

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, March 1, 2016 - 7 pm.**  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

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

**Also Present:** Finance Director Bev Ciurylo; Rec Director Marc Volza; Ann Dunnack; *The Chronicle* reporter, Kimberly Wetzel.

**CALL TO ORDER:** C. Vance called the meeting to order at 7:01 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: Special Meeting Minutes of 2/23/16:** W. O'Brien MOVED to approve the special meeting minutes of 2/23/16 as presented. MOTION CARRIED 5:0.
3. **AUDIENCE OF CITIZENS:** None.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
  - 5.1 **DEMHS Resolution #2016-02:** R. Bogue MOVED to accept DEMHS Resolution #2016-02 as presented. MOTION CARRIED 5:0.
6. **COLUMBIA LAKE / DAM / BEACH:** None.
7. **APPOINTMENTS / RESIGNATIONS:**
  - 7.1 **Resignation of Rob Hellstrom from Salmon River Watershed Partnership (SRWP):** The BOS recognized the resignation of R. Hellstrom from SRWP.
  - 7.2 **Appointment of Bryan Tarbell to Salmon River Watershed Partnership (SRWP):** R. Hellstrom MOVED to appoint B. Tarbell to SRWP. MOTION CARRIED 5:0.
  - 7.3 **Resignation of Nell Reinwald as Assistant to the Recreation Director:** The BOS recognized the resignation of N. Reinwald.
8. **TOWN ADMINISTRATOR REPORT:** See report. C. Vance stated that the Church approved the proposed Boundary Agreement which is scheduled to go to a Town Meeting vote on March 15, 2016 at 6:45 pm. Housing Rehab applicants fell short in both Columbia and Coventry and therefore the program has been discontinued at this time. Columbia will investigate applying again next year.
9. **CORRESPONDENCE:** None.

**10. BUDGET:**

**10.1 Transfers:** S. Everett MOVED to approve the following transfers:

<b>TRANSFER #/AMOUNT</b>	<b>FROM A/C#, DESCRIPTION</b>	<b>TO A/C#, DESCRIPTION</b>
2016-16/\$46	10-4410-710, DPW Professional Development	10-4410-770, DPW Transportation
2016-17/\$400	10-4420-011, Waste Disposal Salaries OT	10-4420-230, Waste Disposal Electricity

MOTION CARRIED 5:0.

**10.2 Refunds:** S. Everett MOVED to approve the following refunds:

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$40.70	Town of Columbia	Putnam bank on behalf of David and Jeanne Esterquest
\$224.36	Town of Columbia	Thomas or Linda Ann Cretella
\$120	Town of Columbia	Honda Least Trust

MOTION CARRIED 5:0.

**11. APPROVE PAYMENT OF BILLS:** C. Vance MOVED to approve the payment of bills in the amount of \$30,736.55 including regular bills, emergency bills, credit card and paychex. MOTION CARRIED 5:0.

**12. BOARD MEMBER COMMENTS:** W. O'Brien expressed safety concerns regarding the cross walk to the Meeting Place for Library use. He stated that this is a very dangerous spot and people travel this road at very fast speeds. W. O'Brien explained that he has seen people pull off to the side of the road and get out of their vehicles to walk over to the book return drop off box and feels this is dangerous. He would like to see the drop box for books and media moved back to its original location; on the side of the road that the Library and Town Hall are on. W. O'Brien feels it is necessary that more warning is given to traffic i.e. flags, etc. to exercise caution for pedestrians. S. Everett suggested speaking to state representatives for help. N. Nau will look into this and bring it back to the Board.

**13. BUDGET WORKSHOP:**

**Windham Regional Community Council (WRCC):** N. Nau stated that in the past, Columbia has funded the WRCC Veterans Program \$500 annually but this year WRCC is requesting \$1,000. C. Vance MOVED to fund WRCC \$500 for FY 16-17 as has been done in previous years. MOTION CARRIED 5:0.

N. Nau reviewed a summary of budget items that were discussed at the February 23, 2016 BOS budget workshop meeting.

**Full Time (FT) Rec Director:** S. Everett told the Board that he met with Marc Volza to discuss why he feels a FT Rec Director is necessary. He stated that after a lengthy discussion with M. Volza, he feels that the town would benefit from a full time Rec Director and is in favor of approving this budget request. R. Bogue was in agreement. C. Vance asked if it would be possible to pay M. Volza as a full time employee going forward out of the Assistant to the Rec Director's salary seeing as she has resigned. Discussion followed. B. Ciurylo confirmed there were enough funds to cover the full-time salary until the end of this fiscal year. W. O'Brien stated that he is in support of a FT Rec Director, but is hesitant about keeping the position of Assistant to the Rec Director. Discussion ensued regarding other possible avenues such as internships, floaters, per diem, etc. to make it possible to eliminate the Assistant to the Rec Director position. Discussion followed.

S. Everett MOVED to budget for a FT Rec Director (salary employee) effective March 7, 2016. MOTION CARRIED 5:0.

W. O'Brien MOVED to eliminate the Assistant to the Rec Director position effective March 11, 2016. MOTION CARRIED 5:0.

R. Bogue moved to reallocate the funding for the Assistant Rec Director position for the remainder of FY15-16 to the Rec Director position and the FY 16-17 funding reallocated for a Recreation Floater, as needed up to 10 hours per week. MOTION CARRIED 5:0.

