REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN

Tuesday, July 15, 2014, 7 pm

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

CALL TO ORDER

1. PLEDGE OF ALLEGIANCE

2. MINUTES: 7/1/14 Regular Meeting

3. AUDIENCE OF CITIZENS

4. OLD BUSINESS

5. NEW BUSINESS
5.1 Modified Bonding Agreement – Hunter's Ridge Subdivision
5.2 Minuteman Challenge cycling event
5.3 Award of HVAC maintenance contract
5.4 Policies concerning the use of Yeomans Hall and the Beckish Senior Center
5.5 Invasive plants at Mono Pond
5.6 Resolution Appropriating $4,470,000 for the Renovation and Expansion of the Saxton B. Little Free Town of Columbia Library And Authorizing the issue of $4,470,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose.
5.7 Resolution Providing for Special Town Meeting and Referendum Vote at Adjourned Town Meeting in Conjunction with The State Election.

6. COLUMBIA LAKE / DAM / BEACH
6.1 Application for Constructing Structures on or over the Lake (raft) by the Town
6.2 Award of Dam Repair Contract
6.3 2014 Lake drawdown commencement date

7. APPOINTMENTS / RESIGNATIONS

8. TOWN ADMINISTRATOR REPORT

9. CORRESPONDENCE
9.1 7/2/14 Email from Webster Bank to J. Luiz concerning Financial Adviser status
9.2 FY 13-14 Building Permit Comparison Report
9.3 6/30/14 Notice of Grant Award from Connecticut State Library to R. Kenfick
9.4 7/1/14 Correspondence from CT State Police about monthly police services

10. BUDGET
10.1 Review of FY 13-14 Legal Expenses
10.2 Transfers
10.3 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, July 1, 2014, 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman Carmen Vance; Selectman Robert Hellstrom; Selectman William O'Brien. Deputy Selectman Steven Everett arrived at 7:03 pm.

Also Present: Town Administrator Jonathan Luiz and others.

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

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

2. **MINUTES: 6/17/14 Regular Meeting;** C. Vance MOVED to approve the 6/17/14 Regular Meeting Minutes and the MOTION CARRIED 4:0. **6/24/14 Special Meeting:** W. O'Brien MOVED to approve the 6/24/14 Special Meeting Minutes and the MOTION CARRIED 3:0:1 with C. Vance abstaining.

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

4. **OLD BUSINESS:** None.

5. **NEW BUSINESS**

5.1 **Revisions to Inland Wetlands Agent Job Description:** R. Hellstrom MOVED to approve the proposed Inland Wetlands Agent Job Description with revisions reflecting the driver's license requirement. MOTION CARRIED 4:0.

5.2 **2014 grant to connect to the Nutmeg Network:** J. Luiz discussed the grant. W. O'Brien MOVED to both authorize the First Selectman to sign a Network Services Agreement with the State and to adopt the following resolution: Resolved, that Carmen Vance, First Selectman of the Town of Columbia, is authorized to sign grant documents associated with the State of Connecticut Department of Policy and Management's 2014 Grant to the Connect to the Nutmeg Network. MOTION CARRIED 4:0.

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

6.1 **Application for Constructing Structures on or over the Lake by G. & P. Keegan:** C. Vance MOVED to approve the application of G. and P. Keegan contingent upon the recommendations provided by LMAC and the MOTION CARRIED 4:0.

6.2 **Application for Constructing Structures on or over the Lake (raft) by the Town:** Discussion took place regarding replacement of the concrete "T-dock" and the purchase of a raft for the beach. This ITEM has been TABLED.

7. **APPOINTMENTS / RESIGNATIONS**

7.1 **Hire of Nicholas Bessette as Lifeguard/Head Guard:** C. Vance MOVED to hire N. Bessette as Lifeguard/Head Guard contingent upon the results of a criminal background check and the MOTION CARRIED 4:0.

7.2 **Hire of Alexandra Kaplan and Hannah Maluski as Lifeguard/Head Guard:** C. Vance MOVED to hire A. Kaplan and H. Maluskis as Lifeguards/Head Guard contingent upon the results of a criminal background check and the MOTION CARRIED 4:0.

7.3 **Resignation of Rebecca Stearns (R) from the Youth Services Committee:** The BOS recognized the resignation of R. Stearns.

8. **TOWN ADMINISTRATOR REPORT:** J. Luiz discussed the "Dinner and a Dip" event held on June 27, 2014 and provided updates on bathing water reports,

the school roof project, and the road work taking place as part of the approved Edgarton Road Subdivision. J. Luiz informed the BOS about the recent HVAC bid and said that he continues to work with A. Dunnack on the restoration of Szegda Farm.

9. **CORRESPONDENCE:** None.

10. **BUDGET**

10.1 **Transfers:** C. Vance MOVED to approve the following transfers:

AMOUNT	FROM	TO
$1,600	10-4800-900,Contingency	10-4410-610, DPW, Rep./Maint.
$451	10-4800-900, Contingency	10-4115-240, Old CVFD, Fuel
$178	10-4800-900, Contingency	10-4640-240, Murphy House, Fuel
$175	10-4112-710, Ex./Admin, Prof. Improve	10-4112-770, Ex./Admin, Transport

MOTION CARRIED 4:0.

10.2 **Refunds:** None.

11. **APPROVE PAYMENT OF BILLS:** R. Hellstrom MOVED to approve the FY 2013-14 regular payment of bills in the amount of $938,225.27. MOTION CARRIED 5:0. C. Vance MOVED to approve the FY 2014-15 regular payment of bills in the amount of $33,528.82. MOTION CARRIED 4:0.

12. **BOARD MEMBER COMMENTS:** The BOS discussed the posting of meeting packets on the town website. J. Luiz said he posted tonight's meeting packet online. The BOS expressed unanimous support for the placement of one year's worth of meeting packets on the town website. J. Luiz will continue to place packets on the town website so there is a year's worth of packets on at a given time.

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);** C. Vance MOVED to enter into executive session at 7:53 pm with J. Luiz and A. Dunnack present. MOTION CARRIED 4:0. A. Dunnack and R. Hellstrom left executive session at 8:00 pm. Executive Session ended at 8:22 pm.

14. **ADJOURNMENT:** MOVED to adjourn at 8:23 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for July 15, 2014 at 7 pm.

Respectfully submitted by Kimberly A. Bona

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: Modified Bonding Agreement – Hunter's Ridge Subdivision

Attached is a bonding agreement that the Town signed with Walter Tabor in consideration of work he is undertaking on the Hunter's Ridge subdivision. Mr. Tabor requested that the agreement be modified in consideration of the progress he has made on the road. Mr. Tabor, Town Planner Paula Stahl and the Town Attorney worked together to draft a modified bonding agreement (attached). The modified bonding agreement is scheduled to be reviewed by the Columbia PZC on Monday, July 14, 2014. The Town Planner will ask the PZC to approve the modified agreement contingent upon both the DPW Director and Town Engineer being satisfied with results of road testing.

Assuming the PZC will approve the proposed modified bonding agreement, I respectfully recommend that the BOS authorize the First Selectman to sign the modified bonding agreement with Mr. Tabor contingent upon both the DPW Director and the Town Engineer being satisfied with the results of road testing. For background purposes, I have also included an email correspondence between Mr. Tabor and Ms. Stahl on the subject of modifying the original agreement.

BONDING AGREEMENT

THIS AGREEMENT is entered into on June 13, 2013 between THE TOWN OF COLUMBIA, by its First Selectman, Carmen Vance, and its Treasurer, Beverly Ciurylo (hereinafter referred to collectively as "Town"), and Walter Tabor (hereinafter referred to as "Developer").

WHEREAS, Walter Tabor, submitted an application for a Resubdivision in Columbia, Connecticut on the west side of Thompson Hill Road identified as Assessor's Map 6, Lot 57 and encompassing 31.9 acres of land to be divided into 12 residential lots including a new road, a 15,000 gallon underground fire cistern and a stormwater retention basin and said application was approved by the Town of Columbia Planning and Zoning Commission on June 11, 2012 and subsequently modified on September 24, 2012 and February 25, 2013 and shown on certain plans entitled Hunters' Ridge Subdivision, Columbia, Connecticut; and

WHEREAS, as a condition of such approval, the Developer has agreed to submit a financial guarantee in an amount of $22,000 to guarantee the actual construction, installation and maintenance of all soil and erosion controls associated with construction of the road, storm water treatment system (excluding rain gardens), 15,000 gallon underground fire cistern and retention basin affecting Lot 12 and including the actual construction and installation of the stormwater management improvements proposed by the applicant within the Edgarton Road right of way (the "Improvements") as delineated in the motion of approval of the Planning and Zoning Commission of the Town and as outlined in the certified letter (the "Notice of Approval") dated February 28, 2013 (certified mail # 7011 3500 0003 6962 1435) which includes all pertinent conditions of approval, exhibits and maps and which are on file with the Columbia Building Department; and

WHEREAS, the Developer has agreed to post a financial guarantee for the Improvements in the form of an account at The Savings Institute Bank and Trust (the "Bank") bearing account number 9360004416921 and is in the original principal amount of twenty-two thousand and 00/100 Dollars ($22,000.00) (the "Account") and which will require the signature of an authorized representative of the Town of Columbia to withdraw funds.

NOW THEREFORE, the parties agree as follows:

1. (a) On or before June 11, 2021, the Developer shall complete the Improvements to the satisfaction of the Town in accordance with the Notice of Approval.

(b) The Account will be established for the sole purpose of providing financial assurance to the Town that the Improvements will be completed and maintained in accordance with Chapter 126 of the General Statutes. The

Developer will be the depositor of the funds and will provide his taxpayer identification information to the Bank as necessary to open the Account. The Account will be established such that the Town of Columbia is the only party with access to the funds and its designated representative the only signatory authorized or necessary to withdraw funds from the Account. Furthermore, Developer hereby pledges the Account as a bond for the fulfillment of its obligations stated in paragraph 1 (a). In furtherance of such pledge, the Developer shall provide written confirmation from the Bank, attached to and made a part of this Agreement, acknowledging that the Account has been established and funded in accordance with the terms and requirements of this agreement and that the deposited funds are pledged to the Town hereunder for the period established for the construction or installation of the Improvements and that no withdrawal is permitted by the Developer and no withdrawal by the bank under any rights of setoff can occur during that period without the express written permission of the Town.

(c) The Account may be replaced by the Developer by similar accounts, or by such security as may be permissible by the General Statutes and the Columbia Zoning Regulations in such amounts as authorized by the Planning and Zoning Commission in such form acceptable to the Town Attorney and, provided that in no event shall the face amount of any security hereunder be less than an amount that the Planning and Zoning Commission deems adequate to assure completion of the Improvements, such adequacy to be determined solely at its sole discretion.

(d) the Developer herein reserves the right to post a letter of credit, a cash bond or deliver control over a substitute bank deposit account to the Town provided that the Developer shall reimburse the Town for any legal expenses associated with the review thereof and the preparation of an amendment to this Agreement to address the different nature of the replacement bond, and provided that the substituted bond satisfies the Zoning Regulations of the Town and that the substituted bond and amending document are otherwise satisfactory to the Town, in its sole discretion. In the event of such substitution, the amount of the cash bond or the funds to be on deposit shall be determined as provided herein, and shall be delivered to the First Selectman, prior to the release by the Town of the Account.

2. As the required Improvements are completed to the satisfaction of the Town, the Town shall promptly withdraw funds from the Account and return such funds to the Developer so long as such Account shall at all times contain the reduced amount permitted. When the required Improvements are completed to the satisfaction of the Town, the Town shall promptly surrender the Account and any associated documentation, provided that no maintenance issues covered by this bond arise in the interim. If any such issue arises, the Account shall not be released and may be drawn upon by the Town until such issue is resolved and the Developer shall remain responsible for providing substitute security hereunder, as needed.

