

EXHIBIT A  
MONTHLY PRICE INDEX  
AS OF  
APRIL 15, 2009

Item #	Commodity	Commodity Share (Annual)*	Market Value/Ton (Monthly)**	Share Value Per Ton
1	Aseptic containers	.15 %	\$ 10.00	\$ 0.02
2	Aluminum containers	.28%	\$ 930.00	\$ 2.60
3	Aluminum Foil	.28%	\$ 40.00	\$ 0.11
4	Glass – Aggregate	18.80%	(\$30.00)	(\$5.64)
5	HDPE - Colored Plastic	2.23%	\$ 240.00	\$ 5.35
6	HDPE - Natural Plastic	1.11%	\$ 370.00	\$ 4.11
7	HDPE – Buckets	.19%	\$ 80.00	\$ 0.15
8	PETE – Plastics	2.23%	\$ 180.00	\$ 4.01
9	Mixed Plastics 3-7	1.50%	\$ 10.00	\$ 0.15
10	Tin Cans	4.46%	\$ 85.00	\$ 3.79
11	Mixed Metal	.13%	\$ 85.00	\$ 0.11
12	Trash Residue	6.00%	(\$85.00)	(\$5.10)
13	Clean Newspapers	46.01%	\$ 45.00	\$ 20.70
14	Mixed Paper	9.78%	\$ 17.50	\$ 1.71
15	Old Corrugated Cardboard	6.85%	\$ 37.50	\$ 2.57
		100.00%		\$ 34.65

\* Applicable for Period From April 2009 through April 2010

\*\* Market Value Per Ton as determined by the following indices:

Item / Commodity	Index
Aseptic containers	Spot Market
Aluminum containers	Waste News, New York (NE USA/Maritimes) regional average
Aluminum Foil	Spot Market
Glass – Aggregate	Fee as determined by WWP
HDPE - Colored Plastic	Waste News, New York (NE USA/Maritimes) regional average
HDPE - Natural Plastic	Waste News, New York (NE USA/Maritimes) regional average
HDPE – Buckets	Spot Market
PETE – Plastics	Waste News, New York (NE USA/Maritimes) regional average
Mixed Plastics 3-7	Spot Market
Tin Cans	Waste News, New York (NE USA/Maritimes) regional average
Mixed Metal	Waste News, New York (NE USA/Maritimes) regional average
Trash Residue	Fee as determined by WWP
Clean Newspapers	Official Board Markets, New England average
Mixed Paper	Official Board Markets, New England average
Old Corrugated Cardboard	Official Board Markets, New England average

EXHIBIT B

SINGLE STREAM RECYCLABLES

Acceptable Item	Commodity Item #*
Newspapers and inserts	13
Magazines / brochures	13
Cardboard	15
Paper bags	15
Paperboard boxes (cereal, egg cartons)	14
Junk mail	14
Phone books / catalogs	14
Hard and soft cover books	14
White and color paper	14
Envelopes (window ok)	14
File folders	14
School paper	14
Shredded paper	14
Multi 3 ply paper	14
White, Green and brown glass	4
Tin cans	10
Aluminum cans	2
Aluminum foil	3
Aluminum pots and pans	11
Juice and milk cartons	1
Plastic milk jugs	6
Plastic soda bottles	8
Detergent bottles	5
All plastics #3 to #7	9
Small metals	11
Empty aerosol cans	10
Plastic buckets and crates	7

\* Commodity Item # refers to number assigned for various categories of Recyclable Material as listed on Exhibit A

**Unacceptable items**

- Not allowed - Food Waste in any containers
- Needles or syringes
- Hazardous or biohazard waste
- Trash or bagged material
- All other non-recyclable items



# 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: August 25, 2014

RE: **Revisions to Recreation Director Job Description**

---

Attached is a draft revised job description for the position of Recreation Director. Nikki Keldsen and I have developed this draft together. I have also attached what I believe to be the most up-to-date version of the Recreation Director's job description.





# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR RECREATION DIRECTOR

**General Description:** Promote and manage recreational, cultural and social activities for all town residents. Develop policies and program recommendations for consideration by Recreation Commission. Ensure all activities related to recreation are in compliance with pertinent town, state, OSHA and Recreation Commission policies, regulations and standards. Coordinate activities to maximize the productive use of town facilities.

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

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented as necessary. Act as staff to the Recreation Commission. Attend monthly Recreation Commission meetings. Coordinate with the Rec Commission Chair to draft meeting agendas and help gather materials for the Commission. Work with the Rec Commission to develop plans to meet the town's recreational needs. Supervise the Assistant to the Recreation Director. Recruit and supervise volunteers. Manage all beach activities including season pass processing, recruitment of beach staff, procurement of supplies and uniforms, scheduling of orientation and on-going supervision and training of Lifeguards. Ensure beach staff has appropriate certifications. Perform scheduling and supervise beach staff. Plan, organize and implement a diversified municipal recreational program. Prepare Recreation surveys, newsletters, program's pamphlets, posters and public service announcements. Update the Town's recreational related websites, including the town website, the online program registration website and social media websites. Coordinate recreation programs and services with town maintenance staff, outside contracted services, and staff at Horace W. Porter School. Plan and administer fundraising events and activities. Submit the annual departmental budget, including revenues, following consultation with the Recreation Commission. Submit required departmental reports to the Town Administrator and boards/commissions. Administer and monitor the approved budget. Responsible for the collection and documentation of all program fees in a manner consistent with town accounting procedures. Monitor Rec. programming revenue and expenses via financial software. Purchase, distribute, collect and inventory program equipment and supplies. Identify, write and submit grants. Seek community cooperation and assistance in promoting and administering recreation programs and activities. Meet with school officials, local youth athletic clubs, community groups and other park and recreation departments to expand on Columbia's programs, gather information, ideas and discuss plans to work cooperatively. Enforce Recreation policies and regulations and address citizens' concerns and complaints. Where needs are expressed that cannot be met by the resources of the Town of Columbia, work with other towns to develop regional recreation programs to meet those needs. Keep current in recreational best practices, policies and procedures.

**Knowledge, skills and abilities:** Considerable ability to establish and maintain effective working relationships with associates and with the public. Highly developed organizational, negotiation, interpersonal, written and oral communication skills. Demonstrated administrative experience and skills. Excellent computer skills, including, but not limited to Microsoft Office Suite, word processing, spreadsheets, email, publishing (i.e.: Microsoft Publisher) and web-based research and

advertising. Knowledge or ability to learn graphic manipulation with Photoshop Elements for marketing purposes. Knowledge of general principles and practices of municipal recreational activities including promoting, planning, organizing, budgeting, and evaluating recreational programs. Ability to perform technical research and comprehensive studies in areas relating to municipal recreational activities. Considerable ability to prepare technical written reports. Ability to work independently with little supervision.

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

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

**Qualifications:** Bachelor's degree is required, preferably in business, recreation or a closely related subject. Also, a minimum of three years relevant experience is required. Candidates with significant relevant experience who demonstrate requisite knowledge, skills and abilities may be considered qualified. Must have a valid Connecticut Motor Vehicle Operator's License. CPR and first aid certification required within two years of being hired and kept current during employment.

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

<b>PRESENTED TO THE BOS</b>	<b>9/2/2014</b>
<b>APPROVED OF BY THE BOS</b>	

## TOWN OF COLUMBIA

**Job Title:** Recreation Director

**Job Description:** Promote and maintain recreational activities while creating new recreational, cultural and social opportunities for all town residents. Develop policies and program recommendations for consideration by Recreation Commission. Ensure all activities related to recreation are in compliance with pertinent town, state, OSHA and Recreation Commission policies, regulations and standards. Coordinate activities to maximize the productive use of town facilities. Supervise recreation department staff.

**Supervision:** The Recreation Director will report to the Town Administrator. The Recreation Director will provide program direction and coordinate with existing town groups including but not limited to Columbia Basketball, Columbia Baseball, CWSA, Columbia Ski Club and the Columbia Seniors Organization. The Recreation Commission will work with the Director to ensure the town's needs are being satisfied. The Recreation Director shall act as staff to the Recreation Commission.

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

- Plan, organize and implement a diversified municipal recreational program. Develop immediate and long-range plans to meet the town's recreational needs. Evaluate and adjust various programs and activities throughout the year. Supervise recreation department staff.
- Coordinate recreation programs and services with town maintenance staff and outside contracted services. Schedule and coordinate the recreational use of properties, rooms and facilities of the town including Horace Porter School.
- Research and study the condition, trends and circumstances affecting the overall park and recreation requirements of the town.
- Act as staff to the Recreation Commission and routinely attend Recreation Commission meetings. Assist the Recreation Commission and participate in regular Recreation Commission meetings.
- Administer and monitor the approved budget. Responsible for the collection and documentation of all program fees in a manner consistent with town accounting procedures.
- Purchase, distribute, collect and inventory program equipment and supplies.
- Identify, write and submit grants for all available state or federal funds. Submit required departmental reports to the Recreation Commission.
- Seek community cooperation and assistance in promoting and administering recreation programs and activities. Meet with school officials, local youth athletic clubs, community groups and other park and recreation departments to expand on Columbia's programs, gather information, ideas and discuss plans to work cooperatively. Prepare Recreation surveys, newsletters, program's pamphlets, posters and public service announcements.

- Enforce Recreation policies and regulations and address citizens' concerns and complaints.
- Where needs are expressed that cannot be met by the resources of the Town of Columbia, work with other towns to develop regional recreation programs to meet those needs
- Coordinate beach activities. Recruit beach staff including lifeguards. Ensure beach staff have appropriate certifications. Perform scheduling and supervise beach staff.
- Keep current in recreational best practices, policies and procedures.

#### **Knowledge, skills and abilities**

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

#### **Physical and Mental Requirements / Work Environment**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor.

- Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to conduct field inspections which may include traversing rough terrain.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field inspection work may include exposure to seasonal conditions in outside weather.

### **Qualifications**

Bachelor's degree in recreation, physical education or closely related area, and two years experience in municipal or group recreation administration preferred. Candidates with equivalent combination of education and experience who demonstrate an ability to perform the duties described above will also be considered. Relevant work experience in municipal or group recreation may also be substituted for the educational requirement. Must have a valid Connecticut Motor Vehicle Operator's License. CPR and first aid certification required within 60 days of being hired and kept current during employment.

**NOTE:** Job descriptions are subject to change as the Board of Selectmen deems necessary.

**APPROVED BY THE COLUMBIA BOARD OF SELECTMEN ON JUNE 16, 2009.**





# 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:** August 25, 2014

**RE:** Revisions to Assistant to the Recreation Director Job Description

---

Attached is a draft revised job description for the position of Assistant to the Recreation Director. Nikki Keldsen and I have developed this draft together. I have also attached what I believe to be the most up-to-date version of the Assistant to the Recreation Director job description.





# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR

### ASSISTANT TO THE RECREATION DIRECTOR

**General Description:** Performs a variety of responsible administrative and 'customer service tasks within the Recreation Department.

**Supervision Received:** The Assistant to the Recreation Director shall be directly supervised by the Recreation Director.

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented as necessary. The Assistant to the Recreation Director may check the work of a small group of seasonal Recreation Department employees on behalf of the Recreation Director and assist with the administrative training of new employees; he/she shall not exercise regular supervision over other employees. Serves as the primary point of contact (by telephone, correspondence, or in person) between customers and the Recreation Department. Answers routine questions and resolves, routine minor problems relating to recreation. Screens and directs inquiries, and complaints to appropriate personnel. Relays messages and gives information to the Recreation Director, recreation department staff and Recreation Commission members. Schedules and reserves recreational facilities or equipment usage. Records and processes customer registrations. Communicates the established schedule of recreation programs and activities with municipal staff, customers and others using online tools such as the online program registration website, and Google Calendar. Prepares paperwork concerning the purchase, distribution, collection and inventory of departmental equipment, supplies and services. Types and designs pamphlets, letters, memoranda, posters and public service announcements. Assists Recreation Director with the planning and execution of fundraising/special events. On occasion, the Assistant to the Recreation Director is expected to work certain events (basketball assessments, fundraisers, etc.) outside of his/her regular schedule. Collects fees for programs, classes, rentals, etc. which involve executing credit, debit and/or cash transactions; maintain waiting lists, class cancellations, and transfers; and make related fee adjustments and inputs these into accounting software. Act as receptionist; performs data entry; maintains records; files papers; sends out mailings; sells and processes permits, passes and tickets; researches customer payment history; generates financial reports; and balances cash drawer; daily receipts and deposits. Proofreads and edits documents. Conducts research and compiles data.

**Knowledge, skills and abilities:** Considerable ability to establish and maintain effective working relationships with associates and with the public. Demonstrated administrative experience and skills. Excellent computer skills, including, but not limited to Microsoft Office Suite, word processing, spreadsheets, email, publishing (i.e.: Microsoft Publisher) and web-based research and advertising. Knowledge or ability to learn graphic manipulation with Photoshop Elements for marketing purposes. Ability to work independently with little supervision. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Ability to distinguish between public and confidential information and handle appropriately. Ability to conduct field inspections which may include traversing rough terrain.

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

**Work Environment:** Work is mostly performed in an office environment. Work may occasionally be performed on athletic fields, at town parks and the town beach. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors.

**Qualifications:** Must be a High school graduate. Must have at least two years of relevant experience. Must be able to type at least forty words per minute. Proficiency with Microsoft Office Suite, Microsoft Publisher, Online Internet Explorer, social media and other online tools. Must possess a valid Connecticut Driver's License by hire date.

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

<b>PRESENTED TO THE BOS</b>	<b>9/9/2014</b>
<b>APPROVED OF BY THE BOS</b>	

## TOWN OF COLUMBIA

**Job Title:** Assistant to the Recreation Director

**Job Description:** Performs a variety of responsible administrative and customer service tasks within the Recreation Department.

**Supervision:** The Assistant to the Recreation Director shall be directly supervised by the Recreation Director. Detailed instructions may be given to the Assistant to the Recreation Director at the beginning of work and on subsequent new assignments or unusual assignments. However, the Assistant to the Recreation Director shall become familiar with particular procedures and shall be expected to work independently of the Recreation Director. While the Assistant to the Recreation Director may check the work of a small group of seasonal Recreation Department employees on behalf of the Recreation Director and assist with the administrative training of new employees, he/she shall not exercise regular supervision over other employees.

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

- Serves as the primary point of contact (by telephone, correspondence, or in person) between customers and the recreation department. Answers routine questions and resolves routine minor problems relating to recreation. Screens and directs inquiries and complaints to appropriate personnel. Relays messages and gives information to the Recreation Director, recreation department staff and Recreation Commission members.
- Schedules and reserves recreational facilities or equipment usage. Records and processes customer registrations. Communicates the established schedule of recreation programs and activities with municipal staff, customers and others.
- Prepares paperwork concerning the purchase, distribution, collection and inventory of departmental equipment, supplies and services.
- Compiles data associated with departmental finances, surveys and program participation.
- Types and designs pamphlets, letters, memoranda, posters and public service announcements.
- Collects fees for programs, classes, rentals, etc., which involves executing credit, debit and/or cash transactions; maintain waiting lists, class cancellations, and transfers; and make related fee adjustments.
- Act as receptionist; performs data entry; maintains records; files papers; sends out mailings; sells and processes permits, passes and tickets; researches customer payment history; generates financial reports; and balances cash drawer, daily receipts and deposits.
- Proofreads and edits documents.
- Conducts research and compiles data.

### **Knowledge, skills and abilities**

- Operates a variety of standard office equipment such as a personal computer, calculator, phones, and fax.
- Considerable ability to establish and maintain effective working relationships with supervisors, colleagues, members of boards/commissions and with the public in a manner that is tactful and courteous.
- Highly developed organizational, negotiation, interpersonal, written and oral communication skills.
- Ability to prepares written documents with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar.
- Excellent computer skills, including, but not limited to word processing, spreadsheets, email, and web-based research.
- Ability to work independently with minimal supervision.

### **Physical and Mental Requirements / Work Environment**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.

- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to conduct field inspections which may include traversing rough terrain.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field inspection work may include exposure to seasonal conditions in outside weather.

**Minimum Qualifications.** High school graduate. Any combination of training, education, and experience equivalent to entry level (1 - 2 years) experience performing progressively responsible office clerical/secretarial work. A minimum typing/keying speed of 40 *net* words per minute is also required and will be verified prior to employment. Proficiency with Microsoft Word, Excel, Outlook, Internet Explorer or their equivalents.

**Special Requirement(s).** Must possess a valid Connecticut Driver's License by hire date. Successful completion of a criminal background investigation conducted by the Connecticut State Police.

**Preferred/Desirable Qualification(s).** Associates degree. Supplemental education or training related to recreation and/or municipal government.

