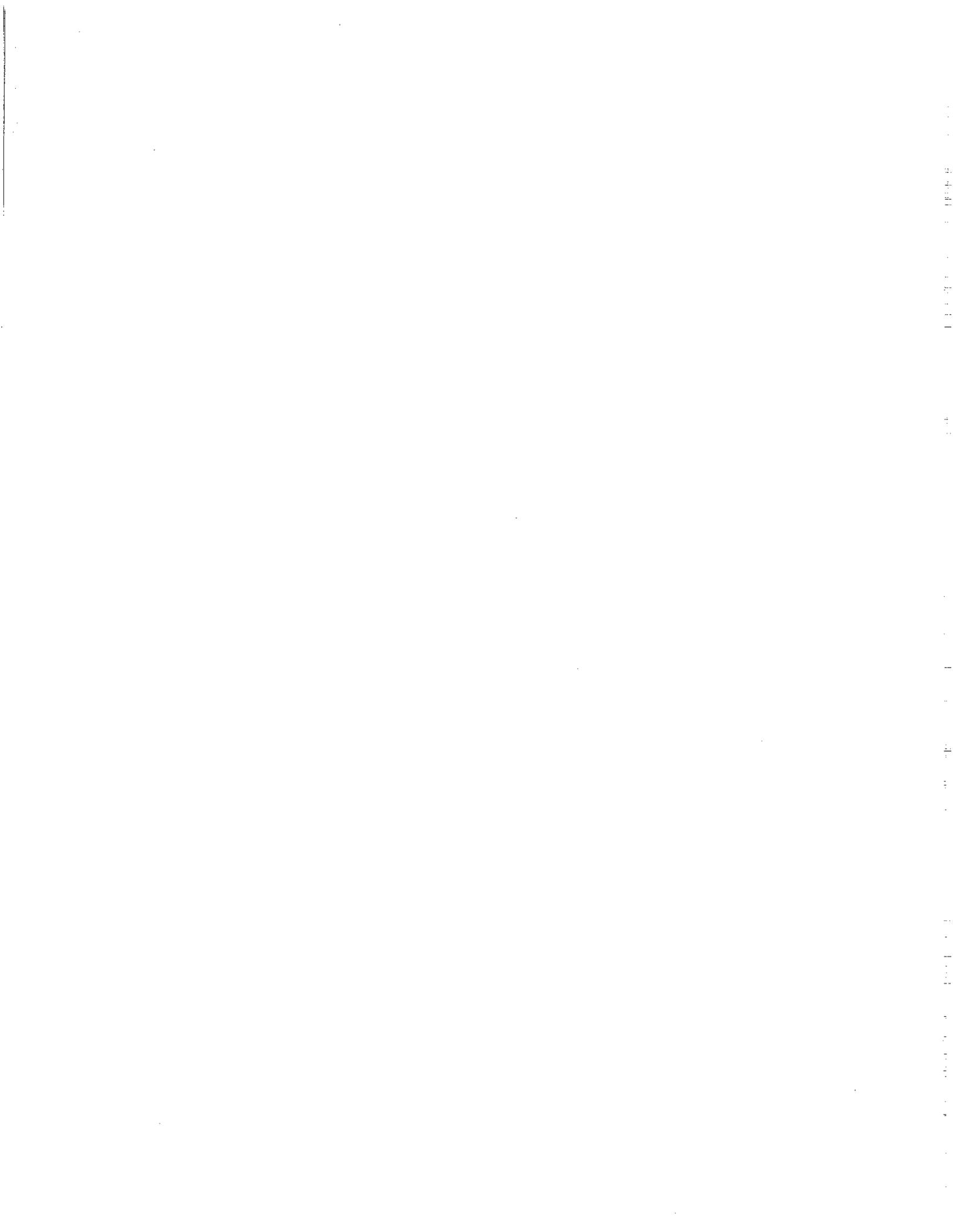


**REGULAR MEETING AGENDA  
COLUMBIA BOARD OF SELECTMEN  
Tuesday, March 15, 2016 - 7 pm.  
Adella G. Urban Administrative Offices Conference Room  
323 Route 87, Columbia, CT**

**CALL TO ORDER**

1. **PLEDGE OF ALLEGIANCE**
2. **MINUTES: Regular Meeting Minutes of 3/1/16**
3. **AUDIENCE OF CITIZENS**
4. **OLD BUSINESS**
5. **NEW BUSINESS:**
  - 5.1 **Approval of revised Rec Director Job Description**
  - 5.2 **Approval of Rec Floater Job Description**
6. **COLUMBIA LAKE / DAM / BEACH:**
  - 6.1 **Application from Gayle Mulligan of 9 Nuhfer Drive to replace existing stairs in seawall**
7. **APPOINTMENTS / RESIGNATIONS:**
  8. **Appointment of Alyssa Gwinnell to the Youth Services Committee**
  - 8.1 **Appointment of Head Lifeguards**
  - 8.2 **Resignation of Kelly McGuire as Board Clerk**
  - 8.3 **Resignation of Robert Manwarren as Moderator**
8. **TOWN ADMINISTRATOR REPORT: See report.**
9. **CORRESPONDENCE**
  - 9.1 **Letter to Town Clerk from ROV dated 3/4/16**
  - 9.2 **Pro-Act Prescription Savings for Columbia**
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**



**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

12

**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 Wetzell.

**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:

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
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:

AMOUNT	FROM	TO
\$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.

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 Statues 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

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.



# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237

(860)228-0110 FAX: 860-228-1952

## DIRECTOR OF PARKS AND RECREATION

**General Description:** The Director of Parks and Recreation exercises considerable independent judgment in administering and managing the department, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position exercises significant responsibility administering the planning, organizing, and supervising of a comprehensive public parks and recreation program for the community, including special programs and activities, and varied seasonal indoor and outdoor activities and programs.

**Supervision Received:** The Recreation Director will report to the Town Administrator.

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented as necessary.

- Plan, organize and implement a diversified municipal recreational program that meets the needs of Columbia Residents.
- Manage all Columbia Lake/Beach activities recruitment/hiring/training/supervision of beach staff (Aquatics Director and Lifeguards), work with Aquatics Director on scheduling and procurement of supplies and uniforms, beach pass processing, Supervise Recreation Floaters and or Interns.
- Coordinate recreation programs and services with town maintenance staff, DPW, outside contracted services, staff at Horace W. Porter School, other towns/companies, and volunteers.
- Meet with school officials, local youth athletic clubs, community groups and other park and recreation departments to expand on Columbia's programs, gather information, ideas and discuss plans to work cooperatively.
- Responsible for the collection and documentation of all program fees in a manner consistent with town accounting procedures. Monitor Rec. programming revenue and expenses via financial software. Submit required departmental reports/budget requests to the Town Administrator and boards/commissions. Administer and monitor the approved budget.
- Collaborate with Rec. Commission, Town Administrator, DPW, and BOS on Recreation Property issues; new fields, trails, playground structures.
- Approve field rental request by Little League, CWSA, and all camps.
- Prepare Recreation surveys, newsletters, program pamphlets, posters and public service announcements.
- Purchase, distribute, collect and inventory program equipment and supplies.
- Enforce Recreation policies and regulations and address citizens' concerns and complaints.
- Attend monthly Recreation Commission meetings
- Work with the Rec Commission to develop plans to meet the town's recreational needs.





# TOWN OF COLUMBIA

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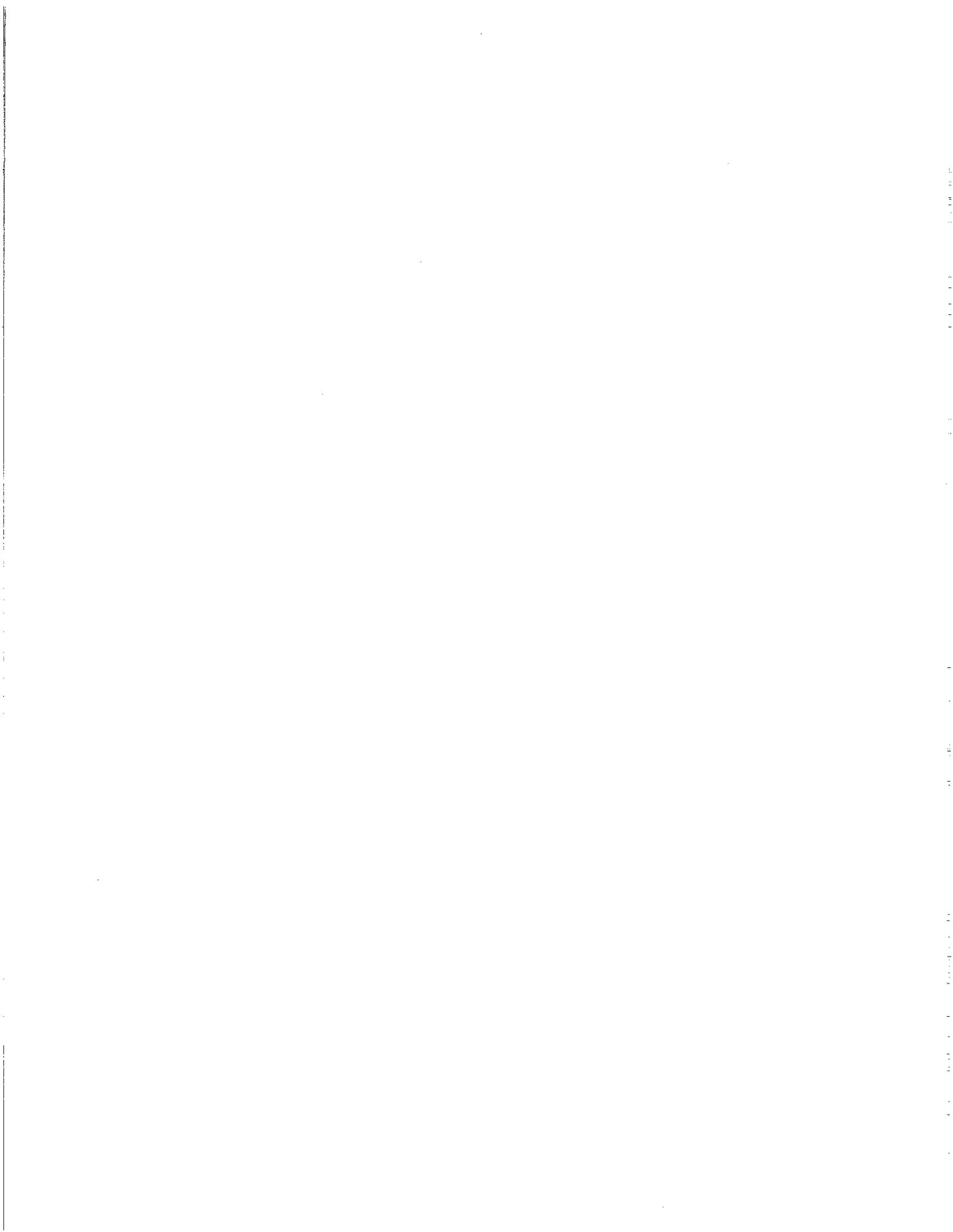
## DIRECTOR OF PARKS AND RECREATION

**Knowledge, skills and abilities:** Knowledge of general principles and practices of municipal recreational activities including promoting, planning, organizing, budgeting, and evaluating recreational programs. Ability to perform technical research and comprehensive studies in areas relating to municipal recreational activities. Considerable ability to prepare technical written reports. Ability to work independently with little supervision. Considerable ability to establish and maintain effective working relationships with associates and with the public. Highly developed organizational, negotiation, interpersonal, written and oral communication skills. Demonstrated administrative experience and skills. Excellent computer skills, including, but not limited to Microsoft Office Suite, word processing, spreadsheets, email, publishing (i.e.: Microsoft Publisher) and web-based research and advertising.

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

**Work Environment:** Work is mostly performed in an office environment. Work may occasionally be performed on athletic fields, at town parks, the town beach, in the Lake and on town trails.

**Qualifications:** Bachelor's degree is required, preferably in recreation or a closely related field. Also, a minimum of three years relevant experience is required. Candidates with significant





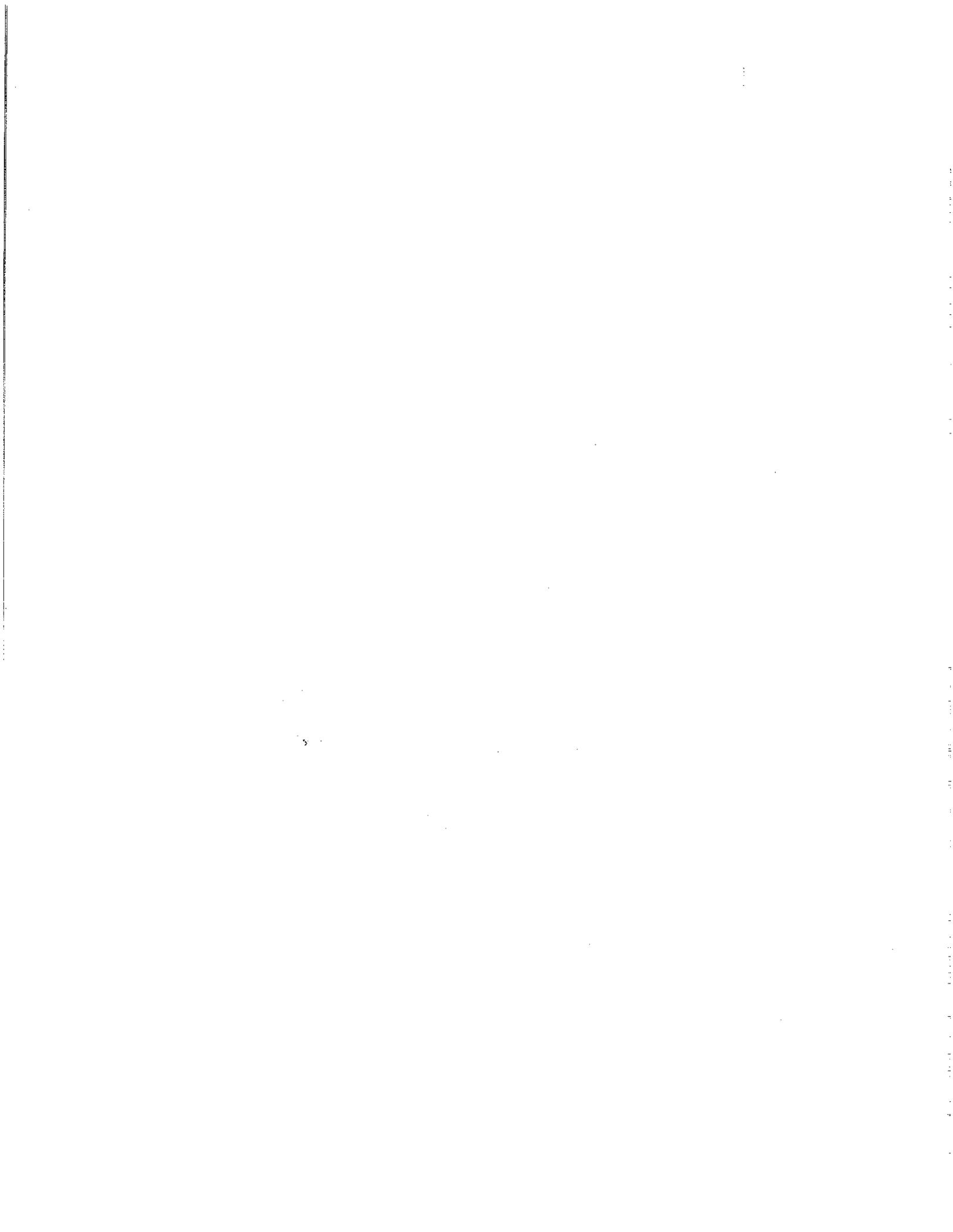
# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237

(860)228-0110 FAX: 860-228-1952

## DIRECTOR OF PARKS AND RECREATION

relevant experience who demonstrate requisite knowledge, skills and abilities may be considered qualified. Must have a valid Connecticut Motor Vehicle Operator's License. CPR and first aid certification required within 120 days of being hired and kept current during employment.





# TOWN OF COLUMBIA

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

## RECREATION FLOATER

### GENERAL DESCRIPTION:

Performs a variety of general office functions, including but not limited to communicating with the public, typing, filing, acting as a receptionist, telephone answering, posting, forms processing and acting as support staff to the Recreation Director. This position will also perform a variety of program related tasks.

### SUPERVISION RECEIVED:

The Recreation Floater works under the general supervision of the Recreation Director who shall assign the floater to various tasks.

### EXAMPLES OF DUTIES:

Serves as receptionist: answers and transfers telephone calls; greets and directs visitors; provides standard information regarding various recreation functions and operations.

Maintains office files, manuals, policies and resource materials.

Assists in the preparation and execution of programs/events/fundraising events.

Makes appointments and arranges meetings.

Processes routine applications, forms, passes and related material by checking for completeness and conformance to standard requirements.

### KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge of computer office programs including Word, Excel and Outlook.

Considerable knowledge of the internet and its professional uses.

Considerable knowledge of modern office procedures, practices and equipment.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to understand and follow written and oral instructions.

Considerable ability to plan, organize and complete work rapidly and efficiently.

Good ability to establish effective working relationships with superiors, other staff, boards and commission members and the general public. Person must be able to endure stress while maintaining a courteous and positive attitude.

Good ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.



