EGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, February 2, 2016 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

CALL TO ORDER

1. **PLEDGE OF ALLEGIANCE**

2. **MINUTES: Tri-Board 12/16/15 Meeting Minutes and BOS 1/5/16 Regular Meeting Minutes and BOS 1/22/16 Special Meeting Minutes**

3. **AUDIENCE OF CITIZENS**

4. **OLD BUSINESS:**
4.1 **Updated 2016-17 Operating Budget and 2016-17 10 Year Capital DRAFTS**
4.2 **Squier Dam**
4.3 **Senior Transportation update**
4.4 **Brand/Ellis Property update/discussion**
4.5 **Center School District Resolution**

5. **NEW BUSINESS:**
5.1 **Revision of LMAC duties**
5.2 **Revision of BOS Sign Policy**
5.3 **Approval of updated Facilities Manager job description**
5.4 **Sexual Assault Crisis Center of Eastern CT (SACCEC) Funding Request**
5.5 **Access Agency FY 16-17 Funding Request**
5.6 **EHHD FY 16-17 Funding Request**
5.7 **Rec Park Field Use Fees**

6. **COLUMBIA LAKE / DAM / BEACH:**
6.1 **Application of Justin Peters (on behalf of Jean Peters) to repair seawall and dock at 192 Route 87 and 194 Route 87**

7. **APPOINTMENTS / RESIGNATIONS:**
7.1 **Resignation of Brian Keldsen from the Youth Services Committee**
7.2 **Resignation of Marcia Morrison from FiPAC**
7.3 **Appointment of Richard Szegda (D) to FiPAC**

8. **TOWN ADMINISTRATOR REPORT: See reports *(TA Report from 1/19/16BOS meeting that was cancelled as well as TA Report for 2/2/16 BOS meeting.)***

9. **CORRESPONDENCE:**
9.1 **"Plunge for Hunger" memo**
9.2 **Pro-Act Savings Report**
9.3 **10 Year Plan for Open Space**
9.4 **Old Yard Restoration Report 2015 and 2016 Work Plan**

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**

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

Wednesday, December 16, 2015, 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT. 06237

BOS Members Present: First Selectman Carmen Vance, Deputy Selectman Steven Everett, Selectman William O'Brien, Selectman Robert Bogue
BOE Members Present: Chairman Christopher Lent , Lisa Napolitano, Kathy Tolsdorf, David Crim, Lynette Dooley, James Chakulski
FiPAC Members Present: Chairman Earnest Sharpe, Vice Chairman Judy Ortiz, Kelley Peck, Todd Shepard, Dean Toepfer, Jeff Viens, Marcia Morrison.
Also Present: Town Administrator Natasha Nau, Superintendent Laurence "Lol" Fearon, Finance Director Beverly Ciurylo, Student Services Director Mary-Kate Farley, Principal Alyssa Gwinnell

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

1. **PLEDGE OF ALLEGIANCE**: The Pledge of Allegiance was recited.
2. **PURPOSE OF THE MEETING**: C. Vance explained that this meeting will give the BOS, FiPAC and the BOE the opportunity to prepare and discuss the upcoming budget.
3. **REVIEW OF FY 14-15 REVENUES & EXPENDITURES:**
   a. Municipal: N. Nau stated that in 2014-2015, the town budgeted approximately 16.7 million in revenues and received approximately 17.1 million, ending with $369,322 surplus. N. Nau also stated that town budgeted approximately 4 million in expenditures and spent approximately 3.7 million, ending with a surplus of $338,726. N. Nau stated that she will be examining certain lines for the 2016-2017 budget to determine if some can better estimated. However, certain revenues such as from the tax sale, will not reoccur next year. B. Ciurylo explained some of the variances with the 2014-2015 revenues and expenditures including that there was approximately $47,000 that was not used in Contingency, a position in Finance remained vacant for a period of time, etc.
   b. Education: L. Fearon stated that there was a surplus of $9,681 at the end of 2014-2015 which was returned to town.

4. **STATUS OF FY 15-16 REVENUES & EXPENDITURES:**
   a. Municipal: N. Nau explained that a grant was awarded to the town for recycling in the amount of approximately $5,000. This will be added to revenues.
   b. Education: B. Ciurylo stated that the BOE has spent approximately $82,000 of the grant monies to current day. L. Fearon reviewed revenue and expenditure reports with FiPAC and the BOS. BOE is anticipating a deficit for 2015-2016 which is mostly due to an unanticipated new special education enrollment for this school year.
   - Special Education Costs: L. Fearon stated that the BOE is looking at a working deficit of $200,355. He explained that the BOE has 12 special education students that were enrolled after

July 1, 2015. L. Fearon said that 9 of these 12 special education students are new enrollments and 3 are existing students that require program changes. He explained that this will have a rather significant impact on this year's budget because they were not included in prior year budget. All of these students came with an Individual Education Plan (IEP). Discussion followed. L. Fearon explained that there is an offset of revenue for the placement, but it will not be reimbursed until the following year. FiPAC and the BOS expressed concern with this deficit and asked if it will affect the MBR. K. Peck asked what can be done to prevent affecting the MBR. L. Fearon explained that unfortunately there is no way for this to not affect the MBR. S. Everett expressed concern with the fact that the town will be double penalized the following year because of this. L. Fearon stated yes, it will affect the MBR and unfortunately, there is no way to avoid this. J. Viens asked if it would be possible to use a non lapsing account to avoid affecting the MBR. L. Fearon stated yes, this is a possibility but too late for this year and even if it weren't, the funds in the non-lapsing account would have to be made up of surplus funds from the prior budget year. L. Fearon stated that the BOE has been in a soft budget freeze, and they do have some Individuals with Disabilities Education Act (IDEA) grant monies. He explained that normally the IDEA funds are carried forward into the second year, but they would like to use the grant funds that are expiring next year to help offset the deficit this year. IDEA grant money is approximately $100,000 and is not included in the deficit at this point.

C. Vance discussed an existing "gentlemen's agreement" between the town and the BOE, which states that if the BOE is in need of funding assistance for special education, then they approach the town and the town will provide. This is in place of including additional monies in the original approved budget. L. Fearon stated that they do not want to meet the special education requirements at the expense of pre-k thru 8th grade students. K. Peck mentioned the possibility of cutting programs to help offset the deficit. L. Fearon stated that cutting programs could have a negative impact on how parents view the school which could decrease enrollment. He explained that the enrollment for FY 16-17 is approximately a 4% decrease from the prior year.

L. Fearon discussed the BOE Draft Capital 5 year improvement plan. S. Everett asked why BOE operating items can't be shifted to be a part of the town budget items, not BOE items so it doesn't affect MBR. L. Fearon and B. Ciurylo stated that this would be scrutinized by the state and is not permitted since the school is its own entity.

5. KEY ISSUES IMPACTING THE FY 16-17 BUDGET:

a. Municipal

1) Tax Base / Grand List

2) Tax Collection Rate

3) Debt Payments

4) Undesignated Fund Balance

5) Revenues from the State of Connecticut

6) FY 16-17 Draft: Operating and Capital Pipeline Projects for brainstorming

7) FY 16-17 Draft: 10 Year Capital Plan for brainstorming

N. Nau reviewed the 2014 Grand List as well as the Tax Collection Rate.

N. Nau stated that the debt payment schedule and stated that the 2002 bond issue is paid off. She told the Boards that the town's Undesignated Fund Balance is currently $3,607,323.75. N. Nau reviewed the FY 16-17 Draft Operating and Capital Pipeline Projects and FY 16-17 Draft 10 Year Capital Plan for brainstorming purposes. N. Nau highlighted a few proposed operating expenses such as increasing some staff's hours, a new telephone system, new playscape for Rec Park, beach erosion regrading and ADA work, new salt storage facility, Senior Center appliance replacement, paving, codification of ordinances, Public Works equipment, DEEP dam reports engineering work, etc.

b. Education included in the discussion above.

1) Grants that go directly to the school

2) Projected Student Counts

3) Special Education Costs – discussion continued

6. **MINIMUM BUDGET REQUIREMENT:** The MBR was discussed earlier in the meeting.

7. **ADJOURNMENT:** MOTION to ADJOURN at 9:02 PM CARRIED UNANIMOUSLY.

Respectfully submitted by Kimberly A. Bona

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, January 5, 2016 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: Deputy Selectman Steven Everett; Selectman Robert Hellstrom; Selectman Robert Bogue.
Also Present: Town Administrator Natasha Nau; *The Chronicle* reporter Corey Sipe, Ann Dunnack, Kimberly Muscat, Town Historian Ingrid Wood.

CALL TO ORDER: S. Everett called the meeting to order at 7 pm.

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

2. **MINUTES: BOS 12/15/15 Regular Meeting Minutes and BOS 12/21/15 Special Meeting Minutes:** R. Bogue MOVED to approve 12/15/15 minutes as amended to include the following discussion: R. Bogue asked about item 5.2 entitled, "DEEP – Squier Dam" and whether or not the town is required to register the dam. N. Nau stated that if the dam is breached then it does not need to be registered. He questioned item 5.5 entitled, "Recreation Commission - Ellis Property Master Plan" regarding spending money on hiring a consultant to determine what the Ellis Property will be used for. R. Bogue stated that he was under the impression that the BOS did not want to spend money on this. Clarification was given by S. Everett who explained that the BOS agreed to hire a consultant to ensure that the town spends the money wisely and that what is chosen for this property is utilized and put to good use. N. Nau stated that an RFP will not be required because the town will not be spending more than $15,000 on the consultant..Discussion followed. S. Everett pointed out that at the 12/15/15 BOS meeting, James Chakulsky of Beaudet Terrace spoke about the future need for another softball field for Little League. Ann Dunnack stated that the Rec Commission has discussed options for future use of the property as well. MOTION CARRIED 3:0. R. Hellstrom MOVED to approve the 12/21/15 minutes as presented. MOTION CARRIED 3:0.

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

4. **OLD BUSINESS:**

4.1 **Updated 2016-17 Operating Budget and 2016-17 10 Year Capital DRAFTS:** N. Nau reviewed recent revisions to the proposed FY 2016-17 Operating Budget and the proposed FY 2016-17 10 year Capital Budget Drafts. Discussion ensued. N. Nau explained that lifeguard staffing at the beach has been a recent discussion amongst her, the Rec Director and the First Selectman. She stated that they are proposing to reduce the number of guards from 4 to 3 and that they are extending the daily hours of operation and extending the season. She mentioned a possible season of June 12th – August 26th. R. Hellstrom stated he feels that June 12th may be too early but that extending the season two weeks at the end is a good idea. Discussion followed. S. Everett would like to hear input from the Rec Commission.

4.2 **Squier Dam:** N. Nau reviewed a draft proposal of the scope of work for required breaching of the dam received by Nathan L. Jacobson Engineering. R. Hellstrom expressed concern with anticipated costs that may arise if the town pursues breaching the dam, due to the requirements set forth by DEEP in the proposal by Nathan L. Jacobson Engineering. He explained that the multiple permits and submissions being requested will be costly and time consuming. Ann Dunnack suggested taking a photo of the dam and sending it to DEEP because she feels that the dam is already breached and therefore the town should not have to complete all the requests from DEEP.

N. Nau reviewed a report from I. Wood that agreed the dam should be breached. The report stated that although it is a historic landmark, the dam's water-flow has been insufficient since the 19th century. Discussion ensued about the dam's historic significance. R. Hellstrom would like a second opinion on whether or not this dam must be removed, breached, etc. The BOS concurred. N. Nau will speak with G. Murphy to arrange a discussion with DEEP to find out whether or not the town does indeed have to do anything to the dam. N. Nau will bring this back to the BOS for discussion at the next meeting on 1/19/16.

S. Everett would like to know who may be contacted at the state to recognize the historical significance. I. Wood stated that the individuals to contact would be Brian Jones, State Archeologist or Walt Woodward, State Historian.

5. **NEW BUSINESS**

5.1 **Columbia Congregational Church Boundary Change:** N. Nau reviewed property line between Church and Library. She stated that a Resolution will be on the next agenda for approval to dissolve the Center School District. Apparently, it was never properly dissolved in 1948 and therefore needs to be done as a formality. A boundary agreement has been drafted, which includes easement language regarding the maintenance of the ramp in the winter, etc. The attorney is currently reviewing it and it will also be presented at the next agenda for unofficial approval. The Church will review it and unofficially approve the agreement simultaneously at their next meeting. She stated that all of the details of the "campus consolidation" and church boundary change will be brought to a Town Meeting in February for discussion and a vote.

5.2 **ECCD 16-17 Budget Request:** N. Nau presented that the Eastern Connecticut Conservation District has received $356 for the past 5+ years from the Town and is now requesting $500 for FY 16-17.R. Bogue asked how the Town benefits from their services. N.Nau will look into prior minutes, etc. to see how Columbia benefits from ECCD before funding them next year. This ITEM has BEEN TABLED.

5.3 **STEAP Grant Application - Hop River Bridge:** N.Nau explained that this is a modified version of the grant application that was submitted last year. R. Bogue MOVED to authorize N. Nau as Town Administrator to submit the STEAP grant for the Hop River Road Bridge project as presented. MOTION CARRIED 3:0.

5.4 **POCD Discussion – Chapter 11 entitled "Community Facilities and Services":** N. Nau reviewed the current version of the POCD along with the new, proposed version that Town Planner Paula Stahl has been working. S. Everett feels that there are many good ideas being proposed, but costs will be associated with them. He stated that although the proposed improvements/revisions are important, we must be cognizant of taxpayer money. S. Everett stated that a lot of the buildings have historic value. He feels that if the town is going to put funds into these facilities, there must be a plan for utilization. He feels that restoring these historic buildings is important but would like to see plan. He feels that the Meeting Place should be dealt with first followed by the Old Firehouse. R. Bogue stated that he feels the proposal presented is a good starting point. Discussion followed. This ITEM has been TABLED.

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

6.1 **Application of Rick Nassiff to repair dock and seawall at 11 Webster Lane:** R. Hellstrom MOVED to approve the application of R. Nassiff to repair dock and seawall at 11 Webster Lane contingent upon the conditions set forth by LMAC. MOTION CARRIED 3:0.

7. **APPOINTMENTS / RESIGNATIONS:**

7.1 **Summer Internship – Kimberly Muscat:** N.Nau explained that K. Muscat approached her to do a financially rlated summer internship with the Town. K. Muscat will work in the Town Administration, Tax Collection and Assessor's offices. R. Bogue MOVED to hire K. Muscat as a summer intern to begin on May 23, 2016. MOTION CARRIED 3:0.

7.2 **Appointment of Lynn Buonacore to CONA:** S. Everett MOVED to appoint the following: L. Buonacore to CONA, V. Englert as Chair to the EDC and S. Piro to the Rec Commission. MOTION CARRIED 3:0.

7.3 **Appointment of Vera Englert as Chair to EDC:** *See item 7.2.* N. Nau stated that the first meeting of the EDC is on 1/25/16 and invited Board members to attend.

7.4 **Appointment of Steve Piro to Rec Commission:** *See item 7.2.*

8. **TOWN ADMINISTRATOR REPORT:** *See report.* S. Everett suggested in addition to her current efforts, N. Nau speak to the town of Lebanon regarding the possibilities of working together on senior transportation. He explained that for budgetary reasons, he would like to see that all other alternatives are explored prior to the town considering purchasing a van.

9. **CORRESPONDENCE**

9.1 **Thank you letter to V. Englert from C. Vance**

9.2 **Pro-Act monthly savings report for Columbia**

9.3 **Szegda Farm Maintenance Accomplishments (emailed)**

9.4 **Benefits of CRCOG Membership FY 2014-0215**

10. **BUDGET**

10.1 **Transfers:** R. Bogue MOVED to approve the following transfer:

AMOUNT/TRAN #	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
$60 / 2016-011	10-4510-720, Land Use, Professional Dues	10-4510-550, Land Use, Miscellaneous Svcs/Chgs

MOTION CARRIED 3:0.

N. Nau explained that the transfer approved at the December 15, 2015 BOS meeting has been reversed due to an error in billing made on CIRMA's behalf. She stated that the insurance company billed the town when they should have billed the BOE. This transfer has been reversed. The BOS recognized the voided transfer "(#2016-10) in the amount of $9,871.00 from #10-4112-040, Group Insurance to #10-4112-460, Commercial Insurance" that was approved at the December 15, 2015 BOS meeting.

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

AMOUNT	FROM	TO
$15	Town of Columbia	Brian Nuhfer
$14.38	Town of Columbia	Neal D. Stevenson
$5.84	Town of Columbia	Neal D. Stevenson

MOTION CARRIED 3:0.

11. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills including emergency, credit cards and paychex totaling $220,975.57. MOTION CARRIED 3:0.

12. **BOARD MEMBER COMMENTS:** S. Everett stated that he would love to see an ice skating rink in town. R. Hellstrom and R. Bogue concurred and discussion ensued. S. Everett asked A. Dunnack to relay this to the Rec Commission for future consideration of recreational purposes.

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);** S. Everett MOVED to enter into executive session at 8:54 pm with N. Nau and A. Dunnack present. A. Dunnack exited executive session at approximately 9:07 pm. Executive session ended at 9:19 pm.

14. **ADJOURNMENT:** S. Everett MOVED to adjourn at 9:20 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, January 19, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona

SPECIAL MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Friday, January 22, 2016 – 7:30 am.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: Deputy Selectman Steven Everett; Selectman William O'Brien; Selectman Robert Hellstrom; Selectman Robert Bogue.
Also Present: Town Administrator Natasha Nau; *Chronicle* reporter Corey Sipe.

CALL TO ORDER: S. Everett called the meeting to order at 7:30 am.

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

2. **OLD BUSINESS:**

2.1 **Center School District Resolution:** N. Nau explained to the BOS that this is the last opportunity to make any suggested comments/revisions, etc. This item will not be voted on at this morning's meeting due to the fact that the BOE must approve this prior to BOS approval. This is on the BOE meeting agenda for February 1, 2016. W. O'Brien asked who has read and reviewed the resolution and is in agreement that it is ready for approval. N. Nau stated that the she reviewed the resolution along with the Town Planner and the attorney. All are in agreement with the language in the resolution.
The BOS also concurred that the resolution is all set to be approved at the February 2, 2016 BOS meeting.

2.2 **Columbia Congregational Church Boundary Agreement:** N. Nau stated that this is the final opportunity to make any comments/revisions, etc. N. Nau pointed out items 5 and 6 that specifically address the easement language for the driveway and parking lot usage. N. Nau also pointed out that on the map there is a small area between the pavement line and the new proposed boundary line that needed to be discussed. She stated one option is to ask that the surveyor adjust the line to the curvature of the driveway or the attorney can add language into the easement in order to clarify. R. Hellstrom stated that it is extremely difficult to plot a curved line that would trace the line of the driveway in mapping software that surveyors use. N. Nau will have the attorney draft language to include in the easement section of the boundary agreement. S. Everett asked if the town plows the driveway and parking lot where the church patrons park. N. Nau confirmed that the Public Works Department does plow this area, but the church will be responsible for clearing the snow on the concrete ramp access. S. Everett asked if the town charges the church for said snow removal services. N. Nau replied no. S. Everett posed the question to the BOS, "should we charge the church for snow removal services even if it is only $1?" W. O'Brien questioned whether or not this is a separation of church and state issue, meaning that by charging for the snow removal services, would the town would be entering into a contract with the Church in order to avoid the grey area that offering the services for free would bring about. R. Hellstrom questioned whether or not we should be charging the church for said services. W. O'Brien would like N. Nau to ask the attorney whether or not this is a separation of church and state issue. N. Nau stated that she will follow up with the attorney regarding this question. Depending on the answer provided by the attorney, the BOS consensus was that they are in concurrence with the language in the agreement prior to any minor modifications that the church may request at their meeting, which is set to be scheduled sometime in February. S. Everett did not want to make it look as though the town is favoring the Congregational Church by providing free snow removal services. He asked if the existing entrance is the sole entrance to the church. The BOS stated yes. Discussion followed. Pending the approval of the church a town meeting will need to be scheduled at the end of February to vote and sign the final boundary agreement and to complete the town campus parcel consolidation.

