expended to date
Professional Services:		
Acquisition:		
Construction:		
Renovation:		
Other (Describe):		
Other (Describe):		
Other (Describe):		
Total Project Cost		

14.) Please detail amounts and types of funds, if any that have been expended to date for this project.
See table in #13 above for amount of Town funds expended to date on this project.

15.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.
Only engineering work has commenced, not construction.

16.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

N/A

17.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin?

30 days / 60 days / 90 days/ 90+ days. Indicate answer here → **30 days**

18.) Is there any other relevant information you feel may be helpful, please include it below:
This project was submitted last FY with a larger scope and project cost of approximately $900,000. Columbia and Coventry have reduced the scope and project cost in the hopes that it will be funded this year. Columbia is requesting $500,000 and Coventry is requesting $60,000 in FY 16-17 STEAP Grant funding. This will be a joint project. Under the Federal Bridge program, this bridge would have to be widened to two lanes and the project budget would be closer to 3 million dollars. To reduce costs, we are proposing to keep it a one-lane bridge.

19.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.
If STEAP funds are not awarded or awarded only in part, then the two towns will do their best to try to raise funds from local property taxes to take care of as much of the bridge project as possible.

20.) Was this project not selected in a previous round of STEAP grants? **Yes**

21.) If other applications, for different projects, for **this round** of STEAP grants have already been submitted, please list below, in priority order, each of your projects (1 being top priority, 4 being last priority):

1.) **Hop River Road Bridge Rehabilitation** 3.)

2.) **Salt Shed Construction** 4.)

Attach the following material:

1. Site location map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals***
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding (if available)
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. If applicable, any town resolution(s) in support of application for this grant

This page must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of **Columbia** , indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without advance written approval by the administering state agency.
10. I have read, in full, page 1 of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

Carmen L. Vance
Authorized Signatory's Name (Please Print)

First Selectman
Title

_____

Signature

January , 2016
Date

Please submit your completed STEAP application and required documents electronically to:

opm.steapapplications@ct.gov

Chapter 11
Community Facilities & Services

Overview

Because of its long history, Columbia has many historic buildings located in a designated Historic Town Green District. These include Yeomans Hall, Town Hall, Chapel on the Green, the Saxton B. Little Library, Moor's Charity School, and the Meeting Place. This designation brings with it many challenges in terms of facilities maintenance and renovations as well as increased costs. However, these facilities represent the rural character of Columbia, which, by all accounts, is what draws the citizens to this historic community. Other facilities, which are scattered throughout the town, represent a wide range of architectural style from historic to modern prefab.

Inventory

Town Hall

The Town Hall, which is connected to Yeomans, was constructed in 1972. Located on Route 87, the Town Hall provides office space for the town government and provides safe storage of town and public records. There is also one large meeting room used by various commissions and committees.

Yeomans Hall

Mary B. Yeomans provided the resources for the first town hall in 1900. That hall burned in 1940 and was rebuilt in 1941. Mrs. Yeomans left $1500 to the town so that the interest could be used to paint the hall every four years as long as it retains the Yeoman name. Yeomans Hall provides a convenient meeting room for many town boards and functions including the traditional New England town meetings held there for the purpose of conducting town business. Yeomans also houses the office of the Resident State Trooper and the building department.

The Meeting Place

The Meeting Place, located across Rt. 87 from the Town Green, was built in 1903 as the town library on a 45 ft. square plot of land that Joseph Hutchins gave to the town. It served as the Saxton B. Little Library until 1985. When the library was relocated, it became known as the Meeting Place. It has a lower level meeting room and a main level meeting room, which are available to town organizations and committees.

Moor's Charity School

Built in 1755 on the Columbia Green, it was the original site of Dartmouth College founded by Dr. Eleazar Wheelock. When Wheelock moved his college to Dartmouth, the one room building became part of the elementary school system. It has been moved from its original location to make room for Yeomans Hall and then again in 1948 to make room for Porter School. The one room facility (no heat, no plumbing) is now located between Porter School and the First Congregational Church. It received a face-lift in 1994. Although it is a town facility, the Columbia Historical Society oversees it. It is opened by the Society for historical exhibits on special occasions.

Chapel on the Green

The Chapel is an 1870 Greek revival structure on a 50 X 50 plot located in the Historic District between Town Hall and Rt. 87. It was originally owned and used by the Congregational Church but stood vacant for many years. In 1996 sills and clapboards were replaced at a cost of $10,000. It has electric heat but no plumbing. In 2003, the Congregational Church offered the Chapel to the town at no cost. At a town meeting on November 18, 2003 the citizens approved taking ownership of the chapel.

The Town Green

This is the picturesque center of the town bounded by the Columbia Congregational Church, Yeomans Hall, Town Hall and the Chapel on the Green. It is a grassy area serving to remind all of our New England heritage.

Town Annex

In 2002 the town finance department and the school finance department were merged into one. Where to house this new department became a problem since neither Town Hall nor the school had appropriate space. After much discussion, a 1600sq. ft. modular building was placed between Town Hall and Porter School. The $150,000 facility houses the finance department and the office of the Columbia Superintendent of Schools. It is a self-contained modular with heating, plumbing, and is ADA compliant.

Horace Porter School

The Horace Porter School serves Columbia's children from pre-k to eighth grade. The 100,000 square foot facility is located on 24.65 acres in the center of town. The school was build in 1948 and was last expnaded and renovated in 1995 at a cost of twelve million dollars. The 1995 expansion included twenty classrooms and computer lab rooms, and enhancement of science, life skills, art, music and band rooms. A large gymnasium and library/media center were also added for school and community use. As of October 1, 2005, the Horace Porter School had an enrollment of 648 students.

Columbia Lake

Columbia Lake is a man-made lake located approximately one mile from the center of town. It occupies 300 acres and is approximately five miles around. The town citizens voted to purchase the lake from the American Thread Company on May 7, 1932 for $25,000. There is a beach and boat launch area just off of Lake Road. The property surrounding the lake contains both seasonal and year-round private dwellings. There is also a children's camp, Camp Asto Wamah, owned and operated by the First Church of Christ in Hartford, CT.

Murphy House

In the most recent past, the property bordering the north side of the beach was known as the Murphy property. It consisted of land, a small boathouse and a Victorian home. The town purchased this property in 1990 for $315,000 enabling expansion of the town beach and parking area. The house now serves as the office for the lifeguards and marine patrol in the summer, storage for recreation equipment and has one small meeting room.

Beckish Senior Center

The Beckish Senior Center is located off Route 66 not far from the center of town on land donated by Peter Beckish in 1994. It was built with a $500,000 Small Cities Block Grant, a town appropriation of $240,000 and donations. The 4,000 sq. ft. one story building was opened in 1997 at a final cost of$822,800. The center is fully ADA compliant and serves as the hub of most activities for Columbia's older citizens.

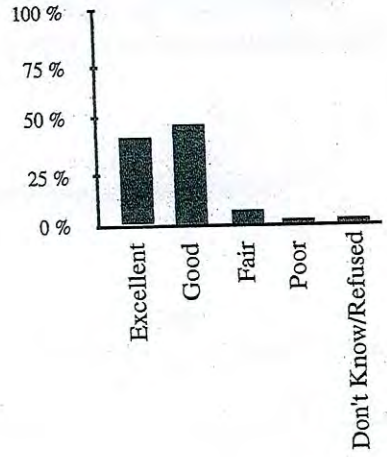
Old Firehouse

This cinderblock facility located on Route 66 in front of Horace Porter School and adjacent to the post office served as the home of the Columbia Volunteer Fire Department from August 1947 until 2002 when the department moved to a new facility. The land was originally deeded to the Fire Association by Horace W. Porter. The Fire Department deeded this property to the town as part of the arrangement when the town paid for construction of the new firehouse. The facility consists of a first floor area where fire equipment was housed and an upstairs, which housed offices, a kitchen, and a large meeting room. The building is currently being used for equipment storage.

Emergency Services

The Columbia firehouse is a state of the art emergency facility located on Rt. 66 near the center of town. Built with a brick facade, it is in keeping with the historic character of the town. At a cost of 2.3 million dollars, it has 10 bays, offices, two bunkrooms, a kitchen, a large meeting room, lavatory facilities and equipment storage. The Columbia

How would you rate the public safety services, like fire and police, in Columbia?



volunteers provide all fire and EMT services. The operating budget for the facility is a combination of state and federal grants and town appropriations. The firehouse also serves as the town-polling place for all elections.

Police Protection

Like many small towns, Columbia contracts with the State Police to have a Resident State Trooper assigned to Columbia. The office for the trooper is in Yeomans Hall.

Town Garage

The town garage consists of one enclosed facility for equipment storage and an office. It has a gasoline/diesel pump and serves as the parking area for school buses owned by a private transportation company. The town garage is located on Route 6 adjacent to the town transfer station.

Transfer Station

Waste disposal was originally in the town landfill on Route 6. However, in 1994 the landfill was converted into a transfer station. Residents now deposit their waste into designated dumpsters, which are then carted to disposal and recycling plants. What was once a rather inexpensive service provided to residents is now much more expensive as tipping fees continue to climb.

Saxton B. Little Free Library

The present Saxton B. Little Library, Inc. was created within the historic Rice-Sorachi building on Rt. 87 adjacent to Town Hall in 1985. It measures 4800 square feet, cost $500,000 to build and houses over 36,000 items. Although a relatively new facility, the design is in keeping with the historic character of the surrounding facilities. Library operations are fully automated. The library is governed by the Saxton B. Little Library Association, a 501©(3) non-profit corporation. About 85-90% of the operating budget each year is paid by a town grant.

Traversing dirt roads to digital highways to get there, townspeople in Columbia have supported a free public library since 1883. In that year, the first Columbia Free Library was built at a cost of $315. It measured 320 square feet, and served a population of about 757 town residents. In the next twenty years, lack of book storage space became critical, and in 1903, a new post and beam library was built measuring 2,025 square feet, costing $2800, and serving a town population of about 655 residents. It was re-named the Saxton B. Little Free Library in honor of the prominent educator and benefactor, Saxton Bailey Little.

Chapter 11
Community Facilities & Services

Eighty years after its beginnings and in the same small space, with no plumbing or parking facilities, the staff managed to circulate 30,000 items to a town population of 3,300 people. However, all acknowledged that the old building could no longer adequately meet the town's needs. To accommodate modern library services and ADA requirements, the present Saxton B. Little Free Library, Inc. was created within the historic Rice-Soracchi building on the other side of Rt. 87 and opened to the public in November of 1985. It measures 4,800 square feet, cost about $500,000 to build, and houses over 36,000 items including books, periodicals, newspapers, large print books, videos, dvd's, audio tapes and computer databases. In the fiscal year ending June 30, 2003, a total of 59,288 items were circulated. Library operations are completely automated. Patrons can view the online catalog of SBL's holdings, renew and reserve books online, and access valuable databases for research and information from home computers! The library maintains a network of 15 computers, six of which provide free public access to the Internet. SBL offers home delivery to people who are temporarily or permanently homebound. The town library now serves a resident population of 5100 people.

The library is governed by the Saxton B. Little Library Association, a 501(c)(3) nonprofit corporation with a voluntary Board of Directors. This is similar to the Columbia Volunteer Fire Department. About 85-90% of operating expenses each year are paid by a town grant. Other revenues are provided by Friends of the Saxton B. Little Free Library who raise money through book sales and memberships. The Annual Holiday Fund Raiser, gifts and grants, memorial donations, investment income, and fines and fees comprise the remaining 10-15% of operating income each year. The library building is a town owned facility leased to the Library Board for 50 years ending in the year 2035.

Assessment

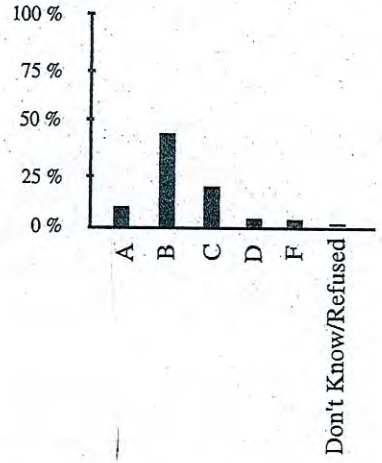
Yeomans Hall/Town Hall

Both of these facilities are in need of major renovations. First and foremost is the need to make them ADA compliant. Also there is a need for additional office space and vault space, as well as electrical upgrading. Parking and traffic flow around Town Hall need significant changes for improved safety.

The Meeting Place

The Meeting Place can continue in its present status for the foreseeable future. It is not adaptable to any significant changes due to lack of surrounding property.

If you had to grade the school system in Columbia, what grade would you give?



Moor's Charity School

Because of its age and historic significance the charity school needs to be maintained. Currently there is water damage to the windowsill and paint is needed.

Chapel on the Green

When the town accepted the Chapel, it was aware that foundation and floor work would be necessary if the facility was to be used for occasional events.

The Town Green

Over the years, the Green has lost some of its distinct character and blends into the background. The Town Green needs to be modified so that the overall character as a "green area" is restored. Elimination of unnecessary paved areas such as the driveway directly in front of Town Hall is required, to expand the actual Town Green area. The existing memorials could be grouped in a single area and appropriate stone walls and tree lines could be used to better define the borders of the Green, separating it from its surroundings. The overhead utility lines that cross through the Green area should be relocated underground, vastly improving its aesthetic appeal. All of these improvements to the Green can be accomplished over the course of three to five years.

Town Annex

This facility was purchased with the intent of being a temporary solution to a space problem. The ideal situation is to have the town finance department and the Superintendent's office located in Town Hall if and when that facility is expanded. Because it is new, the building is in excellent shape and handicap accessible.

Horace Porter School

Current projections show a decline in grammar school students over the next ten years, negating the need for any additional facilities. However, if a significant increase in the number of students were to occur, a split-up of upper and lower grades would be appropriate so that no grammar school facility contain more than 700 students. While it would be desirable to locate any additional facilities adjacent to the existing H.W. Porter School on Schoolhouse Lane, it may not be possible and may even require a new location, remote from the center of town.

Columbia Lake

The Lake Management Committee continues to be a good steward of Columbia Lake. The Watershed Management Plan and the Nutrient Allocation Regulation recently adopted by the town will help insure the continued high quality of the lake water. Strict enforcement of zoning regulations for lake property is important to prevent overbuilding, septic problems, and lake pollution.

Murphy House

When the town acquired the Murphy House, it was in need of major repair. The outside, although ultimately sided, is very attractive and Victorian in appearance. The inside however was only partly repaired. The upstairs, because it is used only for recreation equipment storage, has not been completed. The boathouse is in need of great repair.

Beckish Senior Center

The Beckish Senior Center on Route 66 was only opened a few years ago. Although it is one of the newer facilities in town, the Senior Center and the associated parking need to be expanded, to accommodate an increasing elder population. In 2003 the Columbia Seniors' Organization began requesting an addition to the senior center. They are looking for an additional 1000 sq. ft. expansion on the back as well as improvements to the heating and ventilation system, and additional storage space. The existing facility remains in good condition.

Emergency Services

With a new fire-fighting and ambulance facility having just been completed on Route 66 in October 2002, no further facilities are anticipated for the foreseeable future. Also, because of the limited size of the town and the historical response times, satellite facilities appear to be unnecessary. Future use, etc., needs to be considered. However, staffing on a strictly volunteer basis, may present problems for timely daytime response.