# TOWN OF COLUMBIA

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

## RECREATION FLOATER

Good ability to make change accurately.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; talk or hear; walk; reach with hands and arms; use hands or fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to climb, stoop, kneel and crouch. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Specific vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### QUALIFICATIONS:

High School graduate or G.E.D., with at least two years of work experience in an office and/or municipal setting, or college graduate with the demonstrated ability to perform job functions.

*\*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that compromise this position.*

Presented to BOS 3/15/16



# TOWN OF COLUMBIA

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

## RECREATION ~~recreation~~ FLOATER

### GENERAL DESCRIPTION:

This is a clerical position involving varied ~~Performs a variety of~~ general office functions, including but not limited to communicating with the public, typing, filing, acting as a receptionist, telephone answering, posting, forms processing and acting as support staff to the Recreation Director to various departments, boards and commissions. This position will ~~also perform a variety of~~ program related tasks, ~~also has the responsibility for making standard office clerical decisions.~~ The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office procedures.

### SUPERVISION RECEIVED:

The Floater works under the general supervision of the Town Administrator Recreation Director, who shall assign the floater to various tasks town departments, boards and commissions on an as-needed basis.

### EXAMPLES OF DUTIES:

~~Performs clerical work of an organization unit involving standard clerical procedures requiring the exercise of some judgment and making decisions within the limits of standard procedures and general instruction~~

Serves as receptionist: answers and transfers telephone calls; greets and directs visitors; provides standard information regarding various department recreation functions and operations.

~~Answers citizen inquiries and explains town procedures and policies and/or directs inquiries to appropriate public officials.~~

Maintains office files, manuals, policies and resource materials. Distributes mail.

~~Types letters, memoranda, reports, index cards, records, tabulations and other related materials from copy or rough draft, may be called upon to compose routine correspondence from marginal notes or verbal instructions.~~

Assists in the preparation and execution of meeting packets and agendas programs/events/fundraising events. Act as recording clerk for meetings.

~~Operates a wide variety of standard office machines. Maintains office supply inventories.~~

Makes appointments and arranges meetings.

Processes routine applications, forms, permits ~~passes~~, licenses and related material by checking for completeness and conformance to standard requirements. ~~Aids in the purchase of materials and goods.~~



# TOWN OF COLUMBIA

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

## RECREATION ~~recreation~~ FLOATER

~~Stores and retrieves documents, maps, records, and files. Received, recording, filing, and indexing documents. Aiding in the registration of voters and assisting in the recording of voter and election information.~~

~~The position will be cross-trained over the majority of the departments to be able to complete various department specific tasks. Performs the department specific duties as assigned by each Department Head or department employee. Some examples include (but are not limited to) processing a building permit in the Land Use Department, processing a transfer station pass in Town Administration Department, issuing dog/fishing/hunting licenses in the Town Clerk Department, processing beach passes in the Recreation Department, processing a real estate/personal property payment in the Tax Collector Department, printing property cards in the Assessors Department and monitoring the activities at the Senior Center.~~

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent knowledge of computer office programs including Word, Excel and Outlook.

~~Good skill in typing at the net rate of 45 words per minute.~~

Considerable knowledge of the internet and its professional uses.

Considerable knowledge of modern office procedures, practices and equipment.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to understand and follow written and oral instructions.

Considerable ability to plan, organize and complete work rapidly and efficiently.

Good ability to establish effective working relationships with superiors, other staff, boards and commission members and the general public. Person must be able to endure stress while maintaining a courteous and positive attitude.

Good ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.

~~Good ability to make simple calculations with speed and accuracy.~~

Good ability to make change accurately.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; talk or hear; walk; reach with hands and arms; use hands or fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to



# TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237  
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## RECREATION~~Necreation~~ FLOATER

climb, stoop, kneel and crouch. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Specific vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**QUALIFICATIONS:** High School graduate or G.E.D., with at least two years of work experience in an office and/or municipal setting, or college graduate with the demonstrated ability to perform job functions.

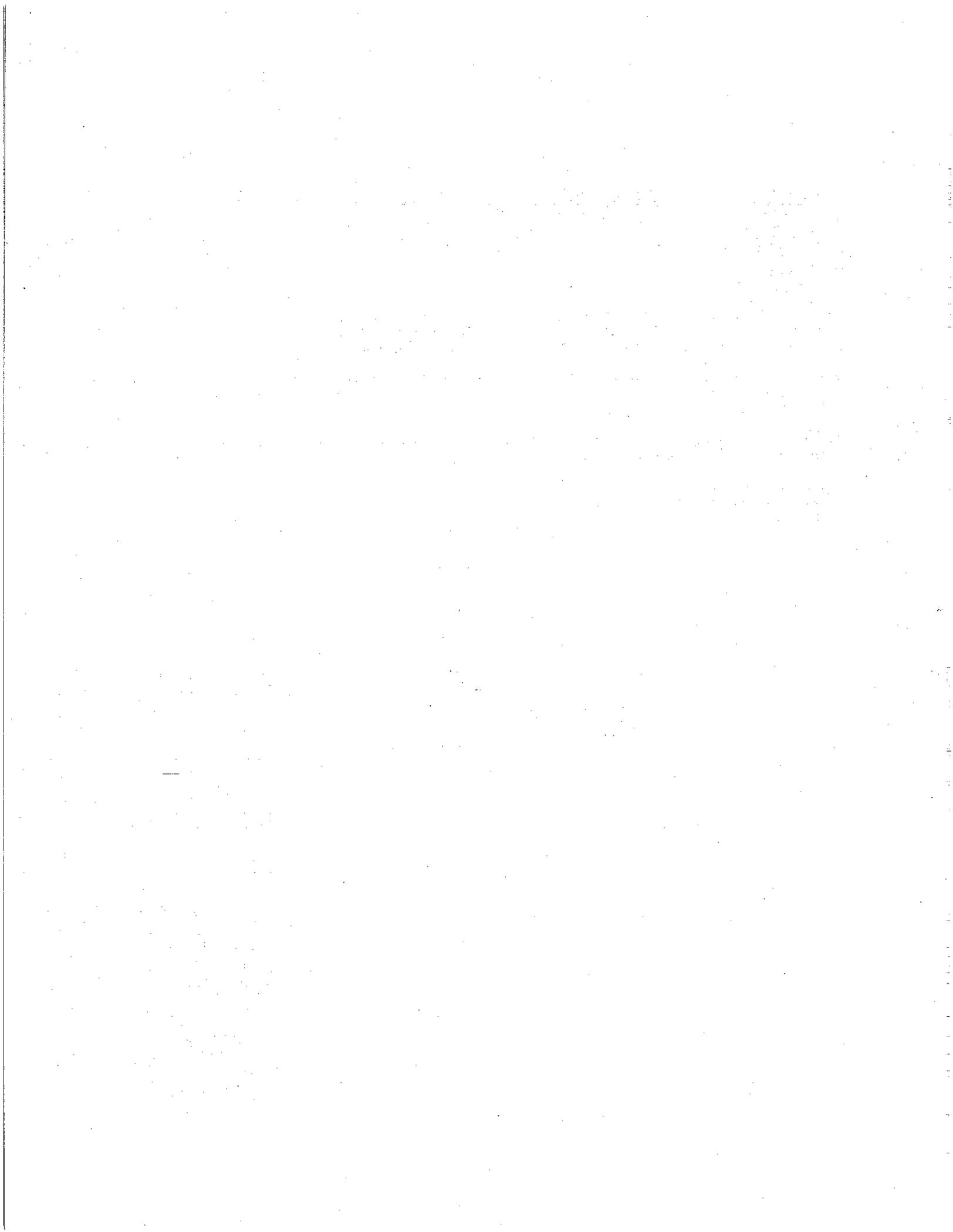
*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that compromise this position.*

Approved by BOS on 8/5/08

Revised 7/30/15, presented to BOS 8/4/15

Presented to BOS 3/15/16

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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: 3/4/16

Complete and return to the Board of Selectmen.

Property owner: George & James Mulligan

Address: 59 Sentinel Woods Dr Acron CT 06248

Property Location: 9 Nuffer Dr. Columbia

Daytime phone # 860-918-1591

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

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

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

#### 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: *George Mulligan* Date: 3/4/16

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: *Carmen Vase* Date: 3/16/16  
First Selectman

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# LAKE MANAGEMENT ADVISORY COMMITTEE

March 8, 2016

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

RE: Application for Replacement of a Structure on or Over Columbia Lake  
Mr. and Mrs. James Mulligan, 9 Nuhfer Drive, Columbia, CT

On March 4, 2016, Gayle and James Mulligan of 9 Nuhfer Drive, Columbia submitted an application for permit seeking to replace their existing stairs in their seawall with new stairs in their seawall at that location.

Karl Then, Steve Harrington and I, representing the Lake Management Advisory Committee (LMAC), have reviewed the application and find the proposed replacement of the existing stairs is an "in kind" replacement. The existing stairs are approximately 8'-0" wide and the replacement stairs are approximately 8'-0" wide.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the existing stairs may be replaced in the same location, in the same configuration and of the same size.

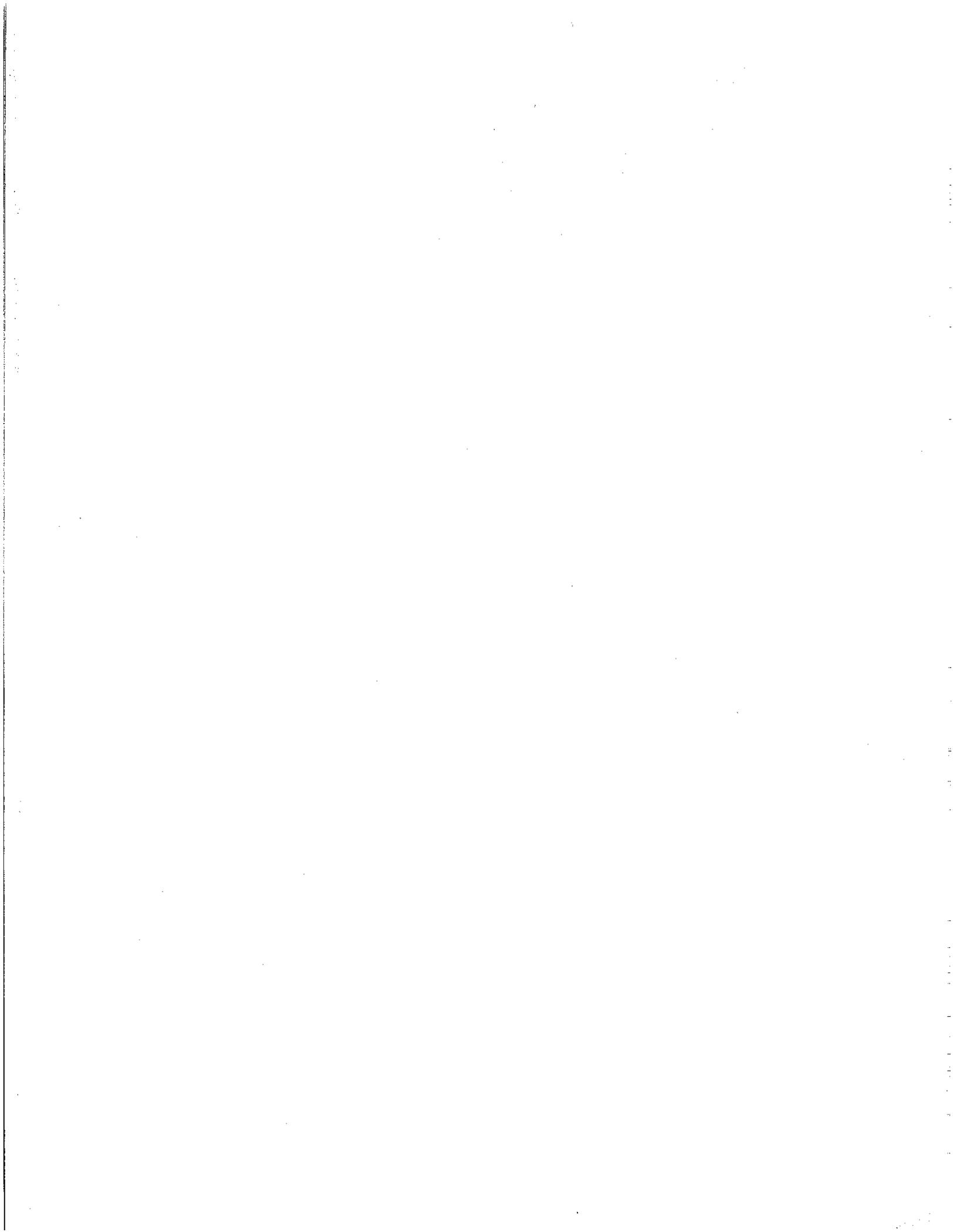
After review, it is the recommendation of LMAC to the Board of Selectmen that this permit be approved with the following conditions:

1. All work will be accomplished after Lake Drawdown on beginning November 1, 2015 and be completed prior to the lake re-filling March 15, 2016.
2. No machinery or power equipment will be allowed on the lake bed.
3. No materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new stairs will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. Disturbance to the lakebed will be confined to reasonable construction to establish new footings for the seawall. 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



# LAKE MANAGEMENT ADVISORY COMMITTEE

March 3, 2016

Mrs. Gayle Mulligan  
9 Nuhfer Drive  
Columbia, CT 06237  
Email: gjammer@comcast.net

**RE: Application for Replacement of a Structure on or Over Columbia Lake  
Mr. and Mrs. James Mulligan, 9 Nuhfer Drive, Columbia, CT**

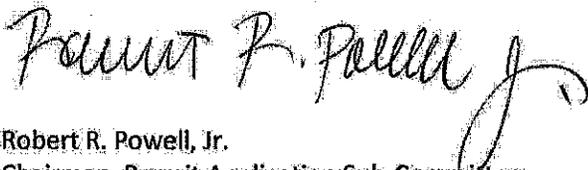
Based on recent in site inspections, the Lake Management Advisory Committee (LMAC) is aware that the recent construction activity at your property does not meet your plans that were approved by the Board of Selectmen and the Inlands Wetlands Commission. Specifically, the new 8'-0" wide stairs that have been installed in the new seawall do not meet the 4'-0" wide stairs that are indicated on the approved application.

As was discussed at the LMAC meeting last night and as you and I discussed on the telephone earlier today, it appears you have two options to remedy this infraction, namely:

1. You may remove the newly constructed 8'-0" wide stairs and install new 4'-0" wide stairs as indicated on the approved application. Please be reminded that per the conditions of your approved application, any and all construction activity on your project must be completed by March 15, 2016. If this option is pursued, all conditions of the accepted application will remain in effect.
2. You may submit a revised application to the Board of Selectmen for approval of 8'-0" wide stairs. You have indicated that the original stairs in the original seawall were 8'-0" wide and you would like to replace those "in-kind". It is important to verify that the original stairs were in fact 8'-0" wide." LMAC will recommend to the Board of Selectmen that the revised application be approved if convinced the replacement stairs are "in-kind. If the Board of Selectmen approves your revised application, John Valente, the Inlands Wetlands Enforcement Officer, has informed me that he is prepared to approve your revised application at the staff level. Please be aware that the next Board of Selectmen meeting is scheduled for March 15, 2016. If you chose to pursue this option, I suggest you submit your revised application as soon as possible.

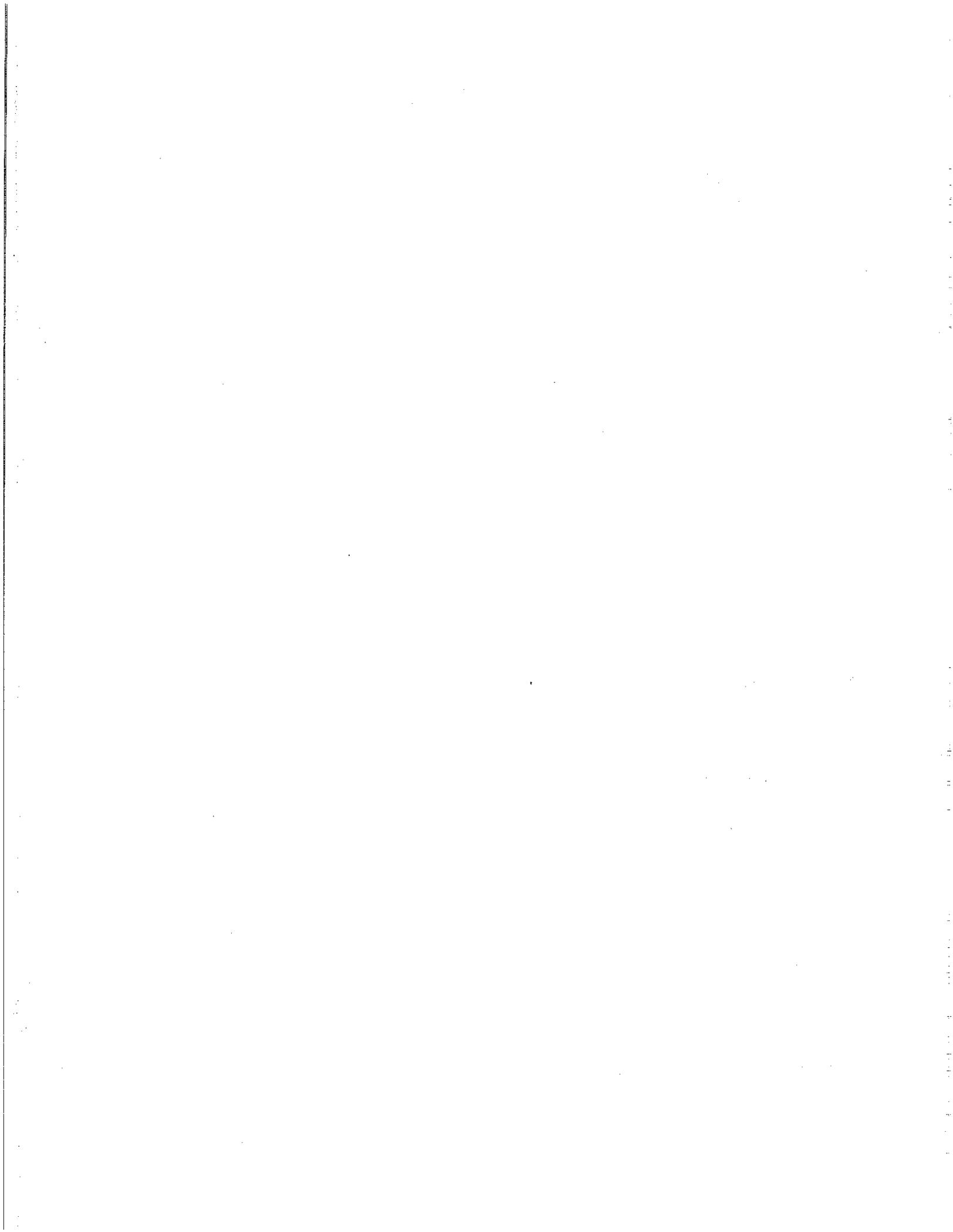
There may be other options you wish to pursue.

