

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN**

Tuesday, December 19, 2023

7:00 PM

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

Members Present: Steven Everett, First Selectman; Judy Ortiz, Deputy First Selectman; William O'Brien, Selectman; Christopher Lent, Selectman; Lisa Napolitano, Selectman.

Also Present Remotely: Mark Walter, Town Administrator.

CALL TO ORDER: S. Everett called the meeting to order at 7:00 PM.

1. **RULES OF CONDUCT FOR HYBRID VIRTUAL MEETING:** S. Everett read the rules of conduct for hybrid virtual meetings.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA:** S. Everett MOVED to Amend the Agenda to reflect a correction be made to 9.2. It should read "Retirement of Gail McGrath as Assistant Town Clerk. And an addition to the Town Administrators report 10.7 – Grant from the Connecticut Secretary of the State of \$10,500 for costs related to implementing and conducting early voting. S. Everett MOVED to Approve the Agenda with the Amendments. MOTION CARRIED 5.0.
4. **APPROVAL OF MINUTES:**
 - 4.1 **BOS Regular Meeting Minutes November 21, 2023.** S. Everett MOVED to Approve the Board of Selectmen Regular Meeting Minutes for November 21, 2023. MOTION CARRIED 5.0.
5. **AUDIENCE OF CITIZENS:** None
6. **OLD BUSINESS:**
 - 6.1 **Lake Management Advisory Commissions Proposed Updates to Lake Town Ordinances.** A clean copy of the ordinances was provided, with minor changes to the grandfather ordinance that was discussed previously and referencing drones back to being regulated by DEEP. A draft has been sent for a preliminary review to DEEP. M. Walter said that further discussion will need to be had regarding reckless and unsafe actions on the lake and assessing penalties.

S. Everett asked if we have in our lake ordinances about motorized gas machinery on the lakebed when the water is drawn down or does DEEP have anything that addresses this issue. M. Walter said DEEP doesn't own the bottom of the lake, the town does and DEEP is in charge of the water. M. Walter said he would follow up with Inland Wetlands and Watercourses Commission regarding this issue.
7. **NEW BUSINESS:**
 - 7.1 **Set Tri-Board Meeting (Board of Selectmen, FiPAC, Board of Education) for**

Wednesday, January 17, 2024 at 7:00PM. W. O'Brien MOVED to Set the Tri-Board Meeting for Wednesday, January 17, 2024 at 7:00 PM. MOTION CARRIED 5.0.

7.2 **Approval of the FY 24-25 Budget Process Calendar.** S. Evertt MOVED to Approve the FY 24-25 Budget Process Calendar. MOTION CARRIED 5.0.

8. COLUMBIA LAKE / DAM / BEACH:

8.1 **Application to replace dock and seawall for Karen Lewis, 214 Route 87, Columbia, CT.** S. Everett MOVED to APPROVE the Application for the replacement of a dock and seawall for 214 Route 87 upon the recommendation set forth by LMAC. MOTION CARRIED 5.0.

8.2 **Application to repair steps for Rusell Inzinga and Joan Inzinga, 12 & 15 Collins Rd., Columbia, CT.** S. Everett MOVED to APPROVE the Application to repair steps for 12 & 15 Collins Rd. upon the recommendation set forth by LMAC. MOTION CARRIED 5.0.

8.3 **Application for a new dock for Christopher Wante, 146 CT Route 87, Columbia, CT.** S. Everett MOVED to APPROVE the construction of a new dock at 146 Route 87 upon the recommendation set forth by LMAC. MOTION CARRIED 5.0.

9. APPOINTMENTS / RESIGNATIONS:

9.1 **Cindee Latko, Payroll Specialist, Completion of 6-month Probation.** S. Everett MOVED to remove Cindee Latko from the 6-month probation and place her as a full-time employee.

9.2 **Retirement of Gail McGrath as Assistant Town Clerk.** S. Everett thanked Gail for her years of service, and she will be missed.

