REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN

Tuesday, January 6, 2015, 7 pm

Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

CALL TO ORDER

1. **PLEDGE OF ALLEGIANCE**

2. **MINUTES:** 12/16/14 Regular Meeting; 12/17/14 Special Meeting (Tri-Board)

3. **AUDIENCE OF CITIZENS**

4. **OLD BUSINESS**

5. **NEW BUSINESS**
5.1 Final report - Ad Hoc Committee on Zoning and Preservation of Columbia Lake
5.2 Draft Pump-Out Ordinance as recommended by the Ad-Hoc Committee
5.3 Establishment of Special Town Meeting for purposes of financial transfers

6. **COLUMBIA LAKE / DAM / BEACH**
6.1 Sposito boat cover

7. **APPOINTMENTS / RESIGNATIONS**
7.1 Hire of Jason Ferrigno as substitute Facilities Maintainers
7.2 Resignation of Fire Marshal Les Kittle
7.3 Appointment of Michael Lester as Acting Fire Marshal

8. **TOWN ADMINISTRATOR REPORT**

9. **CORRESPONDENCE**
9.1 Letter from St. Columba Church re donation to Fuel Assistance Fund

10. **BUDGET**
10.1 Transfers
10.2 Refunds

11. **APPROVE PAYMENT OF BILLS**

12. **BOARD MEMBER COMMENTS**

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);

14. **ADJOURNMENT**

BOARD OF SELECTMEN
REGULAR MEETING MINUTES
TUESDAY, December 16, 2014 – 7 PM
ADELLA G URBAN ADMINISTRATIVE OFFICES CONFERENCE ROOM
323 ROUTE 87, COLUMBIA, CT. 06237

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

Also Present: Town Administrator Jonathan Luiz 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: 11/18/14 Regular Meeting Minutes:** C. Vance MOVED to approve the 11/18/14 BOS regular meeting minutes. MOTION CARRIED 4:0:1 with W. O'Brien abstaining.

3. **AUDIENCE OF CITIZENS:** Paul Kubala of 37 Lake Road spoke in opposition to the Draft Anti-Blight Ordinance.

4. **OLD BUSINESS:**

4.1 **DRAFT ANTI-BLIGHT ORDINANCE:** C. Vance spoke about the draft ordinance and discussed changes that have been made in response to issues raised at the hearing. Discussion followed. W. O'Brien stated that he appreciates the recent changes made to the draft ordinance and expressed support for the revised ordinance. R. Hellstrom spoke in favor of the proposed ordinance. S. Everett inquired about possible legal issues and permit issues. R. Bogue stated that he is not in favor of the proposed ordinance because he feels that there is too much room for litigation against the town if a resident is unable to clean up "the mess." Discussion followed. R. Hellstrom MOVED to approve and adopt the proposed anti-blight ordinance. MOTION CARRIED 4:1:0 with R. Bogue opposed.

4.2 **DRAFT ORDINANCE FOR ZONING VIOLATIONS:** C. Vance MOVED to approve the draft ordinance for Zoning Violations. MOTION CARRIED 4:0:1 with R. Bogue abstaining.

5. **NEW BUSINESS:**

5.1 **REVISIONS TO TOWN ADMINISTRATOR JOB DESCRIPTION:** S. Everett MOVED to accept the revisions to the Town Administrator job description as presented. MOTION CARRIED 5:0.

5.2 **CHANGES TO TRAFFIC REGULATIONS ORDINANCE:** J. Luiz spoke about the proposed changes to the ordinance. Discussion followed. C. Vance MOVED to approve the changes as to the Traffic Regulations Ordinance as presented. MOTION CARRIED 5:0.

5.3 **PROPOSED BOS 2015 MEETING SCHEDULE:** C. Vance MOVED to approve the 2015 BOS Meeting Schedule as presented. MOTION CARRIED 5:0. R. Bogue exited the meeting.

5.4 **LIBRARY RENOVATION AND EXPANSION:** C. Vance spoke about the need for library renovation and expansion. She stated that the State Library may still be willing to provide the

town with a reimbursement grant for a scaled down renovation and expansion project. The State Library would need Columbia to present a revised schematic design and project description. J. Luiz spoke about the inadequacy for the school facility for purposes of housing a public library. He also stated that resident architect Robert Powell has offered the services of his company to do the architectural work for a revised library project with the understanding that he would not charge the town for time that he personally spends on the project. C. Vance stated she would like the town to contract with R. Powell's architectural firm to develop a revised grant proposal to the State Library. Discussion ensued. S. Everett MOVED to authorize the First Selectman to enter into an agreement with Robert Powell's architectural firm for the purpose of developing a revised library renovation and expansion grant request to the State Library. MOTION CARRIED 4:0.

5.5 **REGIONAL PERFORMANCE GRANT**: J. Luiz spoke about the grant opportunity that would benefit municipalities in the Capital Region Council of Governments (CRCOG).