Please feel free to contact me at 860-803-8726 if you have any questions.



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

cc: Carmen Vance  
John Valente  
Mike Gnazzo



To: Columbia Board of Selectmen  
From: Gayle & Jim Mulligan  
Re: 9 Nuhfer Drive – replacement seawall stairs

March 4, 2016

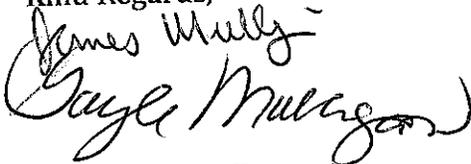
Dear Members of the Board of Selectmen,

This letter is to confirm that the plans submitted herein show replacing the sea wall stairs in the same dimensions both in height and width as were in place when the property was purchased. We have included a special permit site plan by Wentworth Civil Engineers, dated Aug 24<sup>th</sup>, 2015 that depicts the preexisting width of the wall and stairs (8ft). We inadvertently included the "concept plans" from the wall manufacturer with the previous application and those plans did not accurately represent our intent which was to replace the wall and stairs as they were in their original state when we purchased the home.

The plans included with this application show the accurate dimensions of both the original wall/stairs and the replacement wall/stairs. It is our hope that you will grant us the opportunity to replace the stairs as they were when we took ownership of this property.

We apologize for any confusion this may have caused and thank you in advance for your consideration. Should you have any questions please feel free to contact us.

Kind Regards,



Gayle & Jim Mulligan  
860-918-1591

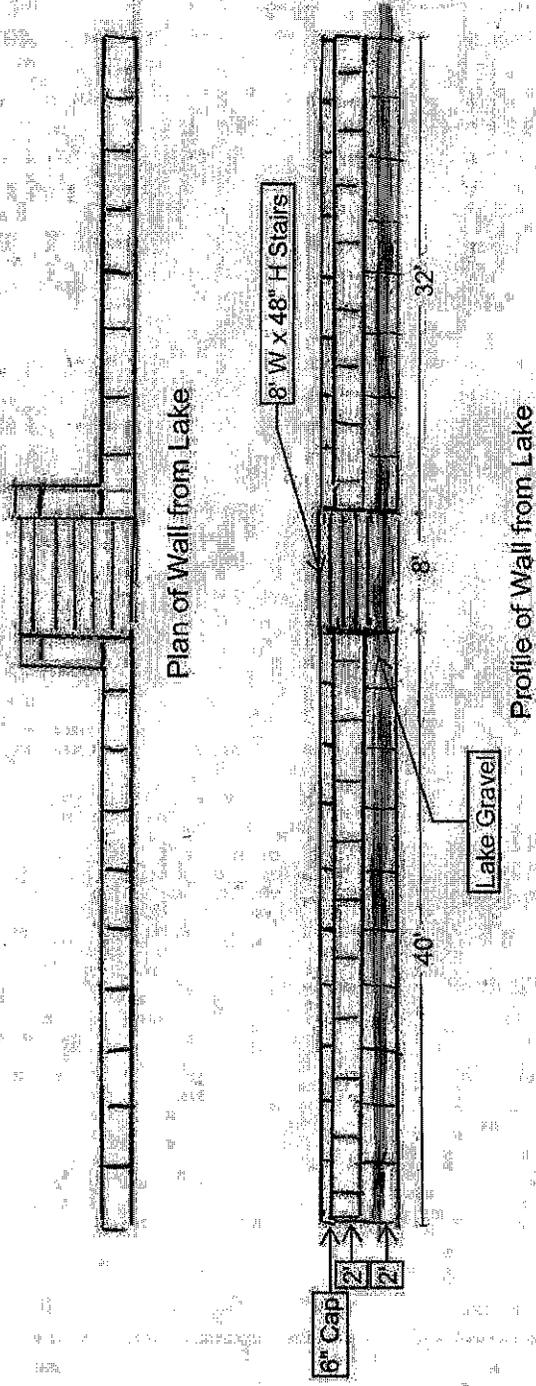


# Wall and Stair Replacement

Gayle Mulligan

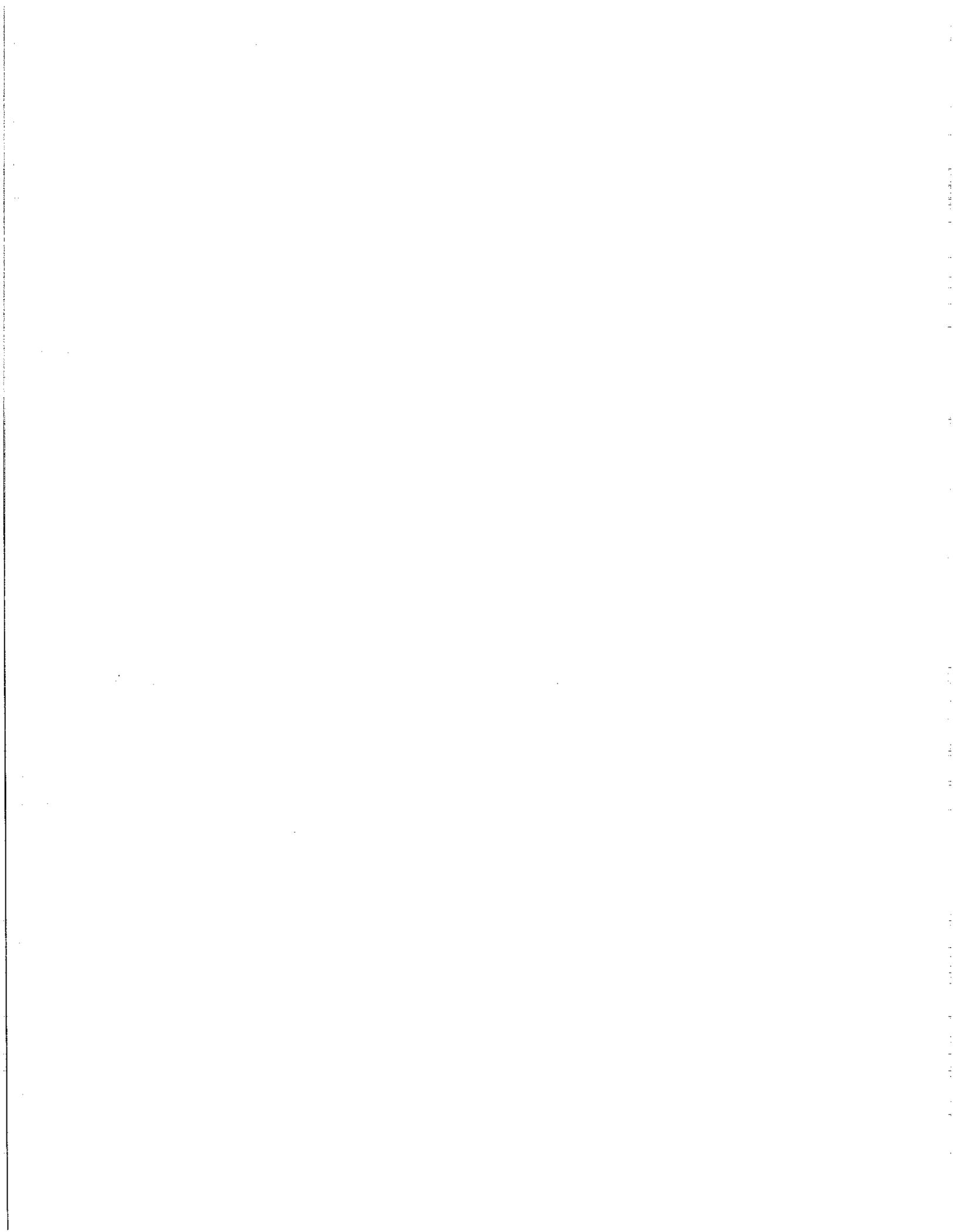
9 Nuhfer Road

Columbia, CT 06237

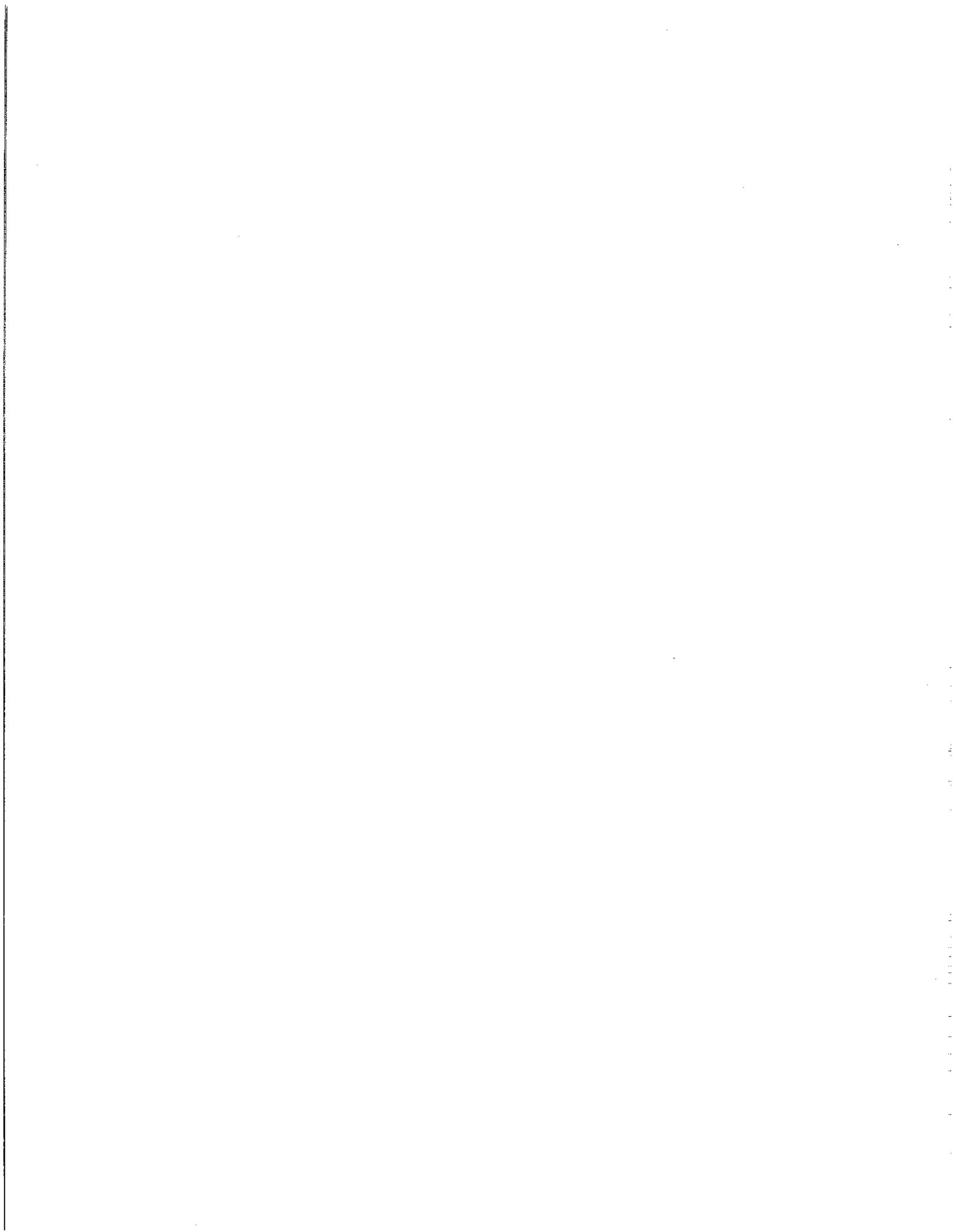


## Notes:

1. Wall to extend approximately 44" above grade (match existing).
2. Stairs to be 8' wide (match existing). See attached existing conditions site plan by Wentworth Civil Engineers, LLC, dated 8-24-15.
3. Stone base below wall and stairs.
4. Connect new wall to abutting walls accordingly.
5. Blocks to be 24" high x 48" wide.
6. Caps to be 6" high x 48" wide.
7. Wall and stairs to be installed to replace existing - match width and height.









# TOWN OF COLUMBIA

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

## OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen  
FROM: Natasha R. Nau, Town Administrator  
DATE: March 10, 2016  
RE: PERSONNEL HIRE

### RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

**Name:** Alexandra Kaplan **Tel #:** 860-634-4923

**Address:** 94 Synagogue Road  
Lebanon, CT 06249

**Position/Title:** Lifeguard/Head Lifeguard **Starting Date:** 5/28/16

**Benefits:**  FT (benefits)  PT (no benefits)  
 PT (benefits)  Temp/Seasonal (no benefits)

**Pay Info:** Hourly employee. Lifeguard hourly rate of pay is \$10.92 through June 30, 2016 and \$11.14 starting July 1, 2016 pending approval of the town budget. Head Lifeguard hourly rate of pay is \$13.51 through June 30, 2016 and \$13.78 starting July 1, 2016 pending approval of the town budget. Ms. Kaplan will switch between the two positions at the direction of the Recreation Director. Up to 40 hours per week is required.

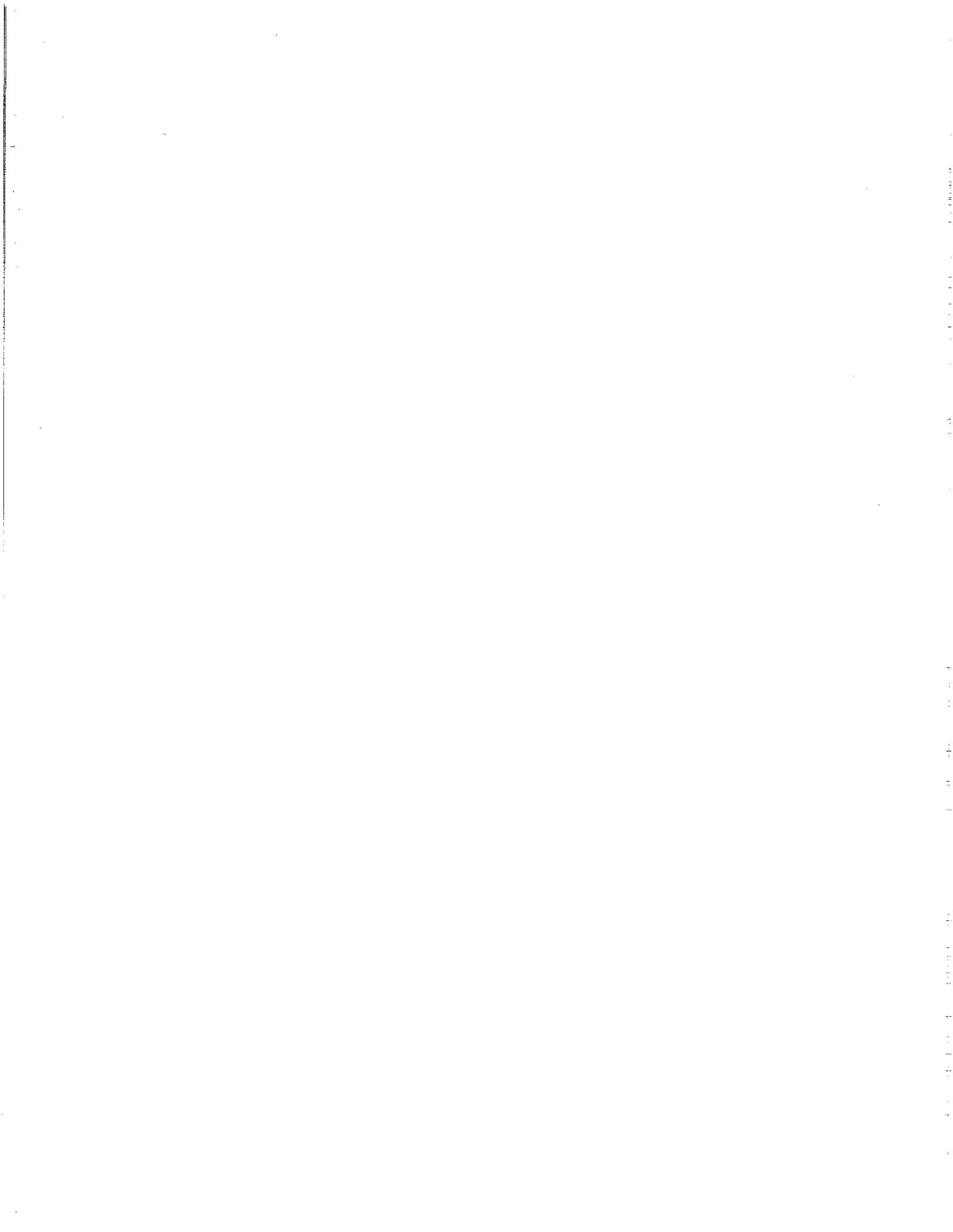
**Comments:** Offer letter to follow with mandatory training date(s) prior to start date.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Natasha R. Nau, Town Administrator

### AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

The Columbia Board of Selectmen hired Alexandra Kaplan in accordance with the specifications listed above at its regular meeting of 3/15/16.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Carmen L. Vance, First Selectman





# TOWN OF COLUMBIA

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

## OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen  
FROM: Natasha R. Nau, Town Administrator  
DATE: March 10, 2016  
RE: PERSONNEL HIRE

### RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

**Name:** Bradley Bowers **Tel #:** 860-436-7738

**Address:** 352 Wall St.  
Hebron, CT 06248

**Position/Title:** Lifeguard/Head Lifeguard **Starting Date:** 5/28/16

**Benefits:**  FT (benefits)  PT (no benefits)  
 PT (benefits)  Temp/Seasonal (no benefits)

**Pay Info:** Hourly employee. Lifeguard hourly rate of pay is \$10.92 through June 30, 2016 and \$11.14 starting July 1, 2016 pending approval of the town budget. Head Lifeguard hourly rate of pay is \$13.51 through June 30, 2016 and \$13.78 starting July 1, 2016 pending approval of the town budget. Mr. Bowers will switch between the two positions at the direction of the Recreation Director. Up to 40 hours per week is required.

