

**SPECIAL MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
*Tuesday, September 20, 2011, 7 pm*  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT 06237**

**Selectmen Present:** First Selectman Carmen Vance. Selectmen Richard Szegda and William O'Brien. Rebecca Stearns arrived at 7:16 pm.

**Also Present:** Town Administrator Jonathan Luiz.

**CALL TO ORDER:** C. Vance called the meeting to order at 7:00 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES:** 9/6/11 Regular Meeting – R. Szegda MOVED to approve the minutes of the 9/6/11 BOS meeting. MOTION CARRIED 3:0.
3. **AUDIENCE OF CITIZENS:**
4. **OLD BUSINESS:**
- 4.1 **Minimum Budget Requirement (MBR):** C. Vance explained that the MBR was discussed at the September 14, 2011 Fiscal Policy meeting. She stated that R. Szegda joined the normal attendees and proposed that if the town does give new money to the BOE for Fiscal Year 11-12 that the BOE use part of the new money to pay for AHM Youth Services. Discussion followed. W. O'Brien asked about the qualification of a social worker. R. Szegda explained that the social worker employed by AHM does not meet the qualifications required of a school social worker. Discussion followed.
- 4.2 **Hurricane Update:** C. Vance explained to the BOS that a meeting was held earlier in the day with the purpose of critically evaluating the town's response to Hurricane Irene. The following individuals were present: C. Vance, J. Luiz, Emergency Management Director Jerry James, CVFD Chief Peter Starkel, Municipal Government Facilities Manager Bud Meyers, Senior Center Director Bernadette Derring and Dam Gatekeeper Mark Coleman. C. Vance stated that it was suggested that a generator and portable light be purchased so the dam may be visibly inspected in the middle of the night. C. Vance stated that it was also suggested that prior to the arrival of a storm notification go out to town residents informing them of how to receive communications from the town in the event of power loss. C. Vance said that the town will also encourage more individuals to sign up for the Everbridge Notification System. At the meeting J. James suggested regarding purchasing wireless internet cards to be used in case a landline internet outage takes place. C. Vance relayed to the BOS a suggestion that showers be made available at H.W. Porter not only in the evening, but also in the morning, Discussion followed. C. Vance also shared highlights about a meeting she had with the Columbia Senior Organization's Executive Board. The town has abandoned plans to get rid of the large freezer since it was used to store ice during the storm. She stated that it will remain at the Senior Center but will only be used when needed. C. Vance stated that a core group of volunteers at the Senior Center prepared meals throughout the week. W. O'Brien asked if staff had "paid out of pocket" for the meals that were offered. C. Vance said no. The seniors would like to have a generator for the Senior Center so that they can stay in business should the center lose power.
5. **NEW BUSINESS**
- 5.1 **Request from Recreation Commission to assign numbers and letters to fields at Rec Park:** Rec Director Nikki Keldsen explained to the BOS that the fields at Rec Park are referred to by more than one name per field which is very confusing to residents and staff. She suggested that the fields be numbered and/or lettered. The BOS feel this is a good idea. N. Keldsen will work with the Rec Commission on this matter.
6. **COLUMBIA LAKE/DAM/BEACH**
- 6.1 **Memo from M. Coleman to C. Vance concerning Marine Patrol statistical information:** The BOS commended M. Coleman for a job well done.

R. Stearns arrived at 7:16 pm.

**7. APPOINTMENTS/RESIGNATIONS:**

- 7.1 Resignation of Judith Senkbeil from the Conservation and Agriculture Committee:**  
The BOS acknowledged the resignation of J. Senkbeil.

*C. Vance MOVED to add item 7.2 to the agenda, entitled, "Appointment of Gary King to the Szegda Farm Management Committee." MOTION CARRIED 4:0.*

- 7.2 Appointment of Gary King to the Szegda Farm Management Committee:**  
C. Vance MOVED to appoint G. King (Republican) to the Szegda Farm Management Committee. MOTION CARRIED 4:0.

*C. Vance MOVED to add item 7.3 to the agenda, entitled, "Appointment of Shirley King to the Open Space Committee." MOTION CARRIED 4:0.*

- 7.3 Appointment of Shirley King to the Open Space Committee:** C. Vance MOVED to appoint S. King (Democrat) to the Open Space Committee. MOTION CARRIED 4:0.

- 8. TOWN ADMINISTRATOR REPORT:** J. Luiz told the BOS that he met with employees regarding the new sick time law for individuals who work less than 20 hours. He explained that the amendment to the employee handbook regarding this sick time change is in the process of being formally completed. J. Luiz stated that he attended a FEMA meeting and that the town is working to submit a disaster relief claim (Hurricane Irene) valued at somewhere between \$8,000 and \$18,000. J. Luiz explained that the claim would be for overtime hours, running equipment, vendors utilized, etc. He stated that if the claim is approved then the town should receive up to 75% of the claim. J. Luiz said that he met with the Bolton Town Administrator and Superintendent of Schools from Bolton and Columbia regarding the Bolton/Columbia self-insurance exploration. He explained that there will be a meeting taking place on the evening of Monday, September 26, 2011 at 7 pm at the Bolton High School Auditorium to discuss the self-insurance model. J. Luiz encouraged the BOS to attend. J. Luiz and C. Vance met with Eastern Highland Health District Director Rob Miller to discuss how Columbia can monitor the oil spill that took place on private property near the dam. J. Luiz stated the R. Miller provided him with good information regarding how the town can keep in contact with the Department of Environmental Protection (DEEP) about the spill spreading. J. Luiz discussed the purchase of a new backhoe with the BOS. J. Luiz explained to the BOS that he submitted a grant to Northeast Utilities valued at approximately \$1,500 for a roto-tiller and lawnmower to keep at the Town-owned Szegda Farm Community Garden. Lastly, J. Luiz told the BOS that the interviews for architectural services for the H.W. Porter Roof consultant will take place on September 26, 2011.