3. **NEW BUSINESS:**

3.1 **Emergency Management Performance Grant (EMPG) Authorized Resolution:** N. Nau stated that the town applies for this grant annually to fund the salary of Jerry James, Emergency Management Director/Coordinator. W. O'Brien MOVED to authorize N. Nau to apply for the EMPG Grant. MOTION CARRIED 4:0.

4. **BUDGET**

4.1 **Transfers:** R. Bogue MOVED to approve the following transfers:

AMOUNT/TRAN #	FROM A/C, DESRIPTION	TO A/C, DESCRIPTION
$20/2016-012	10-4132-130, Assessor Legal Notices	10-4132-720, Assessor Professional Dues
$30/2016-013	10-4670-300, Rec Supplies	10-4670-500, Rec Prof/Tech

MOTION CARRIED 4:0.

4.2 **Refunds:** R. Bogue MOVED to approve the following refunds:

AMOUNT	FROM	TO
$103.77	Town of Columbia	Hyundai Lease Titling
$136.73	Town of Columbia	Hyundai Lease Titling
$195.50	Town of Columbia	Vault Trust
$167.66	Town of Columbia	Vault Trust

MOTION CARRIED 4:0.

5. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills including regular and emergency bills, credit cards and paychex in the amount of $72,995. MOTION CARRIED 4:0.

S. Everett asked N. Nau if the Public Works crew is prepared for the snow storm predicted for the weekend. She stated yes. S. Everett asked if the BOS had any other comments. No further comments were made.

6. **ADJOURNMENT:** S. Everett MOVED to ADJOURN at 7:53 am and the MOTION CARRIED UNANIMOUSLY. The next meeting of the BOS is scheduled for Tuesday, February 2, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

Date Created: 11/16/15
Date Modified: 11/17/15
Date Modified: 12/10/15
Date Modified: 12/16/15
Date Modified: 12/30/15
Date Modified: 1/15/16
Date Modified: 1/29/16

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

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

Description	Amount	Notes
OPERATING		
LIBRARY		
Library Grant Increase	$6,500	1.7% increase from last year
PERSONNEL		
Benefits - "New" Employees Increases	$20,000	Full-time Rec Director + Tax Collector healthcare/dental, retirement, Life, ADD, LTD
Clerk - raise request	$2,273	Requesting total of 4%
DPW Physicals	$1,000	DOT level physicals no longer covered by insurance
Facilities (Events) Inspector hiring	$5,500	Part-time; No benefits; $15 per inspection, 7 inspections per week; vandalism issues between events; a common position in surrounding towns
Health Insurance Base Increase	$23,800	Takes into account 10% increase from current 15-16 figure; looking into other fully insured plans, self-insured and state plan
Increase floater hours for additional land use/building tasks	$5,000	This will allow us to have additional projects (like map scanning in order to migrate itno being electronic) to be done without hiring additional staff
Lifeguard salaries increase (for proposed inc. in beach hrs + days)	$5,000	Reduced # of guards on duty from 4 to 3 but increase roughly 2 hrs per day, 7 days a week as well as extending the season 3 weeks
Rec Director from PT to FT Salary	$19,906	From 19.75 hours to 36 hours; cannot get work done in current hours; complaints from residents; basketball league all volunteer
Recreation - New Programs/Services	$2,000	List of proposed services/programs provided
Tax Collector request to go from Semi FT to FT (adding 4.5 hours)	$7,200	$30.67 x 4.5/wk x 52 wks
Town Administrator ICMA Conference & Membership	$3,000	Very important professional development and resources; all managers in area receive this benefit
Town Administrator Cellphone	$400	Negotiated in 3-year contract
Town Administrator Car Allowance	$4,200	Total budgeted; negotiated for 3-year contract after 15-16 budget was set (transfer made from salary)
Zoning Enforcement Officer from 15 hrs/wk to 19 hrs	$8,200	Can barely get all work done within current 15 hours/wk; enforcement falls to wayside and only permits get done
PROFESSIONAL SERVICES		
Clerk - Codification of Ordinances	$12,000	Municode - can spread cost over 2 years if needed; getting further quotes from General Code & American Legal Publishing
Dam engineer inspections/reports	$5,000	Now required by DEEP and insurance companies because we have a Class C Dam
Enhanced Crime Policy	$3,000	Recommended by CIRMA; due to true amount of money that is handled by Finance Director
Information Technology Managed Support (CCAT)	$14,275.80	Takes into account 3% annual increase; Town might partner with HWP because we now use the same vendor (could decrease slightly)
Information Technology Hosting (CCAT)	$5,890.97	Leftover after grant is expended; replaces the need to buy new servers 17-18 at $15,000
Postage Meter - Town Hall	$500	Annual contract through Pitney Bowes; current method of buying stamps for regular letters and traveling to USPS for larger items is innefficient
Water Cooler - Town Hall	$550	Amenity requested to be returned by staff
SENIOR SERVICES		
Senior Transportation (van) + Staff	$60,000	Currently being proposed by CONA; $20,000 for van + $40,000 for staff and operations; assumes award of grant
TOTAL:	**$215,196**	
*Necessary:	$54,567	
Discretionary:	$160,629	**I would highly encourage that many of these items be considered necessary*
CAPITAL		
ASSESSOR		
Pictometry technology	$24,603	Currently only one company offering it; should purchase it via CRCOG (when available)
Printer/Copier/Scanner	$3,000	They currently have an old model (gifted from Town Administration office) and it could quit next year. This would replace it.
Public terminal computer	$800	Depends upon specificiations (memory and speed levels); this would help reduce the amount of time the Assessor spends helpung residents so other work can get done
Tablet	$1,000	For doing inspections and updating the sketch/map; Depends on specifications required to load software
Tablet Software & License	$1,000	Needed in order for programs to work
Revaluation	$25,000	
FACILITIES		
AED Units & replacement pads for existing	$3,000	$2,434.52 actual cost through 12/31/15; planning for increase with new year
Annex Building (Finance & Rec) Refurbish/Replace	$25,000	This was supposed to be a temporary building. No maintenance problems currently. Should begin to set aside money for future planning
Chapel on the Green renovations	$15,000	Original range = $50,000-$250,000; windows, insulation, seating, flooring, paint, lighting, plumbing; ***reduced to just windows*
Keycard entry system (to replace keys)	$20,000	For private, non-profit and town organization facility usage, we sign keys out. Many issues have arisen with improper lock-up, lost keys, etc.
Meeting Place Renovation	$75,000	Range = $25,000-$75,000; windows, furniture, carpet, ADA accesible bathroom and entry/exit
Telephone system replacement	$15,000	System is 20+ years old and we have had many malfunction issues with multiple units
Town Hall/Yeomans Hall exterior maint.	$70,000	Vinyl siding; last painted 6 years ago and paint is now peeling, green mildew/film is present, etc. Rot will start to occur but could be delayed
FIRE		
CVFD - SCBA bottle replacements (year 1)	$25,000	Useful Life expiring; second installment in 2017-2018.

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

Date Created: 11/16/15
Date Modified: 11/17/15
Date Modified: 12/10/15
Date Modified: 12/16/15
Date Modified: 12/30/15
Date Modified: 1/15/16
Date Modified: 1/29/16

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

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

Description	Amount	Notes
OPEN SPACE		
Open Space - annual set aside	$200,000	Amount recommended by OS Committee; cost range for properties = $100,000-$250,000 depending upon property
Open Space (TS)	$225,000	
Ron Szegda development rights payment	$19,879	Agreed upon; subject to change if taxes are not paid
PUBLIC WORKS		
Beach Erosion/Grading Design & ADA Work	$35,000	Consultant design & materials; work done in-house by DPW; if Planner does design, possibly less
Bridge: Hop River Road rehab	$250,000	If STEAP funded
Bridge: Latham Hill/Synogogue Road	$75,000	Waiting on confirmation from Lebanon/State if it is even on the slate for '16-'17
Equipment	$70,000	Articulated front end loader
Hennequin Road Drainage	$25,000	
Road resurfacing (entire town)	$168,626	Annual regular maintenance plus some road widenings (Gaulin Rd., etc.)
Salt Storage Shed/Equipment Storage	$350,000	Might be less if we purchase a tension fabric structure; could be entirely covered by sale of Old Firehouse
Squier Dam	$5,000	Permitting & reports; major work won't begin until 17-18
Transfer Station storage unit replacement	$3,500	Useful life is expiring; rotting
SCHOOL		
Ceiling tile replacement	$25,000	Replacing 4x2 tiles because they are bowing (safety issue); this project has been scaled back to "as-needed"
Floor replacement/repair	$15,000	On-going repair/replacement of carpet and tile
Cafeteria bleachers/stairs/storage	$30,000	Currently bleachers aren't used & access to balcony is limited/dangerous. Bleachers would be removed, stairs would be installed & new storage would be added along the wall
Window replacement/repair	$30,000	Some windows are oversized & difficult to open; seals need to be replaced; on-going project; this year would just be Kindergarten
SENIOR SERVICES		
Senior Center energy corrections/upgrades	$20,000	Energy audit has 9 recomendations. 4 will be completed and absorbed in 15-16; Remaining 5 include: install VFD on hot water pumps, airseal and add insulation in attic, seal and insulate attic duct, install Demand Control Ventilation and implement reset control for boilers
Senior Center Kitchen - Dishwasher replacement	$4,800	Original dishwasher from 1995 is still in use; useful life is dwindling
Senior Center Printer/Copier/Scanner	$3,000	Ballpark quote; might be able to get lower through Toshiba relationship
Senior Center Shed Replacement	$4,000	This is mainly for CONA equipment
Senior Center Tablet charging cart (lockable)	$600	For iPads purchased in 15-16
Total:	**$1,862,808**	
Capital Breakdown:		
Town Total:	**$1,862,808**	
*Necessary:	$961,805	
Discretionary:	$901,003	**I would highly encourage that many of these items be considered necessary*
HWP Total:	**$100,000**	**All necessary*

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DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

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

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
ASSESSOR											
Assessor - Pictometry technology		$24,603.00									
Assessor Printer/Copier/Scanner		$3,000.00									
Assessor Public terminal computer		$800.00									
Assesor Tablet		$1,000.00									
Assessor Tablet Software & License		$1,000.00									
Revaluation	$52,300.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00	$50,000.00	$50,000.00	$25,000.00	$25,000.00
FACILITIES											
AED Units (new) for facilities & replacement pads (new & existing)	$500.00	$3,000.00									
Annex Building (Finance & Rec) Refurbish/Replace installments		$25,000.00	$25,000.00	$25,000.00	$25,000.00						
Chapel on the Green renovations		$15,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00	$50,000.00				
Keycard entry system for all town facilities		$20,000.00									
Library Expansion	$1,143,300.00										
Meeting Place Renovation		$75,000.00									
Telephone system replacement (all town facilities)		$15,000.00									
Town Hall/Yeomans Hall exterior maint. (vinyl siding)		$70,000.00									
Town Hall/Yeomans Hall HVAC upgrades			$75,000.00								
FIRE SERVICES											
CVFD - Replace hydraulic rescue equipment	$50,000.00										
CVFD - Replace Tower							$200,000.00				
CVFD - Rescue 105 truck (six installments of $100,000)					$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	
CVFD - SCBA bottles (two installments of $25,000)		$25,000.00	$25,000.00								
CVFD - Replace portion of roof over truck bays											$50,000.00
LAKE/BEACH											
Beach Erosion Design & Work		$35,000.00									
Marine Boat Replacement											$22,000.00
LAND USE/BUILDING											
View Permit Software for Land Use Department			$15,000.00								
OPEN SPACE											
Open Space - TS		$225,000.00									
Open Space - property currently available	$170,000.00										
Open Space annual set aside (land acquisition)		$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00
Ron Szegda development rights payments	$64,854.63	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$19,878.97	$14,661.21				
Szegda Farm - Equipment				$10,000.00							
PUBLIC WORKS											
Bridge: Baker Hill Road (w/ Lebanon)	$223,423.00										
Bridge: Hop River Road rehab (if STEAP funded)		$250,000.00	$30,000.00								
Bridge: Latham Hill/Synogogue Road (if on State's list)		$75,000.00	$75,000.00								
Bridge: Flanders Road (rehab)									$250,000.00		
Bridge: Roses Hill/Pucker Street replace (w/ Coventry)	$109,309.00										
Equipment: Infield Pro	$9,000.00										
Equipment: Articulated Front-End Loader		$70,000.00									
Equipment: Wing Mower			$68,000.00								
Equipment: 2 Zero Turn Mower Replacements					$20,000.00						
Equipment: Paving Box						$65,000.00					
Equipment: Tractor Loader for Rec Park							$22,000.00				
Equipment: Equipment Trailer							$20,000.00				
Equipment: Bulldozer replacement										$200,000.00	
Erdoni Road improvements (Phase 1&2)	$38,000.00										
Hennequin Road drainage	$25,000.00	$25,000.00	$25,000.00	$25,000.00							
Project: Mapping Utilities on GIS					$20,000.00						

TOWN OF COLUMBIA

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DRAFT 10-YEAR CAPITAL RESERVE FUND PLAN FOR BRAINSTORMING

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

Description	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Road resurfacing (entire town)	$251,578.00	$168,626.00	$207,000.00	$272,770.00	$130,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00	$225,000.00
Salt Storage Shed/Equipment Storage		$350,000.00					$20,000.00				
Sewer Planning											$50,000.00
Squier Dam work (required by DEEP)		$5,000.00	$15,000.00								
Stone dust walkways				$50,000.00							
Transfer Station repairs to concrete walls	$5,800.00										
Transfer Station - replace storage container		$3,500.00									
Transfer Station - concrete wall refurbishment							$50,000.00				
Vehicles: Six-Wheel Dump Truck				$180,000.00							
Vehicles: 2 trucks	$69,000.00										
RECREATION											
Rec Area Improvement (Ellis property development)				$100,000.00	$100,000.00	$100,000.00					
Rec Park Playscape & play safety surface replacement			$225,000.00								
SCHOOL											
Ceiling tile replacement		$25,000	$25,000.00	$25,000.00							
Emergency generator upgrade				$60,000.00							
Fire alarm				$30,000.00							
Floor replacement/repair	$20,000.00	$15,000	$15,000.00	$15,000.00	$15,000.00						
Cafeteria bleachers/stairs/storage		$30,000									
Parking lot paving				$100,000.00							
Playground upgrades			$75,000.00								
Potable water tank coating	$4,500.00										
Septic pump replacement	$10,000.00										
Sidewalk repair/upgrades			$20,000.00								
Truck purchase			$25,000.00								
VFD heating pumps	$28,000.00										
Water heating				$30,000.00							
Waste area				$100,000.00							
Window replacement/repair	$9,000.00	$30,000	$30,000.00	$10,000.00	$10,000.00						
SENIOR SERVICES											
Senior Center energy corrections/upgrades		$20,000.00									
Senior Center Floors								$15,000.00			
Senior Center Furniture							$15,000.00				
Senior Center Kitchen (dishwasher replacement)		$4,800.00									
Senior Center Printer/Copier/Scanner		$3,000.00									
Senior Center Roof Replacement	$35,000.00										
Senior Center Shed Replacement		$4,000.00									$4,000.00
Senior Center Tablet charging cart (lockable)		$600.00									
Total:	$2,318,564.63	$1,862,807.97	$1,269,878.97	$1,352,648.97	$739,878.97	$784,878.97	$941,661.21	$590,000.00	$825,000.00	$750,000.00	$576,000.00
Breakdown:											
Town:	$2,318,564.63	$1,862,807.97	$1,269,878.97	$1,352,648.97	$739,878.97	$784,878.97	$941,661.21	$590,000.00	$825,000.00	$750,000.00	$576,000.00
HWP:	$71,500.00	$100,000.00	$190,000.00	$370,000.00	$25,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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

Town Administrator

From: Christian, Art [Art.Christian@ct.gov]
Sent: Tuesday, February 02, 2016 12:32 PM
To: Town Administrator
Subject: RE: Columbia: Squier Dam

Importance: Low

Follow Up Flag: Follow up
Flag Status: Completed

The dam does not need to be registered in order for the town to submit an application and receive a permit to breach it.

There is not now, or has there ever been an effort to fine dam owners that haven't registered their dams. Ultimately the current dam safety policy is to have all the dams in the state be made safe and be maintained in a safe condition. In addition, this dam is signified as a AA "negligible" hazard. The statute GS 22a-409 states that "the owner of any dam or similar structure that, by failing, may endanger life or property and that is not already registered shall register on or before October 1, 2015, ... " since your dam is known to be an AA hazard dam, you are not subject to this citation. Art

If you have any other questions, I'll be here until 4:15 today. Art

Arthur P. Christian II P.E.
Supervising Civil Engineer
Dam Safety, Inland Water Resources Division
Bureau of Water Protection and Land Reuse
Connecticut Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
P: 860-424-3880 | F: 860-424-4075 | E: Art.Christian@ct.gov

Connecticut Department of
ENERGY &
ENVIRONMENTAL
PROTECTION

www.ct.gov/deep

Conserving, improving and protecting our natural resources and environment;
Ensuring a clean, affordable, reliable, and sustainable energy supply.

[PROGRAM/UNIT/OFFICE WEB SITE ADDRESS – OPTIONAL]

From: Town Administrator [mailto:townadministrator@columbiact.org]
Sent: Tuesday, February 02, 2016 11:55 AM
To: Christian, Art
Subject: Columbia: Squier Dam

Hi Art,

I wanted to follow up by email since our last 2 phone conversations to see if you had a chance to confirm the 2 questions we were fuzzy on:

1. Does it need to registered to breach?
2. What is the fine if the Town doesn't comply? And is that fine daily or a one-time fine?

I am set to discuss this with my Board tonight at 7pm.

Thanks,

Natasha R. Nau
Town Administrator
Town of Columbia
323 Route 87
Columbia, CT 06237
Phone: (860) 228-0110
Fax: (860) 228-1952

Town Administrator

From: Howard Pfrommer, P.E. [hpfrommer@nlja.com]
Sent: Monday, January 11, 2016 8:47 AM
To: Town Administrator
Cc: George Murphy
Subject: RE: Squier Pond Dam Breach
Attachments: dam_registration_fact_sheet_for_website.pdf

Follow Up Flag: Follow up
Flag Status: Completed

A few more comments (now that I have finished reading the minutes), regarding item 4.2:

Someone mentioned that photos of the dam should be sent to the CTDEEP because the dam is already breached.
We did send photos to the CTDEEP and reviewed the photos with them over the phone. While the dam may be considered partially breached, it is not fully breached. In simplified terms, to be fully breached the dam should not have the ability to retain water. It still has this ability.

Someone commented whether or not the dam needed to be breached.
Our understanding is that the original project intent was to avoid registering the dam by breaching it. But to breach it, permits are needed. The easiest CTDEEP Dam Safety Permit to obtain to breach the dam will be one of their new General Permits. But to use the General Permit, the dam must first be registered.

Someone else asked if the Town had to do anything with the dam.
Firstly, by law, the dam must be registered (see attached). In addition, from a responsible dam owner (liability) perspective, since the dam is in a serious state of disrepair and still has the ability nevertheless to retain water (for instance during an intense runoff situation), it should either be repaired to make sure that it does not someday suddenly fail while retaining water, or it should be fully breached so that it no longer has the ability to retain water. Breaching will cost less than repairing it. To illustrate my point, imagine if the recent repairs were never made to the Columbia Lake Dam and that dam was left to just deteriorate – would the Town question whether they should do anything about that? Perhaps a bit dramatic since Columbia Lake Dam is no doubt a higher hazard classification dam than Squier, but you get my point.

