

**REGULAR MEETING AGENDA  
COLUMBIA BOARD OF SELECTMEN**

*Tuesday, November 18, 2014, 7 pm*

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

**CALL TO ORDER**

- 1. PLEDGE OF ALLEGIANCE**
- 2. MINUTES:** 11/5/14 Special Meeting
- 3. AUDIENCE OF CITIZENS**
- 4. OLD BUSINESS**
  - 4.1** Public Hearing on proposed Draft Anti-Blight Ordinance
  - 4.2** Draft Anti-Blight Ordinance
  - 4.3** Draft Changes to Ordinance Establishing Citation Procedures and Fines for Zoning Violations
- 5. NEW BUSINESS**
  - 5.1** Hunters Ridge Subdivision bond reduction
  - 5.2** Life insurance benefits for part-time employees
- 6. COLUMBIA LAKE / DAM / BEACH**
  - 6.1** Application for Constructing Structures on or over the Lake by Derway Trust
  - 6.2** Application for Constructing Structures on or over the Lake by Hallarin
  - 6.3** Email between Mark Coleman and J. Luiz regarding Davis seawall issue
- 7. APPOINTMENTS / RESIGNATIONS**
  - 7.1** Hire of Jill Swenson as substitute Accounting Assistant
  - 7.2** Appointment of Anthony Ortiz (D) to the Szegda Farm Management Committee
- 8. TOWN ADMINISTRATOR REPORT**
- 9. CORRESPONDENCE**
  - 9.1** Cost estimates by G. Murphy regarding DEEP Draft MS4 Permit regulations
  - 9.2** Email between J. Elsesser and T. Cohan regarding Charter digital upgrade
  - 9.3** Letter dated 11/3/14 from Lt. Murray to C. Vance
  - 9.4** Email from Northeast Utilities re electric supply rate
- 10. BUDGET**
  - 10.1** Transfers
  - 10.2** Refunds
  - 10.3** Fiscal Year '15-'16 Budget Instructions
- 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 Statutes Section 1-200(6)(A);
- 14. ADJOURNMENT**





# 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: November 2, 2014

RE: Public Hearing on proposed Draft Anti-Blight Ordinance

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In order for an ordinance to be adopted, a public hearing on a proposed must be held. After the public hearing, the Board of Selectmen is free to adopt the ordinance as is or make changes and adopt it. A public hearing is scheduled to take place during the BOS meeting.

# Town of Columbia Anti Blight Ordinance

## A. PURPOSE:

The purpose of this Ordinance adopted pursuant to Connecticut General Statutes § 7-148(c)(7)(H)(xv), is to define, prohibit and abate blights and nuisances in order to protect, preserve, and promote public health, safety and welfare and to preserve and protect property values.

## B. SCOPE:

No owner or occupant of real property located in the Town of Columbia shall allow, create or maintain blighted premises. The ordinance shall apply uniformly to the maintenance of all residential, non-residential, and undeveloped premises now in existence or hereafter constructed, maintained or modified.

## C. DEFINITIONS:

The following definitions shall apply to the provisions set forth in this ordinance:

1. Blighted Premises: any properties or parcel of land in any zone in which at least one of the following conditions exist:
  - a. Poses a serious threat to the safety, health, and general welfare of the community as determined by the Sanitarian, Zoning Enforcement Officer, Fire Marshall or Building Inspector.
  - b. Contains structures not being maintained as evidenced by the existence of any of the following conditions: it is open to the elements, or has collapsing or missing walls, roofs, windows, doors or is unable to provide shelter, or serve the purpose for which it was constructed due to damage, dilapidation, decay, or severe animal infestation; solid waste as defined by Connecticut General Statutes is in the public view.
  - c. Contains material in the public view which is incapable of performing the function for which it is designed including, but

not limited to: abandoned, discarded, or unused objects; equipment such as automobiles, boats, and recreation vehicles which are unregistered and missing parts, not complete in appearance and in an obvious state of disrepair; parts of automobiles, furniture, appliances, cans, boxes, scrap metal, tires, batteries, containers and garbage that are in the public view.

d. Features lawn grass fifteen (15) inches or greater for a period of at least 15 days.

e. Features landscaping including but not limited to trees, shrubs, hedges, grass and plants, which physically hinder or interfere with the lawful use of abutting premises or block or interfere with the use of any sidewalk and/or private right of way or any road sign.

f. Graffiti

2. Dilapidation: partial ruin, decay or disrepair of property such that it would not qualify for a certificate of use and occupancy, or which is deemed unsafe or which is designated as unfit for habitation as defined in the State Basic Building Code.

3. Neighborhood: an area of the town comprising premises or parcels of land any part of which is contiguous with any other parcel within the town.

4. Public view: visible from any public right-of-way or neighborhood.

#### **D. ENFORCEMENT OFFICER:**

1. The Blight Enforcement Officer shall be appointed by the Board of Selectmen.

#### **E. ENFORCEMENT BY CITATION:**

1. The Blight Enforcement Officer is empowered to issue citations for any violation of this ordinance by leaving a copy of such citation form with the owner of the property or by affixing same to the premises. He/she shall also send a copy of the form by regular mail and by certified mail, return receipt requested, to the

owner of the property to the owner's last known address as listed in the Tax Collector's office or, as applicable, to the registration address provided under Connecticut General Statutes § 7-148ii.

2. The citation form shall contain the following information.
  - a. The address of the property at issue.
  - b. The provision of this ordinance that have been violated and the facts establishing such violation(s).
  - c. The time allowed for corrective action (not to exceed 30 days).
  - d. The penalty for continued violation of this ordinance and final period for the uncontested payment of fines: The penalty for violation of this ordinance shall be not less than ten dollars (\$10) up to no more than one hundred dollars (\$100) for each day that a violation continues beyond the time allocated by the anti blight officer to correct the violation.
  - e. The Blight Enforcement Officer is required to issue only one citation, even though there may be multiple violations that exist for multiple days.

#### **F. CITATION; FINE; HEARING PROCEDURE.**

1. The hearing procedures set forth in Connecticut General Statutes § 7-152c as set forth in Columbia Ordinance 22-3 shall apply to blight enforcement.
2. If the blight condition is not corrected to the Blight Enforcement Officer's satisfaction by the conclusion of the final correction date set forth in the citation issue pursuant to Section E, including any extension(s) thereof or all penalties are not paid within the uncontested period set forth in the citation, the Blight Enforcement Officer shall issue a second citation notice, which shall include the penalties, description of the violation, notice of the right of hearing and such other requirements of Connecticut General Statutes § 7-152c and Columbia Ordinance 22-3.
3. Each violation of this Ordinance shall be considered a separate

municipal offense, and each separate offense shall be subject to a fine of up to \$100 per day, payable to the Town of Columbia.

**G. INITIATION OF LEGAL PROCEEDINGS:**

In addition to the citation process described herein, the Board of Selectmen is authorized to initiate legal proceedings in the Superior Court for the immediate correction of the violation(s), collection of any penalties, and the recovery of all costs including cost of remedial action(s) authorized by the court and reasonable attorney's fees incurred by the Town of Columbia to enforce this ordinance.

**H. ANTI BLIGHT LIEN:**

Any unpaid penalty imposed pursuant to the provisions of this Ordinance shall constitute a lien upon the real estate against which the fine was imposed from the date of such penalty as set forth in Conn. Gen. Stat. § 7-148aa. The lien may be continued, recorded and released in the manner provided by the general statutes of Connecticut for the continuing, recording and releasing property tax liens. Each such lien may be enforced in the same manner as property tax liens, including foreclosure of the real property. Said lien shall remain an encumbrance upon the subject property until such time as the blight condition shall be abated and all civil penalties and/or fines and costs assessed have been paid.

**I. PERMITS:**

No inland wetlands, zoning or building permits may be issued on the blighted property until the blight citation has been abated and all/any associated penalties, fines and costs have been paid, and any liens have been released. Exception to this prohibition may be granted by the Town Administrator in cases where the permit concerns work where interests of public health, safety or welfare are better serviced by allowing the proposed improvements.”

**J. EFFECT ON OTHER STANDARDS:**

1. The provisions in this ordinance shall not be construed to prevent the enforcement of other statutes, codes, ordinances, or regulations which prescribe standards other than those provided

in this ordinance.

2. In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance, regulation, or other code of the town or state, the provision which establishes the higher standard for the promotion and protection of the public health and safety, and property values, shall prevail.
3. This ordinance shall not affect violations of any other ordinances, codes, or regulations existing prior to the effective date of this code, and any such violations may be governed and continue to be punishable under the provisions of those ordinances, codes, or regulations in effect at the time the violations was committed.

**K. EFFECTIVE DATE:**

This Ordinance shall be effective thirty days after its publication in accordance with the Columbia Town Charter.

*Draft 11/2/14*



# 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: November 2, 2014

RE: **Draft Anti-Blight Ordinance**

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Following the Public Hearing, the BOS may wish to discuss the ordinance, make changes, adopt it, etc...





# 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: November 2, 2014

RE: Draft changes to Ordinance Establishing Citation Procedures and Fines for Zoning Violations

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Attached are the latest draft changes to the Ordinance entitled "Ordinance Establishing Citation Procedures and Fines for Zoning Violations." The proposed changes tie into the Draft blight ordinance.