**NOTE:** Job descriptions are subject to change as the Board of Selectmen deems necessary.

**APPROVED BY THE COLUMBIA BOARD OF SELECTMEN ON JUNE 16, 2009.**





# 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: August 29, 2014  
RE: FY 14-15 STEAP Grant application

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Governor Malloy recently announced that the Office of Policy and Management (OPM) is now accepting applications for funding under the Small Town Economic Assistance Program (STEAP) for fiscal year 2014-2015. The STEAP program is administered by the Office of Policy and Management. STEAP funds are issued by the State Bond Commission and **can only be used for capital projects.**

Projects eligible for STEAP funds include: 1) economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements; 2) recreation and solid waste disposal projects; 3) social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities; 4) housing projects; 5) pilot historic preservation and redevelopment programs that leverage private funds; and 6) other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

For Fiscal Year 2014-2015 STEAP grants, priority will be given to proposed projects which: generate economic development; create or retain jobs; improve quality of life for residents; can begin in the immediate future; and have secured necessary additional funds for the project.

After careful thought and in-depth discussions with the Director of Public Works, I respectfully suggest that the BOS authorize the Town Administrator to apply for a STEAP grant for:

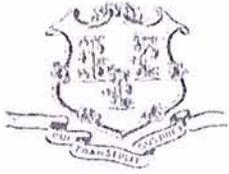
- Repairs to the Baker Hill Road Bridge, including road work, in the amount of \$220,000.

AND/OR

- Repairs to the Hop River Road Bridge, including road work, in the amount of \$186,480.

I am still awaiting word from Lebanon and Coventry concerning their commitment to fund their share of the projects. Lebanon would fund approximately \$154,000 for the Baker Hill Road Bridge and Coventry would fund approximately \$372,960 for the Hop River Road Bridge. Also, I need to get clarification from OPM as to whether or not it would allow Columbia to submit an application for both projects.

Please know that Columbia's last request for a STEAP grant was not successful. Attached is a letter Carmen received from OPM informing Columbia of the news.



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

August 5, 2014

The Honorable Carmen Vance  
First Selectman  
Town of Columbia  
323 Route 87  
Columbia, CT 06237

Dear First Selectman Vance:

Thank you for submitting an application for the Small Town Economic Assistance Program (STEAP) for fiscal year 2013-2014. I regret to inform you that the Town of Columbia's application was not selected for grant funding this year.

As you know, STEAP is a very popular program with our small towns and as is often the case the twenty million dollars of available funding is not enough to award every application this office receives. I greatly appreciate the time and attention you put into your application and encourage you to apply again in the 2014-2015 round that is set to kick off next week. Please keep an eye on your email for more details on how to apply.

In the meantime, if you have any questions please feel free to contact Meagan Occhiogrosso of my staff at (860) 418-6381. Thank you again for your time and effort.

Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Barnes".

Benjamin Barnes  
Secretary



# 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: August 25, 2014

RE: **Revisions to Town Clerk Job Description**

---

Attached is a draft revised job description for the position of Town Clerk. Robin Kenefick and I have developed this draft together. I have also attached what I believe to be the most up-to-date version of the Town Clerk's job description.





# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR TOWN CLERK

### GENERAL DESCRIPTION:

Responsible for the management of all operations of the Town Clerk's office as prescribed by the General Statutes of the State of Connecticut and the Town Charter.

### SUPERVISION RECEIVED:

Supervised by the Town Administrator.

### ESSENTIAL JOB FUNCTIONS:

Manages the Town Clerk/Public Records department. Provides accurate, timely and high-quality service to customers. Reviews, interprets and implements procedures necessary to comply with relevant laws, regulations and ordinances. Routinely purges records per state retention schedule. Prepares reports for the Town, State Department of Policy and Management, Town Auditors and others. Operates computer hardware and software with a high degree of accuracy and expertise, including word processing, spreadsheet, database and presentation software, email, internet, and website software. Operates, troubleshoots and orders necessary office supplies. Responsible for drafting and presenting the department budget, including revenues. Controls and accounts for expenditures within budgeted allocations. Supervises department employees and directs training. Attends in-service and other training classes to remain current in knowledge of codes, laws, regulations and ordinances. Supervises the recording of land records, collecting of state conveyance tax fees and municipal conveyance tax fees, and ensuring the secure handling of legal documents pertaining to land, including computer indexing, printouts, corrections, housing, scanning, and historic preservation. Supervises and coordinates certain aspects of election administration to include: development of the ballot and determination of results; absentee ballot processing, development of procedure and training of election officials; registration of voters in the absence of the Registrars of Voters' staff; swearing in/affirming new elected and appointed officials; and recording of appointments and vacancies. Maintains records of elections, appointments, and procedural data in Town Procedure book. Serves as the Registrar of Vital Statistics who oversees the recording of the Town of Columbia's vital statistics and issuance of applicable certificates and permits and ensures compliance with laws affecting the handling of vital statistics. Functions include: processing and indexing vital statistics in the computer system and microfilming and housing vital statistics records; compiling statistics and issuing marriage licenses; verifying local death certificates; issuing burial and cremation certificates; and issuing certified copies to those who are legally entitled to copies. Serves as custodian of important legal documents and advises records management procedures for all Town departments in accordance with the statutory requirements of the Office of the Public Records Administrator and State Archives of the Connecticut State Library, Freedom of Information Act, and other applicable laws. Certifies town documents and applies the corporate seal. Prepares Town Meeting minutes. Helps the town codify and publishing ordinances. Posts and files meeting notices and agendas of boards and commissions. Ensures that the monthly state reports for sport licenses and historic document preservation fee are submitted and the quarterly marriage licenses report is made. Serves as Notary Public which involves: maintaining an active file of notaries, issuing notary authentication certificates, and collecting filing fees for residents and for individuals seeking to file their place of business certificates. Reviews and distributes new legislation

to Town departments and maintains a file of relevant legislation, including public acts, current General Statutes of Connecticut, and a collection of State manuals.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to research state and municipal laws relating to the powers and duties of the Office of the Town Clerk. Strong ability to develop and manage records, procedures and systems. Ability to deal tactfully and effectively with the public, media, local and state agencies, and other Town departments. Considerable ability to communicate effectively both orally and in writing. Ability to accurately record information provided orally. Considerable ability to lead and supervise others. Ability to work under pressure and to make decisions within a deadline. Ability to work long hours, evenings and weekends, as required. Considerable ability to enforce laws and policies with firmness and tact. Strong ability to maintain a calm manner and ease tension in stressful situation.

**PHYSICAL AND MENTAL REQUIREMENTS / WORK ENVIRONMENT:**

Ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read objects closely. Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to multitask effectively despite interruptions from staff and public. Ability to remember information that has been read, studied or previously learned. Ability to use judgment and reasoning to solve complex problems. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Ability to distinguish between public and confidential information and handle appropriately. Requires full range of body motions, manual and finger dexterity and eye and hand coordination. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions. Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 6' from the floor. Ability to work weekend and night hours during certain times of the year. Ability to reach and bend, and push/pull or lift objects less than twenty pounds. Ability to communicate effectively and respectfully in both oral and written form with the public, supervisors and co-workers. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing surroundings and activities. The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required. Reasonable accommodations will be considered under the law.

**REQUIRED QUALIFICATIONS:**

College graduate or commensurate experience. Also a minimum of five years of relevant experience in records management in a diversified, complex records environment. Management experience and proven supervisory ability. Computer literacy, with strong working knowledge of Microsoft applications. Ability to become quickly familiar with automated records management systems. The employee must have formal training in data processing and data entry procedures. Possession or ability to acquire certification as a Connecticut Municipal Town Clerk within three years of hire. Must Possess and maintain a valid Connecticut driver's license. Must be a Connecticut notary public within the first year of employment.

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

PRESENTED TO THE BOS
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9/2/2014
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**TITLE: TOWN CLERK**

**GENERAL DESCRIPTION:**

This is highly responsible administrative and technical work directing land and vital records administration and supervision of elections.

Work involves responsibility for land record documents and maps, vital statistics records, supervision of election procedures, and sale of a variety of licenses. Serves as Registrar of Vital Statistics according to State requirements. Duties include policy recommendation, departmental activities, and the performance of records management functions, as necessary. The position also has the responsibility for making difficult record management and election procedures technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of public records administration.

**SUPERVISION RECEIVED:**

This is an elected position and does not report directly to any other position but operates within the parameters of State statute and is functionally responsible to the Secretary of the State and other State Officials.

**EXAMPLE OF DUTIES:**

Directs the operation of the Town Clerk's Department through an Assistant, evaluates and administers the maintenance of land records and maps, vital statistics, voter registration, election administration, and issues a variety of licenses and permits.

Records, processes and indexes land records, computes and collects municipal and state conveyance taxes; microfilms land records and provides for security storage.

Oversees election procedures and compiles and files reports of election activities and results with Secretary to the State; registers voters, issues absentee ballots, prepares content of ballot, and instructs election officials and writes and publishes legal notices concerning election activities. Administers official oaths to newly elected officials.

Performs all recording and administrative tasks in the Town Clerk's Office, as necessary.

Reviews, interprets and implements relevant laws, regulations and procedures. Answers inquiries from the general public and state officials; serves as notary public, prepares certified copies of documents and affixes seals.

Drafts department budget and controls and accounts for expenditures within fund allocations.

Trains departmental personnel in records administration procedures and assists in personnel actions such as hiring.

**TITLE: TOWN CLERK**

Records all monies received by the department and advises Treasurer where to credit such funds.

Takes minutes at Town meetings.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of records management principles and practices.

Thorough knowledge of the laws, regulations and procedures pertaining to the Office of the Town Clerk.

Good knowledge of the principles and practices of public administration as applied to a municipal Town Clerk's department.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal Town Clerk's department and to supervise the work of others.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to make decisions within deadlines.

Considerable ability to establish and maintain effective working relationships with associates, subordinates, attorneys, bank officials, real estate agents, and the general public.

**QUALIFICATIONS:**

This is an elected position and there are no specific educational or experience requirements necessary to run for this position. High school diploma or the equivalent including or supplemented by courses in business or records management plus five years of progressively responsible records management experience, OR an equivalent combination of education and qualifying experience substituting on a year-for-year basis, would be desirable.

**SPECIAL REQUIREMENTS:**

None.

**TITLE: TOWN CLERK**

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Considerable ability to administer the activities of a municipal Town Clerk's department and to supervise the work of others.

Considerable ability to enforce regulations with firmness and tact.

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**SPECIAL REQUIREMENTS:**

None.

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

### Application for Constructing Structures on or over Columbia Lake

Date submitted: 8-18-14

Complete and return to the Board of Selectmen.

Property owner: EMMA NYARADY

Address: 30 GREEN HILLS RD BOLTON CT 06043

Property Location: 18 ERDONI RD COLUMBIA

Daytime phone # 860 643 4839 - 860 228 18 26

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

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

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

#### Structure Information:

Proposal is for:  New  Replacement  Repair

Structure Type:  Dock  Seawall  Raft  Boat Cover

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

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

Owner Signature: Emma Nyarady Date: \_\_\_\_\_

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

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman



18 ERDOWI' RD. COLUMBIA  
EMMA NYARADY



EMMA NYARADY

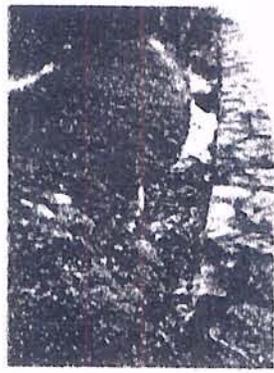
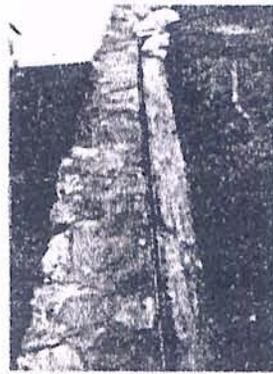
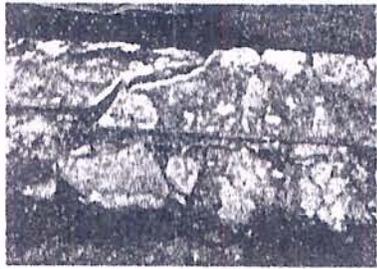
18 ERDONI RD

COLUMBIA

From: Emma de Nyarady <enyarady@me.com>   
Subject: Photos from Jul 25, 2014  
Date: July 26, 2014 10:33:40 AM EDT  
To: Emma Comcast <efny@comcast.net>

2 Attachments, 1.2 MB

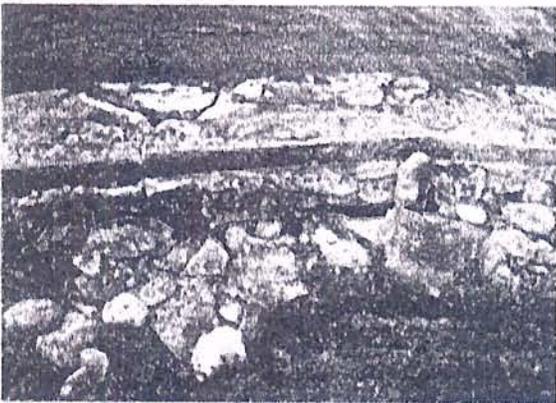
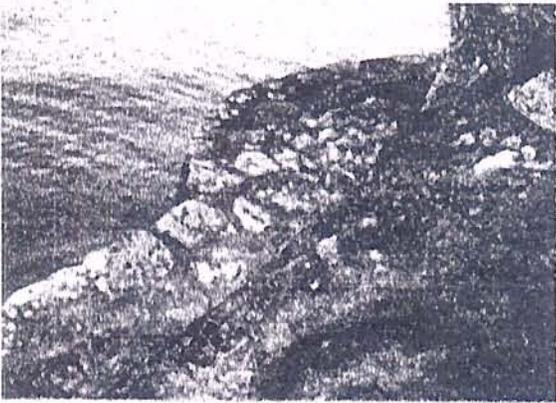
18 Erdoni Rd. Lakewall



From: Emma de Nyarady <enyarady@me.com>  
Subject: Photos from Jul 25, 2014  
Date: July 26, 2014 10:32:06 AM EDT  
To: Emma Comcast <efny@comcast.net>

2 Attachments, 976 KB

*Lakewall at 18. Erdoni rd.*





## LAKE MANAGEMENT ADVISORY COMMITTEE

August 18, 2014

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

On August 18, 2014, Michael Williams (contractor) submitted a permit application on behalf of Craig Gates at 35 Woodland Terrace to install a personal watercraft raft.

On August 18, 2014, I (representing LMAC) met with Mr. Williams at the Woodland Terrace address to review another application. It was noted that an existing 10' x 12' raft used for personal watercraft was tied to the existing dock. It was also noted that the structure was not reviewed or permitted.

After review, it is the recommendation of LMAC to the Board of Selectmen that they consider approving the installation of the raft with the following considerations:

- The raft will be placed in its current location.
- Should the owner wish to move the location of the raft, then additional permit review would be required.

Your consideration in this matter is appreciated.

Respectfully Submitted;

*Mark T. Coleman*

Mark T. Coleman  
Chairman, LMAC



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

**Application for Constructing Structures on or over Columbia Lake**

Date submitted: 8/18/2014

Complete and return to the Board of Selectmen.