3. In the event the Developer fails to satisfactorily complete the Improvements in accordance with the requirements of paragraph 1 or in the event of the failure of the Developer to perform any of the terms hereof, whether or not such failure is expressly stated to be a default, including any anticipatory breaches (the determination of any such default being within the sole discretion of the Town), the Town shall be, and hereby is, empowered to withdraw funds from the Account and to use the proceeds to cure such default and to reimburse the Town for any and all expenses incurred as a result of such default, including, without limitation, all costs for retaining contractors, legal assistance, insurance coverages, and constructing the Improvements which are incurred in curing such default. In curing any such default, the Town shall, without interference from the Developer, retain the services of a contractor to cure the default. Said process shall be accomplished in a summary manner without further notice to the Developer. In the event the costs of curing any such default is expected to exceed the amount of the Account, the Developer shall pay from time to time the difference to the Town in advance within five (5) days of written demand being made therefor. Withdrawals from the Account and demands for the provision of further funds from the Developer may occur in accordance with the provisions of this paragraph and need not be preceded by the Town's having incurred a corresponding liability. Once all of the obligations placed upon the Developer have been satisfied and the Town has otherwise been made whole, any remaining balance in the Account or any such segregated account from which funds withdraw from the Account are deposited, shall be paid over to the Developer by the Town and the Account shall be returned to the Developer to the extent that any portion of it remains undrawn.

4. Time shall be of the essence for purposes of all parties performance hereunder.

5. This Agreement may not be assigned by the Developer, but shall nevertheless be binding upon its successors and assigns.

6. This Agreement may not be modified except by a writing executed by the parties with the same degree of formality as this Agreement.

7. Nothing herein shall be construed as limiting any remedy which the Town may otherwise have under its ordinances and regulations or the laws of the State of Connecticut or the United States of America or as a matter of equity, including the remedy of specific performance. The Town may pursue any remedy alternatively, successively or concurrently unless otherwise prohibited by law.

8. Nothing herein shall be deemed to require the Town to cure any default of the Developer or to continue or complete any cure, if any attempt to do so has been commenced, or to prohibit or require the Town from withdrawing the full amount from the Account whether or not the Town takes any action to cure any default of Developer permitting such presentment.

9. No third party shall be deemed to obtain any rights or benefits under this Agreement against the Town for any action or inaction by the Town in the pursuit of any cure of the default by the Developer or in pursuit of any rights and remedies available to it hereunder or as stated in paragraph 7.

10. If the Town proceeds to cure any default of the Developer, it shall be deemed to have an irrevocable license from Developer for the Town and its agents and contractors to go upon the lands of the Developer for purposes of performing such cure.

11. Developer shall be liable for all legal expenses of the Town should it have to place this Agreement in the hands of an attorney for enforcement.

12. This Agreement is to be construed in light of the applicable Zoning Regulations of the Town and laws of the State of Connecticut governing the use of land. To the extent that this Agreement is found to conflict with any such regulation or law, such regulation or law shall prevail and all other portions of this Agreement shall otherwise remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the day and year first above written.

Signed, Sealed and Delivered
in the presence of:

KIMBERLY BONA

JONATHAN LUIZ

TOWN OF COLUMBIA

By: Carmen Vance

Carmen Vance - First Selectman

KIMBERLY BONA

JONATHAN LUIZ

TOWN OF COLUMBIA

By: Beverly Ciurylo

Beverly Ciurylo - Town Treasurer

KIMBERLY BONA

JONATHAN LUIZ

Hunter's Ridge Subdivision

By: Walter Tabor

Walter Tabor - Developer

STATE OF CONNECTICUT)
: ss. Columbia
COUNTY OF TOLLAND)

On this 13th day of June, 2013 before me, the undersigned officer, personally appeared, Carmen Vance, who acknowledged herself to be the First Selectman of the TOWN OF COLUMBIA, a municipality, and that she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipality by herself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My Commission Expires:

KIMBERLY A. BONA
NOTARY PUBLIC CONNECTICUT
#156239
My Commission Expires
APRIL 30, 2015

STATE OF CONNECTICUT)
: ss. Columbia
COUNTY OF TOLLAND)

On this 13th day of June, 2013, before me, the undersigned officer, personally appeared, Beverly Ciurylo who acknowledged herself to be the Treasurer of the TOWN OF COLUMBIA, a municipality, and that she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipality by herself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My Commission Expires:

KIMBERLY A. BONA
NOTARY PUBLIC CONNECTICUT
#156239
My Commission Expires
APRIL 30, 2015

STATE OF CONNECTICUT)
: ss. Columbia
COUNTY OF Tolland)

On this 13th day of June, 2013, before me, the undersigned, Walter Tabor, personally appeared and executed the foregoing instrument for the purposes therein contained, by signing his name hereto.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Kimberly A. Bona
Notary Public
My Commission Expires:
KIMBERLY A. BONA
NOTARY PUBLIC CONNECTICUT
#156239
My Commission Expires
APRIL 30, 2015

ACKNOWLEDGEMENT

In accordance with the attached Bonding Agreement dated today June 13, 2013 the undersigned parties acknowledge account number 986000446921, created here at The Savings Institute has been established and funded in accordance with the terms and requirements of the Bonding Agreement. The deposited funds are pledged to the Town of Columbia hereunder for a period established for the construction or installation of the improvements described in the Bond Agreement including but not limited to erosion and sedimentation control and no withdrawal is permitted by the Developer and no withdrawal by the Bank under any rights of setoff during the period established herein without the express written permission of the Town of Columbia.

Asst Branch Manager — June 13, 2013

The Savings Institute Bank and Trust — Date

June 13, 13

Walter Tabor (Developer) — Date

MODIFICATION of JUNE 13, 2013

BONDING AGREEMENT

Between The Town of Columbia and Walter Tabor

THIS MODIFICATION is entered into on July __ , 2014 between The Town of Columbia (the "Town"), by its First Selectman, Carmen Vance, and its Treasurer, Beverly Ciurylo and Walter Tabor (hereinafter referred to as the Developer).

WHEREAS, the Developer wishes to sell building lots before the completion of the public improvements and exercise the option within the Hunter's Ridge Subdivision Conditions of Approval to provide the Town with a financial guarantee for the completion of the public improvements for road, storm water treatment system (excluding rain gardens), and 15,000 gallon underground fire cistern and retention basin; and

WHEREAS, the Developer has completed eighty-two percent (82%) of the site work requiring soil and erosion controls to the satisfaction of the Town.

WHEREAS, the Planning and Zoning Commission of the Town of Columbia (the "Commission") voted on July 14, 2014 that eighty-two percent (82%) of the site work requiring soil and erosion controls has been completed to its satisfaction, and $4,000 is a reasonable estimate of cost to complete the remaining soil and erosion controls; and

WHEREAS, the Commission voted on July 14, 2014 to accept the additional financial guarantee for completion of the public improvements as outlined in Exhibit 'A' in the amount seventy-one thousand and 00/100 Dollars ($71,000.00); and

WHEREAS, the Developer has agreed to post an increased financial guarantee into the account at The Savings Institute Bank and Trust bearing account number 9860004416921 in the amount of fifty-three thousand and 00/100 Dollars ($53,000.00) bringing the amount of the total financial guarantee to seventy-five thousand and 00/100 Dollars ($75,000.00).

NOW, THEREFORE, the Bonding Agreement is hereby modified as follows:

1. The term "Improvements" in the Bonding Agreement is amended to include the completion of the public improvements as described in the plans and the Notice of Approval including without limitation, the road, storm water treatment system (excluding rain gardens), and 15,000 gallon underground fire cistern and the retention basin.

2. The sums held on deposit in the Account shall be increased to a total of Seventy Five Thousand and 00/100 Dollars ($75,000.00) as described above.

3. The Account shall be maintained for purposes of providing financial assurance to the Town that the Improvements (as that term is defined pursuant to this Modification Agreement) will be completed and maintained in accordance with Chapter 126 of the Connecticut General Statutes.

4. All other conditions of the Bonding Agreement dated June 13, 2013 remain in force and effect except as specifically modified herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on July___,2014

Signed and Witnessed in the presence of:

_____

_____

by: _____
Carmen Vance, Columbia First Selectman

_____

_____

by: _____
Beverly Ciurylo, Columbia Town Treasurer

_____

_____

by: _____
Walter Tabor, Developer,
Hunter's Ridge Subdivision

Exhibit A

Financial guarantee for the satisfactory completion of public Improvements:

Second asphalt lift on roadway	$ 31,000
Final grading and completion of all detention and retention basins	5,000
Final grading of roadside and swales; loaming and seeding	10,000
Completion of electrical infrastructure	14,000
Total	60,000
Advertising for bid, bid evaluation and oversight by a town inspector	5,000
10% contingency	6,000
Total	$71,000

Remaining amount of bond agreement for soil and erosion controls	$4,000
Total financial guarantee	$75,000

Jonathan Luiz

From: Paula Stahl
Sent: Thursday, June 26, 2014 2:43 PM
To: Jonathan Luiz
Subject: FW: Suplimental bond

Paula Stahl, LLA, AICP
Town Planner
Columbia, CT
860-228-0440

From: Walter Tabor [mailto:waltertabor@yahoo.com]
Sent: Thursday, June 26, 2014 2:37 PM
To: Paula Stahl; Jonathan Luiz
Subject: Re: Suplimental bond

Yes Paula I agree and totally understand. As I said in my message to you I understand that there are many steps.

Thanks again.

Walt

On Thursday, June 26, 2014 1:59 PM, Paula Stahl <pstahl@columbiact.org> wrote:

Walt,

I have begun the process to modify the bond agreement to cover the balance of the E&S and public improvements. I've also asked Tom Fenton and George Murphy to review your estimates of values.

In looking at the conditions of your approval, boundary pins and monuments are considered separately from public improvements and must be in place prior to the sale of any lot. In addition, there is no mention of electrical infrastructure as an item that could be bonded. Meaning those two items cannot be bonded, and must be completed before the sale of any lot.

Also, prior to the sale of any lot, an estimate of the E&S controls required on each individual building lot, including any controls that will be necessary with the Town's right of way, in order to accommodate individual lot development must be provided to the Town and approved by the Town.

And as I'm sure you are aware, there are other conditions of the approval affecting the entire site that must be met before a zoning permit can be issued and construction begun on any lot.

Paula

Paula Stahl, LLA, AICP
Town Planner
Columbia, CT
860-228-0440

From: Walter Tabor [mailto:waltertabor@yahoo.com]
Sent: Wednesday, June 25, 2014 9:15 AM
To: Paula Stahl; Jonathan Luiz
Subject: Suplimental bond

Good morning Paula. I anticipate we will pave Saturday 6/28. I look at paving as a mile stone because it brings closure to most of the subsurface work in the ROW and allows safe access to the subdivision.

As we discussed a couple of weeks ago I have at least one prospective buyer who wishes to close within the next 30 days or so. As much as I'd like to be able to bring the project to completion before that time it just won't be possible. That brings me to ask to exercise the provision in the approval allowing me to post a bond for the incomplete portion of the project.

As of Saturday PM 6/28 and completion of the base course of pavement, the following will remain incomplete. I took the liberty of assigning liberal monetary values to the items.

Second asphalt lift.	$ 31,000
Final grading of Detention/Retention structures	$ 5,000
Road shoulder final grading, loaming and seed	$ 10,000
Completion of electrical infrastructure	$ 14,000
Monumentation	$ 2,500
E&S	$ 4,000

At this time I propose that I be allowed to replace the existing bond currently being held by the Town of Columbia with a cash bond in the amount of $74,000. The subject bond will be held until such time as the roadway project is complete and accepted by the TOC.

I realize there are several steps to this project. Please help me to get things started.