From: Howard Pfrommer, P.E.
Sent: Monday, January 11, 2016 8:27 AM
To: 'townadministrator@columbiact.org'
Cc: 'George Murphy (gmurphy@columbiact.org)'
Subject: Squier Pond Dam Breach

Natasha – I was reviewing the minutes of the 01-05-16 BOS meeting and noticed in item #2 that the BOS was told that if the dam was breached, it would not need to be registered. This is not entirely correct.

In order for the Town to take advantage of the CTDEEP Dam Safety Unit's new General Permit (GP) program, the dam must first be registered. It will cost the Town less to register the dam and use the GP, than it would to not register it and use an individual permit process through Dam Safety.

Just thought you should be aware.

J. Howard Pfrommer, P.E.
Nathan L. Jacobson & Associates
Consulting Civil and Environmental Engineers Since 1972

86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337
Tel: 860.526.9591 • Fax: 860.526.5416
www.nlja.com • hpfrommer@nlja.com

Jacobson

January 12, 2016

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

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

Dear Natasha:

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

This proposal is based on the following assumptions:

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

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

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

D. Replacement of the stone culvert (with a precast concrete box culvert with precast upstream wingwalls and low height parapets, and a sloped downstream end) carrying the woods path immediately downstream of the dam, is included in this proposal.

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

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

Nathan L. Jacobson & Associates, Inc.
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86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337
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Jacobson

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

H. Typically, dam work authorized by a CTDEEP Dam Permit does not need to be submitted to the local inland wetland commission unless work is proposed that is not directly related to the dam work. For this project, a courtesy submission to the Columbia Inland Wetlands & Watercourses Commission is assumed to be all that is needed.

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

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

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

Task 1: Design

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

1.2. Provide the services of a professional land surveyor and crew to perform a field survey conforming to Topographic Accuracy Class T-2, based on assumed vertical and horizontal datum. Prepare a project base sheet from land surveyor's worksheet of existing topographic information. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.

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

Jacobson

1.4. Prepare hydrologic and hydraulic analysis to verify that breached dam will not retain the 100-year peak discharge. Prepare a bound written report summarizing the analysis and including pertinent drawing plates and hydraulic profiles and sections.

1.5. Prepare a computer generated preliminary design drawing set utilizing Autodesk AutoCAD Civil 3D software, version 2015 or later, and the NLJA English unit CAD standard. The primary purpose of these drawings will be for submission to agencies having jurisdiction to obtain pertinent approvals. Note that for a CTDEEP Dam Construction Permit, the CTDEEP requires final design drawings. It is anticipated that the following sheets will be prepared:

1.5.1. Title Sheet
1.5.2. Site Plan
1.5.3. Brook Profile and Sections
1.5.4. Stormwater Pollution Control Plan
1.5.5. Stormwater Pollution Control Notes and Details
1.5.6. Site Details
1.5.7. Culvert details
1.5.8. Project Notes and Technical Specifications

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

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

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

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

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

Jacobson

Task 2: Permitting

2.1. Solicit review of the project from the U.S. Fish and Wildlife Service and the State Historic Preservation Office.

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

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

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

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

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

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

2.8. Prepare a courtesy submission to the Town Inland Wetlands and Watercourses Commission.

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

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

Jacobson

Task 3: Periodic Construction Administration / Inspection

3.1. Attend a pre-construction meeting on-site and provide periodic construction inspection on an as-needed basis.

Additional Services

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

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

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

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

Item C: All required permit application and filing fees.

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

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

Jacobson

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

Task1:	Design (Hrly)	$31,300
	Wetland Soil Scientist (LS)	$440
	Land Surveyor (LS)	$4,700
Task 2:	Permitting (Hrly)	$5,700
Task 3:	Periodic Cons Admin / Inspection (Hrly)	as needed
TOTAL		$42,140

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

Hourly Rates for Services Rendered

Personnel Category	Hourly Rate
Technical Assistant	$55/hr
CADD Technician	$85-$90/hr
Engr. Technician & Inspector	$66-$106/hr
Geologist/Envr. Analyst	$105-$115/hr
Project Engineer	$105-$111/hr
Principal Engineer	$127-$136/hr

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

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

Jacobson

Ms. Natasha R. Nau, Town Administrator
Town of Columbia
Re: **Proposal for Civil Engineering Services**
Squier Pond Dam Breach and Culvert Replacement
Columbia, CT
January 12, 2016

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

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.

J. Howard Pfrommer, P.E.
Vice President

Accepted: Town of Columbia, Connecticut

By: _____
(Authorized signature)

_____
(Please type or print)

Date: _____

JHP/jhp

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

J:\Proposals\2016 Proposals\01-12-16 Squier Pond Dam, Columbia\01-12-16 Nau.docx

TOWN OF COLUMBIA

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

CERTIFIED RESOLUTION OF THE BOARD OF SELECTMEN

RESOLUTION NO. 2016-01

DISSOLVING THE CENTER SCHOOL DISTRICT FOR TOWN HALL CAMPUS CONSOLIDATION

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED

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

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

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

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

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

_____
First Selectman
Carmen Vance

_____
Deputy Selectman
Steven Everett

_____
William O'Brien

_____
Robert Hellstrom

_____
Robert Bogue

_____
Attest: Natasha R. Nau, Town Administrator

LAKE MANAGEMENT ADVISORY COMMITTEE

January 7, 2016

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

RE: Application and Inspections for Constructing Structures on or over Columbia Lake

Dear Ms. Vance

The Lake Management Advisory Committee (LMAC) met at our regularly scheduled meeting on January 6, 2016 and discussed the need for potential revisions to the Application for Constructing Structures on or over Columbia Lake (Application). The discussion specifically addressed the need for a more formalized approval and inspection process of applications.

Currently, when an Application is made, LMAC reviews the application and LMAC representatives visit the subject site to meet with the applicant to fully understand the scope of the proposed work. If the Application meets the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Standards), LMAC recommends to the Board of Selectmen (BOS) the approval of the Application. Once the Application is approved, LMAC usually does not provide any other services, namely inspections, to insure the proper completion of the proposed project. LMAC realizes that a more defined approach to the review and inspection of Applications is necessary.

LMAC recommends the BOS authorize LMAC, as agents of the Town, review and inspect Applications as outlined in the attached "Application and Inspection Process" for Constructing on or over Columbia Lake, dated January 6, 2015.

Your consideration in this manner is appreciated.
Respectfully Submitted;

Michael Gnazzo
Chairman
Lake Management Advisory Committee

Columbia Recreation Commission
Special Meeting
January 26th, 2016 7:00 PM
Conference Room

Proposed Uses for Brand Funds (in Rec Park and Ellis property)

- Re-grade existing baseball field; replace existing playscape but keep in same location
- Driveway
- Parking
- Trail along pond and in between fields (keep some buffers) with trailhead(s)
- Frisbee/disc golf
- Bathroom
- 2 multi-purpose fields
- Outdoor exercise equipment locations
- Picnic areas
- 2 tennis courts with solar lighting
- 1 basketball court with solar lighting
- 1 softball field with solar lighting
- 1 baseball field with solar lighting
- Dog park
- Activity space / building with indoor offices, gym and other rooms
- Ice skating rink and warming hut

* Current

TOWN OF COLUMBIA
BOARD OF SELECTMEN

POLICY	
SUBJECT:	Advertising on the Town Green
POLICY:	Advertising on the Town Green shall be limited to events conducted by the municipal government, school, or organizations deemed to benefit the public good. The lattermost category includes new businesses and/or those recently issued a certificate of occupancy. In an effort to reduce clutter and provide for an aesthetically pleasing appearance, advertising on the Town Green shall be placed on slats and composed of letters and numbers made available at Town Hall. On occasion, an "A-frame sign" / "sandwich board" may be used on the Town Green. Signs may be placed on the Town Green to advertise a political event such as Meet the Candidates. No signs shall be placed on the Town Green to promote the candidacy of any political office or offices or to advocate for or against a Town Meeting question or to advocate for or against a referendum question, with exception being the day of a local, state and/or national election vote and/or a Town Meeting vote and/or a referendum vote. The location where election/political signs can be placed on the Town Green shall be restricted to the Town Hall-sides of Route 87 and Route 66. Furthermore, no election/political signs shall be placed on or around the library building, and election/political signs shall be limited in size to no greater than three square feet. Display of signs shall be for no more than ten days, with the exception of election/political signs. Approval to advertise on the Town Green shall be given via an application process. Applications shall be made available at the Town Hall, in the office of the Town Administrator. However, election/political signs placed on the Town Green in accordance with the manner set forth herein shall not require an application.

Approved	9/03/85
Amended	9/18/90; 9/19/91; 8/6/02; 6/17/03; 1/05/10; 9/18/12

TOWN OF COLUMBIA

JOB DESCRIPTION FOR
FACILITIES MANAGER

TOWN OF COLUMBIA

Job Title: Facilities Manager

Qualifications: A background as a highly skilled tradesmen in either one or a combination of the following fields: building construction, plumbing/heating, electrical, automotive, power mechanics.

Reports to: Director, Department of Public Works

Responsibilities: The responsibilities listed below are not inclusive and may be supplemented as necessary.

- Plans, supervises and participates in building maintenance work including painting, plumbing, carpentry and/or electrical work.
- Performs independently in area of specialty and assists other trade specialists as required.
- Participates in rough and finished carpentry.
- Repairs buildings, doors, windows, floors, partitions, etc.
- Paints interior and exterior walls, ceilings, woodwork, etc.
- Installs, checks and repairs plumbing fixtures and systems.
- Installs, maintains and repairs electrical power and lighting systems.
- Performs locksmith functions, roof repair, glazing, concrete, furniture repair and related work.
- Performs grounds maintenance work, as well as outside systems.
- Operates motor equipment related to assigned tasks.
- Establishes appropriate safety practices for himself, personnel in public buildings and personnel under supervision at work sites.

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- Assists in providing cost estimates for repairs, installations and maintenance. Interviews and engages contracted services.
- Keeps an inventory of supplies needed for repair.
- Prepares water samples for the State of Connecticut.
- Monitors, regulates and controls the HVAC system/HVAC computer software.
- Helps with snow removal / sanding.
- Schedules phone relocations and changes.
- Schedules boiler cleaning and major repairs.
- Updates the Material Safety Data Sheets (MSDS) book with new chemicals and products.
- Conducts safety inspections of the boilers, generator, fire alarm, playscape equipment, sprinkler system.
- Monitors fuel tanks.
- Schedules routine maintenance.
- Compiles periodic work project reports, as requested.
- Performs other tasks as assigned.
- Provides general assistance to staff including installation and assembling of equipment.
- Responds to building committee requests.
- Provides documentation needed for inspectors and contractors.
- Checks all safety mechanisms (exit signs, emergency lights)
- Supervise facility technician.

Knowledge, skills and abilities

- Thorough knowledge of tools and equipment customarily used in facility maintenance.
- Thorough knowledge of work standards and safety procedures.
- Considerable ability to recognize and diagnose facility maintenance issues.
- Considerable ability to follow oral and written instructions.
- Considerable ability to plan and supervise the work of others.
- Good ability to work from sketches, blueprints and drawings.
- Good ability to keep records and files.
- Good ability to establish and maintain effective working relationships with co-workers.

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 building or work site(s) to other locations in and outside of the building or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to move arms, hands and fingers in order to grip objects and perform manual labor.
- 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 or using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- 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 minor problems.

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- Ability to lift objects which weigh over 30 pounds.
- Ability to distinguish between public and confidential information and handle appropriately.

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Qualifications

Must have a high school diploma or equivalent plus four years experience in facility maintenance or a related field or an equivalent combination of education and qualifying experience.

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Ability to assess community recreational needs and to initiate, organize and follow through on recreational programs and projects to enrich the entire town. Have knowledge of and skill in executing the principals and practices of municipal recreation including promoting, planning, organizing, budgeting, and program evaluation. Must be able to supervise, work independently, and communicate effectively with elected officials, members of the general public and the media. Prepare administrative reports in a logical manner. Advanced computer skills in Microsoft Office products required.¶
¶
Experience and Training¶

Special Requirements

Valid CDL driver's license.

TOWN OF COLUMBIA

JOB DESCRIPTION FOR

FACILITIES MANAGER

Qualifications: A background as a highly skilled tradesmen in either one or a combination of the following fields: building construction, plumbing/heating, electrical, automotive, power mechanics.

Reports to: Director, Department of Public Works

Responsibilities: The responsibilities listed below are not inclusive and may be supplemented as necessary.

- Plans, supervises and participates in building maintenance work including painting, plumbing, carpentry and/or electrical work.
- Performs independently in area of specialty and assists other trade specialists as required.
- Participates in rough and finished carpentry.
- Repairs buildings, doors, windows, floors, partitions, etc.
- Paints interior and exterior walls, ceilings, woodwork, etc.
- Installs, checks and repairs plumbing fixtures and systems.
- Installs, maintains and repairs electrical power and lighting systems.
- Performs locksmith functions, roof repair, glazing, concrete, furniture repair and related work.
- Performs grounds maintenance work, as well as outside systems.
- Operates motor equipment related to assigned tasks.
- Establishes appropriate safety practices for himself, personnel in public buildings and personnel under supervision at work sites.
- Assists in providing cost estimates for repairs, installations and maintenance. Interviews and engages contracted services.
- Keeps an inventory of supplies needed for repair.
- Prepares water samples for the State of Connecticut.
- Monitors, regulates and controls the HVAC system/HVAC computer software.
- Helps with snow removal / sanding.
- Schedules phone relocations and changes.
- Schedules boiler cleaning and major repairs.
- Updates the Material Safety Data Sheets (MSDS) book with new chemicals and products.
- Conducts safety inspections of the boilers, generator, fire alarm, playscape equipment, sprinkler system.
- Monitors fuel tanks.
- Schedules routine maintenance.

- Compiles periodic work project reports, as requested.
- Performs other tasks as assigned.
- Provides general assistance to staff including installation and assembling of equipment.
- Responds to building committee requests.
- Provides documentation needed for inspectors and contractors.
- Checks all safety mechanisms (exit signs, emergency lights)
- Supervise facility technician.

Knowledge, skills and abilities

- Thorough knowledge of tools and equipment customarily used in facility maintenance.
- Thorough knowledge of work standards and safety procedures.
- Considerable ability to recognize and diagnose facility maintenance issues.
- Considerable ability to follow oral and written instructions.
- Considerable ability to plan and supervise the work of others.
- Good ability to work from sketches, blueprints and drawings.
- Good ability to keep records and files.
- Good ability to establish and maintain effective working relationships with co-workers.

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 building or work site(s) to other locations in and outside of the building or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to move arms, hands and fingers in order to grip objects and perform manual labor.
- 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 or using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- 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 minor problems.
- Ability to lift objects which weigh over 30 pounds.

- Ability to distinguish between public and confidential information and handle appropriately.

Qualifications

Must have a high school diploma or equivalent plus four years experience in facility maintenance or a related field or an equivalent combination of education and qualifying experience.

Special Requirements

Valid CDL driver's license.

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

PRESENTED TO THE BOS	**1/19/16**
APPROVED OF BY THE BOS	

P.O. Box 24, 90 South Park Street, Willimantic, CT 06226 Telephone: 860 456-3595 Fax: 860 423-4461

RECEIVED JAN 04 2016

December 21, 2015

Ms. Carmen Vance, First Selectwoman
Town of Columbia
323 Jonathan Trumbull Hwy.
Columbia, CT 06237

Dear Ms. Vance:

Attached please find our application requesting inclusion in your Town's 2016-2017 Budget. While we understand that economic conditions in our State continue to pose challenges for towns, especially in eastern Connecticut, we hope that you will be able to continue to support our services. Please consider that SACCEC provides essential services to children, families, and individuals in your community.

Contributions to SACCEC enable our organization to provide 24-hour direct services to residents of your town following sexual assault or abuse. Unfortunately, rates of sexual victimization continue to rise, particularly among children. Families, children, and individuals are profoundly impacted by traumas of this nature, experiencing distress and anxiety which can interfere with performance at work and school, and negatively impact family functioning in significant ways.

In FY 2014-2015 SACCEC provided crisis response and trauma recovery services to 13 residents of the town of Columbia. At an approximate cost of $570 per client, this represented an expense of approximately $7410 to provide services to residents of the town of Columbia.

Municipal funding is a critical source of financial support for SACCEC, enabling the continued availability of crisis response and trauma recovery services at no cost to community residents. Further, municipal funding is considered "matching funds" to the government grants which we receive.

Please call me at 860-456-3595 if you have any questions, or would like to discuss our request, or email me at gkatin@snet.net.

We thank you for your consideration of our request, and thank you for your ongoing support.

Very Truly Yours,

Georgette J. Katin

Georgette J. Katin,
Executive Director

United Way
United Way of Central and Northeastern Connecticut

Town of Columbia
Application for Funds
Fiscal Year 2016 - 2017

Agency: Sexual Assault Crisis Center of Eastern Connecticut, Inc.
90 South Park Street, P.O. Box 24, Willimantic, CT 06226

Name of Program: Sexual Assault Crisis Intervention Services

Fiscal Contact Person: Hope Botti, Office Manager

Statement of Need: The Sexual Assault Crisis Center of Eastern Connecticut, Inc. provided services to 785 victims of sexual assault/abuse in Eastern Connecticut during fiscal year 2012-2013. The Crisis Center provides unduplicated, free & confidential services to victims, and works toward the prevention of sexual violence through educational programs. The majority of the agency's funding comes from federal and state grants, the United Way and private donors. The support of municipalities helps us to cover our required "match" for federal grants.

Services Provided: The Crisis Center offers 24-hour crisis intervention services through its hotline and offices in Willimantic and New London. There are no fees for services. The agency provides immediate response to victims, including crisis intervention and accompaniment to hospital exams and procedures, police investigations, and court procedures. All staff persons are certified sexual assault crisis counselors. Our staff assists victims with the filing of victim compensation forms, provides crisis intervention, counseling, and support groups. We provide prevention and educational programs for children, parents, human service personnel, educators, health care providers and the public. The Crisis Center is an active participant of the Windham Multidisciplinary Team (MDT), the New London MDT, and the Tolland MDT. The teams are a collaboration of the various agencies involved in the investigation of serious child abuse and child sexual assault cases, and are comprised of members from law enforcement and child protection agencies, hospital personnel, youth services, the State's Attorney's office, and mental health agencies. The Crisis Center, in partnership with the Windham MDT, provides advocacy and support services to families and children at Wendy's Place, Windham County's child advocacy center. In partnership with the New London County MDT, the Crisis Center provides the advocacy and support services offered to families and children at the New London County Child Advocacy Center located adjacent to our office in New London. The Crisis Center is also a member of the Community Response Team at UConn, Connecticut College, the College Consortium, the RAINN National Hotline and On-Line Hotline and the Welcome Center.

Number of Columbia residents provided victim services in fiscal year 07/01/14 - 06/30/15: 13

Clients to be served: The Sexual Assault Crisis Center provides free services to men, women and children of all ages, including services to those with physical or mental health disabilities. Services are provided regardless of income status. All services are available in both English and Spanish. Translation services for languages other than English and Spanish are available upon request, as are services for the hearing impaired.

Amount requested from the Town of Columbia for fiscal year 2016-2017: $500

How Services can be accessed: Town residents can call our 24-hour, toll-free hotline at (888) 999-5545, locally at 860-456-2789 or 860-437-7766, or the toll-free RAINN national hotline at (800) 656-HOPE. Counseling services are available at our Willimantic and New London offices; we also attempt to make accommodations for clients who do not have access to transportation, whenever possible.