Property owner: Craig Gates  
Address: 35 Woodland Terrace  
Property Location: 11 Sunc  
Daytime phone #: 860-228-2886  
Applicant if different from owner: Mike Williams  
Address: 108 Saylor Ave, Putnam Ct, 06260  
Daytime phone #: 860-428-7550

**Structure Information:**

Proposal is for:  New  Replacement  Repair  
Structure Type:  Dock  Seawall  Raft  Boat Cover

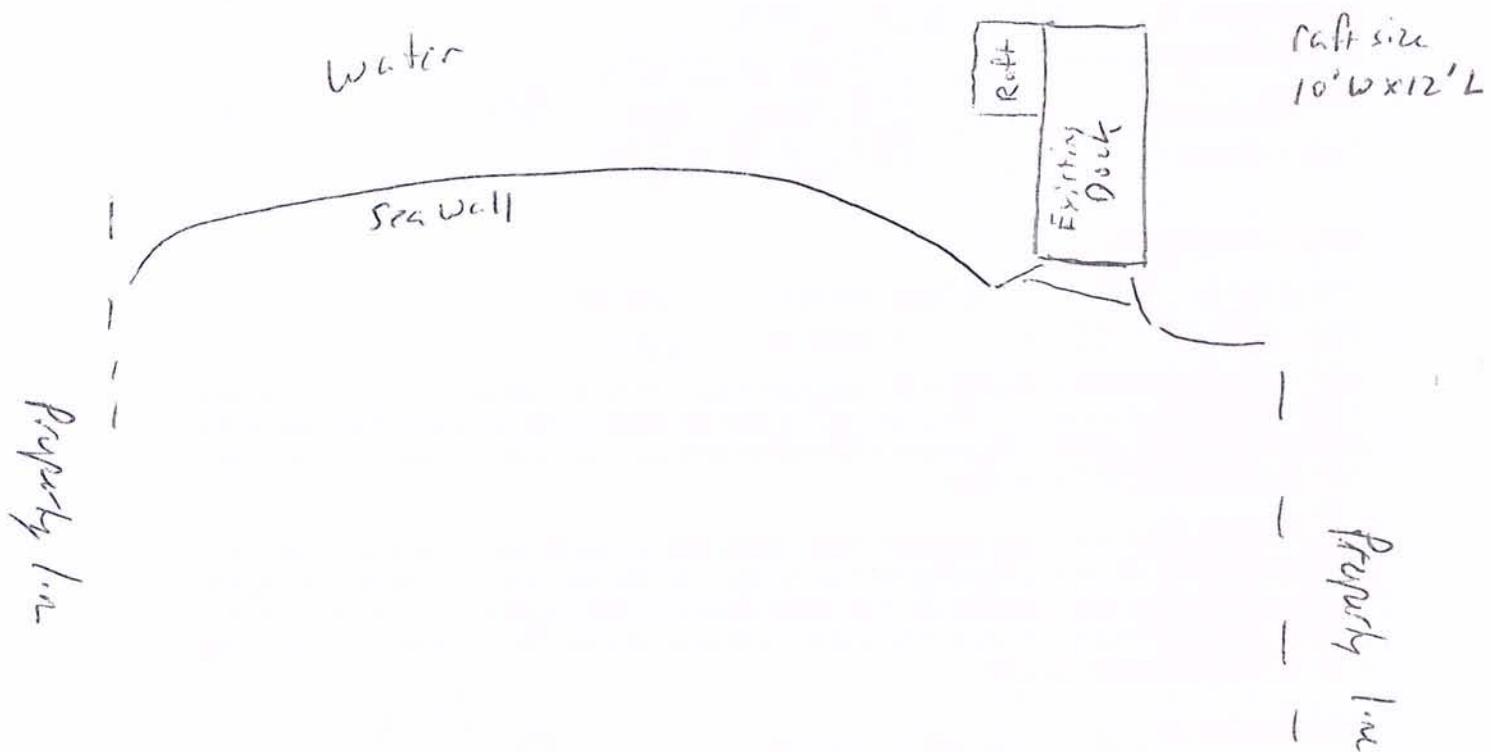
Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite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

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

Owner Signature: [Signature] Date: 8/18/2014  
Applicant Signature: [Signature] Date: 8/18/2014

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman



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

## Application for Constructing Structures on or over Columbia Lake

Date submitted: 8-19-2014

Complete and return to the Board of Selectmen.

Property owner: Carl Foster

Address: 19 Sleepy Hollow Rd. Columbia, CT

Property Location: same

Daytime phone # 860-965-8140

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

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

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

### Structure Information:

Proposal is for:  New  Replacement  Repair

Structure Type:  Dock  Seawall  Raft  Boat Cover

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

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Owner Signature: Carl Foster Date: 8/19/2014

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

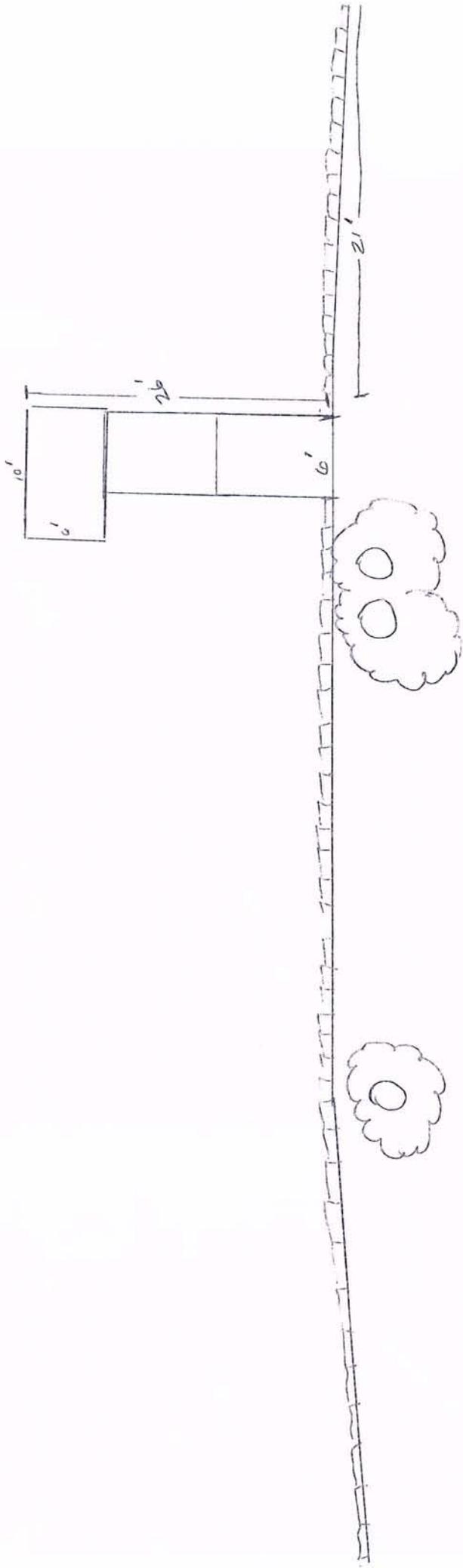
**Special note:** Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman

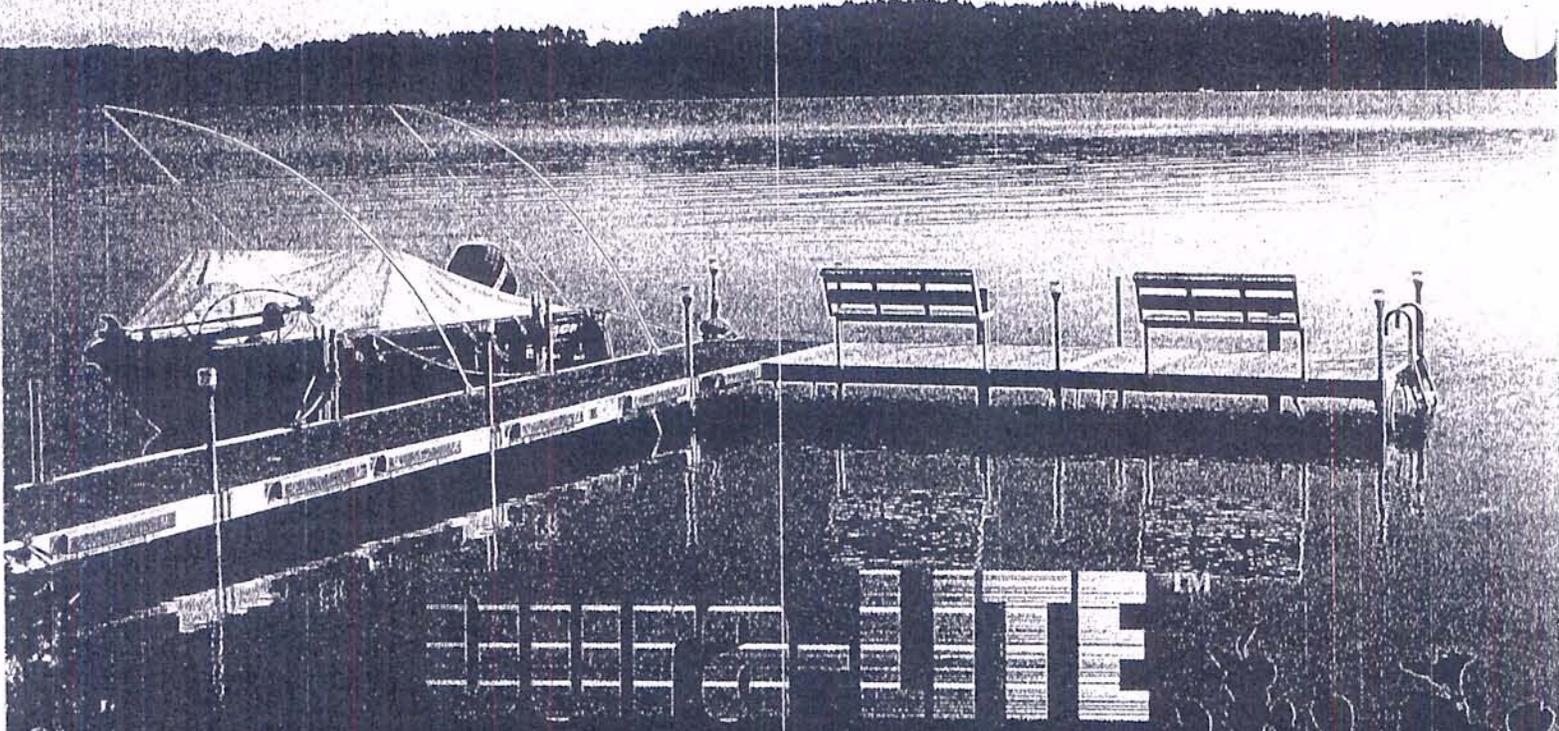
## Application for Replacement Dock at 19 Sleepy Hollow Rd

Last winter, the ice pack destroyed the end of our dock and we have spent the summer with the remaining 17 feet that was left of it. This application is to remove this dock and replace it with a dock almost identical to the one that was destroyed.

The proposed dock will be three 6 feet by 10 feet sections, positioned as in the picture (attached). It is a Great Northern Dock, will be grey decking and aluminum. It will be installed by Great Northern in the spring. It is classified as a Stationary Dock, and can be disassembled in the fall and reinstalled each spring.



Yard

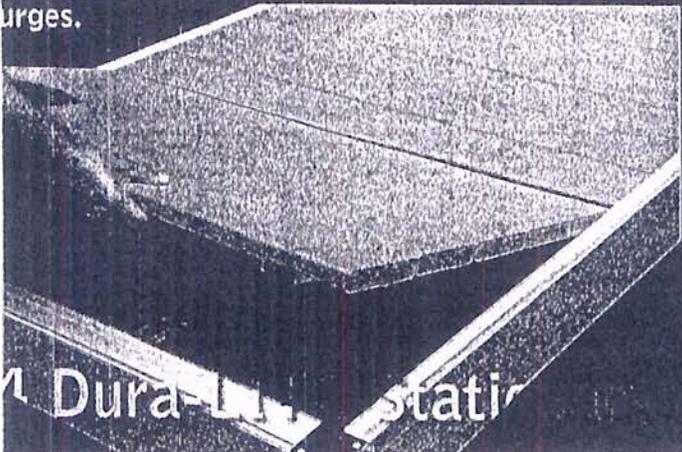
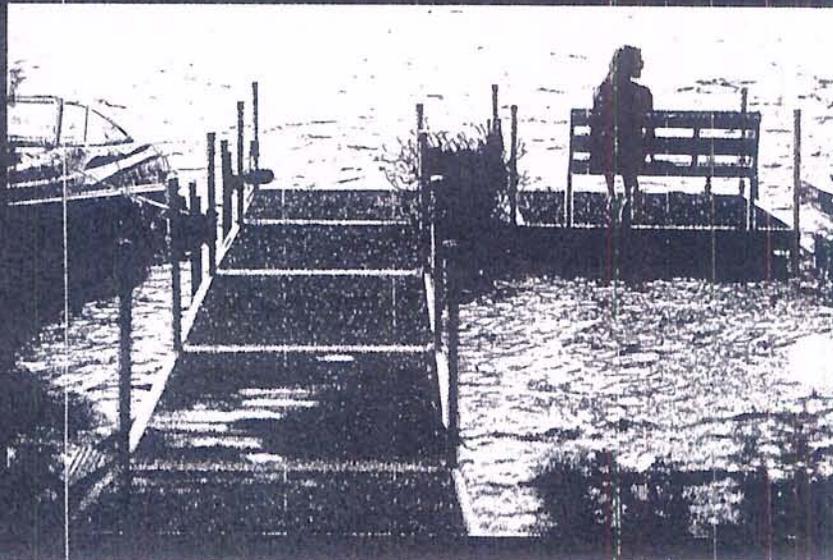
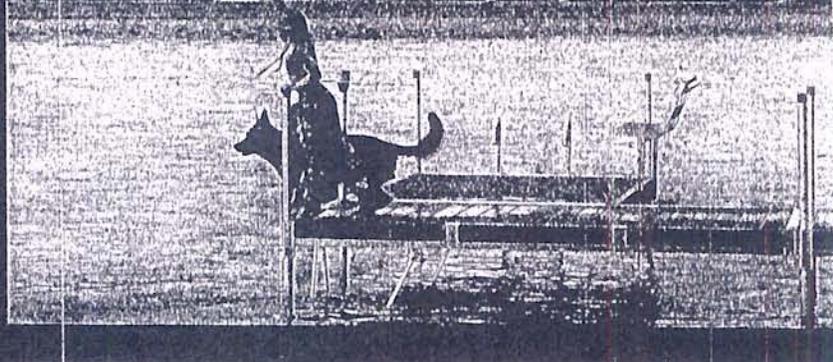


# DURA LITE

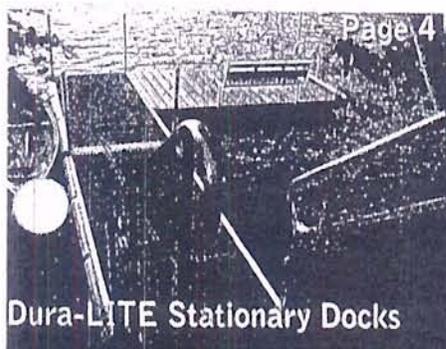
## STATIONARY ALUMINUM DOCKS

The DuraLITE aluminum dock design combines form with function in one of the strongest aluminum dock frames available on the market. Everything about the DuraLITE is designed to be easy, low maintenance, strong and more attractive. Its external frame has a unique track, built in for convenient attachment of accessories and connecting brackets for joining sections together. With easy to carry frames and removable deck panels, installation could be done by one or two people. This is our premium dock for use in medium to large water bodies, or for bigger recreational boats.

Removable deck panels provide easier portability and prevention of damage from impending storm surges.