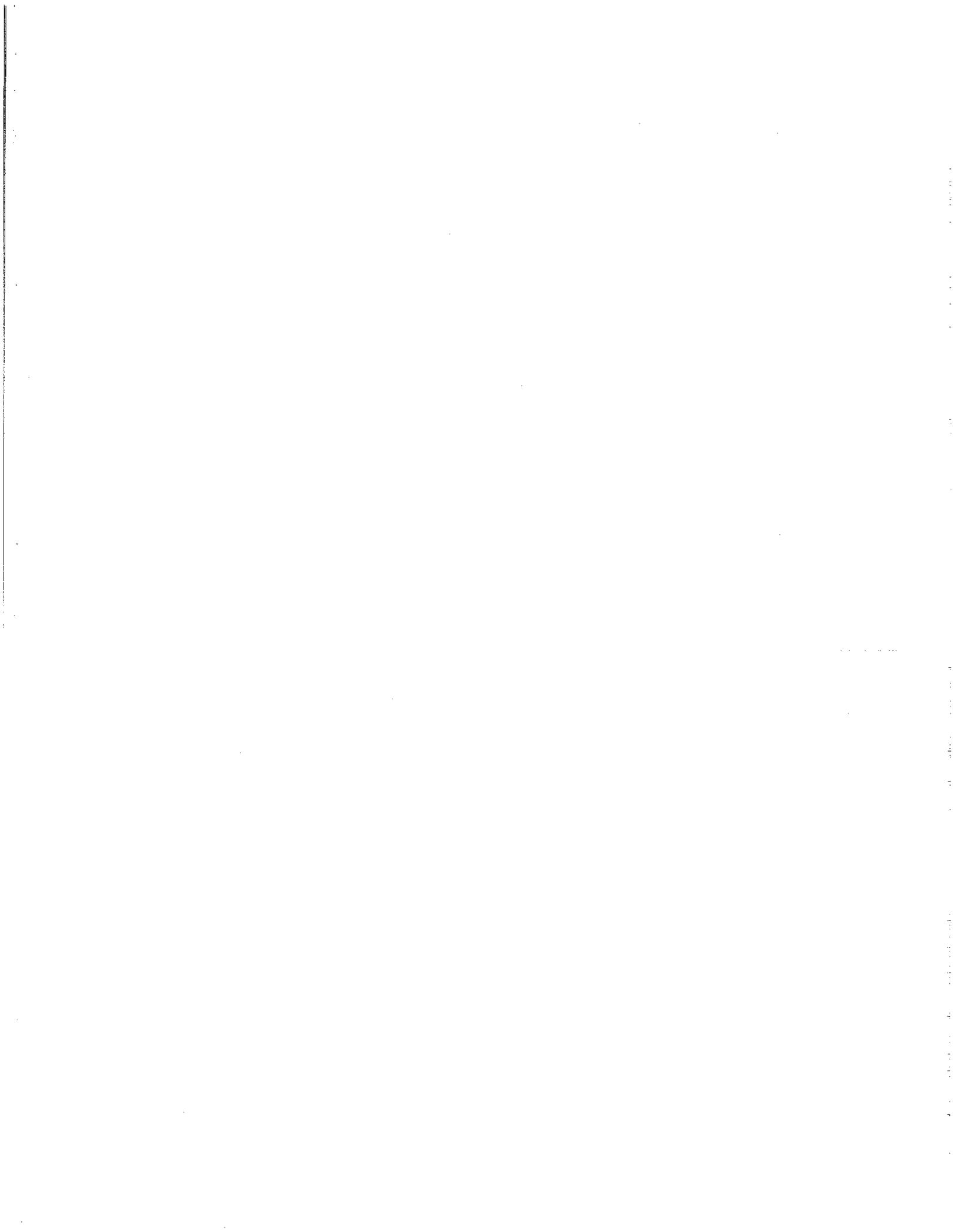
**Comments:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Natasha R. Nau, Town Administrator

### AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

*The Columbia Board of Selectmen hired Bradley Bowers in accordance with the specifications listed above at its regular meeting of 3/15/16.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Carmen L. Vance, First Selectman





# TOWN OF COLUMBIA

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

## OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen  
FROM: Natasha R. Nau, Town Administrator  
DATE: March 10, 2016  
RE: **PERSONNEL HIRE**

### RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

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

**Name:** Shane Vertefeuille **Tel #:** 860-336-7124

**Address:** 20 Whitney Road  
Columbia, CT 06237

**Position/Title:** Lifeguard/Head Lifeguard **Starting Date:** 5/28/16

**Benefits:**  FT (benefits)  PT (no benefits)  
 PT (benefits)  Temp/Seasonal (no benefits)

**Pay Info:** Hourly employee. Lifeguard hourly rate of pay is \$10.92 through June 30, 2016 and \$11.14 starting July 1, 2016 pending approval of the town budget. Head Lifeguard hourly rate of pay is \$13.51 through June 30, 2016 and \$13.78 starting July 1, 2016 pending approval of the town budget. Mr. Vertefeuille will switch between the two positions at the direction of the Recreation Director. Up to 40 hours per week is required.

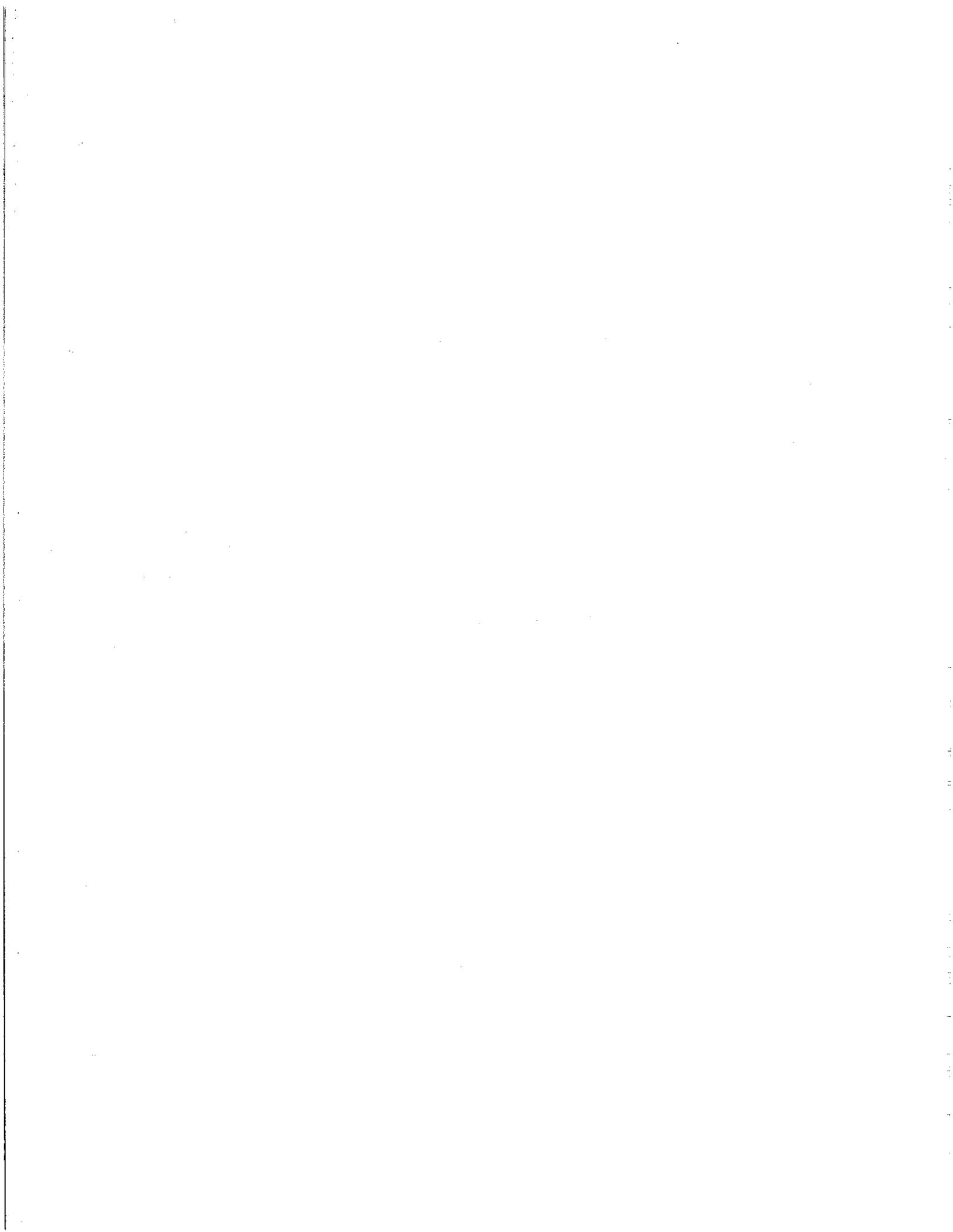
**Comments:** Offer letter to follow with mandatory training date(s) prior to start date.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Natasha R. Nau, Town Administrator

### AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

The Columbia Board of Selectmen hired Shane Vertefeuille in accordance with the specifications listed above at its regular meeting of 3/15/16.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Carmen L. Vance, First Selectman



## Town Administrator

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**From:** Kelly McGuire [simplesolutionsbykelly@hotmail.com]  
**Sent:** Thursday, March 10, 2016 10:07 AM  
**To:** Town Administrator  
**Cc:** Paula Stahl; a209@mindspring.com; Board Clerk  
**Subject:** Sorry....

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi.

I'm finding it difficult to continue as board clerk. There are so many things coming up that are scheduled for my kids/activities in the evenings...and it's forcing me to choose what to prioritize. For example, Mondays PZC conflicts with my daughters performance at the Bushnell Theatre...Thankfully, Paula is covering. There is a tae kwondo conflict with my son the morning of BAA which I will miss, etc. These I mention are just a drop in the bucket...

So, I need to resign. I will happily continue for a time while you search for a replacement. However, I need to be available for my kids for important events.

I certainly hope you understand, but I know this is putting you in a bind...and I'm sorry.

FYI, I am resigning in Hebron too. Many things coming up are falling on Thursdays when I clerk on 2 commissions there. For example, tonight i will miss a recognition at school because of a Hebron IWWC meeting. It's very much a challenge balancing it all....

Again, my apologies. I know this is not welcomed news.

Kelly

Sent from Outlook Mobile

\*Effective 3/31/16.

mm



## ***Memorandum***

**To:** Board of Selectmen  
**From:** Natasha R. Nau, Town Administrator  
**Date:** 3/10/16  
**Re:** 3/15/16 BOS Meeting Report

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### **Library**

Windows have been installed and roofing is currently being installed on the expansion. The heat has been turned off and we are very close to being ready to knock down the interior wall. The second payment request of \$158, 116.58 is one of the bills before you tonight to approve. All supporting certified payrolls have been reviewed and are correct. Bev and I are beginning to get prepared to submit for reimbursement on the STEAP and/or State Library grants.

### **Ellis Property RFP/RFQ**

This was advertised on 3/3/16 and submissions are being accepted through 3/31/16.

### **Beach Erosion/Re-grading/ADA**

George, Carmen and I reviewed the proposals we had against each other and decided to give an extension to the couple who had not turned in a conceptual design yet. Deadline was set for 3/15. Selection will be made after that day and then presented to the Rec Commission and the Town Meeting(s) will be scheduled. • neighborhood meeting

### **Quarterly Town Newsletter: *Columbia Chatter***

A friendly reminder that the next deadline for article/blurb/photo submissions is tomorrow, March 16th for a March 31<sup>st</sup> publish date.

### **CVFD Day-Time Staff & Tower**

No updates.

### **Open Space**

I am still looking into two potential properties for purchase. Made significant progress these past two weeks and will discuss the results with the Board.

### **Budget Season**

The final draft of the budget was completed on 3/9 and sent out to the BOS and FIPAC. FIPAC Budget Workshops are on 3/16, 3/23 and 3/30.

### **Economic Development Commission (EDC)**

The third meeting is on 3/28/16 @ 6pm in the conference room and we anticipate a quorum.

### **EAC Event**

Light bulb exchange is on April 16<sup>th</sup> in Yeomans from 11am to 4pm. Mailers going out to each household hopefully next week.

### **Baker Hill Bridge**

Will be pursuing the approximate \$124,190 reimbursement from Lebanon beginning next week.

### **Composting & Green Cleaning Products**

I have finally had time to devote to begin researching the exact models we want to purchase for the transfer station, Szegda farm and school community garden through the DEEP Recycling Initiatives grant we were awarded in December (\$4,750). George and I are finding that we can purchase the green cleaning products for town facilities as well as composting units for Szegda Farm and the school garden but that we do not have enough money to purchase the size/caliber model that we would need for the transfer station. The model we are looking at costs \$10,000 and I will be putting a transfer request in for the difference (approximately \$6,750) in order to make this program successful.

### **Hoarding Case**

I have been working on this with the attorney.

### **Senior Transportation**

Working on completing the first draft of the 5310 grant application for the van with CONA.

### **Road Safety Audit/Connectivity Grant**

Worked with one of my EAC members (who happens to work for the transportation division of CRCOG) and Town Planner Paula Stahl on this grant and submitted.

### **R87/Meeting Place Crosswalk Safety**

Followed up on this board member comment from last meeting. The Library has provided the following reasons they feel they cannot move the book return box: 1) Safety of staff who have to collect large amounts of materials from the box sometimes multiple times a day 2) Weather (we have to empty the box at least daily and crossing in the rain would surely damage materials 3) The patrons that have materials to drop off are the same patrons that cross the street to use the Library and pick up those materials. One of the reasons the Library moved the drops box was that if a person was going to make the quick stop off - rather than enter the Mini B., they could pull off 87 at the cemetery and use the drop. I contacted the Public Works Director of Windsor to get more information on the flags used at their dangerous crosswalk in town and they are inexpensive. I have instructed George to purchase and place as soon as possible.

### **Meetings/Events/Seminars/Trainings Highlights**

- 2/29: CRCOG HR Portal Pilot Demo
- 3/1: Submitted Community Connectivity grant for Road Safety Audit; BOS
- 3/2: Beach erosion/ADA meeting; call about hoarding
- 3/3: Meeting with R6 and R66 plaza owner; advertised Rec Park RFP/RFQ
- 3/7: Meeting with Cathie Rowe to start 5310 grant for senior transportation; BOE
- 3/8: Library progress meeting; budget finalization for FIPAC
- 3/9: Hunger Action meeting; Budget delivered to FIPAC; state healthcare meeting
- 3/10: Senior Center Annual chili cook-off judging; Congressman Courtney's USDA Grants/Loans seminar

REGISTRARS OF VOTERS

323 RT 87  
Columbia CT 06237  
860-228-0244 x27  
registrar@columbiact.org

RECEIVED MAR 07 2016

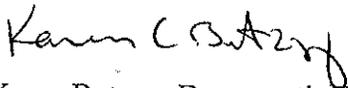
March 4, 2016

Robin Kenefick  
Town Clerk  
Town of Columbia  
323 Route 87  
Columbia, CT 06237

Re: Polling Place for the April 26, 2016 Presidential Preference Primary

Pursuant to Section 9-168 of the Connecticut General Statutes we the Registrars of Voters of the Town of Columbia notify you that we are designating Yeomans Hall at 323 Route 87, Columbia, CT as the polling place for the Presidential Preference Primary on April 26, 2016.