Thank you in advance

Walt

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: Minuteman Challenge Cycling Event

Ride 2 Recovery is a 501(c)3 organization that organizes and hosts outdoor (non-competitive) cycling events to enable injured veterans the ability to rehabilitate, both physically and mentally, from the agonies of war. Ride 2 Recovery is planning its 3rd Annual Minuteman Challenge – Boston, MA to Fort Lee, NJ -for 200 active and inactive military personnel. This Challenge will take place between Sunday, September 7th and Friday, September 12th, 2014. In an effort to comply with Connecticut Department of Transportation requirements, Ride 2 Recovery has asked the Columbia Board of Selectmen to give approval for the 3rd Annual Minuteman Challenge to go through Columbia on Monday, September 8th. On that day, riders will depart from Providence, CT at 8:00 AM en route to Hartford, CT (destination for Day 2). Riders will likely enter Columbia at 12:12 PM from Route 66 in Willimantic and pass through Columbia traveling west along Route 66 and then Route 6. It is expected that riders will be in Columbia for approximately 52 minutes.

For more information about the event, visit www.ride2recovery.com

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: Award of HVAC Maintenance Contract

The Town requested proposals from qualified companies to provide HVAC (Heating, Ventilation, Air Conditioning) Maintenance Services. A copy of the RFP is attached. The town received proposals from five local companies. Attached are the bid sheets that were submitted by the respondent companies.

DPW Director George Murphy and I recommend that the BOS award the contract to All Seasons Mechanical Service. Not only is the company the lowest qualified bidder, the company previously serviced the Town and did a good job. We advise that the contract last 36 months, with an option for the town and contractor to mutually agree to extend the contract for a period of 24 months.

TOWN OF COLUMBIA
323 ROUTE 87
COLUMBIA, CONNECTICUT 06237

INVITATION TO BID NO. 001-2014

INVITATION TO BID
FOR
Heating and Ventilation
Maintenance Services

DATE BIDS ARE DUE: JUNE 23, 2014 TIME: 11:00 A.M.

The Town of Columbia is requesting bids from qualified contractors to provide Heating and Ventilation Maintenance Services. It is the intent of the Town of Columbia to use the selected bid for a contract for a Maintenance Service Plan for its town building's heating and cooling systems. It is the Town of Columbia's intention to have **one** Contractor responsible for **all** aspects of facility systems so as to reduce callbacks and eliminate questions converning responsibility over software/hardware issues. Work shall include all recommended annual maintenance and services as recommended by the manufacturer or industry standards.

STANDARD INSTRUCTIONS

1. All bids must be received in a sealed envelope at the Town Administrator's Office, 323 Route 87, Columbia, CT. No bids will be accepted after 11:00 A.M. on June 23, 2014. Bids will be opened at 11:01 A.M. on June 23, 2014 in the Town Hall Conference Room.

2. Bid prices will remain firm for 60 days after bid opening.

3. All questions or inquiries must be submitted via email to gmurphy@columbiact.org at least five (5) days before the bid opening.

The Town of Columbia reserves the right to reject any and all bid proposals, and to waive technical defects, and make such award as it deems to be in the best interest of the Town.

Inspection of Job Sites:

Bidders are required to visit the buildings covered by this bid and become familiar with all aspects and conditions of the job as specified. Failure to do so may result in rejection of the submitted bid proposals. Site inspections are scheduled for Friday, June 13th. at11:45 AM at the Columbia Town Hall, Conference Room, 323 Route 87. A representative from the town will be available for a site walk through.

Site locations:

Town Hall – 323Route 87 (Conference Room split system)
Town Hall Annex – 323 Route 87
Yeoman's Hall – 323 Route 87
Beckish Senior Center – 188 Route 66
Saxton B Little Library – 319 Route 87
The Meeting House – 314 Route 87
The Chapel – 321 Route 87 (Spilt system)
Columbia Fire Station – 167 Route 66
Old Fire House – 166 Route 66
Murphy House – 18 Lake Road
Public Works – 89 Route 6

Contract Period:

The contract resulting from the bid should take effect July 1, 2014 and shall continue for a period of thirty six (36) months. At the anniversary of the contract, the Town of Columbia reserves the right to extend this contract for twenty four (24) months should the contractor and the Town mutually agree to terms.

Contract Extension:

The successful contractor shall submit the cost for the next twenty four (24) month period, forty five (45) days prior to the end date of the then existing contract.

Contract Termination:

If the Town of Columbia wishes to terminate the agreement, it may do so at any time.

Payment:

The Service Contract shall be paid for by the Town of Columbia in equal quarterly payments upon receipt of a proper invoice. The first quarter begins July 1.

Licensing:

Bidders shall, at the time of the bid, provide proof that they hold a current and valid S-1 unlimited license for the State of Connecticut or as required by Section 608 Clean Air Act.

Insurance:

The successful bidder shall maintain, through the life of the contract award and any extensions, insurance as specified herein.

Experience:

Bidders shall demonstrate that they have worked with similar contracts or systems and have been in business under the present name for not less than five (5) years in the State of Connecticut by providing a copy of Incorporation or other documentation as may be deemed acceptable by the Town. Failure to comply may result in the contractors bid proposal rejection.

Manpower Requirements:

Bidders shall provide a list of at least four factory trained service technicians qualified to perform the required service work who shall reside within a forty (40) mile radius of Columbia.

Material Inventory:

Bidders shall state that they maintain an adequate inventory of replacement parts and product at their local office, and that their service vehicles are adequately stocked. An inventory value of material owned by the service company for local repair and replacement must be disclosed with the bid package. Failure to comply may result in the contractors bid rejection.

Tools and Test Equipment:

Bidders shall demonstrate that they own and maintain locally the proper tools and test equipment required to perform the services as covered under this agreement.

Scheduled Maintenance Visits:

Scheduled maintenance visits covered under this bid shall be performed Monday through Fridays, (excluding Federally recognized Holidays) between the hours of 8:00 AM and 3:00 PM. Bidders shall state that they can and will comply with this requirement.

Repair Service Work:

Bidders shall state that they are available after normal working hours, weekends and holidays on an as needed basis. Bidders shall state that they are capable of responding on-site to any emergency call within two (2) hours after receiving the emergency call. Bidders shall also state that they will provide after hours emergency phone numbers upon award of the contract. All repair work materials and/or parts will be limited to a 15% mark up over suppliers invoice.

Outsourcing/Subcontracting:

At no time will the Town allow the Contractor to subcontract any portion of the contract to other vendors without prior written approval by the Town of Columbia. Any violation of this provision may result in immediate termination of the contract award.

Scheduled Tasks and Records:

The Selected Bidder shall execute scheduled maintenance, and is responsible for complying with all manufacturers' recommended maintenance procedures on all equipment covered under this bid. Bidders shall submit a proposed list of tasks to be performed on each piece of functioning equipment at each facility. Failure to comply may result in rejection of the Contractors bid.

Engineering Assistance:

The Selected Contractor shall advise the Town of any improvements or replacements which may be identified that would either improve performance or conserve energy related to the operations of the buildings covered under this bid. Any such recommendations or changes by the Contractor must be approved in writing by the Town of Columbia's, Director of Public Works.

Customer References:

Bidders shall provide with the bid package a list of customers most recently serviced, including: customer name, address, telephone number and site contact name for current active contracts. Failure to comply may result in rejection of the bid proposal.

Management Employee Background:

Bidders shall submit with the bid package a description of the relative work experience and education by the management level employees of the company. Failure to comply may result in rejection of the bid proposal.

Written Safety Policy:

The Selected Bidder shall provide upon request a copy of their Written Safety Policy including ladder safety, personal protection devices, hazardous waste handling, and MSS sheets as it relates to this bid. Bidders shall comment on their ability to provide such information. Failure to comply may result in rejection of the bid proposal.

Material Repair and Replacement:

The Selected Bidder shall gain approval from the Town ahead of time for the replacement of any parts or equipment that are unable to function as originally designed and require replacement.

Equipment Listing:

It shall be the responsibility of the Selected Contractor to verify what equipment exists at each facility and determine when routine maintenance should be performed based upon each manufacturers recommendations. Bidders shall submit this list with their proposal and base their materials and labor costs for each facility using this information. All replacement filters used will be pleated filters.

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

	ANNUAL COST	LABOR RATE
Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $_____	$_____/hr.
Town Hall Annex – 323 Jonathan Trumbull Highway =	= $_____	$_____/hr.
Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $_____	$_____/hr.
Beckish Senior Center – 188 Route 66	= $_____	$_____/hr.
Saxton B Little Library – 319 Jonathan Trumbull highway	= $_____	$_____/hr.
Meeting House – 314 Jonathan Trumbull Highway	= $_____	$_____/hr.
The Chapel – 321 Jonathan Trumbull Highway	= $_____	$_____/hr.
Columbia Fire Station – 167 Rout 66	= $_____	$_____/hr.
Old Fire House – 166 Route 66	= $_____	$_____/hr.
Horace Porter School – 3 School House Road	= $_____	$_____/hr.
Murphy House – 18 Lake Road	= $_____	$_____/hr.
Public Works Garage – 89 Route 6	= $_____	$_____/hr.

Bidder: _____

Address: _____

_____

Signed By: _____

Name (please print): _____

Date: _____ Phone: _____ Fax: _____

Federal Tax Identification Number: _____

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

STANDARD INSURANCE AND INDEMNIFICATION REQUIREMENTS

1.) **General Conditions:** Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and effect the insurance outlined here for coverages at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable.

A. *Certificates of insurance*: The contractor/insured will give the Town of Columbia a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverages required here are in effect and specifying that the liability coverages are written on an occurrence form and that the coverages will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without sixty (60) days advance written notice to the Town of Columbia's, Town Administrator. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the town to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance.

B. *Insurer Qualifications*: All insurance will be provided through companies authorized to do business in the State of Connecticut and on coverage forms acceptable by the Town.

C. *Additional Insured*: The policy or policies of the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability and worker's compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents and employees as additional insureds on a primary basis for work performed under or incidental to this contract.

D. *Retroactive Date and Extended Reporting Period*: If any insurance required here is to be issued or renewed on a claim(s)-made form as opposed to the occurrence form, the retroactive all date for coverage will be no later than the commencement date of the project and will state that in the event of a cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.

E. *Subcontractors' Insurance*: The contractor/insured will cause each subcontractor employed by the contractor/insured to purchase and maintain insurance of the types specified below. When requested by the Town, the contractor/insured will furnish copies of certificates of insurance evidencing coverage for each subcontractor and include the owner and owner's architects, directors, officers, representatives, agents and employees as additional insureds on a primary basis for work performed under or incidental to this contract.

F. *Waiver of Subrogation*: The contractor/insured will require all insurance policies in any way related to the work and secured and maintained by the contractor/insured to include clauses stating each insurer will waive all rights of recovery, under subrogation and otherwise, against the Town, architect, and tiers of contractors or consultants engaged by each contractor. The contractor/insured will require of subcontractors, by appropriate written agreements, same waivers each in favor of all parties enumerated in this section.

G. *Hold Harmless*: I _____ shall fully indemnify, defend and hold harmless the Town/City of COLUMBIA and/or the COLUMBIA Board of Education and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by _____ , and even if caused by the negligence of the Town/City and/or the Board of Education or any of their officers, employees, agents, servants and volunteers.

2.) Insured Limits and Coverage:

A. If the contractor/insured has self-insured retentions or deductibles under any of the following minimum required coverages, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/insured's sole responsibility.