Discussion followed.

R. Bogue returned at 7:59 pm.

R. Hellstrom MOVED to endorse the Regional Performance Incentive Program and following RESOLUTION:
Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on November 12, 2014 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Columbia has expressed an interest in taking part in the project proposal(s) entitled:

1. Regional Computer Forensics Laboratory
2. TOD Study for CTfastrak Corridor
3. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland
4. Regional Service Management (CRM) System

Now, Therefore Be It Resolved that the Columbia Board of Selectmen does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the

First Selectman to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

MOTION CARRIED 3:1:1 with S. Everett opposed and R. Bogue abstaining.
C. Vance MOVED to add item 6.5 to the agenda entitled, "Application for Constructing Structures on or over the Lake by Angela Sposito." MOTION CARRIED 5:0.

6. COLUMBIA LAKE/DAM/BEACH

6.1 AMENDMENT TO STANDARDS FOR GRANTING PERMISSION FOR THE CONSTRUCTION OF STRUCTURES ON COLUMBIA LAKE: S. Everett MOVED to approve the proposed amendments to the Standards for Granting Permission for the Construction of Structures on Columbia Lake. The amendments deal with facia on seawalls. MOTION CARRIED 5:0.

6.2 APPLICATION FOR CONSTRUCTING STRUCTURES ON OR OVER THE LAKE BY ROBERT DAVIS: S. Everett MOVED to approve the application for constructing structures on or over the Lake by R. Davis contingent upon the recommendations set forth by the Lake Management Advisory Committee. MOTION CARRIED 5:0.

6.3 APPLICATION FOR CONSTRUCTING STRUCTURES ON OR OVER THE LAKE BY MICHAEL WILLIAMS/CRAIG GATES: C. Vance MOVED to deny the application for constructing structures on or over the Lake by M. Williams/C. Gates based on the recommendation from LMAC. MOTION CARRIED 5:0.

6.4 APPLICATION FOR CONSTRUCTING STRUCTURES ON OR OVER THE LAKE BY PHILIP LEMBO ON BEHALF OF THE ESTATE OF MARY ANNE GUZZO: W. O'Brien MOVED to approve the application for constructing structures on or over the Lake by P. Lembo on behalf of the estate of M. A. Guzzo contingent upon the recommendations provided by LMAC. MOTION CARRIED 5:0.

6.5 APPLICATION FOR CONSTRUCTING STRUCTURES ON OR OVER THE LAKE BY ANGELA SPOSITO (DATED JANUARY 7, 2014): C. Vance spoke about this to BOS stating that the exception granted by the BOS to A. Sposito was not followed and that the current dock does not meet the requirements of the permitted application. A couple of members of the BOS wish to go see the item in question. R. Bogue MOVED to abide by the recommendations originally set forth by LMAC. Discussion followed. MOTION was WITHDRAWN.

7. APPOINTMENTS/RESIGNATIONS:

7.1 **APPOINTMENT OF RICHARD NAPOLITANO (R) TO PLANNING AND ZONING COMMISSION (PZC):** R. Bogue MOVED to appoint R. Napolitano to the PZC. MOTION CARRIED 5:0.

7.2 RESIGNATION OF JIM KNIGHT (R) FROM PZC (ALTERNATE)

7.3 RESIGNATION OF JIM KNIGHT (R) FROM JUSTICE OF THE PEACE

7.4 HIRE OF LINDA MCDONALD AS ASSISTANT TO THE RECREATION DIRECTOR: C. Vance MOVED to hire L. McDonald as Assistant to the Recreation Director for 16 hours per week at a hourly rate of $13.54. MOTION CARRIED 5:0.

7.5 **HIRE OF MARK PAQUETTE AS INTERIM TOWN ADMINISTRATOR:** R. Bogue MOVED to hire M. Paquette as Interim Town Administrator at a daily rate of $400. This position is expected to last through March 13, 2015, but could end earlier or later depending on the recruitment of a permanent Town Administrator. MOTION CARRIED 5:0.

7.6 RESIGNATION OF JONATHAN LUIZ FROM THE EASTERN HIGHLAND HEALTH DISTRICT (EHHD)

7.7 APPOINTMENT OF M. PAQUETTE TO THE EHHD: C. Vance MOVED to appoint M. Paquette to the EHHD. MOTION CARRIED 5:0.

7.8 APPOINTMENT OF KARL THEN (D) TO LMAC: S. Everett MOVED to appoint K. Then to LMAC. MOTION CARRIED 5:0.

7.9 HIRE OF MICHELLE TEDONE AND NICK WRANA AS SUBSTITUTE FACILITIES MAINTAINERS: S. Everett MOVED to hire M. Tedone and N. Wrana as substitutes for the Facility Maintainer. MOTION CARRIED 5:0.