*In previous Fiscal Years, the Town has funded $300 -

Tammy Miner
Board Chair

Peter S. DeBiasi
President / CEO

Access
Community Action Agency

January 6, 2016

First Selectman Carmen L. Vance
Town of Columbia
323 Jonathan Trumbull Highway, Route 87
Columbia, CT 06237

Dear Ms. Vance:

I am writing to **request that based on its population, Columbia allocate $500 to the *Access* Community Action Agency in your fiscal year 2016 - 2017 budget.** These funds will help your residents continue to receive vital services from *Access,* and assist us to leverage additional resources to serve your residents. The enclosed profile shows the number of Columbia residents in your town served by *Access* in 2014-2015.

The *Access* Community Action Agency is the state and federally designated local anti-poverty Community Action Agency (CAA) that has been providing vital services in your town and surrounding communities for more than 50 years. Our mission is to **create opportunities that empower people and communities to achieve and sustain economic stability. To achieve this mission,** *Access:*

- **Meets Basic Human Needs through:** Connecticut Energy Assistance Program; Case Management; Emergency Food Banks; Emergency Shelter; Low-income Housing Rehab; and Community-based Supportive Housing Programs.
- **Builds Capacity for Income and Asset Accumulation through:** Job Readiness and Placement, Affordable housing for Low-Income-Seniors, Energy Conservation Programs including the Weatherization Assistance Program, Women, Infants & Children (WIC) Nutrition Program; Child & Adult Care Food Program (CACFP); and the Windham Hour Exchange.
- **Fosters Positive At-Risk-Youth Development through:** Youth Mentoring, Youth Residential Facilities and Services, Community-Based Life Skills, and Home-Based Supportive Housing for Families.
- **Mobilize Community Stakeholders to Effectively Advocate and Act.**

All of these services provide valuable lifelines to members of your community. Partnering with *Access* is the most efficient and economical way for your residents to get the help they need during what you know are very difficult times for many of them.

Information about all of the services provided by *Access* is included in the *2014-2015 Annual Report* enclosed. If you would like additional copies of the report, please contact Elisha Sherman, our Communications and Development Coordinator at (860) 450-7400, ext. 7456, or visit www.accessagency.org.

Access staff is ready and willing to meet with you to discuss the services *Access* currently provides in your community, or how we may be able to aid you in providing services to your residents. Thank you for your consideration of this request.

Sincerely,

Peter S. DeBiasi
President/CEO

315 Main Street, Suite 2, Willimantic, CT 06226
Phone: 860-450-7400 • Fax: 860-450-7454
www.accessagency.org
231 Broad Street, Danielson, CT 06239
Phone: 860-412-1600 • Fax: 860-774-3347

Tammy Miner
Board Chair

Peter S. DeBiasi
President / CEO

Access Community Action Agency
Service Profile for the Town of Columbia

Program	Description	Households Served
Crisis Intervention	Emergency Services, Emergency Food Bank, Landlord/Tenant Mediation, Case Management	103
Energy Assistance	Heat Assistance Dollars Spent: **$132,735**	141
Supplemental Assistance	Woman, Infants, and Children Nutrition Program (WIC)/Child and Adult Care Food Program (CACFP) Dollars Spent: **$7,003**	34
Weatherization/ HES-IE & Home Repairs	Energy Conservation, Health and Safety Repairs Dollars Spent: **$3,000**	12

315 Main Street, Suite 2, Willimantic, CT 06226
Phone: 860-450-7400 • Fax: 860-450-7454
www.accessagency.org
231 Broad Street, Danielson, CT 06239
Phone: 860-412-1600 • Fax: 860-774-3347

Eastern Highlands Health District
Summary of Revenues and Expenditures for FY16/17

Fund: 634 Eastern Highlands Health District
Activity: 41200

Object	Description	Adopted 15/16	Adjusted 15/16	Estimated 15/16	Amended Proposed Budget 16/17	% change	Dollar change
Revenues:							
40220	Septic Permits	35,250	35,250	34,000	35,700	1.3	450
40221	Well Permits	15,700	15,700	15,700	16,330	4.0	630
40491	State Grant-In-Aid	149,850	149,850	142,233	142,460	-4.9	-7,390
40630	Health Inspec. Service Fees	2,000	2,000	2,500	2,625	31.3	625
40633	Health Services-Bolton	24,790	24,790	24,790	25,820	4.2	1,030
40634	Health Services-Coventry	62,180	62,180	62,180	64,720	4.1	2,540
40635	Health Services-Mansfield	129,130	129,130	129,130	135,470	4.9	6,340
40636	Soil Testing Service	33,500	33,500	39,000	42,980	28.3	9,480
40637	Food Protection Service	58,650	58,650	60,000	63,000	7.4	4,350
40638	B100a Review	26,250	26,250	27,250	28,480	8.5	2,230
40639	Engineered Plan Rev	9,450	9,450	9,450	9,690	2.5	240
40642	Health Services - Ashford	21,450	21,450	21,450	22,210	3.5	760
40643	Health Services - Willington	29,880	29,880	29,880	30,950	3.6	1,070
40645	Nonengineered Rev	16,500	16,500	13,000	13,330	-19.2	-3,170
40646	GroupHome/Daycare inspection	780	780	780	820	5.1	40
40647	Subdivision Review	4,410	4,410	4,410	4,630	5.0	220
40648	Food Plan Review	3,680	3,680	5,000	5,150	39.9	1,470
40649	Health Services - Tolland	74,720	74,720	74,720	77,780	4.1	3,060
40685	Health Services - Chaplin	11,400	11,400	11,400	11,800	3.5	400
40686	Health Services - Andover	16,400	16,400	16,400	17,060	4.0	660
40687	Health Services - Columbia	27,350	27,350	27,350	28,440	4.0	1,090
40688	Health Services - Scotland	8,510	8,510	8,510	8,830	3.8	320
40999	Appropriation of Fund Balance	29,861	29,861	25,261	34,937	17.0	5,076
	Total Revenues	791,691	791,691	784,394	823,212	4.0	31,521
Expenditures:							
51050	Grant deductions	-78,203	-78,203	-85,500	-83,707	7.0	-5,504
51601	Regular Salaries - Non-Union	579,438	579,438	579,438	590,080	1.8	10,642
52001	Social Security	35,930	35,930	35,930	36,580	1.8	650
52002	Workers Compensation	8,760	8,760	8,760	9,030	3.1	270
52007	Medicare	8,360	8,360	8,360	8,510	1.8	150
52010	ICMA (Pension)	33,710	33,710	33,710	34,320	1.8	610
52103	Life Insurance	2,430	2,430	2,430	2,470	1.6	40
52105	Medical Insurance	106,490	106,490	106,490	127,650	19.9	21,160
52117	RHS	2,080	2,080	2,080	2,120	1.9	40
52112	LTD	600	600	600	615	2.5	15
52203	Dues & Subscriptions	2,130	2,130	2,130	2,130	0.0	0
52210	Training	2,000	2,000	2,000	2,000	0.0	0
52212	Mileage Reimbursement	800	800	800	800	0.0	0
53120	Professional & Tech	6,500	6,500	6,500	6,620	1.8	120
53122	Legal	3,200	3,200	3,200	3,200	0.0	0
53125	Audit Expense	6,500	6,500	6,500	6,600	1.5	100
53303	Vehicle Repair & Maintenance	3,200	3,200	3,200	3,200	0.0	0
53801	General Liability	15,800	15,800	15,800	15,800	0.0	0
53924	Advertising	2,000	2,000	2,000	2,000	0.0	0
53925	Printing & Binding	1,000	1,000	1,000	1,000	0.0	0
53926	Postage	1,500	1,500	1,500	1,500	0.0	0
53940	Copier maintenance	1,500	1,500	1,500	1,500	0.0	0
53960	Other Purchased Services	3,780	3,780	3,780	8,280	119.0	4,500
53964	Voice Communications	5,100	5,100	5,100	3,800	-25.5	-1,300
54101	Instructional Supplies	800	800	800	800	0.0	0
54214	Books & Periodicals	200	200	200	200	0.0	0
54301	Office Supplies	2,000	2,000	2,000	2,000	0.0	0
54601	Gasoline	4,820	4,820	4,820	4,820	0.0	0
55420	Office Equipment	850	850	850	850	0.0	0
55430	Equipment - Other	600	600	600	600	0.0	0
56302	Admin. Overhead	27,816	27,816	27,816	27,844	0.1	28
56303	Other General Expenditures	0	0	0	0	0.0	0
56312	Contingency	0	0	0	0	0.0	0
58410	Capital Nonrecurring Fund	0	0	0	0	0.0	0
	Total Expenditures	791,691	791,691	784,394	823,212	4.0	31,521

DEPARTMENT: EHHD LOCATION: Main Office ACTIVITY: 41200

RATIONAL OF OBJECTS BUDGET FIGURES IN **BOLD**

REVENUES:

40220 Septic Permits
Proposed estimate: **$35,700**

40221 Well Permits
Proposed estimate: **$16,330**

40491 State Grant-in-aid

	Population 2012	Per Capita Value	Total
Andover	3,272	1.76	5,745
Ashford	4,259	1.76	7,478
Bolton	4,952	1.76	8,695
Chaplin	2,262	1.76	3,972
Columbia	5,454	1.76	9,577
Coventry	12,411	1.76	21,793
Scotland	1,694	1.76	2,975
Tolland	14,915	1.76	26,190
Mansfield	25,977	1.76	45,614
Willington	5,934	1.76	10,420
Total	81,130		**$142,459**

40633 Health Services - Bolton

Bolton Pop.	Proposed Per Capita Contribution	Total	Dollar Increase	% increase
4,952	$ 5.215	**$25,820**	**$1,030**	**4.15**

40634 Health Services - Coventry

Coventry Pop.	Proposed Per Capita Contribution	Total		
12,411	$ 5.215	**$64,720**	**$2,540**	**4.08**

40635 Health Services - Mansfield

Mansfield Pop.	Proposed Per Capita Contribution	Total		
25,977	$ 5.215	**$135,470**	**$6,340**	**4.91**

40642 Health Services - Ashford

Ashford Pop.	Proposed Per Capita Contribution	Total		
4,259	$ 5.215	**$22,210**	**$760**	**3.54**

40649 Health Services - Tolland

Tolland Pop.	Proposed Per Capita Contribution	Total		
14,915	$ 5.215	**$77,780**	**$3,060**	**4.10**

40643 Health Services - Willington

Willington Pop.	Proposed Per Capita Contribution	Total		
5,934	$ 5.215	**$30,950**	**$1,070**	**3.58**

40685 Health Services - Chaplin

Chaplin Pop.	Proposed Per Capita Contribution	Total		
2,262	$ 5.215	**$11,800**	**$400**	**3.51**

40686 Health Services - Andover

Andover Pop.	Proposed Per Capita Contribution	Total		
3,272	$ 5.215	**$17,060**	**$660**	**4.02**

DEPARTMENT: EHHD LOCATION: Main Office ACTIVITY: 41200

RATIONAL OF OBJECTS BUDGET FIGURES IN **BOLD**

REVENUES:

40687 Health Services - Columbia

Columbia Pop.	Proposed Per Capita Contribution	Total	Dollar increase	% increase
5,454	$ 5.215	**$28,440**	**$1,090**	**3.99**

40688 Health Services - Scotland

Scotland Pop.	Proposed Per Capita Contribution	Total		
1,694	$ 5.215	**$8,830**	**$320**	**3.76**

40630 Health Inspection Service Fees
Proposed estimate: **$2,630**

40636 Health Services - Soil Testing
Proposed estimate: **$42,980**

40637 Food Protection Service
Proposed estimate: **$63,000**

40638 B100a Application Review
Proposed estimate: **$28,480**

40639 Plan Review Engineered Design
Proposed estimate: **$9,690**

40645 Plan Review Non-engineered Design
Proposed estimate: **$13,330**

40646 Group Home / Daycare Inspections
Proposed estimate: **$820**

40647 Subdivision Review
Proposed estimate: **$4,630**

40648 Food Plan Review
Proposed estimate: **$5,150**

40999 Appropriation of Fund Balance **$ 34,937**

DEPARTMENT: EHHD LOCATION: Main Office ACTIVITY: 41200

RATIONAL OF OBJECTS BUDGET FIGURE IN **BOLD ITALICS**

Expenditures:

51601 Regular Salaries - Non-Union

	FY 15/16 Proposed Appropria	FTE	FY 15/16 Grant deduct	FTE
	586,855	8.32	65,152	0.99
Longevity	$3,225			
Total Salaries	**$590,080**			

	Salary Deductions	65,152
	Benefit Deductions	18,555
51050 Grant Deductions	**Total Grant Deductions**	**$ 83,707**

52001 Social Security

Total Regular Salaries	Social Security Percentage (6.2%)
590,080	**$36,585**

52002 Workers compensation

Estimated Premium **$9,030**

52007 Medicare

Total Regular Salaries	Medicare Percentage (1.45%)
$ 590,080	**$8,513**

52010 ICMA (Pension Plan)

Estimated Salaries of Full-time employees		571,924
Employer percent contribution		0.06
Total estimated employer contribution	Total	**34,315**

52103 Life Insurance

Proposed estimate: **$2,471**

52105 Medical Insurance

Proposed estimate: **$127,650**

52117 RHS Contribution

Proposed estimate: **$2,120**

52112 LTD

Proposed estimate: **$615**

52203 Dues & Subscriptions

Proposed estimate: **$2,130**

52210 Training

Proposed estimate: **$2,000**

52212 Mileage Reimbursement

Proposed estimate: **$800**

53120 Professional and Technical Services

Medical advisor stipend	5500
website license/hosting	1120
Total	**$6,620**

53122 Legal Services

Proposed estimate: **$3,200**

53125 Audit Expense

Proposed estimate: **$6,600**

53303 Vehicle Maintenance and Repair

Proposed estimate: **$3,200**

DEPARTMENT: EHHD LOCATION: Main Office ACTIVITY: 41200

RATIONAL OF OBJECTS BUDGET FIGURE IN BOLD ITALICS

Expenditures:

53801 General Liability Insurance

Coverage by CIRMA:
General Liability, Auto liability, Professional and Public Official Liability

Estimated premium: **$15,800**

53924 Advertising
Proposed estimate: **$2,000**

53925 Printing and Binding
Proposed estimate: **$1,000**

53926 Postage
Proposed estimate: **$1,500**

53940 Copier Maintenance
Proposed estimate: **$1,500**

53960 Other Purchased Services
Proposed estimate: **8,280** (Viewpermit users/ipad data)

53964 Voice Communications
Proposed estimate: **$3,800**

54101 Instructional Supplies
Proposed estimate: **$800**

54214 Books and Periodicals
Proposed estimate: **$200**

54301 Office supplies
Proposed estimate: **$2,000**

54601 Gasoline
Proposed estimate: **$4,820**

55420 Office equipment
Maintenance and replacement **$850**

55430 Equipment - Other
Field Equipment: **$600**

56302 Administrative Overhead
Propose estimate: **$27,844**
This appropriation funds support service cost provided by the Town of Mansfield such as accounting, payroll, IT and personnel support.

56312 Contigency **$0**

58410 Capital Nonrecurring Fund **$0**

Analysis of Service Fee Revenues

REVENUE PERFORMANCE	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-2010	Actual 2010-11	Actual 2011-12	Actual 2012 - 13	Actual 2013-2014	Actual 2014-2015	Adopted 2015-16	Received 11/9/2015		Estimated Actuals 2015-16	Proposed 2016-17
40220 Septic Permits (New and repair permits)	40,750	56765	43885	31410	26160	31000	26100	29,295	28,455	31,845	31,655	35,250	11,710	33%	34,000	35,700
40221 Well permits	14,120	23205	19690	22695	11280	18775	13604	12,135	12,505	13,600	15,535	15,700	6,045	39%	15,700	16,328
40630 Health Inspection Services (Mortgage & Other inspections)	12,325	0	14948	2943	32928	21,273	5,875	14,133	14,621	1,857	3,318	2,000	1,465	73%	2,500	2,625
40636 Health Services - Soil testing (Test Holes &Perc Tests)	73,680	73780	60140	46805	32229	37610	33330	31,475	33,590	32,380	32,965	33,500	17,670	53%	39,000	42,975
40637 Food Protection Service (License fees)	24,573	25735	29700	37973	41307	37630	41583	48,930	55,060	57,796	60,068	58,650	4,607	8%	60,000	63,000
40638 B100a Review	19,595	25870	22235	23420	21605	22350	21880	20,770	24,790	26,005	24,610	26,250	11,995	46%	27,250	28,476
40639 Engineered Plan Review	14,360	25605	21455	11965	10000	17130	13500	13,220	9,585	10,360	8,685	9,450	3,780	40%	9,450	9,686
40645 Nonengineered Plan Review	4,605	3235	6615	7635	5720	6285	5905	8,550	10,575	13,500	12,870	16,500	4,630	28%	13,000	13,325
40646 Group Home / Daycare Insp.	840	1022	1175	1740	955	695	1400	900	1,135	1,200	1,190	780	265	34%	780	819
40647 Subdivision Review	24,530	6455	7965	9765	4225	2340	3810	2,595	6,050	2,200	3,680	4,410	1,150	26%	4,410	4,631
40648 Food Plan Review	1,380	2050	2040	2485	2747	5500	5027	2,851	4,641	3,075	3,220	3,680	1,815	49%	5,000	5,150
Total	230,758	243722	229848	198836	189156	200588	172014	184,854	201,007	193,818	197,796	206,170	65,132	33%	211,090	222,715

Eastern Highlands Health District

Proposed Fee Schedule FY 16/17

	Adopted FY 13/14	Adopted FY 14/15	Adopted FY 15/16	Proposed changes FY 16/17
Food Establishment Licenses				
Class I	$115	$120	$120	$125
Class II	$150	$160	$160	$165
Class III	$225	$235	$240	$245
Class IV	$310	$325	$330	$340
Temporary	$50	$55	$55	
Temporary - samples only				$30
Re-Inspection	$60	$65	$65	$70
2nd Re-inspection	$110	$115	$115	$120
Food Establishment Plan Review Fees Per Plan				
Class I & II	$140	$150	$150	$155
Class III & IV	$225	$235	$235	$240
Itinerant food vendor mobile unit	$80	$85	$85	$90
Subsurface Sewage Disposal				
Permit – New	$160	$170	$175	$185
Permit – Major Repair	$160	$170	$170	$175
Permit/inspection– Minor Repair	$75	$80	$90	$95
Permit – Design Flow >2000 GPD	$315	$330	$330	$350
Design Flow ≥ 5000 GPD/ DEP system Inspection	$420	$440	$440	$460
Plan Review (per plan)	$115	$120	$120	$125
Septic Tank/System Abandonment	$55	$60	$60	
Review plans revised more than once	$35	$35	$35	$40
Plan Review for Tank Replacement	$50	$55	$55	$60
Soil Testing				
Percolation (perc) Test	$80	$85	$85	
Perc in fill				$30
Deep Hole Test (fee includes 3 pits per site)	$95	$100	$100	$105
Each Additional Pit	$30	$30	$30	
B100a & Subdivision Reviews				
B100a Review (Building/Zoning Permit - assessory structure/ lot line change)	$45	$50	$50	
B100a Review (Building/Zoning Permit - building addition/ change of use)	$55	$60	$60	$65
Subdivision Plan Review (per lot) (Fee includes review of one set of revisions)	$110	$115	$115	$120
Subdivision Plan Revisions Reviewed (per lot) (Fee is for each added set of revisions)	$35	$35	$35	$40
Cosmetology Inspection				
Small	$50	$50	$50	$75
Large	$150	$150	$150	
Miscellaneous				
Commercial Bank Mortgage Inspection/Report	$105	$110	$110	$115
Family Campground Inspection	$105	$110	$110	
Group Home/Daycare Inspection	$80	$85	$90	$95
Lead Inspection per Sanitarian	$65/hr	$65/hr	$65/hr	
Mortgage Inspection/Report for FHA,VA	$55	$60	$60	
Pool Inspection	$65	$70	$75	$80
Well Permit	$100	$105	$105	$110
Farmers Market Food Vendor Seasonal License Categories				
Farmer Food Vendor License - Cold samples only	no fee	no fee	no fee	
Farmer Food Vendor License - Low Risk Food Preparation	$25	$30	$30	
Non-farmer Food Vendor License - Cold samples only				
One market location	$25	$30	$30	$35
Multiple-market locations	$40	$45	$45	$50
Non-farmer Food Vendor License - Low Risk Food Preparation				
One market location	$40	$45	$45	$50
Multiple-market locations	$60	$65	$65	$70
Farmer & Non-farmer Food Vendor License - High Risk Food Preparation	$200	$210	$210	$220