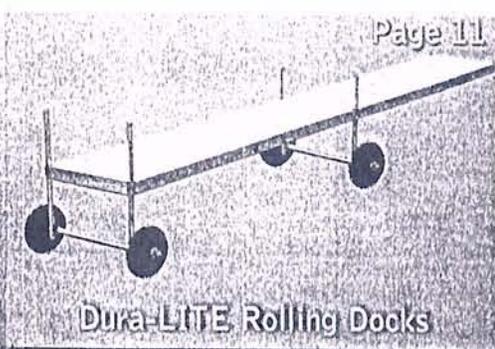


Dura-LITE Stationary



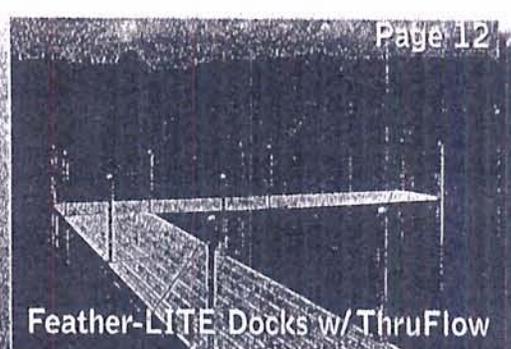
Page 4

Dura-LITE Stationary Docks



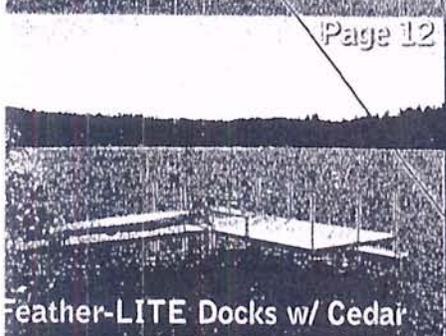
Page 11

Dura-LITE Rolling Docks



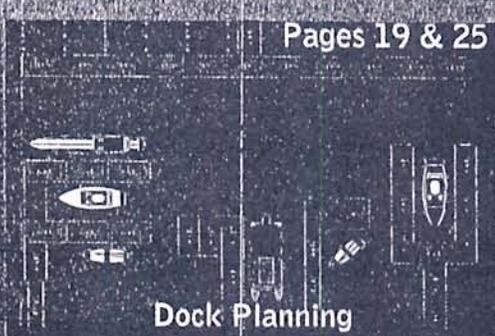
Page 12

Feather-LITE Docks w/ ThruFlow



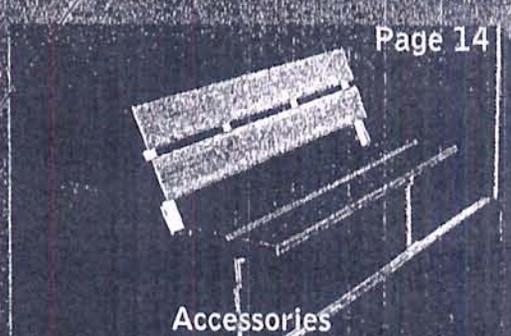
Page 12

Feather-LITE Docks w/ Cedar



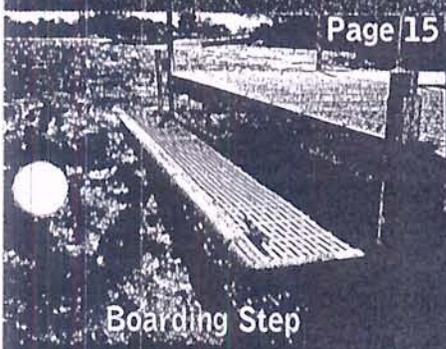
Pages 19 & 25

Dock Planning



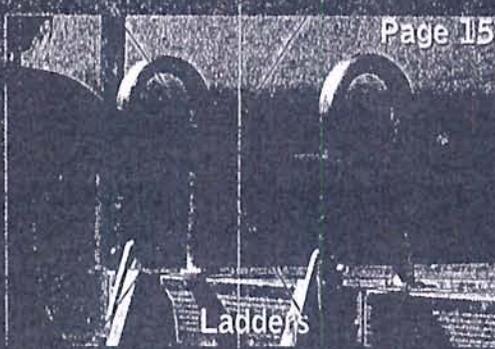
Page 14

Accessories



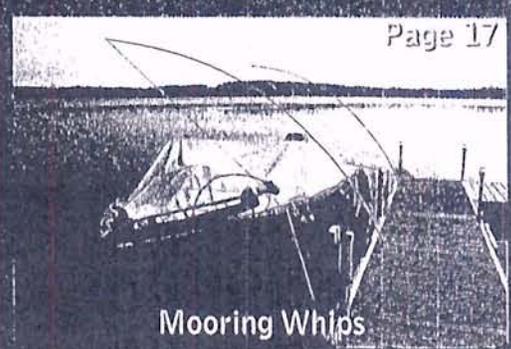
Page 15

Boarding Step



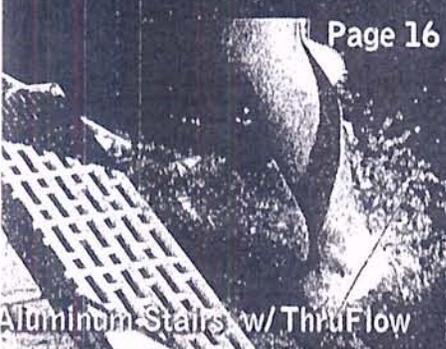
Page 15

Ladders



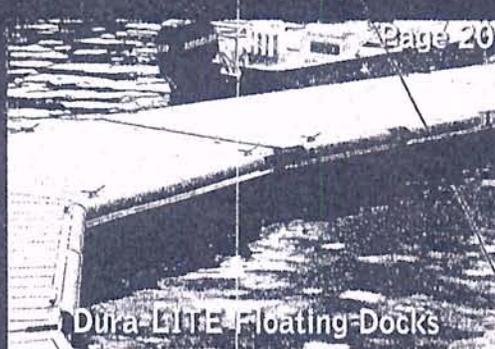
Page 17

Mooring Whips



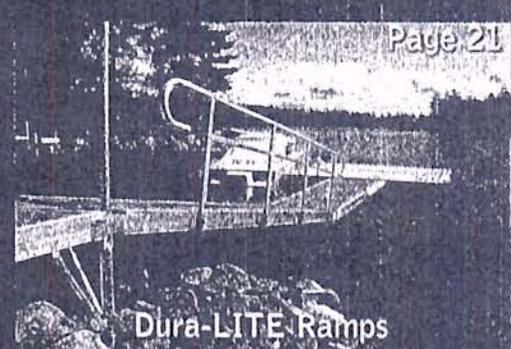
Page 16

Aluminum Stairs w/ ThruFlow



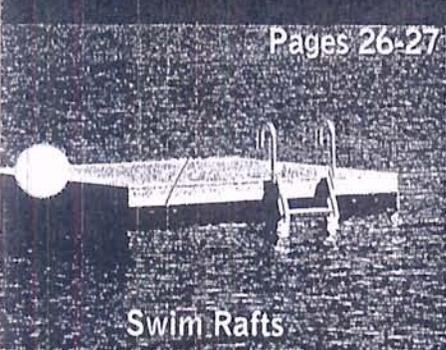
Page 20

Dura-LITE Floating Docks



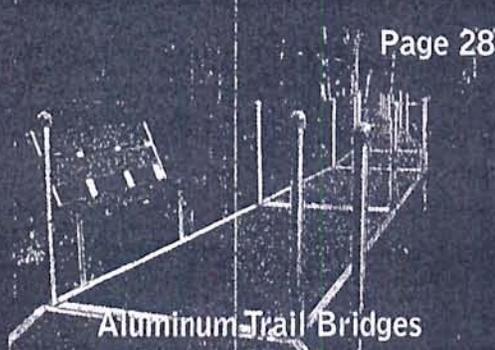
Page 21

Dura-LITE Ramps



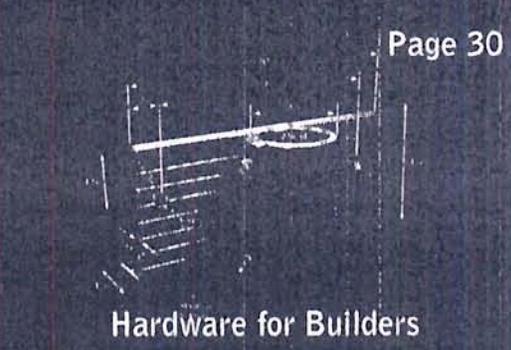
Pages 26-27

Swim Rafts



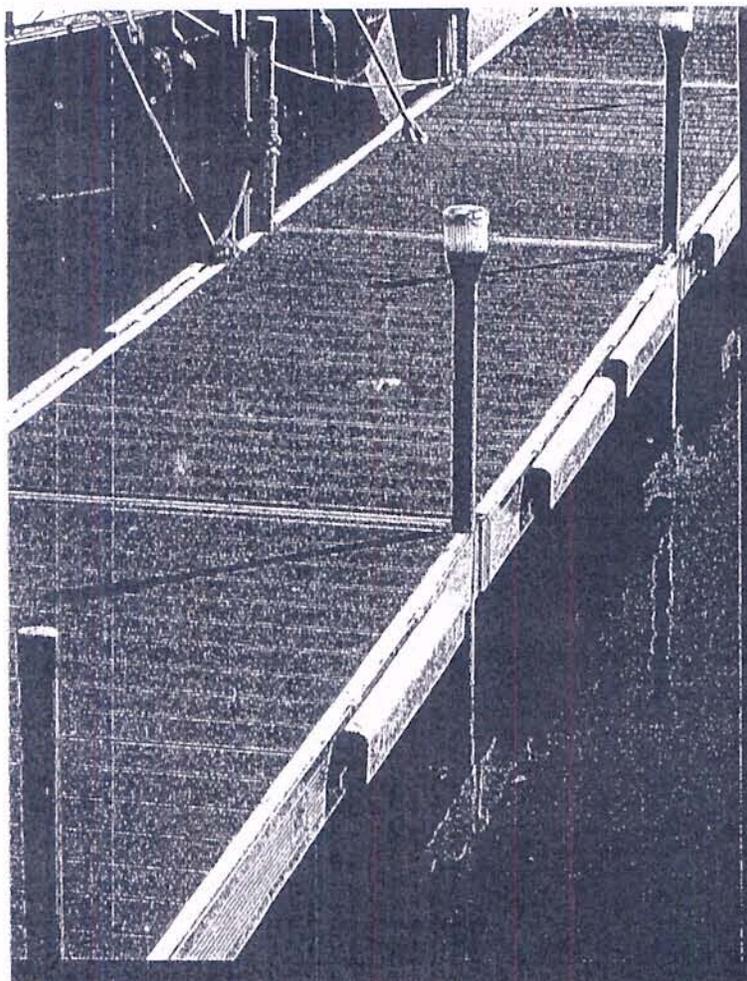
Page 28

Aluminum Trail Bridges



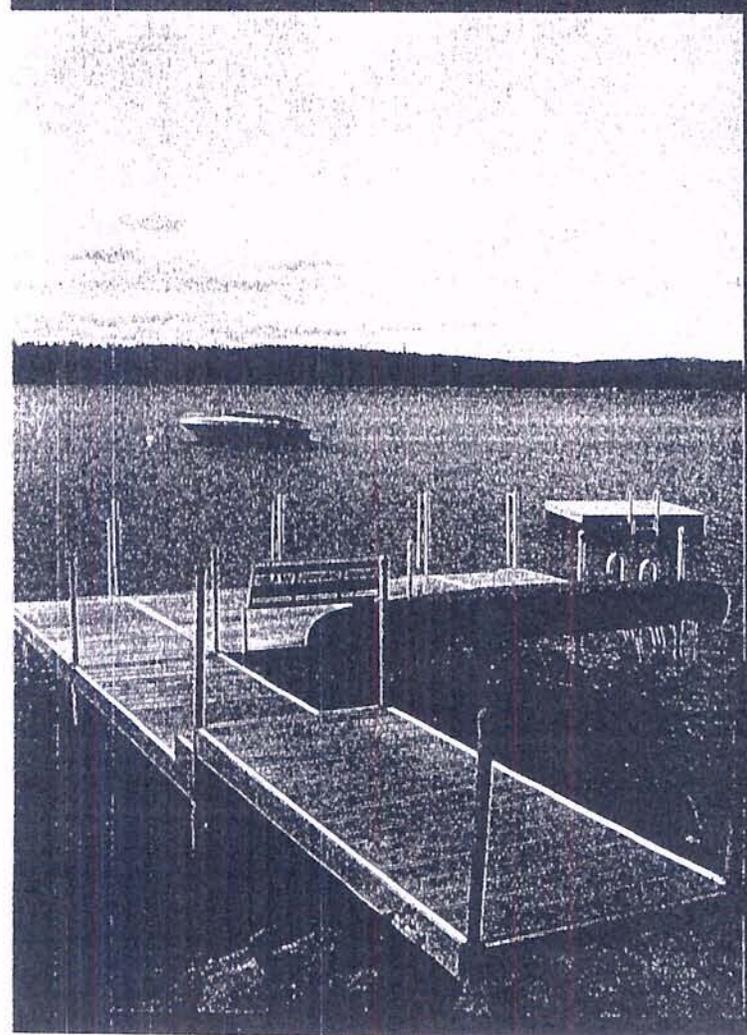
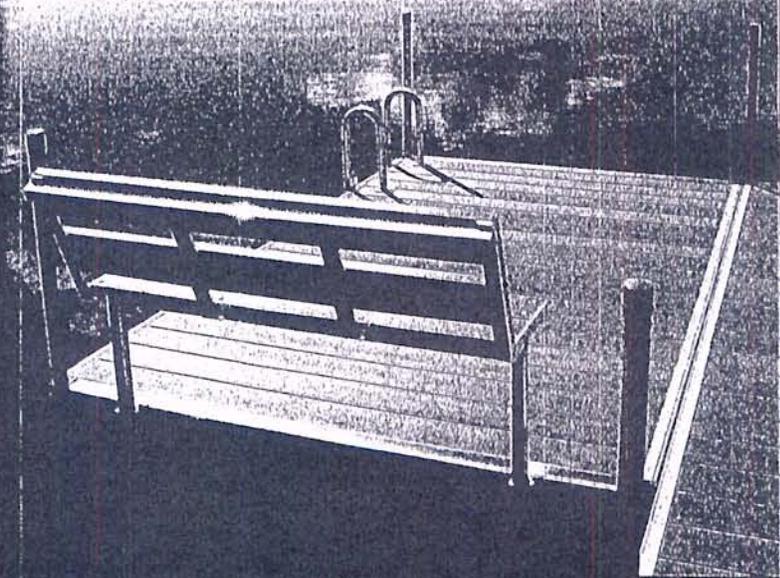
Page 30

Hardware for Builders



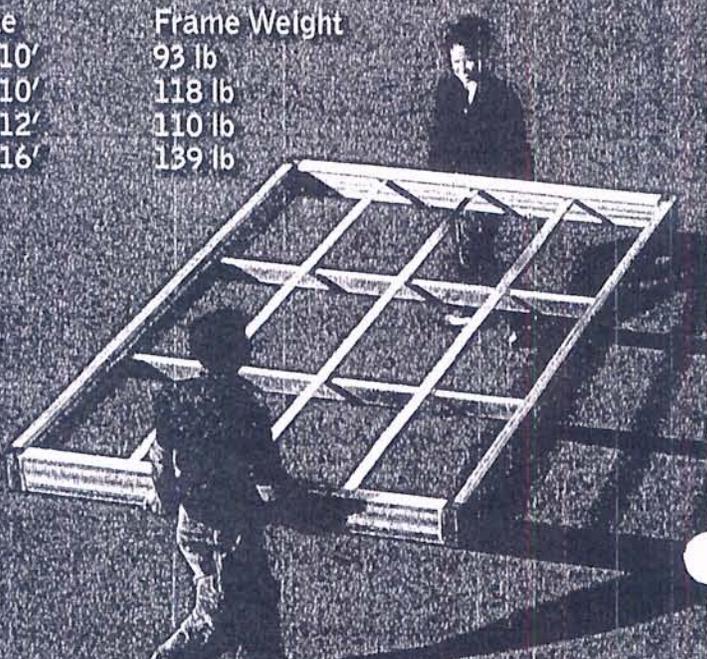
# GREAT NORTHERN DOCKS

Since 1979

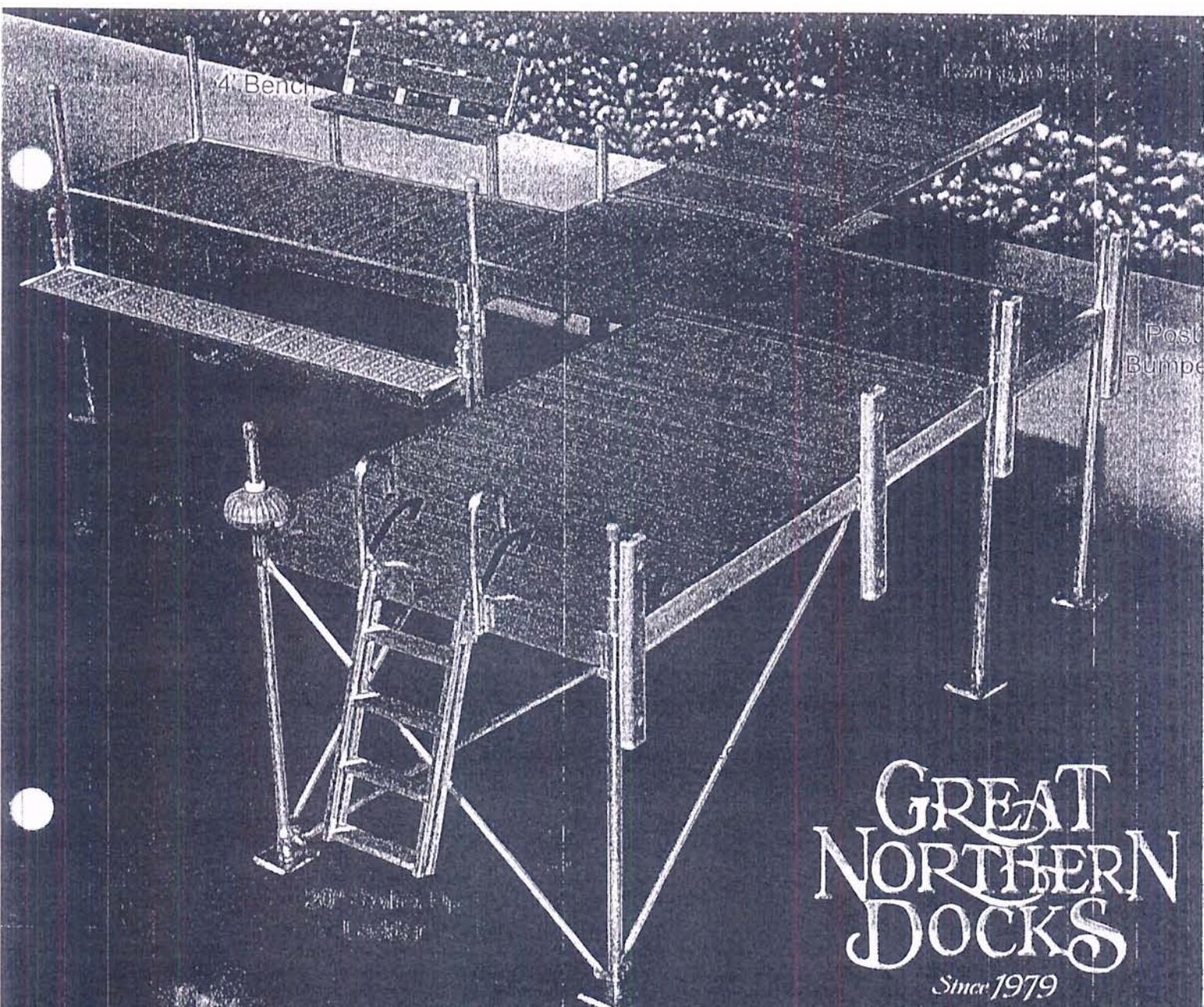


All stationary sections come with built in corner sockets for holding dock legs flush to the frame for a clean outer edge. The deep sockets stabilize the legs and help keep legs plumb during installation. Galvanized steel legs can be driven into the mud or sand, providing a firm platform for tying boats.