## ORDINANCE ESTABLISHING CITATION PROCEDURES AND FINES FOR MUNICIPAL CODE VIOLATIONS

Be it enacted by the Board of Selectmen of the Town of Columbia:

1. Any official authorized by law to issue citations for violations of ordinances or regulations of the Town of Columbia (“Citation Official”), including but not limited to the Zoning Enforcement Officer (“ZEO”) or Deputy Zoning Enforcement Officer (“DZEO”) for violations of the zoning regulations and the Blight Enforcement Officer for violations of the Blight Ordinance are authorized to issue citations for violations of the respective regulations or ordinances to the extent and in the manner provided by this Ordinance. Any such citation shall be served on a form designed for this use and may be served either by hand delivery or sent by certified mail, return receipt requested, to the person named in such citation. If the person named in a citation sent by mail refuses to accept such mail, the citation may be sent then by regular mail. The Citation Official shall file and retain an original or certified copy of the citation.
2. That the citation may be issued for any violations of the Town of Columbia regulations or ordinances in force as of the date of the citation.
3. That, unless the agency which adopted the regulation or ordinance that is the subject of the citation establishes a lesser amount for the fine for each such citation in their written procedures, such fine shall be One Hundred and Fifty Dollars (\$150) for each day of the continuation of non-compliance and shall be payable to the Treasurer of the Town of Columbia.
4. That any person receiving such a citation shall be allowed a period of thirty (30) calendar days from his or her receipt of the citation to make an uncontested payment of the fine specified in the citation to the Treasurer. If the citation has been sent by regular mail pursuant to the provisions of paragraph 1 of this Ordinance, the day of receipt of the citation shall be deemed to be four calendar days after the day of mailing of the citation.
5. If a person who has been issued a citation does not make uncontested payment of the fine specified in the citation to the Treasurer within the time allowed under paragraph 4 of this Ordinance, the Citation Officer shall send a notice to the person cited, within twelve (12) months of the end of such uncontested payment period, informing such person:
  - a. of the allegations against him or her and the amount of the fines;
  - b. that the person cited may contest liability before a hearing officer appointed by the Board of Selectmen pursuant to paragraph 6 of this Ordinance, by delivering, in person or by mail, within ten days of the date of the notice, a written demand for a hearing;
  - c. that if the person cited does not demand such a hearing, an assessment and judgment shall be entered against him or her; and
  - d. that such judgment may issue without further notice.

6. The Board of Selectmen shall appoint one or more citation Hearing Officers to conduct the hearings as necessary and described in Connecticut General Statutes Section 7-152c or as amended from time to time by the General Assembly. Neither any Citation Officer, the Chief Building Official, nor any employee or member of any other board or commission that promulgated the regulations or ordinance at issue in the citation within the Town may be appointed as a Hearing Officer.
  
7. If the person who is sent notice pursuant to paragraph 5 of the Ordinance wishes to admit liability for any alleged violation, he or she may, without requesting a hearing, pay the full amount of the fine, either in person or by mail, to the Citation Officer. All fines shall be made payable to the Treasurer of the Town of Columbia. Such payment shall be inadmissible in any proceedings, civil or criminal, to establish the conduct of such person or other person making the payment. Any person who does not deliver or mail written demand for a hearing within ten days of the date of the first notice described in paragraph 5 of this Ordinance shall be deemed to have admitted liability, and the Citation Officer shall certify to the Hearing Officer that such person has failed to respond. The Hearing Officer shall thereupon enter and assess the fines provided for by this Ordinance and shall follow the procedures set forth in paragraph 9 of this Ordinance.
  
8. Any person who requests a hearing shall be given a written notice of the date, time and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of notice, provided that the Hearing Officer shall grant upon good cause shown any reasonable request by an interested party for postponement or continuance. An original certified copy of the initial notice of violation issued by the issuing official shall be filed and retained by the Town and shall be deemed to be a business record within the scope of Section 52-180 of the Connecticut General Statutes and shall be evidence of the facts contained therein. The presence of the Citation Officer who issued the citation shall be required at the hearing if requested by the person who was issued the citation. A person wishing to contest his or her liability shall appear at the hearing and may present evidence on his or her behalf. The Citation Officer, or his designee (who may be any municipal official other than the Hearing Officer), may present evidence on behalf of the Town. If the person who received the citation fails to appear, the Hearing Officer may enter an assessment by default against him or her upon a finding of proper notice and liability under the applicable provisions of the regulations or ordinance. The Hearing Officer may accept written information by mail from the person who received the citation and may determine thereby that the appearance of such person is unnecessary. The Hearing Officer shall conduct the hearing in the order and form and with such methods of proof as he or she deems fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The Hearing Officer shall announce his or her decision at the end of the hearing. If the Hearing Officer determines that the person who received the citation is not liable, the Hearing Officer shall dismiss the matter and enter his or her determination in writing accordingly. If the Hearing Officer determines that the person who received the citation is liable for the violation, the Hearing Officer shall forthwith enter and assess the fines against such person as provided by this Ordinance.

9. If such assessment is not paid on the date of its entry, the Hearing Officer shall send, by first class mail, an Assessment Notice to the person who has been found liable and shall file, not less than thirty days nor more than twelve months after such mailing, a certified copy of the Assessment Notice with the Clerk of the Superior Court for the geographical area in which the Town is located together with the applicable entry fee. The certified copy of said Assessment shall constitute a record of assessment. Within any twelve-month period, one or more assessments against the same individual may be accrued and filed as one record of assessment.
10. The Clerk of the Superior Court shall enter a judgment in the amount of the record of assessment and court costs of eight dollars against the cited individual in favor of the Town of Columbia. The Hearing Officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment and a levy of execution of such judgment may issue without further notice to such individual.
11. Pursuant to Section 7-152c(g) of the Connecticut General Statutes, as the same may be amended from time to time, the individual against whom an assessment is entered is entitled to judicial review by way of appeal. The appeal must be instituted in the manner and within the time periods provided by the Section 7-152c(g) of the Connecticut General Statutes, as the same may be amended from time to time, or pursuant to the rules of the judges of the Superior Court.

DRAFT



# Current Ordinance

22-3

Page 1 of 4

## ORDINANCE ESTABLISHING CITATION PROCEDURES AND FINES FOR ZONING VIOLATIONS

Be it enacted by the Board of Selectmen of the Town of Columbia:

1. That, pursuant to Connecticut General Statutes Section 8-12a, the Zoning Enforcement Officer ("ZEO") or Deputy Zoning Enforcement Officer ("DZEO") is authorized to issue citations for violations of the Town of Columbia Zoning Regulations to the extent and in the manner provided by this Ordinance. The Planning and Zoning Commission (the "Commission") shall adopt a written policy governing the timing and circumstances under which the ZEO or DZEO may issue a citation and shall provide a schedule of fines that may vary the daily fine depending on the type, extent, and length of time that zoning regulations have been violated such that the maximum daily fine in Section 8-12a of the Connecticut General Statutes is not exceeded. Any such citation shall be served on a form designed for the use and may be served either by hand delivery or sent by certified mail, return receipt requested, to the person named in such citation. If the person named in a citation sent by mail refuses to accept such mail, the citation may be sent then by regular mail. The ZEO or DZEO, as applicable, shall file and retain an original or certified copy of the citation.
2. That the citation may be issued for any violations of the Town of Columbia Zoning Regulations in force as of the date of the citation.
3. That, unless the Commission establishes a lesser amount for the fine for each such citation in their written procedures, such fine shall be One Hundred and Fifty Dollars (\$150) for each day of the continuation of the zoning non-compliance and shall be payable to the Treasurer of the Town of Columbia.
4. That any person receiving such a citation shall be allowed a period of thirty (30) calendar days from his or her receipt of the citation to make an uncontested payment of the fine specified in the citation to the Treasurer. If the citation has been sent by regular mail pursuant to the provisions of paragraph 1 of this Ordinance, the day of receipt of the citation shall be deemed to be four calendar days after the day of mailing of the citation.