8. TOWN ADMINISTRATOR REPORT: J. Luiz discussed various items, including dam renovation, school roof replacement, de-humidification project at the Fire House, Town Clerk software, Lebanon bridges, housing rehabilitation loan program, pending paramedic deal with Windham Hospital, gigabit network opportunity, paint recycling and textile recycling. J. Luiz explained that he feels it may be best to not engage in the agreement pertaining to a new gigabit network, and that he feels it may be best not to engage in paint recycling at this time. Lastly, he informed the BOS that the town is close to finalizing the agreement with Nutmeg Network. The BOS expressed support for the Town Administrator to pursue an agreement with Lebanon on the maintenance and repair of each of the four border bridges.

9. CORRESPONDENCE:

9.1 OLD YARD RESTORATION PROJECT 2014 SUMMARY

9.2 12/1/14 LETTER FROM LT. MURRAY TO C. VANCE

10. BUDGET:

10.1 TRANSFERS: C. Vance MOVED to approve the following transfers:

AMOUNT	TO A/C #, DESCRIPTION	FROM A/C #, DESCRIPTION
$125	10-4110-120, Town Meeting, Telephone	10-4110-130, Town Meeting, Legal Notices
$875	10-4800-900, Contingency	10-4110-130, Town Meeting, Legal Notices
$900	10-4800-900, Contingency	10-4112-140, Exec/Admin, Advertising
$10,000	10-4530-010, Building Services, Salaries	10-4530-500, Building Services, Prof/Tech
$4,336	10-4530-500, Building Services, Prof/Tech	10-4530-500, Building Services, Prof/Tech

MOTION CARRIED 5:0.

10.2 REFUNDS: S. Everett MOVED to approve the following refunds:

AMOUNT	FROM	TO
$18.37	Town of Columbia	Susan Bisbee White
$50.95	Town of Columbia	Michael Fialkievicz

MOTION CARRIED 5:0.

11. APPROVE PAYMENT OF BILLS:

C. Vance MOVED to approve the payment of emergency bills in the amount of $867.53. MOTION CARRIED 5:0. R. Bogue MOVED to approve the regular payment of bills in the amount of $95,599.10. MOTION CARRIED 5:0.

12. BOARD MEMBER COMMENTS: None.

13. **EXECUTIVE SESSION:**

.1 **REAL ESTATE PER STATE STATUTES SECTION 1-200(6)(D); PENDING LITIGATION PER STATE STATUTES SECTION 1-200(6)(B); PERSONNEL PER STATUTES SECTION 1-200(6)(A):** C. Vance MOVED to enter into Executive Session with Ann Dunnack present at 9:01 pm. MOTION CARRIED 5:0. A. Dunnack left executive session at 9:21 pm. Executive Session ended at 10:01 pm.

14. **ADJOURNMENT:** C. Vance MOVED to adjourn at 10:02 pm and the MOTION CARRIED UNANIMOUSLY.

The next meeting is scheduled for Tuesday, January 5, 2015 at 7 pm.

Respectfully submitted by Kimberly A. Bona

SPECIAL MEETING MINUTES

TRI-BOARD MEETING OF THE COLUMBIA BOARD OF SELECTMEN (BOS), COLUMBIA BOARD OF EDUCATION (BOE) and COLUMBIA FINANCIAL PLANNING AND ALLOCATION COMMISSION (FiPAC)

Wednesday, December 17, 2014, 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT. 06237

BOS Members Present: Steven Everett (Deputy Selectman), William O'Brien, Robert Hellstrom.

FiPAC Members Present: Earnest Sharpe (Chair), Judy Ortiz, Todd Shepard, Kelley Peck, Richard Szegda, Jeffrey Viens.

BOE Members Present: Kerry Hoffman (Chair), Linette Dooley, Lisa Napolitano, Kathy Tolsdorf, Christopher Lent.

Also Present: Town Administrator Jonathan Luiz, Superintendent Lawrence "Lol" Fearon, Finance Director Beverly Ciurylo and others.

CALL TO ORDER: S. Everett called the meeting to order at 7:02 pm and thanked everyone for attending the meeting.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **PURPOSE OF THE MEETING:** S. Everett spoke to the Boards regarding the purpose of the Tri-Board Meeting and thanked everyone for attending.
3. **REVIEW OF FY 13-14 REVENUES & EXPENDITURES:**
   a. Municipal: J. Luiz discussed the FY 2013-14 Town revenues and expenditures.
   b. Education: L. Fearon discussed the FY 2013-14 Board of Education revenues and expenditures.
4. **STATUS OF FY 14-15 REVENUES & EXPENDITURES:**
   a. Education:
   L. Fearon discussed the FY BOE 2014-15 revenues and expenditures. He stated that the former interim superintendent, Mark Winzler, and Bev Ciurylo did a great job adjusting the budget after F. Coss resigned. L. Fearon stated that the biggest impact that was not anticipated may be the student population at the high school, although he does not foresee this being an issue at this time. L. Fearon expressed a bit of concern pertaining to special education enrollment costs.
   b. Municipal:
   J. Luiz discussed the Town's FY 2014-15 revenues and expenditures. He expressed concern over revenues from the State. J. Luiz said that the town may hit its targeted budgeted revenues this Fiscal Year if tax collection comes in stronger than budgeted. Otherwise, the town faces a revenue deficit due to STEAP grants and a school roof replacement grant coming in lower than budgeted. Discussion followed.