Size	Frame Weight
4'x10'	93 lb
6'x10'	118 lb
4'x12'	110 lb
4'x16'	139 lb



Dura-LITE Stationary 5



# GREAT NORTHERN DOCKS

Since 1979

Made in Maine for the harsh conditions of big water, fresh or salt, the DuraLITE superior strength comes from heavy duty 6" tubular frames, offering maximum resistance to flexing from vertical load and twisting forces. Compare this to channel and truss frame style docks which have very little resistance to twisting forces.

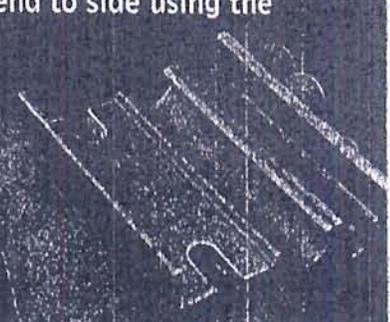
Sections of Dura-LITE join together, end to end, side to side, or end to side using the snap-on J-Brackets.

Simply snap the J-Brackets onto the track of the frame to provide a ledger for the adjoining section.

**DURA-LITE**™

**STATIONARY ALUMINUM DOCKS**

Dura-LITE Stationary

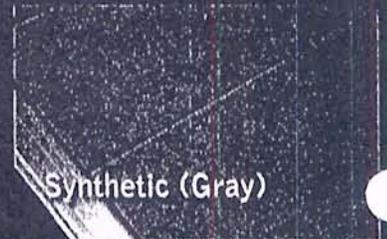


# DuraLITE

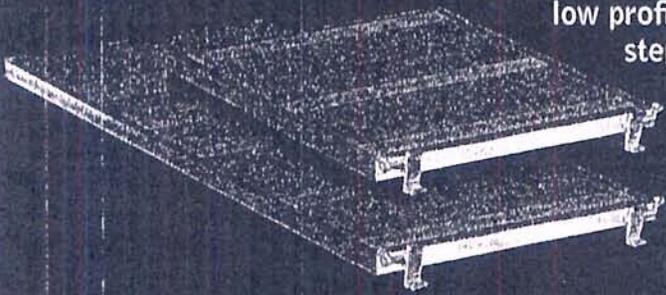
## Dock Sections

Size	Frame Weight	Part #
4'x10'	93 lb	8800DL
6'x10'	118 lb	8900DL
4'x12'	110 lb	8950DL
4'x16'	139 lb	9416DL

## Decking Options

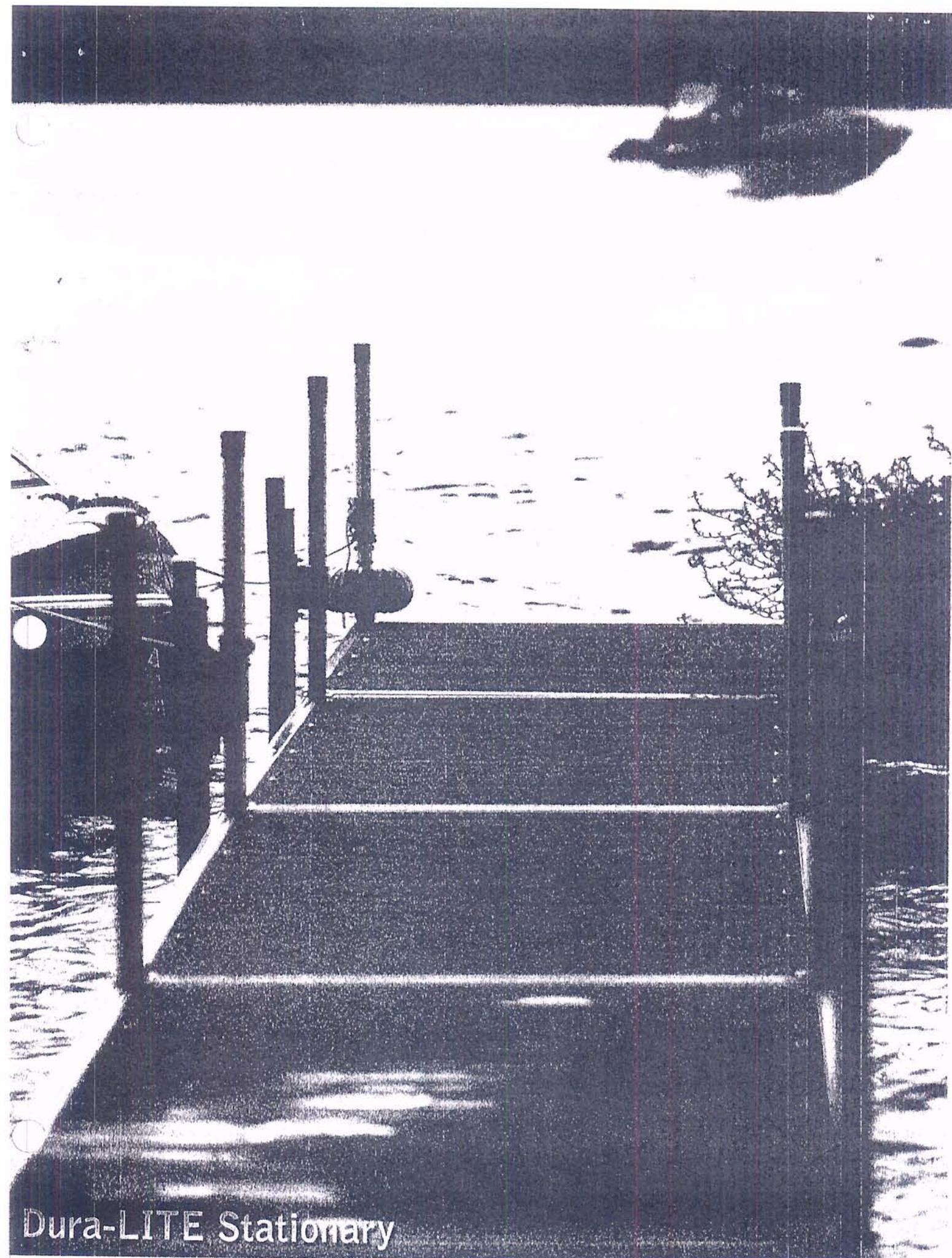


The transition piece between dock and shore, DuraLite Ramps are hinged at the end toward the dock so the ramp can slope between the two elevations. Its low profile enables the ramp to blend into the landscape, minimizing the step height. The decking is removable for easy portability.

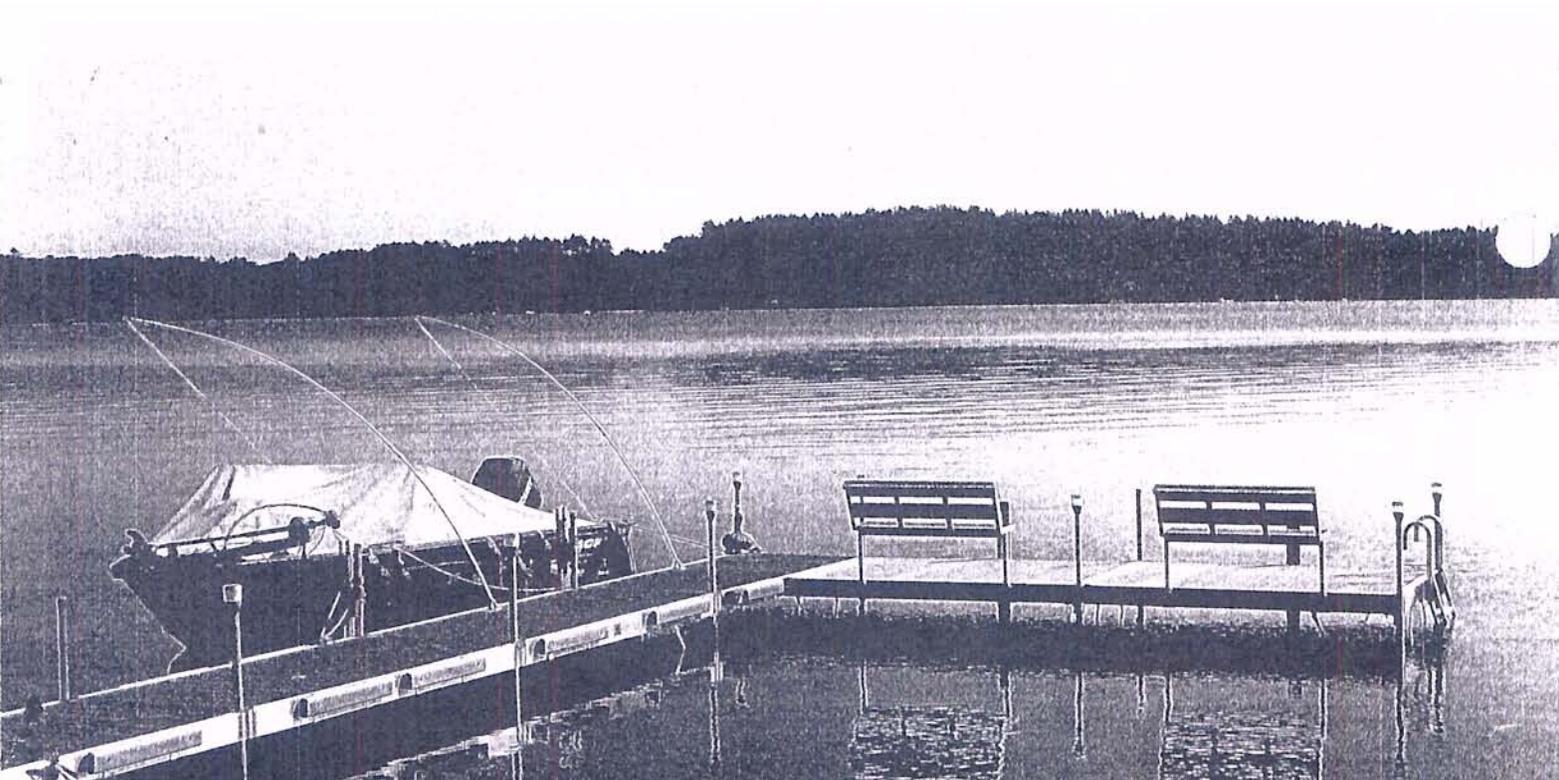


## RAMPS

Size	Frame Weight	Part #
4' X 5'	37 lb	9568DL
4' X 10'	61 lb	9567DL
6' X 5'	49 lb	9650
6' X 10'	77 lb	9710



Dura-LITE Stationary

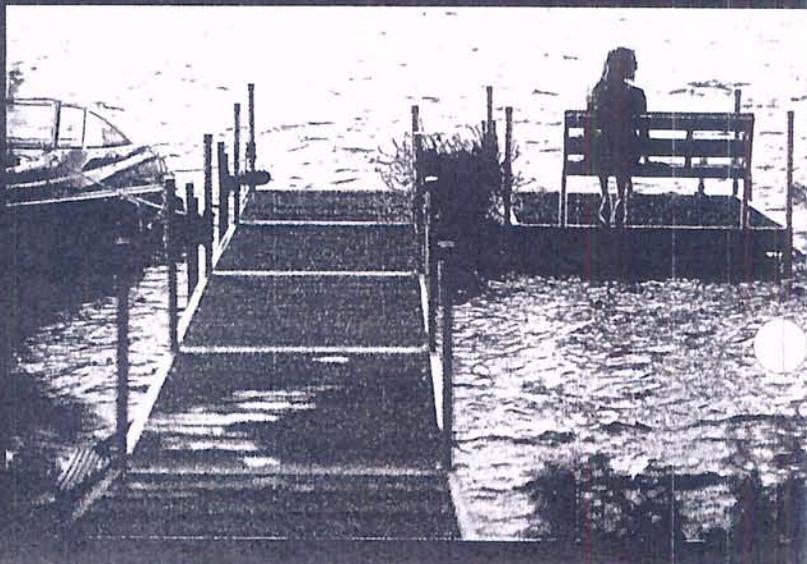
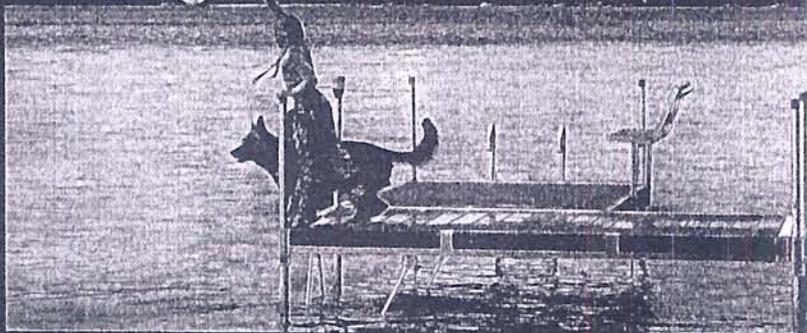
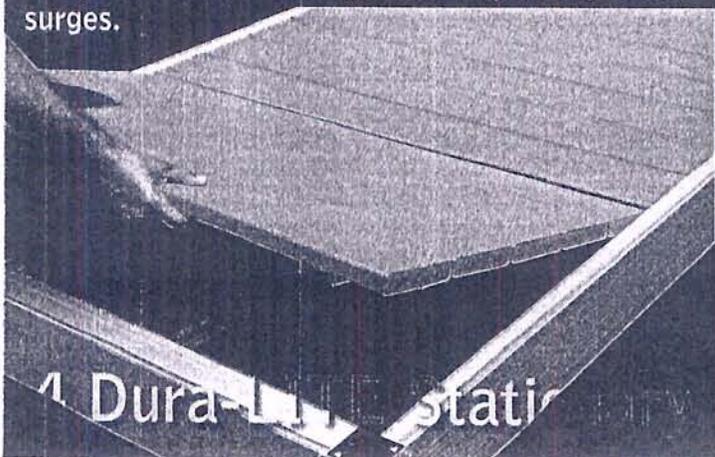


# DuraLITE

## STATIONARY ALUMINUM DOCKS

The DuraLITE aluminum dock design combines form with function in one of the strongest aluminum dock frames available on the market. Everything about the DuraLITE is designed to be easy, low maintenance, strong and more attractive. Its external frame has a unique track, built in for convenient attachment of accessories and connecting brackets for joining sections together. With easy to carry frames and removable deck panels, installation could be done by one or two people. This is our premium dock for use in medium to large water bodies, or for bigger recreational boats.