TABLE A

FY16 EHHD Fee Schedule with Average and Median Comparisons to Other Health Districts(1)

Service Categories(2)

	EHHD Adopted FY2016	Four Contiguous Districts Median	Four Contiguous Districts Average	Eastern Ct Median	Eastern Ct Average	ALL CT HD Median	ALL CT HD Average	5% Increase	10% Increase	15% Increase	20% Increase
Food Protection(3)											
Class I License	$ 120	$ 120	$ 118	$ 120	$ 124	$ 123	$ 125	$ 126	$ 132	$ 138	$ 144
Class II License	$ 160	$ 155	$ 156	$ 160	$ 164	$ 160	$ 173	$ 168	$ 176	$ 184	$ 192
Class III License	$ 240	$ 240	$ 242	$ 240	$ 238	$ 250	$ 278	$ 252	$ 264	$ 276	$ 288
Class IV License	$ 330	$ 330	$ 319	$ 310	$ 305	$ 330	$ 341	$ 347	$ 363	$ 380	$ 396
Temp event	$ 55	$ 65	$ 70	$ 55	$ 58	$ 55	$ 57	$ 58	$ 45	$ 63	$ 66
Re-inspection	$ 65	NA	NA	NA	NA	NA	NA	$ 68	$ 72	$ 75	$ 78
2nd re-inspection	$ 115	NA	NA	NA	NA	NA	NA	$ 121	$ 127	$ 132	$ 138
Plan review - Class I	$ 150	$ 150	$ 179	$ 170	$ 206	$ 113	$ 173	$ 158	$ 165	$ 173	$ 180
Plan review - Class II	$ 150	$ 150	$ 179	$ 170	$ 206	$ 150	$ 196	$ 158	$ 165	$ 173	$ 180
Plan review - Class III	$ 235	$ 230	$ 208	$ 235	$ 227	$ 228	$ 250	$ 247	$ 259	$ 270	$ 282
Plan review - Class IV	$ 235	$ 230	$ 208	$ 235	$ 227	$ 243	$ 227	$ 247	$ 259	$ 270	$ 282
Subsurface Sewage Disposal											
Permit - new	$ 175	$ 175	$ 176	$ 175	$ 174	$ 160	$ 194	$ 184	$ 193	$ 201	$ 210
Permit - Major repair	$ 170	$ 150	$ 141	$ 125	$ 129	$ 150	$ 142	$ 179	$ 187	$ 196	$ 204
Permit - Minor repair	$ 90	$ 93	$ 88	$ 93	$ 88	$ 93	$ 86	$ 95	$ 99	$ 104	$ 108
Permit - Design flow >2000GPD	$ 330	NA	NA	NA	NA	NA	NA	$ 347	$ 363	$ 380	$ 396
Percolation Test(4)											
Deep Hole Test	$ 185	$ 165	$ 156	$ 150	$ 149	$ 143	$ 147	$ 194	$ 204	$ 213	$ 222
each additional pit	$ 30	$ 48	$ 48	$ 65	$ 53	$ 55	$ 58	$ 32	$ 33	$ 35	$ 36
Subdivision Plan Review (per lot)	$ 115	$ 115	$ 120	$ 115	$ 121	$ 120	$ 130	$ 121	$ 127	$ 132	$ 138
Subdivision Plan Revisions Reviewed (per lot	$ 35	NA	NA	NA	NA	$ 50	$ 52	$ 37	$ 39	$ 40	$ 42
Plan review (per plan)	$ 120	$ 100	$ 116	$ 110	$ 121	$ 155	$ 170	$ 126	$ 132	$ 138	$ 144
Review plan revisions	$ 35	NA	NA	NA	NA	$ 50	$ 69	$ 37	$ 39	$ 40	$ 42
Plan review for minor repair	$ 55	NA	NA	NA	NA	NA	NA	$ 58	$ 61	$ 63	$ 66
B100a - assessory structure	$ 50	$ 50	$ 47	$ 50	$ 51	$ 50	$ 59	$ 53	$ 55	$ 58	$ 60
B100a - addition/use change	$ 60	$ 50	$ 52	$ 50	$ 55	$ 55	$ 73	$ 63	$ 66	$ 69	$ 72
Septic tank/system abandonment inspection	$ 60	NA	NA	NA	NA	NA	NA	$ 63	$ 66	$ 69	$ 72
Misc											
Well Permit	$ 105	$ 100	$ 105	$ 100	$ 104	$ 103	$ 115	$ 110	$ 116	$ 121	$ 126
Mortgage Inspection/letter for FHA, VA	$ 60	NA	NA	NA	NA	NA	NA	$ 63	$ 66	$ 69	$ 72
Commercial Bank Mortgage Inspection/letter	$ 110	NA	NA	NA	NA	NA	NA	$ 116	$ 121	$ 127	$ 132
Group Home inspection	$ 90	$ 98	$ 118	$ 100	$ 112	$ 100	$ 88	$ 95	$ 99	$ 104	$ 108
Daycare inspection	$ 90	$ 90	$ 109	$ 100	$ 109	$ 100	$ 106	$ 95	$ 99	$ 104	$ 108
Lead inspection per inspector per hour	$ 65	NA	NA	NA	NA	NA	NA	$ 68	$ 72	$ 75	$ 78
Family Camp ground Inspection	$ 110	$ 105	$ 103	$ 105	$ 103	$ 100	$ 102	$ 116	$ 121	$ 127	$ 132
Pool Registration/inspection	$ 75	$ 75	$ 96	$ 100	$ 97	$ 115	$ 132	$ 79	$ 83	$ 86	$ 90
cosmetology inspection - small		NA	NA	NA	NA	NA	NA	$ -	$ -	$ -	$ -
cosmetology inspection - large		NA	NA	NA	NA	NA	NA	$ -	$ -	$ -	$ -
Fee total for single lot development(5)	$ 700	$ 620	$ 677	$ 620	$ 671	$ 650	$ 708				
FY16 Health District Per Capita Rate	$ 5.01	$ 4.84	$ 5.95	$ 6.48	$ 7.13	$ 6.95	$ 7.82				

(1) Data obtained from attached documents titled, " Food Protection Program Fee Survey for All Connecticut Health Districts FY 2015", and "Survey of Fees Selected Services FY14/15 - All Connecticut Health Districts"
(2) Categories in *bold italics* are high volume, high revenue generating service areas.
(3) Many Health Districts use a range of fees based on class and seating capacity.
(4) Most Health Districts use a single fee that includes both a perc and deep hole testing.
(5) Combine cost of well, soil testing, permit, plan review, and subdivision fees

Eastern Highlands Health District
Town Contribution, CPI, Per Capita Expenditure, State Per Capita Grant - Comparisons

Fiscal Year	Town Contribution Increases Proposed %	Town Contribution Increases Adopted %	CPI (1)	Town Contribution Per Capita ($)	Adopted Expenditures Per Capita (4)	State grant allocation per capita ($) Pop. < 5000	State grant allocation per capita ($) Pop. > 5000
1998	NA	NA	1.7	3.51	6.86	1.78	1.52
1999	2.85	0	2	3.51	6.93	1.78	1.52
2000	3.1	1	3.7	3.54	7.31	2.09	1.79
2001	1	1	3.2	3.58	9.42	2.32	1.99
2002	0	0	1.1	3.58	8.67	2.32	1.99
2003	3	3	2.1	3.69	8.74	1.96	1.68
2004	3	0	3.3	3.69	8.55	1.95	1.66
2005	6.77	6.77	2.5	3.94	8.91	1.95	1.66
2006	6.6	2.9	4.3	4.055	8.73	1.95	1.66
2007	3.08	0.62	2.26	4.08	8.87	1.95	1.66
2008	5.15	5.15	5	4.29	9.35	2.43	2.08
2009	5.1	5.1	-1.16	4.51	9.85	2.43	2.08
2010	0	0	1.7	4.51	9.09	1.85	1.85
2011	0	0	3.36	4.51	8.99	1.85	1.85
2012	1.1	0	1.45	4.51	8.85	1.85	1.85
2013	2.4	0	1.48	4.51	8.67	1.85	1.85
2014	3.1	2	1.89	4.6	8.83	1.85	1.85
2015	4.9	4.9	0.0	4.85	9.46	1.85	1.85
2016	5.18	3.8	0.0(2)	5.01	9.77	1.76	1.76
		Total % Increase (3)	**52**	**43**	**42**	**-1.1**	**16**

(1) Each number represents the percentage change from June to June for "All Urban Consumers" unless otherwise specified.
(2) Percent change from June 2015 to October 2015.
(3) Total percentage increase from June 1997 to June 2015.
(4) Figures do not include other state, federal grants, nor contracted services.

EASTERN HIGHLANDS HEALTH DISTRICT
CAPITAL NONRECURRING FUND - FUND 635
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE

Roll Forward FY 2016/17

	Actual 06/07	Actual 07/08	Actual 08/09	Actual 09/10	Actual 10/11	Actual 11/12	Actual 12/13	Actual 13/14	Actual 14/15	Adopted 15/16	Adjusted 15/16	Estimated 15/16	Proposed 16/17	Projected 17/18	Projected 18/19	Projected 19/20	Projected 20/21	Projected 21/22
Revenues:																		
Transfer In - General Fund	34,000	2,000		3,000	3,000	3,000	2,000							6,000	8,000	10,000	12,000	15,000
Equity Fund Transfer		68,000					80,000											
Dept of Transportation Grant		12,400						150,752										
Transfer In - Other Operating																		
Surplus Vehicle proceeds														1,000	1,000	1,000	1,000	1,000
Total Revenues	34,000	82,400		3,000	3,000	3,000	82,000	150,752						7,000	9,000	11,000	13,000	16,000
Expenditures by Project:																		
Automobiles		54,936				14,235	(2,925)	26,593						15,000	15,000	15,000	15,000	15,000
Computer/Office Equipment		5,274		1,203			1,000	(80)	2,209	1,000	4,828	4,828		1,000				
Reception Area Renovation																		
Strategic Planning Priorities:																		
Strategic Planning Consulting Services						3,200	2,780	14,000										
IT Infrastructure Upgrade			26,018						38,928	8,890	38,792	38,792	4,500					
Data Technology Study		5,000																
Office Reorganizing Project										15,000	22,000	20,907						
Digitizing records																		
Community Health Needs Assessment									5,000	25,000	20,000							
Total Expenditures		65,210	26,018	1,203		17,435	855	40,513	46,137	49,890	85,620	64,527	4,500	16,000	15,000	15,000	15,000	15,000
Excess/(Deficiency) of Revenues over Expenditures	34,000	17,190	(26,018)	1,797	3,000	(14,435)	81,145	110,239	(46,137)	(49,890)	(85,620)	(64,527)	(4,500)	(9,000)	(6,000)	(4,000)	(2,000)	1,000
Fund Balance, July 1	44,498	78,498	95,688	69,670	71,467	74,467	60,032	141,177	251,416	205,279	205,279	205,279	140,752	136,252	127,252	121,252	117,252	115,252
Fund Balance, June 30	$78,498	$95,688	$69,670	$71,467	$74,467	$60,032	$141,177	$251,416	$205,279	$155,389	$119,659	$140,752	$136,252	$127,252	$121,252	$117,252	$115,252	$116,252

IT Plan components not funded:

EASTERN HIGHLANDS HEALTH DISTRICT
OTHER OPERATING - FUND 636
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE

Roll Forward FY 2016/17

	Actual 05/06	Actual 06/07	Actual 07/08	Actual 08/09	Actual 09/10	Actual 10/11	Actual 11/12	Actual 12/13	Actual 13/14	Actual 14/15	Estimated 15/16	Estimated 16/17
Revenues:												
Local Support- ECHIP								$38,015	$600			
State Support - Preventive Health Block	$21,504	$21,504	$13,720	$13,590	$11,963	$13,445	$11,297			$15,784		
State Support - Cardiovascular Disease Prevention	18,504		13,953	58,527								
State Support - Women's Healthy Heart			39,706	49,701		22						
State Support - Bioterrorism Response		18,000	30,251	14,512								
State Support - Bioterrorism Response-Base	84,231	65,837	85,837	58,715	46,895	72,868	55,702	51,728	54,694	54,887	58,908	58,908
State Support - H1N1 Planning/Preparedness					34,333	46,237	31,447					
State Support - H1N1 Administration					140,400							
State Support - Community Transformation Grant							38,359	87,126	104,068	11,593		
State Support - Comprehensive Cancer Control Grant						2,693	37,556	14,751	10,000			
State Support- Policy/Environ. Change for Chronic Disea								11,101	16,279		16,057	21,410
Local Support - Safe Routes Grant			12,499									
Local Support - Be Well Program Mansfield				28,458	30,112	47,573	45,826	48,031	52,365	53,936	53,939	58,000
Local Support - Be Well Program Tolland							6,200	5,733	8,148	7,333	8,000	8,500
Cooperative Grant - CT Chapter of American Planning										25,031	65,333	
Cooperative Grant - Putting on "AIRS"			3,490	3,977								
Cooperative Grant - Lyme Disease Grant				1,515								
Cooperative Grant -Lead Poisoning				1,000	16,197	17,527	4,055	2,500	7,919	4,858	5,500	5,500
Cooperative Grant - ACHIEVE				1,746	14,021	23,711	13,343	6,915	498	3,629	5,000	5,000
Cooperative Grant - CRI Cities Readiness Initiatives				6,000	5,000	5,995	5,005					
MRC Capacity Building Award									1,161	3,056	3,500	3,500
MRC Region 4										129	5,000	5,000
Citizen Corps Program									1,500	(31)		
Community Based Wellness Service									69	5,431		3,000
	124,239	105,341	199,456	237,741	298,921	230,071	248,790	265,900	257,301	185,636	221,237	168,818
Expenditures by Project:												
Salaries & Benefits	56,157	47,298	93,367	161,290	165,908	176,055	140,396	167,523	156,954	113,238	134,955	102,979
Professional &Technical Services	51,769	40,447	35,960	1,500	2,223	1,500	2,302	3,000	2,573	1,856	2,212	1,688
Other Purchased Services & Supplies	13,864	17,596	50,483	59,806	130,790	34,378	87,460	95,378	89,024	70,542	84,070	64,151
Equipment	2,449		19,645	15,145		18,138	18,632					
Transfer Out									8,750			
Total Expenditures	124,239	105,341	199,456	237,741	298,921	230,071	248,790	265,900	257,301	185,636	221,237	168,818
Excess/(Deficiency) of Revenues over Expenditures												
Fund Balance, July 1												
Fund Balance, June 30												

Rec Park Field Information

- No reservation is complete until approved by recreation director (you will receive notice of this).
- 25% of total fee is due at the time of reserving field. This is non-refundable if you should cancel but does go toward your total bill.
- The remainder of the bill should be paid before the first use date of your reservation.
- The Rec Department should be informed of reservation cancellations 1 week in advance.
- Field maintenance will be done by Columbia Department of Public Works.
- All communication in regards to field reservations (reserving field, cancelling reservation, weather cancellations, complaints, concerns) should be directed to Columbia Recreation Department **NOT DPW.**
- Recreation department will assist in advertising (putting up flyer, info on website, etc).
- Due to unforeseen circumstances and elements out of our control, the need for agronomic treatments to the fields may arise in cause conflicts with reservations. In these scenarios we will do our best to relocate the reservation to a suitable field with as much notice as possible, or refund the portion of your reservation when no field was usable.

Rec Park Field Reservations

Current: Reservations sometimes run through Recreation and others through DPW. A majority of the communication from the public has gone through DPW instead of recreation. There may or may not be a fee of $5 per person for profit organizations (no records). No real way to figure out how many people are at each camp unless registrations are also run through recreation department.

Proposal: Reservations along with all communications from the public run through Recreation Department, who will then communicate with DPW about weather and field conditions. Proposal of fees $50 per a day and $200 per week for profit organizations. With 25% of the total fee being due upon approval of registration. This 25% is nonrefundable if the organization should cancel, and goes toward their total balance. The remaining balance should be paid before the first date of their reservation. One week notice of cancellation is required.

TOWN OF COLUMBIA

ASSESSOR'S OFFICE
323 Jonathan Trumbull Highway
Columbia, Connecticut 06237

Mary F. Lavallee, CCMA II
(860) 228-9555
(860) 228-2335 Fax
Email:mlavallee@columbiact.org

Mon., Tues., Wed. .8:00 am to 4:00 pm
Thursday .8:00 am to 6:00 pm
Friday .8:00 am to Noon

January 28, 2016

Carmen Vance, First Selectman
Natasha Nau, Town Administrator
Beverly Ciurylo, Fiscal Manager
Town of Columbia

Enclosed are the final Grand List figures for October 1, 2015. I have also included a chart illustrating the percentage of Residential and Commercial Real Estate, Personal Property and Motor Vehicles comprising the list.

A comparison of the 2014 Grand List and the 2015 Grand List is also attached for your information. Finally, an attachment is enclosed of the top ten taxpayers for Real Estate, Personal Property and a combined report.