C. *Commercial General Liability*: The contractor/insured will maintain commercial general liability insurance covering all operations by or on behalf of the contractor/insured on an occurrence basis against all claims for personal injury (including bodily injury or death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits:
$ 1,000,000 each occurrence
$ 1,000,000 each occurrence if blasting is required
$ 2,000,000 general aggregate with dedicated limits per project site
$ 2,000,000 products and completed operations aggregate
$ 1,000,000 personal and advertising injury

D. *Automobile Liability*: The contractor/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

E. *Workers' Compensation*: The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits:
- Workers' Compensation: statutory limit
- Employer's Liability: $1,000,000 bodily injury for each accident
  $1,000,000 bodily injury by disease each employee
  $1,000,000 bodily injury disease aggregate

F. Umbrella/Excess Liability: The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying commercial general liability, auto liability, and workers' compensation insurance. The coverage's shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: $5,000,000 combined single limit and aggregate limit

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

	ANNUAL COST	LABOR RATE
Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 545	$ 84.95 /hr.
Town Hall Annex – 323 Jonathan Trumbull Highway=	= $ 465	$ 84.95 /hr.
Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 250	$ 84.95 /hr.
Beckish Senior Center – 188 Route 66	= $ 600	$ 84.95 /hr.
Saxton B Little Library – 319 Jonathan Trumbull highway	= $ 600	$ 84.95 /hr.
Meeting House – 314 Jonathan Trumbull Highway	= $ 250	$ 84.95 /hr.
The Chapel – 321 Jonathan Trumbull Highway	= $ 250	$ 84.95 /hr.
Columbia Fire Station – 167 Rout 66	= $ 1500	$ 84.95 /hr.
Old Fire House – 166 Route 66	= $ 300	$ 84.95 /hr.
Horace Porter School – 3 School House Road	= $	$ /hr.
Murphy House – 18 Lake Road	= $ 200	$ 84.95 /hr.
Public Works Garage – 89 Route 6	= $ 200	$ 84.95 /hr.

Bidder: All Seasons Mechanical Services Inc.

Address: 307 East Center Street, Manchester Ct 06040

Signed By: Todd Hewitt

Name (please print): Todd Hewitt

Date: 6/23/14 Phone: 860-647-0468 Fax: 860-647-0486

Federal Tax Identification Number: 061050648

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

	ANNUAL COST	LABOR RATE
Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 286.09	$ 95 /hr.
Town Hall Annex – 323 Jonathan Trumbull Highway=	= $ 784.86	$ 95 /hr.
Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 1092.21	$ 95 /hr.
Beckish Senior Center – 188 Route 66	= $ 2095.10	$ 95 /hr.
Saxton B Little Library – 319 Jonathan Trumbull highway	= $ 1811.14	$ 95 /hr.
Meeting House – 314 Jonathan Trumbull Highway	= $ 520.05	$ 95 /hr.
The Chapel – 321 Jonathan Trumbull Highway	= $ 286.08	$ 95 /hr.
Columbia Fire Station – 167 Rout 66	= $ 2323.75	$ 95 /hr.
Old Fire House – 166 Route 66	= $ 699.78	$ 95 /hr.
~~Horace Porter School – 3 School House Road~~	= $	$ /hr.
Murphy House – 18 Lake Road	= $ 349.89	$ 95 /hr.
Public Works Garage – 89 Route 6	= $ 349.89	$ 95 /hr.

Bidder: Charter Oak Mechanical Services

Address: 36 R Sheldon rd Manchester Ct. 06042

Signed By: Jeremy Flick Service Manager

Name (please print): Jeremy Flick

Date: 6/20/14 Phone: 860-432-8195 Fax: 860-432-3335

Federal Tax Identification Number: 41631276-001

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

		ANNUAL COST	LABOR RATE
one visit	Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 300.00	$ 90 /hr.
two visit	Town Hall Annex – 323 Jonathan Trumbull Highway =	= $ 450.00	$ 90 /hr.
one visit	Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 300.00	$ 90 /hr.
two visit	Beckish Senior Center – 188 Route 66	= $ 1000.00	$ 90 /hr.
two visit	Saxton B Little Library – 319 Jonathan Trumbull highway	= $ 600.00	$ 90 /hr.
one visit	Meeting House – 314 Jonathan Trumbull Highway	= $ 300.00	$ 90 /hr.
two visit	The Chapel – 321 Jonathan Trumbull Highway	= $ 300.00	$ 90 /hr.
four visit	Columbia Fire Station – 167 Rout 66	= $ 2200.00	$ 90 /hr.
one visit	Old Fire House – 166 Route 66	= $ 340.00	$ 90 /hr.
	Horace Porter School – 3 School House Road	= $	$ /hr.
one visit	Murphy House – 18 Lake Road	= $ 300.00	$ 90 /hr.
one visit	Public Works Garage – 89 Route 6	= $ 280.00	$ 90 /hr.

Bidder: Nutmeg Mechanical Services

Address: 130-3 Utopia Rd

Manchester CT 06042

Signed By: Henry Wierzbicki

Name (please print): Henry Wierzbicki

Date: 6-17-2014 Phone: 860643 2042 Fax: 860643-1753

Federal Tax Identification Number: 06-1243375

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

	ANNUAL COST	LABOR RATE
Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 2900.00	$ 95 /hr.
Town Hall Annex – 323 Jonathan Trumbull Highway=	= $ 1570.00	$ 95 /hr.
Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $ INC	$ 95 /hr.
Beckish Senior Center – 188 Route 66	= $ 4,320.00	$ 95 /hr.
Saxton B Little Library – 319 Jonathan Trumbull highway	= $ 3,570.00	$ 95 /hr.
Meeting House – 314 Jonathan Trumbull Highway	= $ 4,180.00	$ 95 /hr.
The Chapel – 321 Jonathan Trumbull Highway	= $ 1,250.00	$ 95 /hr.
Columbia Fire Station – 167 Rout 66	= $ 4,700.00	$ 95 /hr.
Old Fire House – 166 Route 66	= $ 2,790.00	$ 95 /hr.
Horace Porter School – 3 School House Road	= $ —	$ 95 /hr.
Murphy House – 18 Lake Road	= $ 1,180.00	$ 95 /hr.
Public Works Garage – 89 Route 6	= $ 1,740.00	$ 95 /hr.

Bidder: Action A-V Systems INC

Address: 131 Adams Street
Manchester, CT 06040

Signed By: Lee Schemfeld

Name (please print): Lee Schemfeld

Date: 6-23-14 Phone: 860 645-8838 Fax: 860 645-0221

Federal Tax Identification Number: 06-1495055

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

* Price is for Award of All locations
* NO Controls included
SNE currently Service, NOT included in Proposal

BID SHEET

Bid sheet to include scheduled annual maintenance cost for each building. Bid sheet to also include a separate labor rate cost for mechanical repairs including temperature control repairs to DDS. The prices to be written in below shall remain in effect from July 1, 2014 through June 30, 2017.

	ANNUAL COST	LABOR RATE
Town Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 220.-	$ 103 /hr.
Town Hall Annex – 323 Jonathan Trumbull Highway =	= $ 600.-	$ 103 /hr.
Yeoman's Hall – 323 Jonathan Trumbull Highway, Route 87	= $ 580.-	$ 103 /hr.
Beckish Senior Center – 188 Route 66	= $ 1,530.-	$ 103 /hr.
Saxton B Little Library – 319 Jonathan Trumbull highway	= $ 920.-	$ 103 /hr.
Meeting House – 314 Jonathan Trumbull Highway	= $ 438.-	$ 103 /hr.
The Chapel – 321 Jonathan Trumbull Highway	= $ 420.-	$ 103 /hr.
Columbia Fire Station – 167 Rout 66	= $ 1,185.-	$ 103 /hr.
Old Fire House – 166 Route 66	= $ 500.-	$ 103 /hr.
Horace Porter School – 3 School House Road	= $ –	$ – /hr.
Murphy House – 18 Lake Road	= $ 438.-	$ 103 /hr.
Public Works Garage – 89 Route 6	= $ 438.-	$ 103 /hr.

Bidder: EMCOR Services / New England Mechanical

Address: 166 Tunnel Road, Vernon CT 06066

Signed By: Ron Armes

Name (please print): Ron Armes

Date: 6/20/14 Phone: 860-870-2236 Fax:

Federal Tax Identification Number: 06-0837515

The Town of Columbia reserves the right to reject any and all bids To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia.

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: **Policies concerning the use of Yeomans Hall and the Beckish Sr. Center**

The First Selectman and I recommend that the BOS revisit its policies and facility use forms concerning use of Yeomans Hall and the Beckish Sr. Center. Of specific concern to us are:

- Lack of clarity concerning insurance requirements for events that feature alcohol;
- Lack of clarity concerning waiver of fees for charitable events and charitable organizations;
- Lack of clarity concerning waiver of fees for town committee meetings/events; and
- Need to update facility use forms.

The First Selectman and I would like to work with a member of the BOS, the president of the Columbia Senior Organization and other interested individuals to review the policies and recommend revisions for the entire BOS to consider. Attached are the policies at issue and existing facility use forms.

TOWN OF COLUMBIA
BOARD OF SELECTMEN

POLICY	
SUBJECT:	Rental of Yeomans Hall
POLICY:	Yeomans Hall shall not be rented to anyone under the age of 18, and anyone renting the hall between the ages of 18 and 21 shall not serve liquor.
INTENT:	To follow the State law regarding majority.
RATIONALE:	Because a request was made by a young person to use the hall for a dance/party and to be consistent, a policy is established in writing regarding persons under 18 and 21 years of age. If a parent of a young person wishes to rent the hall for a party then it shall be done in the appropriate fashion which is to RENT the hall. Also, it must be understood by parents that any parties held in the town hall for minors must be free of alcohol because it is against the law to serve anyone under 21 liquor in any form. It should be further understood by the parents that any function for minors should be well supervised. While the town recognizes that from time to time a group of parents may wish to hold a dance in the hall for minors, free of alcohol and strictly as an activity for the young people, the Board of Selectmen has not charged for rental i.e. the graduation dance for 8th graders in June 1986. That affair was carefully supervised and was run as a cooperative effort on the part of parents. The Board of Selectmen recognizes that the Town now has a Council for the Prevention of Drug and Alcohol abuse and it endorses activities whereby alcohol will not be served.

Adopted by BOS:	October 21, 1986
Effective:	October 21, 1986
Amended:	

TOWN OF COLUMBIA
BOARD OF SELECTMEN

POLICY	
SUBJECT:	Rental of Town Hall Facilities
POLICY:	RENT FOR UPPER YEOMANS AND KITCHEN.....$150.00 (Kitchen is included in rental – no exceptions) DEPOSIT: $100.00 required to be deposited, to be returned to person/organization who rented hall, only if all rules and regulations are adhered to, and the hall is left in a clean and satisfactory condition.

Adopted by BOS:	September 6, 1994
Effective:	September 15, 1994
Amended:	February 4, 1997
resented to BOS:	February 4, 1997
Adopted by BOS:	February 4, 1997
Effective:	February 4, 1997 (with all new applications as of 2/4/97)

TOWN OF COLUMBIA
BOARD OF SELECTMEN

POLICY	
SUBJECT:	Organized Adult Activity Use of the Beckish Senior Center
BACKGROUND:	The primary function of the Beckish Senior Center is the housing of senior activities. It is not the intent of the Board of Selectmen to change the character or nature of the Beckish Senior Center. However, the Board of Selectmen realizes that there is a limited amount of space for organized public activities in the Town of Columbia.
POLICY:	In order to efficiently utilize public activity space and capitalize on all opportunities for organized activities, the Board of Selectmen hereby allows adult organized activities to be held at the Beckish Senior Center under the following terms and conditions: (1) Organized adult activities can only be scheduled at times not currently utilized for senior activities; (2) All organized adult activities shall be advertised at the Senior Center in order to maximize senior involvement; (3) Organized adult activities sponsored by the Recreation Department may be held at the Senior Center provided that the dates and times of the activities are scheduled through the collaborative efforts of the Recreation Director and Senior Center Director. (4) Participants in organized adult activities, exclusive of those promoting intergenerational relationship building, must be at least 18 years of age; (5) Since there are no appropriate locations for young children to play unattended while at the Senior Center, participants in adult organized activities are prohibited from bringing children with them, unless the children are volunteers for an activity. (6) All organized adult activities shall be carried out in such a manner that the Senior Center facility is left clean and in order; (7) All organized adult activities may use the kitchen provided arrangements are made with the Senior Center Director prior to the submission of an application to use the facility. (8) If an unexpected, important activity (such as a wake and/or funeral reception) is requested to be scheduled at the Senior Center and such requested activity conflicts with a previously scheduled organized adult activity, the unexpected, important activity shall take priority. (9) Adult activities organized by individuals and/or non-municipal organizations shall be subject to a fee of $ 200 per event. A fee waiver may be granted by the Board of Selectmen in cases where the purpose of the organized activity is to raise funds for a local charity. (10) Approval by the town to hold an organized adult activity at the Beckish Senior Center shall be given via an application process. Applications shall be made available at the Beckish Senior Center and at the Town Hall. (11) Town board/commission meetings may be held at the Senior Center provided that no other town facilities are available for use. (12) Use of the "Pool Room" is prohibited.