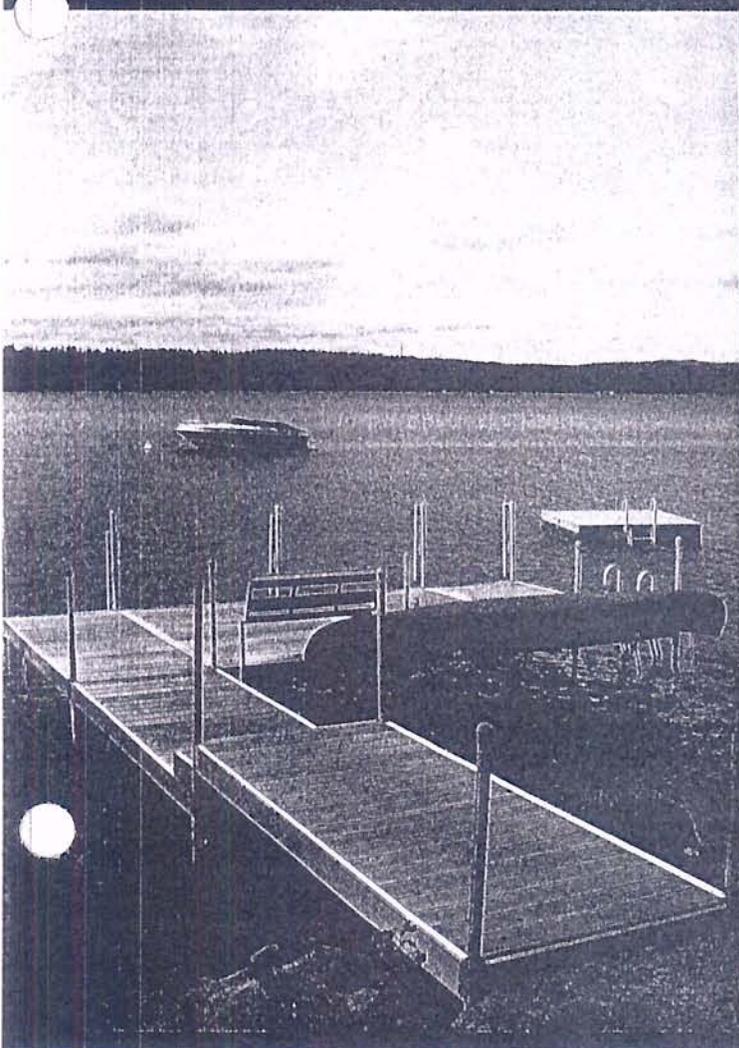
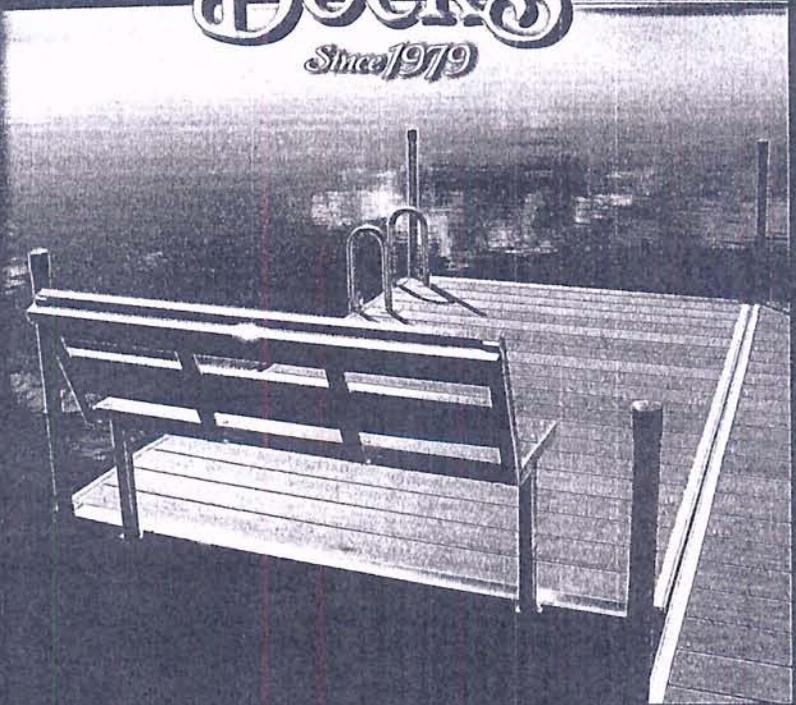
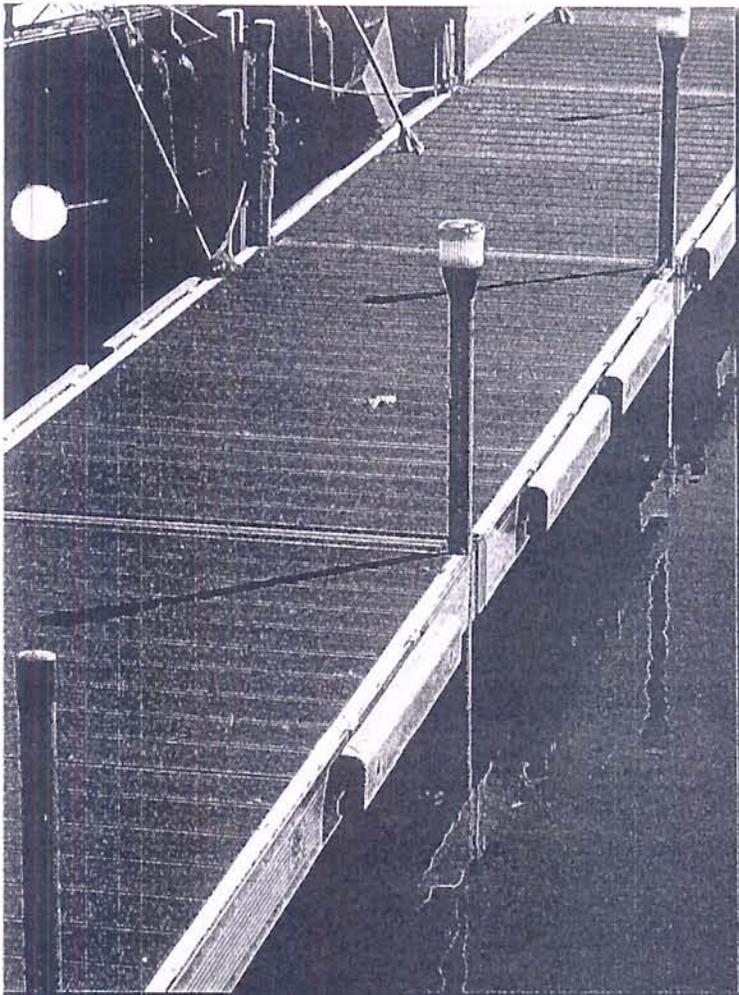
Removable deck panels provide easier portability and prevention of damage from impending storm surges.



1 DuraLITE Stationary

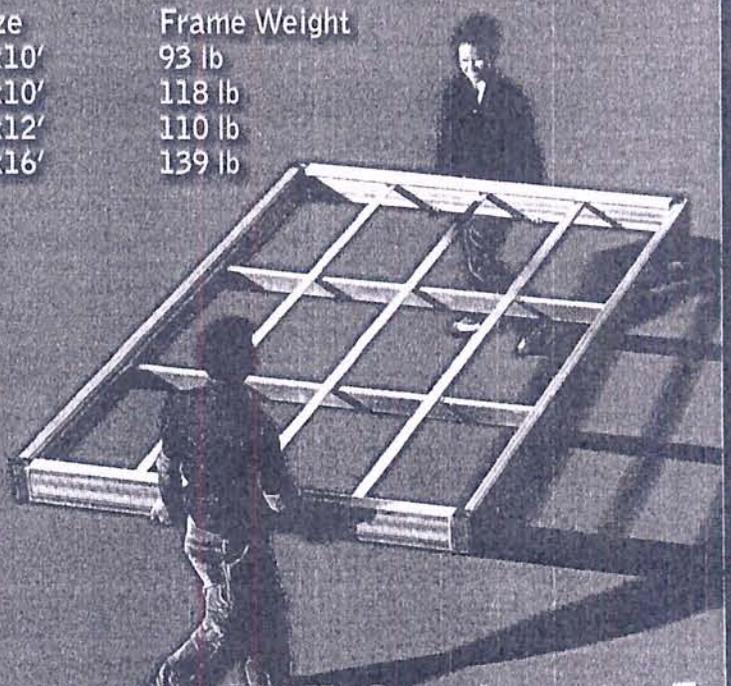
# GREAT NORTHERN DOCKS

Since 1979



All stationary sections come with built in corner sockets for holding dock legs flush to the frame for a clean outer edge. The deep sockets stabilize the legs and help keep legs plumb during installation. Galvanized steel legs can be driven into the mud or sand, providing a firm platform for tying boats.

Size	Frame Weight
4'x10'	93 lb
6'x10'	118 lb
4'x12'	110 lb
4'x16'	139 lb



Dura-LITE Stationary 5

# DuraLITE

## Dock Sections

Size	Frame Weight	Part #
4'x10'	93 lb	8800DL
6'x10'	118 lb	8900DL
4'x12'	110 lb	8950DL
4'x16'	139 lb	9416DL

## Decking Options



The transition piece between dock and shore, DuraLite Ramps are hinged at the end toward the dock so the ramp can slope between the two elevations. Its low profile enables the ramp to blend into the landscape, minimizing the step height. The decking is removable for easy portability.

## RAMPS

Size	Frame Weight	Part #
4' X 5'	37 lb	9568DL
4' X 10'	61 lb	9567DL
6' X 5'	49 lb	9650
6' X 10'	77 lb	9710

Dura-LITE Stationery

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

### Application for Constructing Structures on or over Columbia Lake

Date submitted: Aug. 21 2014

Complete and return to the Board of Selectmen.

Property owner: Richard Neumayer

Address: 134 Timrod Rd Manchester CT 06040

Property Location: 25 Sleepy Hollow

Daytime phone # 860-643-1117

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

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

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

#### Structure Information:

Proposal is for:  New  Replacement  Repair

Structure Type:  Dock  Seawall  Raft  Boat Cover

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

*Replace wood surface with plastic decking.*

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

Owner Signature: Richard Neumayer Date: 8/21/14

Applicant Signature: Richard Neumayer Date: 8/21/14

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

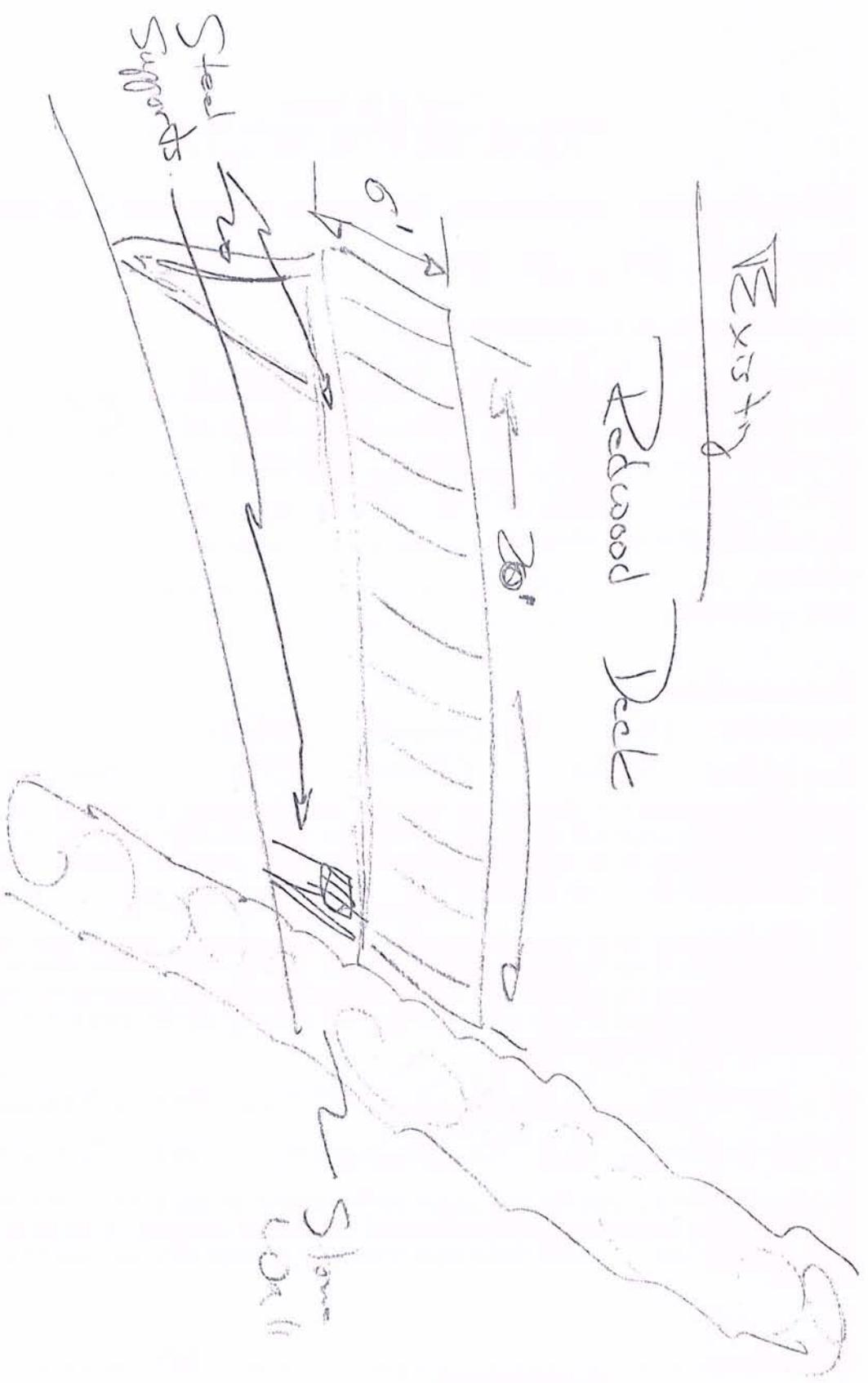
Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
First Selectman

*tail*

*see sketch back*

Existing

Redwood Deck



New

1 1/2" x 1 1/2" Plastic Decking

*MACHNIK BROS INC*  
*125 Mile Creek Road*  
*Old Lyme CT 06371*  
*860-434-1330*

An Affirmative Action/Equal Opportunity Employer

---

## Columbia Lake Dam Schedule

- 10/01 Mobilize
- 10/01 – 10/08 Excavate spillway
- 10/08 – 10/15 Pour block foundations
- 10/15 – 10/22 Set blocks & fill
- 10/22 – 11/05 Set rip-rap for spillway & grout
- 11/05 – 11/12 Excavate rip-rap at face & install new
- 11/12 – 11/19 Replace blocks & extend training wall
- 11/19 – 11/26 Install 12" x 12" timbers
- 11/26 – 12/01 Clean up & demobilize





173 Church Street Yalesville, CT 06492  
(800) 234-3119 or (203) 269-3119  
Fax: 203-265-4941  
[www.unitedconcrete.com](http://www.unitedconcrete.com)

Proposal #14070

August 5, 2014

Town of Columbia

**Budgetary  
PROPOSAL  
RETAINING WALL  
Columbia Lake Dam Bridge  
Columbia, CT**

UNITED CONCRETE PRODUCTS INC. is pleased to provide you a quote F.O.B. jobsite for the following:

Doublewal Units Approx. 976 SF  
Doublewal Caps Approx. 104 LF  
Doublewal Footings (4'x8'x1') Approx. 104 LF

Lump Sum Budgetary Total: \$49,800.00

**Notes:**

1. Heaviest Unit Weight is 6.6 Tons.
2. Approximate pervious back fill required in units is 128 cubic yards.
3. This budgetary proposal is based on preliminary information supplied. Price may increase based on further investigation of lake the bottom.

**Price Includes:**

Materials:

- United Concrete Products Inc. is a NPCA and PCI certified plant.
- Concrete: 5000 PSI @ 28 days
- Grade 60 rebar, Epoxy
- Doublewal Standard Material/Mix Design
- DOUBLEWAL standard specifications shall apply.

Design:

- Shop drawings and structural calculations signed and sealed by a Professional Engineer registered in the State of Connecticut.

Other:

- Initial field instruction limited to placement of Precast DOUBLEWAL Units (1 Day).
- Joint Fillers.
- \$1,000.00 will be invoiced for Installation device at time of delivery and refunded upon the devices return at the completion of the job, if used.

- \$1,000.00 will be invoiced for the Doublewal Accessory Pack container at time of delivery and refunded upon the containers return, if used.

Delivery:

- Day time delivery to jobsite in full truckload quantities, off-loaded by others in a timely fashion.
- Approximately 1 week notification required for deliveries.

Price Excludes:

- Off-loading
- Installation (including all field work)
- Footings & Leveling Pads
- Formliner Finish
- Stain / Coating / Coloring of concrete
- Surveying and/or layout
- Embedded items for others trades
- Custom units required for underground obstructions
- Geotechnical Investigations
- Seismic Analysis
- Third Party Testing
- Wall Inspection
- Freeze/Thaw Testing
- Global Stability Analysis
- Performance or Supply Bond
- Sales Tax. Buyer is responsible for applicable taxes.

Terms:

- Terms are net 30 days from invoice, pending credit approval by UCP.
- This Proposal is valid for 30 days.
- Upon execution of this contract, Doublewal Deposit of \$5,000.00 will be due and payable and will be applied to gross value of this contract.
- Retainage is not permitted.
- Precast modules will be billed for payment, as fabricated and approved, at convenient intervals and payment shall be in accordance with terms.
- Billing for stored material will occur within 30 days after manufacture. Ownership will be transferred to payor after receipt of payment.
- Any changes in proposed quantities may result in an increase or decrease in overall unit cost.
- A cancellation fee may apply for any work incurred after acceptance by signature on this proposal.
- All job specific or custom products will not be eligible for return or credit. All job specific or custom products that have been manufactured and then cancelled will be invoiced at the above quoted prices. If manufactured product is cancelled an additional disposal fee may be charged.
- 1.5% service charge added to overdue accounts (per month).
- Waiting time and cancellation at time of delivery will be charged at a rate of \$110.00 per hour, with one hour free unloading time allowed.
- Site must be accessible by tractor trailer under its own power.
- Prices shown are firm thru 9/5/14. Material manufactured after that date may be subject to an increase.
- All pricing based on approval of UCP submittals.

- Photographs and/or concepts may be used in publication, such as newsletters, calendars and promotional products.
- Quantities/heights provided are approximations and may vary based on actual field conditions. Invoices will reflect actual product produced.
- Pricing is based upon multiple unit types of variable costs. Any increase or replacement pieces will carry a cost that could be higher than the computed average costs.