**Beach services:** N. Nau stated that the cost for increasing hours of operation/season length, and decreasing staffing by one lifeguard (from four to three) would equate to approximately \$4,603. M. Volza explained that the proposed FY 16-17 beach season would consist of being open and staffed on weekends only from Memorial Day until school gets out, then resume regular schedule until August 17<sup>th</sup> and weekends through Labor Day. The hours during the day will be extended by approximately 2-2 ½ hours per day, which would be where the increase lies. S. Everett MOVED to approve the new beach schedule and lifeguard staffing as proposed by N. Nau and M. Volza. MOTION CARRIED 5:0.

**Land Use / Building Department:** N. Nau stated that an increase of \$5,000 is being proposed for a Floater to scan all department files electronically which will prepare the department to operate electronically in FY 17-18 through a permitting software. N. Nau stated that this would be a temporary position and that she anticipates it to take a minimum of 300 hours. Once all the current files are electronically saved, the Land Use / Building Department Administrative Assistant will be responsible for the upkeep of scanning files going forward. Discussion followed. The BOS was in favor of this.

**Changes to Registrar Staffing and Salaries:** Discussion ensued regarding changes to the Registrar staffing and salaries. N. Nau stated that the Registrar is requesting an increase in moderator salary as well as an assistant moderator. W. O'Brien doesn't feel that it is necessary to increase the moderator pay because moderators volunteer to participate, however he does feel that an assistant is important. The BOS was in agreement with these changes.

**ICMA:** (International City County Manager Association) N. Nau explained that she has attended ICMA seminars in the past and has found them very educational and feels that it would be beneficial to join this Association. Membership dues and conference/seminar costs would equate to approximately \$3,100 annually. The BOS agreed to this.

**Town Historian:** Discussion took place regarding specific requests for FY 16-17 from the Town Historian, such as furniture, computer, etc. N. Nau will appropriate the funding requests throughout the budget appropriately per the Boards request.

**Police Protection:** N. Nau explained that the Resident State Trooper has increased a step/pay grade and that the town is required to fund this. This will consist of an increase of approximately \$11,000 which is a combination of salary and fringe benefits. This is being budgeted at 100% because it is still unknown as to whether or not the State will allow the current 85% for next year or mandate that towns increase by 15%.

Discussion regarding revenues took place. N. Nau stated that once the BOE finalizes its numbers, a mill rate can be calculated.

N. Nau stated that the STEAP reimbursement for the Hop River Bridge has been reduced from \$250,000 to \$30,000 to reflect the actual time of spending on the expenditure side of the budget. Discussion followed.

N. Nau reviewed the proposed FY 16-17 Capital Projects with the BOS.

Discussion took place regarding the exterior of Town Hall. N. Nau asked the Board whether they feel siding the building, rhinoshielding or painting the building would be the better choice. N. Nau stated that to paint the Town Hall, the cost would be approximately \$37,000. Rhinoshielding would cost approximately \$137,000 total. She explained that if the town chooses to vinyl side the building, it would cost approximately \$70,000 total (\$35,000 FY 16-17 and \$35,000 FY 17-18) for regular vinyl siding, which will NOT make the building look the same as it does currently. However, Aztec vinyl siding is not metal wrapped and would allow the same look as Town Hall currently has. The cost for Aztec siding is approximately \$90,000 (\$45,000 FY 16-17 and \$45,000 FY 17-18). Discussion followed. C. Vance MOVED to proceed with the Aztec vinyl siding to keep the character of the building. MOTION CARRIED 5:0.

N. Nau explained that approximately \$50,000 was removed from the Capital Budget for the ADA renovations at the Meeting Place. The cost has been reduced to approximately \$25,000 to perform little renovations, including the floors. S. Everett stated that he would like to consider looking closely at what will be done for historic purposes going forward regarding the Historical Museum and proposed looking at the Chapel as a potential option in the future because it has larger square footage than the Meeting Place, eliminates the danger of using the crosswalk and would be less ADA costs.

N. Nau stated that \$200,000 has been allocated for Land Acquisition as discussed in the last meeting. The Board asked if the additional \$180,000 for FY 16-17 was removed. N. Nau confirmed it was removed.

N. Nau stated that cost for a new playscape has been spread out over two years (\$100,000 in FY 16-17 and \$100,000 in FY 17-18).

N. Nau stated that the cost for a Salt Shed was spread out over two years, also. (\$175,000 FY in 16-17 and \$175,000 in FY 17-18).

N. Nau stated that the proposed FY 16-17 Capital Budget increase is approximately 7.58 % and the proposed FY 16-17 Operating Budget increase is approximately 2.13%.

#### **14. EXECUTIVE SESSION**

**14.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A);** C. Vance MOVED to enter into executive session at 9:58 pm with N. Nau and B. Ciurylo present. MOTION CARRIED 5:0. Executive session ended at 10:18 pm.

C. Vance MOVED to approve the FY 16-17 budget including increases and decreases discussed and to send it to FiPAC for review. MOTION CARRIED 5:0.

**15. ADJOURNMENT:** R. Bogue MOVED to ADJOURN at 10:20 pm. MOTION CARRIED 5:0. The next meeting is scheduled for Tuesday, March 15, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona



