REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN

Tuesday, December 16, 2014, 7 pm

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

CALL TO ORDER

1. **PLEDGE OF ALLEGIANCE**

2. **MINUTES:** 11/2/14 Regular Meeting

3. **AUDIENCE OF CITIZENS**

4. **OLD BUSINESS**
4.1 Draft Anti-Blight Ordinance
4.2 Draft changes to Ordinance Establishing Citation Procedures and Fines for Zoning Violations

5. **NEW BUSINESS**
5.1 Revisions to Town Administrator Job Description
5.2 Draft changes to Traffic Regulations Ordinance
5.3 Proposed BOS regular meeting schedule
5.4 Library renovation and expansion
5.5 Participation in the Regional Performance Incentive Program projects

6. **COLUMBIA LAKE / DAM / BEACH**
6.1 Amendment to Standards for Granting Permission for the Construction of Structures on Columbia Lake
6.2 Application for Constructing Structures on or over the Lake by Davis
6.3 Application for Constructing Structures on or over the Lake by Williams/Gates
6.4 Application for Constructing Structures on or over the Lake by Guzzo

7. **APPOINTMENTS / RESIGNATIONS**
7.1 Appointment of Richard Napolitano (R) to Planning and Zoning Commission
7.2 Resignation of Jim Knight (R) from Planning and Zoning Commission (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
7.5 Hire of Mark Paquette as Interim Town Administrator
7.6 Resignation of Jonathan Luiz from the Eastern Highlands Health District
7.7 Appointment of Mark Paquette to the Eastern Highlands Health District
7.8 Appointment of Karl Thenn (D) to Lake Management Advisory Committee
7.9 Hire of Michelle Tedone and Nick Wrana as substitute Facilities Maintainers

8. **TOWN ADMINISTRATOR REPORT**

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
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**

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 14, 2014

RE: **Draft Anti-Blight Ordinance**

Attached is the latest anti-blight ordinance.

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. COMPLAINTS

1. Complaints may be submitted to the Enforcement Officers by members of the public, but such complaints must be in writing and signed on forms provided by the town.

2. It is the responsibility of the Enforcement Officer to follow up on the complaint by viewing the property.

3. Should the Enforcement Officer determine that the complaint warrants remediation then he/she will follow up with the property owner.

F. SPECIAL CONSIDERATION FOR OWNER OCCUPIED RESIDENCES

1. Special consideration shall be given to owner occupied individuals that are elderly or disabled. If an owner cannot maintain a reasonable level of upkeep on the owner occupied residence because the individual is elderly or disabled and no capable person resides in the residence, the anti blight officer shall give the person time additional to correct the problem.

G. 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 penalty for violation of this ordinance shall be not less than ten dollars ($10) and not more than one hundred dollars ($100) for each day of violation. A single citation may impose fines for multiple days of violations.

3. 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 date before which an uncontested payment of fines can be made.

H. 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 fines are not paid within the uncontested period set forth in the citation, the Blight Enforcement Officer may issue a second citation notice, which notice shall state 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.

I. 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.

J. 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.

K. 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."

L. 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.

M. EFFECTIVE DATE:

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

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 14, 2014

RE: Revisions to Town Administrator Job Description

The First Selectman and I have reviewed the existing Town Administrator Job Description. We recommend some changes. Attached you will find the existing job description as well as a proposed (draft) job description.

JOB DESCRIPTION

JOB TITLE: Town Administrator

REPORTS TO: First Selectman / Board of Selectmen

JOB PURPOSE:

This is a highly responsible administrative and professional position, directing the employees and activities of municipal departments of the Town of Columbia as Chief Administrative Officer of the town. The employee exercises considerable independence, subject to the direction of the Board of Selectmen, the First Selectman and within the scope of the Town Charter.

ESSENTIAL JOB FUNCTIONS:

- Manages the day-to-day operations of municipal government. Requires work outside normal business hours on an occasional and usually scheduled basis.
- Coordinates the preparation of the annual general government budget, capital improvement budgets, and debt service budget.
- Develops long range capital and infrastructure improvement plans.
- Reviews and recommends changes to policies and procedures of the municipal departments, boards and commissions of the town.
- Serves as a liaison between the First Selectman and all agencies of the town.
- Serves as purchasing coordinator, under the direction of the First Selectman, writing specs, legal notices, and reviewing all purchase orders.
- Serves as personnel officer. Coordinates hiring, performs employee evaluations, conducts investigations, and administers disciplinary actions. Review and update the Personnel Policy Handbook.
- Prepares grant applications.
- Serves as risk manager, including coordinating health insurance programs, property and liability insurance, and worker's compensation insurance programs.
- Serves as liaison to regional, state, and federal agencies.

- Represents town on organizations including, but not limited to, Windham Regional Council of Governments, Council of Small Towns, Connecticut Conference of Municipalities and Mid-Northeast Recycling Committee.

- Receives and responds to requests for service, general inquiries or public complaints and keeps the First Selectman apprised of all areas of concern.

- Attends commission/board meetings, town meetings, and other activities relative to the general administration of the town.

- The review and implementation of safety regulations and the monitoring of the use of safety precautions, equipment and techniques.

- Prepares agendas for meetings of the Board of Selectmen in conjunction with the First Selectman.

- Develops and provides staff training and development to assure proper methods and practices and opportunities for staff promotion and development.

- Keeps informed about pertinent legislation and maintains contact with organizations, which monitor legislative changes.

- Performs related work as required.

- Draft proposed regulations and ordinances for Board of Selectmen approval

MINIMUM QUALIFICATIONS:

Master's degree in Public Administration, Business Administration or other related area with four years of related experience and/or training or a Bachelor's degree with six years of related experience. Must possess a valid CT driver's license.

TOWN OF COLUMBIA

JOB DESCRIPTION FOR TOWN ADMINISTRATOR

General Description: Carries out the policy decisions of the Board of Selectmen. Supervises department heads and other employees. Directs the activities of municipal departments.

Supervision Received: Supervised by the Board of Selectmen. Guided by the First Selectmen.

Essential Job Functions:

Manages the day-to-day operations of the municipal government.

Responsible for the compilation and management of the annual town budget, including capital budget, debt service budget, special revenue accounts, etc… Suggests transfers to the Board of Selectmen (BOS) and the Financial Planning and Allocation Commission (FiPAC). Processes transfer approvals with Finance.

Develops short-range and long-range plans.

Communicates with news media. Creates mass mailings.

Makes public presentations.

Reviews and recommends changes to town policies and procedures.

Drafts proposed regulations and ordinance for BOS approval.

Serves as liaison between the First Selectman and all agencies of the town.

When appropriate, assists the First Selectman with his/her duties.

Serves as purchasing agent. Writes, publishes and manages Requests for Proposals, Requests for Qualifications, Invitations to Bid, etc…

Serves as personnel officer. Negotiates union contracts within the parameters established by the BOS. Responds to union grievances. Coordinates employee hiring, performs employee evaluations, conducts investigations, and administers employee discipline up to but excluding termination. Recommends hiring and termination to the BOS. Administers and recommends updates to the Employee Handbook. Manages employee personnel files, medical files and workers compensation files.

Identifies, writes, submits and manages grants.

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Serves as Risk Manager. Coordinates municipal insurance programs with the help of brokers and insurers.

Serves as liaison to regional, state and federal agencies.

Represents town with organizations, including but not limited to regional council of governments, regional health district, Council of Small Towns, Connecticut Conference of Municipalities, Waste/Recycling groups, etc...

Receives and responds to requests for service, general inquiries and public complaints. Keeps the First Selectman and Board of Selectman apprised of matters of significance.

Serves as staff to the BOS and FiPAC. Attends all Town Meetings, meetings of the BOS, meetings of FiPAC and meetings of the Fiscal Policy Board. Ensures proper legal notifications, minutes and agendas are provided for these meetings. Drafts memos to BOS and FiPAC in such a fashion that they have a basic understanding of matters in advance of their meetings. On occasion, attends other commission/board meeting and other activities relative to the general administration of the town.

Reviews and implements safety regulations and the monitoring of the use of safety precautions, equipment and techniques.

Prepares agendas for meetings of the BOS in conjunction with the First Selectmen.

Provides staff with training and development opportunities in order to ensure departmental success and to allow for promotion and development opportunities.

Keeps informed of significant changes in the law and potential significant changes in the law via news media and via municipal organizations such as the Connecticut Conference of Municipalities and the Council of Small Towns. When appropriate, informs town boards and commissions of significant changes or potential changes in the law.

With the approval of the BOS, offers testimony to members and committees of the State Legislature.

Supervises staff, including department heads. Holds staff meetings on a regular basis.

Coordinates and facilitates the processing of information requests.

Regulates edits to the town's website.

Sends out messages on the town's electronic notification system(s).

Performs related work as required. Requires work outside normal business hours.