5. **KEY ISSUES IMPACTING THE FY 15-16 BUDGET-** J. Luiz handed out a memo regarding key issues that may impact the FY 15-16 budget. At this point he anticipates no change in the

grand list. He advised that the FY 15-16 collection rate be 97.5% (no change). He stated that there are no tax sales planned for FY 15-16. He spoke about the undesignated fund balance (UFB). J. Luiz spoke about the possibility of a very much scaled down library project. L. Fearon spoke about grants and student counts.

6. **MINIMUM BUDGET REQUIREMENT:**
J. Luiz said the Minimum Budget Requirement figures should be made available by the State in a few months. E. Sharpe stated that the new law pertaining MBR has no changes.

R. Szegda complimented J. Luiz, L. Fearon and B. Ciurylo on the work they have done keeping the town's finances in good order.

Discussion ensued regarding the Undesignated Fund Balance.

S. Everett thanked the BOS, FiPAC and the BOE for their hard work.

7. **ADJOURNMENT:** S. Everett MOVED to adjourn at 7:44 pm and the MOTION CARRIED UNANIMOUSLY.

Town of Columbia
Final Report of the AdHOC Committee on Lake Regulations
December 2014

In spring 2014 the Planning and Zoning Commission (PZC) held a public hearing on proposed regulation changes to properties around Columbia Lake. The proposed changes had been formulated over many months and represented the thinking of not only PZC but other land use boards that deal with lake property.

Because of the adverse reaction of some of the lake property owners, the PZC chose not to enact the changes. Instead the Commission asked the Board of Selectman to appoint an AdHOC Committee (including representation from lake residents) to re-examine the proposed changes and to make recommendations to the BOS.

The First Selectman, Carmen Vance, asked the PZC, Inland Wetlands and Watercourses Commission (IWWC), Lake Management Advisory Committee (LMAC) and the Zoning Board of Appeals (ZBA) to send two members each to the committee. Two individuals from Columbia Lake were asked to participate as well as one member of the Conservation Commission. Membership of the AdHOC Committee on Lake Zoning Regulations consisted of:

Board of Selectman	First Selectman Carmen Vance, Chair
Planning & Zoning Commission	Rick Nassiff Jr. and Vera Englert
Zoning Board of Appeals	Joseph Narkawicz and Carole Williamson
Inland Wetlands Commission	William Ross and Ian Dann
Lake Management Advisory Committee	Mark Coleman and Robert Powell
Columbia Lake residents	Mary Roickle and Henry Beck Jr.

The AdHOC Committee met on the following dates:

September 10, 2014	November 12, 2014
September 24, 2014	November 26, 2014 (cancelled)
October 8, 2014	December 10, 2014
October 22, 2014	December 17, 2014

Two individuals from town staff were invited to give presentations, Tax Assessor Mary Lavallee on September 24, 2014 and Town Planner Paula Stahl on October 8, 2014. Mary discussed how taxes are determined for individual properties, particularly for the lake front properties. Paula gave a presentation on zoning: zoning authority, powers and duties. She also discussed the definition of "character" and the lake district.

In order to address all the issues raised during the public hearing AdHOC members were divided into study groups:

Lake District Zone/Non-Conforming Lots: Ann Dunnack and Vera Englert
Height Measurement/Stories: Mary Roickle and Joe Narkawicz, assisted by Dan O'Neill
Sewer Avoidance: Mark Coleman and Rick NassiffJr.
Lot Coverage/Nutrient Allocation: Bill Ross and Ian Dann
Right-of -Ways/Moorings/ Beaches: Bob Powell and Henry Beck Jr.

Each group presented their thinking and tentative recommendations to the group. After all groups had presented over several meetings each group, then came to the final meetings with proposed recommendations. After discussion, the group decided by consensus on the final recommendations to be sent forward.

Carmen compiled the recommendations for the final report which was then shared with the committee via email for final approval.

Recommendations:

1. Benchmark proposed regulations with other similar communities.
2. Develop a Town of Columbia Non-Conforming Lot Matrix outlining requirements for lot coverage, stories, height, and setbacks.
3. Allow no structures to be four stories. There should be a maximum of two stories with either a walk-out basement <u>or</u> a habitable attic, not both. In small non-conforming lots allow a maximum of one story with <u>either</u> a walk-out basement or habitable attic.
4. Continue to keep building height at 35 feet except on very small lots where the standard is 24 feet.
5. Review how zoning regulations and permit requirements are currently enforced and review ways of improving enforcement if warranted.
6. Do not institute a "lake district" at this time.
7. Modify current regulations to incorporate certain permitted uses near water bodies in Columbia as per Appendix D. This should be done in a timely fashion to prevent unacceptable uses on large tracts of land.
8. Re-examine the existing Nutrient Allocation Plan to see if it should be updated. It has served us well for many years and should be reviewed periodically.
9. Enact a "Pump Out Ordinance" for houses in Lake Zone A.