Old Firehouse

A committee was appointed to look at possible uses for this facility. However, no real conclusion was reached. The presence of hazardous material is unknown, the need to make the facility ADA compliant, and no consensus on what it should become have resulted in non-action. Currently it is serving to alleviate overcrowding at the town garage by providing equipment storage close to the center of town.

Police Protection

With growth comes an increase is crime. The debate continues as to how best provide police coverage for the town. It has been suggested that an additional trooper is needed, however, there is no consensus on this. The difficulty is that the trooper reports to the barracks in Colchester and must respond as assigned by them, which means that he is not always available in Columbia.

Town Garage

The current Town Garage on Rt 6 is at maximum usage. The continued addition of new town roads will require additional road maintenance equipment (trucks/plows), which will need to be garaged. The old firehouse is currently being used for vehicle storage but that may not be a permanent solution. There is room to expand at the current Town Garage.

Transfer Station

The current transfer station appears to be adequate. There is room for additional expansion should that be necessary as the town grow. The major issue facing this service is how to fund continuing increase in costs associated with waste disposal. This issue is covered more fully in Chapter 14 - Utilities.

Town Library

Public needs and demands have always shaped library services in Columbia. These needs, the staff and board's experience, and state standards for library space needs, together make it clear that the present library facility is nearing full capacity both for the space needed for its collections and for the services it can provide to its users. When the present building was designed in 1983, it was planned to meet needs for twenty years. We have reached the end of that period, and there needs to be serious consideration of what to do to meet needs for the next twenty years. In those past twenty years, the town population has grown 50% from about 3,400 to 5, 100 residents. Soaring circulation rates, a 22% increase just in the year 2003, make it clear that those new residents are using the library's services and will be looking for the town to keep the facility up to date and responsive to their needs.

Currently, there is no room for growth of collections. Nonfiction books for children are shelved with adult and young adult books. In a public library adequately meeting the needs of children, all children's materials would be housed in the Children's Department. The Young Adult section of the library is very limited. There is no room for the historical archives. There is no meeting room for the public. Parking and access to the building are limited. With an increasing population of retired people, the library may be asked to provide meeting room space for lectures and seminars, a quiet room for historical research, space for expanded large print and audio collections, and facilities for teaching about computers.

The library's mission is *to provide excellence in library services to Columbia residents and citizens of Connecticut.* This includes provision of current popular library collections and electronic databases, and activities to promote the library as an educational and recreational resource." The challenge of the 19th century public library ---to connect people to ideas and to each other — is also the challenge of the 21st century. A free public library for all people is *still* an exciting and energizing ideal.

Program

General

Goal: Restructure Public Works Department					
		P&Z	BOS	IWC	CC
	Incorporate facilities maintenance program for town and school buildings as one focus of public works		1		
	Develop a comprehensive database of facility maintenance projects as a basis for preventive maintenance program for all facilities		1		

Yeomans Hall, Town Hall, The Meeting Place, and the Town Green

Goal: Renovate Yeomans Hall/Town Hall					
		P&Z	BOS	IWC	CC
	Modify existing facility to Town Hall to ensure adequate office space, safe record storage and ADA compliance.		1		
	Revise traffic flow and parking in town green area to improve safety		1		
Goal: Enhance the Town Green area					
	Provide for modifications to the Town Green that improve its appeal as a contiguous green area		2		

Moor's Charity School/Chapel on the Green

Goal: Maintain these two buildings as valued historic properties				
	P&Z	BOS	IWC	CC
Provide yearly maintenance to prevent deterioration		1		

Town Annex

Goal: Remove this building from the town center				
	P&Z	BOS	IWC	CC
Incorporate finance offices and school superintendent's office in a renovated town hall		3		

Schools

Goal: Develop a contingency plan for school expansions				
	P&Z	BOS	IWC	CC
Develop plans that include the identification of property that could be used for future school expansions that may be required		3		

Columbia Lake

Goal: Preserve the quality of the water and surrounding propoerties for future generations				
	P&Z	BOS	IWC	CC
Continue to implement water management plan in zoning and inland wetlands decisions	1		1	
Monitor rules and regulations on a yearly basis		1		

Murphy House

Goal: Maintain the facility and its adjoining boathouse in good condition				
	P&Z	BOS	IWC	CC
Determine exact repairs needed and use volunteers, if necessary, to complete repairs		2		

Senior Center

Goal: Review and modify the Senior Center to provide a full range of services to the town's aging population				
	P&Z	BOS	IWC	CC
Monitor the uses of the Senior Center and provide for expansion of the facility if required, to provide a full range of services and programs for the town's senior citizens		1		

Old Firehouse

Goal: Make a decision on future use of the facility				
	P&Z	BOS	IWC	CC
Gather cost estimates for proposed usages from a qualified builder or architect		1		

Emergency Services

Goal: Monitor response times and provide for the availability of response personnel at all times				
	P&Z	BOS	IWC	CC
Carefully monitor the town's emergency services and take appropriate action to ensure the continuous availability of response personnel		1		

Town Garage

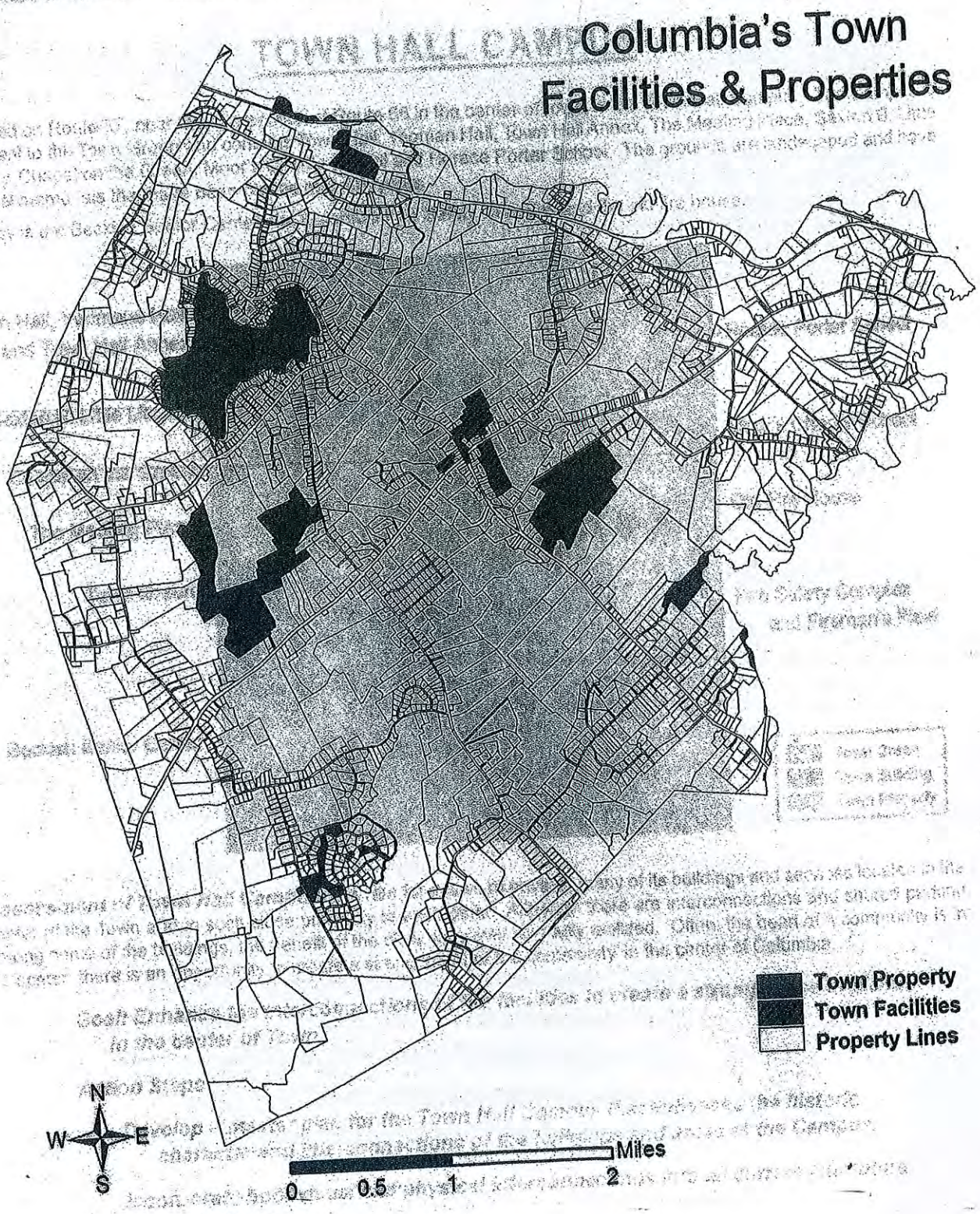
Goal: Provide appropriate and adequate facilities for the town's public works activities				
	P&Z	BOS	IWC	CC
Project the future equipment needs of the Public Works department and provide for timely financing and adequate storage for additional equipment		2		

Transfer Station

Goal: Meet the waste removal needs of the community in as cost effective manner as possible				
	P&Z	BOS	IWC	CC
Track cost and usage and institute appropriate changes as necessary		1		

Saxton B. Little LIbrary

Goal: Provide for additional library facilities to meet projected needs for the next 20 years				
	P&Z	BOS	IWC	CC
Review the adequacy of the current library facilities and develop plans for future financing and facilities		2		


Columbia's Town Facilities & Properties
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CHAPTER 11:
COMMUNITY FACILITIES & SERVICES

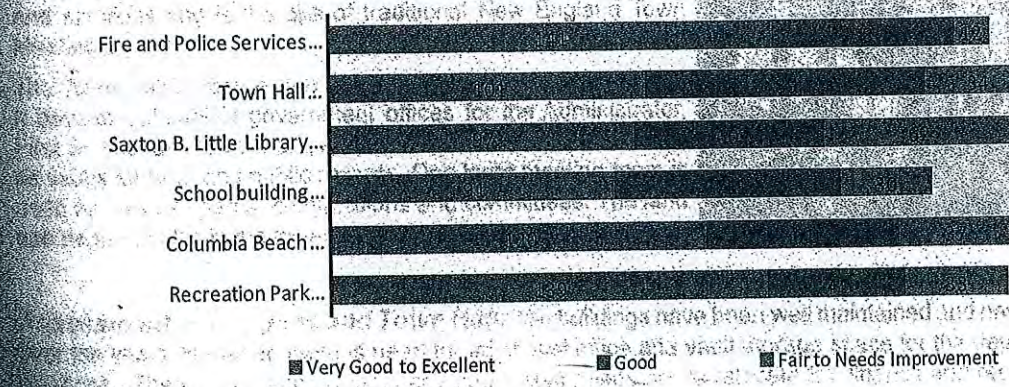
Provide the services and facilities to meet the needs of the town and contributes to a high quality of life for Columbia residents of all age groups

OVERVIEW

A Plan of Conservation and Development must review the distribution, availability, condition, and capacity of a Town's community facilities and municipal infrastructure in order to meet the current and projected needs of residents and businesses. For this plan, community facilities are defined as public buildings (including schools, police and fire stations) community/senior centers, and general government facilities that serve the general or specific needs of the public and are the responsibility of the Town to maintain. In addition, facilities such as the Saxton B. Little Library, while operated by an independent non-profit corporation with a board of directors, are also considered. The overall aspect of Columbia's active and passive recreation facilities are addressed here, and in more detail in Chapter 12. The following, along with Chapter 12, presents an overview of the current inventory of community facilities and services and identifies proposed improvements necessary to resolve existing problems and/or accommodate forecasted needs.

SURVEY RESULTS ON COLUMBIA'S FACILITIES AND SERVICES

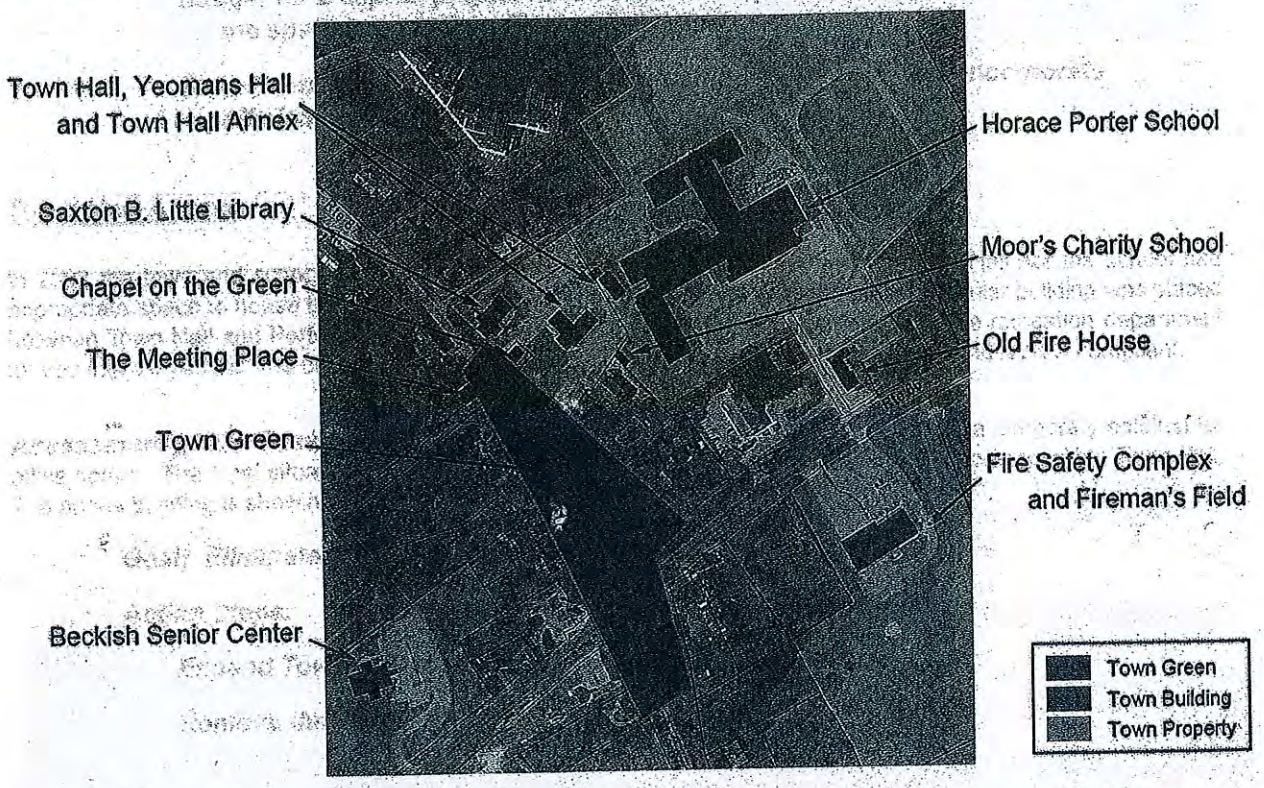
2015 Opinion Survey: The following are the responses to the question: How would you rate the following areas? In other words, How are we doing?



TOWN HALL CAMPUS

Located on Route 87, near the intersection of Route 66 in the center of town, is the Town Hall Campus. The Campus is adjacent to the Town Green and contains Town Hall, Yeoman Hall, Town Hall Annex, The Meeting Place, Saxton B. Little Library, Chapel on the Green, Moor's Charity School and Horace Porter School. The grounds are landscaped and have several memorials that have been placed over the years.

Nearby is the Beckish Senior Center, the Columbia Fire Safety Complex and the old fire house.