Sincerely,

Bob Rizzo  
DOUBLEWAL  
A division of United Concrete Products Inc.  
Phone: (203) 269-3119



Accepted By: \_\_\_\_\_

Signature

Title: \_\_\_\_\_

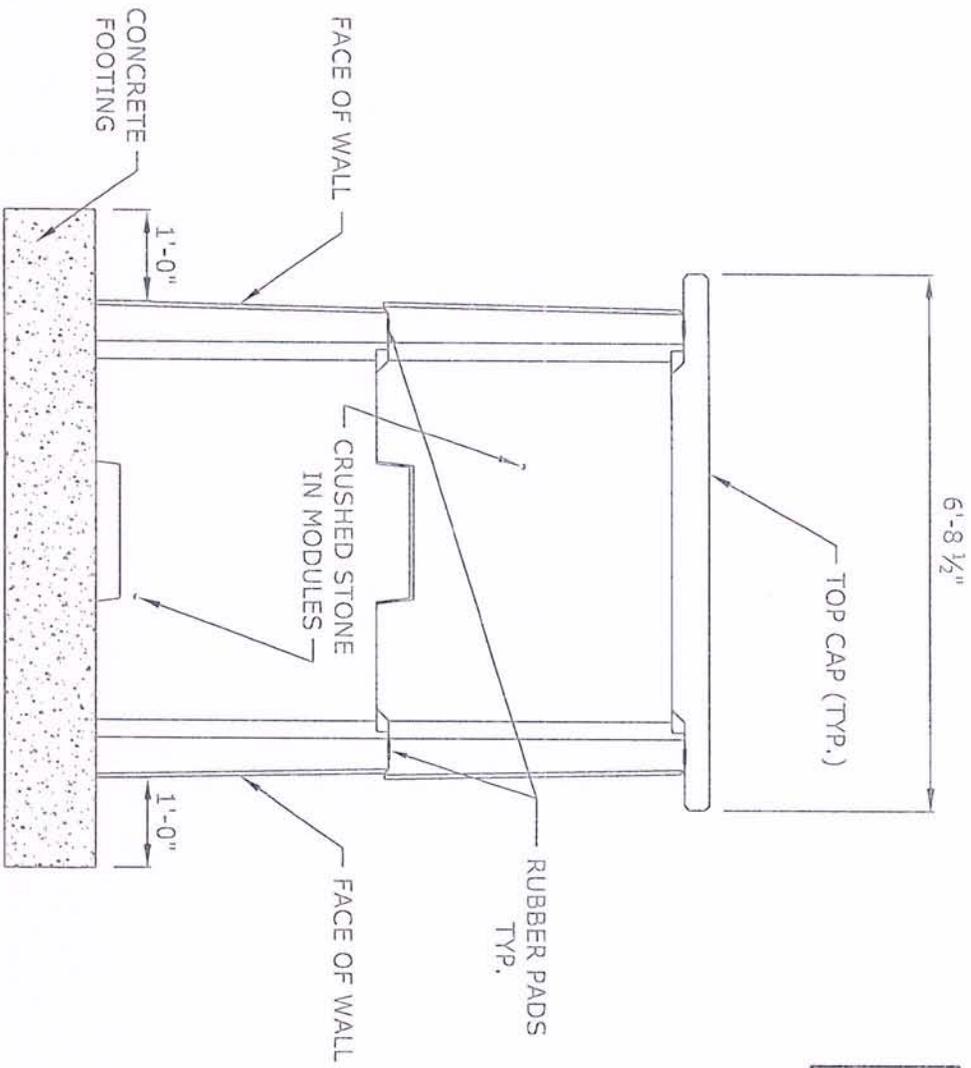
By: \_\_\_\_\_

Print Name

Company: \_\_\_\_\_

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





TYPICAL SECTION  
N.T.S.

**COLUMBIA**  
RETAINING WALL SYSTEM

JOB NO. 14070 COLUMBIA PIER  
SKETCH NO. 1 8-5-14



**Jonathan Luiz**

---

**From:** Tom Currier [tchbjc2003@yahoo.com]  
**Date:** Monday, August 11, 2014 12:05 PM  
**To:** Jonathan Luiz  
**Subject:** Windham Transit District

Jonathan,

Regarding our conversation. I would like to be appointed to the Windham Transit District board. My address is 15 Columbia landing Columbia Ct. 06237 home phone is 860 228 3263 Cell is 860 208 0324

My email is [tchbjc2003@yahoo.com](mailto:tchbjc2003@yahoo.com)

Thanks for your consideration.

TOM CURRIER  
BROKER ASSOCIATE

Certified CARTUS Relocation Specialist  
Century 21 Connecticut Realty Associates  
27 Main Street  
Hebron, CT 06248  
Licensed Broker CT and RI  
Office 860-228-9425  
Cell 860-208-0324

The finest compliment I can receive is a referral from past clients and customers.  
Thank you for your trust.



## NIKKI KELDSEN

POST OFFICE BOX 64, COLUMBIA, CT: [NIKKI.KELDSEN@GMAIL.COM](mailto:NIKKI.KELDSEN@GMAIL.COM)

August 19, 2014

Jonathan Luiz  
Town Administrator  
323 Route 87  
Columbia, CT 06237

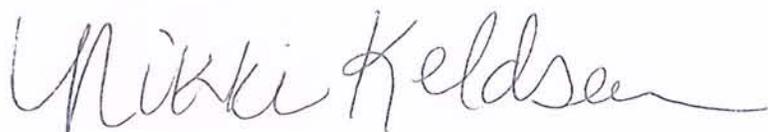
Dear Board of Selectmen and Jonathan:

I am writing to inform you of my resignation from the Town of Columbia. My last day of work will be September 2nd, two weeks from today.

Over the past five years, I have enjoyed providing the residents of Columbia with excellent recreational activities. Thank you for the opportunities for professional growth; they have helped prepare me for this next step in my career as I begin working at the University of Connecticut.

If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

A handwritten signature in cursive script that reads "Nikki Keldsen". The signature is written in black ink and is positioned below the typed name "NIKKI KELDSEN" at the top of the page.



---

*PHYLLIS A. LAPIERRE*  
46 Lakeview Drive, Coventry, CT 06238  
(860) 742-6086  
phylapier@sbcglobal.net

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August 25, 2014

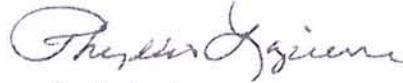
Jonathan Luiz, Town Administrator  
Town of Columbia  
323 Jonathan Trumbull Hwy.  
Columbia, CT 06237

Dear Jonathan:

I have decided to resign from my position of Accountant for personal reasons effective September 26, 2014 or sooner if you are able to fill the position.

Thank you for the opportunity to put my skills to use once again; I enjoyed the challenges and the complexity of the work. I would consider providing assistance on an occasional, limited basis in the Finance Dept. if the need should arise.

Sincerely,



Phyllis Lapierre

Cc: Beverly Ciurylo, Finance Manager



## Town Road Paving

---

Columbia Public Works has begun renovating the following roads: Brendi Trail, Russmar Trail, Timber Trail, Oakwood Lane, Lakeview Park and Lakeview Drive.

Depending on the weather, the majority of the road paving should be completed by the end of August.

Town staff and contractors will try to minimize inconveniences to residents. However, traffic delays are expected.

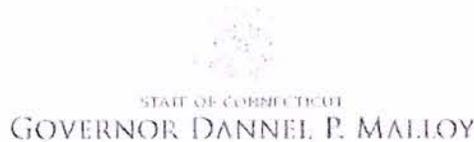
For further information please contact the Public Works Director at 860-228-4270. Visit [www.columbiact.org](http://www.columbiact.org) for updates.



 Search  

MEET GOVERNOR MALLOY INVITE GOVERNOR MALLOY PRESS ROOM PRIORITIES FOR RESIDENTS LIEUTENANT GOVERNOR WYMAN

Press Releases  
In The News  
Speeches  
Proclamations  
Executive Orders  
Official Portraits



August 13, 2014

### GOV. MALLOY: 24 MUNICIPALITIES TO RECEIVE \$12.9 MILLION IN GRANTS FOR HOUSING AND COMMUNITY REVITALIZATION PROJECTS

(HARTFORD, CT) – Governor Dannel P. Malloy today announced the state is awarding \$12,851,155 to 24 municipalities in Connecticut for affordable and senior housing, economic development, and other revitalization projects in each community.

The funds come from the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program, which provides grants to eligible municipalities for economic development, affordable housing, community facilities and other revitalization projects. The program is administered by Connecticut's Department of Housing.

"These grants will fund projects that are integral to increasing affordable housing in our state and improving the quality of life for residents," said Governor Malloy. "Right now we are making the most significant commitment in affordable housing that our state has seen in decades because we know that when we invest in housing, we invest in people, communities and our economic future."

Grants will fund approximately 666 units of elderly and low and moderate-income housing and a road improvement project in the following towns:

- **Bethlehem — \$400,000:** Bethlehem Housing Rehabilitation is starting a housing program and plans to rehabilitate 12 units of low- and moderate-income housing. Upgrades would include heating systems repairs, window replacement, lead paint removal, electrical and code upgrades, etc.
- **Branford — \$448,500:** The Branford Housing Authority will undertake renovations at Parkside Villages 1 and 2 Senior Housing Complex by improving lighting, pavement reconstruction and provide emergency generators for community rooms. Together the project will impact 90 units of housing.
- **Coventry — \$500,000:** Coventry will use the funding to start a Regional Housing Rehabilitation Loan Program to help low- and moderate-income homeowners in the towns of Coventry and Columbia. Eighteen housing units are anticipated to be rehabilitated. Upgrades would include roof replacement, heating systems, window replacement, lead paint and asbestos removal, electrical and other code upgrades, etc.
- **Derby — \$400,000:** Derby Housing Rehabilitation is continuing its housing rehab program and plans to rehabilitate 12 units of low- and moderate-income housing. Upgrades would include roof replacement, heating systems, window replacement, lead paint and asbestos removal, electrical and code upgrades, etc.
- **East Haddam — \$791,210:** East Haddam Housing Authority will make improvements to the Oak Terrace Senior Housing Complex, a 36-unit complex, by replacing roofs, upgrade kitchens and provide ADA accessibility to bathrooms; and replace windows and doors to improve energy efficiency.
- **Franklin — \$400,000:** Franklin Housing Rehabilitation is continuing its housing rehab program and plans to rehabilitate 14 units of low- and moderate-income housing. Upgrades would include roof replacement, heating systems, window replacement, lead paint and asbestos removal, electrical and code upgrades, etc.
- **Hampton — \$400,000:** Hampton Regional Housing Rehabilitation is continuing its regional housing rehab program in Hampton, Chaplin, Scotland, Pomfret, and Eastford, with plans to rehabilitate 12 units of low- and moderate-income housing. Upgrades would include roof replacement, heating systems, window replacement, lead paint and asbestos removal, electrical and code upgrades, etc.
- **Griswold — \$800,000:** Griswold intends to renovate McCluggage Manor Senior Housing, a 30-unit complex. Improvements include upgrading kitchens, fire alarm and call-for-aid system improvements, and exterior door replacement. They also plan to improve site lighting and replace current asphalt sidewalks with concrete sidewalks.
- **Groton — \$800,000:** The Groton Housing Authority is planning to renovate approximately 64 units of



State of Connecticut  
State Ratings List  
As of July 2014

<u>Entity</u>	<u>Moody's</u>	<u>S&amp;P</u>	<u>Fitch</u>
State of Connecticut	Aa3	AA	AA (Neg)

Rating information provided by Moody's, Standard & Poor's and Fitch  
Ratings as of July 2014



State of Connecticut  
Municipal Ratings List  
As of July 2014

<u>City/Town</u>	<u>Moody's</u>	<u>S&amp;P</u>	<u>Fitch</u>
Andover Town, CT	-	AA+	-
Ansonia City, CT	Aa3	-	-
Ashford Town, CT	Aa3	-	-
Avon Town, CT	Aaa	AAA	-
Barkhamsted Town, CT	-	AA	-
Beacon Falls Town, CT	-	AA-	-
Berlin Town, CT	Aa2	AA+	-
Bethany Town, CT	Aa2	-	-
Bethel Town, CT	Aa2	AAA	AA+
Bethlehem Town, CT	-	-	-
Bloomfield Town, CT	Aa2	AA	-
Bolton Town, CT	Aa3	-	-
Bozrah Town, CT	-	-	-
Branford Town, CT	Aa1	AAA	-
Bridgeport City, CT	A2	A	A (Neg)
Bridgewater Town, CT	-	-	-
Bristol City, CT	Aa2	AA+	AA+
Brookfield Town, CT	Aa1	AAA	-
Brooklyn Town, CT	A1	-	-
Burlington Town, CT	Aa2	-	-
Canaan Town, CT	-	-	-
Canterbury Town, CT	-	-	-
Canton Town, CT	Aa2	-	-
Chaplin Town, CT	-	-	-
Cheshire Town, CT	Aa1	-	AAA
Chester Town, CT	Aa3	-	-
Clinton Town, CT	Aa2	-	-
Colchester Town, CT	Aa3	-	AA
Colebrook Town, CT	-	-	-
Columbia Town, CT	Aa2	-	-
Cornwall Town, CT	Aa2	-	-
Coventry Town, CT	Aa3	-	-
Cromwell Town, CT	-	AAA	-
Danbury City, CT	Aa1	AA+	AAA
Darien Town, CT	Aaa	-	-
Deep River Town, CT	-	-	-
Derby City, CT	-	AA-	-
Durham Town, CT	-	-	-
East Granby Town, CT	Aa2	-	-
East Haddam Town, CT	-	AA+	-
East Hampton Town, CT	Aa3	AA+	-
East Hartford Town, CT	Aa2	-	-



<u>City/Town</u>	<u>Moody's</u>	<u>S&amp;P</u>	<u>Fitch</u>
East Haven Town, CT	A3	BBB+	-
East Lyme Town, CT	Aa2	-	-
East Windsor Town, CT	Aa2	-	-
Eastford Town, CT	-	-	-
Easton Town, CT	Aaa	AAA	-
Ellington Town, CT	Aa3	-	-
Enfield Town, CT	Aa2	AA	-
Essex Town, CT	Aa2	-	-
Fairfield Town, CT	Aaa	AAA	AAA
Farmington Town, CT	Aaa	-	-
Franklin Town, CT	-	-	-
Glastonbury Town, CT	Aaa	AAA	-
Goshen Town, CT	-	-	-
Granby Town, CT	-	AA	-
Greenwich Town, CT	Aaa	AAA	AAA
Griswold, CT	-	AA-	AA-
Groton City, CT	Aa3	AA-	-
Groton Town, CT	Aa2	AA+	AA
Guilford Town, CT	Aa2	-	AA+
Haddam Town, CT	Aa3	-	-
Hamden Town, CT	A3	A	BBB+ (Neg)
Hartford City, CT	A1	AA-	-
Hartland Town, CT	A1	-	-
Harwinton Town, CT	-	-	-
Hebron Town, CT	Aa2	AAA	-
Kent Town, CT	Aa2	AA	-
Killingly Town, CT	Aa3	-	-
Killingworth Town, CT	Aa2	-	-
Lebanon Town, CT	-	-	-
Ledyard Town, CT	Aa2	-	-
Lisbon Town, CT	Aa3	-	-
Litchfield Town, CT	Aa2	-	-
Lyme Town, CT	-	-	-
Madison Town, CT	Aaa	-	AAA
Manchester Town, CT	Aa1	-	AAA
Mansfield Town, CT	Aa2	-	-
Marlborough Town, CT	Aa2	-	-
Meriden City, CT	A1	AA-	AA-
Middlebury Town, CT	Aa2	-	-
Middlefield Town, CT	-	-	-
Middletown City, CT	Aa2	AA+	-
Milford City, CT	Aa1	AA+	AA+
Monroe Town, CT	Aa2	-	-
Montville Town, CT	Aa3	-	-
Morris Town, CT	-	-	-
Naugatuck Borough, CT	Aa2	AA	AA



City/Town	Moody's	S&P	Fitch
Naugatuck GO	Aa2	AA	AA
Naugatuck Lease Obligations	Aa3	-	A+
Naugatuck Lease Obligations – Sewer Revenues	-	AA	AA-
New Britain City, CT	A2	BBB	A+ (Neg)
New Canaan Town, CT	Aaa	-	-
New Fairfield Town, CT	Aa1	AAA	-
New Hartford Town, CT	Aa3	-	-
New Haven City, CT	A3	BBB+	A- (Neg)
New London City, CT	-	A+	A+
New Milford Town, CT	Aa1	-	-
Newington Town, CT	Aa2	AA+	-
Newtown Town, CT	Aa1	AAA	-
Norfolk Town, CT	-	-	-
North Branford Town, CT	Aa2	-	-
North Canaan Town, CT	-	-	-
North Haven Town, CT	Aa1	AAA	-
North Stonington Town, CT	-	-	-
Norwalk City, CT	Aaa	AAA	AAA
Norwich City, CT	Aa2	AA	AA
Old Lyme Town, CT	-	AAA	-
Old Saybrook Town, CT	Aa2	-	-
Orange Town, CT	Aa1	AAA	-
Oxford Town, CT	Aa2	-	-
Plainfield Town, CT	Aa3	-	-
Plainville Town, CT	Aa3	A+	-
Plymouth Town, CT	Aa3	AA	-
Pomfret Town, CT	-	-	-
Portland Town, CT	Aa3	-	-
Preston Town, CT	-	AA+	-
Prospect Town, CT	A2	-	-
Putham Town, CT	-	-	-
Redding Town, CT	Aa1	AAA	-
Ridgefield Town, CT	Aaa	AAA	AAA
Rocky Hill Town, CT	Aa2	AA	-
Roxbury Town, CT	-	-	-
Salem Town, CT	A1	AA	-
Salisbury Town, CT	-	-	-
Scotland Town, CT	A1	-	-
Seymour Town, CT	Aa3	AA+	-
Sharon Town, CT	Aa2	-	-
Shelton City, CT	Aa2	AA+	-
Sherman Town, CT	Aa2	-	-
Simsbury Town, CT	Aaa	-	-
Somers Town, CT	Aa2	-	-
South Windsor Town, CT	Aa2	AA+	-