It is the understanding of the AdHOC Committee that these recommendations will be distributed to the appropriate Boards for consideration. Recommendations #1-7 are the purview of the Planning and Zoning Commission, recommendation #8 should be forwarded to the Lake Management Advisory Committee and recommendation #9 is the responsibility of the Board of Selectmen.

A status report on the disposition of these recommendations, perhaps at this time next year, would be greatly appreciated by members of the AdHOC Committee.

Respectfully submitted by:

Committee Chair Carmen Vance

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: Jonathan Luiz, Town Administrator

DATE: January 3, 2015

RE: **Draft Pump-Out Ordinance as Recommended by the Ad Hoc Committee**

Attached is a draft Pump-Out Ordinance for purposes of BOS review.

TOWN OF COLUMBIA
PUMP OUT ORDINANCE

Revised Draft 12/26/14

SECTION 1. Purpose

This ordinance has been developed with the purpose to eliminate or postpone to the maximum extent possible, the need for sewers in the Lake Zone A of the Town of Columbia by insuring proper maintenance of septic systems located in the areas designated as Lake Protection Zone "A."

SECTION 2. Definitions

As used in this Ordinance, the following terms are given definitions as follows:

- Subsurface Sewage Disposal System: means a Septic System, a cesspool, privy or any other system or lack thereof which receives Sewage, except for any such system for which a permit has been issued by the Connecticut Department of Environmental Protection pursuant to Connecticut General State Statutes. & 22a-430. This means a system consisting of a house sewer, a Septic Tank followed by a leaching system, any necessary pumps and siphons and any groundwater control system on which the operation of the leaching system is dependent, and is in accordance with the Public Health Code as the same may be amended from time to time.

- Owner / Property Owner: means the person or legal entity which alone, jointly or severally with others: (a) has the legal title to any premises; or (b) has control of any premises. Control of premises shall include persons or legal entities which are holders of legal title, agents of the holder of legal title, executors, executrixes, administrators, administrixes, trustees or guardians of the estate of the holder of legal title. Each of the foregoing is bound to comply with the provisions of this Ordinance.

- Pump-Out or to Pump-Out: means the removal of Sewage from an On-Site Sewage Disposal System by a Septic Tank Cleaner or Septic System Installer.

- Septic System: means a Subsurface Sewage Disposal System, a cesspool, holding tank, privy or any other system or lack thereof which receives Sewage, except for any such system for which a permit has been issued by the Connecticut Department of Environmental Protection pursuant to Connecticut General State Statutes. & 22a-430.

- Septic Tank: means a water tight receptacle which is used for the treatment of Sewage and is designed and constructed so as to permit the settling of solid waste, the digestion of organic matter by detention and the discharge of the liquid portion to a leaching field.

- Septic Tank Cleaner: means any person who cleans / pumps On-Site Sewage Disposal Systems and is licensed and registered with the State of Connecticut Department of Public Health pursuant to General Statute & 20-341a.

- Septic System Installer: means any individual who installs Septic Systems and is by the State of Connecticut Department of Public Health pursuant to General Statute & 20-341a, as amended.

- Septic Tank Inspection: means an assessment of an existing Septic System at the time of pumping and visually inspecting and determining the size of the tank or other pertinent structures. The PHC requires that the inlet and outlet baffles of a septic tank be inspected for damage of clogging at the time of a tank cleaning. The Technical Standards also require that the, when provided, effluent filters shall be properly cleaned, and that conditions of a malfunctioning or failing system shall be reported on the pump out report. When an inspection report form is developed for this program, the form should specify all additional information the Town requires to be noted as part of this assessment/inspection. Please note that an inspection of the leaching system is not a routine requirement during a standard septic cleaning and may not be included in a report unless specifically required by the town.

- Sewage: means domestic sewage consisting of water and human excretions or other waterborne wastes incidental to occupancy of a residential building or non-residential building, as may be detrimental to public health or the environment, but not including manufacturing process water, cooling water, waste water from water softening equipment, blow down from heating or cooling equipment, water from cellar or floor drain or surface water from roofs, paved surface or yard drains.

- Town or the Town: means municipal government of the town of Columbia, Connecticut.