Knowledge, skills and abilities: Considerable ability to establish and maintain effective working relationships with board members, staff, the public and officials from other towns. Highly developed organizational, negotiation, interpersonal, written and oral communication skills. Demonstrated management skills and abilities. Excellent computer skills, including, but not limited to Microsoft Office Suite, email, and web-based research and advertising. Knowledge of general

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principles and practices of municipal management with respect to personnel, budgeting, risk management and purchasing. Ability to perform technical research and comprehensive studies in areas relating to municipal government. Familiarity with the State's legislative process. Considerable ability to make informational presentations to the public. Ability to work independently with little supervision.

Physical and Mental Requirements / Work Environment: (Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech. Ability to communicate effectively in oral and written form. Ability to concentrate on complicated detail and complex issues for more then three hours at a time with some interruption, pressure and changing priorities. Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned. Ability to use knowledge and reasoning to solve complex problems. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Ability to distinguish between public and confidential information and handle appropriately. Ability to conduct field inspections which may include traversing rough terrain. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field inspection work may include exposure to seasonal conditions in outside weather.

Work Environment: Work is mostly performed in an office environment. Work may occasionally be performed outside on all kinds of terrain, including woods, farms, trails fields.

Qualifications: Master's degree in Public Administration, Business Administration or other related area with four years of related experience and/or training or a Bachelor's degree with six years of related experience. Must possess a valid CT driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

PRESENTED TO THE BOS	12/16/2014
APPROVED OF BY THE BOS	//

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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 14, 2014

RE: **Draft changes to Traffic Regulations Ordinance**

In April of 2014, the Board of Selectmen expressed openness to potential changes to the town's Traffic Regulations Ordinance (see attached minutes for reference purposes). As a result of that meeting, the Public Works Director and I proposed that a few changes be made to the ordinance. Attached is the ordinance, with proposed deletions show in ~~strikethrough~~ and proposed additions shown in **bold**.

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, April 1, 2014, 7 pm

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

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

Also Present: Town Administrator Jonathan Luiz, Recording Secretary Linda McDonald, Ann Dunnack, Gary Littlefield, Henry Beck, DPW Director George Murphy, Richard Szegda and others

CALL TO ORDER: C. Vance called the meeting to order at 7:00 pm.

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

2. **MINUTES:** 3/18/14 Regular Meeting: R. Bogue MOVED to approve the regular meeting minutes of3/18/14. MOTION CARRIED UNANIMOUSLY.

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

C. Vance MOVED to add two items to Appointments/Resignation: Item 7.5 entitled "Resignation of Nancy Hammarstrom from the Financial Planning and Allocation Commission;" and Item 7.6 entitled "Appointment of Maureen Allen to the Commission on Aging." MOTION CARRIED UNANIMOUSLY.

4. OLD BUSINESS

4.1 **Five year Agreement with AHM Youth & Family Services, Inc.:** W. O'Brien explained that this is a service contract and an annual exist clause exists for each party. He recommends approval of the agreement. Discussion followed. W. O'Brien MOVED to APPROVE the five year Agreement with AHM Youth & Family Services, Inc. S. Everett SECONDED. MOTION CARRIED UNANIMOUSLY.

4.2 **Windham Region Chamber of Commerce "Business of the year":** C. Vance recommended Lighthouse Motors owner Vera Englert. S. Everett recommended Certified Auto Repair owners. G. Murphy suggested Jim Blair's (Landscaping) and R. Bogue supported this recommendation. R. Bogue MOVED to NOMINATE James Blair Landscaping and Design business as Columbia's 2014 Business of the Year. MOTION CARRIED UNANIMOUSLY.

4.3 **School Roof Replacement:** J. Luiz reported that ten bids were received. New Britain Roofing Company came in with the lowest bid. Discussion followed. The project could begin on the last day of school in June.

5. NEW BUSINESS

5.1 **Proposed $4.00 fee for delinquent taxes on motor vehicles:** J. Luiz reported on the estimated yearly cost to the town for delinquent motor vehicle taxes. The most cost effective way of implementing this fee would be administratively by the BOS. Discussion followed. J. Luiz will pursue this with the Town Attorney and Tax Collector and bring the matter back to the BOS for approval.

5.2 Possible amendment to Ordinance 15-6 "Traffic Regulations Ordinance": G. Murphy explained that some people plow snow into the roadways and that the snow freezes overnight and causes problems for DPW and other drivers. Also, some residents park their cars on the side of the road during snowstorms despite requests from DPW to move the cars. J. Luiz explained that the current ordinance regulating traffic violations does not provide for towing of vehicles at the owner's expense. Discussion followed. A potential amendment to the ordinance would 1) allow for vehicles to be towed at the owner's expense; 2) establish a prohibition for parking on the side of the road during snow storms; and 3) establish a prohibition against the placement of materials and/or items in a local roadway or town right-of-way and specify a fine of $100.00 per day. Consensus of the Board is to pursue the three revisions to Ordinance 15-6 "Traffic Regulations Ordinance as recommended. Proposed changes to the ordinance would come back to the BOS for review and possible approval.

5.3 Possible amendment to mailbox Repair/Replacement policy: The proposal before the Board is to revise the policy so that replacement or check issuance would occur only in the event the town's plow or truck actually strikes the mailbox or mailbox post. Discussion followed. C. Vance MOVED to support the proposed revision to the mailbox policy by striking the words "or the weight of moving snow" from the existing policy. MOTION CARRIED UNANIMOUSLY.

6. COLUMBIA LAKE / DAM / BEACH:

6.1 Application for Constructing Structures on or over the Lake by Yampanis: The Lake Management Advisory Committee has not yet submitted a report on this project for review by the BOS. C. Vance MOVED to TABLE this item to the next regular meeting. MOTION CARRIED UNANIMOUSLY.

7 APPOINTMENTS / RESIGNATIONS:

7.1 Hire of Lifeguards and Head Lifeguards: W. O'Brien MOVED to HIRE Anna Calano, Nicole Ozark, Kristine Parnell, and Rebecca Ray as lifeguards and head lifeguards for the 2014 summer swim season at the Town Beach effective 4/1/14 and to HIRE Nicholas Bessette, Bradley Bowers, Alphonse Catullo, Joseph Catullo, Kevin Czarnowski, Greg Husta, Doris Jenkins, Alexandra Kaplan, Jeffrey Minicucci, Michael Mohammed, Jake Stephens, and Shane Vertefeville as lifeguards for the 2014 summer swim season at the Town Beach effective 4/1/14. MOTION CARRIED UNANIMOUSLY.

7.2 Hire of Jonathan M. Connors as Transfer Station Attendant: C. Vance MOVED to HIRE Jonathan M. Connors as Landfill Custodian contingent upon successful completion of a criminal background check. MOTION CARRIED UNANIMOUSLY.

7.3 Hire of Jason E. Ferrigno as Transfer Station Attendant: C. Vance MOVED to HIRE Jason E. Ferrigno as Landfill Custodian contingent upon successful completion of a criminal background check. MOTION CARRIED UNANIMOUSLY.

7.4 Hire of Robert A. Lataille as Transfer Station Attendant: C. Vance MOVED to HIRE Robert A. Lataille as Landfill Custodian contingent upon successful completion of a criminal background check. MOTION CARRIED UNANIMOUSLY.

7.5 The Board acknowledged the resignation of Nancy Hammarstrom from the Financial Planning and Allocation Commission.

7.6 C. Vance MOVED to appoint Maureen Allen (R) to the Commission on Aging. MOTION CARRIED UNANIMOUSLY.

8. TOWN ADMINISTRATOR REPORT: J. Luiz reported on the Solarize program, kayak purchases, WIlliwaste contract, and health insurance carrier bid.

9. CORRESPONDENCE

9.1 Email correspondence from K. Donnelly to J. Luiz regarding Solarize

10. BUDGET

10.1 Transfers: B. Bogue MOVED to APPROVE the transfer of funds totaling $7,290.00 from account # 10-4800-900 Contingency to account # 10-4410-600 Repairs/ Maintenance. MOTION CARRIED UNANIMOUSLY.

10.2 Refunds: C. Vance MOVED to APPROVE the following refunds totaling $155.66.

TO	FROM	AMOUNT
Gina Ford	Town of Columbia	$62.04
Delbert Laughery	Town of Columbia	$32.75
Brenda Marshall	Town of Columbia	$3.00
Andrew Weise	Town of Columbia	$57.87

MOTION CARRIED UNANIMOUSLY.

10.3 FY 14-15 Budget: J. Luiz reported on items eliminated from the Town's capital and operating budgets by FiPAC.

11. APPROVE PAYMENT OF BILLS: C. Vance MOVED to APPROVE the regular payment of bills in the amount of $53,534.04. MOTION CARRIED UNANIMOUSLY.