Sincerely,



Karen Butzgy, Democratic Registrar



Astrid S. Belanger, Republican Registrar

cc: Town Administrator, Board of Selectmen



Town of Columbia CT

Savings Report by Month

1/1/2012 12:00:00 AM - 1/31/2016 12:00:00 AM



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	<b>Year Total:</b>	<b>121</b>	<b>67</b>	<b>\$4,254.34</b>	<b>\$35.16</b>	<b>\$9,533.92</b>	<b>\$78.79</b>	<b>69%</b>
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	<b>Year Total:</b>	<b>120</b>	<b>75</b>	<b>\$4,623.38</b>	<b>\$38.53</b>	<b>\$7,557.60</b>	<b>\$62.98</b>	<b>62%</b>
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	<b>Year Total:</b>	<b>124</b>	<b>71</b>	<b>\$3,201.00</b>	<b>\$25.81</b>	<b>\$4,947.87</b>	<b>\$39.90</b>	<b>61%</b>
2016	Jan-16	7	5	\$189.98	\$27.14	\$382.61	\$54.66	67%
2016	<b>Year Total:</b>	<b>7</b>	<b>5</b>	<b>\$189.98</b>	<b>\$27.14</b>	<b>\$382.61</b>	<b>\$54.66</b>	<b>67%</b>
<b>Total</b>		<b>372</b>	<b>218</b>	<b>\$12,268.70</b>	<b>\$32.98</b>	<b>\$22,422.00</b>	<b>\$60.27</b>	<b>65%</b>



**[Town/City name] residents already saving over [total from "Price Savings column on report] in drug costs through the CCM Prescription Drug Discount program**

The [Town/City name], through its association with the Connecticut Conference of Municipalities (CCM), the statewide association of towns and cities, has already *saved [Town/City name] residents over [total "Price Savings"] in prescription costs since joining CCM's Prescription Drug Discount Program* in [first month/year listed on report] when [Town/City name]'s participation began.

That represents a [number from "% Savings% column] percent savings over what these [Town/City name] residents would have paid for the [number from the "Total Claims" column] prescriptions filled thus far.

*Since CCM began offering the "CCM Prescription Drug Discount Card" in September 2012, 125 towns and cities have signed up for the program. During that time, residents in the participating communities have filled over 146,000 prescriptions and saved almost \$8,000,000 with an average prescription savings of 52%.*

The program is free to any CCM-member municipality, providing savings on any prescriptions not covered by insurance. There are no costs to either the participating municipalities or their residents.

"Even if you have prescription insurance, this card can help residents save when their current insurance card doesn't cover a medication, or if their pet needs medication that is human-based," said Shari Fiveash, CCM Director of Member Services. "Plus, there are vision and hearing services available as well that have discounted exams, frames, lenses, and hearing aid devices."

[Quote from municipal official on the benefit to residents afforded by this program. Could also use a quote from someone participating in the program.]



Cards can be used by all residents regardless of age, income or existing health coverage. There are no enrollment forms, membership fees, restrictions or limits on frequency of use for residents. Residents can print out a card easily by visiting [www.CTRxDiscountCard.com](http://www.CTRxDiscountCard.com), and selecting the [Town /City name] from the drop-down menu. [Town/City] hall also has cards available. The discount cards are widely accepted at all national chain pharmacies and most local independent pharmacies. All participating pharmacies in [Town/City name] had been given a supply of these cards as well.

Discount cards may also be used to save on human-based medications prescribed for family pets. If the prescription can be filled at participating retail pharmacies, you will receive a discount. Discounts are also offered on other medical services including vision, Lasik and hearing services. Visit [www.CTRxDiscountCard.com](http://www.CTRxDiscountCard.com) for more details, including a pharmacy look-up and drug price comparison tool.

#



**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/01/16

Budget Transfer #

**2016-018**

TO: Board of Selectmen

FROM: DPW 410  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

Amount <small>(whole dollars only)</small>	From A/C#	Description	To A/C #	Description
\$10,000.00	10-4410-600	Rep/Maint	20-6205-002	DPW Transfer Station Equipment
\$				
\$				

NOT APPROVED

**REASON:**

To transfer funds to cover the estimated cost of a large industrial sized composter at the Transfer Station. \$3,150 of this cost will be reimbursed by a DEEP Municipal Waste Reduction Grant

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16 Refer to FIPAC  YES  X  NO

Approved by the Board of Selectmen  Not Approved

First Selectman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of FIPAC Meeting:

Approved by FIPAC  Not Approved

FIPAC Chairman Signature: \_\_\_\_\_ N/A \_\_\_\_\_ Date: \_\_\_\_\_

## Beverly Ciurylo

**From:** Town Administrator  
**Sent:** Friday, March 11, 2016 2:21 PM  
**To:** Beverly Ciurylo  
**Cc:** George Murphy  
**Subject:** Composter/Green Cleaning Products - DEEP grant  
**Attachments:** Columbia Town of 2015 Municipal Waste Reduction Grant.pdf

Hi Bev,

The DEEP grant will unfortunately not be enough to purchase the composter at the transfer station. After some further research, we found it will only be enough for the composters at the Szegda Farm and Horace Porter community gardens as well as the green cleaning products.

The total grant (\$4,750) will be roughly allocated as follows:

- \$1,100 for 2 medium sized composters
- \$500 for green cleaning products
- \$3,150 toward the purchase of a large industrial sized composter (total cost = \$10,000)

I therefore want to propose to the BOS and FIPAC to transfer roughly \$6,850 (probably closer to \$7,000 in order to include delivery) from the DPW salt line in order to make this happen for April. I am including this in my TA report for the 3/15 BOS meeting as a heads up.

The contract on this grant expires on December 31, 2016 so the money needs to be spent at the very latest by then but the idea is to spend most of it by April. The green cleaning products will be last.

This is a "buy first, reimburse later" grant so all we need to do is submit copies of the invoices, PO's and proof of payment to:

DEEP - Financial Management Division  
Accounts Payable  
79 Elm Street  
Hartford, CT 06106-5127

All invoices must have the PO#, Project Title ("DEPA00003087060 Municipal & Regional Recycling Assistance"), DEEP/Bureau/Division name ("DEEP - Bureau of Materials and Compliance Assurance"), amount, dates and description of services. We can submit for reimbursement "not more frequently than monthly". The final payment won't be issued until the Commissioner reviews the project and is satisfied.

A copy of the grant is attached for your convenience. I think I sent it to both of you back in November when we were awarded.

George - I will notify DEEP of this change in the letter we are sending for the approval of placement as well as to the grant manager. Getting that done today.

I'll follow up with both of you after the BOS meeting next week! Any questions in the meantime, just let me know.

Thanks,

Natasha R. Nau  
Town Administrator

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number  
 Account: First thru Last  
 Report Period: July 2015 thru June 2016  
 Level Of Detail: Account Number

Account Filter=10-4410-###

Account Number	Account Description	Current Year Budgeted	Adjustment	Net Working Budget	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>								
10-4410-010	Salaries-Public Works	419,432.00	0.00	419,432.00	297,349.50	0.00	122,082.50	29.11
10-4410-011	Salaries-Public Works O/T	34,594.00	0.00	34,594.00	15,366.03	0.00	19,227.97	55.58
10-4410-120	Telephone/Communication	3,756.00	0.00	3,756.00	1,944.54	0.00	1,811.46	48.23
10-4410-230	Electricity	2,220.00	0.00	2,220.00	1,859.14	0.00	360.86	16.25
10-4410-240	Fuel	37,739.00	0.00	37,739.00	15,457.92	0.00	22,281.08	59.04
10-4410-300	General Supplies	6,750.00	0.00	6,750.00	5,079.55	0.00	1,670.45	24.75
10-4410-500	Prof/Tech	25,194.00	0.00	25,194.00	11,060.43	9,827.40	4,306.17	17.09
10-4410-515	Contracted Services	32,160.00	0.00	32,160.00	11,178.67	1,800.00	19,181.33	59.64
10-4410-600	Rep/Maint	91,150.00	0.00	91,150.00	59,503.29	24,025.26	7,621.45	8.36
10-4410-610	Bldgs/Grounds Rep/Maint	24,950.00	0.00	24,950.00	19,293.78	0.00	5,656.22	22.67
10-4410-630	Rental	3,400.00	0.00	3,400.00	2,045.49	0.00	1,354.51	39.84
10-4410-710	Professional Development	400.00	(46.00)	354.00	375.00	0.00	(21.00)	(5.98)
10-4410-770	Transportation	0.00	46.00	46.00	45.36	0.00	0.64	1.39
10-4410-831	Furn/Fixt < \$5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>General Fund (10) Totals</b>		<b>681,745.00</b>	<b>0.00</b>	<b>681,745.00</b>	<b>440,558.70</b>	<b>35,652.66</b>	<b>205,533.64</b>	<b>30.15</b>

**Totals Consolidated Funds**      681,745.00      0.00      681,745.00      440,558.70      35,652.66      205,533.64      30.15

*110K to Capital  
 Per George,  
 salt encumbrance  
 being lowered  
 by approx.  
 \$10,750. This  
 savings can  
 be moved to  
 capital for  
 computer at  
 transfer station.*

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-019

TO: Board of Selectmen

FROM: Animal Control 360  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <i>A/C#</i>	<i>Description</i>	<i>To</i> <i>A/C #</i>	<i>Description</i>
\$35.00	30-4360-500	Prof/ Tech	30-4360-710	Professional Development
\$				
\$				

**REASON:**

To transfer funds to cover the unbudgeted cost of NWCO refresher course for the animal control officer.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:
<input type="checkbox"/> Approved by FIPAC <span style="margin-left: 100px;"><input type="checkbox"/> Not Approved</span>
FIPAC Chairman Signature: _____ N/A _____ Date: _____

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

PAYMENT TO: Nancy Vale  
 (Payee for Check)

VENDOR NUMBER \_\_\_\_\_  
 CK # \_\_\_\_\_ Date \_\_\_\_\_  
 \$ \_\_\_\_\_ of Total CK of \$ \_\_\_\_\_

PURCHASED WITH PO # \_\_\_\_\_

Attached Invoice(s) (Please also date and initial invoice to indicate approval)

Invoice# <u>None</u>	Dated <u>2-18-16</u>	\$ <u>35-</u>
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____

Total of Invoices \$ 35-

Mileage as follows

_____ miles on _____	for _____	\$ _____
_____ miles on _____	for _____	\$ _____
_____ miles on _____	for _____	\$ _____
_____ miles on _____	for _____	\$ _____
_____ miles on _____	for _____	\$ _____

Total miles at \_\_\_\_\_ per mile \$ \_\_\_\_\_

Postage (attach receipt) \$ \_\_\_\_\_

Other (describe and attach receipt) \$ \_\_\_\_\_

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
3 0	4 6 0	7 1 0	\$ 35	ASO - Nancy Rebrasher Class (cont. ed.)
1 0	4		\$	
1 0	4		\$	
1 0	4		\$	
1 0	4		\$	
1 0	4		\$	

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

DATE 3/3/16

  
 Authorized Signature

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number

Account: First thru Last

Report Period: July 2015 thru June 2016

Level Of Detail: Account Number

Account Filter=30-###-###-###

Account Number	Account Description	Current Year Budgeted	Adjustment	Net Working Budget	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>Dog Fund (30)</b>								
30-4134-110	Postage	553.00	0.00	553.00	0.00	0.00	553.00	100.00
30-4134-300	General Supplies	258.00	0.00	258.00	0.00	0.00	258.00	100.00
30-4134-500	Professional / Technical	1.00	0.00	1.00	0.00	0.00	1.00	100.00
30-4360-010	Salaries-Animal Control	8,603.00	0.00	8,603.00	6,230.52	0.00	2,372.48	27.58
30-4360-012	Auto Allowance	2,800.00	0.00	2,800.00	1,900.00	0.00	900.00	32.14
30-4360-140	Advertising	100.00	0.00	100.00	32.16	0.00	67.84	67.84
30-4360-300	General Supplies	150.00	0.00	150.00	100.00	0.00	50.00	33.33
30-4360-500	Prof/Tech	350.00	0.00	350.00	45.00	0.00	305.00	87.14
30-4360-550	Misc Serv/Chgs	150.00	0.00	150.00	0.00	0.00	150.00	100.00
30-4360-710	Professional Development	0.00	0.00	0.00	35.00	0.00	(35.00)	0.00
<b>Dog Fund (30) Totals</b>		<b>12,965.00</b>	<b>0.00</b>	<b>12,965.00</b>	<b>8,342.68</b>	<b>0.00</b>	<b>4,622.32</b>	<b>35.65</b>

**Totals Consolidated Funds**      12,965.00      0.00      12,965.00      8,342.68      0.00      4,622.32      35.65

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-020

TO: Board of Selectmen

FROM: DPW 410  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

Amount <small>(whole dollars only)</small>	From A/C#	Description	To A/C #	Description
\$475.00	10-4410-011	Salaries-Public Works OT	10-4410-710	Professional Development
\$				
\$				

**REASON:**

To transfer funds to cover the estimated cost of DPW professional development for the remainder of 2015-2016 year.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____ N/A _____	Date: _____

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE

Itemized Appropriation, Expenditure and Encumbrance Transactions

Account = First thru Last; Mask = 10-4410-7##

From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4410-710	Professional Development	400.00	375.00	375.00	0.00	25.00	6.25

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000153	Jul 2015	07/01/15	15/16 Budget			BG E BO	400.00
008876-000001	Mar 2016	03/03/16	#016 BOS 3/1			BG E BD	(46.00)
Appropriation Total							354.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008829-000004	Feb 2016	02/03/16	OSHA TRAINING FOR ROAD MASTER	UCONNT	UNIVERSITY OF CONNECTICUT	AP V 041755 VE	75.00
008881-000100	Mar 2016	03/15/16	FLAGGER TRAINING & CERTIFICATI	UCONCT	UCONN	AP V 042058 VE	300.00
Expenditure Total							375.00

\*short \$21.00

Per George Murphy, estimated cost of additional DPW professional development is approx. \$450

OK to transfer \$475.00 from OT line (10-4410-011)

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence/Account Number  
 Account: First thru Last  
 Report Period: July 2015 thru June 2016  
 Level Of Detail: Account Number

Account Filter=10-4410-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4410-010	Salaries-Public Works	419,432.00	297,349.50	297,349.50	0.00	122,082.50	29.11
10-4410-011	Salaries-Public Works O/T	34,594.00	15,366.03	15,366.03	0.00	19,227.97	55.58
10-4410-120	Telephone/Communication	3,756.00	1,944.54	1,944.54	0.00	1,811.46	48.23
10-4410-230	Electricity	2,220.00	1,859.14	1,859.14	0.00	360.86	16.25
10-4410-240	Fuel	37,739.00	15,999.66	15,999.66	0.00	21,739.34	57.60
10-4410-300	General Supplies	6,750.00	5,114.89	5,114.89	0.00	1,635.11	24.22
10-4410-500	Prof/Tech	25,194.00	11,060.43	11,060.43	9,827.40	4,306.17	17.09
10-4410-515	Contracted Services	32,160.00	11,178.67	11,178.67	1,800.00	19,181.33	59.64
10-4410-600	Rep/Maint	91,150.00	59,584.06	59,584.06	24,025.26	7,540.68	8.27
10-4410-610	Bldgs/Grounds Rep/Maint	24,950.00	19,293.78	19,293.78	0.00	5,656.22	22.67
10-4410-630	Rental	3,400.00	2,045.49	2,045.49	0.00	1,354.51	39.84
10-4410-710	Professional Development	354.00	375.00	375.00	0.00	(21.00)	(5.93)
10-4410-770	Transportation	46.00	45.36	45.36	0.00	0.64	1.39
10-4410-831	Furn/Fixt < \$5000	0.00	0.00	0.00	0.00	0.00	0.00
<b>General Fund (10) Totals</b>		<b>681,745.00</b>	<b>441,216.55</b>	<b>441,216.55</b>	<b>35,652.66</b>	<b>204,875.79</b>	<b>30.05</b>
<b>Totals Consolidated Funds</b>		<b>681,745.00</b>	<b>441,216.55</b>	<b>441,216.55</b>	<b>35,652.66</b>	<b>204,875.79</b>	<b>30.05</b>

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-021

TO: Board of Selectmen

FROM: Finance 136  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

Amount <small>(whole dollars only)</small>	From A/C#	Description	To A/C #	Description
\$3,700.00	10-4136-010	Salaries-Finance	10-4640-010	Beach Services Salaries
\$				
\$				

**REASON:**

To transfer funds to cover the estimated cost of lifeguard training plus added hours for Aquatic Director and lifeguards due to opening the beach on weekends starting Memorial Day Weekend.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____	Date: _____

**Beverly Ciurylo**

---

**From:** Town Administrator  
**Sent:** Tuesday, March 08, 2016 4:49 PM  
**To:** Rec Director  
**Cc:** Beverly Ciurylo  
**Subject:** RE: Transfer to Beach Salaries

As discussed, Carmen wishes to pursue the weekends this season if a transfer can be made from another line for the total needed and avoid contingency. Thanks!!