- Violation: means failure to comply with and adhere to the rules and regulations set forth in this Ordinance

SECTION 3. Subsurface Sewage Disposal System Maintenance

Septic Systems located within Lake Protection Zones 'A' as defined in the Town of Columbia Watershed Management Plan, shall be Pumped Out and shall undergo a Septic Tank Inspection every two years. It is the responsibility of the property owner to see that pump outs and inspections are conducted. Said Pump Out and Septic Tank Inspection shall be performed simultaneously by a licensed and registered Septic Tank Cleaner or Septic Tank Installer. Septic Systems located within Lake Protection Zone 'A' may, when deemed necessary by the Town and/or the Eastern Highlands Health District, be required to be Pumped Out more often than every two years. *Example being:* a system that is undersized for the current use. The town shall make a good faith effort to notify owners of the scheduled maintenance period deadlines. Some properties may be served by holding tanks that require regular and frequent pumping as they do not discharge into a leaching system.

SECTION 4. Right of Appeal

Any Owner who has been issued a notice of Violation by a representative of the Town shall have the right to appeal said action to the Town Administrator. He/she shall review the matter upon consultation with appropriate Town staff and render a decision on the matter to the appellant.

SECTION 5. Registration of Septic Tank Cleaners / Installers

Any Septic Tank Cleaner or Septic Tank Installer providing services under this Ordinance shall be licensed by the State of Connecticut.

SECTION 6. Exceptions

Applications for exceptions to the provisions and requirements of this Ordinance shall be reviewed on a case-by-case basis by the Town Administrator. He/she shall review the matter upon consultation with appropriate Town of Columbia staff. Any exception granted under this section shall stand on its own merit and will not be used or become precedent to support any other application. Exceptions are valid for the time period granted and are not extended beyond that limit without additional review. Exceptions are not transferable.

SECTION 7. Conflicts

In any case where this article or any regulation enacted herein is found to be in conflict with any provision of the Public Health Code or any State Statute, Provision or Regulation, the more restrictive shall apply.

SECTION 8. Complaints

If a complaint about a septic system is received by the town, an authorized agent of the town shall have the right of entry onto any land in Zone A (Town of Columbia) for the sole purpose of determining if there is a basis for the complaint. The agent of the town and the owner will discuss any complaints and solutions if necessary. "All pump-out/inspection reports indicating failing system conditions, or any complaint about a septic system problem that is received by the town of Columbia will be referred to EHHD for investigation and enforcement where nuisance conditions or other Public Health Code violations are identified."

SECTION 9. Implementation

The Town shall implement an administrative procedure for collecting data regarding Septic Tank Inspections performed in conjunction with this Ordinance.

Property owners are required to submit a completed/signed form from the septic cleaners and installers to the Building Department for each Septic System serviced within zone "A" affected by this Ordinance.

The Property Owner may choose any Septic Tank Cleaner / Installer to Pump-Out and inspect the On-Site Sewage Disposal System provided that the Septic Tank Cleaner / Installers are registered with the State. The town will not accept reports provided by a cleaner or installer that is not licensed with the state.

SECTION 10. Enforcement / Penalties

Any Owner who fails to comply with and adhere to the rules and regulations set forth in this Ordinance shall be deemed in non-compliance and in violation of this Ordinance and shall be issued a $250 fine made payable to the Town. Each time an Owner is assessed a penalty by the Town, the penalized Owner shall have 30 days from the date that notice of penalty is issued to provide proof of compliance with this Ordinance. Each time the Owner fails to provide adequate proof within said 30 day period, the Owner shall be fined an additional $250 by the Town. Fine amounts may be increased at the discretion of the Columbia Board of Selectmen.

SECTION 11. Effective Date

Upon ratification by a Columbia Town Meeting, this Ordinance shall become effective fifteen (15) days following the publication in a newspaper having general circulation in the Town.

Ordinance # _____ Adopted at a Town Meeting Held on (Date)

Published on (Date) in the (Newspaper)

Ordinance # _____ becomes effective on (Date)

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: Jonathan Luiz, Town Administrator

DATE: January 3, 2015

RE: Establishment of Special Town Meeting for purposes of financial transfers

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I respectfully recommend that the BOS set a Special Town Meeting on Tuesday, January 13, 2014 at 6:45 pm for the following purposes:

- Transfer $3,500 from Capital Account 20-6190-001 entitled "Rec Area Improvement" to Capital Account 20-6403-011 entitled "Boathouse & Murphy House Renovations." This transfer is needed in order to cover unanticipated costs associated with the seawall replacement at the town beach. The Rec Area Improvement Account has about $47,000 in it. That is about $50,000 - $100,000 short of the budgeted goal of installing a new concrete dock at the beach. With the concrete dock purchase looking less feasible due to cost considerations, I feel it is prudent to reallocate $3,500 to the seawall project.

- Transfer $272,000 from Capital Account 20-6206-999 entitled "Capital Project Reserve" to Capital Account 20-6206-009 entitled "Bridge on Baker Hill Rd." This transfer is needed in order for the town to proceed with renovations to the Baker Hill Road Bridge. As indicated in the attached email, Columbia expects to be partially reimbursed by Lebanon for this project.