**9. CORRESPONDENCE:**

- 9.1 Harford Courant article about Szegda Farm Open Space:**  
**9.2 Letter from A. Gregoric to C. Vance commending the CVFD and Fire Marshal Kittle**  
**9.3 Thank you note from C. Vance to Kim Bona**  
**9.4 Thank you letter from C. Vance to Jerry James**  
**9.5 Thank you letter from C. Vance to Brendan Keenan, Scout Masters & Boy Scouts**  
**9.6 Thank you letter from C. Vance to Dennis Hoddinott, Scout Masters & Boy Scouts**  
**9.7 Thank you letter from C. Vance to Francine Coss**  
**9.8 Thank you letter from C. Vance to Mark Coleman**  
**9.9 Thank you letter from C. Vance to Pete Starkel & the CVFD**  
**9.10 Thank you letter from C. Vance to Tom Doyle & Honor Society Students**  
**9.11 Thank you letter from C. Vance to George Murphy & Columbia DPW**  
**9.12 Thank you letter from C. Vance to Bud Meyers**  
**9.13 Thank you letter from C. Vance to Bernadette Derring**  
**9.14 Thank you note from Windham Project Graduation**

**10. BUDGET**

- 10.1 Refunds:** R. Stearns MOVED to approve following refunds:

TO	FROM	AMOUNT
Matthew Miller	Town of Columbia	\$163.20
Columbia Environmental Drilling	Town of Columbia	\$10.20
Enterprise FM Trust	Town of Columbia	\$216.80
William Etheridge	Town of Columbia	\$50.16
Darlene Etheridge	Town of Columbia	\$4.94
Honda Lease Trust	Town of Columbia	\$105.24
Paul Kenefick	Town of Columbia	\$12.60
Robert Lazzari	Town of Columbia	\$27.65
Ronald Nowak	Town of Columbia	\$7.35
Timothy Skinner	Town of Columbia	\$31.67
Rose Randazzo	Town of Columbia	\$5.70

MOTION CARRIED 4:0.

- 10.2 Transfers:** C. Vance MOVED to approve the following transfer:

AMOUNT	FROM A/C #	DESCRIPTION	TO A/C #	DESCRIPTION
\$ 2,000	10-4800-900	CONTINGENCY	10-4610-500	PUBLIC CELEBRATION

MOTION CARRIED 3:0:1 with R. Stearns abstaining.

- 10.3 Memo to BOS from F. Coss regarding FY 10-11 Year-End Budget Analysis:** J. Luiz and the BOS discussed the memo.

- 11. APPROVE PAYMENT OF BILLS:** C. Vance MOVED to approve payment of the emergency bills in the amount of \$200.00. MOTION CARRIED 4:0. R. Szegda MOVED to approve the payment of non-emergency bills in the amount of \$67,515.00. MOTION CARRIED 4:0.

- 12. BOARD MEMBER COMMENTS:** R. Szegda asked if individuals are currently visiting homes for reval purposes. J. Luiz answered yes. R. Szegda also spoke about the October 3, 2011 fundraiser dinner being held at Gina Marie's Restaurant in Hebron. He explained that all the proceeds will go to AHM and encouraged everyone to attend.

**13. EXECUTIVE SESSION**

- 13.1 Real Estate pursuant to CT State Statutes Section 1-200(6)(D); Pending Litigation pursuant to CT State Statutes Section 1-200(6)(b); Personnel pursuant to CT State Statutes Section 1-200(6)(A)** C. Vance MOVED to enter into Executive Session to discuss Personnel pursuant to CT State Statutes Section 1-200(6)(A).. MOTION CARRIED 4:0. Executive Session began at 7:36 pm with only Selectmen present. Executive Session ended at 7:45 pm. J. Luiz re-entered the room.

C. Vance MOVED to add item 7.2 to the agenda under New Business, "Employment agreement with Town Administrator Jonathan Luiz." MOTION CARRIED 4:0.

**NEW BUSINESS (Continued)**

- 7.2 Employment agreement with Town Administrator Jonathan Luiz:** C. Vance MOVED that the BOS approve the employment agreement with Jonathan Luiz as presented. MOTION CARRIED 4:0.
- 14. ADJOURNMENT:** C. Vance MOVED to adjourn at 7:47 pm. MOTION CARRIED 4:0. The next meeting will be held on Tuesday, October 11, 2011 at 7:00 pm.

Respectfully Submitted by Kimberly A. Bona