

**MEETING MINUTES**  
**COLUMBIA ENVIRONMENTAL ADVISORY COMMITTEE**  
**Tuesday, November 15, 2016**  
**Adella G. Urban Administrative Office Conference Room**

**Members Present:** Andrea Drabicki, Bryan Tarbell, Carol Williamson

**Members Absent:** Carol Coley

1. **CALL TO ORDER:** The meeting was called to order at 5:45 PM
2. **APPROVAL OF MINUTES:** No minutes were submitted for approval. The October 20, 2016 meeting was canceled.
3. **AUDIENCE OF CITIZENS:** Graham Tarbell
  - a. The public did not have comment at this time.
4. **OLD BUSINESS:**

**4.1 Road Safety Audit (RSA)**

- a. The Draft report was sent to the town for review. Pending no further questions from the Administration the RSA is then finalized by the CT Community Connectivity Program Manager and submitted as a final.
- b. The Columbia RSA Report can be found on the CT Community Connectivity website: <http://ctconnectivity.com/rsa-reports/>
- c. Several signs have been observed as being replaced or installed since they were noted by the Department of Transportation as having reached life expectancy or out of code.

**\*\*\* ACTION ITEMS FOR NEXT MEETING: \*\*\***

- a. Next Steps to include:
  - i. A meeting set up between Town Administrator, Mark Walter; Town Planner, Paula Stahl; Director of Department of Public Works, George Murphy to determine what items are "low hanging" fruit to retrofit or update.
  - ii. Identify current funding mechanisms that are currently being offered by the state through either the Department of Transportation, administered through CRCOG (Capitol Region Council of Governments), or the Department of Energy and Environmental Protection, administered through the Recreational Trails
  - iii. Further collaboration with the Conservation Commission and Planner Paula Stahl should be required to identify which opportunities and funding mechanisms are realistic to pursue to continue connect existing open space/trails projects to potential on/off road network infrastructure providing safer, cohesive connectivity throughout the town.
  - iv. Forward EAC members and Conservation Commission members a copy of the RSA
  - v. Suggest that the Local Traffic Authority (LTA) position be shifted to the Town Administrator position from the First Selectman

#### **4.2 Bright Ideas grant money - Remaining: \$1,678.86**

- a. The committee discussed that they would like to hold another Energy Efficiency Light Bulb Swap next April
- b. The committee discussed that there should be some item to raffle off as an incentive. The discussion included the possibility of raffling off energy audits - specifically for low and fixed income citizens of town and seniors.
- c. The event in April of 2016 was held from 11am-4pm. The committee discussed that the event could be shorter since it was observed from last year's event to be the peak hours were from 11am-1pm.

#### **\*\*\* ACTION ITEMS FOR NEXT MEETING: \*\*\***

- a. Next Steps to Include:
  - i. Draft a budget of items needed
  - ii. Identify date and time of event
  - iii. Work with town to secure a common area location
  - iv. Secure vendors
  - v. Coordinate with the Bright Ideas grant point-of-contact to develop mailers

### **5. NEW BUSINESS**

#### **5.1 Meeting Schedule for EAC 2017**

- a. The committee discussed possibly moving the meeting location to the new meeting space in the Saxton Library - which would give the public and committee more inclusion of providing child care services, and there is a greater need for access to WiFi.
- b. Chair, Brian Tarbell to email Director Su Epstein about programming space availability
- c. All meeting days will remain as the third Tuesday of the month
- d. All meeting times will remain at 5:30pm-6:30pm
- e. The following dates have been determined for FY 2017:
  - January 17, 2017
  - February 21
  - March 21
  - April 18
  - May 16
  - June 20
  - July 18
  - August 15
  - September 19
  - October 17
  - November 28
  - January 16, 2018

#### **5.2 Green Bank Energy Grant Money - Awarded: \$9,000**

- a. Town of Columbia awarded \$9,000 from the Green Bank Energy Fund
- b. Point of contact at the Green Bank is Allison Jackson
- c. Town of Columbia needs to notify the Green Bank by mid-December as to how the town intends to utilize the grant monies.