Proposed to BOS:	March 3, 2010
Adopted by BOS:	March 3, 2010
Effective:	March 3, 2010
Amended by BOS:	Sept 7, 2010

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

CONTRACT/AGREEMENT - USE OF YEOMANS HALL

Rental agreement should be completed one month in advance of use. The Board of Selectmen has the authority to deny any request for use.

Applicant Name (must be a Columbia resident)_____

Applicant Group (if applicable)_____

Street/Mailing Address_____

Phone #(s)_____

Date Requested_____ **Time- from:**_____ **to:**_____

Event (please be specific)_____

Approximate # of Attendees_____ Capacity of Yeomans Hall is 140 for events per order of Fire Marshal (strictly enforced)

Do you plan to serve or allow consumption of alcoholic beverages? ☐Yes ☐No

All renters are required to provide a certificate of insurance naming the Town of Columbia as additional insured. In addition, any renter wishing to serve and/or allow consumption of alcoholic beverages in Yeomans Hall must provide a certificate of insurance showing host liquor liability coverage naming the Town of Columbia as additional insured, per recommendation of the Town's insurance agent. Certificate Received Date _____

I certify that the requested use of the hall is for a local function only and that a majority of those attending will be Columbia residents (#5 Ordinance 20-2). I further certify that I (applicant named above) will be in attendance during the entire period of use.

Applicant Signature _____ Date_____

Rental of Yeomans Hall (upper & kitchen) requires a refundable deposit of $100 plus a rental fee of $150 = total of $250, due with application. The requested date is not secure until the total is received and application is approved. The deposit will be returned to applicant only if all rules and regulations are adhered to, and the hall is left in clean and satisfactory condition, and the key is returned.

For Office Use Only					
Approved by First Selectman/Town Administrator:				Date:	
Amount received:	☐Cash	☐Check #	Date Received:	Date Returned:	Note:

Rules:

1. All damages occurring from use of the hall will be reimbursed by the leasing organization or individual. Any leasing local organization, civic group, or otherwise, is responsible for leaving the hall in the same condition it was found. Should it be deemed that the hall was left in unsatisfactory condition; the applicant will be billed for janitorial services for the actual cost of cleaning the hall.

2. The affair or function shall end no later than 2 a.m.

3. Applicants may sign out a key up to 48 hours in advance of the event.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to use Yeomans Hall hereinafter called the "Premises", the undersigned agrees to indemnify the Town of Columbia and save it harmless from any and all suits, actions, damages, liability and expense in connection with loss of life, personal injury or property damage arising from or out of any occurrence resulting from the occupancy or use by the undersigned of the Premises or occasioned wholly or partly by any act or omission by the undersigned, his/her agents, employees, servants, or guests, resulting in damage or injury. The undersigned further agrees the Town of Columbia shall not be responsible or liable at any time for any loss or damage to the undersigned or the equipment or other personal property of the undersigned. In the event the Town of Columbia shall without fault on its part be made a party to any litigation commenced by or against the undersigned, the undersigned shall protect and hold the Town of Columbia harmless and shall pay all reasonable costs, expenses and attorney's fees in connection therewith.

_____
Signature

_____
Date

Revised 2/10/04
Revised 12/6/01
Approved – Rescind alcohol ban; require insurance certificate – 2/20/01 BOS
Approved – No Alcohol 1/2/01 BOS
Approved – revised edition 10/7/97 BOS
Contract 10/1/97

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

REQUEST FOR USE - YEOMANS HALL

Town of Columbia Agencies / Civic Groups

Yeomans Hall, being part of a municipal building, is available for use by Town of Columbia agencies and civic groups for meetings. The number of people in the facility will not exceed 140 per order of the Columbia Fire Marshall.

GROUP NAME_____

CONTACT NAME_____

ADDRESS_____

PHONE #(S)_____

E MAIL ADDRESS _____

PURPOSE_____

NUMBER OF ATTENDEES_____

DATE(S) and TIME(S) of USE _____

(may attach list) _____

_____

_____ _____
Applicant Signature Date

THE FACILITY MUST BE LEFT CLEAN – FLOORS FREE OF DEBRIS, TABLE AND CHAIRS PUT BACK IN THEIR ORIGINAL PLACES. Any questions or problems should immediately be directed to the Town Administrator's Office at 228-0110.

Keys must be acquired from the Town Administrator's Office if the facility is to be used outside normal business hours.

_____ _____
First Selectman / Town Administrator Signature Date

TOWN OF COLUMBIA

APPLICATION TO HOLD AN ORGANIZED ADULT ACTIVITY AT THE BECKISH SENIOR CENTER

INSTRUCTIONS: Complete the information requested below. Send completed applications to the Director of Senior Services. Include proof of insurance, a $ 300 check made payable to the Town of Columbia, and a signed copy of the Hold Harmless Agreement, which is on the reverse of this form . The town reserves the right to approve or disapprove of applications in accordance with the Board of Selectmen's policy concerning Organized Use of the Beckish Senior Center. A copy of the policy is attached to this form.

APPLICANT: _____ APPLICATION DATE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

PURPOSE / EVENT: _____

EVENT DATE: _____ SET-UP TO BEGIN: _____ CLEAN-UP TO END: _____

APPROXIMATE NUMBER OF ATTENDEES (no more than 130): _____

ALCOHOL: ☐ Alcohol will be present at the event. ☐ Alcohol will not be present at the event.

Note: All users are required to provide a certificate of insurance naming the Town of Columbia as additional insured. In addition, any user wishing to serve and/or allow consumption of alcoholic beverages in the Beckish Senior Center must provide a certificate of insurance showing host liquor liability coverage and naming the Town of Columbia as additional insured, per recommendation of the Town's insurance agent.

FOOD: ☐ The kitchen will be used. ☐ The kitchen will not be used.

Note: Use of the kitchen facility is prohibited unless the facility user is either utilizing the services of a caterer that is appropriately licensed with the State of Connecticut in the area of health safety, or utilizing the services of the Columbia Municipal Government's Senior Center Food Operators.

KEY: ☐ A key to the Sr. Center will be needed ☐ A key will not be needed.

Note: Use of the facility outside of normal facility hours requires that the applicant unlock/lock the facility. The applicant shall inquire as to whether a key is needed, and shall obtain the key from Town staff. Keys shall be returned to the Town.

SIGNATURE: _____ DATE: _____

Signature indicates understanding of & agreement to abide by all applicable rules, regulations and procedures in effect for facility use, including being present for the entire duration of the event, removing all trash generated by the event, staying out of the "Pool Room," and leaving the facility in clean and orderly condition.

NOTE: The town requires a payment of $ 300 ($200 fee, $100 refundable deposit) for rental of the Senior Center. $ 100 will be returned to the applicant in the event the facility is left in proper condition. In the event you / your organization requests a fee waiver, please make such a request in writing and attach it to this form.

---------- FOR OFFICE USE ONLY ----------			
Director of Senior Services Approval (indicated by signature & date):			
Town Administrator Approval (indicated by signature & date):			
Check received: ☐ Yes ☐ No ☐ N/A	Ins certificate received: ☐ Yes ☐ No ☐ N/A	Kitchen arrangements made: ☐ Yes ☐ No ☐ N/A	Signed Hold Harmless & Indemnification Agreement received: ☐ Yes ☐ No ☐ N/A

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to use Beckish Senior Center hereinafter called the "Premises", the undersigned agrees to indemnify the Town of Columbia and save it harmless from any and all suits, actions, damages, liability and expense in connection with loss of life, personal injury or property damage arising from or out of any occurrence resulting from the occupancy or use by the undersigned of the Premises or occasioned wholly or partly by any act or omission by the undersigned, his/her agents, employees, servants, or guests, resulting in damage or injury. The undersigned further agrees the Town of Columbia shall not be responsible or liable at any time for any loss or damage to the undersigned or the equipment or other personal property of the undersigned. In the event the Town of Columbia shall without lt on its part be made a party to any litigation commenced by or against the undersigned, the undersigned shall protect and hold the Town of Columbia harmless and shall pay all reasonable costs, expenses and attorney's fees in connection therewith.

_____

Signature

_____

Date

Approved	9/03/85
Amended	9/18/90; 9/19/91; 6/17/03;

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: Invasive Plants at Mono Pond

I have attached materials that describe in detail the invasive plant situation at Mono Pond. Some members of the Conservation and Agricultural Committee have requested that the town hire a contractor to spray chemicals on the invasive plants. I have obtained two proposals to spray (attached). I recently met with employees of the CT DEEP to discuss the health of Mono Pond and to ask questions about dealing with invasive plants. I plan to share with the BOS the details of the discussion and also talk about possible grant opportunities to help cover the cost of spraying.

I have a compact disc containing an audio recording of a presentation made on May 2, 2013 about the ecological health of Mono Pond. The presentation was made by Dr. Gregory Bugbee of the Connecticut Agricultural Experiment Station. Upon request, I will provide a copy of the compact disc.

The Connecticut Agricultural Experiment Station

Mono Pond, Columbia

2012 Aquatic Plant Survey Map of Mono Pond
(193 KB, .pdf format*)

Transect Data (139 KB, .pdf format*) | Water Data

Mono Pond is a 102 acre lake located in Columbia, CT. The lake is man-made, with a dam at the northern end. A state-owned public boat ramp is located on the northern end of the lake. Most of the eastern shoreline is undeveloped. The western shoreline is moderately developed, with most homes have a buffer zone of plants before the edge of the lake. The southern half of the lake is beginning to fill in with sediment, making that portion very shallow. The area has begun to take on wetland characteristics. Due to the shallowing of the southern half, a survey could not be performed over that area. Only the northern half of the lake was able to be surveyed.

The 2012 CAES IAPP survey of Mono Pond found the presence of 15 species. Three species were invasive: *Cabomba caroliniana* (Fanwort), *Egeria densa* (Brazilian waterweed), and *Myriophyllum heterophyllum* (Variable watermilfoil). *M. heterophyllum* was the most dominant plant in the lake. Although it did not occupy as much of the littoral zone north of the island as *C. caroliniana* did, it grew in very high abundance and covered the surface around the island and south. Very little *C. caroliniana* grew south of the island. *E. densa* was found only in two small patches north of the island along the western shore.

Six transect points were taken around the survey area of Mono Pond. Each transect consisted of 10 points, with a total of 60 points taken. Four species were found on over half of the transect points. *M. heterophyllum* was most commonly found with 78% of the points having an occurrence. *Utricularia purpurea*, a native species was second most common, occupying 75% of the points. *C. caroliniana* (65%) and *Utricularia gibba* (native, 53%) were the other species that occurred on more than 50% of the points. Several native, floating leaf species were found covering much of the surface south of the island. Plant included *Brasenia schreberi* (30%), *Nuphar variegata* (7%), and *Nymphaea odorata* (43%). Overall, Mono Pond was found to have high, abundant, vegetation growth.

Find Common Plant Names
(65 KB, .pdf format*)

Species recorded in our 2012 survey of Mono Pond. Click on plant to view herbarium mount. (invasive species in bold)

Brasenia schreberi
Cabomba caroliniana
Egeria densa
Eleocharis species
Elodea nuttallii
Myriophyllum heterophyllum
Nuphar variegata
Nymphaea odorata
Potamogeton bicupulatus
Potamogeton epihydrus
Potamogeton pulcher
Utricularia gibba
Utricularia macrorhiza
Utricularia purpurea
Utricularia radiata

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*NOTE: Some of these documents are provided in Adobe® Acrobat® (.pdf) format. In order to view print these documents you need Adobe® Reader®. If you do not have Adobe® Reader®, click the "Get Adobe® Reader®" image for a free copy .