12. BOARD MEMBER COMMENTS: None.

13. EXECUTIVE SESSION:

13.1 Real estate pursuant to CT State Statutes Section 1-200(6)(D); Pending Litigation pursuant to CT State Statutes Section 1-200(6)(B); Personnel pursuant to CT State Statues Section 1-200(6)(A). No Executive Session.

14. ADJOURNMENT: C. Vance MOVED to adjourn at 8:00 pm and the MOTION CARRIED UNANIMOUSLY. The next Regular Meeting of the BOS is scheduled for Tuesday, April 15, 2014 at 7 pm.

Respectfully Submitted by Linda H. McDonald

Traffic Regulations Ordinance

Proposed – March 27, 2002 – revised 4.3.02 – revised 4/16/02
Repeal 15-2 Ordinance to Regulate Parking of Motor Vehicles during Winter Storms and Repeal 15-3 An Ordinance Authorizing the Establishment of safety Lanes in the Town of Columbia and providing penalties for the violation thereof and replace with the following:

A 15. General Parking Regulations.

A. No vehicle shall be permitted to remain parked on any roadway in the Town of Columbia in the following !manner:

1. Within ten (10) feet of any fire hydrant.
2. Upon the traveled portion of any roadway except in the direction that traffic is headed.
3. With the right-hand wheels further than twelve (12) inches from the curb of edge of the roadway.
4. With twenty-five (25) feet of any intersection or marked crosswalk.
5. Within twenty-five (25) feet of any stop sign.
6. Parallel and adjacent to a vehicle already parked in a particular area.
7. In such a manner as to obstruct or interfere with the ingress or regress from a private driveway or alleyway, except with the permission of the owner of such private driveway or alleyway.
8. In such a manner as to obstruct the flow of traffic.
9. No vehicle shall be permitted to remain stationary upon the traveled portion of any roadway at any curve or turn at the top of any grade where a clear view of such vehicle may not be had from a distance of at least one hundred and fifty (150") feet in either direction.
10. In violation of any sign posted by the Traffic Authority (Board of Selectmen) of the Town of Columbia or the Traffic Commission of the State of Connecticut which prohibits, limits or regulates the parking of vehicles within the Town of Columbia.
11. In an area designated as reserved for handicapped persons in accordance with Section 14-253a of the Connecticut General Statutes, unless such vehicle is granted an exception in accordance with said section.

A 15B Fire/Safety Lanes. (in accordance with Section 29-293 of CGS)

Definition: A fire/safety lane is a designated passageway of sufficient size and location to permit the unobstructed free passage of fire and other emergency equipment from a

public highway to all necessary areas or portions of any private or public property. A safety lane may be designated to assure access to any public or private premises having a capacity of twenty-five (25) or more persons, or in any parking lot having a capacity of fifteen (15) or more motor vehicles, or any water hole or hydrant maintained for fire protection purposes.

Section 1. Establishment: The fire Marshal shall have the authority to designate such fire/safety lanes as are reasonably required for the protection of persons and property, and to give effect to this ordinance. The Fire Marshal shall establish such fire safety lanes by written order, which shall be delivered in person or by certified mail to the record owner or agent of the owner of any private land, or to the responsible authority in the case of public promises. A copy of such order shall also be filled with the Town Clerk, First Selectmen, Fire Chief, Resident State Trooper and an official record kept in the office of the fire marshal.

Section 2: Appeal of Order: Any person(s) or public agencies aggrieved by such order may file a written notice of appeal with the Board of Selectmen within fifteen (15) days after the date of such order. The notice of appeal shall state the reasons of the grievance. The Selectmen shall conduct a hearing on such appeal within thirty (30) days, and may affirm, modify or rescind such order.

Section 3. Signs and Markings: Within fifteen (15) days of the establishment of a safety lane, the owner of the property (or responsible public agency) shall cause to be erected and installed adequate signs, markings or other devices to delineate such fire/safety lane, and shall thereafter maintain such delineation, so as to give reasonable notice to the public of the existence of the fire/safety lane. The signs, markings or other devices to be erected, installed and maintained by the property owner shall be approved by the Fire Marshal or his/her designee. If the owner of the property fails to so delineate the fire/safety lane, the Town shall cause the same to be erected and the cost of same shall be billed and collected as a municipal fee or assessment, the same manner as municipal tax.

Section 4. Maintenance: Fire/Safety lanes established pursuant to this ordinance shall be kept free of ice and snow by the owner of the property.

Section 5. Enforcement: No person shall park or permit to stand a motor vehicle in a fire/safety lane established in accordance with this ordinance, except when the operator remains in the vehicle and is in the actual process of picking up or discharging passengers.

Section 6. Access Roads. In any parking lot for fifteen (15) or more vehicles, all aisles, access roads and other passageways which are not marked for parking shall automatically be designated as fire/safety lanes, without the necessity of designation or marking pursuant to Section 1 and 3 of this ordinance.

A 15C Parking and Snow Removal. No vehicle shall be parked on any roadway under the jurisdiction of the Town of Columbia or in any area designated as a municipal parking area between the hours of midnight and 6 am. From November 1 through April 15 in any year. Exception: persons employed by the Town.

No snow, ice or debris shall be placed on any roadway under the jurisdiction of the Town of Columbia or any municipal parking area.

A 15D Penalties for Offenses: 1. A written schedule of fees for violations of the regulations contained herein shall be maintained at the State Trooper's office. 2. Any person who violates any Provision of these regulations shall be subject to a fine as set by the Traffic Authority (Board of Selectmen).

A 15E – Fees for Violations. The following violations are subject to a penalty of one hundred ~~fifty~~ dollars ($~~50~~100) and also subject to vehicle towing at the owner's expense:

(a) Double parking
(b) Parking on the wrong side of the road
(c) Parking more than twelve (12) inches from the curb
(d) Parking within twenty-five (25) feet of an intersection
(e) Parking within tweny-five (25) feet of a stop sign
(f) Obstructing a driveway
(g) Parking in a crosswalk
(h) Parking in a designated no parking area
(i) Parking in a restricted/reserved space

The following violations are subject to a penalty of one hundred~~fifty~~ dollars ($~~50~~100) and also subject to vehicle towing at the owner's expense:

(a) Parking in a fire/safety lane
(b) Parking within ten feet of a fire hydrant
(c) Traffic hazard

The following violation is subject to a penalty of one hundred fifty~~eighty-five~~ dollars ($150~~85~~) and also subject to vehicle towing at the owner's expense:

(a) Parking in a designated Handicapped zone.

The following violation is subject to a penalty of one hundred dollars ($100):

(a) Placement of snow, ice or debris on any roadway under the jurisdiction of the Town of Columbia or any municipal parking area.

~~Note: Fines: $50 + $7 fee + $20 surcharge = $77~~

Presented to BOS: March 27, 2002 – April 3, 3002 – April 16, 2002
Adopted by BOS: April 16, 2002
Town Meeting: May 2, 2002
Published: May 7, 2002
Effective Date: June 1, 2002

Adopted by BOS	April 16, 2002
Town Meeting	May 2, 2002
Published	May 7, 2002
Effective	June 1, 2002

Presented to BOS for possible revision	December 16, 2014

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 14, 2014

RE: Board of Selectmen Meeting Schedule

The BOS must vote to accept a schedule of regular meetings. Attached is a proposed meeting schedule for BOS consideration. Special Meetings could also take place, provided that sufficient time is available to post agendas online and in the Town Clerk's office.

BOARD OR COMMITTEE NAME BOS

TIME OF MEETING 7 pm

DAY OF WEEK MEETING HELD 1st & 3rd Tuesday of each month

LOCATION OF MEETING Adella G. Urban Admin Offices Conf. Rm.

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

2015 Meeting Times

JANUARY 2015 6, 20	JULY 2015 7, 21
FEBRUARY 2015 3, 17	AUGUST 2015 4, 18
MARCH 2015 3, 17	SEPTEMBER 2015 1, 15
APRIL 2015 7, 21	OCTOBER 2015 6, 20
MAY 2015 5, 19	*NOVEMBER 2015* 4, 17
JUNE 2015 2, 16	DECEMBER 2015 1, 15
	JANUARY 2016 5, 19

* Election on 11/1/15 *
* Nov 4 is a Wednesday *

RECEIVED_____ AT_____

ATTEST_____ TOWN CLERK/ASSISTANT TOWN CLERK

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 14, 2014

RE: Library renovation and expansion

The First Selectman would like to discuss library renovation and expansion Tuesday night.

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 14, 2014

RE: **Participation in the Regional Performance Incentive Program projects**

The State of Connecticut encourages municipalities and regional councils of governments to apply for Regional Performance Incentive Program (RPIP) grants. Columbia has the opportunity to participate in the Capital Region Council of Governments' application for a RPIP grant. The grant would fund the following projects:

- Establishment of a regional computer forensics laboratory;
- TOD study for CTFastrack corridor;
- Economic development grant for Bolton, Coventry, Mansfield and Tolland;
- Regional Service Management (CRM) System.