Assessment of Town Hall Campus: It is rare for a town to have so many of its buildings and services located in the center of the Town and in such close proximity to each other. Although there are interconnections and shared parking among some of the buildings, the benefit of the close proximity isn't fully realized. Often, the heart of a community is in it's center, there is an opportunity to create a strong 'heart of the community' in the center of Columbia.

Goal: Enhance the interconnections of the facilities to create a strong sense of place in the center of Town.

Action Steps:

Develop a master plan for the Town Hall Campus that enhances the historic character and interconnections of the buildings and areas of the Campus.

Incorporate both visual and physical interconnections into all current and future projects.

The Town Green

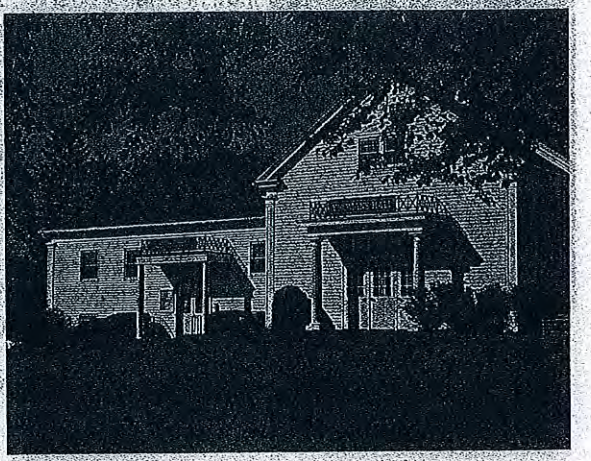
This picturesque center of town is bounded by the Columbia Congregational Church, Yeomans Hall, Town Hall, the Chapel on the Green and beautiful historic homes in a setting that reminds us of our New England heritage. On the Green is a gazebo that serves as a gathering place for small events and is frequently the background for wedding photographs.

Assessment of the Town Green: The Green is almost five acres in size and extends beyond all four corners of the intersection of Routes 66 and 87. That location should afford it great prominence, however, the placement of the trees visually confines the Green to the area of the Gazebo; driveways and an ever expanding asphalt intersection combine to make its presence diminished if not overlooked.

Goal: The Town Green is a prominent feature in the heart of Columbia.

Action Step: Develop and implement a comprehensive plan for the enhancement of Town Green.

Town Hall and Yeomans Hall



Mary B. Yeomans provided the resources for the first town hall in 1900 and left $1500 to the town and the interest to be used to paint the hall, "with a good quality paint", every four years as long as it retains the Yeomans name. After being destroyed by fire in 1940 it was rebuilt in 1941 in its present location. Yeomans Hall still provides a convenient meeting room for many town boards and functions and is the site of traditional New England Town Meetings.

The Town Hall portion of the building was constructed in 1972. It houses Columbia's government offices for the Administrator, First Selectman, Town Clerk, Assessor and Tax Collector as well as vaults for town and public records. One large meeting room is used by various boards, commissions and committees. The land use department is in the lower level of Yeomans Hall.

Assessment of Yeomans and Town Hall: The buildings have been well maintained and have had minor renovations over the years. However, there is need for additional office and vault storage space for the departments currently in the buildings. There is no room to meet any future staff needs nor to relocate the finance and recreation departments and Resident State Trooper within Town Hall and Yeomans Hall.

The traffic flow and parking configuration could be improved, in some areas it does not meet the standards for vehicular movement, and in other areas it far exceeds the standards. As part of Town Hall building expansions plans, pedestrian and vehicular circulation should be improved.

Goal: All Town offices to be housed in one building, with improved parking and walkways.

Action Steps:

Budget for a capital project for a Town Hall expansion that will accommodate the spatial needs for office and storage space.

Make the needed interconnections for campus walkways, and incorporate efficient and safe parking.

Town Hall Annex

In 2002 the town and school finance departments were merged into one; neither Town Hall nor the school had appropriate space to house the new department. After much discussion, a 1600sq. ft. modular building was placed between Town Hall and Porter School. The facility houses the finance department and the recreation department moved into the Annex. The building is self-contained with heating, cooling and plumbing, and is ADA compliant.

Assessment of the Town Hall Annex: This facility was purchased 14 years ago as a temporary solution for office space. The ideal situation is to have the town finance and recreation departments located within Town Hall. The annex building is showing signs of aging, and is in average condition.

Goal: Eliminate the need for the Annex.

Action Steps:

Expand Town Hall to incorporate these services.

Remove the Annex from the Town Hall Campus.

Moor's Charity School

Built in 1755 on the Columbia Green, it was the original site of Dartmouth College founded by Dr. Eleazar Wheelock. When Dr. Wheelock moved his college to Dartmouth, N.H., the one room building became part of the Columbia elementary school system. It was moved from its original location to make room for Yeomans Hall and then again in 1948 to make room for Porter School. The one room facility, with no plumbing or heating, is now situated between Porter School and the First Congregational Church. It received a face-lift in 1994 and a new wood-shingled roof in 2011. Although it is a town facility, the Columbia Historical Society oversees it and opens it for historical exhibits on special occasions.

Assessment of Moor's Charity School: Although infrequently used, this building has historic significance and should be maintained.

Ongoing Action: Continue to maintain the building and share its history with others.

The Meeting Place

The Meeting Place, located across Rt. 87 from the Town Hall, was built in 1903 as the town library on a 45' by 45' plot of land that Joseph Hutchins gave to the town. It served as the Saxton B. Little Library until 1985, and when the library was relocated, it was renamed the Meeting Place. It has two meetings rooms, one on each level, which have been available for use by town organizations and committees. In 2015, the Board of Selectmen approved the temporary relocation of the Library during its renovations to the Meeting Place, and thereafter for the building to be used as the repository of Columbia's historic documents and artifacts.

Assessment of the Meeting Place: The building continues to be well maintained, but has had limited use for meetings because of its small size, lack of plumbing, parking and ADA compliant access.

Goal: The building is visually linked to Town Hall Campus and used as a museum for historic artifacts.

Action Steps:

Establish it as the Columbia Historic Museum and rename the building to one that signifies its use.

Provide better connection to other parking on the Campus.

Chapel on the Green

The Chapel is an 1870 Greek revival structure on a 50' by 50' plot of land located in front of the Town Hall. It was originally owned and used by the Congregational Church but stood vacant for many years. In 2003, the Congregational Church offered the Chapel to the town at no cost. At a town meeting on November 18, 2003 the citizens approved taking ownership of the chapel. Since that time, the Town has maintained the building by replacing sills and clapboards, installing an HVAC system and replacing the roof shingles. It is currently used for the quarterly book sale fundraiser for the library.

Assessment of the Chapel on the Green: The Chapel is in good condition with heating and cooling, but does lack plumbing and insulation. With its central location and convenient parking, it may serve the town better as meeting space or offices.

Goal: The Chapel is incorporated into the Campus Plan with an active use.

Action Steps:

Determine if a better use of the space would be as meeting space.

Provide better visual and physical connection to the other Campus buildings.

Saxton B. Little Library

Townspeople in Columbia have supported a free public library since 1883, and funded its first building in 1903. In 1985, the library was able to expand when the Town purchased the historic Rice-Sorachi house adjacent to Town Hall. The building is owned by the Town, however the library is governed by the Saxton B. Little Library Association, a 501(c)3 nonprofit corporation; its operating expenses are funded by grants from the town and State.

In May 2015, Town residents approved a budget that included funds for the re-configuration of the interior space and an expansion of the building by 2,500 square feet. A State library grant provided the majority of the funding. The project was completed in 2016 with sufficient space to meet the needs for the foreseeable future.

Assessment of the Saxton B. Little Library: Public needs and demands have always shaped library services in Columbia. Those needs along with state standards for library space made it clear that the present library facility had exceeded its capacity. When the present building was designed in 1983, it was planned to meet needs for twenty years. Now thirty years later, the town population has grown over 60%. With the newly expanded building and internal re-configuration, the building will meet the needs of Columbia's residents for the next 20 years.

Ongoing Action: Continue to support the Library with operating grants.

Horace Porter School

The Horace Porter School serves Columbia's children from pre-k to eighth grade. The 100,000 square foot facility is located on 24.65 acres in the center of town. The school was built in 1948 and was last expanded and renovated in 1995 at a cost of $12 million dollars. The 1995 expansion included twenty classrooms and computer lab rooms, and enhancement of science, life skills, art, music and band rooms. A large gymnasium and library/media center were also added for school and community use. As of October 1, 2014, the Horace Porter School had an enrollment of 455 students, which is 30% less than in 2005.

Assessment of Horace Porter School: A demographic study was completed in April 2014 that shows a decline in K-12 school students over the next eight years, negating the need for any additional facilities.

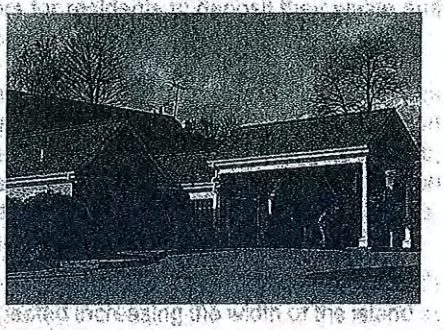
In July/August 2014 a new roof was installed on the entire structure and the air exchange system was completely updated. The district completed a security and safety audit in 2013 and in 2013/14 new security doors and cameras were installed.

In April 2014, the Board of Education began to develop a Long-range Plan to determine how the district will respond to the challenges of declining student population, federal and state mandates and changing student needs. The plan was completed in June 2015.

Ongoing Action: The Board of Education will continue to implement, and revise as needed, a Long-range Plan for the Horace Porter School.

OTHER TOWN FACILITIES & SERVICES

Beckish Senior Center



The Beckish Senior Center was constructed in 1996 on land donated by Peter Beckish off Route 66, not far from the center of town. The Center is fully ADA compliant and serves as the hub of activities for Columbia's older citizens. Activities that take place include lunches, art workshops, card games, quilting, dancing, Zumba, exercise, billiards, Wii games, bingo, ping-pong and more. The Beckish Senior Center also hosts special events such as dances, musical performances, pancake breakfast, pot luck parties, and ice cream socials.

Assessment of the Beckish Senior Center: The Beckish Senior Center, opened in 1997 and expanded from the original 4,000 square feet to 6,100 in 2008, it is one of the newer facilities in town and remains in good condition. Although there are many services and activities offered, only a small portion of Columbia's senior residents frequent it. A way to provide needed services to those not comfortable joining the Center needs to be found.

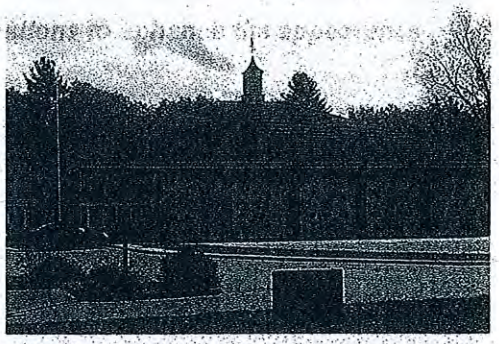
Goal: A Senior Center with services to meet the needs for all Columbia senior residents.

Action Steps:

Continue to maintain the facility and support the services

Reach out to those seniors not served by the Senior Center to ensure that their needs are also met.

Emergency Services



Fire, rescue and emergency medical services are provided by Columbia Volunteer Fire Department. The CVFD operates from a state of the art emergency facility located on Route 66 near the center of town. The building is owned by the CVFD, a non-profit organization, with operating costs funded by grants from the town and others. The building has 10 bays, offices, bunkrooms, kitchen, large meeting room, lavatory facilities and equipment storage. Built with a brick facade, it is in keeping with the historic character of the town. The firehouse has been designated as the official town-polling place and can be used for elections.

Assessment of Emergency Services The Columbia Volunteer Fire Department facility is still relatively new. The CVFD requests funding for equipment upgrading when they feel it is needed to provide safety services to Columbia's residents. Staffing is strictly a volunteer basis which may present problems for timely daytime response.

Ongoing Action: Continue to support the CVFD, and rely on their recommendation regarding future staffing needs.

Police Protection

Like many small towns in Connecticut, Columbia contracts with the State Police to have a Resident State Trooper assigned to Columbia. The office for the trooper is in the Murphy House.

Assessment of Police Protection: There has been debate over the years about how best to provide police coverage for the town. It has been suggested that an additional trooper is needed, however, there is no consensus on this. The difficulty is that the trooper reports to the barracks in Colchester and must respond as assigned by them and is not always available in Columbia.

Goal: Provide the needed police protection for the residents of the town.

Ongoing Action: Continue to monitor the future police protection needs of Columbia residents and businesses and address those needs as they arise.

Old Firehouse

On Route 66, at the entrance to Horace Porter School, is the building that housed the Columbia Volunteer Fire Department from August 1947 until 2002. Originally deeded to the Fire Association by Horace W. Porter, the Fire Department deeded this property to the town when it moved to the new firehouse across the street. The facility has two floors; the first floor has few interior walls, the second floor has a kitchen, an office and a large room that had been used for meetings. The building is currently being used primarily for storage of public works equipment and for file storage.

Assessment of the Old Firehouse: Ten years ago a committee was appointed to look at possible uses for this building. However because the presence of hazardous material was unknown and the cost for ADA compliance required for public space, no consensus was reached and no action taken. Currently it is serving to alleviate overcrowding at the town garage by providing equipment storage.

Goal: Reach a decision on the future use of this property.

Action Steps:

Determine if there is a municipal need for the building for offices or as green space.

If no municipal need, market the property for sale or lease.

Town Garage & Transfer Station

The town garage and transfer station are on 20 acres of town property on Route 6. The garage, constructed in 1977, is a 5,500 square foot building for equipment storage and office space. It has fuel pumps and serves as the parking area for the school buses used to transport Columbia school children. Also on the property is a 2,000 square foot salt storage shed to hold salt and

sand needed to treat the town roads during the winter.

Adjacent to the town garage is the transfer station with designated dumpsters for residents to deposit their waste and recycling. This site was once a landfill which has been capped and is monitored and tested.

Assessment of the Town Garage The size of the garage building is not sufficient for the town's needs and the old firehouse in the center of town is currently being used for equipment storage. The continued addition of new town roads will bring the need for even more maintenance equipment storage. There is room to expand the garage building at its current location, however that site could also be used for economic development. The adjacent transfer station portion of the property has sufficient area for a large garage building, the salt shed and room to park the school buses. An alternative for school bus parking could be at Horace Porter School as that parking lot isn't fully utilized.

In 2010, The Route 6 Hop River Corridor Master Plan Study concluded that the Town Garage property 'is open with limited trees and the working yard is considered unattractive.' The study suggested increasing the width of the island at the road edge and planting it with street trees and shrubs for screening, and the addition of street lamps. If the garage remains at this location, these suggestions could be implemented without causing security or safety concerns.

Assessment of the Transfer Station: The current transfer station layout is adequate for the needs today and the foreseeable future. There is room for additional expansion should that be necessary as the town grows. The major issue facing this service is how to fund continuing increase in costs associated with waste disposal and recycling. This issue is covered more fully in Chapter 14 - Utilities.

Goal: Provide appropriate and adequate facilities for the Town's public works activities and the towns transfer station.

Action Steps:

Plan for the needed expansion of the Town Garage so all staff and equipment can be housed in one location.

Incorporate the Route 6 Corridor Study suggestions to enhance the appearance of the Town's property.