5. If a person who has been issued a citation does not make uncontested payment of the fine specified in the citation to the Treasurer within the time allowed under Paragraph 4 of this Ordinance, the ZEO shall send a notice to the person cited, within twelve (12) months of the end of such uncontested payment period, informing such person:
  - a. of the allegations against him or her and the amount of the fines;
  - b. that the person cited may contest liability before a hearing officer appointed by the Board of Selectmen pursuant to paragraph 6 of this Ordinance, by delivering, in person or by mail, within ten days of the date of the notice, a written demand for a hearing;
  - c. that if the person cited does not demand such a hearing, an assessment and judgment shall be entered against him or her; and
  - d. that such judgment may issue without further notice.
6. The Board of Selectmen shall appoint one or more citation Hearing Officers to conduct the hearings as necessary and described in Connecticut General Statutes Section 7-152c or as amended from time to time by the General Assembly. Neither the ZEO, the DZEO, the Chief Building Official, nor any employee or member of the Commission or any other board or commission exercising zoning authority within the Town may be appointed as a Hearing Officer.
7. If the person who is sent notice pursuant to paragraph 5 of the Ordinance wishes to admit liability for any alleged zoning violation, he or she may, without requesting a hearing, pay the full amount of the fine, either in person or by mail, to the ZEO. All fines shall be made payable to the Treasurer of the Town of Columbia. Such payment shall be inadmissible in any proceedings, civil or criminal, to establish the conduct of such person or other person making the payment. Any person who does not deliver or mail written demand for a hearing within ten days of the date of the first notice described in paragraph 5 of this Ordinance shall be deemed to have admitted liability, and the ZEO shall certify to the Hearing Officer that such person has failed to respond. The Hearing Officer shall thereupon enter and assess the fines provided for by this Ordinance and shall follow the procedures set forth in paragraph 9 of this Ordinance.
8. Any person who requests a hearing shall be given a written notice of the date, time

and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of notice, provided that the Hearing Officer shall grant upon good cause shown any reasonable request by an interested party for postponement or continuance. An original certified copy of the initial notice of violation issued by the issuing official shall be filed and retained by the Town and shall be deemed to be a business record within the scope of Section 52-180 of the Connecticut General Statutes and shall be evidence of the facts contained therein. The presence of the ZEO or DZEO, as applicable, shall be required at the hearing if requested by the person who was issued the citation. A person wishing to contest his or her liability shall appear at the hearing and present evidence on his or her behalf. The ZEO, or his designee (who may be any municipal official other than the Hearing Officer), may present evidence on behalf of the Town. If the person who received the citation fails to appear, the Hearing Officer may enter an assessment by default against him or her upon a finding of proper notice and liability under the applicable provisions of the Town of Columbia Zoning Regulations. The Hearing Officer may accept written information by mail from the person who received the citation and may determine thereby that the appearance of such person is unnecessary. The Hearing Officer shall conduct the hearing in the order and form and with such methods of proof as he or she deems fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The Hearing Officer shall announce his or her decision at the end of the hearing. If the Hearing Officer determines that the person who received the citation is not liable, the Hearing Officer shall dismiss the matter and enter his or her determination in writing accordingly. If the Hearing Officer determines that the person who received the citation is liable for the violation, the Hearing Officer shall forthwith enter and assess the fines against such person as provided by this Ordinance.

9. If such assessment is not paid on the date of its entry, the Hearing Officer shall send, by first class mail, an Assessment Notice to the person who has been found liable and shall file, not less than thirty days nor more than twelve months after such mailing, a certified copy of the Assessment Notice with the Clerk of the Superior Court for the geographical area in which the Town is located together with the applicable entry fee. The certified copy of said Assessment shall constitute a record of assessment. Within any twelve-month period, one or more assessments against the same individual may be accrued and filed as one record of assessment.

10. The Clerk of the Superior Court shall enter a judgment in the amount of the record of assessment and court costs of eight dollars against the cited individual in favor of the Town of Columbia. The Hearing Officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment and a levy of execution of such judgment may issue without further notice to such individual.
11. Pursuant to Section 7-152c(g) of the Connecticut General Statutes, as the same may be amended from time to time, the individual against whom an assessment is entered is entitled to judicial review by way of appeal. The appeal must be instituted in the manner and within the time periods provided by the Section 7-152c(g) of the Connecticut General Statutes, as the same may be amended from time to time, or pursuant to the rules of the judges of the Superior Court.

Annual Town Meeting: April 5, 2005  
Publication Date: April 11, 2005  
Effective Date: May 1, 2005



# 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: November 2, 2014

**RE: Hunters Ridge Subdivision bond reduction**

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The town is currently holding \$75,000 as a financial guarantee for the satisfactory completion of public improvements associated with the Hunters Ridge Subdivision. The subdivision developer requested a reduction in the financial guarantee since most of the work has been completed.

The Town's procedure for releasing and/or establishing a subdivision bond for road and other public improvements requires that the PZC votes first on a course of action, and then the BOS considers the reduction at its next meeting.

At the November 10, 2014 Planning and Zoning Commission meeting the following action was taken: E. J. Starkel MOVED to APPROVE the release of fifty-five thousand dollars of the financial guarantee held by the Town for the completion of the public improvements of Hunter's Ridge Subdivision as the work has been substantially completed and inspected by the Public Works Director and the Town Engineer; the remaining twenty thousand dollars is a reasonable estimate of the cost to complete the final public improvements primarily consisting of final grading of the swales, loaming and seeding, any asphalt repairs, and necessary soil and erosion controls. R. Powell SECONDED. MOTION CARRIED 6:0:0.

The Planning and Zoning Commission's (PZC) action was taken in consideration of a recommendation from Public Works Director George Murphy, Town Engineer Tom Fenton (of Nathan L. Jacobson & Associates) and Town Planner Paula Stahl. All three inspected the work and advised the PZC that \$55,000 should be released and \$20,000 be held.

I respectfully suggest that the BOS consider the following motion:

MOVE to approve the release of fifty-five thousand dollars of the financial guarantee held by the Town for the completion of the public improvements of Hunter's Ridge Subdivision as the work has been substantially completed and inspected by the Public Works Director and the Town Engineer; the remaining twenty thousand dollars is a reasonable estimate of the cost to complete the final public improvements primarily consisting of final grading of the swales, loaming and seeding, any asphalt repairs, and necessary soil and erosion controls.





# 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: November 14, 2014  
RE: **Life Insurance Benefits for part-time employees**

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With respect to Life Insurance, the Employee Handbook states:

Life and accidental death insurance are provided for a full-time employee in the amount of fifty thousand (\$50,000) and twenty thousand (\$20,000) dollars for each part-time employee. Temporary/seasonal and per diem employees do not receive life and accidental death insurance benefits.

I respectfully propose that the Employee Handbook be changed accordingly (additions in **bold** and deletions in ~~strikethrough~~):

Life and accidental death insurance are provided for a full-time employee in the amount of fifty thousand (\$50,000) and twenty **five** thousand (~~\$20,000~~ 25,000) dollars for each part-time employee. Temporary/seasonal and per diem employees do not receive life and accidental death insurance benefits. **Part-time employees scheduled to work less than fifteen (15) hours per week do not receive life and accidental death insurance benefits.**

There are two reasons for the proposal to change the language. First, the town's insurance broker is unable to find a company willing to write a policy for employees scheduled to work less than fifteen (15) hours per week. In fact, town records indicate that employees working less than fifteen (15) hours per week have never received life insurance coverage. Second, increasing the part-time benefit from \$20,000 to \$25,000 is very inexpensive.



## LAKE MANAGEMENT ADVISORY COMMITTEE

November 9, 2014

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

On October 30, 2014, George and Lynn Hallarin of 132A Route 87 Columbia submitted a permit application seeking to repair their existing concrete boat ramp. In the application they make known that the bottom portion of the ramp (portion resting on the lake bottom) has shifted, cracked and chinked, making it unsafe and they wish to remove this portion and replace it with a single step.

On Sunday, November 9, 2014 at 12:00pm, I, representing Lake Management Advisory Committee, met with the Hallarin's and reviewed their proposal.

The entire ramp is of older construction and pre-dates regulations. The cut in the concrete seawall measures 8' 4" wide and the section to be removed measures 8'4" wide by 6' 3" deep. The ramp is in two sections and the upper portion joins the lower section inside the seawall, where there is an obvious seam.

While the proposal does not strictly follow grandfathering considerations, the elimination of this structure as a boat ramp is desirable for the lake. The addition of one concrete step located inside the seawall provides a safety use of the structure and is not of greater detriment to the lake or lake users.

After review, it is the recommendation of Lake Management Advisory Committee to the Board of Selectmen that this permit be approved with the following considerations.

- All work will be accomplished between date of approval and March 15, 2015
- The use of a pneumatic jack hammer to break the slab is permitted; however no other power equipment or machinery is allowed on the lake bed.
- All debris resulting from demolition will be removed from the lakebed
- No materials will be added to, removed from or placed on the lakebed with the exception of forms to pour the new concrete step.
- The Applicant may install one (1) concrete step, no wider than the existing opening. The step will join the remaining upper slab and be no deeper than the minimum depth, construction requirements demand.

Your consideration in this matter is appreciated.

Respectfully Submitted;

*Mark T. Coleman*

Mark T. Coleman  
Chairman, LMAC

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

RECEIVED OCT 30 2014

### Application for Constructing Structures on or over Columbia Lake

Date submitted: 10/30/14

Complete and return to the Board of Selectmen.

Property owner: George and Lynn Hallarin

Address: 132A Route 87 Columbia, CT 06237

Property Location: same

Daytime phone # 860-337-0248

Applicant if different from owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone # \_\_\_\_\_

#### Structure Information:

Proposal is for:  New  Replacement  Repair (RAMP)

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.