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

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**From:** Rec Director  
**Sent:** Monday, March 07, 2016 2:40 PM  
**To:** Town Administrator  
**Cc:** Beverly Ciurylo  
**Subject:** Transfer to Beach Salaries

Hi Natasha,

In order to run the beach until the new fiscal year starts we would need a transfer of \$1300 into the beach salary line. If we wanted to open up weekends starting Memorial Day weekend that would cost an additional \$1,400.

Thanks

Marc

*\$1300 training*  
*1400 weekends*  
*1000 Aquatic Director*  

---

*\$3700*

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number  
 Account: First thru Last  
 Report Period: July 2015 thru June 2016  
 Level Of Detail: Account Number

Account Filter=10-4640-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4640-010	Beach Services Salaries	28,690.00	21,774.69	21,774.69	0.00	6,915.31	24.10
10-4640-110	Postage	250.00	0.00	0.00	0.00	250.00	100.00
10-4640-120	Telephone/Communication	0.00	0.00	0.00	0.00	0.00	0.00
10-4640-140	Advertising	0.00	0.00	0.00	0.00	0.00	0.00
10-4640-230	Electricity	1,200.00	546.02	546.02	0.00	653.98	54.50
10-4640-240	Fuel	1,434.00	712.70	712.70	0.00	721.30	50.30
10-4640-300	General Supplies	1,500.00	104.24	104.24	0.00	1,395.76	93.05
10-4640-500	Prof/Tech	1,579.00	235.00	235.00	0.00	1,344.00	85.12
10-4640-515	Contracted Services	300.00	0.00	0.00	0.00	300.00	100.00
10-4640-520	Printing	300.00	0.00	0.00	0.00	300.00	100.00
10-4640-600	Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10-4640-624	Concession Stand Expenses	0.00	0.00	0.00	0.00	0.00	0.00
10-4640-710	Professional Impr	0.00	0.00	0.00	0.00	0.00	0.00
10-4640-811	Mach/Equip <\$5000	0.00	0.00	0.00	0.00	0.00	0.00
<b>General Fund (10) Totals</b>		<b>35,253.00</b>	<b>23,372.65</b>	<b>23,372.65</b>	<b>0.00</b>	<b>11,880.35</b>	<b>33.70</b>
<b>Totals Consolidated Funds</b>		<b>35,253.00</b>	<b>23,372.65</b>	<b>23,372.65</b>	<b>0.00</b>	<b>11,880.35</b>	<b>33.70</b>

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-022

TO: Board of Selectmen

FROM: Finance 136  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <i>A/C#</i>	<i>Description</i>	<i>To</i> <i>A/C #</i>	<i>Description</i>
<b>\$8,340.00</b>	10-4136-010	Salaries-Finance	10-4670-010	Salaries-Recreation Department
\$				
\$				

**REASON:**  
 To transfer funds to cover the estimated additional cost of salaries in the Recreation department for a full time recreation director and a 10 hour per week floater.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____	Date: _____

DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 10-4670-010  
 From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4670-010	Salaries-Recreation Department	34923.00	26539.74	26539.74	0.00	8383.26	24.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000212	Jul 2015	07/01/15	15/16 Budget			BG E BO	34,923.00
Appropriation Total							34,923.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008629-000038	Jul 2015	07/17/15	P/R 07-17-15			GL E EI	1,415.94
008630-000034	Jul 2015	07/31/15	P/R 07-31-15			GL E EI	901.20
008652-000034	Jul 2015	07/02/15	P/R 07-02-15			GL E EI	1,472.06
008631-000033	Aug 2015	08/14/15	P/R 08-14-15			GL E EI	135.18
008632-000034	Aug 2015	08/28/15	P/R 08-28-15			GL E EI	1,486.42
008628-000039	Sep 2015	09/25/15	P/R 9-25-15			GL E EI	1,505.20
008650-000034	Sep 2015	09/11/15	P/R 9-11-15			GL E EI	1,729.44
008658-000032	Oct 2015	10/09/15	P/R 10-09-15			GL E EI	1,769.28
008734-000032	Oct 2015	10/23/15	P/R 10-23-15			GL E EI	1,382.35
008735-000033	Nov 2015	11/06/15	P/R 11-06-15			GL E EI	1,596.13
008737-000037	Nov 2015	11/20/15	P/R 11-20-15			GL E EI	1,394.91
008770-000032	Dec 2015	12/04/15	P/R 12-04-15			GL E EI	1,952.28
008771-000030	Dec 2015	12/18/15	P/R 12-18-15			GL E EI	1,225.29
008784-000031	Dec 2015	12/30/15	P/R 12-30-15			GL E EI	1,259.08
008809-000032	Jan 2016	01/15/16	01-15-16			GL E EI	1,259.08
008816-000032	Jan 2016	01/29/16	P/R 01-29-16			GL E EI	1,349.20
008842-000033	Feb 2016	02/12/16	P/R 02-12-16			GL E EI	1,057.13
008868-000033	Feb 2016	02/26/16	P/R 02-26-16			GL E EI	2,125.84
008878-000032	Mar 2016	03/11/16	P/R 03-11-16			GL E EI	1,523.73
Expenditure Total							26,539.74

Rec Director <sup>\$</sup> 44,519 ÷ 26 = 1712.27 Bi weekly Pay  
 (salary) x 8 Full Days left in 15/16  
13,698.16  
 684.91 (4 days @ end of June 2016 =  
14,383.07  
 1712.27 ÷ 10 days in pay period  
 x 4 days =  
7,564.44 Budgeted Amt  
6,818.63 Amt need for Rec until June 30th  
 Budget: <sup>\$</sup> 22.53 x 19.75 hrs per week x 17 weeks =

Rec  
Assistant/Floater:

10 hours <sup>per</sup> week x \$13.27 per hour = \$132.70 per week  
x 16 weeks left  
in FY  
15/16

---

2,123.20

Balance of 15/16  
Budget  
(after removing  
Rec Director)

818.82

---

Amount needed  
to cover floater  
until June 30<sup>th</sup>

1304.38

Total Amount needed for transfer:

Rec Director 68,18.63

Floater 1304.38

Asst to Rec  
Director -  
one week

256.00

(16 x \$16)

---

8379.01

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number

Account: First thru Last

Report Period: July 2015 thru June 2016

Level Of Detail: Account Number

Account Filter=10-4670-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4670-010	Salaries-Recreation Department	34,923.00	26,539.74	26,539.74	0.00	8,383.26	24.00
10-4670-110	Postage	200.00	0.00	0.00	0.00	200.00	100.00
10-4670-120	Telephone	240.00	100.00	100.00	0.00	140.00	58.33
10-4670-140	Advertising	600.00	0.00	0.00	0.00	600.00	100.00
10-4670-300	General Supplies	735.00	581.68	581.68	0.00	153.32	20.86
10-4670-500	Professional/Technical	1,980.00	1,976.00	1,976.00	0.00	4.00	0.20
10-4670-720	Professional Dues	229.00	229.00	229.00	0.00	0.00	0.00
10-4670-750	Conferences/Seminars	550.00	550.00	550.00	0.00	0.00	0.00
10-4670-770	Transportation	340.00	234.59	234.59	0.00	105.41	31.00
<b>General Fund (10) Totals</b>		<b>39,797.00</b>	<b>30,211.01</b>	<b>30,211.01</b>	<b>0.00</b>	<b>9,585.99</b>	<b>24.09</b>
<b>Totals Consolidated Funds</b>		<b>39,797.00</b>	<b>30,211.01</b>	<b>30,211.01</b>	<b>0.00</b>	<b>9,585.99</b>	<b>24.09</b>

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-023

TO: Board of Selectmen

FROM: Assessor 132  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <small>A/C#</small>	<i>Description</i>	<i>To</i> <small>A/C #</small>	<i>Description</i>
\$270.00	10-4132-300	Supplies	10-4312-110	Postage
\$				
\$				

**REASON:**

To transfer funds to cover estimated additional cost of postage for the remainder of the 2015-2016 fiscal year.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____ N/A _____	Date: _____

## Beverly Ciurylo

---

**From:** Mary Lavallee  
**Sent:** Tuesday, March 15, 2016 12:31 PM  
**To:** Beverly Ciurylo  
**Subject:** Move funds

Bev,

Can you please move \$270.00 from 4132-300 to 4132-110.

Thanks,

Mary Lavallee, CCMA II  
Assessor  
Town of Columbia  
323 RT 87  
Columbia, CT 06237  
860-228-9555  
[mlavallee@columbiact.org](mailto:mlavallee@columbiact.org)  
[www.columbiact.org](http://www.columbiact.org)

 Please consider the environment before printing this email

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number

Account: First thru Last

Report Period: July 2015 thru June 2016

Level Of Detail: Account Number

Account Filter=10-4132-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4132-010	Salaries-Assessor's Office	100,821.00	70,914.28	70,914.28	0.00	29,906.72	29.66
10-4132-110	Postage	788.00	860.37	860.37	0.00	(72.37)	(9.16)
10-4132-130	Legal Notices	780.00	0.00	0.00	0.00	780.00	100.00
10-4132-300	General Supplies	4,550.00	1,662.03	1,662.03	0.00	2,887.97	63.47
10-4132-500	Professional/Tech	16,650.00	11,900.00	11,900.00	0.00	4,750.00	28.53
10-4132-515	Contracted Services	416.00	415.63	415.63	0.00	0.37	0.09
10-4132-520	Printing	1,400.00	116.52	116.52	0.00	1,283.48	91.68
10-4132-600	Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00
10-4132-710	Professional Improvement	2,100.00	1,235.00	1,235.00	0.00	865.00	41.19
10-4132-720	Professional Dues	510.00	502.50	502.50	0.00	7.50	1.47
10-4132-750	Conferences/Seminars	530.00	432.00	432.00	0.00	98.00	18.49
10-4132-770	Transportation	3,860.00	1,172.61	1,172.61	0.00	2,687.39	69.62
10-4132-831	Furn/Fixt < \$5000	0.00	0.00	0.00	0.00	0.00	0.00
<b>General Fund (10) Totals</b>		<b>132,405.00</b>	<b>89,210.94</b>	<b>89,210.94</b>	<b>0.00</b>	<b>43,194.06</b>	<b>32.62</b>
<b>Totals Consolidated Funds</b>		<b>132,405.00</b>	<b>89,210.94</b>	<b>89,210.94</b>	<b>0.00</b>	<b>43,194.06</b>	<b>32.62</b>

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-024

TO: Board of Selectmen

FROM: Administration 112  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <small>A/C#</small>	<i>Description</i>	<i>To</i> <small>A/C #</small>	<i>Description</i>
<b>\$1,189.00</b>	10-4112-040	Group Insurance	10-4112-460	Commercial Insurance
\$				
\$				

**REASON:**

To transfer funds to cover additional cost of commercial insurance for vehicles added to LAP policy plus additional costs above budget for crime bond and admin insurance.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____	Date: _____

**DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE**  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 10-4112-460  
 From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4112-460	Commercial Insurance	30000.00	31188.34	31188.34	0.00	(1188.34)	(3.96)

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000019	Jul 2015	07/01/15	15/16 Budget			BG E 80	30,000.00
Appropriation Total							30,000.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008547-000004	Jul 2015	07/07/15	15/16 LAP POLICY PYMT 1 OF 4	CIRMA	CIRMA	AP V 040148 VE	9,736.75
008611-000024	Sep 2015	09/15/15	LAP PREMIUM PYMT 2/4	CIRMA	CIRMA	AP V 040542 VE	9,736.75
008635-000004	Sep 2015	09/29/15	CRIME BOND 15/16	CIRMA	CIRMA	AP V 040620 VE	342.34
008695-000011	Nov 2015	11/03/15	ADMIN INSURANCE, BONDING TAX C	CIRMA	CIRMA	AP V 040899 VE	581.00
008763-000021	Dec 2015	12/15/15	LAP PREM. PYMT 3/4	CIRMA	CIRMA	AP V 041285 VE	9,736.75
008774-000004	Dec 2015	12/01/15	LAP PREM. PYMT 3/4	CIRMA	CIRMA	AP V 041285 VC	(9,736.75)
008774-000005	Dec 2015	12/18/15	LAP PREMIUM-FINAL PYMT	CIRMA	CIRMA	AP V 041400 VE	907.50
008776-000004	Dec 2015	12/01/15	LAP PREMIUM-FINAL PYMT	CIRMA	CIRMA	AP V 041400 VC	(907.50)
008776-000005	Dec 2015	12/18/15	ADJUSTED LAP PREM PYMT 3 OF 4	CIRMA	CIRMA	AP V 041403 VE	2,562.25
008824-000083	Feb 2016	02/02/16	ADMIN LIABILITY/AUTO CHANGES	CIRMA	CIRMA	AP V 041715 VE	501.00
008824-000084	Feb 2016	02/02/16	ADMIN LIABILITY/AUTO CHANGES	CIRMA	CIRMA	AP V 041716 VE	383.00
008881-000022	Mar 2016	03/15/16	LAP PREMIUM PAYMENT 4 OF 4	CIRMA	CIRMA	AP V 041979 VE	7,345.25
Expenditure Total							31,188.34

*⊕ more than p/y cost*

*New Vehicles not included on renewal*  
*\* Not Budgeted*

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number

Account: First thru Last

Report Period: July 2015 thru June 2016

Level Of Detail: Account Number

Account Filter=10-4112-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4112-010	Salaries-Administration	149,508.00	106,969.98	106,969.98	0.00	42,538.02	28.45
10-4112-012	Auto Allowance -Administratio	4,200.00	2,975.00	2,975.00	0.00	1,225.00	29.17
10-4112-020	Payroll Taxes	111,000.00	75,861.77	75,861.77	0.00	35,138.23	31.66
10-4112-022	Unemployment Comp	5,000.00	255.02	255.02	0.00	4,744.98	94.90
10-4112-030	Worker's Compensation	11,000.00	10,892.86	10,892.86	0.00	107.14	0.97
10-4112-040	Group Insurance	286,150.00	168,091.45	168,091.45	0.00	118,058.55	41.26
10-4112-050	Pension Expense	83,000.00	55,325.85	55,325.85	0.00	27,674.15	33.34
10-4112-060	457 Employer Match	31,500.00	20,442.36	20,442.36	0.00	11,057.64	35.10
10-4112-110	Postage	1,750.00	321.56	321.56	0.00	1,428.44	81.63
10-4112-120	Telephone/Communication	8,700.00	5,564.56	5,564.56	0.00	3,135.44	36.04
10-4112-130	Legal Notices	500.00	114.33	114.33	0.00	385.67	77.13
10-4112-140	Advertising	800.00	167.20	167.20	0.00	632.80	79.10
10-4112-230	Electricity	11,000.00	6,766.98	6,766.98	0.00	4,233.02	38.48
10-4112-240	Fuel	4,615.00	2,436.65	2,436.65	0.00	2,178.35	47.20
10-4112-300	General Supplies	2,550.00	533.24	533.24	0.00	2,016.76	79.09
10-4112-420	Grants & Subsidies	3,300.00	2,800.00	2,800.00	0.00	500.00	15.15
10-4112-421	Town Historian	250.00	214.78	214.78	0.00	35.22	14.09
10-4112-422	Econ Devel Comm	300.00	300.00	300.00	0.00	0.00	0.00
10-4112-460	Commercial Insurance	30,000.00	31,188.34	31,188.34	0.00	(1,188.34)	(3.96)
10-4112-500	Professional/Tech	3,598.00	2,531.24	2,531.24	0.00	1,066.76	29.65
10-4112-515	Contracted Services	1,700.00	967.99	967.99	0.00	732.01	43.06
10-4112-520	Printing	400.00	350.00	350.00	0.00	50.00	12.50
10-4112-550	Misc Services/Chgs	250.00	222.78	222.78	0.00	27.22	10.89
10-4112-600	Rep/Maint	100.00	0.00	0.00	0.00	100.00	100.00
10-4112-710	Professional Improvement	125.00	124.00	124.00	0.00	1.00	0.80
10-4112-720	Professional Dues	10,566.00	10,565.00	10,565.00	0.00	1.00	0.01
10-4112-750	Conferences/Seminars	500.00	35.00	35.00	0.00	465.00	93.00
10-4112-770	Transportation	500.00	0.00	0.00	0.00	500.00	100.00
<b>General Fund (10) Totals</b>		<b>762,862.00</b>	<b>506,017.94</b>	<b>506,017.94</b>	<b>0.00</b>	<b>256,844.06</b>	<b>33.67</b>
<b>Totals Consolidated Funds</b>		<b>762,862.00</b>	<b>506,017.94</b>	<b>506,017.94</b>	<b>0.00</b>	<b>256,844.06</b>	<b>33.67</b>

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-025

TO: Board of Selectmen

FROM: Administration 112  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <i>A/C#</i>	<i>Description</i>	<i>To</i> <i>A/C #</i>	<i>Description</i>
\$366.00	10-4112-040	Group Insurance	10-320-030	Workers' Comp
\$				
\$				

**REASON:**  
 To transfer funds to cover additional cost above budget of Workers Comp insurance allocated to the Fire Fighting and Emergency Department.