COLUMBIA'S PUBLIC LANDS

Columbia Lake

Columbia Lake is a man-made lake created as a reservoir for the American Thread Company in 1865. By 1932 the mill no longer needed the lake and the citizens of Columbia voted to purchase it for $25,000 for the enjoyment of its residents. The lake is almost 300 acres in size with four miles of shoreline dotted with seasonal and year-round homes. The town has two beach areas, one off Lake Road and another on Erdoni Road. There is also a children's camp, Camp Asto Wamah, owned and operated by the First Church of Christ in Hartford, CT.

For many years Columbia Lake has been a resource highly valued by Columbia residents. Columbia's Lake Management Advisory Committee was established to study the lake and to make recommendations on maintaining the quality of the water. In 1998, with the help of a limnologist (a specialist in the study of freshwater ponds and lakes) a comprehensive Lake Management Plan was developed and implemented. The lake water is frequently tested and is considered one of the best lakes in Connecticut in terms of water quality. It is unusual for a town to own a lake bed, there is only one other town in Connecticut that does.

Assessment of Columbia Lake: The Lake Management Committee continues to be a good steward of Columbia Lake. Water testing results indicate that the quality of the water is high. Strict enforcement of zoning regulations for all property within the Lake's watershed is important for the continued health of the Lake from overbuilding and surface runoff. Another factor that affects a Lake's health is septic problems; the Town should consider adopting [or adopted in 20xx] a pump-out ordinance to ensure all systems near the Lake are functioning properly.

Ongoing Actions: Continue to steward the lake through water testing and enforcement of ordinances and regulations.

Town Beach and Murphy House

The Town Beach is a man-made sandy beach off Lake Road that offers many summer activities including supervised swimming. There is a boat ramp and trailer parking, and seasonal moorings are also available. In 2011 a covered deck was added over the boat house creating a pavilion that can be rented for small events. In 2015, a new solid dock was added, along with a kayak storage building.

In 1990 the town acquired the adjacent parcel and its Victorian home from the Murphy family enabling the expansion of the town beach and parking area. The first floor of the Murphy House serves as the office for the lifeguards and marine patrol officers in the summer; on the second floor is the Resident State Trooper's office and an area used for year-round storage of recreation equipment.

The town also has a small beach off Erdoni Road with unsupervised swimming.

Assessment of the Town Beach and the Murphy House: In the past, the beach continually lost sand to erosion, and almost every year new sand needed to be added. The new dock has alleviated much of the erosion as the dock was designed to interrupt the wave action. The beach itself is narrow and fairly steep, providing limited accessibility to the beach area.

The exterior of the Murphy House has been repaired and the downstairs space has been updated. However, the second floor has not updated as it's currently used only for storage and for office space when needed by the Resident State Trooper. The upstairs may be under utilized, storage and infrequent office use may not be the best use of the space.

The swimming area on Erdoni Road is well used by nearby residents.

Goal: Provide residents access to enjoy Columbia Lake and make the best use of the Murphy House and other facilities.

Action Steps:

Redesign the beach to provide a wide area of sand with both sun and shade.

Redesign the parking to provide accessible parking near the beach.

Determine the best future use for the Murphy House in and out of season.

Recreation Park and Contiguous Town Lands

Columbia owns several parcels of contiguous land totaling about 194 acres between Lake Road, Hennequin Road and Route 66 for recreation and natural resource protection.

Within this area is Recreation Park with about 28 acres used for ball fields, tennis and basketball courts, trails, two playscapes and a pavilion. For a detailed inventory of Recreation Park, please see Chapter 12 - Recreation.

The area to the west of Recreation Park is within the watershed for Columbia Lake; all activity in the watershed has a direct impact on the water quality of the Lake. With the Lake in mind, Columbia purchased land adjacent to Joshua Trust's Utley Preserve in the 1980s. In addition to providing protection for the Lake's water quality, there is opportunity for passive recreations as trails have been developed connecting Joshua Trust trails to the trail at Recreation Park. Through the open space provision in Columbia's Subdivision Regulations, 11 acres adjacent to Recreation Park were acquired in 2000. In 2014, the Town acquired a 48 acre parcel from the Ellis-Mund family; the purchase was funded by a donation to the town from Henriette Brand.

Assessment of Recreation Park and Surrounding Public Lands:

There is a tremendous opportunity for expansion of passive and active recreation on the lands contiguous to Recreation Park. Of these 194 acres of contiguous town land, some have already been developed into ball fields, trails and other recreational uses. Much of this land is also needed to protect the water quality of Columbia Lake, however approximately 50 acres could potentially be developed into passive or active recreation. Now is the time to plan for the future by developing a master plan that will layout where roads, fields and trails should be built as funds as available.

See Chapter 12. – Recreation for a detailed assessment of Recreation Park.

Goal: Provide for the active and passive recreation needs for all Columbia residents.

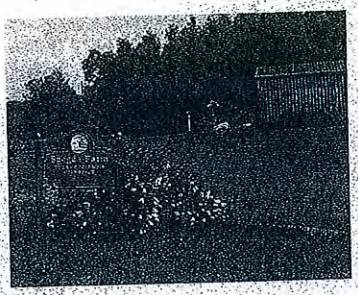
Action Steps:

Develop a master plan that includes trails and internal roadways connecting active and passive recreation areas.

Determine the appropriate phases for development of active recreation.

Szedga Farm

Acquired in 2008, partially partial funded by a State of Connecticut DEP grant, Szedga Farm is 134.5 acres with frontage on both Szegda Road and Route 87. The town has added trails for hiking and skiing, community garden spaces, a well and a pole barn. In addition, twenty acres of prime farmland soil is actively farmed today.



Assessment of Szedga Farm: This parcel was acquired to meet several goals of the 2006 POCD: to preserve Columbia's agriculture heritage, to protect large blocks of forest land for wildlife and passive recreation, and to protect the quality and quantity of ground water.

Ongoing Action: Continue to steward this land while encouraging the use of the trails and community gardens and providing land for active agriculture.

Other Town-owned Open Space Land

Fireman's Field. As part of the agreement to build the new CVFD facility, the 11.8 adjacent acres, known as Fireman's Field, was deeded to the town to be used for passive recreation trails.

Island Woods. Through the open space provision in the Columbia's Subdivision Regulations almost 32 acres in Island Woods was deeded to the town for natural resource protection. From the trail head on Lake Ridge Drive, trails offer the opportunity for exploration. There are areas that could provide additional recreation.

Ten Mile River Access. Other open space is located off Sunrise Drive and Samuel Hill Road, both providing public trail access to Ten Mile River.

Adjacent to Hop River Trail. Ownership of 6.4 acres of land between the Hop River and the rail trail cannot be determined and the ownership is currently listed as the Town. The property is primarily wetlands.

Assessment of Other Town-owned Open Space Land:

Fireman's Field was donated to the Town by the Columbia Volunteer Fire Department for passive recreation, no trails have been developed.

Most of open space within the Island Woods subdivision was acquired to protect the water quality of Mono Pond and to provide passive recreation; however, low impact active recreation, such as tennis or basketball might be appropriate in a few sites.

The trails to Ten Mile River are used by neighboring residents.

Goal: Town-owned open space is used by residents.

Action Steps:

Include all town-owned land in a comprehensive plan for future use and connectivity.

Balance opportunity for land acquisition with compatibility to the comprehensive plan.

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: Natasha Nau, Town Administrator

DATE: December 30, 2015

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

Name: Kimberly Muscat **Tel #:** (860) 986-4584

Address: 9 Birchwood Rd., East Hampton, CT 06424

Position/Title: Intern
Starting Date: May 23, 2016

Benefits: _ FT (benefits) _ PT (no benefits)
_ PT (benefits) x Temp/Seasonal (no benefits)

Pay Info: Unpaid internship

Comments: Kim will be working with the Assessor, Tax Collector and Town Administrator completing any projects assigned for the summer of 2016 (May-August).

Signature: _____ **Date:** December 30, 2015
Natasha R. Nau, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting of January 5, 2016, the Columbia Board of Selectmen voted in favor of hiring Kimberly Muscat in accordance with the specifications listed above.

Signature: _____ **Date:** January 5, 2016
Carmen L. Vance, First Selectman

KIMBERLY MUSCAT

9 Birchwood Rd.
East Hampton, CT 06424

C: (860) 986-4584
muscat_kimberly@yahoo.com

OBJECTIVE:
To obtain an accounting internship that utilizes strong analytical and organizational skills, which will further deepen my experience in the field.

EDUCATION:
Franciscan University of Steubenville – Steubenville, OH May 2017 (Expected)

- Bachelor of Science in Accounting, minor in Management
- GPA: 3.49 / Dean's List – Spring 2015, Fall 2015

EXPERIENCE:
Christian Students in Free Enterprise (CSFE) – Franciscan University Fall 2014 – Present

- Presented a business plan to the Harmonium Project, a non-profit organization, which included contracts for hire, budgeting and managing funds.
- Advertised on campus in order to create a better market for the Harmonium Project.
- Creating presentation to promote CSFE and its mission statement.

Admissions Office Assistant – Franciscan University of Steubenville Fall 2015 – Present

- Input detailed reports of GPA, class rank, ACT and SAT scores for incoming students into a database.
- Organize confidential documents into admissions filing system.

Subway Cashier – Portland, CT Fall 2012 – Summer 2015

- Reaffirmed audit of payroll records for twelve employees.
- Manage cash counts upon the opening and closing of the store.
- Take inventory for daily operations, and aid delivery by unloading supplies and organizing inventory.

ACTIVITIES:
Arizona Mission Team – Franciscan University Spring 2015 - Present

- Prepared and executed a weeklong meal plan for 30 people with a budget of $1,100.
- Partook in team fundraising events in order to cover expenses of $27,000.
- Tutored one-on-one in the classroom with students among the grades of kindergarten and eighth grade.

Student Evangelization Network Team (SENT) – Franciscan University Spring 2014 –Spring 2015

- Ran two confirmation retreats and led two youth rallies for over 200 young adults.
- Prepared and performed talks, witnesses, activities and skits.

Christian Sorority – Franciscan University Fall 2013 – Present

- Directed the 40th year reunion planning committee, registration and events, which included constant communication with past, present and future members of the sorority, and working in a team atmosphere.
- Managed payments, gear orders and donations for over 100 members totaling approximately $4,000.

Franciscan University Softball Team – Division 3 Fall 2013 – Spring 2014

Catcher / Shortstop

- Recipient of the Offensive Player of the Year Award.

SKILLS:
Experienced with Microsoft Office – Word, Excel, PowerPoint

LAKE MANAGEMENT ADVISORY COMMITTEE

January 4, 2016

Ms. Carmen Vance
First Selectman
323 Route 87, Yeoman's Hall
Columbia, CT 06237

RE: Application for Replacement of a Structure on or Over Columbia Lake
Mr. Richard Nassiff, 11 Webster Lane, Columbia, CT

On December 30 2015, Mr. Richard Nassiff of 11 Webster Lane, Columbia submitted an application for permit seeking to replace a portion of his existing seawall and replacement of the entire existing dock at that location.

On Friday, January 1, 2016, Karl Then and I, representing the Lake Management Advisory Committee (LMAC), met at the subject site. Steve Harrington, another member of LMAC, visited the site earlier. An approximately 20 foot long portion of the existing VersaLok dry block seawall has settled and is sagging. Also, the existing wooden dock is in need of replacement. The existing dock is approximately 6'-0" wide by 25'-9" long. The property owner has expressed a desire to repair the portion of sagging seawall in kind to match the remaining existing seawall. The property owner also would like to replace the existing wooden dock in kind.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the portion of the existing seawall may be replaced in the same location, of the same material, in the same configuration and of the same size; and the existing wood dock may be replaced in the same location, in the same configuration and of the same size.

After review, it is the recommendation of LMAC to the Board of Selectmen that this permit be approved with the following conditions:

1. All work will be accomplished after Lake Drawdown beginning on November 1, 2015 and shall be completed prior to the lake re-filling on March 15, 2016.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new seawall will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life. The materials shall match those of the existing seawall.
5. The applicant will insure the construction of the new dock will be of sound materials and will comply with the "Lake Guidelines" with regard to the use of any pressure treated woods; and shall not adversely affect the quality of the Lake water or aquatic life.
6. Disturbance to the lakebed will be confined to reasonable construction to establish new footings for portion of the new seawall and dock replacement. No grading or significant excavation shall be allowed.

Your consideration in this manner is appreciated.
Respectfully Submitted;

Robert R. Powell, Jr.
Chairman, Permit Application Sub-Committee
Lake Management Advisory Committee

Town of Columbia
323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Fax: (860) 228-1952

Application for Constructing Structures on or over Columbia Lake

Date submitted: 12/30/2015

Complete and return to the Board of Selectmen.

Property owner: RICHARD L. NASSIFF JR

Address: 11 WEBSTER LN., Columbia, CT 06237

Property Location: 11 WEBSTER LN, Columbia, CT 06237

Daytime phone # 860-208-1354

Applicant if different from owner: _____

Address: _____

Daytime phone # _____

Structure Information:

Proposal is for: ☐ New ☐ Replacement ☒ Repair

Structure Type: ☒ Dock ☒ Seawall ☐ Raft ☐ Boat Cover

Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite the process.

Note: Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit property for the purpose of inspecting prior to and after construction.