<u>City/Town</u>	<u>Moody's</u>	<u>S&amp;P</u>	<u>Fitch</u>
Southbury Town, CT	Aa2	-	-
Southington Town, CT	Aa2	AA+	-
Sprague Town, CT	A2	AA	-
Stafford Town, CT	A1	-	-
Stamford City, CT	Aa1	AAA	-
Sterling Town, CT	A1	AA	-
Stonington Town, CT	Aa1	-	-
Stratford Town, CT	A1	AA	-
Suffield Town, CT	-	AA+	-
Thomaston Town, CT	Aa3	AA-	-
Thompson Town, CT	A1	-	-
Tolland Town, CT	Aa2	AAA	AA+
Torrington City, CT	Aa3	-	-
Trumbull Town, CT	Aa2	AA+	AA+
Vernon Town, CT	Aa2	-	-
Voluntown Town, CT	-	-	-
Wallingford Town, CT	Aaa	AA+	-
Warren Town, CT	Aa2	-	-
Washington Town, CT	-	-	-
Waterbury City, CT	A1	AA-	A+
Waterford Town, CT	Aa2	AA	-
Watertown Town, CT	Aa2	-	-
West Hartford Town, CT	Aaa	AAA	-
West Haven City, CT	Baa1	BBB	-
Westbrook Town, CT	Aa2	-	-
Weston Town, CT	Aaa	-	-
Westport Town, CT	Aaa	-	-
Wethersfield Town, CT	Aa2	AA+	-
Willington Town, CT	Aa3	-	-
Wilton Town, CT	Aaa	-	-
Winchester Town, CT	-	-	-
Windham Town, CT	Aa3	AA	-
Windsor Locks Town, CT	Aa1	AA+	-
Windsor Town, CT	Aa1	AAA	-
Wolcott Town, CT	A1	-	-
Woodbridge Town, CT	Aaa	-	-
Woodbury Town, CT	Aa2	-	-
Woodstock Town, CT	Aa3	-	-

Rating information provided by Moody's, Standard & Poor's and Fitch Ratings as of July 2014



State of Connecticut  
 School District Ratings List  
 As of July 2014

<u>School District</u>	<u>Moody's</u>	<u>S&amp;P</u>	<u>Fitch</u>
Regional School District 1			
Regional School District 4	Aa3	-	-
Regional School District 5	Aa1	-	AA+
Regional School District 6	Aa3	-	-
Regional School District 7			
Regional School District 8	Aa3	AA+	-
Regional School District 9	Aa1	AAA	-
Regional School District 10	Aa2	AA	-
Regional School District 12	Aa2	-	AA+
Regional School District 13	Aa3	-	-
Regional School District 14	Aa2	-	-
Regional School District 15	Aa2	-	-
Regional School District 16	A1	AA-	-
Regional School District 17	Aa3	-	-
Regional School District 18	Aa1	-	-
Regional School District 19	Aa3	-	-

Rating information provided by Moody's, Standard & Poor's and Fitch Ratings as of July 2014



**Town of Columbia  
Budget Transfer Request  
FY: 2014-2015**

DATE: 30-Jul-14 Budget Transfer # 2015-

To: Board of Selectmen

From: Executive/Administrative 670  
(Department Name) (Dept #)

I hereby request the following transfer of funds:

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

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

Amount	From A/C#	Description	To A/C#	Description
32	10-4800-900	Contingency	10-4112-720	Admin/Exec, Prof Dues

Reason:

Need more money to pay for the town's Connecticut Conference of Municipalities membership.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_

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

Date of BOS Meeting: \_\_\_\_\_ Refer to FIPAC:  Yes  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: 18-Aug-14 Budget Transfer # 2014-

To: Board of Selectmen

From: Tax Assessment 132  
(Department Name) (Dept #)

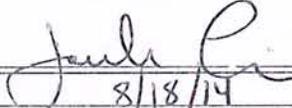
I hereby request the following transfer of funds:

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

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

Amount	From A/C#	Description	To A/C#	Description
98	10-4132-500	Assessor, Prof/Tech	10-4132-110	Assessor, Postage

Reason:  
Postage costs higher than expected.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Department Head:   
 Date: 8/18/14

Date of BOS Meeting: 8/19/2014 Refer to FIPAC:  Yes  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

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

## OFFICE OF THE TOWN ADMINISTRATOR

To : Columbia BOS & FiPAC  
From : Jonathan Luiz, Town Administrator  
Date : August 15, 2014  
Re : Fiscal Year 2013-2014 Budget Analysis thru August 15, 2014

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I have analyzed expenditure and revenue data available in the Town's accounting software database pertaining to the Fiscal Year 2013-2014 budget. The data has allowed me to make projections about this Fiscal Year. *The projections are highly likely to change in the months ahead since all figures are unaudited and because more bills and revenues may arrive.*

SUPPLEMENTAL APPROPRIATION: The Columbia BOE was issued a \$253,235 supplemental appropriation in consideration of the Minimum Budget Requirement issue. This appropriation was not budgeted for, so it will have a negative impact on the town's General Fund.

EXPENDITURES: Overall, the Board of Selectmen's Operating Budget expenditures are projected to end with a variance of \$261,790. For detailed information, see the attached spreadsheet entitled "FY 13-14 Expenditure Analysis as of 8/15/14." The Board of Education's Operating Budget is projected to experience a variance of \$52,343. Approx \$3,000 of tuition money was not spent. The FY 14-15 Adopted Budget projects an expenditure variance of \$40,375.

REVENUES: A revenue variance of \$714,950 is projected at this time. For detailed information, please see the attached spreadsheet entitled "FY 13-14 Revenue Analysis as of 8/15/14." The FY 14-15 Adopted Budget projects a revenue variance of \$438,285. The School Roof Replacement Reimbursement is the main reason why revenues will be higher than what was projected during the FY 14-15 budget season. Please keep in mind that school roof grant revenues received in FY 13-14 will likely take away from school roof grant revenues budgeted for receipt in FY 14-15.

CONCLUSION: FY 13-14 revenues and expenditures should result in the town having an Undesignated Fund Balance of approximately \$2,900,000. That is \$511,093 more than what the FY 14-15 Adopted Budget projects.

## FY 13-14 Expenditure Analysis as of 8-15-14

DEPT #	DESCRIPTION	FY 13/14 Budgeted expenditures	FY 13/14 Transfers thru 8-15-14	FY 13/14 Actual expenditures & encumbrances thru 8-15-14	FY 13/14 Projected Variances
110	Town Meeting	2,350.00	0.00	2,157.13	192.87
112	Executive and General Admin. Services	723,254.00	5,713.51	658,690.84	70,276.67
113	Information Technology	27,713.00	0.00	26,585.50	1,127.50
115	Old Firehouse Bld	1,823.00	3,451.00	5,248.07	25.93
116	Chapel on the Green	1,500.00	0.00	1,094.05	405.95
117	Meeting Place	3,743.00	667.00	4,250.50	159.50
120	Judicial & Legal	65,000.00	0.00	64,916.14	83.86
130	Registrar of Voters	22,521.00	0.00	13,827.88	8,693.12
131	Town Treasurer	0.00	0.00	0.00	0.00
132	Assessment	116,474.00	928.19	114,559.15	2,843.04
133	Tax Collection	79,792.00	3,039.97	81,851.37	980.60
134	Public Records Services	91,181.00	771.07	88,765.87	3,186.20
135	Financial Planning and Auditing	18,425.00	1,140.00	19,240.08	324.92
136	Finance Department	236,325.00	2,047.78	231,187.49	7,185.29
140	Tax Review Services	550.00	0.00	491.86	58.14
210	Health Care / Inspect. Services	24,783.00	412.00	25,194.20	0.80
230	Social Services	14,593.00	56.64	8,011.66	6,637.98
240	Drug & Alcohol Abuse Prevention	823.00	0.00	823.00	0.00
250	Elderly Services (Commission on Aging)	11,948.00	0.00	11,151.42	796.58
260	Beckish Senior Center	72,515.00	408.22	66,649.16	6,274.06
270	Youth Services	37,313.00	0.00	37,313.00	0.00
310	Police Protection	115,450.00	0.00	108,177.33	7,272.67
320	Fire Fighting & Emerg. (Medical Services)	218,966.00	0.00	215,440.88	3,525.12
330	Fire Prevention Services	21,226.00	199.26	20,726.80	698.46
345	Emer. Management Director	2,897.00	25.47	2,684.34	238.13
350	Lake Management Services	10,438.00	0.00	9,588.39	849.61
410	Public Works Maint. Services	613,410.00	22,628.16	605,628.62	30,409.54
420	Waste Diposal Services	171,759.00	2,228.38	143,045.27	30,942.11
440	Street Lighting Services	13,000.00	0.00	11,267.59	1,732.41
510	Planning and Zoning Services	42,614.00	4,801.46	43,050.49	4,364.97
520	Inland Wetland Commission	18,540.00	140.28	17,782.45	897.83
530	Building Services	28,481.00	(4,240.65)	19,798.35	4,442.00
540	Conservation and Agricultural	1,630.00	0.00	582.18	1,047.82
550	Zoning Appeals Services	1,530.00	0.00	1,172.31	357.69
560	Building Appeal Services	0.00	0.00	0.00	0.00
570	Land Use Department	59,964.00	5,226.16	61,870.38	3,319.78
610	Public Celebrations	4,200.00	0.00	1,020.38	3,179.62
620	Library Services	329,553.00	0.00	321,961.56	7,591.44
630	Lake Management Advisory Committee	5,450.00	0.00	4,531.43	918.57
640	Beach Services	31,677.00	320.29	27,303.30	4,693.99
650	Camp Services	0.00	0.00	0.00	0.00
660	Recreation Area Operations	4,200.00	0.00	3,056.94	1,143.06
670	Recreation	38,523.00	330.73	37,546.18	1,307.55
700	Debt Service	542,088.00		542,087.52	0.48
800	Contingency	98,000.00	(54,395.67)	0.00	43,604.33
	<b>BOS TOTAL</b>	<b>3,926,222.00</b>	<b>(4,100.75)</b>	<b>3,660,331.06</b>	<b>261,790.19</b>
BOE	Board of Education	11,249,000.00	253,235.00	11,449,892.19	52,342.81

# FY 13-14 REVENUE ANALYSIS AS OF 8-15-14

	Description	2013-2014 Budget	2013-2014 Actual	2013-2014 Projected Variance
<b>TAXES</b>				
10-3000-110	Current Property Taxes	12,221,357	12,481,662	260,305
10-3000-115	Refunds-Current Taxes	(25,000)	(26,445)	(1,445)
10-3000-117	Refunds-Prior FY Taxes	(6,000)	(1,369)	4,631
10-3000-120	Delinquent Property Taxes	80,000	163,604	83,604
10-3000-130	Property Tax Interest	45,000	80,819	35,819
10-3000-140	Property Tax Lien Fees	800	1,176	376
10-3000-150	Other Fees-Tax Collector	100	174	74
	<b>TOTAL TAXES</b>	<b>12,316,257</b>	<b>12,699,622</b>	<b>383,365</b>
<b>LICENSE AND PERMITS</b>				
10-3112-225	Pistol Permit Fees	1,000	2,870	1,870
10-3134-221	Real Estate Conveyance Fees	30,000	45,574	15,574
10-3134-224	Recording Fees	27,000	24,505	(2,495)
10-3510-223	Zoning Permit Fees	1,700	1,415	(285)
10-3530-222	Building, Machine, & Septic Fees	55,000	56,310	1,310
	<b>TOTAL LICENSE AND PERMITS</b>	<b>114,700</b>	<b>130,673</b>	<b>15,973</b>
<b>INTERGOVERNMENTAL REVENUES</b>				
10-3000-320	Homeland Security Grant	1,224	2,363	1,139
10-3000-352	Education Equalization Grant	2,574,325	2,507,669	(66,656)
10-3000-362	Circuit Breaker Elderly Tax Relief	0	32,273	32,273
10-3000-364	Disabled Personal Tax Grant	0	789	789
10-3000-365	Veterans Tax Relief	0	2,734	2,734
10-3000-382	PILOT - State Property	0	7,045	7,045
10-3000-383	PILOT - Pequot	0	19,167	19,167
10-3700-755	School Const Bond Pmt Reimb	177,124	177,124	(0)
	School Roof Replacement Reimb	0	0	200,000
	School Security Improvements Reimb	0	0	200,000
10-3800-353	Special Education Grant	200,000	160,998	(39,002)
10-3800-354	School Transportation Grant	0	40,585	40,585
Multiple-STEAP	LoCIP reimb (general)	176,028	162,354	(13,674)
	STEAP reimbursement	130,000	4,412	(125,588)
	<b>TOTAL INTERGOVERNMENT</b>	<b>3,258,701</b>	<b>3,117,513</b>	<b>258,812</b>
<b>CHARGES FOR SERVICES</b>				
Multiple-410	Notary Fees	140	326	186
Multiple-411	Photocopy Fees	5,250	4,819	(431)
10-3134-416	Town Clerk Fees	3,200	5,591	2,391
10-3510-413	Planning & Zoning Fees	2,000	2,625	625
10-3520-415	Inland/wetland Fees	2,000	3,595	1,595
10-3550-414	Zoning Board of Appeals	875	1,750	875
10-3136-670	WinCOG Fees	5,000	5,726	726
	<b>TOTAL SERVICES</b>	<b>18,465</b>	<b>24,431</b>	<b>5,966</b>

# FY 13-14 REVENUE ANALYSIS AS OF 8-15-14

	Description	2013-2014 Budget	2013-2014 Actual	2013-2014 Projected Variance
<b>MISCELLANEOUS</b>				
10-3000-611	Interest on Investments	8,000	11,014	3,014
10-3000-642	Bid and Spec Fees	0	690	690
10-3000-660	Telecommunication Prop Relief	0	14,590	14,590
10-3000-690	Miscellaneous	10,000	20,169	10,169
10-3112-412	Passport Fees	1,000	1,625	625
10-3310-510	Court fines	750	2,185	1,435
10-3350-622	Boat Mooring Fees	1,200	500	(700)
10-3420-625	Transfer Station Fees	22,500	27,684	5,184
10-3420-626	Transfer Station Stickers	22,000	23,490	1,490
10-3420-627	Transfer Station Bag Fees	600	200	(400)
10-3640-623	Beach Use Fees & Concessions	30,000	27,907	(2,093)
10-3800-680	Preschool Tuition Fees	11,000	30,096	19,096
Multiple-621	Facilities Rental	0	2,475	2,475
Multiple-650	State Fees	0	257	257
	<b>TOTAL MISC</b>	<b>107,050</b>	<b>162,882</b>	<b>55,832</b>
<b>TRANSFER IN</b>				
	<b>FROM RECREATION</b>	<b>14,000</b>	<b>9,000</b>	<b>(5,000)</b>
	Transfers In			
	<b>TOTAL GENERAL FUND</b>	<b>15,829,173</b>	<b>16,144,123</b>	<b>714,950</b>
<b>DOG FUND</b>				
30-3134-224	Dog License Fees	500	1,946	1,446
30-3134-225	Dog License Surcharge	79	69	(11)
30-3360-421	Redemption and Sale of Dogs	175	55	(120)
	<b>TOTAL DOG FUND</b>	<b>754</b>	<b>2,070</b>	<b>1,316</b>
<b>CAPITAL PROJECTS RESERVE FUND</b>				
20-3000-611	Interest on Investment	100	799	699
	<b>TOTAL MISC RESERVE FUNDS</b>	<b>100</b>	<b>799</b>	<b>699</b>
<b>MISCELLANEOUS STATE FUNDS</b>				
41-3410-756	Town Aid Road Grant	205,992	205,826	(166)
42-3000-342	Town Aid Unimproved Rd Grant	0	0	
	<b>TOTAL FOR MISC STATE FUNDS</b>	<b>205,992</b>	<b>205,826</b>	<b>(166)</b>
	<b>TOTAL OTHER REVENUES</b>	<b>206,846</b>	<b>208,695</b>	<b>1,849</b>
	<b>GRAND TOTAL RESOURCES</b>	<b>16,036,019</b>	<b>16,352,818</b>	<b>716,799</b>