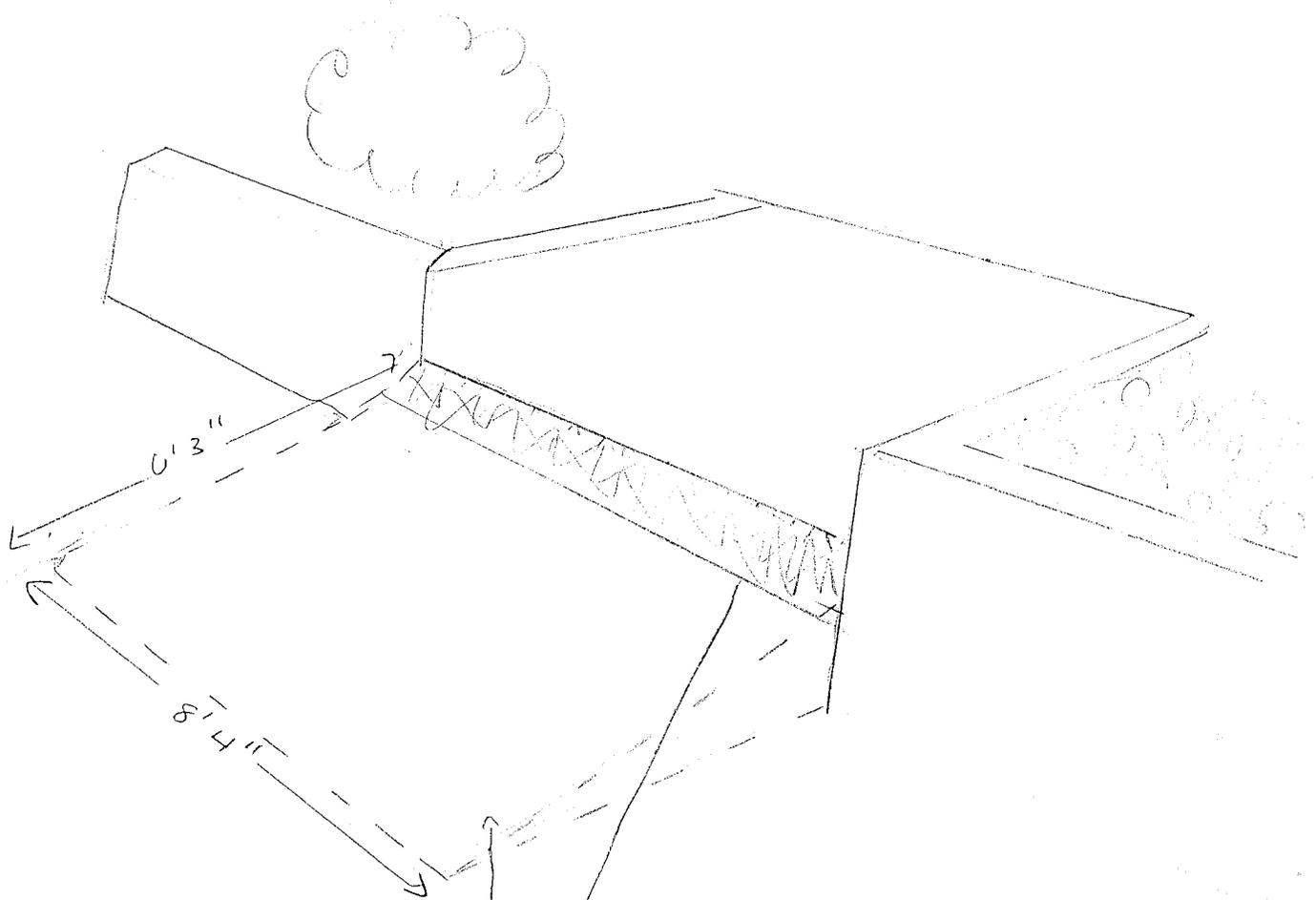
Note: Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit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

Owner Signature: Lynn Hallarin Date: 10/29/14

Applicant Signature: \_\_\_\_\_ Date: 10/29/14

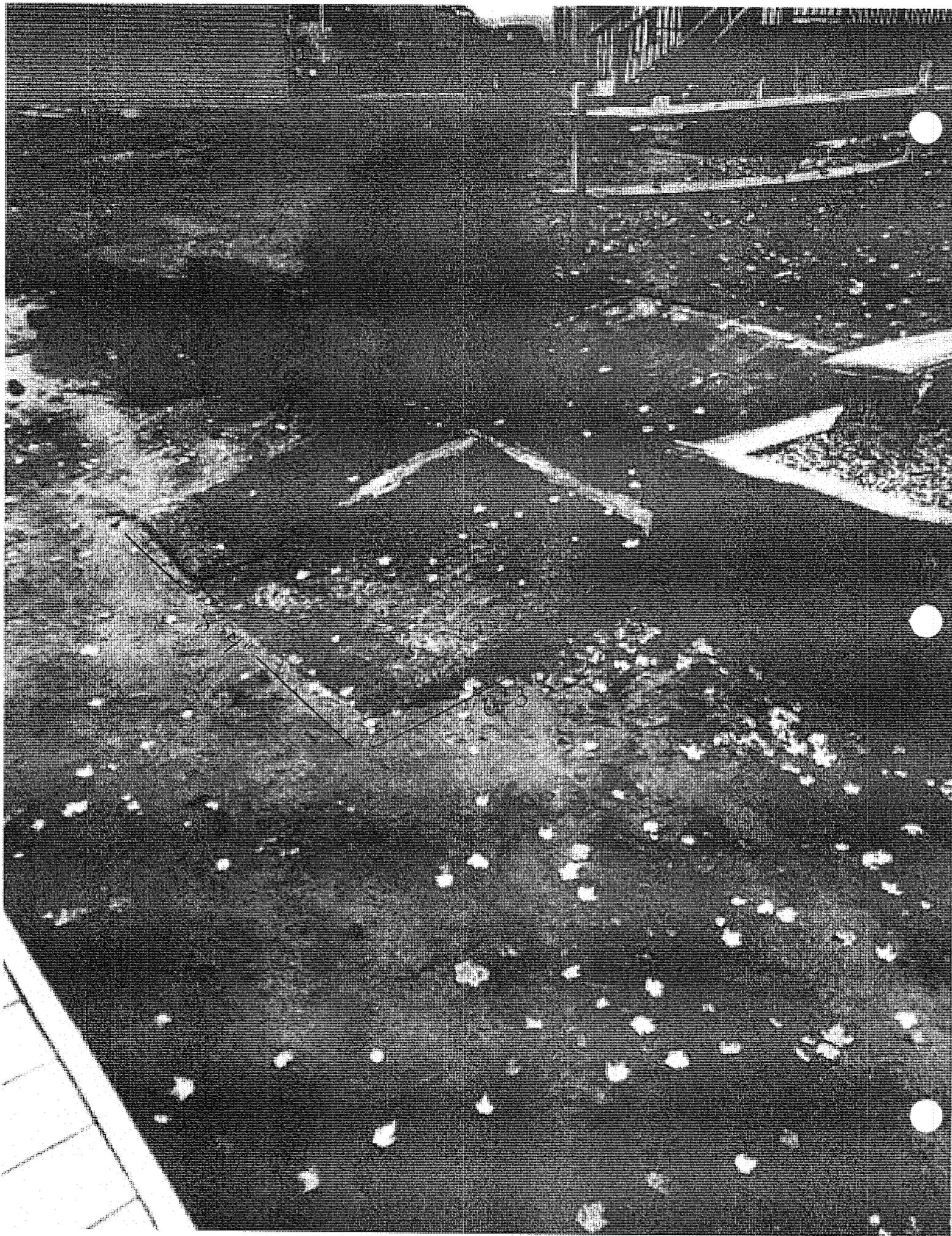
Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