- Transfer $15,000 from Capital Account 20-6206-999 entitled "Capital Project Reserve" to new Capital Account 20-6206-016 entitled "Bridge on Latham Hill." This bridge is Columbia's responsibility to maintain. The money transferred in would be used to pay the Town Engineer to thoroughly inspect the bridge and produce a report of inspection. Remaining money would be needed to make any necessary repairs. For this bridge, no inspection report can be located by Columbia or Lebanon.

Please note that before any of these Transfers will be made, the Capital Project Reserve fund contains $350,000. If the transfers take place, then the Capital Project Reserve fund would contain $63,000. I see no problem leaving $63,000 in the Reserve account, as it was established to fund bridge projects not covered by state grant funds. The remaining $63,000 could be put towards further work on bridges.

Jonathan Luiz

From: Jonathan Luiz
Sent: Friday, January 02, 2015 2:47 PM
To: Joyce Okonuk
Cc: Brandon Handfield; Town Administrator
Subject: Columbia/Lebanon bridges

Hi Joyce,

Here is the latest on the bridges that border Columbia and Lebanon.

Columbia believes that it shares with Lebanon the cost of repairing the bridge on Baker Hill Road / Kinglsey Road. A very recent DOT inspection report indicates that the Bridge needs work ASAP. Columbia is planning to rehabilitate this bridge immediately. The engineer is almost done with the drawings. Brandon Handfield reviewed them several months ago and provided input. Columbia seeks Brandon's continued input into this project. That includes all aspects of the project, from the bid process to the final inspection. I expect that the project will be put out to bid in winter/spring of 2015. I expect construction to be completed during calendar year 2015. Columbia will take the lead on this rehab project with the understanding that Lebanon will reimburse Columbia per the formula contained in the state statutes. Brandon indicated to me on the phone that he will request that Lebanon's boards allocate in the FY 15-16 budget a reimbursement to Columbia. Please keep Mark Paquette informed as to whether or not the Lebanon BOS and Lebanon Board of Finance support the reimbursement being allocated in the FY 15-16 budget. Mark may need to pay a visit to the boards in order to discuss the reimbursement matter.

Columbia believes that it is solely responsible for cost of repairing the "bridge" on Latham / Synagogue. Columbia is going to a Special Town Meeting in January in order to allocate $15,000 to be spent on paying the town engineer to inspect the "bridge" and to recommend improvements. We will keep you posted on the engineer's work.

Columbia believes that it shares with Lebanon the cost of repairing the Village Hill Road Bridge. The DOT inspected this bridge last month. Overall, it appears to be in good shape.

Columbia Believes that Lebanon is solely responsible for the cost of repairing the Jones Road Bridge. I believe this bridge appears to be in good shape.

As to a global bridge "deal" – I suggest we table that indefinitely until Baker Hill gets done and Columbia finds out more about the bridge on Latham/Synagogue.

If you have an different understanding on these bridges, then please communicate your thoughts to Mark Paquette.

Take care and enjoy your retirement!

Sincerely,
Jonathan Luiz
Columbia Town Administrator

Jonathan Luiz

F[illegible]m:	Peter J. Sposito [peterj@cox.net]
S[illegible]:	Thursday, December 11, 2014 5:23 PM
To:	Carmen Vance
Cc:	Angela Sposito; Jonathan Luiz
Subject:	Re:

Dear Carmen,

Thanks for your response to Angela's email. We have tried to reach Mark Coleman at the LMAC but we have not heard back. We had sent an email back on December 1st that reads as follows:

Dear Mark,

As mentioned in Carmen's email to you, I have no intention to move the large rocks. I paint the outer edges during the winter to enable people to see them during the summer because several swimmers have broken toes from contact with them, including me! Let me know if there is an ordinance or some ecological reason that we should not paint them and I will refrain from doing so in the future.

Regarding the boat lift cover, the application should have read 10.5' x '22', not 11 x 20. We measured the frame this afternoon and it measures 10.5 x 22'. We checked with the dealer who said that we could cut off 2 feet of the frame but the manufacturer does not make a 20' cover.

The difference in square feet is 11 square feet (220 square feet, per the application, versus actual of 231 square feet). The difference amounts to 5% of the total square feet as listed on the application.

I [illegible]tainly want to maintain good relations with the Lake Mangement Advisory Commission. Can we meet with you on-site to discuss possible options that may be available?

Thanks for your consideration.

Angela

860 337-0256

Just so you know, the original frame that we intended to put up was 24' which was the size that the dealer had in stock last winter. When we heard that the recommendation was 20 feet we called the dealer who said he would order a new frame from the manufacturer. He told us that it would arrive later in the year but it would be okay to install the frame cover after construction of the lower part of the boat lift. (We had to place the boat lift while the Lake water was down because we are not allowed to place the boat lift when the water level is at its summer season level). The new cover framework came a couple months later. We installed it some time later when it was warmer. We quite frankly did not measure the boat cover itself until the LMAC informed us that it was 2' too long. At that point we called the dealer who called the manufacturer and responded that they do not make a 20' long cover. (Indicating that it was my ordering error not theirs saying that they would not have accepted an order for a 20' cover).