Attached is a description of each project.

I have also attached a resolution for the BOS to consider adopting.

Columbia Board of Selectmen
Resolution of Endorsement and Authorization for the Regional Performance Incentive Program

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.

Proposed OPM Regional Performance Incentive Grants
2014 CRCOG Policy Board Approved

1. Regional Computer Forensics Laboratory (estimated $150,000) – revised from 2013
Working with the Capitol Region Chiefs of Police Association, CRCOG would further the concept of a regional forensics laboratory dedicated to computer crimes. With increases in computer crimes (such as online fraud, financial crimes, digital production and dissemination of child pornography, online predators seeking child victims, stalking, harassment, and threatening) there is an overload at the State Laboratory and municipalities are often doing this work on their own. The regional lab has been established using space donated by Cox Communications in Manchester. This project would provide additional equipment, software licenses and training. Participating municipalities would assign investigators to the lab who in turn would receive and maintain the training necessary to successfully resolve these complex investigations for their agencies. Please notes: towns with resident troopers may also use this laboratory.
Staff Contact: Cheryl Assis: cassis@crcog.org, (860) 522-2217 x236.

2. TOD Study for CTfastrak Corridor (estimated $200,000)
CTfastrak will improve the access of people to jobs in the central Connecticut region. This new transit service will also spur new housing and employment in station areas, which is one of the key findings of a recently completed CRCOG/PVPC market analysis that identifies opportunities and strategies for transit-oriented development in the BRT and rail corridors.

This proposed planning project will provide additional research and tools to catalyze transit oriented development, and the linkage of low and moderate income populations to new employment opportunities. True success will depend on how the transit and rail systems create opportunities for the region as a whole, while unlocking opportunities for those most in need. The 11 station areas that will benefit from this work are:
- Hartford (Union Station, Park Street, Sigourney St)
- West Hartford (Flatbush Ave., Kane St., Elmwood)
- Newington (Junction, Cedar St.)
- New Britain (East St., CDB, East Main St.)
- Additional Regional CT*fastrak* service areas that could benefit from this study are: Bloomfield, Farmington, Manchester, Plainville, Southington and Wethersfield

Staff Contact: Mary Ellen Kowalewski: mkowalewski@crcog.org, (860) 522-2217 x222.

3. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland ($160,000)
The Towns of Bolton, Coventry, Mansfield and Tolland propose to submit a RPIP Grant in order to obtain funds to secure consultant services that will perform a number of economic development and planning activities on a shared – regional basis between the towns involved.
Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

4. Regional Service Management (CRM) System ($285,000)
Service Management Systems, also referred to as Customer Response Management (CRM) Systems, are a powerful technology that can contribute to improved municipal customer service by assisting towns to respond effectively to resident concerns, facilitate greater citizen engagement, support performance measurement, contribute to better local government budgeting, and aid in emergency response and recovery. The grant would provide funding for two parts of a Service Management System. First, it would allow for purchase of a license for a front end service management system to receive resident concerns. Second, grant funds would also provide funding for licensing and/or development of a back end work flow management system to integrate with the front end system and effectively manage concerns received. The software solutions would use the Nutmeg Network.
Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

LAKE MANAGEMENT ADVISORY COMMITTEE

December 4, 2014

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

At last evening's regularly scheduled meeting of Lake Management Advisory Committee the members discussed the Board of Selectmen's request for a review of the "Seawall" section of "Construction of Structures on Columbia Lake". LMAC's review and recommendation would address the issue of decorative veneering to existing seawalls.

As you are aware, Mr. Robert Davis, of 43 Sleepy Hollow Road, submitted a permit application on August 18, 2014 seeking to add stone veneer to the facing (water) side of his seawall. Review established that the existing seawall is in good and sound repair and the addition of this veneer is for aesthetic reasons only. That based on this and the current language contained in the "Standards for Granting Permission for the Construction of Structures on Columbia Lake" (page 5, section D) (Applicants shall not extend and or backfill their property behind the seawall, except to the level required to complete construction) LMAC's recommendation was to deny the permit.

After review, it is the unanimous opinion of LMAC that in certain applications, veneering is preferable to applicants seeking to tear down and rebuild structurally sound seawalls. Defined, the intrusion into the lake would be minimal.

It is the recommendation of Lake Management Advisory Committee to the Board of Selectmen that they consider the allowance of veneering and adopt the proposed language change stated in the draft copy of "Standards", noted as EXCEPTION: section d1 under the "Lake Frontage Wall (Seawall) section on pages 5 and 6

Your Attention to this Matter is appreciated

Respectfully Submitted;
M T. Coleman
Mark T. Coleman
Chairman, LMAC

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

STANDARDS FOR GRANTING PERMISSION FOR THE CONSTRUCTION OF STRUCTURES ON COLUMBIA LAKE

The following are the standards the Columbia Board of Selectmen shall employ in granting permission for the structures to be attached or built on or above the Town owned bottom of Columbia Lake. In granting permission the Selectmen shall take into account issues of safety, access, aesthetics, the environment, views and neighborhood tranquility. The Board of Selectmen may modify these standards to meet the specific requirements of the topography but must always take into account long term public benefits.

General standards:

a.) All construction shall be of sound material that shall not adversely affect either Lake water quality or aquatic life. All permitted structures will be maintained in a structurally safe condition.

SPECIAL CONDITION: Use of pressure treated woods, used to construct docks and rafts, do pose some environmental risk to small aquatic life. While recognized that these woods are the most commonly used building material, certain restrictions and conditions for their use are as follows:

1: Applicants will when feasible refrain from use of pressure treated woods denoted as (CCA) Chromate Copper Arsenate, (ACZA) Ammonia cal Copper Zinc Arsenate or (ACA) Ammonia cal Copper Arsenate. These products utilize arsenic as an insecticide and while still available, the EPA has restricted distribution and sale. Any applicant intending on using these products must insure the wood is exposed to weather (leaching purposes) for a minimum of sixty days prior to the wood having contact in or over the lake waters.

2: Safer alternative pressure treated woods denoted as (ACQ) Ammonia cal Copper Quaternary and (CBA) Copper Boron Azoles do not contain arsenic and minimize the risk to aquatic life in the lake.

3: While not required, applicants should consider use of alternative building materials, such as natural pest resistant woods (redwood and cedar), products made of aluminum or the wide range of composites made from recycled polyethylene plastic, wood or other cellulose fibers and marketed as a sample (ChoiceDek) (Nexwood) (Permadeck) (Polywood) (Trex) and (CareFree)

The design and placement of all structures shall be such that there will be a minimal restriction to the free flow of water in the Lake, and craft upon such Lake.

b.) Placement of all structures shall be such as not to obstruct access of the Lake, the use of the Lake and its channels, as well as posing the least amount of hazard for swimmers divers, boaters and other users of the Lake.

c.) Property lines (extended) shall be observed so that all structures are positioned within the property sidelines (extended) of the applicant. Structures shall not interfere with access by neighbors to their property or Lake.

d.) Construction of all structures shall take place during low water season – fall or winter – to minimize erosion and facilitate inspection of the building process. Construction will not be permitted between March 15 to October 15 in even numbered years and March 15 to November 15 in odd numbered years.

e.) No construction equipment will be allowed on the lakebed.

f.) All excavation below the mean high water level of the Lake is to be performed by hand. (Special exceptions may be made for unusual situations and will be subject to approval by the Board of Selectmen and supervision of the Inland Wetlands Commission or its agent.)

g.) No rocks, soils or other material will be removed or deposited into the lakebed unless approved by the Board of Selectmen and the Inland Wetlands Commission. Permission for removal of rocks may be granted in certain instances, for example if they pose imminent danger to use of dock.

h.) No sand will be deposited onto the lakebed.

i.) No modification to existing shoreline will be allowed

j.) The provision of lighting on any structure constructed under these standards shall not be permitted

k.) Applicants will be required to provide a completed application, containing detailed site and/or building plans including dimensions, materials and distance to adjacent property lines of proposed structures. Applicants may also be required at the discretion of the *Board of Selectmen* to notify adjacent landowners of proposed construction and provide documentation of such as part of the application.

l.) The Board of Selectmen will inspect or request members of the Lake Management Advisory Committee to inspect the site for structures and conditions prior to approval of the application and to verify the accuracy and compliance with conditions for permits.

m.) The Board of Selectmen may approve, approve with modification, approve with conditions, or deny any application made under these standards.

n.) **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.

o.) The presence of any unauthorized structure, obstruction or non-permitted use of Columbia Lake is sufficient grounds for the Board of Selectmen to compel its removal.

p.) All fee-owners and owners of rights-of-way shall join in any application; however, the Town has no obligation to a right-of way owner(s) or deeded right-of-way property holder to allow boats to be tied to a dock or moored into the Lake, nor does the owner(s) or deeded right-of-way property holders have an entitlement or right to a dock, mooring, raft or other structure.