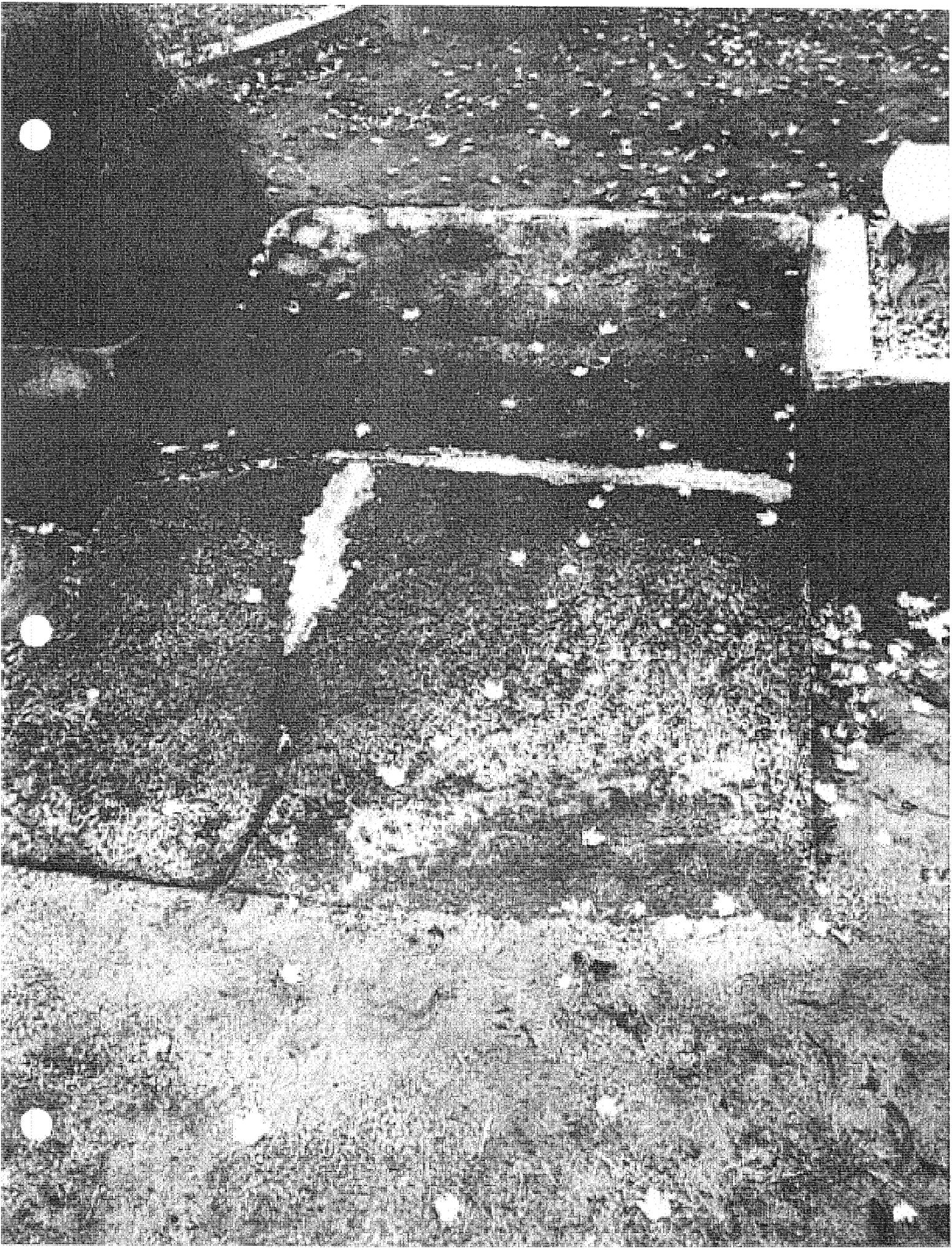
Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman

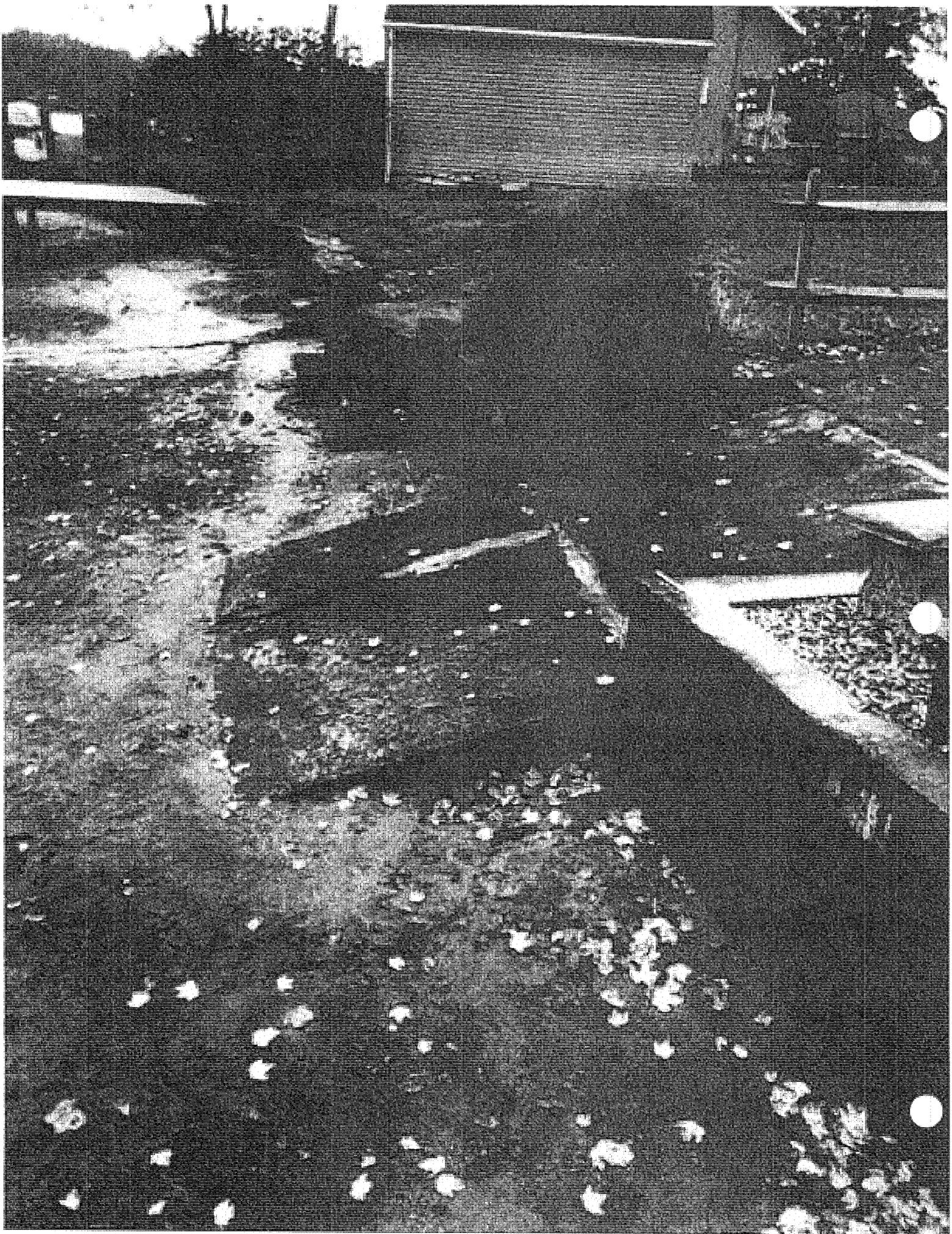


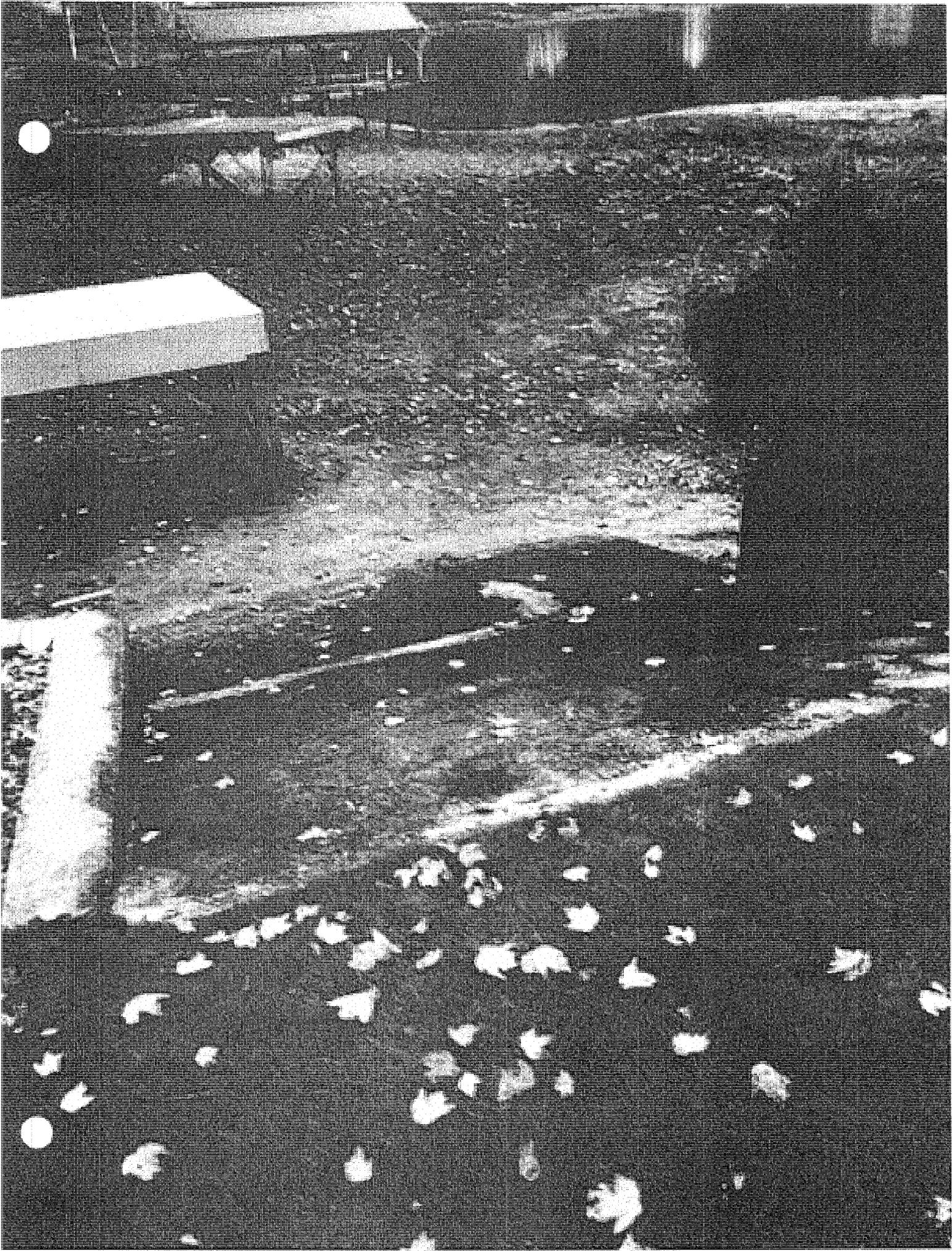
- ① Remove old cracked portion of ramp
- ② Replace with concrete step