Sincerely,

Mary F. Lavallee

Mary F. Lavallee, CCMA II
Assessor

		Motor Vehicles		
	Number	**Gross**		**Net**
Grand List	**Accounts**	**Asmt**	**Exemptions**	**Asmt**
2015	6295	$44,450,235	$438,810	$44,011,425
2014	6403	$44,635,358	$488,350	$44,147,008
Difference	-108	-$185,123	-$49,540	-$135,583
Percent Change	-1.72%	-0.42%	-11.29%	-0.31%
		Personal Property		
	Number	**Gross**		**Net**
Grand List	**Accounts**	**Asmt**	**Exemptions**	**Asmt**
2015	414	$22,969,384	$4,253,540	$18,715,844
2014	413	$16,146,103	$2,324,280	$13,821,823
Difference	1	$6,823,281	$1,929,260	$4,894,021
Percent Change	0.24%	42.26%	83.00%	35.41%
		Real Estate		
	Number	**Gross**		**Net**
Grand List	**Accounts**	**Asmt**	**Exemptions**	**Asmt**
2015	2530	$415,356,841	$1,183,500	$414,173,341
2014	2531	$414,905,351	$1,203,000	$413,702,351
Difference	-1	$451,490	-$19,500	$470,990
Percent Change	-0.04%	0.11%	-1.62%	0.11%
Net GL 2015	$476,900,610			
Net GL 2014	$471,671,182			
Total Asmt Increase	$5,229,428			
Motor Vehicle	-$135,583			
Personal Property	$4,894,021			
Real Estate	$470,990			
Total	$5,229,428			
Total Net Increase	$5,229,428			
Percent Increase	**1.11%**			

GROSS TOP 10 TAXPAYER ACCOUNTS FOR TOWN OF COLUMBIA LEVY YEAR : 2015 DATE : 01/29/2016 DISTRICT : TO

NAME	ASSESSMENT	# ACCOUNTS
REAL ESTATE		
DNB LLC	2,412,500	3
ANGELIDES MICHAEL J & SUSAN H	1,828,100	2
TOURGATE REALTY INC	1,456,800	2
ALBANY ROAD COLUMBIA STORAGE LLC	1,214,430	1
OSWA LLC	1,147,800	3
ENGLERT ALICE M TRUSTEE	1,033,400	4
KASICA GENE	986,160	5
WILE ANDREW S	982,500	5
CORNERSTONE OF COLUMBIA LLC	964,300	2
MCGUIGAN AUSTIN J & JOAN A	795,200	2
	12,821,190	29
PERSONAL PROPERTY		
CONNECTICUT LIGHT AND POWER CO	12,976,830	1
COLUMBIA MANUFACTURING INC	2,246,250	1
ALGONQUIN GAS TRANSMISSION CO	760,840	1
EA PATTON COMPANY	734,600	1
HAWK INTEGRATED PLASTICS LLC	525,180	1
COLUMBIA FORD INC	478,280	1
JOHNS SCRAP METAL REMOVAL	380,090	1
CELLCO PARTNERSHIP	256,020	2
U-HAUL CO OF CONNECTICUT INC	214,000	1
FBM HOLDING INC	159,720	1
	18,731,810	11
MOTOR VEHICLE		
NISSAN INFINITI LT	504,040	39
TOYOTA LEASE TRUST	390,320	23
M AND J BUS INC	336,000	8
HONDA LEASE TRUST	240,600	16
SCHATZ TRANSPORT INC	240,420	12
VAULT TRUST	239,230	12
CAB EAST LLC	232,460	12
HYUNDAI LEASE TITLING TRUST	205,690	16
ACAR LEASING LIMITED	203,210	10
DAIMLER TRUST	168,400	7
	2,760,370	155

LAKE MANAGEMENT ADVISORY COMMITTEE

January 25, 2016

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

RE: Application for Constructing on or Over Columbia Lake
Jean Peters, 192 and 194 Route 87, Columbia, CT

On January 19, 2016, Mr. Justin Peters, on behalf of Jean Peters, of 192 1and 194 Route 87, Columbia submitted an application for permit seeking to repair an existing seawall and replace an existing dock at that location.

On Saturday, January 23, 2016, I, representing the Lake Management Advisory Committee (LMAC), visited the subject site. The applicant, Jason Peters, was not available to meet at the site, but I did talk with him on the telephone. Steve Harrington and Karl Then, other members of LMAC, have subsequently visited the site. The application calls for selected repairs to the existing stone and mortar seawall. The proposed repairs will be of similar materials. The applicant also desires to replace the existing wooden dock. The existing dock is located on the southern end of the seawall of 194 Route 87. The dock is L-shaped and approximately 4'-6" deep x 14'-0" wide, with a 7'-0 wide x 20'-0" extension into the lake. The existing dock is 203 square feet in size. The property owner would like to replace the existing wooden dock utilizing pressure treated materials, in the same location and in the same configuration.

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

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

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

Your consideration in this manner is appreciated.
Respectfully Submitted;

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

RECEIVED JAN 19 2016

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: January 13, 2016

Complete and return to the Board of Selectmen.

Property owner: Jean Peters

Address: 353 Blackstone Blvd. Unit 3214, Providence, RI 02906

Property Location: 192 & 194 RT. 87

Daytime phone #

Applicant if different from owner: Justin Peters

Address: 2260 Victory Hwy., Coventry RI 02816

Daytime phone # 401 316 9698

Structure Information:

Proposal is for: ☐ New ☐ Replacement ☑ Repair

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

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

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

Owner Signature: X Jean J. Peters Date: 01/07/2016

Applicant Signature: Date: 12/30/15

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

January 13, 2015

To the Board of Selectmen and whom it may concern,

On behalf of my family, I am submitting an application to have some repair work performed on our lake properties at 192 & 194 Route 87. The properties are owned by my grandmother Jean Peters, a life-long resident of Columbia. Attached, you will find the application, sketches and photos.

Our goal is to repair the lake wall in front of both properties with emphasis on the wall and steps on the 194 Rt. 87 side which is in worse condition. We would also like to rebuild the dock keeping the same design, dimensions and location.

We plan to hire Manny's Landscaping to do the work on both the wall and the dock. Mario Gonzalez has been my contact and can be reached at 860-455-8137 for more specific information.

Materials:

Materials involved in our projects are quite simple including basic mortar and pea stone for the wall repair. Otherwise our intent is to rebuild using the existing stone.

Originally built on actual telephone poles, we hope to rebuild the dock using ACQ treated wood poles (approx. 11' diameter) and lumber (2 x 6's for decking) in keeping with the General Standards as well as our own interest in a clean Columbia Lake.

Thank you for your time and consideration. Please do not hesitate to follow up with me with questions or concerns.

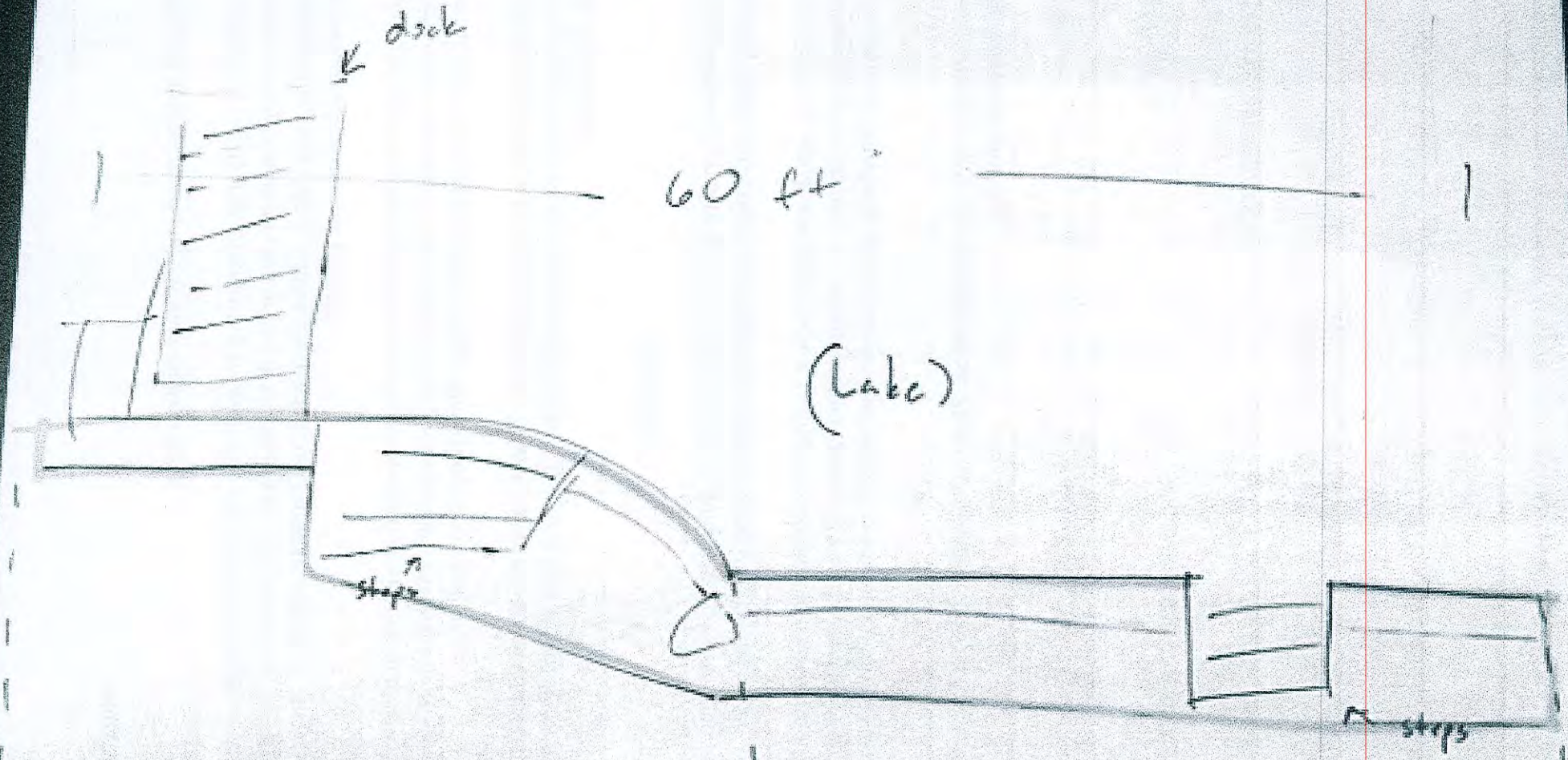
Sincerely,

Justin Peters

401.316.9698
jpeters@mosesbrown.org

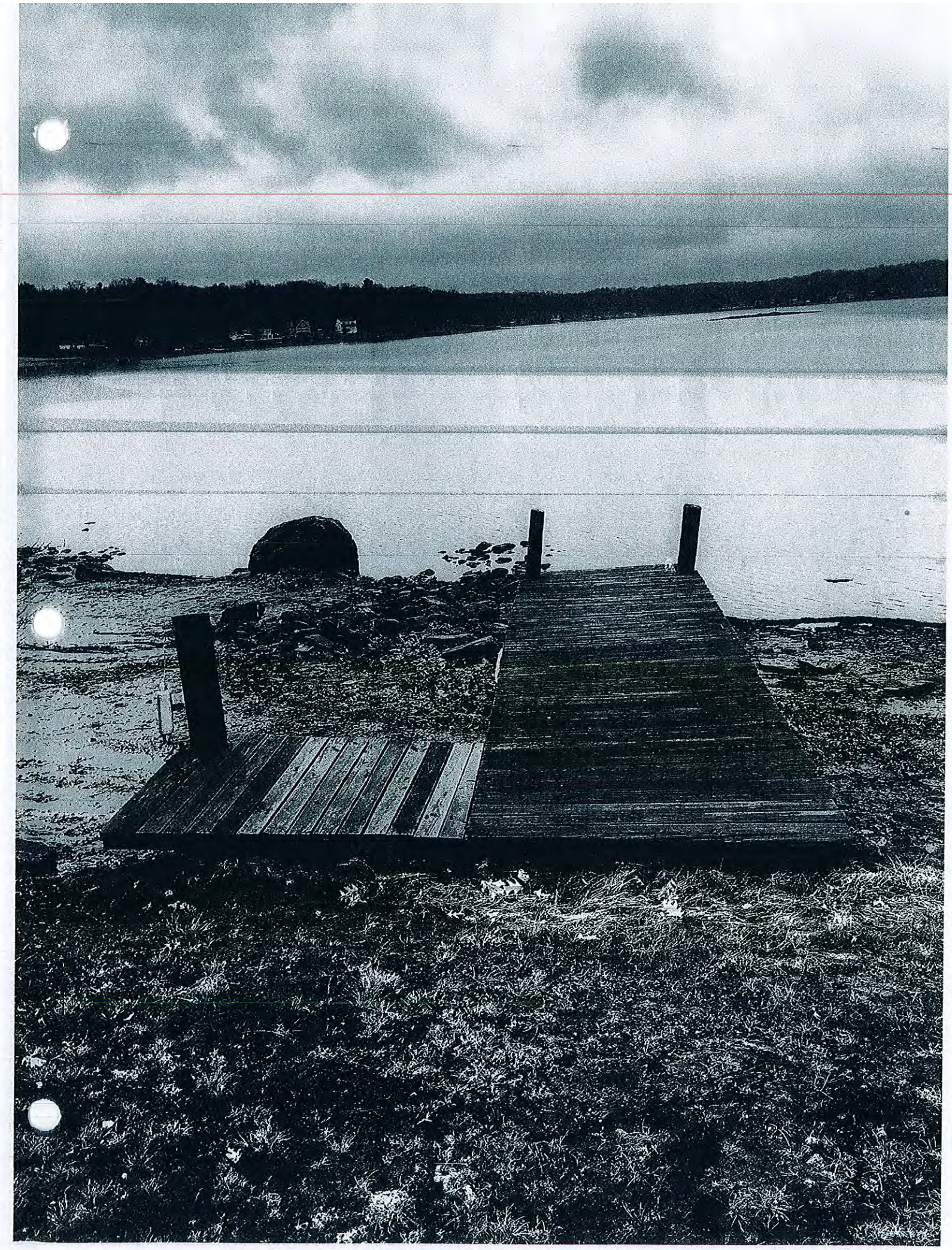
Peters

Repairs to be made on lake wall for both 192 & 194 Rt. 87



194 Rt 87

192 Rt 87



1/14/16

Bill O'brien and other esteemed members of the Columbia Youth Services Committee:

I want to thank you for the opportunity to serve the Town of Columbia as a member of the Youth Services Committee for the time that I was able to serve. Unfortunately, there have been a number of developments in the recent months that have required me to devote more time to the church and has left me much less time to devote to important involvements like the Youth Services Committee. I am afraid that these developments need my immediate attention and will consume much of the time that I would need to faithfully continue serving on the committee. Many of these new responsibilities will likely overlap with the meetings. In light of these developments, I respectfully resign as a member of the Columbia Youth Services Committee as I would rather see someone join the committee who has the time to faithfully attend the meetings and the ability to follow up on important projects for the town.

I will still be an active voice in promoting youth services for the town and I say with all sincerity that it has been a pleasure serving with you all.

Respectfully,

Brian Keldsen

Kim Bona

From: marcia morrison [lcm112244@gmail.com]
Sent: Saturday, January 23, 2016 6:39 PM
To: esharpe@sbcglobal.net; Judy Ortiz; kpeck@rc.com; Todd Shepard; jeffviens21@hotmail.com; Kim Bona; Town Administrator; Tom; Carmen Vance
Subject: FIPAC

With much regret, I have to resign from FIPAC for medical reasons.

It has been a pleasure to work/get to know you all and I wish you Godspeed with the upcoming budget.

My apologies for the timing of this but I have no choice.

Marcia

Town Administrator

From: William O'Brien [wpobrien@pbolaw.com]
Sent: Wednesday, January 27, 2016 9:29 AM
To: Town Administrator
Cc: Carmen Vance; Robert Hellstrom; Steven Everett; Robert Bogue
Subject: Appointment of Dick Szegda to FiPAC

Natasha:

In light of Marcia Morrison's resignation from FiPAC, the Democratic Town Committee wishes to appoint Dick Szegda to fill that position. In light of the fact that we are in the middle of budget season, I am requesting that Dick's appointment be placed on the BOS agenda for Tuesday, February 2, 2016.

Thank you.

Bill

Memorandum
To: Board of Selectmen
From: Natasha R. Nau, Town Administrator
Date: 1/15/16
Re: 1/19/16 BOS Meeting Report

Library
The HVAC and electrical subcontractors have submitted their portions of the permit in order for the Building and Land Use Department to review it and approve a full permit to move forward with the work. The Building Official and Fire Marshal are still reviewing the submission and have a list of questions/comments/ concerns that need to be addressed prior to approving. A payment requisition was submitted to the Town but is lacking certified payrolls so it can't be approved. The next on-site progress meeting is on 1/21/16.

Ellis Property Mowing
Per your request, I asked George to mow the Ellis property. He contacted Mr. John Perkarski (adjoining property owner we use to access property from RT 66) to obtain his permission to use his driveway to access our newly obtained "Ellis" parcel on Rt. 66. He "flail mowed" all brush material currently in the field area. He also had a few men cut larger brush materials by hand with chainsaws as the mower cannot mow anything larger than two inch in diameter. A photograph was sent via email to all Selectman to show the end result.

Burglary at Murphy House Update
Greg DeCarli came to me on January 13, 2016 to announce that two arrests were made finally in the burglary at the Murphy House in August 2015. The two individuals arrested for the crime are Jose Ortiz from Willimantic and Kristofer Ducot from Willimantic. The charges between the two of them are "Burglary in the 3rd degree", "Larceny in the 6th degree", "Criminal Mischief in the 2nd degree" and "Criminal Trespassing in the 2nd degree". A third suspect was identified throughout this process and is also going to be formally arrested but that information is not available yet.

Ice-skating at Rec Park
I instructed Rec Director Marc Volza to look into your request of having an ice skating rink at Rec Park from your last meeting. We will include this into the 16-17 capital budget soon once quotes are attained.

Ellis Property RFP
Paula Stahl has just completed drafting an RFP for a consultant to do the design work on the Ellis property. I will review this as well as the Rec Director, Public Works Director and the Recreation Commission prior to advertising it.

Beach Erosion/Re-grading/ADA
One proposal was received by CPH Engineering and it is currently being reviewed by myself and the Public Works Director. The price is rather high so we will instruct this company to reduce their scope. I have called approximately 6 other companies in the area and approximately 3 or 4 will also be turning in proposals.

Quarterly Town Newsletter: *Columbia Chatter*
The next deadline for article/blurb/photo submissions is March 16th for a March 31st publish.

Church/Town Hall Campus
Henry completed the Boundary Agreement I began and it is before you for review and unofficial approval this evening. The Center School District dissolve resolution is also before you for approval. Michael Healey from BSC Group will be supplying a map to correspond with the Boundary Agreement shortly. The Boundary Agreement will be presented to the Church for once you agree that the draft presented tonight is acceptable. A town meeting will be scheduled (most likely in February) after the Church also reviews and finds acceptable.

CVFD Day-Time Staff & Tower
The joint volunteer membership with bordering towns is being presented to the by-laws and membership committees shortly. The Tower is not an immediate concern; this is being pushed out 5 years in the Capital plan.

Open Space
I am still looking into two potential properties for purchase. However, there have been a lot of complications with both due to deed issues. We will not be able to apply for the Open Space annual grant in February because we do not have an eligible property.

Budget Season
I met with almost all departments and outside agencies. I have a few to wrap up the week of 1/19. We locked into a fuel contract (oil and diesel) with East River Energy at an extremely good rate, which will result in about $66,000 in savings in 16-17 compared to 15-16.

Economic Development Commission (EDC)
The first meeting is on 1/25/16 @ 6pm in the conference room. I have visited about 15 businesses thus far to see if they would be interested in serving on the commission as well as to simply introduce myself.

Senior Transportation
Continuing to work on this and gather information. I met with the Hebron Town Manager and Senior Center Director to see if they would be interested in sharing for an annual lump sum contract. Unfortunately, they are most likely at maximum service level capacity with their current drivers and vehicles. However, they will see if they can offer 1 or 2 days per week. It is more likely that they would be willing to sell us their used van that they are replacing. It is a 2006 Ford diesel 12 passenger van with about 150,000 miles on it; well maintained and no current issues.

Meetings/Events/Seminars/Trainings Highlights

- 1/5 – 1/15/16: meetings with town businesses
- 1/5/16: Library job meeting
- 1/6/16: CCM webinar entitled "Connecticut is Aging: Are you Ready?"
- 1/6/16: LMAC
- 1/7/16: Meeting with Hebron about senior transportation
- 1/8/16: Appeared on Charter's Town Talk show
- 1/11/16: CRCOG HR Portal Grant-Pilot kick-off meeting

- 1/11/16: PZC
- 1/11 – 1/15/16: Budget meetings with all Department Heads and outside agencies (Library, Fire Department, etc.)
- 1/13/16: YSC & SFMC
- 1/14/15: Meeting w/ Housing Rehab Program rep.
- 1/14/16: Historical Society
- 1/15/16: STEAP grant deadline (submitted on 1/13/16)

Memorandum
To: Board of Selectmen
From: Natasha R. Nau, Town Administrator
Date: 1/29/16
Re: 2/2/16 BOS Meeting Report

Library
Since my 1/19 report, a full building permit was issued to Millennium. The only lingering part now is the electrical permit, which there are outstanding questions on that need to be resolved prior to issuance. The payment requisition that was submitted to the Town is still lacking certified payrolls so it can't be approved. The trusses were delivered today and the windows are being delivered within a couple weeks. The roofing shingles have been ordered. A change order of about $6,000 for the radiator removal was approved. I met with the Library Director and the Architect to begin selecting colors for the interior (counter and cabinet laminate, floor laminate, floor tiling and carpet).