Docks:

a.) Piers/docks will be permitted only to the extent necessary to provide safe mooring and reasonable access to the water. Dimensions of piers/docks will normally be granted for up to 20 feet in length and 5 feet in width. Where these dimensions are not appropriate to the site, variations of these dimensions may be granted; however no dock/pier shall be approved with a width of less than 3 feet. A total of no more than 100 square feet will be the standard for the dock/pier footprint. Applicant must have a minimum of 50 feet of frontage to qualify for any structure (dock/pier, boat cover, raft, or mooring) and no Applicant will be permitted to have more than three structures (excluding seawalls).

b) A secondary dock may be considered for applicants whose property consists of one hundred feet (100') or more of Lake Frontage. Secondary docks shall conform to the same standards as primary docks. A secondary dock will however be placed no closer (at any point) than twenty five feet (25') to the applicant's extended property line and will not pose an obstruction to an abutting neighbor's waterfront access.

Boat Covering Structures:

a.) There shall not be more than one boat cover structure per lake front property.

b.) Boat cover structures will not be larger than 10 feet by 20 feet, and shall not extend out into the Lake more than 25 feet from the mean high water mark.

c.) Boat cover structures shall be constructed so that no part is more than 8 feet above the Lake's mean high water level when using a peaked roof design, or 6 feet when using a single pitch (shed) roof design.

d.) Boat cover structures shall in no case include decks on top, storage sheds or other attachments and must have open sides to minimize visual obstruction.

e.) The intention of the applicant to install a mechanical boat lift shall not constitute reason for varying from these standards.

Rafts and Moorings:

Applicants/owners shall be considered for one raft and one mooring, or in lieu of a raft, a second mooring may be considered. No offshore structure will be permitted beyond 100' from shore, measured at Mean High Water. Applicants seeking secondary docks will be permitted only one off-shore structure.

a.) Applications for rafts and moorings shall include measurements of distances from the nearest points on the Lakeshore and the distances to extended property lines of abutting neighbors. Rafts shall not be placed more than 75 feet off shore from the center line of the applicant's property at the mean high water level. And moorings not more than 100 feet off shore from the center line of the applicant property, providing they are not in conflict with general standards or present a navigational obstruction.

b.) Rafts and moorings (as stated) will be placed as nearly as possible on the center of the applicant's extended property lines and not beyond that of the extended property lines of the abutting neighbors.

c.) Rafts shall be constructed to float so that the top of the decking is a minimum of 10 inches and a maximum of 36 inches above the water level.

d.) Raft dimensions will be as close to square as possible and shall not exceed 12 feet by 12 feet

e.) Rafts shall have no attachments or extensions which are more than 18 inches above the decking except ladder supports.

f.) Circular, inflatable rafts will be permitted the same as traditional rafts, providing the raft is no greater than 12' in diameter. 12' diameter rafts will be allowed one (1) inflatable floating attachment, used for the purpose of boarding the raft and of no greater dimensions than 4' feet by 4' feet by 18" high.

g.) Smaller inflatable rafts may be circular, square, rectangular or oval and will be permitted to have multiple attachments, providing the raft and attachment does not exceed 12' in overall dimension in any direction.

h.) Due to the greater size and visual presence created by these rafts, placement (absent hardship condition) will be restricted to no greater than 50' feet from and centered on the applicant's property.

i.) All raft and mooring anchors shall be of materials that are environmentally suitable for use in the lake and do not present a danger to other users of the Lake.

j.) Applicants for the constructions of rafts are responsible for any damage done to property should the raft break free for any reason from its anchoring.

k.) Rafts shall display a number assigned by the First Selectman.

l.) Again, a minimum of 50 feet of water frontage is required for placement of any raft or mooring.

Lake Frontage Wall (Seawall):

a.) All seawalls shall be securely attached to the land of the applicant and be so designed and constructed to prevent erosion into the lake.

b.) Only environmentally approved materials shall be used in the constructions of seawalls.

c.) Seawall construction shall follow the contour of the Lakeshore at the normal mean high water mark.

d.) Applicants shall not extend and or backfill their property behind the seawall except to the level required to complete construction.

- EXCEPTION:

d1) Permit applications seeking to add a decorative fascia or veneer to the front of an existing seawall may be considered with the following conditions:

1. The contour of the existing seawall is not altered
2. The thickness of the fascia/veneer shall not exceed 2"
3. Only one 2" thickness of fascia/veneer permitted on any seawall
4. Materials used will be environmentally friendly
5. Materials used for fascia/veneer shall be compatible with the character of the shoreline
6. The fascia/veneer shall be securely attached to an existing, structurally sound seawall and not present a hazard to users of the lake.

e.) Walls shall not present any hazard to person(s) using the Lake.

f.) New or replacement seawalls shall not be higher than 30 inches above the water level at mean high water.

g.) Repaired seawalls shall follow the current construction as nearly as possible.

h.) Applicants seeking to have steps incorporated into the seawall will design the steps to lead back into the applicant's property and not extend into the Lake.

i.) Cuts or openings in the seawall will be no greater than 4 feet wide, including steps.

j.) Ramps or other impervious surfaces through a seawall shall not be allowed.

Standard Application Process:

Applications should be submitted at least 2 days prior to an upcoming Board of Selectmen meeting for consideration at the meeting. The Board of Selectmen will review the application at the next regular meeting following submission of the application and set a date and time for LMAC review and field survey. If all required information is included in the application and a site visit conducted, the application will be considered for approval at the second regular meeting following submission of the application. Under some circumstances, applications may be expedited at the discretion of the Board of Selectmen. If granted approval by the Board of Selectmen, application must then be made for Inland Wetlands Commission (IWWC) approval.

NOTE: Application to IWWC cannot be made without approval and signoff by the Board of Selectmen as the property owner.

Revision adopted April 1,1997; effective immediately
Proposed Revisions dated August 19, 2003; effective immediately
Proposed further revision dated September 16, 2003; effective immediately
Proposed further revision dated October 21, 2003; effective immediately
Proposed further revisions adopted July 19, 2011; effective immediately
Proposed further revisions adopted July 16, 2013; effective immediately

LAKE MANAGEMENT ADVISORY COMMITTEE

November 6, 2014

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

At last night's regular monthly meeting of the Lake Management Advisory Committee, a Mr. Robert Davis, of 43 Sleepy Hollow Road, in Columbia, appeared seeking LMAC to re-consider the recommendation to the Board of Selectmen to deny his permit to add a decorative stone veneer to his existing concrete seawall.

As you may be aware, Mr. Davis submitted a permit application on August 18, 2014 seeking to add this stone veneer to the facing (water) side of his seawall. Review established that the existing seawall is in good and sound repair and the addition of this veneer is for aesthetic reasons only. That based on this and the language contained in the "Standards for Granting Permission for the Construction of Structures on Columbia Lake" (page 5, section D) (Applicants shall not extend and or backfill their property behind the seawall, except to the level required to complete construction) LMAC's recommendation was to deny the permit.

While standing alone, the Davis project appears to be acceptable. The issue before LMAC is the fact that other applicants, seeking thicker veneers to their seawalls, have been denied. The "Standards" provision doesn't differentiate degrees of extension and is vague in this area.

Mr. Davis also stated to the Committee that at the Board of Selectmen meeting, where his application was considered, Board members were in favor of approval, and the only reason for denial was they didn't want to act contrary to the recommendation from Lake Management Advisory.

As it stands right now, considering the language in "Standards", our recommendation would be the same; however there is a consensus agreement in LMAC that there is a need for more defining language in the "Seawall" section.

It is the recommendation of Lake Management Advisory Committee to the Board of Selectmen that the BOS consider directing LMAC to review and propose new language in the "Seawall" section to better define this issue of veneers.

Your Attention to this Matter is appreciated

Respectfully Submitted;
M T. Coleman
Mark T. Coleman
Chairman, LMAC

LAKE MANAGEMENT ADVISORY COMMITTEE

August 18, 2014

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

On July 18, 2014, Mr. Michael Williams submitted a permit application on behalf of Mr. Craig Gates, at 35 Woodland Terrace, to repair an existing seawall.

On August 18, 2014, at 11:30 am, I, (representing LMAC) met with Mr. Williams (contractor) at the Woodland Terrace address. Mr. Williams explained the existing stone and mortar seawall only rises 6-8 inches above the mean high water level. Boating and storm waves wash over the seawall and erode the rain garden and soil behind it. The intent is to raise the height of the seawall by 12 inches, keeping the finished height under the 30 inch maximum allowance for height of seawalls above the mean high water.

Further intent is to add a 12 inch thick decorative stone veneer to the existing stone wall. This would be accomplished by parching the existing stone, skim coating the wall with a mortar/concrete product and adhering the decorative stone to the mortar/concrete surface. The proposed decorative stone fascia would be contrary to current guidelines (page 5, section D).