Get Acrobat

Content Last Modified on 4/2/2014 1:45:37 PM

LYCOTT ENVIRONMENTAL

October 30, 2013

Town of Columbia
c/o Jonathan Luiz, Town Administrator
323 Jonathan Trumbull Highway
Columbia, CT 06237
jluiz@columbiact.org

Via Email

RE: Invasive aquatic species management at Mono Pond

Mr. Luiz,

An assessment of Mono Pond, located in Columbia, Connecticut, was conducted in fall 2013. The purpose of this assessment was to provide management recommendations so that the Town of Columbia may work towards restoration of the water body.

Balanced aquatic ecosystems are achieved with a diverse composition of indigenous vegetation covering 30-40 % of the bottom of the water body. Invasive species displace indigenous vegetation, creating monocultures.

In the case of Mono Pond, two invasive species; Variable milfoil (*Myriophyllum heterophyllum*) and Fanwort (*Cabomba caroliniana*) extend throughout the majority of the pond. Additionally, growth of White and Yellow Water Lily (*Nuphar odorata* and *Nymphaea variegata*) and Watershield (*Brasenia schreberi*) covers an excess of 40% of the pond's surface.

It should be noted that a third invasive species, Brazilian Waterweed (*Egeria densa)* is reported to exist within Mono Pond, however presence of this growth was not observed during this survey.

Several management techniques including mechanical harvesting, hydro-raking, and herbicides are available to manage aquatic environments. Based on the distribution of invasive and nuisance aquatic vegetation throughout Mono Pond, Lycott recommends use of herbicides as the initial primary management method. Herbicides are categorized as contact or systemic. Contact herbicides provide quick, short-term results (typically a single season) and are best suited for management of species with annual growth cycles. Systemic herbicides provide a longer duration of control and are utilized when managing perennial species.

Although management of the entire pond would be ideal, as invasive species are present throughout, this would prove to be an expensive and difficult task. Most of the southern portion of the pond is shallow and presents as a wetland habitat rather than open water. Although invasive species are present, we suggest that this area remain unmanaged.

The majority of the navigable and open water is located within the central and northern regions of the pond. Potential management objectives should concentrate on these areas to provide for

improved water quality, fish habitat and recreational use by pond residents and visitors to the State Park.

The following management options have been developed based on the fall 2013 assessment of Mono Pond.

Approach 1 (Recommended)
Manage the northern portion of the pond (around the island and north to the outlet) utilizing the systemic herbicide fluridone to target both Fanwort and Variable Milfoil. We predict that this management technique would provide improved conditions in approximately 30acres of Mono Pond. Estimated cost for this approach: $25,000.

Approach 2
Spot treatments utilizing the contact herbicide flumioxazin to control Variable Milfoil and Fanwort along shoreline residential and high use areas. Use of contact herbicides provide for a shorter duration of control (Approximately one season). Estimated cost for this approach: $700.00/acre (10 acre min).

If the Town wishes to move forward on this project, we would be happy to attend a meeting with you and all those involved to discuss the process and goals of the management program.

Please feel free to contact me via phone (508-885-0101) or email if you have any further questions.

Best Regards,

Robert A. Wheaton
Technical Applications Manager
Lycott Environmental, Inc.

Mono Pond

Columbia, CT

Proposed Management Area

FIGURE	SURVEY DATE	MAP DATE
1	9/18/13	11/2013

Legend:

N

0 295 590 1,180 1,770 2,360 Feet

AQUATIC CONTROL TECHNOLOGY, INC.
11 JOHN ROAD
SUTTON, MASSACHUSETTS 01590
PHONE: (508) 865-1000
FAX: (508) 865-1220
WEB: WWW.AQUATICCONTROLTECH.COM

AQUATIC CONTROL TECHNOLOGY
POND AND LAKE MANAGEMENT SPECIALISTS

May 23, 2014

Mr. Jonathan Luiz, Town Administrator
Town of Columbia
323 Jonathan Trumbull Highway
Columbia, CT. 06237

Re: Proposal/Agreement for an Aquatic Management Program at Mono Pond – Columbia, CT

Mr. Luiz,

Please accept this as our Proposal/Agreement for an Aquatic Management Program at Mono Pond. We inspected the pond and met with you on September 18th. We have also reviewed maps and reports prepared by the Connecticut Agricultural Experiment Station (CAES) – Invasive Aquatic Plant Program to further familiarize ourselves with the waterbody.

Aquatic Control Technology (ACT) has extensive project experience and staff expertise with pond/lake management techniques. ACT practices an integrated approach to pond and lake management utilizing both chemical and non-chemical techniques and we work on over 400 waterbodies each year in New England and New York. We currently manage about 150 lakes and ponds in Connecticut, including nearby Lake Williams, Amston Lake and Lower Bolton Lake. For these reasons, we feel that our company and staff have an unparalleled ability to assist you with the management of Mono Pond.

Based on our conversation, the Town and residents are concerned about the increasing amount of nuisance plant growth in the lake, particularly non-native, invasive fanwort (*Cabomba caroliniana*), variable watermilfoil, (*Myriophyllum heterophyllum*) and Brazilian waterweed (*Egeria densa*). According to the CAES map and our observations, both milfoil and fanwort are abundant throughout the pond, while the Brazilian elodea was observed only in one small area.

Numerous native plant species are also present in the pond but generally did not occur in large or dense stands with the exception of floating leaf waterlilies and watershield (*Nymphaea, Nuphar & Brasenia*). The area of the pond to the north of the island contains the most "open water" areas with lesser amounts of floating plant growth along with abundant milfoil and fanwort. To the south of the island, the density of waterlilies increases, but there are still open water areas and plentiful submersed plant growth. To the far south of the pond, floating leaf plant growth is extremely dense and the pond is essentially un-navigable.

We recommend focusing efforts on areas of the pond that have open-water remaining and where plants are still at reasonably manageable densities. The attached map (Figure 1) shows the recommended management areas at Mono Pond. Large scale management of plant growth in other areas of the pond would require significantly more resources and would likely be cost prohibitive, although there may be options for priority area, selective management in the future, such as opening access lanes.

Program Elements

There are several options to manage nuisance aquatic plant growth, however our recommended approach for Mono Pond is to utilize USEPA/CT DEEP registered aquatic herbicides. Other potential techniques such as mechanical harvesting, dredging, winter drawdown, biological controls and bottom barriers are either not appropriate for the types of plants in Mono Pond, would be cost-prohibitive or would be difficult to permit due to ecological concerns. The following table summarizes the disadvantages of these alternate techniques.

Technique	Disadvantages
Mechanical Harvesting	Not recommended for control of plants like fanwort and milfoil, which can spread by vegetative fragmentation. Multiple cuttings per summer may be required at cost ranging from $500-$800 per acre per cutting. Could be used as an alternative if use of herbicides is not approved for some reason.
Dredging	Prohibitively expensive, difficult to permit and not guaranteed to eliminate nuisance growth
Bottom Barriers	Cost prohibitive and not recommended for large areas. Could be implemented for individual waterfronts at a cost of $0.60-$1.20 per square foot.
Hydro-Raking	Not appropriate or cost-effective for large areas and not recommended for control of plants like fanwort and milfoil which spread by fragmentation. Could still be used for individual shorefronts for removal of organic material, debris and some types of plants. May be appropriate for opening channels into areas of dense floating-leaf plant growth.
Biological Controls	There are no available biological controls for the type of plants in Mono Pond, except for sterile grass carp. Grass carp are non-selective and pose a threat to desirable native vegetation. Permit required from CT DEEP
Winter Drawdown	Shallow water depths throughout the pond would limit the use of winter drawdown to achieve significant nuisance plant control. Potential impacts would need to be thoroughly studied before implementation. Deeper drawdown is not guaranteed to provide even seasonal control of nuisance plant growth.

Pre & Post Management Vegetation Surveys and Monitoring

A desirable and often required component of a vegetation management program is a comprehensive vegetation and water quality monitoring program. Such a program allows assessment of the relative success of plant management efforts and also provides data on the effects of management to non-target plants & water quality and helps guide management efforts. At a minimum, annual pre & post management surveys should be conducted and additional tasks can be added as desired or as required by the CT DEEP.

Herbicide Treatment

The goal of herbicide treatment is to provide control of non-native, nuisance plant growth, specifically variable milfoil and fanwort through the designated management area shown in Figure 1. Additionally, it's also desirable to thin-out the growth of floating leaf plants in the same area. Controlling these nuisance plants will foster a better balance between open-water and vegetated areas and also improve fish habitat, aesthetics and recreational access.

While there are a number of herbicides effective on variable milfoil, only two herbicides, Sonar (fluridone) and Clipper (flumioxazin) are known to provide desirable control of fanwort. While providing systemic (root-killing) action, Sonar herbicide also requires a longer contact time, is more difficult to utilize effectively for partial lake treatments and is usually more costly on a per acre basis. Clipper is a contact herbicide that will provide seasonal control and potentially start to reduce the size of the infestation after subsequent annual treatments. Clipper herbicide will also control a majority of the waterlily growth for the season and when combined with Reward (diquat) herbicide will provide good control of the variable milfoil.

Significant re-growth is to be expected in the year after treatment, so annual treatments will be required to maintain a desirable level of nuisance plant control. We'd recommend being prepared to treat the pond for 2-3 consecutive years before evaluating a less frequent or smaller scale treatment protocol. If funding is an issue, a more limited management area, possibly focused on the more developed north end of the pond could also be possible.

Other Techniques

If desired, we would be happy to work with the Town to provide residents with other appropriate smaller-scale management tasks, including mechanical hydro-raking & bottom barriers. Should, for some reason, herbicide treatment not be approved or permitted at the pond, ACT can provide the Town with contract mechanical harvesting on our daily rate basis.

Permitting

Herbicide treatment requires a permit from the CT DEEP – Pesticide Bureau. ACT will prepare and submit this permit application and address any questions as needed. Since the waterbody is state-owned, the process with also include reviews by CT DEEP – Inland Fisheries Division and possibly the Wildlife Division. Permits may be required from the Columbia Inland Wetlands & Watercourse Agency (IWWA) should any harvesting or hydro-raking be desired.

Costs/Pricing

The following table summarizes the cost/pricing for the above described management actions as well as a cost schedule for additional tasks as needed.

Task	Description	Cost
Monitoring/Assessment	Consisting of a minimum scope to include annual pre & post vegetation surveys – additional tasks/consulting as needed	Minimum Scope - $800 Additional tasks per Cost Schedule provided below
Permitting	Prepare & File CT DEEP Pesticide Permit	$500

Herbicide Treatment (2014)	Herbicide application to 55 acre area with Clipper (flumioxazin) & Reward (diquat)	$26,280[1]
Optional Task (Estimates)		
Harvesting (efficiency 2-3 acres/day)	Mobilization Harvester/Operation	$1,250 $1,500/day
Hydro-Raking (efficiency ~0.25 acres/day)	Mobilization Hydro-Rake/Operation	$1,250 $1,600/day

[1] – As noted, a smaller management area can be selected to reduce costs if needed.

Additional monitoring/consulting services requested by the Town beyond the scope of work proposed herein would be billed at the following rates. There would naturally be "no charge" for meetings held at the reservoir during one of our regularly scheduled treatments or inspections:

- Principal Biologist ..... $150/hr.
- Senior Biologist/Engineer ..... $135/hr.
- Biologist ..... $95-$115/hr.
- Field Technician ..... $50/hr.
- Expenses: (mileage $0.50/mi; copies $0.15/pg; water analysis and miscellaneous expenses at cost plus 15%)

We appreciate this opportunity to work with the Town on the management of Mono Pond. As discussed, we'd be more that happy to attend a meeting of the Town/residents to present our recommended management approach and answer questions. We're also always available to respond to questions via phone or email.

We look forward to hearing from you and discussing this project further.