Signature of Dept. Head: \_\_\_\_\_  
 Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:
<input type="checkbox"/> Approved by FIPAC <span style="margin-left: 100px;"><input type="checkbox"/> Not Approved</span>
FIPAC Chairman Signature: _____ N/A _____ Date: _____

**Actual & Budgeted Expenses & Encumbrance**

Report Sequence: Account Number

Account: First thru Last

Report Period: July 2015 thru June 2016

Level Of Detail: Account Number

Account Filter=10-4320-###

Account Number	Account Description	Net Working Budget	Period Expenditure	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
<b>General Fund (10)</b>							
10-4320-030	Worker's Comp	5,000.00	5,365.14	5,365.14	0.00	(365.14)	(7.30)
10-4320-420	Grants & Subsidies	189,250.00	141,937.50	141,937.50	0.00	47,312.50	25.00
10-4320-500	Prof/Tech	30,619.00	26,489.85	26,489.85	0.00	4,129.15	13.49
<b>General Fund (10) Totals</b>		<b>224,869.00</b>	<b>173,792.49</b>	<b>173,792.49</b>	<b>0.00</b>	<b>51,076.51</b>	<b>22.71</b>
<b>Totals Consolidated Funds</b>		<b>224,869.00</b>	<b>173,792.49</b>	<b>173,792.49</b>	<b>0.00</b>	<b>51,076.51</b>	<b>22.71</b>



**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

DATE:  
03/15/16

Budget Transfer # 2016-026

TO: Board of Selectmen

FROM: Administration 112  
(Department Name) Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)       From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)       Town Meeting

Amount <small>(whole dollars only)</small>	From A/C#	Description	To A/C #	Description
\$4250.00	10-4112-040	Group Insurance	10-4113-500	Professional/Tech
\$				
\$				

**REASON:**

To transfer funds to cover additional cost above budget for IT services.

Signature of Dept. Head: \_\_\_\_\_

Date: \_\_\_\_\_

Date of BOS Meeting: 03/15/16	Refer to FIPAC <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____	Date: _____

**DETAIL STATEMENT OF ACCOUNTS - EXPENDITURE**  
 Itemized Appropriation, Expenditure and Encumbrance Transactions  
 Account = First thru Last; Mask = 10-4113-###  
 From July 2015 to June 2016

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4113-500	Professional/Tech	14560.00	13455.00	13455.00	0.00	1105.00 <sup>(A)</sup>	7.59

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008580-000030	Jul 2015	07/01/15	15/16 Budget			BG E BO	14,560.00
Appropriation Total							14,560.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008577-000003	Aug 2015	08/04/15	JULY IT SERVICES	BOLDUC	JOHN BOLDUC	AP V 040273 VE	1,960.00
008594-000014	Aug 2015	08/18/15	SERVICES <i>Aug</i>	CCAT	CONNECTICUT CENTER FOR	AP V 040351 VE	1,155.00 ✓
008594-000015	Aug 2015	08/18/15	IT SERVICE	CCAT	CONNECTICUT CENTER FOR	AP V 040352 VE	330.00
008604-000018	Sep 2015	09/01/15	IT SERVICES 8/1-8/31 <i>Sep</i>	BOLDUC	JOHN BOLDUC	AP V 040433 VE	770.00
008611-000011	Sep 2015	09/15/15	IT SVCS 8/1/15-6/30/16	CCAT	CONNECTICUT CENTER FOR	AP V 040529 VE	1,155.00 ✓
008635-000003	Sep 2015	09/29/15	IT SVC, CCAT REM. PROJ. 08/15	CCAT	CONNECTICUT CENTER FOR	AP V 040619 VE	1,650.00
008664-000012	Oct 2015	10/20/15	IT SVCS REMEDIATION SEPT. 2015	CCAT	CONNECTICUT CENTER FOR	AP V 040795 VE	660.00
008664-000013	Oct 2015	10/20/15	IT MANAGED SVCS 8/1/15-6/30/16 <i>Oct</i>	CCAT	CONNECTICUT CENTER FOR	AP V 040796 VE	1,155.00 ✓
008695-000112	Nov 2015	11/03/15	IT SVCS 8/1-6/30/16 <i>Nov</i>	CCAT	CONNECTICUT CENTER FOR	AP V 041000 VE	1,155.00 ✓
008763-000012	Dec 2015	12/15/15	IT SVCS 8/1/15-6/30/16 <i>Dec</i>	CCAT	CONNECTICUT CENTER FOR	AP V 041276 VE	1,155.00 ✓
008803-000016	Jan 2016	01/19/16	IT SVCS <i>Jan</i>	CCAT	CONNECTICUT CENTER FOR	AP V 041551 VE	1,155.00 ✓
008824-000082	Feb 2016	02/02/16	IT SVCS 8/1/15-6/30/16 <i>Feb</i>	CCAT	CONNECTICUT CENTER FOR	AP V 041714 VE	1,155.00 ✓
Expenditure Total							13,455.00

*\$1,155 per month (Paid Through Feb)*  
*x 4 Mar-June*

*\$4620*

*700 QDS IT Svcs for Migration (attached)*

*\$5320*

*(A) 1105 Balance as of 3/4/16*

*\$4215 Minimum amount to transfer to this line*

**TOWN OF COLUMBIA**  
**REQUEST FOR PAYMENT - OPERATING EXPENDITURE**  
 (Direct)

PAYMENT TO

QDS

(Payee for Check)

VENDOR NUMBER

CK #

Dated

\$

of Total CK of \$

PURCHASED WITH PO #

Attached Invoices (please also date and initial invoice to indicate approval)

Invoice# 0328155-5527 Dated 2/24/16

\$ 700

Invoice# \_\_\_\_\_ Dated \_\_\_\_\_

\$ \_\_\_\_\_

Total of Invoices

700

Mileage as follows:

\_\_\_\_\_ miles on \_\_\_\_\_ for \_\_\_\_\_

Total miles at \_\_\_\_\_ per mile

Postage (attach receipt)

Other (describe and attach receipt)

FUND	DEPT/AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
1.0	4 113	504	\$ 700	IT SVCS - Migration SVCS
1.0	4		\$	
1.0	4		\$	
1.0	4		\$	
1.0	4		\$	
1.0	4		\$	

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

DATE

3/3/16

Authorized Signature

*[Signature]*

Condition(s) : Bill Dist/Susp/Bank Address	Name	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2014-01-0001253 LAKEVIEW PARK WEST LLC #14 653 STRATFORD LN THE VILLAGES		14 LAKEVIEW PARK WEST 00180200 Sec. 12-129 Refund of Excess Payments.	12/31/2015	8,917.64 9,017.64	0.00 0.00	0.00 0.00	8,917.64 9,017.64	-100.00
2014-03-0054832 RAY MICHAEL W 10 WEBSTER LN COLUMBIA		1996/1FTEX14M4TKA32990 54832 Sec. 12-129 Refund of Excess Payments.	8/3/2015	24.23 96.85	0.00 0.00	0.00 0.00	24.23 96.85	-72.62
TOTAL	2			8,941.87 9,114.49	0.00 0.00	0.00 0.00	8,941.87 9,114.49	-172.62

**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 LAKEVIEW PARK WEST LLC #14

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.

LAKEVIEW PARK WEST LLC #14  
 C/O EDWARD RIQUIER  
 653 STRATFORD LN  
 THE VILLAGES FL 32162

2014-01-0001253  
 00180200

14 LAKEVIEW PARK WEST



\*2014010001253\*

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 over amount due

~~The service exemption of 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	8,917.64	0.00	0.00	0.00	8,917.64	
Total Paid	12/31/2015	9,017.64	0.00	0.00	0.00	9,017.64	-100.00 ***
<hr/>							
Adjusted Refund		-100.00	0.00	0.00	0.00	100.00	

**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 EDWARD RIQUIER  
 Print Name

X [Signature]  
 Signature of Taxpayer

X 3/8/16  
 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 100.00  
 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 February 2016

[Signature]  
 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 \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. It was voted to refund  
 Property Taxes and Interest amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

First Selectman

Other Governing Body

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 RAY MICHAEL 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.

RAY MICHAEL W  
 10 WEBSTER LN  
 COLUMBIA CT 06237-1327

2014-03-0054832  
 54832  
 /1FTEX14N4TKA32990



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

*1996 Ford F150 Pickup  
 Traded December*

*****							
		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	24.23	0.00	0.00	0.00	24.23	
Total Paid	08/03/2015	96.85	0.00	0.00	0.00	96.85	-72.62 ***
Adjusted Refund		-72.62	0.00	0.00	0.00	72.62	

**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 Michael Ray  
 Print Name

X Michael W. Ray  
 Signature of Taxpayer

X 3-2-16  
 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 72.62  
 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 29 DAY OF February 2016

Carol W. Price CCMC  
 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 \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. It was voted to refund \_\_\_\_\_  
 Property Taxes and Interest amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
 First Selectman

\_\_\_\_\_  
 Other Governing Body

\_\_\_\_\_  
 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:** 03/15/16

**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 #29 Recreation	Fund #30 Dog Fund	Fund #36 Senior Center	Fund #58 Lnd Prt- Twn Clk	Total
<b>EMERGENCY:</b>							-
							-
							-
							-
							-
<b>REGULAR:</b>							-
2025	52,453.39	166,201.77	2,511.25	43.04			221,209.45
2026	231.02						231.02
							-
							-
	52,684.41	166,201.77	2,511.25	43.04	-	-	221,440.47
							-
Credit Card	2,082.42						2,082.42
Paychex	415.38						415.38
	2,497.80	-	-	-	-	-	2,497.80
							-
<b>Total payments</b>	55,182.21	166,201.77	2,511.25	43.04	-	-	223,938.27
							223,938.27

### Approval

Date of BOS Meeting: 03/15/16

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACCOUNTS PAYABLE POSTING REGISTER

Document Ct# 002025-01

Sequenced By Voucher Number

Period: March 2016

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

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041958	SOCIAL SVCS. FEB. 2016		ACCESS THE ACCESS AGENCY, INC.	1-MAR-16	R			03/14/16	695.83
041959	REP/MAINT. FLAGS		ACTFLA ACTION FLAG COMPANY	25520	R			03/01/16	99.63
041960	MICROFILM STORAGE		ADKINS ADKINS	239840	R			03/03/16	304.50
041961	UNEMPLOYMENT CLAIMS DEC 2015		ADMUNS ADMIN, UNEMPL COMPENSATION	00-000-30	R			03/03/16	2.02
041962	FUEL SNR CNTR 318.2		AMERIG AMERIGAS PROPANE LP	802726221	R			02/19/16	272.35
041963	MARCH ANTHEM PREMIUMS		ANTHEM ANTHEM BLUE CROSS BLUE SHIELD	7605200058	R			03/01/16	17,691.92
041964	MARCH ANTHEM CO-PAYS		ANTHEM ANTHEM BLUE CROSS BLUE SHIELD	7605200058	R			03/01/16	2,487.16
041965	FIRE DEPT. PHYSICAL EXAMS		BERGSC BERGER M.D., SCOTT		R			03/01/16	420.00
041966	TIRE REMOVAL FROM TRANSF. ST.		BOBSTI BOB'S TIRE CO.	463527	R			03/07/16	9.75
041967	INK AND PAPER		ACTBLU ACTION BLUEPRINT	15-9646	R			03/14/16	109.00
041968	ANNUAL REPORT FOR FY. 14/15		ADKINS ADKINS	240038	R			03/10/16	350.00
041969	IT SVCS LICENSES		BLACKR BLACK ROCK TECHNOLOGY GROUP	18266	R			03/10/16	1,024.00
041970	PZC CONSOLIDATION OF PARCELS		BSCGRO BSC GROUP - CONNECTICUT, INC.	9125873	R			03/15/16	1,920.00
041971	IT MANAGED SBCS MARCH		CCAT CONNECTICUT CENTER FOR	13276	R			03/11/16	1,155.00
041972	STATE TR. INTERNET 3/17-4/16		CHARST CHARTER COMMUNICATIONS	8350160280	R			03/09/16	79.99
041973	DPW INTERNET/PHONE 3/15-4/14		CHARDP CHARTER COMMUNICATIONS	8350160280	R			03/09/16	119.39
041974	IWC LEGALS		CHRON CHRONICLE	309	R			03/07/16	184.78
041975	PZC LEGALS		CHRON CHRONICLE	319	R			02/29/16	493.54
041976	ZBA LEGALS		CHRON CHRONICLE	319	R			02/29/16	308.76
041977	LEGAL AUDITOR'S REPORT		CHRON CHRONICLE	559036	R			02/29/16	118.75
041978	LOST DOG 2/10/16		CHRON CHRONICLE	57	R			02/29/16	8.04
041979	LAP PREMIUM PAYMENT 4 OF 4		CIRMA CIRMA	2799	R			03/01/16	7,345.25
041980	WORKERS COMP TOWN PYMT 4/4		CIRMA CIRMA	120	R			03/01/16	2,723.14
041981	WORKERS COMP CVFD PYMT 4/4		CIRMA CIRMA	120	R			03/01/16	1,341.25
041982	QDS VETERANS CLASS		IAAAGR CT CHAPTER OF IAAO	WORKSHOP	R			03/08/16	10.00
041983	ROV CERTIFICATION COURSE 3		CTINFO CT INFORMATION TECHNOLOGY INST	3102	R			03/15/16	600.00
041984	TRANSFER STATION PUMPOUT 2/16		CTPORT CT PORTABLES	090019498	R			03/07/16	64.00
041985	PUMPOUT 2/16 PORTER,BOAT,REC		CTPORT CT PORTABLES	090019498	R			02/29/16	178.00
041986	REFUND MV TAX		CRETET CRETTELLA, THOMAS OR LINDA ANN	REFUND	R			03/02/16	224.36
041987	MOW MILEAGE		DERRBE BERNADETTE DERRING	MILEAGE	R			03/07/16	43.20
041988	DIRECTOR MILEAGE		DERRBE BERNADETTE DERRING	MILEAGE	R			03/07/16	46.55
041989	ZUMBA 2/29 3/2 3/7 3/9		DESIAM AMIE DESIMONE	2/29-3/9	R			03/10/16	273.00
041990	INSTRUCTOR PYMT PAINT/SIP 10 P		DRURYA ANN MARIE DRURY	2/26/16	R			03/10/16	100.00
041991	OIL SENIOR CENTER 146.8 GAL		EASTRI EAST RIVER ENERGY, INC	43550	R			03/02/16	348.64
041992	OIL LIBRARY 786.6 GAL		EASTRI EAST RIVER ENERGY, INC	43072	R			03/02/16	1,868.09
041993	GYM USAGE 4 DAYS		EASTCO EASTCONN	9161757	R			02/22/16	240.00
041994	REFEREE 3/5 (2 GAMES)		COLERI COLE, RICHARD M.	REFEREE	R			03/15/16	80.00
041995	REFEREE 3/5 (2) 3/12 (1)		EVERST STEVEN EVERETT	REFEREE	R			03/15/16	120.00
041996	ELECTR. STREET LIGHTS 2/1-3/1		EVERS EVERSOURCE	5156752405	R			03/12/16	27.54

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002025-01

Sequenced By Voucher Number

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

Period: March 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
041997	ELECTR. STREET LIGHTS 2/1-3/1	EVERS	EVERSOURCE	5122070402	R			03/01/16	711.14
041998	ELECTR. STREET LIGHTS 2/1-3/1	EVERS	EVERSOURCE	5166182404	R			03/01/16	232.84
041999	ELECTR. CITY LIBRARY 1/22-2/22	EVERS	EVERSOURCE	5116912405	R			03/01/16	263.66
042000	WATER TESTING TOWN HALL	ENVIRO	ENVIROTECH LABORATORY	97875	R			02/24/16	100.00
042001	WATER TESTING SENIOR CENTER	ENVIRO	ENVIROTECH LABORATORY	97876	R			02/02/16	100.00
042002	REFEREE 2/20 (3) 2/21(2)	FENNEKE	KEVIN R. FENNEL	REFEREE	R			03/15/16	170.00
042003	REFEREE 3/4 (1) 3/13 (1)	FRANBO	FRANK JR., ROBERT J.	REF 3/4,13	R			03/13/16	80.00
042004	PHONE LIBRARY 2/23-3/22	FRONTI	FRONTIER COMMUNICATIONS	8602283207	R			03/13/16	80.46
042005	REFEREE 3/5 (2 GAMES)	GONNAJ	GONELLI, AJAY	REFEREE	R			03/05/16	80.00
042006	JUDICIAL/LEGAL JAN. 2016	HALLSA	HALLORAN & SAGE LLP	11200609	R			03/05/16	1,379.50
042007	JUDICIAL/LEGAL JAN 2016	HALLSA	HALLORAN & SAGE LLP	11200634	R			02/12/16	403.00
042008	JUDICIAL/LEGAL JAN 2016	HALLSA	HALLORAN & SAGE LLP	11200633	R			02/12/16	62.00
042009	JUDICIAL/LEGAL JAN 2016	HALLSA	HALLORAN & SAGE LLP	11200611	R			02/12/16	1,535.69
042010	REFEREE 3/5 (2 GAMES)	HARDGE	HARDISTY, GERALD E.	REFEREE	R			03/15/16	80.00
042011	TOWN HALL GELLING REPAIRS	HOMEDE	HOME DEPOT CREDIT SERVICES	93571	R			03/05/16	25.98
042012	LED LIGHTS SNR CENTER CARPORT	HOMEDE	HOME DEPOT CREDIT SERVICES	40640	R			03/08/16	101.82
042013	REFUND MV TAX	HONDL	HONDA LEASE TRUST	REFUND	R			03/08/16	120.00
042014	YOGA 3/3 3/10	JACQLA	LAURA JACQUES	3/3, 3/10	R			03/10/16	88.00
042015	ELEVATOR MAINT. CONTR. MARCH	KONE	KONE INC.	949233787	R			03/10/16	243.36
042016	REFEREE 3/12 (1)	KRAVEL	KRAVITT, ELLIOT	REFEREE	R			03/12/16	40.00
042017	REFEREE 3/5 (2 GAMES) 3/6 (2)	LMABTH	LAMBERT, THOMAS	REF 3/5,6	R			03/15/16	160.00
042018	JC215 CYLINDER REPAIR	LIFTEC	LIFTECH EQUIPMENT COS., INC.	605633	R			03/15/16	312.05
042019	MILEAGE	MCGRGA	GAIL MCGRATH	MILEAGE	R			03/04/16	15.66
042020	REIMB. GRAB BAR SNR CTR BATH	MEYEBU	BUD MEYERS	REIMB.	R			03/04/16	30.00
042021	LIBRARY PROJ. MONTHLY STORAGE	WILLIA	WILLIAM B MEYER, INC.	0113356	R			03/04/16	585.00
042022	LIBRARY PROJECT PMT #2	MILLBU	MILLENNIUM BUILDERS, INC.		R			03/08/16	158,116.58
042023	PHONE REIMB. JAN, FEB, MARCH	MURPGE	MURPHY, GEORGE	PHONE	R			03/08/16	99.00
042024	CERT PAYROLL LIBRARY 1/15-2/12	JACONA	NATHAN L. JACOBSON &	83059	R			03/03/16	1,351.98
042025	BO MILEAGE JAN/FEB	NOWJAS	JASON NOWOSAD	MILEAGE	R			03/15/16	172.26
042026	REPAIRS 2015 INT.	NUTMEG	NUTMEG INTERN'L TRUCKS, INC.	5260570010	R			03/01/16	100.70
042027	REFEREE 3/6 (2 GAMES)	PEAYJA	PEAY, JAMES	REFEREE	R			03/06/16	80.00
042028	POSTAGE	PETTYF	PETTY CASH	PETTY CASH	R			03/06/16	2.84
042029	POSTAGE	PETTYF	PETTY CASH	PETTY CASH	R			02/01/16	6.45
042030	DPW GAS 12,506 GAL	PETTYF	PETTY CASH	PETTY CASH	R			02/05/16	25.00
042031	FOR NICOLE HENRY EVENT SUPPL.	PETTRD	PETTY CASH - REC DEPARTMENT	PETTY CASH	R			03/15/16	200.00
042032	COLUMBIA LANDFILL SAMPLING	PHOENX	PHOENIX ENVIRONMENTAL LAB INC	582009	R			03/15/16	1,062.50
042033	REFEREE 3/4(1) 3/5(2) 3/13(1)	POMPWI	POMPA, WILLIAM K.	REFEREE	R			03/13/16	160.00
042034	REFUND REAL ESTATE TAXES	PUTNBA	PUTNAM BANK	REFUND	R			03/13/16	40.70
042035	IT SVCS - MIGRATION	QUALDA	QUALITY DATA SERVICE, INC.	0328655527	R			03/02/16	700.00