Ellis Property RFP
The Recreation Commission met on 1/26/16 and refined their list of wants/needs for the property among many other things. This will all be discussed this evening under Old Business.

Beach Erosion/Re-grading/ADA
One proposal was received by CPH Engineering and Paula Stahl, Town Planner. George is waiting on a company to turn one in. I am waiting on approximately 4 other companies to turn in proposals as well as our Town Engineer. If there is a lack of response, I am considering posting it on the website.

Quarterly Town Newsletter: *Columbia Chatter*
Same as my 1/19/16 report. A friendly reminder that the next deadline for article/blurb/photo submissions is March 16th for a March 31st publish.

Church/Town Hall Campus
The Center School District dissolve resolution is before you for approval this evening. The Boundary Agreement was presented to you on 1/22/16 and is currently being reviewed by the Church. Their meeting to unofficially approve it is on 2/28/16. A town meeting will be scheduled in March after the Church meets and finds it acceptable or revisions are made and the agreement will be signed and the campus consolidation will be done.

CVFD Day-Time Staff & Tower
No update since my 1/19/16 report.

Open Space
I am still looking into two potential properties for purchase.

Budget Season
I am taking the results of all of my discussions with Department Heads as well as quote research and completing the first draft of the budget. Per the budget calendar, this will be delivered to you by 4pm on 2/11/16.

Economic Development Commission (EDC)
The first meeting was on 1/25/16 @ 6pm in the conference room. Unfortunately, no one attended and the meeting was cancelled. Vera and I have brainstormed a lot of great ideas for this committee so I hope with increased advertisement, I will have attendants at the next meeting on 2/22/15.

Senior Transportation
Continuing to work on this and gather information. This will all be discussed this evening under Old Business.

Housing Rehab Program
We are set to apply for this grant with Coventry again this year. The new requirement that CDBG has is that the Towns have a list of residential applicants and their paperwork prior to submitting the grant. I am advertising this in a multitude of ways and asking that residents turn in their application by 2/16/16.

Meetings/Events/Seminars/Trainings Highlights

- 1/19 – 1/29: wrap-up budget meetings that had to be rescheduled or extended
- 1/20: EAC & FIPAC
- 1/20 Meeting with business owner
- 1/21: Library progress meeting
- 1/22: BOS & WRTD
- 1/25: EDC & PZC
- 1/26: Rec Commission
- 1/27: CRCOG Policy Board Meeting
- 1/28: CDBG housing rehab grant workshop
- 1/28: Meetings with Andover and Lebanon about senior transportation
- 1/29: Meeting about healthcare; CIRMA annual meeting; Hebron van viewing

PLUNGE FOR HUNGER

sponsored by Eastern Connecticut Rugby to Benefit the Covenant Soup Kitchen

Eastern Connecticut Rugby started the ***Plunge for Hunger*** to benefit Covenant Soup Kitchen of Willimantic in the winter of 2012. They organized this event as a small way to financially and publicly support a marvelous meals program that they held near and dear to their hearts. Twenty-seven young men and several other fearless supporters collected pledges, and their courage, and then jumped into the Willimantic River...

Five years later, the Plunge for Hunger has grown into a major fundraising event.

We will be having our 5th annual *Plunge for Hunger*, on Saturday, February 6th, 2016 at noon at Lauter Park, 115 Ash Street, Willimantic.

It has grown from those 30 or so brave souls to several hundred dedicated "plungers" and many supporters – many of them are teams of friends and family members, co-workers, businesses, athletic clubs and teams, school groups and inspired individuals who really care about the Soup Kitchen. Most are in some type of costume, all are having a great time!!

For the 2nd year, the Jeffrey P. Ossen Family Foundation has most generously agreed to match all Plunge for Hunger donations, dollar for dollar, up to $50,000...this is an amazing opportunity for us to double our efforts!

You can download a pledge sheet from our website, ***www.covenantsoupkitchen.org*** and start your own team--look for the polar bear on the home page. You can also donate online, by looking for the "***Make an online donation today***" button and specifying ***Plunge for Hunger*** under ***Gift Type***. If you want to send in a check, that is fantastic! It should still be made out to Covenant Soup Kitchen, and please specify "Plunge for Hunger" on the memo line.

Most importantly, just come on out on February 6th and watch hundreds of people having a lot of fun and laughs while giving back to their community.

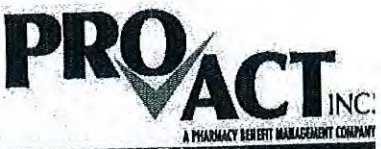
As always, thank you for your ongoing support. We hope to see you there!! This all works because of you.

Ray Aramini
Plunge for Hunger

~ Sponsored by Eastern Connecticut Rugby~

Town of Columbia CT

Savings Report by Month



Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2013	Mar-13	3	2	$29.78	$9.93	$17.94	$5.98	38%
2013	Apr-13	8	5	$322.40	$40.30	$131.88	$16.49	29%
2013	May-13	12	8	$500.08	$41.67	$141.25	$11.77	22%
2013	Jun-13	12	7	$357.18	$29.77	$181.46	$15.12	34%
2013	Jul-13	16	9	$570.56	$35.66	$1,447.48	$90.47	72%
2013	Aug-13	12	9	$384.81	$32.07	$1,933.57	$161.13	83%
2013	Sep-13	20	7	$729.59	$36.48	$1,118.59	$55.93	61%
2013	Oct-13	19	10	$712.18	$37.48	$2,575.35	$135.54	78%
2013	Nov-13	7	5	$173.51	$24.79	$1,272.68	$181.81	88%
2013	Dec-13	12	5	$474.25	$39.52	$713.72	$59.48	60%
2013	Year Total:	121	67	$4,254.34	$35.16	$9,533.92	$78.79	69%
2014	Jan-14	11	7	$527.21	$47.93	$1,672.48	$152.04	76%
2014	Feb-14	16	10	$515.77	$32.24	$1,270.31	$79.39	71%
2014	Mar-14	4	3	$126.09	$31.52	$105.98	$26.50	46%
2014	Apr-14	18	9	$519.85	$28.88	$729.38	$40.52	58%
2014	May-14	13	7	$1,073.45	$82.57	$1,264.05	$97.23	54%
2014	Jun-14	7	6	$124.40	$17.77	$213.46	$30.49	63%
2014	Jul-14	5	4	$67.80	$13.56	$111.94	$22.39	62%
2014	Aug-14	12	9	$526.22	$43.85	$995.70	$82.98	65%
2014	Sep-14	6	4	$191.18	$31.86	$338.31	$56.39	64%
2014	Oct-14	10	6	$226.94	$22.69	$420.98	$42.10	65%
2014	Nov-14	10	6	$377.81	$37.78	$229.43	$22.94	38%
2014	Dec-14	8	4	$346.66	$43.33	$205.58	$25.70	37%
2014	Year Total:	120	75	$4,623.38	$38.53	$7,557.60	$62.98	62%
2015	Jan-15	13	6	$182.65	$14.05	$138.36	$10.64	43%
2015	Feb-15	11	7	$152.14	$13.83	$490.96	$44.63	76%
2015	Mar-15	8	5	$364.50	$45.56	$75.83	$9.48	17%
2015	Apr-15	8	4	$112.32	$14.04	$463.51	$57.94	80%
2015	May-15	8	5	$96.86	$12.11	$535.49	$66.94	85%
2015	Jun-15	9	6	$179.16	$19.91	$172.36	$19.15	49%
2015	Jul-15	11	5	$449.47	$40.86	$389.73	$35.43	46%
2015	Aug-15	10	6	$218.89	$21.89	$426.94	$42.69	66%
2015	Sep-15	9	7	$411.09	$45.68	$323.65	$35.96	44%
2015	Oct-15	14	6	$299.09	$21.36	$599.59	$42.83	67%
2015	Nov-15	14	7	$210.48	$15.03	$443.38	$31.67	68%
2015	Dec-15	9	7	$524.35	$58.26	$888.07	$98.67	63%
2015	Year Total:	124	71	$3,201.00	$25.81	$4,947.87	$39.90	61%
Total		365	213	$12,078.72	$33.09	$22,039.39	$60.38	65%

Old Yard Restoration Report
2015

Work Completed in 2015:

Interpretive Gravestone Carvers Walk – April,2015 21 attendees

Stonewall Re-construction: Approx. 30' (10 hours)
Gravestones Cleaned: 223 stones (52.5 hrs)
Gravestones Re-set: 25 (36.5 hrs)
Gravestone Inventory: 415 markers done (75 hrs)

Total Hours: 249

Volunteers – 7 # pd workers – 1

Town: two deliveries of sand & gravel by DPW

Expenses:

Supplies:
Wal Mart 10/20/15 USB Drive $7.97 for recording inventory work at Old Yard
Staples 10/6/2015 Photocopying Old Yard Inventory Form $40.94
Dollar Tree 7/2/2015 Gravestone cleaning equipment for Old Yard $4.25
AH Harris 10/9/15 1 gal. D/2 solution for cleaning Old Yard gravestones $47.86

Labor: $82.50 for 7.5 hours work

Total: $183.52 (paid for by Historical Society)

Old Yard Burying Ground

2016 Work Plan

CHS Volunteers:

ca 20 stones remain to re-set – about 10 hours x 2 men
Stonewall work – 12 hours x 2 men
Development of interpretive materials – 20 hours
placement of interpretive materials – 10 hours
"publication" of Old Yard Inventory – overall map with grave locations; data sheet and photo for each grave

Town:

removal of trees along the south wall by contractor
DPW assistance in installing the stand for the main interpretive panel.

This year will wrap up the Old Yard Restoration Project.

Posted Refund Transaction (s) TOWN OF COLUMBIA Int Date: 02/01/2016 Date: 02/01/2016 Page: 1

Condition(s) :

Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2012-03-0054486	PETTI CHRISTOPHER M	2005/1HGEM21565L047993		0.00	0.00	0.00	0.00	
	166 BEACH STREET	54511	7/30/2013	150.57	0.00	0.00	150.57	-150.57
	LITCHFIELD CT 06759	Sec. 12-129 Refund of Excess Payments.						
2013-03-0054470	PETTI CHRISTOPHER M	2005/1HGEM21565L047993		0.00	0.00	0.00	0.00	
	166 BEACH ST	54492	8/1/2014	141.08	0.00	0.00	141.08	-141.08
	LITCHFIELD CT 06759-2311	Sec. 12-129 Refund of Excess Payments.						
2014-01-0000744	REAGAN RICHARD P JR & NELISA F	4 SZEGDA RD		2,221.96	0.00	0.00	2,221.96	
	4 SZEGDA RD	00069200	1/25/2016	3,332.94	0.00	0.00	3,332.94	-1,110.98
	COLUMBIA CT 06237	Sec. 12-129 Refund of Excess Payments.						
2014-01-0001314	LESTER JAMES R & LISA W	16 SZEGDA RD		4,631.10	0.00	0.00	4,631.10	
	16 SZEGDA RD	00124300	1/21/2016	4,658.36	0.00	0.00	4,658.36	-27.26
	COLUMBIA CT 06237	Sec. 12-129 Refund of Excess Payments.						
2014-03-0055427	SNYDER KAREN L	2010/WAUKJAFM6AA069192		62.34	0.00	0.00	62.34	
	PO BOX 144	55427	7/24/2015	373.31	0.00	0.00	373.31	-310.97
	COLUMBIA CT 06237-0144	Sec. 12-129 Refund of Excess Payments.						
TOTAL	5			6,915.40	0.00	0.00	6,915.40	
				8,656.26	0.00	0.00	8,656.26	-1,740.86

Jewett City On Behalf of
Savings Bank

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

This is to certify that **PETTI CHRISTOPHER M**

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2012

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

PETTI CHRISTOPHER M
~~30 WILLOWDALE AVE~~ 166 Beach Street
~~WATERBURY CT 06708~~ Litchfield, CT
06759

2012-03-0054486
54511
/1HGEM21565L047993
2012030054486

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

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

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. 2005 Hond Civic Coupe
(State reason -- Cross out service exemption if it does not apply) Wrong TT S/B Waterbury

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2013	0.00	0.00	0.00	0.00	0.00	
Total Paid	07/30/2013	150.57	0.00	0.00	0.00	150.57	-150.57 ***
Adjusted Refund		-150.57	0.00	0.00	0.00	150.57	

PLEASE READ, SIGN, AND DATE BELOW:

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

X Christopher M Petti — Print Name
X Christ Petti — Signature of Taxpayer
X 1/17/16 — Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 150.57
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 21 DAY OF September 2015

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

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the 2nd day of February 2016. It was voted to refund
Property Taxes and Interest amounting to $ 150.57 to Christopher Petti

~~First Selectman~~

~~Other Governing Body~~ Adm. Asst

2.3.16
~~Clerk~~

**Cross out abatement or refund as required.

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

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

This is to certify that PETTI CHRISTOPHER M

has presented satisfactory proof that -he is entitled to an exemption on the assessment list of 10/01/2013

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

PETTI CHRISTOPHER M
~~520 ROUTE 87~~ Nele Beach Street
~~COLUMBIA CT 06237-1414~~ Litchfield, CT
06759

2013-03-0054470
54492
/1HGEM21565L047993
2013030054470

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

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

The ~~service exemption or~~ Sec. 12-129 Refund of Excess Payments. Tax paid in full, bill belongs in Waterbury Also taxed in Waterbury
(State reason -- Cross out service exemption if it does not apply)

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2014	0.00	0.00	0.00	0.00	0.00	
Total Paid	08/01/2014	141.08	0.00	0.00	0.00	141.08	-141.08 ***
Adjusted Refund		-141.08	0.00	0.00	0.00	141.08	

PLEASE READ, SIGN, AND DATE BELOW:

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

x Christopher M Petti — Print Name
x Christ M Petti — Signature of Taxpayer
x 1/17/16 — Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 141.08
be made to the above-named taxpayer in accordance with the provisions of Section (s): 12-129

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 22 DAY OF July 2015

Carol W. Price
CAROL W. PRICE CCMC
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the 3rd day of February 20 16 It was voted to refund
Property Taxes and Interest amounting to $ 141.08 to Christopher Petti.

~~First Selectman~~

~~Other Governing Body~~ Adm. Asst.
2.3.16
~~Clerk~~

**Cross out abatement or refund as required.

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

This is to certify that **REAGAN RICHARD P JR & NELISA F**

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

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

Jewett City Savings Bank, PO Box 335 Jewett City, CT 06351
(on behalf of)

REAGAN RICHARD P JR & NELISA F
4 SZEGDA RD
COLUMBIA CT 06237

2014-01-0000744
00069200
4 SZEGDA RD
2014010000744

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

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

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. 2nd installment of Real Estate
(State reason -- Cross out service exemption if it does not apply) taxes paid twice

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	2,221.96	0.00	0.00	0.00	2,221.96	
Total Paid	01/25/2016	3,332.94	0.00	0.00	0.00	3,332.94	-1,110.98 ***
Adjusted Refund		-1,110.98	0.00	0.00	0.00	1,110.98	

PLEASE READ, SIGN, AND DATE BELOW:

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

X Debra R Perry — Print Name
Jewett City Savings Bank

X Debra R Perry — Signature of Taxpayer (or agent)

X 1/28/16 — Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 1,110.98
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 26 DAY OF January 2016

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

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the 2nd day of February 2016. It was voted to refund
Property Taxes and Interest amounting to $ 1,110.98 to Rich + Nelisa Reagan, on behalf of Jewett City Bank.

~~First Selectman~~

~~Other Governing Body~~ Adm. Asst.

2.3.16
~~Clerk~~

**Cross out abatement or refund as required.

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

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

This is to certify that **LESTER JAMES R & LISA W**

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

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

LESTER JAMES R & LISA W
16 SZEGDA RD
COLUMBIA CT 06237

2014-01-0001314
00124300
16 SZEGDA RD
2014010001314

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

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

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. Overpayment of Real Estate Taxes
(State reason -- Cross out service exemption if it does not apply)

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	4,631.10	0.00	0.00	0.00	4,631.10	
Total Paid	01/21/2016	4,658.36	0.00	0.00	0.00	4,658.36	-27.26 ***
Adjusted Refund		-27.26	0.00	0.00	0.00	27.26	

PLEASE READ, SIGN, AND DATE BELOW:

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

X James R Lester — Print Name
Lisa W. Lester

X JRL — Signature of Taxpayer
Lisa W. Lester

X 1/25/16 — Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 27.26
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 22 DAY OF January 2016

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

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the 2nd day of February 2016. It was voted to refund
Property Taxes and Interest amounting to $ 27.26 to James + Lisa Lester

~~First Selectman~~

Other ~~Governing Body~~ Adm. Asst

2-3-16
~~Clerk~~

**Cross out abatement or refund as required.

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

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

This is to certify that **SNYDER KAREN L**

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

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

SNYDER KAREN L
~~27 SLEEPY HOLLOW RD~~ PO Box 144
COLUMBIA CT 06237~~-1324~~ 0144

2014-03-0055427
55427
/WAUKJAFM6AA069192
2014030055427

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

I hereby apply for~~ abatement~~ or refund* of such part of my tax as shall represent: Tax paid in full vehicle 2010 Audi Sold during the tax year

~~The service exemption~~ or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	62.34	0.00	0.00	0.00	62.34	
Total Paid	07/24/2015	373.31	0.00	0.00	0.00	373.31	-310.97 ***
Adjusted Refund		-310.97	0.00	0.00	0.00	310.97	

PLEASE READ, SIGN, AND DATE BELOW:

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

x KAREN SNYDER
Print Name

x Karen L Snyder 1/26/2016
Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 310.97
be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 13 DAY OF January 2016

Carol W. Price
CAROL W. PRICE CCMC
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the 2nd day of February 2016 It was voted to refund
Property Taxes and Interest amounting to $ 310.97 to Karen Snyder.