After review, it is the recommendation of Lake Management Advisory to the Board of Selectmen that they approve the raising of the seawall only. It is further recommended that the proposed fascia work not be approved as it would be contrary to the existing guidelines on seawall construction, (page 5, section D) as it would extend the seawall 12 inches further into the lake.

In the event that the Board of Selectmen feel the fascia work be approved then LMAC suggests the BOS consider a site walk review of the project.

It is the recommendation of LMAC to the Board of Selectmen that they approve the first portion of the application (raising the height of the seawall) (with the following conditions) and disallow the second (adding the stone fascia) .

- Work will begin after the fall drawdown of water, beginning this year on October 1st. and be completed prior to March 15, 2015
- No materials will be placed on or removed from the lakebed
- No machinery or tools (other than hand tools) will be permitted on the lakebed.
- Applicant will take all reasonable steps to avoid erosion during and after construction.

Your consideration in these matters is appreciated.

Respectfully Submitted;

Mark T. Coleman

Mark T. Coleman

LAKE MANAGEMENT ADVISORY COMMITTEE

December 8, 2014

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

On November 25, 2014, Mr. Philip Lembo of 79 Hennequin Road in Columbia submitted a permit request on behalf of the estate of Mary Anne Guzzo of 7 Lower Woodland Terrace to repair the existing oversized stone dock (pier). Mr. Lembo had already begun work, not realizing repairs required a permit and ceased work immediately when informed. Prior to the permit application he had constructed a wood framework form and installed rebar in anticipation of pouring a concrete cap

The dock in question is of older stone construction, is oversized and in a state of disrepair. The structure is 27'6" in length by 13'6" in width. The intention is to re-pour a 2" thick concrete cap over a rebar reinforced framework, smoothing out and resealing the top of the dock. The applicant intends to have a commercial concrete truck deliver concrete to the residence, however the concrete will be wheel barrowed onto the dock and all construction will be accomplished by use of hand tools.

The dock is structurally sound; however the cracked and damaged top side presents a tripping safety hazard. Adding a 2" cap will not change the overall dimension of the structure and will certainly enhance the safety use and appearance.

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
- No power equipment or machinery is allowed on the lake bed.
- All debris resulting from construction 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 cap.

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

Application for Constructing Structures on or over Columbia Lake

Date submitted: 11/25/14

Complete and return to the Board of Selectmen.

Property owner: Estate of MARY ANNE GUZZO
Address: 7 WOODLAND TERRACE, Columbia, CT.
Property Location: SAME
Daytime phone # 860 456-3731
Applicant if different from owner: Philip LEMBO
Address: 79 HENNEQUIN RD, Columbia, CT.
Daytime phone # 860 456-3731

Structure Information:

Proposal is for: ☐New ☐Replacement ☒Repair Existing

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: [signature] Date: 11/25/14

Applicant Signature: [signature] Date: 11/25/14

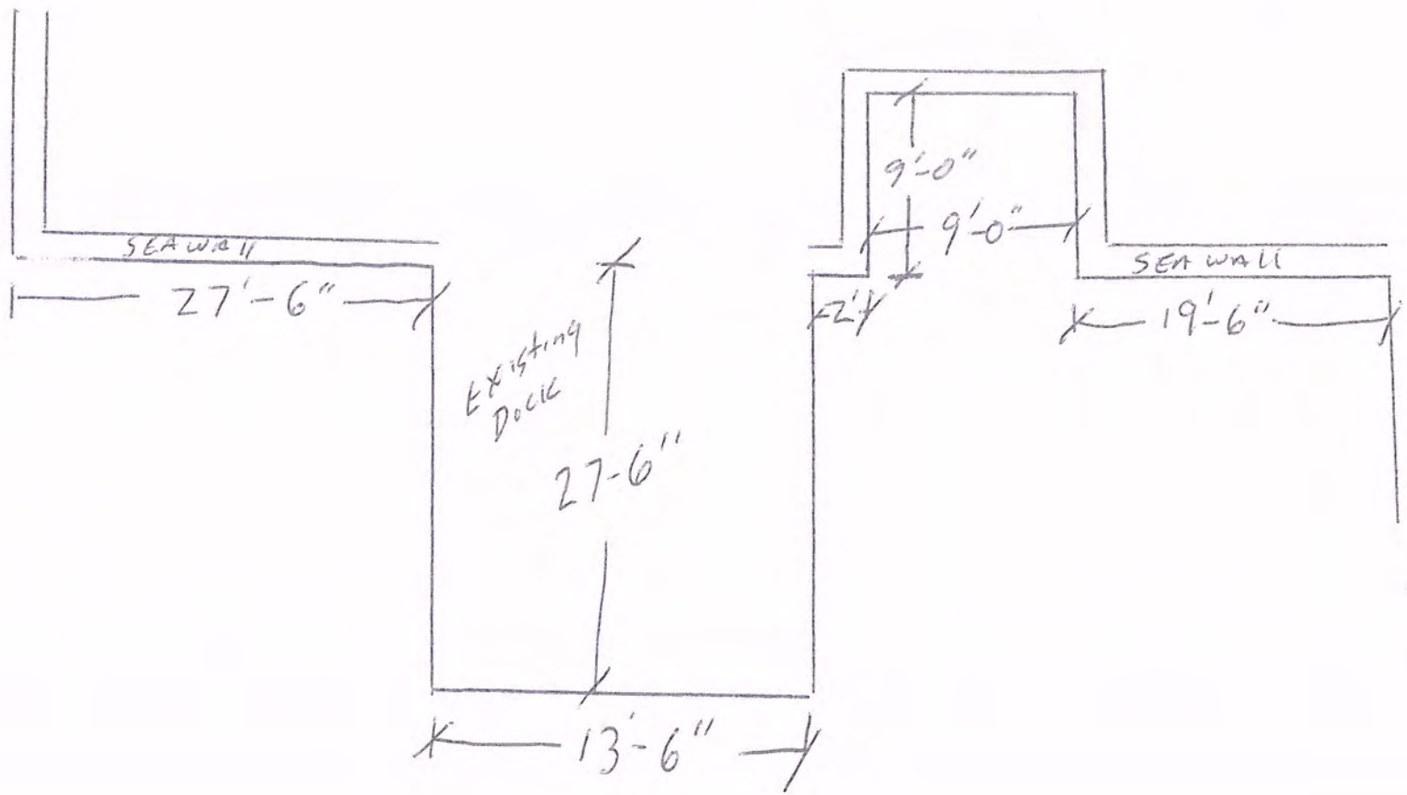
Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ Date: _____
First Selectman

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

7 WOODLAND TERRACE

Columbia, CT.



Columbia, CT Republican Town Committee
Columbia, CT

November 21, 2014

Town of Columbia
Board of Selectmen
323 Jonathon Trumbull Highway
Columbia, CT 06237

RE: Planning and Zoning Vacancy

Please note that Alternate, Richard Napolitano was unanimously recommended to fill the open seat on Planning and Zoning at the regular meeting of the CRTC, November 20, 2014.

Sincerely,

Lisa Napolitano
Secretary

12-8-14

PZC (Alternate) → I Jim Knight serving on P+Z Commission am resigning immediately

11 Robert Drive
Columbia, CT 06277

Received: December 9, 2014
At 2:37 PM
Attest: Gail M. Heath
Town Clerk/Assistant Town Clerk ASST TC

12-8-14

I, Jim Knight, am resigning the position of Justice of the Peace Immediately

Jim Knight
11 Robert Drive
Columbia, CT 06237

Received: December 9, 2014
At 2:38 PM
Attest: Gail Meyrath
Town Clerk/Assistant Town Clerk ASST TC

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 14, 2014

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

Name: Linda McDonald **Tel #:** (860) 228-9303

Address: PO Box 213 (410 Route 87, Columbia, CT 06237)

Position/Title: Assistant to the Rec Director

Starting Date: December 14, 2014

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

Pay Info: $ 13.54 per hour, To work up to 16 hours per week. Note: Linda shall work this job in addition to her job as Land Use Board Clerk.

Comments:

Signature: _____ **Date:** December 14, 2014

Jonathan Luiz, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting of December 16, 2014 the Columbia Board of Selectmen voted in favor of hiring Linda McDonald in accordance with the specifications listed above.

Signature: _____ **Date:** December 16, 2014

Carmen Vance, First Selectman

November 18, 2014

To: Columbia Town Administrator Jonathan Luiz

Re: Assistant to the Recreation Director job posting

Dear Mr. Luiz,

In response to your recent posting on the Town of Columbia website for an Assistant to the Recreation Director, I have attached my application and resume for your review.

I believe my background working in the government sector for the State of Connecticut and the Towns of Columbia and Bolton provides the core professional skills you require for this position. I have

- strong organizational skills and the ability to meet time-sensitive deadlines
- familiarity with town administrative policies and procedures
- several years of experience as recording secretary at board and commission meetings
- knowledge of word processing, database and spreadsheet applications
- interpersonal skills dealing with the public

I would welcome the opportunity for a personal interview to further discuss my qualifications. Thank you for your time and consideration.