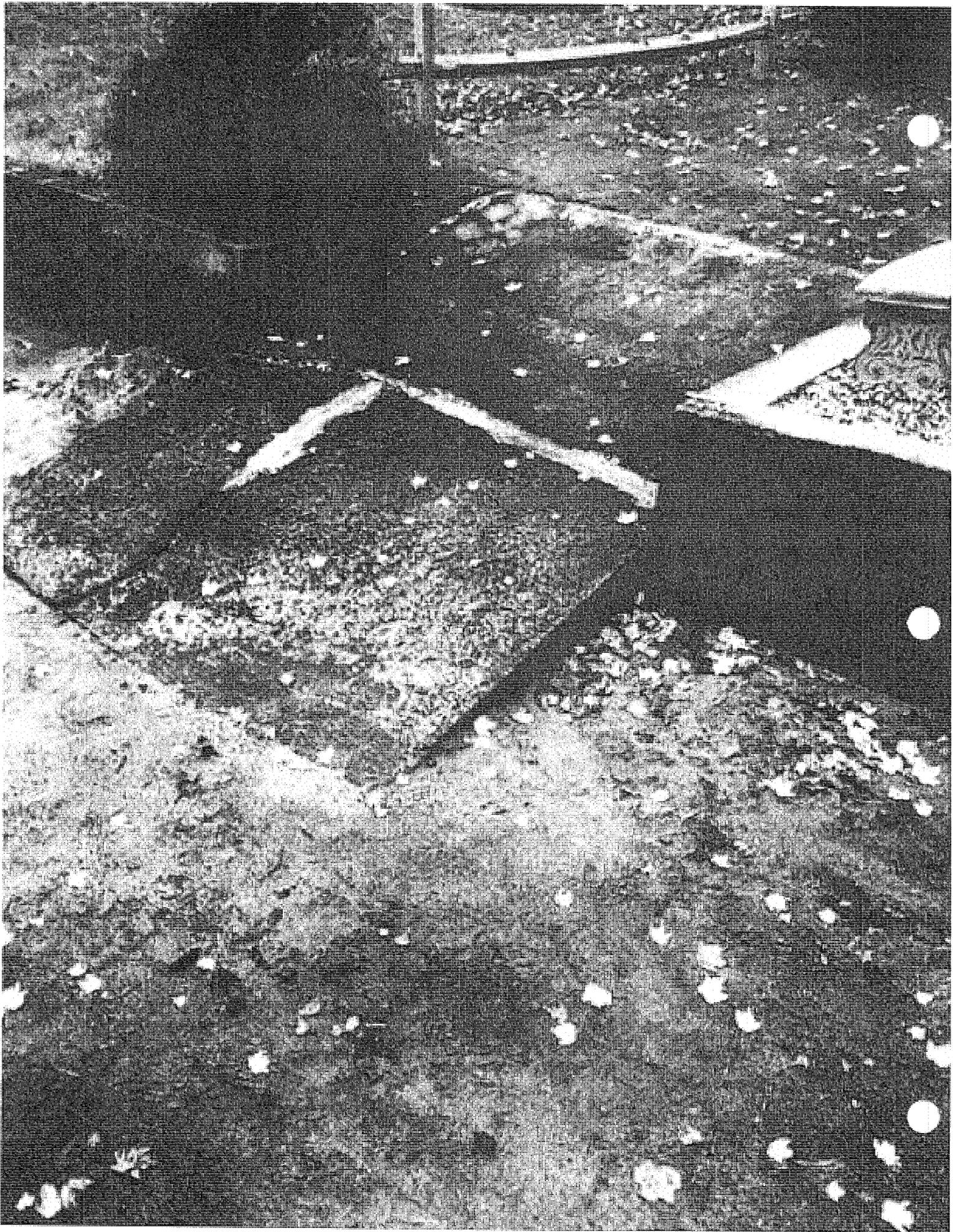
old existing ramps is separating, cracked and is a trip hazard. This is for safety - ramp becomes slippery. Patching the cracks has apparently failed. We would like to remove the lower section and put in a standard step in its place.











## Jonathan Luiz

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**From:** Jonathan Luiz  
**Sent:** Tuesday, November 11, 2014 10:20 AM  
**To:** 'Mark Coleman'  
**Subject:** RE: BOS LETTER ON DAVIS SEAWALL ISSUE

Hello Mark,

Based on my discussions with Carmen, please go ahead and have LMAC propose new language in the "Standards."

Sincerely,  
Jonathan

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**From:** Mark Coleman [<mailto:csp30@charter.net>]  
**Sent:** Thursday, November 06, 2014 8:17 AM  
**To:** Jonathan Luiz  
**Cc:** Kim Bona  
**Subject:** BOS LETTER ON DAVIS SEAWALL ISSUE

Morning Jonathan;

As you are aware, Mr. Davis was at last night's LMAC meeting seeking reconsideration on LMAC's recommendation to deny his seawall veneer proposal. He stated the BOS was in favor of approval; however denied the request not wanting to act contrary to the recommendation. I don't know how accurate the information Mr. Davis gave us; however based on the current construction standards language, our recommendation would be the same. There is also consensus agreement in LMAC that new language is needed in "Standards" that better defines this type of construction. I'll talk to you with a little more detail

*Mark*



CONNECTICUT  
CONFERENCE OF  
MUNICIPALITIES

DEEP Draft MS4 Permit: CGM Municipal Fiscal Impact Survey

1. What is the estimated fiscal impact for the increased frequency of required road sweeping within your municipality?

Columbia currently has 43 lane miles of roadway excluding State D.O.T. highways. Current operations take 20 days to complete taking three men, water truck, six wheel dump truck and one 1988 Elgin Sweeper. Currently total annual costs including benefits average \$14,383 for personnel and \$2,500 for repair parts which will now double to \$33,766. Additional time impact on current personnel will require supplemental staffing through hiring two part time seasonal employees to assist with other maintenance programs while town staff are sweeping \$9,600 Columbia will also need to acquire a replacement sweeper in the next five year at a cost of \$100,000 since sweeping frequency will be doubled. Total estimated impact for additional sweeping program \$126,483

2. What is the estimated fiscal impact of the increased frequency of catch basin cleaning and reporting requirements within your municipality?

If contract services are still available for timely services at today's rate  
Columbia's cost will increase an additional \$10,378. Currently Columbia contracts this service through State Department of Administrative Services contract

3. What is the estimated fiscal impacts of the increased dry and wet weather stormfall monitoring, sampling and testing within your municipality?

**It will be necessary for Columbia to purchase the following for this program:**

- 1.)GIS network subscription \$2,000
- 2.)GIS tablet or device and software \$1,000
- 3.)Administrative and Field staff time estimate \$22,441

4. What is the estimated fiscal impacts of the proposed "Public Outreach and Education" requirements within your municipality?

**Printed materials and mailer plus staff time \$2,000**

5. What is the estimated fiscal impact of the proposed leaf collection and disposal program within your municipality?

**Monumental! Additional land would need to be purchased as our current location for composting is unsuitable for expansion. The following items will be required for such an undertaking:**

- 1.) Property acquisition and permitting \$200,000
- 2.) Leaf compost turning equipment \$50,000
- 3.)Additional annual personnel costs with benefits \$63,700

6. What is the estimated fiscal impact regarding any potential changes to local zoning ordinances or land use regulations in order to comply with the proposed post-construction stormwater management?

**Staff time to complete revisions, public hearings, and printed materials are estimated to be \$9,000**

7. What is the estimated fiscal impact regarding the legal authority to prohibit, investigate and enforce required prohibitions on illicit discharges within your municipality?

**Estimated impact to implement to perform inspections and authorize legal council expenditures for enforcement \$ 9,000**

8. What is the estimated fiscal impact of the proposed changes to snow management requirements within your municipality?

**Required staff time for permitting, manuals, record keeping, chemical monitoring and testing, storage facility are estimated to cost \$ 330,000**

9. Other estimated impacts (fiscal, administrative, or otherwise):

**Additional impacts could be equipment maintenance \$20,000, additional Administrative staff time for unknowns \$5,000.**



## Jonathan Luiz

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**From:** Cohan, Thomas P [thomas.cohan@charter.com]  
**At:** Thursday, November 06, 2014 6:28 PM  
**To:** John Elsesser; Jeff Shorts  
**Cc:** cmailhos@willingtonct.org; hartmw@mansfieldct.org; nbeets@windhamct.com; Jonathan Luiz  
**Subject:** RE: digital upgrade.