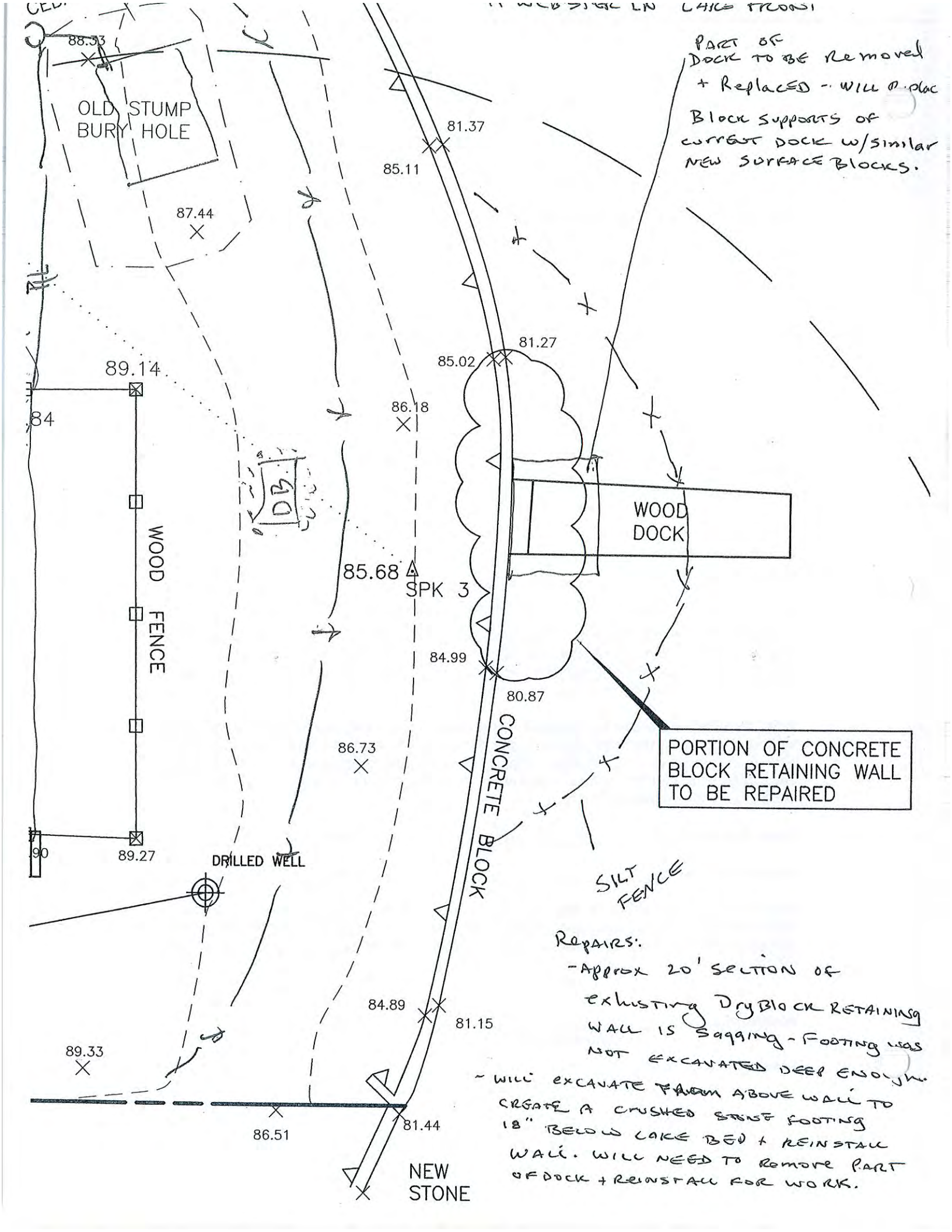
Owner Signature: _____ Date: 12/30/2015

Applicant Signature: _____ Date: _____

Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ **Date:** _____
First Selectman

Revised: 4/1/97, 12/01, 09/03, 10/03


88.33
OLD STUMP
BURY HOLE
87.44
81.37
85.11
PART OF
DOCK TO BE Removed
+ Replaced - Will replac
Block supports of
current DOCK w/similar
NEW SURFACE BLOCKS.
81.27
85.02
89.14
84
86.18
DB
WOOD
DOCK
WOOD FENCE
85.68
SPK 3
84.99
80.87
PORTION OF CONCRETE
BLOCK RETAINING WALL
TO BE REPAIRED
86.73
CONCRETE BLOCK
90
89.27
DRILLED WELL
SILT
FENCE
Repairs:
- Approx 20' section of
existing Dry Block Retaining
Wall is Sagging - Footing was
not excavated deep enough.
- Will excavate from above wall to
create a crushed stone footing
18" below lake bed + reinstall
wall. Will need to remove part
of dock + reinstall for work.
84.89
81.15
89.33
86.51
81.44
NEW
STONE

Memorandum

To: Board of Selectmen
From: Natasha R. Nau, Town Administrator
Date: 12/30/15
Re: 1/5/16 BOS Meeting Report

Library
Millennium completed the foundation and demolition prior to the Christmas holiday. Their HVAC and electric subcontractors have since then been working on submitting their portions of the permit in order for the Building and Land Use Department to review it and approve a full permit to move forward with the work. We are still on schedule. In the original project scope, only new windows were going to be put in on the addition; we have signed a change order to replace all windows on the building so they are energy efficient.

Holiday Home Lights Decorating Contest
We did not end up getting any registrants so we unfortunately had to cancel this event. We will advertise this sooner next year to hopefully get interest.

Newsletter
The first Town of Columbia newsletter was published and available to residents on December 23, 2015. With a little input from staff, I decided to name it Columbia Chatter. It is available on the website, Facebook and was sent out via our Receive Email Notifications function. Hard copies are available upon request in my office.

Church/Town Hall Campus
I have been working on drafting the Boundary Agreement for Paula and Henry to review. Paula has been working with Henry to clear up some issues with deeds, maps and ownership. Michael Healey from BSC Group is performing the work for an additional $800 (plus the original $1,600 for the campus consolidation). The agreement will be presented to the Church for review in January and once a final draft is agreed upon, a Town meeting will be scheduled (most likely in February).

Beach
We will receive the proposals for the beach re-grading in January. Once that happens, we can schedule the public meetings for sometime in February.

CVFD Day-Time Staff & Tower
No updates at this point. Continuing to work on this and gather information.

Senior Transportation
Continuing to work on this and gather information. I put in a research request to CCM for Tolland County town's budget information and details on other their staffing and hours. I also personally contacted the managers in Hebron, Andover and Lebanon to see if any of them would be interested in sharing for an annual lump sum contract. Hebron is the only who has responded thus far and has expressed interest.

Open Space
Mary and I have made progress on working out the details on the existing property we have been looking to purchase. An additional property just became available and I am looking into that as a possibility as well.

Budget Season
All departments have supplied their itemized section. I will review them the first week of January and make a list of questions. I will then discuss the budgets and my questions in workshop meetings the week of January 11th. Lol and I will work together on school/town items such as fuel, healthcare and potentially IT.

Eversource Clean Energy Community Program
We received the free energy audit report on the Senior Center. The auditor had 9 recommendations to improve energy efficiency. We will complete 5 of them this year because they are low cost in materials and the labor can be done in-house. If we want to pursue the other 4 recommendations, we need to budget them in the 16-17 budget because they are larger more expensive projects. These should significantly reduce the high electric bills that we consistently have for the building.

Economic Development Commission (EDC)
I am working with Vera to revive this committee and garner interest for membership to see if we can begin meeting in January. I have visited 7 businesses thus far to see if they would be interested in serving on the commission as well as to simply introduce myself.

Recreation Commission Master Plan for Rec Park/Ellis property
The Recreation Commission will be working on fin-tuning their list of needs and desires and exactly where they think they should be located on a map at their next meeting. They will then turn this into me and we will go out to RFP (if necessary) for a consultant to do the design work.

Agendas & Minutes
I have noticed that not all agendas and minutes are posted on the website for all committees, commissions and boards. My office and the Clerk's office have been working together to make sure we get those up to date for FOI and easy reference for residents.

Past and Upcoming Grants

- LOTCIP will be submitted on 1/5/16. This is only for new projects. George and I worked together to request assistance for our largest paving project for next Fiscal Year, Dilaj Drive.
- STEAP will be submitted on 1/15/16 per the request of Manager John Elsesser of Coventry. This was jointly submitted last year to rehabilitate Hop River Road Bridge and did not receive an award. A smaller version of the project will be submitted this year if the Board authorizes me to do so.

Meetings/Events/Seminars/Trainings Highlights

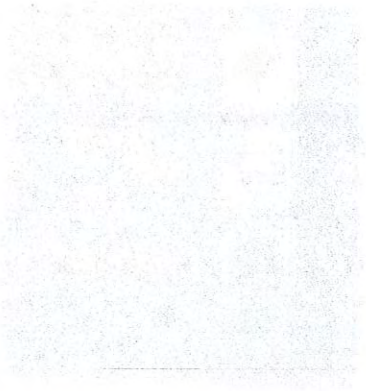
- 12/17/15: Open Space Committee meeting
- 12/17/15: Healthcare meeting with broker Joe Spurgeon, Superintendant and Bev

Demonstration Projects: Electronic Document Management and the Human Resources Portal. CRCOG IT Services Cooperative currently offers IT Technical Assistance from our IT Strategic Partner CCAT and a fiber lease-to-own contract with SERTEX. This fiscal year, 12 towns have used or are in process of using our SERTEX fiber contract with Purchase Orders totaling over **$1 million. Columbia's portion of CRPC savings in FY2014-2015 was approximately $1,346. Columbia also participates in CRCOG's Job Order Contracting program, ezIQC. Columbia is also participating in the Hosting Services Nutmeg Network Demonstration Project.**

In FFY 2014, CRCOG obligated approximately **$10.3 million** in federal STP Urban Transportation Funds to start design, right-of-way acquisition, or construction of previously approved projects. In addition to this, CRCOG programmed **$12.8 million** in Local Transportation Capital Improvement Program (LOTCIP) funds through commitment to fund letters. The CRCOG Transportation Program further assisted in the advancement of additional municipal transportation roadway, enhancement, and congestion-related projects. CRCOG continued to provide technical assistance to towns to solve traffic problems, program federal monies, and worked with CTDOT on design issues through corridor studies and general technical assistance. **Columbia received services valued at over $420,000 for the Route 6 Traffic Safety and Access Management Study and CRCOG assisted the town with safety concerns on Erodini Road.**

The CRCOG Public Safety Program works to coordinate regional public safety and homeland security activities. These programs help protect our communities and prepare us to respond and recover, as a region, from disasters. Since 2009, CRCOG has received approximately **$14.8 million** in Public Safety dollars from the State Homeland Security Grant Program, Law Enforcement Terrorism Prevention Program, Metropolitan Medical Response System, Interoperable Emergency Communications, Urban Areas Security Initiative, and the Citizen Corps Program. CRCOG has facilitated numerous regional exercises including table-top, functional and full-scale, contracted for a full capability assessment, conducted various After Action Reviews, established a Long Term Care Facility Mutual Aid Plan and instituted the Get Ready Capitol Region citizen awareness website and campaign. Through CRCOG, regional teams including Special Weapons and Tactics (SWAT), Dive, the Hartford Bomb Squad, Regional Incident Dispatch, Command Post, Special Needs training unit, and the Medical Reserve Corps also received extensive training and equipment. Individual towns have received reimbursement for first responders attending approved training or exercises; assistance with local training and exercises, SWAT equipment, fingerprint machines, cots, upgrades to local emergency operation centers, credentialing capability, and CAPTAIN Police and Fire equipment and services.

This is only a partial listing of CRCOG projects and benefits. CRCOG also offers other benefits that cannot be measured monetarily including technical assistance in shared services, transportation and land use planning.



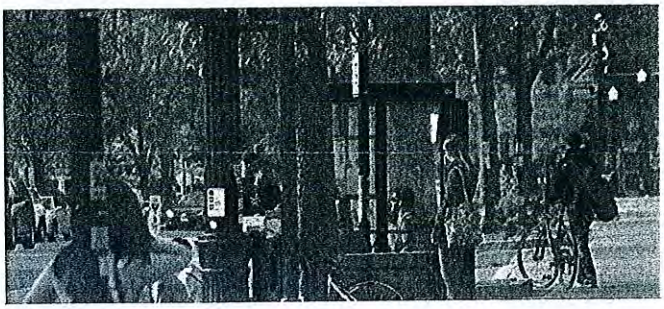
CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274 / www.crcog.org

BENEFITS OF CRCOG MEMBERSHIP
FY 2014-2015
Town of Columbia
NEW FY2015-2016 DUES: $6,494

This is a partial listing of CRCOG projects that benefit the Town of Columbia.

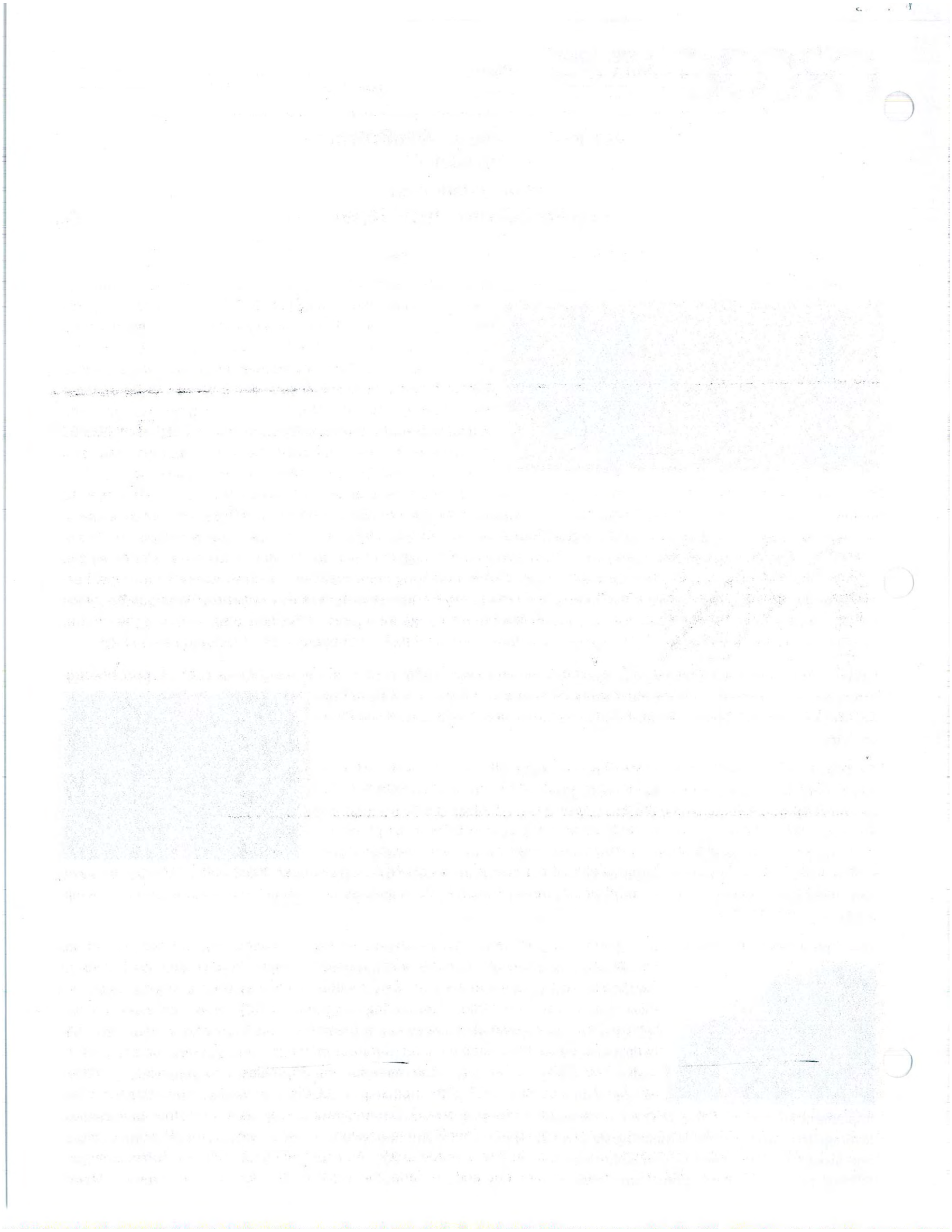
This year, CRCOG and member communities benefited from the completion of the 3.5 year, **$4.2 million** US Housing and Urban Development Sustainable Communities Regional Planning Grant. More than 20 individual projects helped create a vision and an action agenda for a connected, competitive, vibrant and green Hartford-Springfield Knowledge Corridor. Capitol Region municipalities will benefit from activities that are implementing the Knowledge Corridor Action Agenda: the **MetroHartford Brownfields Program**, which will make **$533,000** in assessment grants and **$850,000** in remediation loans and sub-grants available to member municipalities to assist in preparing contaminated properties for redevelopment; **technical assistance on transit-oriented development** to member communities through the CT***fastrak*** and CT***Rail*****-Hartford Line** Corridor Advisory Committee and special technical assistance projects; the updated **Capitol Region Pedestrian and Bicycle Plan**, and an **Active Transportation Audit Tool** that can be used by municipalities to evaluate the walkability/bikeability of selected locations, and help in identifying the need for future infrastructure improvements; **CRCOG's Green Clearinghouse website**, which showcases municipal best practices that support sustainable communities; and the **Capitol Region Natural Hazards Mitigation Plan** update, which enables participating municipalities to apply for FEMA hazard mitigation grants. CRCOG is also updating the Central Connecticut Region Natural Hazards Mitigation Plan, and is participating in the update of the Windham Region Plan.