Sincerely,

Linda H. McDonald

Linda H. McDonald
(860) 942-6062
garrett_m06237@yahoo.com

Attachments: Job application and resume

RECEIVED NOV 18 2014
8 am

Application for Employment

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

Application Date: NOVEMBER 18, 2014
Position(s) being applied for: ASSISTANT TO THE RECREATION DIRECTOR

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related medical condition or handicap, or any other legally protected status.

Name:	Last: McDONALD	First: LINDA		Middle: H	
Address:	No. 410	Street: ROUTE 87	City: COLUMBIA	State: CT	Zip: 06237
Telephone:	Home		Daytime		
	Area Code 860	No. 228-9303	Area Code 860	No. 942-6062	
Date available for work: IMMEDIATELY		Drivers License: No. 082337470		State CT	
Availability:	☐ Full-Time	☒ Part-Time	☐ Temporary		

EDUCATION	Elementary	High	College/Technical	Graduate/ Professional
School Name			Southern CT STATE UNIV	
Years Completed: (circle)	4 5 6 7 8	9 10 11 12	1 2 3 (4)	1 2 3 4
Diploma/Degree(s)			BA	
Course of Study:			Liberal Arts PSYCHOLOGY	

Specialized Training, Apprenticeship, Skill, and Extra-Curricular Activities	PASSPORT ACCEPTANCE AGENT FOR U.S. DEPT OF STATE
	ORGANIZER OF 2010 and 2011 COLUMBIA FARMERS MARKETS
	AMERICAN CANCER SOCIETY RELAY FOR LIFE
	COMMITTEE MEMBER AND TEAM CAPTAIN
Licenses/Certifications (i.e. CDL, etc)	
Additional information that may be helpful in considering your application.	COMPLETED ONE-DAY GRANT WRITING CLASS AT MCC (2011)
	PAST MEMBER OF COLUMBIA CONSERVATION AND
	AGRICULTURE COMMISSION, BOARD OF ASSESSMENT
	APPEALS, COLUMBIA COUNCIL ON THE ARTS, and
	REPRESENTATIVE TO THE NORTHEAST CT VISITORS DISTRICT

Linda H. McDonald

410 Jonathan Trumbull Highway, Columbia, Connecticut 06237

860-942-6062 (c) garrett_m06237@yahoo.com

EDUCATION B.A. from Southern Connecticut State University, New Haven

RELEVANT WORK EXPERIENCE

Interim Assistant to the Recreation Director September 2014-Present

Town of Columbia

- Assisted Recreation Director with youth basketball assessments, registrations and Chili cook-off fundraising event
- Collect fees for department sponsored classes and customer registrations
- Balance receipts and deposits, generate weekly financial reports, input transactions into accounting software

Land Use Board Clerk 2008 - Present

Town of Columbia

- Administrative assistance to the Town Planner, Wetlands Agent, and Zoning Enforcement Officer and performing issue research as required
- Preparation and distribution of PZC, IWWC, and ZBA members' meeting materials
- Writing public hearing notices and decisions in accordance with State noticing requirements
- Recording Secretary at meetings and timely preparation and posting of minutes
- Assisting applicants throughout the application process
- Passport Acceptance Agent for the U.S. Department of State

Administrative Assistant Substitute to the Town Administrator 2008 – Present

Town of Columbia

- Secretarial and administrative support to the Board of Selectmen, Town Administrator, and Financial Planning and Allocation Commission
- Recording Secretary at meetings and timely preparation and posting of minutes

Administrative Assistant Substitute, Building Department 2008 – Present

Town of Columbia

- Processing building permits and providing secretarial and administrative support to the Building Official, Fire Marshal, and Town Sanitarian

Recording Secretary, Planning and Zoning Commission and the Board of Finance 2011 – Present

Town of Bolton

ORGANIZATIONS & ACTIVITIES

- Past President/Secretary for the Columbia Conservation & Agriculture Commission
- American Cancer Society Relay for Life committee member, section leader, and team captain
- Organizer of the 2010 and 2011 Columbia Farmers Market
- Past Town of Columbia representative to the Northeast CT Visitors District

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities.

Employer: TOWN OF COLUMBIA	Dates Employed	From: SEPT 2014	To: PRESENT
Address: 323 ROUTE 87, COLUMBIA CT	Work Performed	ASSIST RECREATION DIRECTOR	
Job Title: INTERIM ASSISTANT TO RECREATION DIRECTOR		WITH FUNDRAISING EVENTS, YOUTH AND ADULT BASKETBALL PROGRAMS	
Supervisor: JILL SWENSON		AND RECREATION CLASSES, COLLECT FEES, BALANCE RECEIPTS AND	
Reason for Leaving: N/A		GENERATE REPORTS.	
Employer: TOWN OF COLUMBIA	Dates Employed	From: 2008	To: PRESENT
Address: 323 ROUTE 87, COLUMBIA CT	Work Performed	RECORDING SECRETARY AND	
Job Title: LAND USE BOARD CLERK		CLERK TO PZC, IWWC, and ZBA,	
Supervisor: JONATHAN LUIZ		write PUBLIC HEARING NOTICES AND DECISIONS, PREPARE MEETING	
Reason for Leaving: N/A		MATERIALS, PROVIDE ASSISTANCE TO TOWN PLANNER, WETLANDS AGENT AND ZONING ENFORCEMENT OFFICER	
Employer: TOWN OF COLUMBIA	Dates Employed	From: 2008	To: PRESENT
Address: 323 ROUTE 87, COLUMBIA CT	Work Performed	SUBSTITUTE FOR ADMINISTATIVE	
Job Title: FLOATER		ASSISTANTS IN OFFICE OF THE	
Supervisor: JONATHAN LUIZ		TOWN ADMINISTRATOR AND	
Reason for Leaving: N/A		BUILDING AND LAND USE OFFICE	
Employer: TOWN OF BOLTON	Dates Employed	From: 2011	To: PRESENT
Address: 222 BOLTON CENTER RD, BOLTON CT	Work Performed	recording secretary	
Job Title: RECORDING SECRETARY		at PLANNING AND ZONING	
Supervisor: JOYCE STILLE		Commission AND BOARD OF	
Reason for Leaving: N/A		FINANCE MEETINGS	
Employer: STATE OF CONNECTICUT	Dates Employed	From: 1978 1994	To: 1989 2008
Address: 200 FOLLY BROOK BLVD, WETHERSFIELD CT	Work Performed	DESIGNED, DEVELOPED, and SUPERVISED COMPILATION, ANALYSIS, and	
Job Title: LABOR RESEARCH ANALYST		REPORTING OF STATE and AREA LABOR FORCE and UNEMPLOYMENT DATA FOR FEDERAL	
Supervisor: ROGER THERRIEN		LAUS PROGRAM. REVIEWED AND UPDATED FEDERAL BUSINESS ACTIVITY CLASSIFICATION	
Reason for Leaving: RETIREMENT		CODES FOR YEARLY SURVEYS WITH AN AVERAGE SAMPLE SIZE OF 25,000 UNITS	

Special skills and qualifications acquired from employment or other experience

Are you a United States citizen or are you authorized to work in the United States? (Proof of citizenship or authorization to work in the Unites States will be required upon hire.)	Yes ✓ No _____
Answer ONLY if a driver's license is REQUIRED FOR THE POSITION YOU SEEK. Do you have a valid Connecticut driver's license?	Yes ✓ No _____
Have you ever been convicted of any offenses other than minor traffic violations? If yes, please describe. (You may attach an additional page if necessary.)	Yes _____ No ✓

The fact that an applicant has been convicted of a crime, standing alone, will not necessarily disqualify an applicant. Rather, the Town of Columbia will consider the following factors: a) the nature of the crime and its relationship to the job applied for; b) information concerning rehabilitation; the amount of time elapsed since the conviction or release from custody.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Columbia.

Signature	Date
Linda H. McDonald	11/18/2014

TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Email: jluiz@columbiact.org

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Carmen Vance, First Selectman

DATE: December 12, 2014

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA FIRST SELECTMAN

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

Name: Mark N. Paquette **Tel #:** (860) 933-5623

Address: PO Box 72, 193 Cedarwood Road, Stockbridge, VT 05772

Position/Title: Interim Town Administrator

Starting Date: December 29, 2014

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

Pay Info: $400 per day,

Comments: Position is expected to last through March 31, 2015.

Signature: _____ **Date:** December 12, 2014
Carmen Vance, First Selectman

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting of December 16, 2014 the Columbia Board of Selectmen voted in favor of hiring Mark Paquette in accordance with the specifications listed above.

Signature: _____ **Date:** December 16, 2014
Carmen Vance, First Selectman

MARK N. PAQUETTE, M.A.