Sincerely,
Aquatic Control Technology

Dominic Meringolo
Senior Environmental Engineer

Marc Bellaud
President/Aquatic Biologist

#1 $3.47 Million

RESOLUTION PROVIDING FOR SPECIAL TOWN
MEETING AND REFERENDUM VOTE AT
ADJOURNED TOWN MEETING IN CONJUNCTION WITH THE
STATE ELECTION

Pursuant to the provisions of the Charter, a Special Town Meeting to consider and act upon the resolution entitled "RESOLUTION APPROPRIATING $3,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $3,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Resolution") shall be called and held, and the vote on such resolution shall be removed from the call of such meeting and adjourned to be submitted to electors in such meeting to a referendum vote at Adjourned Town Meeting to be held on November 4, 2014, in conjunction with the State Election at **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia, Ct.**, between the hours of 6:00 A.M. and 8:00 P.M. for the approval or disapproval of the Resolution, and qualified voters to vote at the **Adella G. Urban Administrative Offices Conference Room, 323 Route 87, Columbia, CT.**, or such other locations as may be determined.

The First Selectman is hereby authorized and directed to call a Special Town Meeting, in accordance with the provisions of this resolution, to be held at the **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia CT.**, on **October 23, 2014,** at **7:30 P.M.**, to consider the Resolution as of this date approved by the Board of Selectmen, to cause the preparation of material explaining and concerning the referendum and project, to receive communications concerning said Resolution and to submit action by the Special Town Meeting on said Resolution to a vote of Town electors and qualified voters at a referendum by Adjourned Town Meeting. The Warning of said Town Meeting shall state the question to be voted upon and the ballot label with respect thereto as follows:

Question:

Shall the resolution entitled "RESOLUTION APPROPRIATING $3,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $3,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", as adopted by the Board of Selectmen, be approved? YES NO

The ballot label for said question shall read as follows:

"Shall the appropriation and bond authorization of $3,470,000 for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library, as adopted by the Board of Selectmen, be approved? YES/NO" *

#1 $3.47 Million

RESOLUTION APPROPRIATING $3,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $3,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of up to $3,470,000 is appropriated for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library at 319 Jonathan Trumbull Highway, Columbia Ct., (the "Project"). The Project shall include an addition to the existing building to create a total first floor building area of approximately 12,200 SF. The basement will be expanded by approximately 1,400 SF. Work will include the renovation and reconfiguration of internal space, HVAC systems, electrical, communication and security systems, roof system, shelving and other library equipment and furniture, lighting, site work, demolition, testing, environmental remediation, surveying, design, architects, consultants, title insurance, appurtenances and improvements related thereto, and debt administrative, including printing, legal and financing costs, or so much thereof or such additional improvements as may be accomplished within the foregoing appropriation. Said appropriation shall be in addition to all State and Federal grants and other additional appropriations in aid thereof.

Section 2. The total estimated cost of the project is $4,602,300. $133,500 of additional project costs has been previously appropriated from a STEAP grant. In addition, the Town has received an administrative commitment for a $1,000,000 State library building grant, which if funded by the State as expected will result in a net project cost to the Town of $3,470,000. The estimated useful life of the project is not less than twenty years. The project is a general benefit to the Town of Columbia and its general governmental purposes.

Section 3. To meet said appropriation $3,470,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by any two of the First Selectman, Town Administrator and Finance Director (hereafter any two the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of $1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of $1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials bear, the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Bond Counsel, of Hartford. They shall bear such rate or

#2 $4.47 Million Parenthetical

RESOLUTION PROVIDING FOR SPECIAL TOWN
MEETING AND REFERENDUM VOTE AT
ADJOURNED TOWN MEETING IN CONJUNCTION WITH THE
STATE ELECTION

Pursuant to the provisions of the Charter, a Special Town Meeting to consider and act upon the resolution entitled "RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Resolution") shall be called and held, and the vote on such resolution shall be removed from the call of such meeting and adjourned to be submitted to electors in such meeting to a referendum vote at Adjourned Town Meeting to be held on November 4, 2014, in conjunction with the State Election at **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia, Ct.**, between the hours of 6:00 A.M. and 8:00 P.M. for the approval or disapproval of the Resolution, and qualified voters to vote at the **Adella G. Urban Administrative Offices Conference Room, 323 Route 87, Columbia, CT.**, or such other locations as may be determined.

The First Selectman is hereby authorized and directed to call a Special Town Meeting, in accordance with the provisions of this resolution, to be held at the **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia CT.**, on **October 23, 2014,** at **7:30 P.M.**, to consider the Resolution as of this date approved by the Board of Selectmen, to cause the preparation of material explaining and concerning the referendum and project, to receive communications concerning said Resolution and to submit action by the Special Town Meeting on said Resolution to a vote of Town electors and qualified voters at a referendum by Adjourned Town Meeting. The Warning of said Town Meeting shall state the question to be voted upon and the ballot label with respect thereto as follows:

Question:

Shall the resolution entitled "RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", as adopted by the Board of Selectmen, be approved? YES NO

The ballot label for said question shall read as follows:

"Shall the appropriation and bond issuance authorization of up to $4,470,000 (expected to be paid from an estimated $1.0 million state grant and $3.47 million Town general obligation bonds) for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library, as adopted by the Board of Selectmen, be approved? YES/NO" *

#2 $4.47 Million Parenthetical

RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of up to $4,470,000 is appropriated for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library at 319 Jonathan Trumbull Highway, Columbia Ct., (the "Project"). The Project shall include an addition to the existing building to create a total first floor building area of approximately 12,200 SF. The basement will be expanded by approximately 1,400 SF. Work will include the renovation and reconfiguration of internal space, HVAC systems, electrical, communication and security systems, roof system, shelving and other library equipment and furniture, lighting, site work, demolition, testing, environmental remediation, surveying, design, architects, consultants, title insurance, appurtenances and improvements related thereto, and debt administrative, including printing, legal and financing costs, or so much thereof or such additional improvements as may be accomplished within the foregoing appropriation. Said appropriation shall be in addition to a Steap grant in the estimated amount of $133,500, and inclusive of other State and Federal grants in aid thereof.

Section 2. The total estimated cost of the project is $4,602,300. $133,500 of additional project costs has been previously appropriated from a STEAP grant. In addition, the Town has received an administrative commitment for a $1,000,000 State library building grant, which if funded by the State as expected will result in a net project cost of $3,470,000; if not funded, $4,470,000. The estimated useful life of the project is not less than twenty years. The project is a general benefit to the Town of Columbia and its general governmental purposes.

Section 3. To meet said appropriation $4,470,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by any two of the First Selectman, Town Administrator and Finance Director (hereafter any two the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of $1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of $1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials bear, the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Bond Counsel, of Hartford. They shall bear such rate or

#3 $4.47 Million Original

RESOLUTION PROVIDING FOR SPECIAL TOWN
MEETING AND REFERENDUM VOTE AT
ADJOURNED TOWN MEETING IN CONJUNCTION WITH THE
STATE ELECTION

Pursuant to the provisions of the Charter, a Special Town Meeting to consider and act upon the resolution entitled "RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE" (the "Resolution") shall be called and held, and the vote on such resolution shall be removed from the call of such meeting and adjourned to be submitted to electors in such meeting to a referendum vote at Adjourned Town Meeting to be held on November 4, 2014, in conjunction with the State Election at **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia, Ct.,** between the hours of 6:00 A.M. and 8:00 P.M. for the approval or disapproval of the Resolution, and qualified voters to vote at the **Adella G. Urban Administrative Offices Conference Room, 323 Route 87, Columbia, CT.**, or such other locations as may be determined.

The First Selectman is hereby authorized and directed to call a Special Town Meeting, in accordance with the provisions of this resolution, to be held at the **Yeomans Hall, 323 Jonathan Trumbull Highway, Columbia CT.,** on **October 23, 2014,** at **7:30 P.M.**, to consider the Resolution as of this date approved by the Board of Selectmen, to cause the preparation of material explaining and concerning the referendum and project, to receive communications concerning said Resolution and to submit action by the Special Town Meeting on said Resolution to a vote of Town electors and qualified voters at a referendum by Adjourned Town Meeting. The Warning of said Town Meeting shall state the question to be voted upon and the ballot label with respect thereto as follows:

Question:

Shall the resolution entitled "RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", as adopted by the Board of Selectmen, be approved? YES NO

The ballot label for said question shall read as follows:

"Shall the appropriation and bond authorization of $4,470,000 for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library, as adopted by the Board of Selectmen, be approved? YES/NO" *

#3 $4.47 Million Original

RESOLUTION APPROPRIATING $4,470,000 FOR THE RENOVATION AND EXPANSION OF THE SAXTON B. LITTLE FREE TOWN OF COLUMBIA LIBRARY AND AUTHORIZING THE ISSUE OF $4,470,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of up to $4,470,000 is appropriated for the renovation and expansion of the Saxton B. Little Free Town of Columbia Library at 319 Jonathan Trumbull Highway, Columbia Ct., (the "Project"). The Project shall include an addition to the existing building to create a total first floor building area of approximately 12,200 SF. The basement will be expanded by approximately 1,400 SF. Work will include the renovation and reconfiguration of internal space, HVAC systems, electrical, communication and security systems, roof system, shelving and other library equipment and furniture, lighting, site work, demolition, testing, environmental remediation, surveying, design, architects, consultants, title insurance, appurtenances and improvements related thereto, and debt administrative, including printing, legal and financing costs, or so much thereof or such additional improvements as may be accomplished within the foregoing appropriation. Said appropriation shall be in addition to a Steap grant in the estimated amount of $133,500, and inclusive of other State and Federal grants in aid thereof.

Section 2. The total estimated cost of the project is $4,602,300. $133,500 of additional project costs has been previously appropriated from a STEAP grant. In addition, the Town has received an administrative commitment for a $1,000,000 State library building grant, which if funded by the State as expected will result in a net project cost of $3,470,000; if not funded, $4,470,000. The estimated useful life of the project is not less than twenty years. The project is a general benefit to the Town of Columbia and its general governmental purposes.

Section 3. To meet said appropriation $4,470,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date. Said bonds may be issued in one or more series as determined by any two of the First Selectman, Town Administrator and Finance Director (hereafter any two the "Town Officials"), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of $1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of $1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials bear, the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Bond Counsel, of Hartford. They shall bear such rate or

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: Award of Dam Repair Contract

Tropical Storm Irene hit Columbia on August 28, 2011. The Storm's rain and winds impacted the Columbia Lake Dam in two ways. First, large waves pounded the Dam with such force that town staff feared the dam may have been structurally compromised. Second, the side of the dam facing Route 87 suffered significant erosion due to water "bouncing off" the dam spillway with force. Following the storm, the town asked its engineering firm Nathan L. Jacobson and Associates to evaluate the dam and provide maintenance recommendations. Jacobson and Associates proposed that improvements be made to the dam. The improvements proposed consist principally of the removal and replacement of deteriorated concrete blocks within the existing wave wall, installation of 12"x 12" timbers along the top of the entire wave wall, removal and replacement of riprap along the upstream face of the of the dam and extension of the modular precast concrete spillway training walls. The proposed improvements were presented by Jacobson and Associates to the Lake Management Advisory Commission (LMAC). After hearing from LMAC, details of the proposed improvements were presented to the BOS and to FiPAC. Funding for the improvements was appropriated in the Fiscal Year 13-14 Budget and Fiscal year 14-15 Budget, with the goal of undertaking the dam repair in October/November of 2014.

On June 2, 2014, the town invited qualified companies to bid on the dam repair project. On July 11, 2014, sealed bids were opened publically. The attached memo from Jacobson & Associates includes a bid tabulation and also identifies Machnik Bros, Inc. as the apparent successful bidder.

In consideration of the above, I respectfully recommend that the BOS award the dam repair contract to Machnik Bros, Inc of Old Lyme, CT, and that the BOS authorize the First Selectmen to sign contract paperwork associated with the project.

The Invitation to Bid, project plans/specifications, and the bids received are all available to BOS members upon request.