Columbia can also take advantage of newly-developed model sustainable land use regulations that support housing diversity and affordability, encourage energy efficiency and the use of alternative energy, allow for compact development, and support local food systems and food security.

CRCOG provides a variety of services that can help with municipal land use and community development planning, including Geographic Information System (GIS) analysis, map production, and technical assistance in analyzing U.S. Census data. In addition, CRCOG acquires and develops aerial imagery and other data products covering the entire regional area, in conjunction with hosting and maintaining a regional web-based GIS system. **Columbia's benefit of the recent regional GIS update was $4,700.** Finally, CRCOG developed and maintains a Regional Online Permitting system to enable municipalities to administer the planning and zoning application process on-line.

The Capitol Region Purchasing Council (CRPC) program saves its members money through conducting competitive bids on their behalf, and providing access to volume-based savings. CRPC conducted 14 bids in FY2014-15, saving its members over **$1.6 million**. CRPC has seen a large increase in utilization of our Job Order Contracting program (ezIQC) which provides on-call construction and renovation services to our members. This fiscal year alone, **over $4.1 million of projects** have been completed for our member municipalities and agencies in ezIQC. The CRPC serves **over 100 member municipalities and agencies.** CRCOG membership dues include CRPC membership. CRCOG's IT Services Cooperative has been implementing three of five M.O.R.E. Commission Nutmeg Network Demonstration Projects that help municipalities leverage their access to the expanding state-run high speed fiber Nutmeg Network. These services (VoIP, Hosting Services and Streaming Video) will be available to all towns in late summer 2015. An additional $1.2 million is forthcoming in FY2016 to purchase additional data center equipment and to fund the work of the last two Nutmeg Network



Town of Columbia
Budget Transfer Request
FY: 2015-2016

DATE: 11/17/2015

Budget Transfer # 2016-010

TO: Board of Selectmen

FROM: Administration (Department Name) 112 (Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

_____ In-Budget (up to $500)
__X__ In-Budget ($501 - $10,000 requires FIPAC)
___ From Contingency (requires FIPAC)
___ Town Meeting

Amount *(whole dollars only)*	***From*** *A/C#*	*Description*	***To*** *A/C #*	*Description*
$9.871.00	10-112-040	Group Insurance	10-4112-460	Commercial Insurance
$				
$				

VOID

REASON:
To transfer funds to cover the additional above budget cost for the commercial insurance.

Signature of Dept. Head: _____

Date: _____

Date of BOS Meeting: 12/15/2015 Refer to FIPAC _X_ YES ___ NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 12/16/2015

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____ Date: _____

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE

Itemized Appropriation, Expenditure and Encumbrance Transactions

Account = First thru Last; Mask = 10-4112-460

From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4112-460	Commercial Insurance	30000.00	30133.59	30133.59	0.00	(133.59) *	(0.45)

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000019	Jul 2015	07/01/15	15/16 Budget			BG E BO	30,000.00
						Appropriation Total	30,000.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008547-000004	Jul 2015	07/07/15	15/16 LAP POLICY PYMT 1 OF 4	CIRMA	CIRMA	AP V 040148 VE	9,736.75
008611-000024	Sep 2015	09/15/15	LAP PREMIUM PYMT 2/4	CIRMA	CIRMA	AP V 040542 VE	9,736.75
008635-000004	Sep 2015	09/29/15	CRIME BOND 15/16	CIRMA	CIRMA	AP V 040620 VE	342.34
008695-000011	Nov 2015	11/03/15	ADMIN INSURANCE, BONDING TAX C	CIRMA	CIRMA	AP V 040899 VE	581.00
008763-000021	Dec 2015	12/15/15	LAP PREM. PYMT 3/4	CIRMA	CIRMA	AP V 041285 VE	9,736.75
						Expenditure Total	30,133.59

Pymt 4 of 4

* 133.59
9736.75
9870.34

Need transfer for covering underbudget of 9870.34

Town of Columbia
Budget Transfer Request
FY: 2015-2016

DATE: 11/17/2015

Budget Transfer # 2016-011

TO: Board of Selectmen

FROM: Planning & Zoning Services (*Department Name*) 510 (*Dept. No.*)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

__X___ In-Budget (up to $500)
_____ In–Budget ($501 - $10,000 requires FIPAC)
____ From Contingency (requires FIPAC)
____ Town Meeting

Amount *(whole dollars only)*	***From*** *A/C#*	*Description*	***To*** *A/C #*	*Description*
$60.00	10-4510-720	Professional Dues	10-4510-550	Misc Svcs/Chgs
$				
$				

REASON:
To transfer funds to cover the additional above budget cost for Chronicle subscription plus the unbudgeted cost of the POCD survey through Survey Monkey.

Signature of Dept. Head: _____

Date: _____

Date of BOS Meeting:01/05/2016 Refer to FIPAC _X_ YES ____ NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: N/A

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____N/A_____ Date: _____

TOWN OF COLUMBIA
REQUEST FOR PAYMENT - OPERATING EXPENDITURE
(Green)

PAYMENT TO: Chronicle

Vendor # CHRON
CK# _____ Dated _____
$ _____ of total ck of $ _____

PURCHASED WITH PO #: _____

_ Attached Invoice(s): (please also date and initial invoice to indicate approval)

Invoice# 9450 Dated _____ $ 177.61
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____
Invoice# _____
Invoice# _____

- Mileage as follow ..... $ _____
___ miles on ____
___ miles on ____
___ miles on ____
___ miles on ____

..... $ _____

- Postage (attach rece ..... $ _____
- Other (describe and ..... $ _____

12.22.15
Will need to transfer $60 from 4510-720 To 4510-550
Have we over budget already? - Natasha
Emailed Natasha

FUND	DEPT/AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10 -	4	5 1 0 - 5 5 0	$ 177.61	Subscription renewal
10 -	4	-	$	1-4-16 thru 1-4-17
10 -	4	-	$	
10 -	4	-	$	
10 -	4	-	$	

I have indicated the budget account(s) that should be charged.

DATE: 12/17/15

Cindy Hodge
AUTHORIZED SIGNATURE

Town of Columbia

Actual & Budgeted Expenses & Encumberance

Report Sequence:Account Number
Account: First thru Last
Report Period: July 2015 thru June 2016
Level Of Detail:Account Number

Account Filter=10-4510-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (10)							
10-4510-010	Salaries-Planning & Zoning	55,928.00	25,303.10	25,303.10	0.00	30,624.90	54.76
10-4510-110	Postage	0.00	0.00	0.00	0.00	0.00	0.00
10-4510-130	Legal Notices	3,000.00	899.09	899.09	0.00	2,100.91	70.03
10-4510-500	Prof/Tech	11,500.00	685.93	685.93	0.00	10,814.07	94.04
10-4510-520	Printing	1,200.00	286.00	286.00	0.00	914.00	76.17
10-4510-550	Misc Services/Chgs	175.00	229.61	229.61	0.00	(54.61)	(31.21)
10-4510-710	Professional Impr	0.00	0.00	0.00	0.00	0.00	0.00
10-4510-720	Professional Dues	350.00	158.00	158.00	0.00	192.00	54.86
10-4510-750	Conf/Seminars	500.00	209.00	209.00	0.00	291.00	58.20
10-4510-770	Transportation	1,000.00	52.56	52.56	0.00	947.44	94.74
	General Fund (10) Totals	**73,653.00**	**27,823.29**	**27,823.29**	**0.00**	**45,829.71**	**62.22**
	Totals Consolidated Funds	**73,653.00**	**27,823.29**	**27,823.29**	**0.00**	**45,829.71**	**62.22**

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE

Itemized Appropriation, Expenditure and Encumbrance Transactions

Account = First thru Last; Mask = 10-4510-550

From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4510-550	Misc Services/Chgs	175.00	229.61	229.61	0.00	(54.61)	(31.21)

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000169	Jul 2015	07/01/15	15/16 Budget			BG E BO	175.00
						Appropriation Total	175.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008695-000070	Nov 2015	11/03/15	SURVEY MONKEY	STAHPA	PAULA STAHL	AP V 040958 VE	52.00
008782-000009	Dec 2015	12/29/15	SUBSCRIP.RENEWAL 1/4/16-1/4/17	CHRON	CHRONICLE	AP V 041412 VE	177.61
						Expenditure Total	229.61

Posted Refund Transaction (s) TOWN OF COLUMBIA Int Date: 01/04/2016 Date: 01/04/2016 Page: 1

Condition(s) :

Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2014-03-0054257	NUHFER BRIAN E JNT 362 RT 87 COLUMBIA CT 06237-1422	1999/1FAFP45X3XF208650 54257 Sec. 12-129 Refund of Excess Payments.	7/16/2015	74.80 89.80	0.00 0.00	0.00 0.00	74.80 89.80	-15.00
2014-03-0055548	STEVENSON NEAL DEAN 33 DOUBLEDAY RD COLUMBIA CT 06237-1406	2006/1HGFA16866L074087 55548 Sec. 12-129 Refund of Excess Payments.	7/29/2015	158.98 173.36	0.00 0.00	0.00 0.00	158.98 173.36	-14.38
2014-03-0055549	STEVENSON NEAL DEAN 33 DOUBLEDAY RD COLUMBIA CT 06237-1406	1997/1HGCD5657VA018449 55549 Sec. 12-129 Refund of Excess Payments.	7/29/2015	64.43 70.27	0.00 0.00	0.00 0.00	64.43 70.27	-5.84
TOTAL	3			298.21 333.43	0.00 0.00	0.00 0.00	298.21 333.43	-35.22

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended

This is to certify that **NUHFER BRIAN E JNT**

has presented satisfactory proof that -he is entitled to an exemption on the assessment list of 10/01/2014

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

NUHFER BRIAN E JNT
NUHFER KRISTINE PATR
362 RT 87
COLUMBIA CT 06237-1422

2014-03-0054257
54257
/1FAFP45X3XF208650
2014030054257

To CAROL W. PRICE CCMC Collector of **TOWN OF COLUMBIA** State of Connecticut.

hereby apply for ~~abatement or~~ refund* of such part of my tax as shall represent:

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. 1999 Ford Mustang Convt
(State reason -- Cross out service exemption if it does not apply) Sold July 2015

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	74.80	0.00	0.00	0.00	74.80	
Total Paid	07/16/2015	89.80	0.00	0.00	0.00	89.80	-15.00 ***
Adjusted Refund		-15.00	0.00	0.00	0.00	15.00	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

X KRISTINE NUHFER — Print Name
Brian E. Nuhfer

X [signature] — Signature of Taxpayer
Brian E. Nuhfer

X 8DEC2015 — Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 15.00
be made to the above-named taxpayer in accordance with the provisions of Section (s): 12-129

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 17 DAY OF August 2015

Lisa R McDonald Asst
~~CAROL W. PRICE CCMC~~
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the _____ day of _____ 20___. It was voted to refund
Property Taxes and Interest amounting to $ _____ to _____.

First Selectman

_____
Other Governing Body

_____
Clerk

**Cross out abatement or refund as required.

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended

This is to certify that **STEVENSON NEAL DEAN**

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2014

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

STEVENSON NEAL DEAN
33 DOUBLEDAY RD
COLUMBIA CT 06237-1406

2014-03-0055549
55549
/1HGCD5657VA018449
2014030055549

To **CAROL W. PRICE CCMC** Collector of **TOWN OF COLUMBIA** State of Connecticut.

I hereby apply for ~~abatement or~~ refund* of such part of my tax as shall represent:

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. 1997 Honda Accord 4D SED
(State reason -- Cross out service exemption if it does not apply) Moved to Groton Aug 2015

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	64.43	0.00	0.00	0.00	64.43	
Total Paid	07/29/2015	70.27	0.00	0.00	0.00	70.27	-5.84 ***
Adjusted Refund		-5.84	0.00	0.00	0.00	5.84	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

X Neal Stevenson
Print Name

X Neal Stevenson
Signature of Taxpayer

X 12-21-15
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 5.84
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 16 DAY OF December 2015

Lisa R McDonald, Asst
~~CAROL W. PRICE CCMC~~
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the _____ day of _____ 20___. It was voted to refund
Property Taxes and Interest amounting to $ _____ to _____.

First Selectman

_____
Other Governing Body

_____
Clerk

**Cross out abatement or refund as required.

Mail To : CAROL W. PRICE CCMC
TOWN OF COLUMBIA
PO BOX 25
COLUMBIA, CT 06237-0025

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended

This is to certify that **STEVENSON NEAL DEAN**

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2014

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☒ Sec. 12-129 Refund of Excess Payments.

STEVENSON NEAL DEAN
33 DOUBLEDAY RD
COLUMBIA CT 06237-1406

2014-03-0055548
55548
/1HGFA16866L074087

2014030055548

To CAROL W. PRICE CCMC Collector of **TOWN OF COLUMBIA** State of Connecticut.

I hereby apply for ~~abatement or~~ refund* of such part of my tax as shall represent:

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. 2006 Hond Civic 4D SED
(State reason -- Cross out service exemption if it does not apply) Moved to Indiana Aug 2015

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	158.98	0.00	0.00	0.00	158.98	
Total Paid	07/29/2015	173.36	0.00	0.00	0.00	173.36	-14.38 ***
Adjusted Refund		-14.38	0.00	0.00	0.00	14.38	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

X Neal Stevenson
Print Name

X [signature] X 12-21-15
Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 14.38 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 16 DAY OF December 2015

Lisa R McDonald, Asst
~~CAROL W. PRICE CCMC~~
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the _____ day of _____ 20___. It was voted to refund
Property Taxes and Interest amounting to $ _____ to _____.

First Selectman

_____
Other Governing Body

_____
Clerk

**Cross out abatement or refund as required.

Mail To : CAROL W. PRICE CCMC
TOWN OF COLUMBIA
PO BOX 25
COLUMBIA, CT 06237-0025

TOWN OF COLUMBIA

Finance Department

Town Hall Annex, 323 Route 87, Columbia, CT 06237
(860) 228-8423 FAX: (860) 228-2392

DATE: 01/05/2016

TO: Board of Selectmen

FROM: Town of Columbia Finance Department

SUBJECT: Payment of Bills Approval: 15/16 Expenditures

	Fund #10 General	Fund #20 Capital	Fund #21 Nutmeg Network	Fund #29 Recreation	Fund #36 Senior Center	Fund #58 Lnd Prt- Twn Clk	Total
Posting Reg #							
EMERGENCY:							-
2005				68.00			68.00
2006	140.00						140.00
2009	5,741.88			276.50			6,018.38
							-
							-
	5,881.88	-	-	344.50	-	-	6,226.38
REGULAR:							-
Void & Reissue 2007	(8,829.25)						(8,829.25)
Void & Reissue 2008	1,654.75						1,654.75
2010	81,243.13	41,669.43		4,389.50			127,302.06
SBL Library Grant Pymt	93,790.50						93,790.50
	167,859.13	41,669.43	-	4,389.50	-	-	213,918.06
							-
Credit Card				8.00			8.00
Paychex	823.13						823.13
	823.13	-	-	8.00	-	-	831.13
Total payments	174,564.14	41,669.43	-	4,742.00	-	-	220,975.57
							220,975.57

Approval

Date of BOS Meeting: 01/05/2016

The above mentioned payment of bills is approved by a majority of the Board of Selectmen as signed below.