Hi John,

My apologies if I failed to respond to recent inquiries. The All-digital upgrade is complete in all of our Connecticut systems. Below is a brief summary that I've provided to local officials. This was a major undertaking for Charter. Our employees have worked tirelessly for many months to ensure the all-digital upgrade and all its moving parts went as smoothly as possible for customers. We always urge any customer who is experiencing a problem to call us to report the problem. There are certainly times when there could be a problem affecting an area. When we know that it is outside plant that we are working on, we try to put an "ambush" message on our phone system to alert callers from those areas that we are aware of the problem they are experiencing and that we are working on resolving it. In other cases, it is very important for the customer to contact us and report their problem, so we can set up a trouble call to fix the problem. In terms of the complimentary service required by state law, Charter provides one drop with free Basic and Expanded cable service to all schools and libraries in CT. As such, each school and library is eligible for one free digital box. Other public buildings such as town halls, police and fire stations are not eligible for the complimentary service. Charter Business handles all of the government and business accounts.

Again, below is a brief summary of our all-digital project.

John, I do sincerely apologize for not responding to inquiries from Laura. At present, I've been homebound for the past week (and foreseeable future) with a herniated disk in my back. However, that is no excuse for my lack of follow-up when Laura was trying to reach me several weeks ago.

Let me know if you have any other questions.

Tom

Charter began upgrading all of its systems nationwide to all-digital a little over a year ago. This \$2 billion project will be completed in New England by early December. This investment will allow Charter to make more efficient use of its bandwidth, and will result in the addition of more than 80 new HD channels, increased VOD options and doubling the standard Internet speed from 30 Mbps to 60 Mbps. It will also enable Charter to compete more effectively with the satellite services. Now that the all-digital upgrade has allowed us to offer 200+ HD channels, we are making strides toward eliminating the major competitive advantage the satellite services had. The better Charter does in winning over customers and increasing our market share in northeast Connecticut and other communities, the more revenue we have to share with the PEG Access operations.

As part of the all-digital upgrade, Charter has made dramatic changes to its channel line-up, including creating what we refer to as "public service neighborhoods" where we have tried to consolidate community and public interest programming. The PEG Access channels across Charter's national footprint, are now all in the 190-195 range of digital channels. Where Charter operates an LO channel, such as Charter TV3 in northeast CT and central MA, this has also moved to a channel in the 190-195 range, and where there are state legislative channels, such as CT-N in Connecticut, : too has been moved into the 190-195 range of channels. These channels are all still part of the Basic Service, so all of our video customers still receive the PEG channels.

All of our channels are now transmitted in digital, so the picture quality should improve for those that moved from analog to digital. And all of customers will need to have a digital box on every television. With the digital box comes the interactive program guide, the parental controls and video on demand features, and with the box comes the ability to navigate smoothly to any of the 550 or so channels that are available and the ability to create "favorites" to limit one's channel surfing to just those channels the customer is interested in.

Charter, like any cable company in CT, is required to provide one free drop with basic cable service to each public school and library. Each of those sites is eligible for one free digital box. It was never Charter's intent, or the intent of state law, to require cable companies to wire every classroom in a school. For those schools that distributed the cable signal to multiple televisions within the building, they're either going to need to arrange with Charter Business for a digital box for every television or explore other solutions for distributing video throughout their buildings.

In terms of Charter customers, each received a notice 30 days in advance of the upgrade that included information about getting new boxes and a new channel line-up, featuring the more than 80 new HD channels. Each customer, depending on the level of service they have, also received an offer for one or more free boxes for set periods of time. For example, the limited Basic customer that had no box, was offered two free boxes for two years. The digital customer (and more than 90% of our customers already had one or more digital boxes in their home) received an offer of one additional box at no charge for one year.

Each Charter customer received a customized letter with a box offer that is specific to their situation. The box offers are as follows:

- For the Limited Basic Customer with No equipment today: offered two free boxes for two years
- 
- For the Limited Basic Customer with one box today: offered one additional box for free for two years
- For the Expanded Basic Customer: offered two additional free boxes for one year
- For Digital Customer: offered one additional free box for one year
- It should be noted that more than 90% of Charter customers already have digital equipment.

I hope this helps. Let me know if you have any other questions.

Thanks,

Tom

Tom Cohan  
Director, Government Relations  
New England/NY  
Charter Communications  
95 Higgins Street  
Worcester, MA 01606  
508-595-5457  
[Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com)

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**From:** John Elsesser [mailto:[jelsesser@coventryct.org](mailto:jelsesser@coventryct.org)]

**Sent:** Thursday, November 06, 2014 9:54 AM

**To:** Cohan, Thomas P; Jeff Shorts

**Cc:** cmailhos@willingtonct.org; hartmw@mansfieldct.org; nbeets@windhamct.com; Jonathan Luiz

**Subject:** digital upgrade.

Can you give us an update on the status of the digital conversion. Leaving the complaints about need for boxes and scheduled pricing aside we are experiencing really bad service in our area with loss of signal both CATV and internet, video blocking, signal loss and audio drop, and need to constantly reboot boxes. People are on Facebook talking about paying for internet speeds and getting less than half of what they are paying for. They are showing screen shots.

I have had my Admin try to contact you about drop of service for our Police and understand Fire services have had service removed which I thought ( and could be wrong) was part of a franchise commitment. You have not returned emails or calls. There has been no communications with the Towns (except one letter- which you did not respond to our questions) and we are getting the brunt of our citizens complaints. We are having to buy new equipment for community access and pay rental fees for town hall service

Will you provide an update. I am copying our immediate neighbors to them respond to you if they are having a different experience and am asking them to reply all.

This issue is moving to the Town Council and now the election in over also to ffState elected and Consumer protection levels.

It maybe these are all transition issues and your company has a plan for fixing the problem but the lack of communications is unacceptable

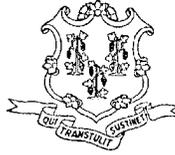
This e-mail and any accompanying attachments are confidential. The information is intended solely for the use of the individual to whom it is addressed. Any review, disclosure, copying, distribution, or use of this e-mail communication by others is strictly prohibited. If you are not the intended recipient, please notify me immediately by returning this message to the sender and delete all copies. Thank you for your cooperation.





Commanding Officer  
Lieutenant Eric Murray

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Robert Grega

Date: November 3, 2014

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

Dear Ms. Carmen Vance

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

During the month of October 2014 the Columbia Resident Trooper as well as Troop K Troopers responded to 358 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	7
Burglaries:	1
Larcenies:	0
Other Criminal:	4
Other Non-Criminal:	4
Non Reportable Matters:	201

Other Noteworthy Events (List): One narcotic arrest on 10/13/14, one DWI, One domestic assault with arrest, and several Emergency Committals.

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

On-Sight DWI:	1
Traffic Citations:	113
Written Warnings:	50

Sincerely,

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

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



From: tricia.modifica@nu.com  
Date: Friday, November 07, 2014 3:00 PM  
Subject: CL&P Files New Six-Month Electric Supply Rate - Press Release



**Connecticut  
Light & Power**

A Northeast Utilities Company

107 Selden St., Berlin, Connecticut 06037

## News Release

### CL&P Files New Six-Month Electricity Supply Rate

*Company reminds customers about opportunities to reduce use and lower bills this winter*

**BERLIN, CT (November 7, 2014)** – Citing a dramatic increase in the price of electricity Connecticut Light and Power buys on behalf of customers, the company today filed for an increase in its Standard Service rate that would become effective on January 1<sup>st</sup>. The current spike in electricity prices stems from widely publicized constraints in the existing pipelines that bring natural gas to regional generating companies.

The new proposed average rate for CL&P's Standard Service would increase to 12.45 cents per kilowatt-hour, from the current average of 9.96 cents. This supply price is separate from CL&P's delivery rates and must first be approved by the Public Utilities Regulatory Authority.

"We're always mindful of the effect these supplier increases have on our customers, particularly those who are facing difficult financial circumstances," said Penni Conner, Senior Vice President and Chief Customer Officer at Northeast Utilities, CL&P's parent company. "We're urging all CL&P customers to take advantage of our efficiency programs to help reduce their usage, tighten-up their homes and keep energy bills down this winter."

As a regulated delivery company in Connecticut, CL&P purchases electricity from suppliers and passes the cost, with no profit added, directly to customers who are on the company's Standard Service supply option. By law, the Standard Service price for residential and small commercial customers changes twice a year, on January 1<sup>st</sup> and July 1<sup>st</sup>. Customers who purchase their electricity through aggregate buyers or directly from suppliers would contact those companies for information about any anticipated increases in their rates.

More than half of New England's electricity is now produced using natural gas. Though natural gas remains an abundant and inexpensive fuel, regional pipeline limitations and the growing dependency on gas to produce electricity are pushing prices higher. While these constraints will continue to affect electricity customers in the near-term, Northeast Utilities is committed to pursuing strategic projects to help solve these challenges. To that end, NU and Spectra Energy recently proposed the Access Northeast project to expand the region's natural gas capacity using existing pipeline routes, with an anticipated in-service date of November 2018. In addition, NU's proposed Northern Pass Project will bring clean and low-cost energy from Hydro-Quebec's world-class hydroelectric plants to New Hampshire and New England.