Jacobson

RECEIVED JUL 10 2014

July 8, 2014

Mr. Jonathan Luiz, Town Administrator
Town of Columbia
323 Route 87
Columbia, CT 06237

Re: **Review of 07-08-14 Bid Submission**
Columbia Lake Dam (CT 3001) Repair
Columbia, CT
NLJA #10430002

Dear Mr. Luiz:

This letter summarizes our review of the six (6) bids for the above referenced project opened today at the Columbia Town Hall. Enclosed, please find a Tabulation of the Bids (including lowest, highest, average and median price analysis). We have copies of all of the complete bid submissions in our files. The originals remained with your office.

In evaluation of the bids, we first checked that all the bid submissions were mathematically correct. We then checked that the bid submissions were complete. This would include the submission of the Proposal Form (BID), Bid Bond, Non-Collusion Affidavit, Statement of Bidder's Qualifications and Department of Administrative Services Prequalification Certificate and Update (Bid) Statement where bid exceeds $500,000. We also checked to make sure that the proper forms included in the Contract Documents were submitted, that they were filled out properly, that the apparent successful bidder acknowledged receipt of both addenda, and that their Surety is listed on the United States Treasury Department's Circular 570. The result of our general review of the bid submissions in order of increasing Total Base Bid follows. Although the arithmetic of all bid submissions was checked and found to be correct (with the exception of the highest bid, which correction increased the price of that bid), only the low bid submission was further checked in detail as described above:

Machnik Bros., Inc., Old Lyme, CT
Total Base Bid = $200,824.00

Mattern Construction, Inc., Baltic, CT
Total Base Bid = $279,900.00

LaRosa Construction Company, Inc., Meriden, CT
Total Base Bid = $298,900.00

Hubert E. Butler Construction Co., LLC, Portland, CT
Total Base Bid = $381,630.00

Nathan L. Jacobson & Associates, Inc.
Nathan L. Jacobson & Associates, P.C. (NY)
86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337
Tel 860.526.9591 Fax 860.526.5416
Consulting Civil and Environmental Engineers Since 1972

Jacobson

New England Infrastructure, Inc., Hudson, MA
Total Base Bid = $383,400.00

Pettini Construction Group, LLC, Mystic, CT
Total Base Bid = $458,000.00 *
* Corrected bid = $463,000.00

In choosing the successful bidder, a number of factors must be considered including the bid price, how the bidder may have arrived at that price, and the bidder's financial status and qualifications.

We are familiar with the work of the apparent successful bidder, Machnik Bros., Inc., so we did not perform telephone reference checks on them. We did however obtain a Dun & Bradstreet credit report and Machnik's most recent financial statement, copies of which we have enclosed for you to forward to the Town's financial consultant for review and comment.

Based on our detailed review of the apparent low bid submission as summarized above, it appears that Machnik Bros., Inc. submitted a bid which conforms to the requirements outlined in the Contract Documents.

It is important to note that unless the Town requests, and the apparent successful bidder agrees to an extension of the forty-five (45) calendar day period for award of the Contract, the Town must award the Contract by Friday, August 22, 2014, after which time bidders are no longer required to "hold their price". In keeping with the project schedule outlined in our January 3, 2014 e-mail to you however, it is anticipated that award would be made this month; owner-contractor agreement amd insurance and bonds would be executed in August, and; Notice to Proceed issued in September or in early October to coincide with the October 15, 2014 planned commencement of lake draw down for winter maintenance. Enclosed please find a Notice of Award prepared for Machnik Bros., Inc. for the Town to sign, print name, and title. Then please return the Notice of Award to us (scanned copy is fine) so that we can issue it to Machnik from this office.

Jacobson

Mr. Jonathan Luiz, Town Administrator
Town of Columbia
Re: **Review of 07-08-14 Bid Submission**
Columbia Lake Dam (CT 3001) Repair
Columbia, CT
July 8, 2014

If there are any questions, please do not hesitate to call.

Sincerely,

NATHAN L. JACOBSON & ASSOCIATES, INC.

J. Howard Pfrommer, P.E.

JHP/jhp

Encl.

cc: George Murphy, w/o encl.
Thomas H. Fenton, P.E., w/o encl.
File, w/encl.

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TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Jonathan Luiz, Town Administrator

DATE: July 11, 2014

RE: 2014 Lake Drawdown Commencement Date

The town begins the drawdown of Columbia Lake on November 1st during odd numbered years and on October 15th during even numbered years. Therefore, the drawdown for 2014 is scheduled to start on Wednesday, October 15, 2014.

One of the companies that submitted a bid for the Dam repair project suggested that the drawdown take place earlier in order to give the winning bidder more time to complete the project before cold weather arrives. The project engineer and I like the suggestion and asked the Lake Management Advisory Committee (LMAC) to consider a 2014 drawdown commencement date of October 1st. LMAC considered the suggestion at its last meeting and voiced no objection provided that residents receive ample notice of an early drawdown. Therefore, I respectfully ask the BOS to consider approving a drawdown commencement date of October 1, 2014. If approved, I will post notice of the drawdown date at the town boat launch. Notice of the drawdown date will also be circulated via the Columbia Lake Association, the Everbridge Notification System, town website and press release to *The Chronicle*.

Jonathan Luiz

From: Khamsyvoravong, Xaykham [XKhamsyvoravong@WebsterBank.com]
Sent: Wednesday, July 02, 2014 2:26 PM
To: Jonathan Luiz
Cc: Carmen Vance; Mitchell, Matthew
Subject: Important Announcement Regarding Webster Bank Financial Advisory Services

Dear Jonathan:

Webster's focus is, and has always been, providing our clients with comprehensive solutions to their financial needs. In order to continue providing you with top-tier banking services in the evolving regulatory environment, Webster Bank has decided to discontinue providing Financial Advisory Services effective immediately.

Our decision is a result of a new Federal securities law mandated by the Dodd-Frank Act which requires a person who provides advice to a municipal entity with respect to municipal securities to register with the SEC as a "municipal advisor." The SEC has adopted regulations, effective July 1, 2014, implementing this law. Because of the significant impact imposed by these new regulations and the uncertainty of additional impact that may be imposed by anticipated regulations, Webster Bank will cease being a registered municipal advisor. Therefore, effective immediately we will no longer provide the services relating to the public sale or distribution of municipal securities

The impact of this change is limited to the discontinuation of our Financial Advisory Services. We will continue to provide you with a broad range of products and services and continue to invest in our technology. We fared well through the financial crisis, never skipping a beat in serving our clients, and we will continue to do so throughout this new regulatory environment.

I will remain a core member of Webster's Government Banking team and will continue to be available to help our Financial Advisory clients transition to registered municipal advisors as they consider the issuance of municipal securities.

Thank you for continuing to entrust us with your financial needs. We remain steadfastly committed to providing cash management and financing solutions to meet your needs.

Sincerely,

Xay
Vice President
Government and Institutional Banking
Webster Bank
xay@websterbank.com

PRIVILEGED AND CONFIDENTIAL: Communications sent from Webster Financial Corporation, and our affiliates, which contain sensitive information, will be sent via encrypted email. Affiliates of Webster Financial Corporation include: Webster Bank, N.A. (Including its divisions: HSA Bank, Webster Investments Services, Webster Financial Advisors, Webster Business Credit Corp, Webster Capital Finance, and Fleming, Perry, and Cox, Inc.) This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential, or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination, or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this communication and destroy all copies.

Rates and program criteria are subject to change. All loans are subject to credit approval. Other terms and conditions may apply; consult a Webster representative for more details.

To opt-out of receiving email advertisements please call 1-800-325-2424. Webster Corporate Headquarters - 145 Bank Street WFD730 Waterbury, CT 06702

Jonathan

(JULY 2013 - June 2014) PERMIT COMPARISON REPORT

(JUNE 2014) PERMIT COMPARISON REPORT

	ytd 2011/2012		ytd 2012/2013		ytd 2013/2014	
Houses	1	7	3	10	0	6
Garages	0	6	0	9	1	3
Additions	6	12	0	9	1	7
Deck/Porch	2	16	1	15	1	17
Pools	1	10	2	9	1	5
Barns/Sheds	2	18	2	19	0	14
Remodel/Reno	6	37	4	42	2	19
Roof/Siding/Windows	3	63	6	58	7	56
Stoves/Chimney/generator	1	35	0	51	2	55
Demolition	1	9	1	10	0	11
Elec/plumb/heat	16	149	18	158	20	147
Solar panels	0	1	4	12	7	26
Propane tank install	3	34	3	33	3	51
Zoning (plan review)	14	86	6	78	3	60
Home Occ (App)	0	4	0	9	0	4
PZC (app)	0	13	2	9	0	8
ZBA (app)	0	6	0	6	1	5
IWC (app)	1	15	4	24	1	21
Commercial Buildings	0	3	0	2	0	0
Commercial Additions	0	3	0	4	0	1
Commercial Remodel/sign	0	1	0	2	1	4
Commercial Demolition	0	0	0	0	0	2

STATE OF CONNECTICUT

CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537

June 30, 2014

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

RE: Historic Documents Preservation Grant # 030-PC-15, Cycle 1, FY 2015

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Columbia** in the amount of **$5,000.00** has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. **Targeted Grant Contract**
2. **Certified Resolution Form**
3. **Instructions for Completing the Contract Documents**

Please return the Targeted Grant Contract and Certified Resolution Form within 30 days. Follow the enclosed instructions carefully.

Once returned, the contract will be signed by the State Librarian. We will mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract and must be completed by June 30, 2015. Grant award payments will be processed within 30 days after the contract has been fully executed. The final report must be submitted by September 1, 2015. For complete grant administration requirements, see the FY 2015 targeted grant guidelines (www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program).

Again, **please complete and return the enclosed documents within 30 days** from your receipt of these documents. To request an extension of this deadline, or if you have questions or need assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power

LeAnn R. Power, CRM
Public Records Administrator

Enclosures (3)

cc: First Selectman Carmen Vance

State of Connecticut

Connecticut State Police
Troop K - Colchester

Commanding Officer
Lieutenant Eric Murray

Executive Officer
Master Sergeant Robert Grega

Date: July 1, 2014

Mr. Jonathan Luiz
Columbia Town Administrator
323 Jonathan Trumbull Highway
Columbia, CT 060237

Dear Mr. Luiz

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

During the month of June 2014 the Columbia Resident Troopers as well as Troop K Troopers responded to 287 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	5
Burglaries:	0
Larcenies:	3
Other Criminal:	5
Other Non-Criminal:	9
Non Reportable Matters:	185

Other Noteworthy Events (List):
D.A.R.E. program was a success graduating 58 students on June 4th.

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

On-Sight DWI:	1
Traffic Citations:	64
Written Warnings:	2

Sincerely,

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

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

Town of Columbia

Budget Transfer Request

FY: 2013-2014

DATE: 7-14-14 Budget Transfer # 2014-088

TO: Board of Selectmen

FROM: Exec. / Admin. (Department Name) 4112 (Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

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

Amount (whole dollars only)	From A/C#	Description	To A/C #	Description
$ 500.00	10-4112-710	Prof. Improv.	10-4112-300	General Supplies
$				
$				
$				

REASON:
Additional funds needed to cover costs of UPS units and misc. general supplies thru 6-30-14.

Signature of Dept. Head: [signature]
Date: 7/15/14

Date of BOS Meeting: 7-15-14 Refer to FIPAC : ___ YES X NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: _____

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____ Date: _____

Town of Columbia

Budget Transfer Request

FY: 2013-2014

DATE: 7-14-14 Budget Transfer # 2014-089

TO: Board of Selectmen

FROM: Tax Collector (Department Name) 4133 (Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

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

Amount (whole dollars only)	From A/C#	Description	To A/C #	Description
$ 150.00	10-4133-505	Tax, State DMV fee	10-4133-500	Prof./Tech.
$				
$				
$				

REASON:
Additional funds needed to cover costs of professional/technical fees in Tax Collectors office thru 6-30-14.

Signature of Dept. Head: [signature]

Date: 7/15/14

Date of BOS Meeting: 7-15-14 Refer to FIPAC: ___ YES X NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: _____

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____ Date: _____