~~First Selectman~~

~~Other Governing Body~~ Adm. Asst

2.3.16
~~Clerk~~

**Cross out abatement or refund as required.

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

TOWN OF COLUMBIA

Finance Department

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

DATE: 02/02/2016

TO: Board of Selectmen

FROM: Town of Columbia Finance Department

SUBJECT: Payment of Bills Approval: 15/16 Expenditures

Posting Reg #		Fund #10 General	Fund #20 Capital	Fund #21 Nutmeg Network	Fund #29 Recreation	Fund #36 Senior Center	Fund #58 Lnd Prt- Twn Clk	Total
EMERGENCY:								-
								-
								-
								-
								-
								-
		-	-	-	-	-	-	-
REGULAR:								-
	2015	43,157.25	8,073.46		3,048.32			54,279.03
	2016	40.00						40.00
								-
								-
		43,197.25	8,073.46	-	3,048.32	-	-	54,319.03
								-
Credit Card		67.78			9.00			76.78
Paychex		1,249.36						1,249.36
		1,317.14	-	-	9.00	-	-	1,326.14
Total payments		44,514.39	8,073.46	-	3,057.32	-	-	55,645.17
								55,645.17

Approval

Date of BOS Meeting: 02/02/2016

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

_____

_____

_____

_____

_____

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002015-01

Sequenced By Voucher Number

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

Period: February 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041672	LIBRARY EXP. TESTING	MATETE	MATERIALS TESTING, INC.	13615-IM	R			02/01/16	1,127.74
041673	LIBRARY PROJECT 1/16 STORAGE	WILLIA	WILLIAM B MEYER, INC.	0110003	R			01/21/16	585.00
041674	LIBRARY PROJ. CERT. PAYROLL	JACONA	NATHAN L. JACOBSON &	82743	R			01/13/16	1,552.77
041675	BAKER HILL RD. BRIDGE	JACONA	NATHAN L. JACOBSON &	82755	R			01/13/16	256.72
041676	DPW PHOTOS FOR MAPS, PROJ, PLA	JACONA	NATHAN L. JACOBSON &	82754	R			01/13/16	25.68
041677	INSURANCE PREMIUM FEB 2016	NATWIN	NATIONAL INS. SVCS. OF WI, INC	1198830	R			01/19/16	398.06
041678	TOW PETERBILT TO NUTMEG REPAIR	NORTTO	NORTHEAST TOWING & TRANSPORT	16374	R			01/27/16	306.25
041679	REFEREE 12/19 2 GAMES	PETEAL	ALLAN L. PETERSON, JR.	REFEREE	R			01/27/16	80.00
041680	REPL. DAMAGED PETER. TIRE RIMS	PETES	PETE'S TIRE BARNS, INC.	241363	R			01/27/16	288.70
041681	REFEREE 1/24 (1) 1/31 (2)	POMPWI	POMPA, WILLIAM K.	REFEREE	R			01/31/16	120.00
041682	10 ROLLS POSTAGE STAMPS	POST	POSTMASTER		R			01/31/16	490.00
041683	OFFICE SUPPLIES	QUILL	QUILL CORP	2389879	R			01/20/16	101.48
041684	COPY PAPER	QUILL	QUILL CORP	2068780	R			01/15/16	31.90
041685	COPY PAPER	QUILL	QUILL CORP	2068780	R			01/07/16	31.89
041686	FIT FUSION 1/18 1/20 1/25 1/28	RITCCA	CAROLYN A RITCHIE	1/18-1/27	R			01/28/16	86.00
041687	SNR CTR RENTAL REFUND 1/10/16	STEENO	NOREEN STEELE		R			01/28/16	100.00
041688	DPW UNIFORM RENTAL 1/25/16	SWISS	SWISS UNIFORM SERVICES	31214	R			01/25/16	62.21
041690	CVFD REPLACE BEARINGS	TRANE	Trane	370430X	R			01/15/16	80.08
041691	CVFD REPL. FAN & SHAFT	TRANE	Trane	375641X	R			01/18/16	411.84
041692	CHAINSAW BAR OIL	TRUEVA	TRUE VALUE HOME CENTERS	90654	R			01/28/16	30.98
041693	REFUND MV TAX PRIOR YR	VAUTRU	VAULT TRUST ALLY FINANCIAL		R			01/28/16	195.50
041694	REFUND MV TAX	VAUTRU	VAULT TRUST ALLY FINANCIAL		R			01/22/16	167.66
041695	2016 REVAL	VISAPP	VISION GOVERNMENT SOLUTIONS	022914	R			01/31/16	1,483.15
041696	ANTIFREEZE	WALMAR	WALMART COMMUNITY	6028002884	R			01/31/16	29.76
041697	SUPERGLUE	WALMAR	WALMART COMMUNITY	6028002884	R			01/28/16	0.97
041698	SUPPLIES	WALMAR	WALMART COMMUNITY	6028002884	R			01/28/16	59.88
041699	MOVIE TEEN NIGHT	WALMAR	WALMART COMMUNITY	6021006718	R			01/28/16	17.96
041700	SUPPLIES CUPCAKE CHALLENGE	WALMAR	WALMART COMMUNITY	6021006718	R			01/21/16	7.42
041701	WOODEN POSTS REC PARK SIGNS	WILLAR	THE O.L. WILLARD CO.	775024	R			01/21/16	67.60
041702	WOOD LOUVER	WILLAR	THE O.L. WILLARD CO.	775566	R			01/29/16	68.50
041703	TACKY GREASE	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	777237	R			01/29/16	39.90
041704	GREASE GUN HOSE	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	777237	R			01/21/16	40.89
041705	SOCKET & BRAKE CLEANER	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	778044	R			01/26/16	31.36
041706	HAULING/RECYCLING/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1767369	R			01/23/16	1,695.43
041707	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	CM1767369	M			01/23/16	-31.15
041708	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	CM1766994	M			01/23/16	-20.00
041709	COMPACTOR RENTAL	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1770224	R			02/01/16	630.00
041710	CVFD PER CAPITA 1/1-3/31/16	WINDPA	WINDHAM HOSPITAL PARAMEDICS	1512	R			02/01/16	1,365.25
041711	TRANSFER STATION PUMPOUT 1/16	CTPORT	CT PORTABLES	090019390	R			02/01/16	64.00

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002015-01

Sequenced By Voucher Number

Period: February 2016

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

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041712	PUMPOUT 1/16 PORTER,BOAT,REC	CTPORT	CT PORTABLES	090019390	R			01/29/16	178.00
041713	REPAIR & ADD 25' GUARDRAIL	TOTFEN	TOTAL FENCE LLC	7640	R		008584	01/29/16	2,725.00
041714	IT SVCS 8/1/15-6/30/16	CCAT	CONNECTICUT CENTER FOR	13214	R			02/02/16	1,155.00
041715	ADMIN LIABILITY/AUTO CHANGES	CIRMA	CIRMA	2959	R			01/29/16	501.00
041716	ADMIN LIABILITY/AUTO CHANGES	CIRMA	CIRMA	2960	R			01/19/16	383.00
041717	OIL TOWN HALL 152.3 GAL	EASTRI	EAST RIVER ENERGY, INC	326156	R			01/19/16	361.69
041718	DIESEL DPW 834 GAL	EASTRI	EAST RIVER ENERGY, INC	734929	R			01/15/16	2,029.00
041719	GYM USAGE JAN. 8 DAYS	EASTCO	EASTCONN	9161669	R			01/28/16	480.00
041720	REFEREE 1/16 3 GAMES	FOLTRO	ROBERT FOLTZ	REFEREE	R			01/28/16	120.00
041721	PHONE TOWN HALL	FRONTI	FRONTIER COMMUNICATIONS	8602283284	R			01/23/16	618.53
041722	PHONE FINANCE	FRONTI	FRONTIER COMMUNICATIONS	8602283284	R			01/23/16	108.86
041723	PHONE OLD CVFD	FRONTI	FRONTIER COMMUNICATIONS	8602281673	R			01/23/16	54.28
041724	REFEREE 1/30 3 GAMES	GIBSLL	LLOYD GIBSON	REFEREE	R			01/30/16	108.00
041725	JUD/LEGAL DECEMBER 2015	HALLSA	HALLORAN & SAGE LLP	11198583	R			01/30/16	1,782.50
041726	JUD/LEGAL DECEMBER 2015	HALLSA	HALLORAN & SAGE LLP	11198125	R			01/25/16	453.80
041727	JUD/LEGAL DECEMBER 2015	HALLSA	HALLORAN & SAGE LLP	11198584	R			01/25/16	31.50
041728	JUD/LEGAL DECEMBER 2015	HALLSA	HALLORAN & SAGE LLP	11198124	R			01/25/16	790.50
041729	JUD/LEGAL DECEMBER 2015	HALLSA	HALLORAN & SAGE LLP	11198585	R			01/25/16	232.50
041730	MILEAGE JAN 2016	HEWMAR	MARY LAVALLEE	MILEAGE	R			01/29/16	102.60
041731	FEES ATTESTED COPIES VITAL REC	TOWNMA	TOWN OF MANCHESTER	LETTER STM	R			01/29/16	42.00
041732	FOLDERS, DUST DESTROYER	STAPLE	STAPLES ADVANTAGE	8037621620	R			01/16/16	32.48
041733	4 3PK BLACK FRAMES	STAPLE	STAPLES ADVANTAGE	8037621620	R			01/16/16	19.96
041734	ADMIN B&W COPIER DEC & JAN	TOSHEL	TOSHIBA AMERICAN BUSINESS	235991	R			01/26/16	80.00
041735	BUILD. COPIER OCT 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	231982	R			01/26/16	50.55
041736	CLERK COPIER OCT 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	231982	R			11/25/15	5.35
041737	FINANCE COPIER OCT 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	231982	R			11/25/15	14.35
041738	BUILD. COPIER DEC 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	235990	R			01/26/16	46.05
041739	CLERK COPIER DEC 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	235990	R			01/26/16	8.52
041740	COPIER FINANCE DEC 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	235990	R			01/26/16	16.00
041741	INTRO TO GIS COURSE	UCONCO	UNIVERSITY OF CONNECTICUT		R			02/01/16	400.00
041742	LEGAL NOTICES	CHRON	CHRONICLE	48	R			02/01/16	398.29
041743	FEB ANTHEM PREMIUMS	ANTHEM	ANTHEM BLUE CROSS BLUE SHIELD	7602000045	R			02/02/16	17,691.92
041744	FEB. ANTHEM CO-PAYS	ANTHEM	ANTHEM BLUE CROSS BLUE SHIELD	7602000045	R			02/01/16	2,487.16
041745	MISC POSTAGE	PETTBD	PETTY CASH FUND-BLDG DEPT		R			02/02/16	50.82
041746	P&Z LEGALS	CHRON	CHRONICLE	319	R			02/02/16	97.85
041747	ZBA LEGALS	CHRON	CHRONICLE	310	R			01/31/16	140.60
041748	DPW GASOLINE JAN 2016 238.18 G	FLEESE	WEX BANK	43859789	R			01/31/16	406.85
041749	YOGA 1/21 1/28	JACQLA	LAURA JACQUES	1/21&1/28	R			02/02/16	120.00
041750	DPW 1/10-2/9	VERIZN	VERIZON WIRELESS	9758561044	R			02/02/16	56.70

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

Document Ctl# 002015-01

Sequenced By Voucher Number

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

Period: February 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041751	MARINE PATROL 1/10-2/9	VERIZN	VERIZON WIRELESS	9758561044	R			01/09/16	28.41

Register Totals: Number of Vouchers = 118 Total of Vouchers = 54,279.03

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

Document Ctl# 002016-01

Sequenced By Voucher Number

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

Period: February 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041752	ADMIN COPIER SEPT 2015	TOSHEL	TOSHIBA AMERICAN BUSINESS	3019018	R			02/02/16	40.00

Register Totals: Number of Vouchers = 1 Total of Vouchers = 40.00

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

PAYMENT TO: **Credit Card** / Survey Monkey
****CREDIT CARD****

VENDOR NUMBER _ _ _ _ _
CK # _____ Dated _____
$_____ of Total Ck of $_____

PURCHASED WITH PO # : _____

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

Invoice #		Dated 1/25/2016	$ 26.00
Invoice #		Dated	
Invoice #		Dated	
Invoice #		Dated	$ -
Invoice #		Dated	$ -
Invoice #		Dated	$ -

Total of Invoices: . . . . . $ 26.00

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

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

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

__ Other (describe and attach receipt) _____

_____ $ -

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10	4670	500	$ $26.00	Survey Monkey - Jan/Feb
			$	
			$	
			$	
			$	
			$	

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

Date: 4/29/2013

Authorized Signature

vouchers05.xls (Rev 01/02/08)

SurveyMonkey

Invoice #25895771

Close Print

Jan 25, 2016

Paid on **Jan 25, 2016 6:19:00 PM (UTC)**

DESCRIPTION	USER NAME	BILLING PERIOD	QUANTITY	PRICE	AMOUNT
Select Monthly Plan	ColumbiaRecDept	Jan 25, 2016 - Feb 24, 2016	1	$26	$26

Total: $26

BILLING DETAILS

Beverly Ciurylo
Town of Columbia
323 Route 87
Columbia
Connecticut
06237
United States
8602288513

NOTES

PAYMENT INFORMATION

Payment made on Jan 25, 2016 6:19:00 PM (UTC).

Payment Method: VISA
Card Number(last 4 digits): 2670

PAID

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

PAYMENT TO: **Credit Card, Dollar Store**

VENDOR NUMBER __ __ __ __ __
CK # _____ Dated _____
$_____ of Total Ck of $_____

PURCHASED WITH PO # : _____

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

Invoice # _____ Dated 1/27/2016 $ 9.00
Invoice # _____ Dated _____ $ -
Invoice # _____ Dated _____
Invoice # _____ Dated _____
Invoice # _____ Dated _____ $ -
Invoice # _____ Dated _____ $ -

Total of Invoices: $ 9.00

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

_____ Total miles at .56 per mile = _____

__ Postage (attach receipt) $ -

__ Other (describe and attach receipt) _____

_____ $ -

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
29	4270	120	$ $9.00	Tableclothes for Cupcake Challenge
			$	
			$	
			$	
			$	
			$	

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

Date: 1/27/16

Authorized Signature

DOLLAR TREE STORES, INC.®

Store# 2776
1310 Main Street
Willimantic CT 06226-1910
(860) 450-0788

DESCRIPTION	QTY	PRICE	TOTAL
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N
TABLECOVER	1	1.00	1.00N

Sub Total	$9.00
SALES TAX	$0.00
Total	$9.00
Visa	$9.00
**********2670	S
Auth. Code: 01441G	

**** Tax Exempt ****
ID #: 060849153

Thank You for Shopping at Dollar Tree
Where Everything's $1.00
Now Shop On-Line at Dollartree.com

We value your opinion!
Please provide your feedback at
www.dollartreefeedback.com
Receive chances to win $1,000 daily plus instant prizes valued at $1,500 weekly or by calling 1-877-368-2540.
For complete rules, eligibility and sweepstakes period and previous winners please visit
www.dollartreefeedback.com
No purchase/survey required to enter.
Sweepstakes sponsored by Empathica, Inc. across multiple international clients.
Survey Code: 1727 0193 9367 0203

We will gladly exchange any unopened item with original receipt. We do not offer refunds.

1993 02776 03 031 495
Sales Associate:Deborah
1/27/16 10:16

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

PAYMENT TO: ~~Aazon~~ Amazon
CREDIT CARD

VENDOR NUMBER __ __ __ __ __

CK # _____ Dated _____

$ _____ of Total Ck of $ _____

PURCHASED WITH PO # _____

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

Invoice #		Dated 2/1/2016	$ 41.78
Invoice #		Dated	
Invoice #		Dated	
Invoice #		Dated	$ -
Invoice #		Dated	$ -
Invoice #		Dated	$ -

Total of Invoices: _____

__ Mileage as follows:

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

0 Total miles at .555 per mile = $ -

__ Postage (attach receipt) $ -

__ Other (describe and attach receipt) _____

_____ $ -

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10	4670	300	$ $41.78	Bins for supplies
			$	
			$	
			$	
			$	
			$	

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

Date: 2/1/2015 ~~4/20/2010~~

Authorized Signature

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All

Shop by Department | Shopping History | Beverly's Amazon.com | Today's Deals | Hello, Beverly Your Account | Your Prime | Your Lists | 0 Cart

Your Account › Your Orders › Order Details

Order Details

Ordered on February 1, 2016 Order# 108-2823858-1113029

View or Print invoice

Shipping Address
Beverly Ciurylo / Town of Columbia
323 Jonathan Trumbull Highway
Columbia, Connecticut 06237
United States
Change

Payment Method
VISA **** 2670
Change

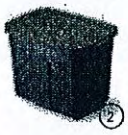
Apply gift card balance
Enter code Apply

Order Summary

Item(s) Subtotal:	$41.78
Shipping & Handling:	$0.00
Total before tax:	$41.78
Estimated tax to be collected:	$0.00
Grand Total:	**$41.78**

See tax and seller information

Arriving Feb 5 - Feb 10
Not yet shipped



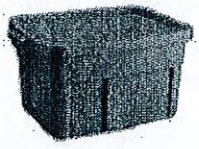
2 of Rubbermaid Storage Tote, 18-Gallon, Grey
Sold by: Shoplet
$20.89
Condition: New
Add gift option

Buy it Again

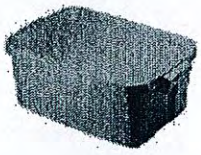
Track package
Contact seller
Cancel items
Archive order

Shipping speed
Standard

Frequently Bought With Rubbermaid Storage Tote, 18-Gallon, Grey



Rubbermaid Tote, 14-Gallon
9
$17.68



Rubbermaid Roughneck Tote Storage Container, Steel, 10-gallon (1841371)
111
$20.62

Rubbermaid Commercial FG9S3100GRAY Brute Tote with Lid, 20-Gallon Capacity, Gray
198
$33.19

Rubbermaid Roughneck Tote Storage Container, Dark Indigo Metallic, 14-gallon...
111
$13.93

Your Recently Viewed Items and Featured Recommendations

Inspired by your browsing history

PAYCHEX

HUMAN RESOURCE SERVICES
1175 JOHN ST
WEST HENRIETTA, NY 14586-9199

CLIENT NUMBER:	0414-T712
STATEMENT DATE:	01/05/2016
STATEMENT NUMBER:	14094240
CUSTOMER SERVICE:	1-800-472-0072
	8 AM TO 8 PM ET
	MON - FRI

TOWN OF COLUMBIA
323 RT 87
COLUMBIA, CT 06237

ACCOUNT SUMMARY

TOTAL FROM xxxxxxxx5485	$ 215.25	**PLEASE DO NOT PAY.** TOTAL WILL BE DEDUCTED FROM YOUR DESIGNATED ACCOUNT(S) ON OR AFTER **01/15/16**
TOTAL:	**$ 215.25**	

DESCRIPTION OF SERVICES	CHARGES & ADJUSTMENTS	AMOUNT
COMPLETE ANALYSIS AND MONITORING SERVICE		
COMPLETE ANALYSIS & MONITORING SERV ADMINISTRATION JAN-16		
DISCOUNT	$-25.00	
PAYCHEX ESR SERVICES BASE FEE	$100.00	
DISCOUNT	$-46.75	
PAYCHEX ESR SERVICES PER EMPLOYEE FEE 187 @ $1.00 EACH	$187.00	
TOTAL COMPLETE ANALYSIS AND MONITORING SERVICE ACH FROM ACCOUNT xxxxxxxx5485		**$215.25**

SERVICE TOTALS

COMPLETE ANALYSIS AND MONITORING SERVICE	$ 215.25	**PLEASE DO NOT PAY - ELECTRONIC PAYMENT**
GRAND TOTAL:	**$ 215.25**	

INVOICE

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

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

INVOICE DATE	**02/01/2016**
INVOICE NUMBER	**678551**
INVOICE AMOUNT	**$ 1,034.11**
CHECK DATE	**02/04/2016**
A/R NUMBER	**1**

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

PRODUCT	SERVICE	(QUANTITY	x PER ITEM) + CHARGE	FLAT FEE	= SUB TOTAL	- PRODUCT DISCOUNT	= TOTAL	TAX-ABLE
*BNDBI	PAYROLL PROCESSING BUNDLE BI	50	3.38	150.00				
		25	2.86	0.00				
		43	2.56	0.00				
					500.58	(165.19)	335.39	N
*MNEWH	NEW HIRE REPORTING	5	3.50	0.00	17.50	(5.78)	11.72	N
*W2	W-2S	142	5.75	60.00	876.50		876.50	N
*W2109	1099S						0.00	N
*GPS	GARNISHMENT PAYMENT SERVICE						0.00	N
*DELCR	DELIVERY - COURIER			10.50	10.50		10.50	N
*BNDCR	01/21 BUNDLE PRODUCT CREDIT (Balance of overpayment credit)			-200.00	(200.00)		(200.00)	N
TOTALS					1205.08	(170.97)	1034.11	

TOTAL INVOICE 1034.11