As prices increase, it's particularly important to explore the many energy efficiency improvement options that

can dramatically lower use. Simple steps like turning down the thermostat; caulking drafty doors and windows; making sure heating vents aren't blocked; and switching to energy efficient light bulbs, will all help save money.

A good way to discover what efficiency measures are needed in any home is to sign up for a home energy assessment through the Energize Connecticut program. Customers can also take advantage of generous energy efficiency rebates and incentives, including those available for the purchase of energy-efficient heating systems, refrigerators and water heaters, as well as current offers of zero-interest financing for new energy-efficient heating equipment. And the company's budget billing option can help manage household expenses by providing equal monthly payments throughout the year.

For information about all of the energy efficiency programs CL&P offers through Energize Connecticut – including no-cost weatherization services to income-eligible customers – visit [cl-p.com](http://cl-p.com) or [energizect.com](http://energizect.com).

*Connecticut Light & Power (CL&P), a Northeast Utilities company (NYSE: NU), transmits and delivers electricity to 1.2 million customers in 149 cities and towns. For more information, please visit [www.cl-p.com](http://www.cl-p.com), like us on Facebook ([facebook.com/CTLightandPower](https://facebook.com/CTLightandPower)) and follow us on Twitter [@CTLightandPower](https://twitter.com/CTLightandPower).*

**MEDIA CONTACT:**

Tricia Taskey Modifica  
(860) 665-4605  
[tricia.modifica@nu.com](mailto:tricia.modifica@nu.com)

# # #



# TOWN OF COLUMBIA

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

## OFFICE OF THE TOWN ADMINISTRATOR

To : Employees and board chairs with budgeting responsibilities  
CC : Board of Selectmen & FiPAC  
From : Jonathan Luiz, Town Administrator  
Date : November 14, 2014  
Re : **Fiscal Year 2015-2016 Budget Instructions**

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The Fiscal Year 2015 – 2016 budget preparation process has begun. Each department head and chairs of certain boards/commission must prepare a budget that provides for municipal operations to run effectively while being mindful of the budget challenges facing the state government.

### GENERAL GUIDANCE

1. You must submit one budget proposal.
2. All budgeted amounts must be rounded up to the nearest whole dollar.
3. Mileage reimbursements must be calculated at the IRS established rate for Calendar Year 2015. Visit the IRS website ([www.irs.gov](http://www.irs.gov)) to find out what the new rate will be.
4. Submitted budgets shall reflect the Town's desire to maintain basic levels of service for the community with every effort to develop less expensive and more efficient methods in the delivery of services. The opportunity to redesign the delivery of current services is encouraged, provided supporting documentation is made available to ensure the services provided are achievable through the redesign.
5. Requests for additional staff and increases in staff hours must be made in writing, including an explanation why the request is being made and how current staff levels compare to those of similar towns.
6. FY '15-'16 expenditure lines for fuel and electricity should remain unchanged from the FY '14-'15 Approved Budget. Any changes to those line items will be made by the Town Administrator upon consultation with the Director of Public Works.
7. Department Heads should make every effort to involve staff in the development of departmental budgets. Doing so may create a better product and more fully educate staff about the budget process.

## **DATA ENTRY INSTRUCTIONS**

The documents needed for the budget process are available on the Town's server. To access the documents, do the following on your work computer:

- Click on your Windows "Start" icon
- Select "My Computer"
- Select "Departments" (S:)
- Select "Public"
- Select "Budget"
- Select "FY 15-16 Budget Detail"
- Choose your departmental budget folder.

Within each departmental budget folder will be several items (Word Documents or Excel Documents). You will see a Chart of Accounts document, a document for the proposed operating expense. You may also see a document for capital expense and a salary worksheet document. Of these four documents, you will only receive the ones that your department needs. A description of each item is as follows:

**Chart of Accounts** is provided to you for information purposes only. The Chart of Accounts list each of the Town's Operating Budget accounts and describes each account.

**Proposed Operating Expense Budget** is your Operating Budget, broken down into various accounts. Each account is broken down into a series of line items that describe expenses. I encourage you to use the same set of accounts from the previous budget year.

**Proposed 5-Year Capital Improvement Plan** documents anticipated significant capital expenditures.

**Salary Worksheet** is a spreadsheet used to enter current hours and to present hours for the next fiscal year. For now, the wage rates for FY '15-'16 should be identical to the wage rates in the approved FY '14-'15 budget. Copies of the FY '14-'15 wage rates are available in the Town Administrator's Office. The Town Administrator may adjust proposed wage rates for FY '15-'16 using a special spreadsheet.

Once you have made changes to the electronic budget forms, you must ***save*** them on the server.

### **SUBMISSION DEADLINE**

The deadline for saving your FY '15-'16 budget materials to the Town server is December 19, 2014. ***After that date, do not perform further budget work on the Town Server without Town Administrator approval.***

### **POST SUBMISSION**

Once budget requests have been submitted, certain employees and some board chairs will meet with the Town Administrator to discuss the budget in detail (see the Budget Workshop Schedule on page 4). Following the meeting, the Town Administrator will make adjustments to the submitted budgets and submit the adjusted budgets to the Board of Selectmen for review and alteration. As part of that review process, department heads *may be required* to attend a Board of Selectmen meeting to discuss budget issues. A budget schedule (attached) will help guide you through the Fiscal Year '15-'16 budget process. Please take note of dates and times of Board of Selectmen and FiPAC meetings. They are subject to change, so make sure to check the Board of Selectmen and FiPAC agendas for details concerning budget discussions.

If you do not have access to the Town's server, than you will submit your budget to the Town Administrator via email or hard copy.

## Schedule of the Columbia Fiscal Year '15 – '16 Budget Process

11/14/14	Budget forms made available to department heads & board chairs.
12/17/14	Tri-Board Meeting between FiPAC, BOE & BOS (tentative).
12/19/14	Deadline for all updated budget forms to be saved on server.
12/22/14	Budget workshops held per schedule on page 4.
12/23/14 — 01/30/15	Town Budget is developed by Town Administrator.
1/30/15	Town Administrator delivers budget to BOS.
2/03/15	BOS Regular Meeting — to include a budget workshop.
2/10/15	BOS Special Meeting — to include a budget workshop.
2/17/15	BOS Regular Meeting — to include a budget workshop.
2/24/15	BOS Special Meeting — to include a budget workshop.
3/3/15	BOS Regular Meeting — to include a budget workshop.
3/6/15	Superintendent and Town Administrator deliver budgets to FiPAC.
3/11/15	FiPAC Special Meeting — budgets presented by Super & T. Admin.
3/15/15	Per Charter, last day for BOE & BOS to deliver budgets to FiPAC.
3/18/15	FiPAC Regular Meeting — to include a budget workshop.
3/25/15	FiPAC Special Meeting — budget workshop.
4/1/15	FiPAC Special Meeting — budget workshop.
4/8/15	FiPAC Special Meeting — budget workshop.
4/10/15	Legal Notice for the 4/22/15 Public Hearing is posted & published.
4/15/15	Budget document made available — Website, Town Clerk, Library.
4/22/15	Public Hearing on budget with FiPAC Special Meeting to follow.
5/7/15	Deadline to advertise legal notice and public notice for Budget Meeting.
5/12/15	Annual Town Budget Meeting (called by BOS). Per Charter, must be held between the 2nd Tues of May and 1 <sup>st</sup> Tues of June.

Note: This schedule was last updated on 11/14/14 and is subject to change.

View posted board/commission meeting agendas to discover changes to this schedule.

# Budget Workshop Schedule

<b>Date</b>	<b>Time</b>	<b>Person(s) meeting w/ TA</b>	<b>Topics: Department- Line Item #</b>
12/22/14	6:30 AM	M. Jorgensen & J. Bolduc	Expenditures: 113
12/22/14	7:00 AM	G. Murphy & B. Meyers	Expenditures: 115; 116; 117. 410; 420; 440. Capital.
12/22/14	9:00 AM	C. Hodge & P. Stahl	Expenditures 330; 510; 520; 530; 560; 570
12/22/14	9:30 AM	M. Lavallee	Expenditures: 132. Capital.
12/22/14	10:00 AM	C. Price	Expenditures: 133. Revenues
12/22/14	10:30 AM	B. Derring	Expenditures: 250; 260. Capital.
12/22/14	11:00 AM	R. Kenefick	Expenditures: 134. Capital
12/22/14	11:30 AM	J. Swenson	Expenditures: 640 & 670. Revenues
12/22/14	Noon	S. Epstein & company	Expenditures: 620 & Capital.
12/22/14	12:30 PM	M. Coleman	Expenditures: 630
12/22/14	1:00 PM	B. Ciurylo	Expenditures: 112; 136; 700
12/22/14	1:30 PM	N. Yale	Expenditures: 360
12/22/14	2:00 PM	G. DeCarli	Expenditures: 310
12/22/14	2:30 PM	A. Belanger & K. Butzgy	Expenditures: 130
12/22/14	3:00 PM	J. James	Expenditures: 345
12/22/14	6:00 PM	P. Starkel & J. Hahn	Expenditures: 320 & Capital.