As mentioned in our email to Mark Coleman the dealer said that we can cut off 2' of the length to [illegible]educe it to the 20' length that appears on the application that we signed on January 17th. However, the dealer cannot provide a 20' vinyl cover to cover the shortened frame.

In summary, we could cut off 2' and fold up the vinyl cover in some manner to reduce the length, however we would ask that instead the BOS consider allowing us an exception. The total square footage as referenced in our email to Mark amounts to 231 square feet only 5% more than what the application indicates because the existing cover is 10.5 feet wide versus the application which was written for 11 feet wide.

Please tell the BOS that we will cut the frame if they feel that they must enforce to the letter of the regulation. However, as they consider an exception we ask that they consider all of the Lake-friendly actions that Angela has taken: 1) She built her new home a significant distance from the Lake versus her former building which was close to the lake. 2) She reduced her two car stand-alone garage to a one car attached garage 3) She built a large dry well to accommodate water filtration and
4) She decreased the old hard surface driveway significantly. Her prior actions indicate a sincere desire to contribute to the well-being of the Lake. She in fact loves the Lake and has repeatedly demonstrated her care of the Lake. She serves as a volunteer to the Columbia Library. She is a model citizen of the Town.

We can appear at the BOS meeting if it will be of benefit to the members of the Board of Selectmen. Please advise: Cell: 860 919-0847.

Sincerely,

Pete

On Dec 10, 2014, at 2:08 PM, Carmen Vance <cvance@columbiact.org> wrote:

Angela I got your phone message today. I am pulling together the info on the boat cover. So far what I see is that LMAC recommended to the BOS that no exception be made on the size of your boat cover. However, the BOS listened to your situation and on Jan. 7, 2014 voted to approve the cover at 11 ft. wide and 20 ft. long. The vote was 3 to 2. As a result you were issued a permit to make it 20x11. Now you say that it is oversized. Since it appears to be the original framework that was ordered, I assume it is close to 24 ft long. I will discuss this with the board. I hope you can appreciate that LMAC works hard at setting up guidelines that serve all of Columbia Lake. If each person chose to set their own rules we could have a hodge- podge around the lake. To you what is 4 ft. However, the next person wants theirs to be 26 ft. long etc etc. I will let you know how the board wants to proceed. The issue with the shed is strictly a zoning matter but I appreciate the update.

Carmen Vance
cvance@ColumbiaCT.org

SAINT COLUMBA CHURCH
P.O. Box 146
Columbia, Connecticut 06237

RECTORY
228-3735
HALL & CENTER
228-3727

December 16, 2014

To whom It may Concern;

It is with great pleasure that the St. Columba Community Connection Committee present the enclosed donation of $250.00 to the Town of Columbia Fuel Assistance Fund.

We are very blessed and delighted to give back to our local community through funds raised from our weekly Parishioner offerings, and we hope our donation will help those in need within the Town of Columbia.

God Bless!

The St. Columba Church
Community Connection Committee
and
Reverand Michael Smith, Pastor

RIE 66

RIE 87

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: Jonathan Luiz, Town Administrator

DATE: December 21, 2014

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

Name: Jason Ferrigno **Tel #:** (860) 377-3364

Address: 43 Erdoni Road, Columbia, CT 06237

Position/Title: Substitute Facilities Maintainer

Starting Date: January 7, 2015

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

Pay Info: $ 15.00 per hour,

Comments:

Signature: _____ **Date:** December 21, 2014
Jonathan Luiz, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting on January 6, 2015 the Columbia Board of Selectmen voted in favor of hiring Jason Ferrigno in accordance with the specifications listed above.

Signature: _____ **Date:** January 6, 2015
Carmen Vance, First Selectman

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: Jonathan Luiz, Town Administrator

DATE: January 3, 2015

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

Name: Michael Lester

Address: 56 Szegda Road
Columbia, CT 06237

Position/Title: Acting Fire Marshal **Starting Date:** 1/7/2015

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

Pay Info: Effective 1/7/15, Mr. Lester is to be paid at the budgeted rate of the Fire Marshal position. Pay as Deputy Fire Marshal to cease effective 1/7/15.

Comments: **Appointment to last no longer than 180 days.**

Signature: Jonathan Luiz **Date:** 1/3/15

Jonathan Luiz, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

The Columbia Board of Selectmen hired Michael Lester in accordance with the specifications listed above at its regular meeting of January 6, 2015.

Signature: _____ **Date:** _____

Steven Everett, Deputy Selectman

CC: Personnel File for Mike Lester
Finance Director Beverly Ciurylo