PO Box 72. 193 Cedarwood Rd, Stockbridge VT 05772
860-933-5623
paquettemark56@gmail.com

PROFESSIONAL PROFILE

Highly skilled and innovative Director with extensive managerial experience in municipal, collegiate and corporate settings. Task oriented with excellent ability to direct and coordinate agency administrative and professional functions. Talented consensus builder with a M.A. and over 20 years of experience in municipal management and program development. Expertise in:

- Strategic Planning
- Grant Writing
- Budgetary Processes
- Visioning
- Community Outreach
- Public and Community Agency Collaboration
- Technology

PROFESSIONAL EXPERIENCE

Consultant RiverCOG, July to October 2014

Conducted National Search for 17 member Town COG for new Executive Director. Successfully Completed in October 2014.

Executive Director Windham Region Council of Governments, 2006-Present

Oversee Regional Council of Governments for 9 towns serving a population of 85,000 citizens

- Oversee budget and personnel operations for the COG
- Administer multiple State and Federal Grant Programs
- Oversee closure of regional COG

Director of Recreation Town of Windham, Willimantic, CT 1998-2006

*Oversee comprehensive municipal program for population of 22,000 citizens of diverse socioeconomic and ethnic backgrounds. Administer **$425,000** budget employing 88 employees.*

- Oversee program and personnel operations for the department
- Promote, organize and administer city-wide programs and strategic plans
- Administrative staff to Open Space and Conservation Commission
- Coordinate planning for present and future development of policy and program initiatives
- Prepare, submit and administer department and long range capital budgets and reports
- Write grants to secure federal, state and private funding for numerous projects

Adjunct Professor Eastern Connecticut State University, Willimantic, CT 1999-2006

Instruct Sports Management and Facility Design courses (300 level) for Recreation Majors.

- Create course curriculum and lesson plans; research and select textbooks
- Advise and assist students in career choices

Director of Recreation Town of Coventry, Coventry, CT 1996-1998

*Conducted municipal program for community of 10,000 citizens. Administered **$125,000** annual budget and 20 employees.*

- Provided oversight of all Parks & Recreation programs, operations and facilities
- Planned and marketed special events and activities
- Evaluated and revised programs, recommended new activities
- Prepared promotional materials, advertising and media releases

- Interfaced with other departments and agencies

MARK N. PAQUETTE, M.A.

PO Box 72. 193 Cedarwood Rd, Stockbridge VT 05772
860-933-5623
paquettemark@gmail.com

Assistant in Auxiliary Enterprises Eastern Connecticut State University, Willimantic, CT 1989-1995
Spearheaded start-up, design and implementation of all summer camp programs, administered facility scheduling and use by external groups.

- Increased camp enrollment by 100% in three years
- Provided staff development for student employees

EDUCATION

M.A., University of Connecticut, Storrs, CT
B.S., Central Connecticut State University, New Britain, CT

ORGANIZATIONAL AFFILIATIONS

CT Association Regional Planning Organizations, *Past Chairman*
CT Advisory Commission on Intergovernmental Relations, *past member*
Connecticut Greenways Council, *Past Chairman*
East Coast Greenway, *State Committee, Past Chairman*
Northeast Connecticut Community Development Corporation, *Board Member*
Windham Region Community Council, *Board Member*

Old Yard Restoration Project
2014 Summary

Headstones cleaned & photographed: 158
Headstones re-set: 43

Footstones cleaned & photographed: 59
Footstones re-set: 118

Stonewalls on E & N sides repaired

Trees removed from frontage and within Old Yard

Expenses: $140 supplies & tools

Man Hours (not including town DPW) : 233.5

# of volunteers: 18

State of Connecticut

Connecticut State Police
Troop K - Colchester

Commanding Officer
Lieutenant Eric Murray

Executive Officer
Master Sergeant Robert Grega

Date: December 1, 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 November 2014 the Columbia Resident Trooper as well as Troop K Troopers responded to 330 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	12
Burglaries:	1
Larcenies:	1
Other Criminal:	4
Other Non-Criminal:	5
Non Reportable Matters:	223

Other Noteworthy Events (List): Three Domestic Reports, Two emergency committals, Suspicious van that followed a youth to the school, and a fire marshal report for a fire on Route 87.

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

On-Sight DWI:	0
Traffic Citations:	64
Written Warnings:	36

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

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 12/2/2014 Budget Transfer # 2015- 15

To: Board of Selectmen

From: Building Services 530
(Department Name) (Dept #)

I hereby request the following transfer of funds:

_____ In-Budget (up to $500) _____ From Contingency (requires FIPAC)

___x___ In-Budget ($501-10,000 requires FIPAC) _____ Town Meeting

Amount	From A/C#	Description	To A/C#	Description
10,000	10-4530-010	Building Services, Salaries	10-4530-500	Building Services, Prof/Tech

Reason:
During Fiscal Year 2014-2015, Columbia will purchase building official services from Bolton.

Signature of Department Head: _____
Date: 12/3/14

Date of BOS Meeting: 12/16/14 Refer to FIPAC: X Yes ____ No

_____ Approved by the Board of Selectmen _____ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 12/17/14

_____ Approved by FIPAC _____ Not Approved

FIPAC Chairman Signature _____ Date: _____

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 12/2/2014 Budget Transfer # 2015- 16

To: Board of Selectmen

From: Building Services 530
(Department Name) (Dept #)

I hereby request the following transfer of funds:

_____ In-Budget (up to $500) _____ From Contingency (requires FIPAC)

x In-Budget ($501-10,000 requires FIPAC) _____ Town Meeting

Amount	From A/C#	Description	To A/C#	Description
4,336	10-4530-010	Building Services, Salaries	10-4530-500	Building Services, Prof/Tech

Reason:
During Fiscal Year 2014-2015, Columbia will purchase building official services from Bolton.

Signature of Department Head: _____
Date: 12/3/14

Date of BOS Meeting: 12/16/14 Refer to FIPAC: X Yes ____ No

_____ Approved by the Board of Selectmen _____ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 12/17/14

_____ Approved by FIPAC _____ Not Approved

FIPAC Chairman Signature _____ Date: _____

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 12/8/2014 Budget Transfer # 2015- 17

To: Board of Selectmen

From: Town Meeting 110
(*Department Name*) (*Dept #*)

I hereby request the following transfer of funds:

_____ In-Budget (up to $500) __x__ From Contingency (requires FIPAC)

_____ In-Budget ($501-10,000 requires FIPAC) _____ Town Meeting

Amount	From A/C#	Description	To A/C#	Description
875	10-4800-900	Contingency	10-4110-130	Town Meeting, Legal Notices

Reason:
The Library Referendum Special Town Meeting legal notice ($831) and a few other notices have nearly exhausted the $1,000 budgeted in this line item.

Signature of Department Head: _____
Date: 12/8/14

Date of BOS Meeting: 12/16/14 Refer to FIPAC: X Yes ____ No

_____ Approved by the Board of Selectmen _____ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 12/17/14

_____ Approved by FIPAC _____ Not Approved

FIPAC Chairman Signature _____ Date: _____

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 12/8/2014 Budget Transfer # 2015- 18

To: Board of Selectmen

From: Exec/Admin 112
(Department Name) *(Dept #)*

I hereby request the following transfer of funds:

_____ In-Budget (up to $500) _____ From Contingency (requires FIPAC)

X In-Budget ($501-10,000 requires FIPAC) _____ Town Meeting

Amount	From A/C#	Description	To A/C#	Description
900	10-4800-900	Contingency	10-4112-140	Exec/Admin, Advertising

Reason:
Town Administrator recruitment.

Signature of Department Head: _____
Date: 12/8/14

Date of BOS Meeting: 12/16/14 Refer to FIPAC: X Yes ____ No

_____ Approved by the Board of Selectmen _____ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 12/17/14

_____ Approved by FIPAC _____ Not Approved

FIPAC Chairman Signature _____ Date: _____

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 12/8/2014 Budget Transfer # 2015- 19

To: Board of Selectmen

From: Town Meeting 110
(*Department Name*) (*Dept #*)

I hereby request the following transfer of funds:

__x__ In-Budget (up to $500) _____ From Contingency (requires FIPAC)

_____ In-Budget ($501-10,000 requires FIPAC) _____ Town Meeting

Amount	From A/C#	Description	To A/C#	Description
125	10-4110-120	Town Meeting, Telephone	10-4110-130	Town Meeting, Legal Notices

Reason:
The Library Referendum Special Town Meeting legal notice ($831) and a few other notices have nearly exhausted the $1,000 budgeted in this line item.

Signature of Department Head: _____
Date: 12/8/14

Date of BOS Meeting: 12/16/14 Refer to FIPAC: ___ Yes _X_ No

_____ Approved by the Board of Selectmen _____ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: _____

_____ Approved by FIPAC _____ Not Approved

FIPAC Chairman Signature _____ Date: _____