_____

_____

_____

_____

_____

Emergency check

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002005-01

Sequenced By Voucher Number

Period: December 2015

ype Column: *S=Sng Chk; *A=Ach Pay

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
)41395	YOGA 12/3		JACQLA LAURA JACQUES	12/3	R			12/16/15	31.00
)41396	YOGA 12/10		JACQLA LAURA JACQUES	12/10	R			12/10/15	37.00

Register Totals: Number of Vouchers = 2 Total of Vouchers = 68.00

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002006-01

Sequenced By Voucher Number

Emergency check

Type Column: *S=Sng Chk; *A=Ach Pay

Period: December 2015

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041397	CAAO '16 RENEWALS	CAAOMV	CAAO	'16 RENEWL	R			12/17/15	140.00

Register Totals: Number of Vouchers = 1 Total of Vouchers = 140.00

A C C O U N T S P A Y A B L E P O S T I N G R E G I S T E R

Document Ctl# 002007-01

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay

Period: December 2015

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041398	*** Void A/P Check Voucher ***	CIRMA	CIRMA		V	051522		12/15/15	0.00
041399	*** Cancellation Voucher ***	CIRMA	CIRMA		C	041285		12/01/15	-9,736.75
041400	LAP PREMIUM-FINAL PYMT	CIRMA	CIRMA	126	R			12/01/15	907.50

Register Totals: Number of Vouchers = 3 Total of Vouchers = -8,829.25

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002008-01

Sequenced By Voucher Number

Period: December 2015

Type Column: *S=Sng Chk; *A=Ach Pay

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041401	*** Void A/P Check Voucher ***	CIRMA	CIRMA		V	051584		12/18/15	0.00
041402	*** Cancellation Voucher ***	CIRMA	CIRMA		C	041400		12/01/15	-907.50
041403	ADJUSTED LAP PREM PYMT 3 OF 4	CIRMA	CIRMA	126	R			12/01/15	2,562.25

Register Totals: Number of Vouchers = 3 Total of Vouchers = 1,654.75

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002009-01

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay

Period: December 2015

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041404	SNR CNTR SEMI-ANNUAL INSP.	ALLSFI	ALLSTATE FIRE EQUIP CO, INC.	108750	R			12/28/15	153.00
041406	ZUMBA 12/14	DESIAM	AMIE DESIMONE	12/14/15	R			12/14/15	66.50
041407	ZUMBA 12/16	DESIAM	AMIE DESIMONE	12/16/15	R			12/16/15	73.50
041408	ZUMBA 12/21	DESIAM	AMIE DESIMONE	12/21/15	R			12/21/15	73.50
041409	ZUMBA 12/23	DESIAM	AMIE DESIMONE	12/23/15	R			12/23/15	63.00
041410	CODING OF IVS MACHINE	IVS	IVS, LLC	CT11031528	R			12/23/15	100.00
041411	DPW 11/10-12/9/15	VERIZN	VERIZON WIRELESS	9756921433	R			12/09/15	56.50
041412	SUBSCRIP.RENEWAL 1/4/16-1/4/17	CHRON	CHRONICLE	9450	R			12/29/15	177.61
041413	ELEVATOR MAIN. CONTR. DEC 2015	KONE	KONE INC.	949158666	R			12/29/15	235.24
041414	HAULING/RECYC/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1743973	R			12/12/15	5,104.58
041415	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	CM1743973	M			12/12/15	-85.05

Register Totals: Number of Vouchers = 11 Total of Vouchers = 6,018.38

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002010-02

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay

Period: January 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041416	COLDPATCH FOR POTHOLES	ADELSA	ADELMAN SAND & GRAVEL, INC.	295322	R			12/17/15	57.20
041417	MINUTE-BOOK & ELECTION BOOK	ADKINS	ADKINS	239421	R			12/17/15	257.00
041418	SPARK PLUG	ADVAUT	ADVANCE AUTO PARTS	534932885	R			12/15/15	4.98
041419	WINDSHIELD WIPERS	ADVAUT	ADVANCE AUTO PARTS	534332372	R			12/15/15	157.87
041422	2 MAN AERIAL AT WEST LAKE PINE	ASPLUN	ASPLUNDH TREE EXPERT CO.	83H21715	R		008557	12/17/15	2,640.00
041423	REFEREE 12/12/15 2 GAMES	BALNMI	MICHAEL BALNIS		R			12/12/15	68.00
041424	REFEREE 1/3 (2 GAMES)	BENALE	BENAVIDEZ, LEROY		R			01/03/16	80.00
041425	YOUTH BBALL JERSEYS AND TEES	BMTEES	BMTEES INC.	122216	R			12/22/15	1,734.00
041426	REFEREE 1/2 (2 GAMES)	CALKJA	CALKINS, JAMES W.		R			01/02/16	88.00
041427	REFEREE 12/19 (3 GAMES)	CANFJA	CANFIELD, JAMES		R			12/31/15	112.00
041428	REPAIR, CHANGED CONTROL BOX	CHOWWE	CHOWANEC WELL DRILLING	REPAIR	R			12/23/15	310.00
041429	MISC. SHOP SUPPLIES	CHROIN	CHROMATE INDUSTRIAL CORP.	107115901	R			12/23/15	185.86
041430	PYMT 3 OF 4 TOWN 15/16 GRANT	COLUVF	COLUMBIA VOL FIRE DEPT		R			12/30/15	47,312.50
041431	CONTR. SVC. FINANCE COPIER	CONNBU	CONNECTICUT BUSINESS SYSTEMS	094599	R			12/30/15	1.55
041432	CONTR. SVCS. SENIOR CTR COPIER	CONNBU	CONNECTICUT BUSINESS SYSTEMS	094599	R			12/28/15	12.45
041433	2 MEMBERSHIPS	IAAOGR	CT CHAPTER OF IAAO		R			12/30/15	50.00
041434	TRANSFER STATION PUMPOUT 12/15	CTPORT	CT PORTABLES	090019260	R			12/31/15	80.00
041435	PUMPOUT 12/15 PORTER, BOAT,REC	CTPORT	CT PORTABLES	090019260	R			12/31/15	222.50
041436	MONTHLY HOSTED SOLUTION	COTTSY	COTT SYSTEMS, INC.	107130	R			01/01/16	525.00
041437	PUCKER ST BRIDGE	COVETO	TOWN OF COVENTRY	37	R			12/31/15	81.67
041438	PUCKER ST BRIDGE PHASE #10	COVETO	TOWN OF COVENTRY	10	R			12/08/15	21,672.79
041439	REFUND 12/24 RENTAL SNR CENTER	DALEED	EDWARD DALENTA		R			12/28/15	100.00
041440	ZUMBA 12/28, 12/30	DESIAM	AMIE DESIMONE	12/28, 30	R			12/30/15	136.50
041441	REFUND MV TAX	DOUVLY	DOUVILLE LYNN A OR		R			12/30/15	5.00
041442	OIL SENIOR CENTER 212.7 GAL	EASTRI	EAST RIVER ENERGY, INC	37637	R			12/17/15	505.14
041443	GYM USAGE 11 HOURS NOV. 2015	EASTCO	EASTCONN	9161504	R			12/15/15	330.00
041444	ELECTR TOWN HALL 11/19-12/21	EVERS	EVERSOURCE	5142480405	R			12/21/15	987.61
041445	ELECTR. GAZEBO 11/19-12/21	EVERS	EVERSOURCE	5178362404	R			12/21/15	51.23
041446	ELECTR. LIBRARY 11/19-12/21	EVERS	EVERSOURCE	5116912405	R			12/21/15	303.12
041447	ELECTR. BEACH 11/19-12/21	EVERS	EVERSOURCE	5147772400	R			12/21/15	61.67
041448	ELECTR. REC AREA 11/19-12/21	EVERS	EVERSOURCE	5176371401	R			12/21/15	44.25
041449	ELECTR. TRANS.ST. 11/19-12/21	EVERS	EVERSOURCE	5167180401	R			12/21/15	167.82
041450	ELECTR. GARAGE 11/19-12/21	EVERS	EVERSOURCE	5108490403	R			12/21/15	276.52
041451	ELECTR. SENIOR CTR 11/19-12/21	EVERS	EVERSOURCE	5155172409	R			12/21/15	592.58
041452	ELECTR. OLD CVFD 11/19-12/21	EVERS	EVERSOURCE	5153780404	R			12/21/15	44.25
041453	ELECTR. CHAPEL 11/19-12/21	EVERS	EVERSOURCE	5143312409	R			12/22/15	109.45
041454	REFEREE 12/18 (2 GAMES)	EVERST	STEVEN EVERETT		R			12/22/15	80.00
041455	REFUND JERSEY PAYMENT	FERRRO	ROBERT FERRIGNO		R			12/18/15	16.00
041456	REFEREE 12/27 (2 GAMES)	FRANBO	FRANK JR., ROBERT J.		R			12/27/15	80.00

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002010-02

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay Period: January 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041457	DOT INSP., BRAKE REPAIR	FREILI	FREIGHTLINER OF HARTFORD, INC.	86159	R			12/27/15	1,014.80
041458	2010 FREIGHTLINER REPAIR	FREILI	FREIGHTLINER OF HARTFORD, INC.	86349	R			12/31/15	727.78
041459	PHONE TOWN HALL 12/23-1/22	FRONTI	FRONTIER COMMUNICATIONS	8602283284	R			12/31/15	580.05
041460	PHONE FINANCE 12/23-1/22	FRONTI	FRONTIER COMMUNICATIONS	8602283284	R			12/23/15	103.32
041461	PHONE OLD CVFD 12/23-1/22	FRONTI	FRONTIER COMMUNICATIONS	8602281673	R			12/23/15	46.59
041462	PHONE LIBRARY 12/23-1/22	FRONTI	FRONTIER COMMUNICATIONS	8602283207	R			12/23/15	81.38
041463	FUSES FOR HANDLERS, HVAC	GRAING	GRAINGER	9920647154	R			12/23/15	15.78
041464	REFEREE 12/20 & 1/3 (4 GAMES)	HENDDA	DANIEL HENDERSON		R			12/20/15	160.00
041465	MURPHY HOUSE EMER. LIGHT REPAI	HOMEDE	HOME DEPOT CREDIT SERVICES	71163	R			12/20/15	47.46
041466	CVFD & BLDG DEPT. DOORS	HOMEDE	HOME DEPOT CREDIT SERVICES	87508	R			12/21/15	70.15
041467	TAIL LIGHTS FOR F-350	FAIRHO	HOWARD P. FAIRFIELD, LLC	INV237218	R			12/21/15	14.28
041468	DOT REQ. REFLECTORS DUMP TRKS	FAIRHO	HOWARD P. FAIRFIELD, LLC	INV237641	R			12/22/15	11.76
041469	YOGA 12/17	JACQLA	LAURA JACQUES	12/17/15	R			12/22/15	42.00
041470	FIPAC AUDIT BOS 6/30/15	KINGRO	KING, KING & ASSOCIATES, CPAs	10261	R			12/24/15	6,000.00
041471	REFEREE 12/20 (2 GAMES)	LAMBBR	LAMB, BRENDAN	12/20/15	R			12/24/15	80.00
041472	REFEREE 1/2 (4 GAMES)	LEBLJI	LEBLANC, JIM	1/2/16	R			12/31/15	142.00
041473	MILEAGE 11/17-12/10	LEWIKE	KERILYNN LEWIS		R			12/31/15	20.13
041474	REPAIR PARTS 2001 JCB	LIFTEC	LIFTECH EQUIPMENT COS., INC.	I21587	R			12/14/15	63.78
041475	ICE STORM DPW BREAKFAST	LIGHT	LIGHTHOUSE RESTAURANT	33433	R			12/29/15	47.25
041476	MISC. NUTS/BOLTS/WASHERS	MAGEN	WM. MAGENEAU CO., INC.	46259	R			12/29/15	33.40
041477	REFEREE 12/19 (4 GAMES)	MEIGST	STEPHEN MEIGS	12/19/15	R			12/19/15	160.00
041478	REFEREE 12/5 (4 GAMES)	MEIGST	STEPHEN MEIGS	12/05/15	R			12/19/15	136.00
041479	REFUND CAMP CARE SHOW DEC.2015	MORALA	LAUREEN MORAN		R			12/22/15	150.00
041480	PHONE REIMB. 11/14-12/13	NAUNAT	NATASHA NAU	3341114107	R			12/22/15	33.00
041481	REBUILT STARTER 1990 INT.	NUTMEG	NUTMEG INTERN'L TRUCKS, INC.	253500022	R			12/16/15	308.77
041482	REPAIRS 1999 INT 6 WH. DUMP	NUTMEG	NUTMEG INTERN'L TRUCKS, INC.	253550032	R			12/21/15	907.89
041483	REFEREE 1/3 (2 GAMES)	PEAYJA	PEAY, JAMES	1/3/16	R			12/31/15	80.00
041484	CERT AND MISC. MAIL	PETTTX	PETTY CASH FUND-TAX COLLECTOR		R			12/31/15	10.41
041485	REFEREE 12/5 (3 GAMES)	PINAJU	JULIAN PINA	12/05/15	R			12/05/15	108.00
041486	REFEREE 12/27, 1/2 (5 GAMES)	POMPWI	POMPA, WILLIAM K.	12/27,1/2	R			12/31/16	200.00
041487	TWO ROLLS STAMPS	POSTM	POSTMASTER		R			12/30/15	98.00
041488	CHAINSAW PARTS, REPAIR	PREUSS	W.H. PREUSS SONS, INC.	436291	R			12/30/15	90.36
041489	EXTRA SENIOR CENTER KEY	PROLOC	PROFESSIONAL LOCK & SAFE INC.	5638	R			12/23/15	5.50
041490	INK FOR TA PRINTER	QUILL	QUILL CORP	1700492	R			12/22/15	132.99
041491	REFEREE 12/19 (3 GAMES)	RICHGR	RICHARDSON, GREGG A.	12/19/15	R			12/22/15	120.00
041492	FIT FUSION 12/14,16,21,28,30	RITCCA	CAROLYN A RITCHIE	12/14-30	R			12/30/15	69.00
041493	REFEREE 12/12 (2 GAMES)	SAVIAL	ALEX SAVITSKY	12/12/15	R			12/12/15	88.00
041494	REFUND MV TAX	STMAJO	ST. MARTIN, JOANNE		R			12/17/15	33.37
041495	PAINT FOR BUILDING DEPT. DOORS	SHERWI	SHERWIN WILLIAMS	1934-9	R			12/17/15	20.54