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002025-01

Sequenced By Voucher Number

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

Period: March 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042036	CVFD MEDICAL EXPENSES (LAB)	QUESTD	QUEST DIAGNOSTICS INC.	9164015406	R			02/29/16	279.47
042037	STAMP	QUILL	QUILL CORP	3983490	R			03/09/16	25.99
042038	SUPPLIES	QUILL	QUILL CORP	3914700	R			03/09/16	65.44
042039	SHIRTS HS REC BBALL WINNERS	RACHIE	RACHIE T'S ARTISTIC SOLUTIONS	2038	R			03/07/16	254.25
042040	FIT FUSION 2/29 3/2 3/7 3/9	RITCCA	CAROLYN A RITCHIE	2/29-3/9	R			03/10/16	66.00
042041	TOWN HALL CEILING REPAIR	SHERWI	SHERWIN WILLIAMS	4334-9	R			03/10/16	25.14
042042	FIRE EXT. TEST & RECHARGE	SHIPFI	SHIPMAN'S FIRE EQUIP CO INC.	250606	R			03/02/16	47.30
042043	REFEREE 3/5 (2 GAMES)	SUTTGR	SUTTON, GREG	REFEREE	R			03/05/16	80.00
042044	DPW UNIFORM RENTAL 3/7	SWISS	SWISS UNIFORM SERVICES	36854	R			03/07/16	51.20
042045	DPW UNIFORM RENTAL 3/14	SWISS	SWISS UNIFORM SERVICES	37807	R			03/14/16	51.20
042046	BASIN REPAIR DOUBLEDAY RD.	TARGEN	TARGET ENTERPRISES, INC.	1656576	R			03/14/16	394.93
042047	REFEREE 3/15 (2 GAMES)	THOMMI	THOMAS, MICHAEL	REFEREE	R			03/15/16	80.00
042048	REFEREE 3/12 (2 GAMES)	THORJA	THORN, JAMES E.	REFEREE	R			03/15/16	80.00
042049	CVFD HEATING PUMPS	TRANE	Trane	36275273	R			03/12/16	516.00
042050	TOWN HALL SPLIT LIGHTING	TRUEVA	TRUE VALUE HOME CENTERS	91185	R			03/07/16	22.25
042051	RAKES, GRASS SEED	TRUEVA	TRUE VALUE HOME CENTERS	91196	R			03/08/16	106.94
042052	WIRE CONNECTORS/STOCK	TRUEVA	TRUE VALUE HOME CENTERS	91207	R			03/08/16	8.08
042053	CONCRETE STAIR REPAIR KAYAK SH	TRUEVA	TRUE VALUE HOME CENTERS	91256	R			03/10/16	28.74
042054	NAILS	TRUEVA	TRUE VALUE HOME CENTERS	91266	R			03/10/16	14.99
042055	CONCRETE	TRUEVA	TRUE VALUE HOME CENTERS	91248	R			03/10/16	67.06
042056	PIPE CAPS	TRUEVA	TRUE VALUE HOME CENTERS	91285	R			03/11/16	7.58
042057	ANNUAL ASSESSOR SCHOOL	UNIVCO	ASSESSORS SCHOOL	1808249905	R			03/11/16	425.00
042058	FLAGGER TRAINING & CERTIFICATI	UCONCT	UCONN		R			03/15/16	300.00
042059	WAAA MEETING	WAAA	WINDHAM AREA ASSESSORS ASSOC.	MEETING	R			03/15/16	25.00
042060	LIBRARY PROJ. PROF. SVCS FEB.	WIEPO	WIEBER POWELL + GRUNIGEN INC	30116	R			03/09/16	3,420.00
042061	ACO NWCO REFRESHER CLASS	YALENA	NANCY YALE	CLASS	R			03/03/16	35.00
042062	24 CERTIFIED MAILINGS	POST	POSTMASTER		R			03/15/16	172.80
042063	WATER, SUPPLIES	WALMAR	WALMART COMMUNITY	6062007419	R			03/15/16	35.34
042064	OIL & FILTER CHANGE F350 2015	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	785671	R			03/04/16	80.77
042065	HAULING/SINGLSTREAM	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	1794181	R			03/04/16	1,345.04
042066	SINGLSTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO,INC	CM1794181	M			02/29/16	-49.40
042067	DPW GASOLINE 316.757 GAL FEB.	FLEESE	WEX BANK	44261055	R			02/29/16	541.74

Register Totals:

Number of Vouchers = 110

Total of Vouchers = 221,209.45

ACCOUNTS PAYABLE POSTING REGISTER

Document Ct1# 002026-02

Sequenced By Voucher Number

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

Period: March 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042068	24 CERTIFIED MAILINGS	POST	POSTMASTER		R			03/15/16	155.02
042069	APPAREL FOR REC PROGRAMS	BMTEES	BMTEES INC.		R			03/15/16	76.00

Register Totals:

Number of Vouchers = 2

Total of Vouchers =

231.02

1

Page

20

20

20

20

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20

20

20

20

20

20

20

Period: March 2016

Due Date Vcr Total

03/15/16 155.02

03/15/16 76.00

231.02

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

PAYMENT TO: CREDIT CARD - American Red Cross

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 <u>3/3/2016</u>	\$ <u>200.00</u>
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____

Total of Invoices \$ 200.00

Mileage as follows

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

Total miles at .365 per mile = \$ \_\_\_\_\_

Postage (attach receipt) \$ \_\_\_\_\_

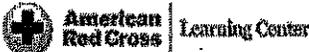
Other (describe and attach receipt) \$ \_\_\_\_\_

<u>FUND</u>	<u>DEPT/AGENCY</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>10</u>	<u>4640</u>	<u>500</u>	\$ <u>200.00</u>	<u>ARC Authorized Provider</u>
			\$ _____	<u>for swim lessons</u>
			\$ _____	<u>Register for swim</u>
			\$ _____	<u>lesson location and</u>
			\$ _____	<u>get lesson packets</u>
			\$ _____	

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

Date: 3/3/16

  
 \_\_\_\_\_  
 Authorized Signature

Viewing Course Record Entry	
	
<b>Contact:</b>	RECREATION@COLUMBIACT.ORG
	<b>Course Record Sheet No.:</b>
	5975210
<b>Date Submitted:</b>	03/03/2016
<b>Organization:</b>	Town of Columbia, Recreation/LTS
<b>LTS Program Category:</b>	2016 LTS Facility Fee 0-75 - with RC LG - Aquatic Rep Approval Required - HSSAQU601 2016
<b>Mailing Address Name:</b>	Marc Volza
<b>Street Address:</b>	323 Jonathan Trumbull Highway
<b>City:</b>	COLUMBIA
<b>State:</b>	CT
<b>Postal Code:</b>	06237
<b>Payment Information</b>	
<b>Payment Type</b>	Credit Card
<b>Credit Card #</b>	xxxxxxxxxxxx2670
<b>Amount</b>	200.00
<b>Payment Status</b>	Completed
<b>Approval Information</b>	
<b>Offering No.:</b>	04130589
<b>Order No.:</b>	16495723
<b>Approved By:</b>	Jill Swenson
<b>Approved Date:</b>	03/03/2016
<b>Approval Comments:</b>	

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

*Credit Card*

PAYMENT TO

*Leat Truck & Con*  
 (Payee for Check)

VENDOR NUMBER \_\_\_\_\_

CK# \_\_\_\_\_

Dated \_\_\_\_\_

\$ \_\_\_\_\_ of Total Ck of \$ \_\_\_\_\_

PURCHASED WITH P.O.# \_\_\_\_\_

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

Invoice# _____	Dated _____	\$ <u>208.99</u>
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____
Invoice# _____	Dated _____	\$ _____

Total of Invoices

\$ 208.99

Mileage as follows

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

Total miles at 54 per mile =

\$ \_\_\_\_\_

Postage (attach receipt)

\$ \_\_\_\_\_

Other (describe and attach receipt)

\$ \_\_\_\_\_

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
1 0	4 410	600	\$ <u>208.99</u>	<u>31' Steer for 206</u>
1 0	4		\$ _____	<u>plastic tubes</u>
1 0	4		\$ _____	
1 0	4		\$ _____	
1 0	4		\$ _____	
1 0	4		\$ _____	

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

DATE

3-4-16

*[Signature]*  
 Authorized Signature

Customer Service 877-216-5446

Help

Live Chat Online

(0)



Shopping Cart

Billing & Shipping

Review & Payment

Receipt

Your Cart ID is 0891-9812

Print Receipt

Share Your Experience With Us & Take A Quick Survey



### Order Complete

Hi Beverly, thanks so much for your order!

Your order RT-990141 on 03/04/16 was successfully processed and we are hard at work getting your stuff ready to ship. We'll keep you updated via email and you can contact us if you have any questions.

Item	Qty	Price	Availability	Subtotal
	1	\$219.99 - \$11.00	Ships Mar 4th - 8th	\$208.99
Subtotal <b>\$208.99</b> Shipping <b>Free</b> Tax (ND, Only) <b>\$0.00</b> <b>Total: \$208.99</b>				

If you have any questions about your order call our Customer Service Team at 877-216-5446.

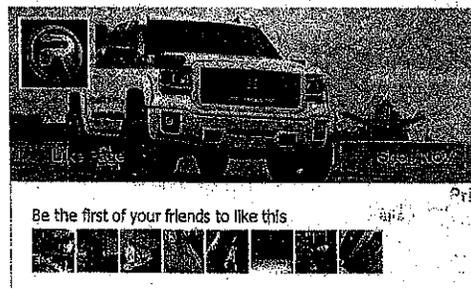
#### Billing & Shipping Address

**Billing Address**  
 Town of Columbia  
 Beverly Clurylo  
 323 Route 87  
 Columbia, Connecticut 06237  
 860-228-8423  
 bclurylo@columbiact.org

Shipping to Billing Address

Payment Details

Credit Card  
VISA



10-4410-610

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

PAYMENT TO: Chase Credit Card  
 (Payee for Check)

PURCHASED WITH PO #: N/A Rural Power Systems

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

\_\_\_ Attached Invoice(s): (please also date and initial invoice to indicate approval)

Invoice# _____	Dated _____	\$ _____
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 _____

\_\_\_ Total miles at .54 per mile = ..... \$ \_\_\_\_\_

\_\_\_ Postage (attach receipt) ..... \$ \_\_\_\_\_

\_\_\_ Other (describe and attach receipt) \_\_\_\_\_  
 \$ \_\_\_\_\_

<u>FUND</u>	<u>DEPT / AGENCY</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
10	- 4410	- 610	\$ 1,673.43	Solar Panel + submersible pump kit
10	- 4	-	\$ _____	_____
10	- 4	-	\$ _____	_____
10	- 4	-	\$ _____	_____
10	- 4	-	\$ _____	_____
10	- 4	-	\$ _____	_____

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

DATE: 3/9/16

Budg  
 Authorized Signature

**Beverly Ciurylo**

---

**From:** Bud Meyers  
**Sent:** Friday, March 04, 2016 9:24 AM  
**To:** Beverly Ciurylo  
**Subject:** Fwd: Order Confirmation No: 537

Sent from my iPhone

Begin forwarded message:

**From:** Rural Power Systems <[sales@ruralpowersystems.com](mailto:sales@ruralpowersystems.com)>  
**Date:** March 4, 2016 at 9:21:42 AM EST  
**To:** Bud Meyers <[bmeyers@columbiact.org](mailto:bmeyers@columbiact.org)>  
**Subject:** Order Confirmation No: 537  
**Reply-To:** Rural Power Systems <[Sales@RuralPowerSystems.com](mailto:Sales@RuralPowerSystems.com)>

Order Confirmation from Rural Power Systems

Bud Meyers

Thanks for shopping with us today!  
The following are the details of your order.

-----  
Order Number: 537  
Date Ordered: Friday 04 March, 2016

Please contact Bud Meyers on his cell phone (860-234-2195) when delivery is being made.

Products

-----  
1 x RPS1.3-50 Complete Solar Well Pump System (RPS1.3-50C) = \$1,595.00  
-----

Sub-Total: \$1,595.00  
Per Unit (Best Way): \$78.43  
Total: \$1,673.43

Delivery Address

-----  
Town of Columbia  
Bud Meyers  
323 Jonathan Trumbull Highway  
Columbia, CT 06237  
United States

Billing Address

-----  
Town of Columbia

# INVOICE

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

TOWN OF COLUMBIA-OFFICE OF BOARD OF - T712  
SELECTMAN  
323 RT 87  
COLUMBIA, CT 06237

INVOICE DATE 03/07/2016  
INVOICE NUMBER 683541  
INVOICE AMOUNT \$ 208.38

CHECK DATE 03/11/2016  
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) +	FLAT FEE =	SUB TOTAL -	PRODUCT	=	TOTAL	TAX-
			CHARGE			DISCOUNT			ABLE
*BNDBI PAYROLL PROCESSING BUNDLE BI	43		3.38	150.00	295.34	(97.46)		197.88	N
*MNEWH NEW HIRE REPORTING								0.00	N
*GPS GARNISHMENT PAYMENT SERVICE								0.00	N
*DELCR DELIVERY - COURIER				10.50	10.50			10.50	N
TOTALS					305.84	(97.46)		208.38	

TOTAL INVOICE 208.38



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

CLIENT NUMBER: 0414-T712  
STATEMENT DATE: 03/01/2016  
STATEMENT NUMBER: 14378128  
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	\$ 207.00	<b>PLEASE DO NOT PAY.</b> TOTAL WILL BE DEDUCTED FROM YOUR DESIGNATED ACCOUNT(S) ON OR AFTER <b>03/11/16</b>
<b>TOTAL:</b>	<b>\$ 207.00</b>	

DESCRIPTION OF SERVICES	CHARGES & ADJUSTMENTS	AMOUNT
<b>COMPLETE ANALYSIS AND MONITORING SERVICE</b>		
COMPLETE ANALYSIS & MONITORING SERV ADMINISTRATION MAR-16		
DISCOUNT	\$-25.00	
PAYCHEX ESR SERVICES BASE FEE	\$100.00	
DISCOUNT	\$-44.00	
PAYCHEX ESR SERVICES PER EMPLOYEE FEE 176 @ \$1.00 EACH	\$176.00	
<b>TOTAL COMPLETE ANALYSIS AND MONITORING SERVICE ACH FROM ACCOUNT xxxxxxxx5485</b>		<b>\$207.00</b>

SERVICE TOTALS		
COMPLETE ANALYSIS AND MONITORING SERVICE	\$ 207.00	<b>PLEASE DO NOT PAY - ELECTRONIC PAYMENT</b>
<b>GRAND TOTAL:</b>	<b>\$ 207.00</b>	