- d. Chairman, Bryan Tarbell, to contact Town Administrator, Mark Walter, to set up a meeting
- e. The EAC would like the town to allocate monies from the grant to supplement the remaining \$1,678.86 from the Bright Ideas Grant awarded during 2015 for another Energy Efficiency Light bulb swap event for April of 2017
- f. Discussions included using monies to raffle off free energy audits to Town Citizens of low or fixed income
  - i. Further research should be done with Ms. Jackson to understand the parameters of the grant
  - ii. Further research will need to be done with the Commission of Aging and to collaborate
- g. Discussions also included that the grant be used to make necessary "low hanging" fruit upgrades to the Senior Center which has been determined through a free energy audit in 2016 to be the largest energy consumer among the town owned facilities. The Columbia energy portfolio manager also supports data analysis of several years' worth of energy consumption data.

### **5.3 Capitol Region Council of Governments (CRCOG) Citizen Appointment**

- a. Ms. Andrea Drabicki was officially appointed by the First Selectman, Ms. Carmen Vance, in September of 2016 as a citizen representative to the regional planning council of governments
- b. This function of the appointment is to act as a liaison for the town for information that is occurring within the region and state; and a conduit of information for funding mechanism opportunities provided to the 38 municipal members of CRCOG
- c. Andrea Drabicki to set up a regular meeting schedule with the Town Administrator, Mark Walter

### **5.4 State Meetings**

- a. **CT Bike and Pedestrian Update Plan** is holding a series of public information meetings. The closest meeting to Columbia will be held November 29, 2016 at 5:30-7:30pm at SC Theater at Eastern CT State University, 83 Windham St. Willimantic, CT.
  - i. Visit [http://www.ctbikepedplan.org/public\\_meetings.html](http://www.ctbikepedplan.org/public_meetings.html)
  - ii. The content of the meetings are to include:

These meetings will offer an opportunity to:
  - iii.
    - Learn about the update process and its progress
    - Share your insights, ideas, and concerns
    - Provide feedback on draft recommendations

Date	Location
Monday, November 14th at 5:30 PM – 7:30 PM	Elmwood Community Center 1106 New Britain Ave, West Hartford, CT 06110 <a href="#">Directions/Parking</a>
iv. Tuesday, November 15th at 5:30 PM – 7:30 PM	New Haven Free Public Library – Ives Main Library 133 Elm Street, New Haven, CT 06510 <a href="#">Directions/Parking</a>
Tuesday, November 29th at 5:30 PM – 7:30 PM	SC Theatre at Eastern Connecticut State University 83 Windham Street, Willimantic, CT 06226 <a href="#">Directions/Parking</a>
Wednesday, November 30th at 5:30 PM – 7:30 PM	Fairfield Public Library – Main Branch 1080 Old Post Road, Fairfield, CT 06824 <a href="#">Directions/Parking</a>

### 5.5 EAC Annual Report

- a. Chair, Bryan Trabell, brought to the committee's attention that the Annual Report was late to be submitted to the Town.
- b. The EAC members must submit a synopsis of annual activities that occurred during FY 2016 as soon as possible to Bryan.

### 6. COMMITTEE MEMBER COMMENTS

#### a. Town events and activities

- Discussion centered around possibly combining events to get the largest community engagement across all demographics and ages.
- b. The EAC decided that due to poor promotion and lack of public turn out the EAC will not be participating in the Parks & Recs department Market Event held in August.
    - i. Events currently ongoing with the EAC
      1. **April** - Energy Efficiency Light bulb Exchange  
Andrea Drabicki/Bryan Tarbell/EAC members
      2. **June** - Mini Mudder  
Bryan Tarbell/Porter PTO
      3. **June** - Bee Bonanza  
Carol Coley
    - ii. New Events to add for FY 2017
      1. **May** - Bike Rodeo (Promotion of Bike Safety Month)  
Andrea Drabicki/Bryan Tarbell/League of American Bicyclists CT Chapter

### 7. ADJOURNMENT: The meeting was adjourned at 6:50 PM