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002010-02

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay

Period: January 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041496	REFUND MV TAX PRIOR FY	SWANER	SWANSON, ERICA L		R			12/17/15	12.30
041497	DPW UNIFORM RENTAL 12/21	SWISS	SWISS UNIFORM SERVICES	26497	R			12/21/15	51.56
041498	DPW UNIFORM RENTAL 12/28	SWISS	SWISS UNIFORM SERVICES	27441	R			12/28/15	51.56
041499	JANUARY 2016 PYMT	SZEGRO	SZEGDA, RONALD	2016 PYMT	R			01/01/16	19,878.97
041500	REFEREE 1/2 (3 GAMES)	THOMMI	THOMAS, MICHAEL	1/2/16	R			12/31/15	120.00
041501	REFEREE 12/18, 1/3 (4 GAMES)	THORJA	THORN, JAMES E.	12/18 ,1/3	R			12/31/15	160.00
041502	PAINT/SUPPL.PAINTING DPW BATHR	TRUEVA	TRUE VALUE HOME CENTERS	90085	R			01/05/16	- 60.17
041503	GRASS SEED SNR CNTR LAWN REP.	TRUEVA	TRUE VALUE HOME CENTERS	90147	R			12/22/15	15.99
041504	HEDGE TRIMMER REPAIR/FILTER	TRUEVA	TRUE VALUE HOME CENTERS	90280	R			01/05/16	- 2.49
041505	POSTAGE 2016 BULK MAIL PERMIT	USPSW	US POSTAL SERVICE		R			12/31/15	225.00
041506	REFUND MV TAX	VAUTRU	VAULT TRUST ALLY FINANCIAL		R			12/20/15	102.20
041507	WATER, PAPER TOWELS, SUPPLIES	WALMAR	WALMART COMMUNITY	5362004804	R			12/28/15	51.58
041508	FUEL	WALMAR	WALMART COMMUNITY	5362004804	R			12/28/15	5.87
041509	DPW GAS DEC 2015 152.267 GAL	FLEESE	WEX BANK	43495873	R			12/31/15	313.69
041510	SHOCK GAS GRANDE	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	771134	R			12/31/15	85.78
041511	OIL FILTER	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	771191	R			12/18/15	7.19
041512	OIL	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	771191	R			12/18/15	52.68
041513	HAULING/RECYC/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1744693	R			12/26/15	3,984.61
041514	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	CM1744693	M			12/26/15	-67.05
041515	COMPACTOR RENTAL	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1748113	R			12/31/15	630.00
041516	ANNUAL SPRINKLER INSP SNR CTR	ALFIRE	A.L. FIRE PROTECTION, LLC	003485	R			12/31/15	200.00
041517	REPAIR SNR CENTER	ALLSEA	ALL SEASONS MECHANICAL SERVICS	9603	R			12/31/15	1,225.50
041518	REPAIR HEATED FLOORS CVFD	ALLSEA	ALL SEASONS MECHANICAL SERVICS	9588	R			12/23/15	254.85
041519	CREDIT DOUBLE BILLING INV 9603	ALLSEA	ALL SEASONS MECHANICAL SERVICS	9658	M			01/05/16	-399.20
041520	LEGAL NOTICE	CHRON	CHRONICLE	55	R			01/05/16	- 197.84
041521	PZC LEGALS	CHRON	CHRONICLE	319	R			12/31/15	338.45
041522	ZBA LEGALS	CHRON	CHRONICLE	310	R			12/31/15	379.77
041523	MILEAGE 8/18-12/29	KISLCO	CONNIE KISLUK		R			12/31/15	38.76
041524	MILEAGE 10/5-12/17	LESTMI	MICHAEL LESTER		R			12/31/15	149.50
041525	BO INSPECTION MILES 11/15-12/1	NOWJAS	JASON NOWOSAD		R			12/31/15	315.68
041526	MISC. POSTAGE	PETTBD	PETTY CASH FUND-BLDG DEPT		R			12/31/15	51.21
041527	DAM GATE VALVE KEY	PROLOC	PROFESSIONAL LOCK & SAFE INC.	5686	R			01/05/16	- 2.00
041528	DPW UNIFORM RENTAL 1/4/16	SWISS	SWISS UNIFORM SERVICES	28413	R			01/04/16	51.56
041529	COPIER SERVICE NOV 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	233928	R			01/04/16	- 41.45
041530	INSPECTION MILES OCT, NOV,DEC	VALEJO	JOHN VALENTE		R			12/31/15	201.25
041531	1/1/16-3/31/16 QTRLY ASSESSMEN	EASTHI	TOWN OF MANSFIELD		R			01/01/16	6,838.65
041532	CLERK B&W NOV. 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	233928	R			01/01/16	- 14.09
041533	FINANCE B&W NOV. 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	233928	R			12/21/15	21.86
041534	SBL ASBESTOS TESTING	TRC	TRC	175517	R			12/29/15	36.00

A C C O U N T S P A Y A B L E P O S T I N G R E G I S T E R

Document Ctl# 002010-02

Sequenced By Voucher Number

Type Column: *S=Sng Chk; *A=Ach Pay Period: January 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total

Register Totals: Number of Vouchers = 117 Total of Vouchers = 127,302.06

Webster Web-Link®

Enter ACH

You have entered the ACH batch.

Date:	01/04/2016
Company:	TOWN OF COLUMBIA
On behalf of:	TOWN OF COLUMBIA
Name:	S.B.L. Free Library
Type:	CCD
Credits:	1
Total Credits:	$93,790.50
Debits:	1
Total Debits:	$93,790.50
Effective Date:	01/06/2016

Click Print to print this advice, or Ok to continue.

Webster Web-Link®

View Pending ACH

Name	S.B.L. Free Library
Type	CCD
Company	
On Behalf Of	TOWN OF COLUMBIA
Entry Description	SBL Grant
Discretionary Data	Pymt 3 of 4
Effective	01/06/2016
Created By	342BEV
Created Date	01/04/2016 12:07:07
Last Modified By	342BEV
Last Modified Date	01/04/2016 12:07:07
Approved By	342BEV
Approved Date	01/04/2016 12:07:07
Released By	342BEV
Released Date	01/04/2016 12:07:08

Credits:	
Number of Credits	1
Total	$93,790.50
GL	$0.00
Loan	$0.00
DDA	$93,790.50
Savings	$0.00
Other	$0.00
Prenote	$0.00
Hold	$0.00
Debits:	
Number of Debits	1
Total	$93,790.50
GL	$0.00
DDA	$93,790.50
Savings	$0.00
Other	$0.00
Prenote	$0.00
Difference	$0.00

Company Name	ID Number	ABA Number	Account Number	Transaction Type	Amount	Pre-note
S.B.L. Free Library	Saxton B Little	222370440	670000202	DDA Credit	$93,790.50	
Town of Columbia	Saxton B Little	211170101	0009745485	DDA Debit	$93,790.50	

1

TOWN OF COLUMBIA
REQUEST FOR PAYMENT - OPERATING EXPENDITURE
(Green)

Paid by ACH

PAYMENT TO: Saxton B Little Free Library
(Payee for Check)

VENDOR NUMBER _ _ _ _ _ _

CK # _____ Dated _____

$_____ of Total Ck of $_____

PURCHASED WITH PO #: _____

__ Attached Invoice(s): *(please also date and initial invoice to indicate approval)*

Invoice# _____ Dated _____ $_____
Invoice# _____ Dated _____ $_____
Invoice# _____ Dated _____ $_____
Invoice# _____ Dated _____ $_____
Invoice# _____ Dated _____ $_____
Invoice# _____ Dated _____ $_____

Total of Invoices: $_____

__ Mileage as follows:
___ miles on _____ for _____
___ miles on _____ for _____
___ miles on _____ for _____
___ miles on _____ for _____
___ miles on _____ for _____

___ Total miles at .575 per mile = $_____

__ Postage (attach receipt) $_____

__ Other (describe and attach receipt) _____

_____ $_____

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10	- 4 620	- 420	$ 93,790.50	Pymt 3 of 4 of Town 15/16 Grant
10	- 4 _ _ _	- _ _ _	$ _____	_____
10	- 4 _ _ _	- _ _ _	$ _____	_____
10	- 4 _ _ _	- _ _ _	$ _____	_____
10	- 4 _ _ _	- _ _ _	$ _____	_____
10	- 4 _ _ _	- _ _ _	$ _____	_____

I have indicated the budget account(s) that should be charged.

DATE: 12/30/15

Authorized Signature

vouchers05.xls (Rev 01/01/2015)

FY 15-16 GRANTS AND SUBSIDIES

Dept #	Agency	FY 10-11 Budget	FY 11-12 Budget	FY 12-13 Budget	FY 13-14 Budget	FY 14-15 Budget	FY 15-16 Budget	$ Change b/t FY 15-16 & FY 14-15	% Change b/t FY 15-16 & FY 14-15
112	CSO - Liability Insurance	2,700	2,700	0	0	0		0	0.0%
	VNA East, Inc.	1,200	1,200	1,200	1,000	1,000	1,000 ✓	0	0.0%
	The Nature Conservancy (S.R.W.)	1,000	1,000	500	500	500	500	0	0.0%
	United Services	1,000	1,000	1,000	1,000	1,000	1,000 ✓	0	0.0%
	Sexual Assault Crisis Center	0	300	300	300	300	300 ✓	0	0.0%
	Windham Regional Community Council.	0	0	500	500	500	500 ✓	0	0.0%
240	NECASA Assessment	850	746	746	823	823	1,372	549	66.7%
250	Wind. Reg. Transit District	12,055	11,587	10,174	10,174	6,931	7,278	347	5.0%
	McSweeny Regional Sr. Center	2,000	0	0	0	0	0	0	0.0%
	TVCCA Assessment	1,842	1,454	1,406	674	940	1,000	60	6.4%
270	AHM Youth Services	14,266	17,082	36,944	37,313	39,209	40,386	1,177	3.0%
320	Columbia Volunteer Fire Dept.	181,800	183,750	183,750	184,481	189,250	189,250	0	0.0%
520	Eastern CT Conservation District	356	356	356	356	356	356	0	0.0%
610	Columbia Lions Club	3,000	3,000	5,000	3,000	3,500	3,500	0	0.0%
620	Saxton B. Little Free Library	300,460	305,229	319,023	329,553	339,964	375,162 (*)	35,198	10.4%
630	Connecticut Federation of Lakes	150	150	150	150	150	150	0	0.0%
	TOTALS	**522,679**	**529,554**	**561,049**	**569,824**	**584,423**	**621,754**	**37,331**	**6.4%**

(*) 375,162 ÷ 4 = 93,790.50

CREDIT CARD PAYMENT **TOWN OF COLUMBIA**

REQUEST FOR PAYMENT - OPERATING EXPENDITURE

(Green)

PAYMENT TO: **Credit Card - Averity**

VENDOR NUMBER _ _ _ _ _ _

CK # _____ Dated _____

$_____ of Total Ck of $_____

PURCHASED WITH PO # : _____

__ Attached Invoice(s): *(please also date and initial invoice to indicate approval)*

Invoice #		Dated	12/16/2015	$ 8.00
Invoice #		Dated		$ -
Invoice #		Dated		$ -
Invoice #		Dated		$ -
Invoice #		Dated		$ -
Invoice #		Dated		$ -

Total of Invoices: . . . . . $ 8.00

__ Mileage as follows:

_____ miles on _____ for _____
_____ miles on _____ for _____
_____ miles on _____ for _____
_____ miles on _____ for _____
_____ miles on _____ for _____

0 Total miles at .555 per mile = ... $ -

__ Postage (attach receipt) . . . . . $ -

__ Other (describe and attach receipt) _____

_____ $ -

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
29	4270	130	$ $8.00	Background Check, Basketball Coaches
			$	1 at $8 each
			$	
			$	
			$	
			$	

I have indicated the budget account(s) that should be charged.

Date: 12/16/15

Authorized Signature

INVOICE

PAYCHEX OF NEW YORK LLC
714 BROOK STREET
SUITE 120
ROCKY HILL, CT 06067

TOWN OF COLUMBIA-OFFICE OF BOARD OF - T712
SELECTMAN
323 RT 87
COLUMBIA, CT 06237

INVOICE DATE	12/14/2015
INVOICE NUMBER	670414
INVOICE AMOUNT	$ 244.46
CHECK DATE	12/18/2015
A/R NUMBER	1

TERMS : PLEASE DO NOT PAY THIS BILL. THE TOTAL AMOUNT DUE WILL BE DEDUCTED FROM YOUR ACCOUNT NUMBER: XXXXXXXXX5485 ON YOUR CHECK DATE.

PRODUCT	SERVICE	(QUANTITY	x PER ITEM CHARGE)	+ FLAT FEE	= SUB TOTAL	- PRODUCT DISCOUNT	= TOTAL	TAXABLE
*BNDBI	PAYROLL PROCESSING BUNDLE BI	39	3.38	150.00	281.82	(50.73)	231.09	N
*MNEWH	NEW HIRE REPORTING	1	3.50	-0.00	3.50	(0.63)	2.87	N
*GPS	GARNISHMENT PAYMENT SERVICE						0.00	N
*DELCR	DELIVERY - COURIER			10.50	10.50		10.50	N
TOTALS					295.82	(51.36)	244.46	

TOTAL INVOICE 244.46

INVOICE

PAYCHEX OF NEW YORK LLC
714 BROOK STREET
SUITE 120
ROCKY HILL, CT 06067

COLUMBIA BOARD OF EDUCATION - T713
3 SCHOOL HOUSE ROAD
COLUMBIA, CT 06237

INVOICE DATE	12/21/2015
INVOICE NUMBER	671801
INVOICE AMOUNT	$ 345.53
CHECK DATE	12/23/2015
A/R NUMBER	1

TERMS : PLEASE DO NOT PAY THIS BILL. THE TOTAL AMOUNT DUE WILL BE DEDUCTED FROM YOUR ACCOUNT NUMBER: XXXXXXXXX5485 ON YOUR CHECK DATE.

PRODUCT	SERVICE	(QUANTITY	x PER ITEM CHARGE)	+ FLAT FEE	= SUB TOTAL	- PRODUCT DISCOUNT	= TOTAL	TAX-ABLE
*BNDBI	PAYROLL PROCESSING BUNDLE BI	50	3.38	150.00				
		25	2.86	0.00				
		28	2.56	0.00				
					462.18	(152.52)	309.66	N
*MNEWH	NEW HIRE REPORTING	1	3.50	-0.00	3.50	(0.63)	2.87	N
*DELQC	DELIVERY-QE COURIER			10.50	10.50		10.50	N
*DELW2	YEAR END SHIPPING AND HANDLING			12.00	12.00		12.00	N
*GPS	GARNISHMENT PAYMENT SERVICE						0.00	N
*DELCR	DELIVERY - COURIER			10.50	10.50		10.50	N
TOTALS					498.68	(153.15)	345.53	

TOTAL INVOICE 345.53

INVOICE

PAYCHEX OF NEW YORK LLC
714 BROOK STREET
SUITE 120
ROCKY HILL, CT 06067

TOWN OF COLUMBIA-OFFICE OF BOARD OF - T712
SELECTMAN
323 RT 87
COLUMBIA, CT 06237

INVOICE DATE	**12/28/2015**
INVOICE NUMBER	**672809**
INVOICE AMOUNT	**$ 233.14**
CHECK DATE	**12/30/2015**
A/R NUMBER	**1**

TERMS : PLEASE DO NOT PAY THIS BILL. THE TOTAL AMOUNT DUE WILL BE DEDUCTED FROM YOUR ACCOUNT NUMBER: XXXXXXXXX5485 ON YOUR CHECK DATE.

PRODUCT	SERVICE	(QUANTITY	x	PER ITEM) CHARGE	+ FLAT FEE	= SUB TOTAL	- PRODUCT DISCOUNT	= TOTAL	TAX-ABLE
*BNDBI	PAYROLL PROCESSING BUNDLE BI	44		3.38	150.00	298.72	(98.58)	200.14	N
*MNEWH	NEW HIRE REPORTING							0.00	N
*DELQC	DELIVERY-QE COURIER				10.50	10.50		10.50	N
*DELW2	YEAR END SHIPPING AND HANDLING				12.00	12.00		12.00	N
*GPS	GARNISHMENT PAYMENT SERVICE							0.00	N
*DELCR	DELIVERY - COURIER				10.50	10.50		10.50	N
TOTALS						331.72	(98.58)	233.14	

TOTAL INVOICE 233.14