9.3 **Appointment of Karen Butzgy to Assistant Town Clerk.** M. Walter said Karen was already trained in the Town Clerks office and will retain the same hours as Gail at 30-hours a week. Karen has already started taking her advanced training to become an assistant Town Clerk.

9.4 **Resignation of Fred Bednarczyk, Highway Maintainer for DPW.** M. Walter said Fred has found a new job and we wish him well.

9.5 **Resignation of Jon Dilworth as an Alternate on the Inland Wetlands and Watercourse Commission and Appointment as a full member of the Inland Wetlands and Watercourse Commission.** S. Everett MOVED to Accept the Resignation for Jon Dilworth as an Alternate on the Inland Wetlands and Watercourse Commission and Appoint him as a full member. MOTION CARRIED 5.0.

9.6 **Resignation of Dave Holcroft from the Inland Wetlands and Watercourse Commission.** S. Everett MOVED to Accept the Resignation of Dave Holcroft from the Inland Wetlands and Watercourse Commission. MOTION CARRIED 5.0.

10. TOWN ADMINISTRATOR REPORT:

10.1 **EV Chargers Update:** The components are all in except for the school.

10.2 **Submitting HVAC Grant:** We are meeting with all the parties to divide up the tasks for submittal. C. Lent said that they are planning to upload the grant to meet the deadline.

10.3 **Lake Gate Repair Update:** No discussion.

- 10.4 **Rec Park Winter Wonderland:** S. Everett said that the Rec Department did a great job, and the event was well attended.
- 10.5 **Furniture Donation from RJS Associates:** M. Walter thanked RJS Associates for their generous offer of office furniture.
- 10.6 **Newly Elected Officials Training:** Training information was sent out to all board Chairs regarding CCM’s training for newly elected officials on January 6, 2024.
- 10.7 **Grant from the Connecticut Secretary of the State of \$10,500 for costs related to implementing and conducting early voting.** M. Walter said the Registrar of Voters received a grant to help compensate the Town for the extra requirements on implementing and conduction early voting.

11. CORRESPONDENCE:

- 11.1 **State Police Monthly Report for November 2023.**
- 11.2 **AHM Program Report for November 2023.**

12. BUDGET:

- 12.1 **Transfers:** S. Everett MOVED to APPROVE the Transfers as Presented totaling \$7,257.00. MOTION CARRIED 5.0.

TRANSFER #	AMOUNT	FROM A/C #	DESCRIPTION	TO A/C NO.	DESCRIPTION
2024-001	750.00	10-4112-460	Commercial Insurance	10-4112-500	Professional/Tech
2024-002	10.00	10-4130-016	Election Workers Salaries	10-4130-720	Professional Dues
2024-003	1,683.00	10-4800-900	Contingency	10-4133-811	Mach/Equip<\$5,000
2024-004	20.00	10-4230-770	Transportation	10-4230-720	Professional Dues
2024-005	75.00	10-4250-240	Fuel	10-4250-500	Professional/Tech
2024-006	52.00	10-4260-240	Fuel	10-4260-550	Misc Servies/Chgs
2024-007	10.00	10-4530-300	General Supplies	10-4530-520	Printing
2024-008	4,657.00	10-4800-900	Contingency	10-4413-811	Mach/Equip<\$5,000

- 12.2 **Refunds:** S. Everett MOVED to APPROVE the Refunds as Presented totaling \$271.70. MOTION CARRIED 5.0.

- 13. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to APPROVE the PAYMENT OF BILLS Totaling \$377,264.00, consisting of 2023-2024 Regular, Credit Card, and Paychex. MOTION CARRIED 5.0.

- 14. **AUDIENCE OF CITIZENS:** None.

- 15. **BOARD MEMBER COMMENTS:** L. Napolitano said we need to do a better job of getting the information out for a better turnout for voting. S. Everett thanked DPW for all their hard work during the storm. He also said that Emergency Services did a fantastic job.

- 16. **EXECUTIVE SESSION: Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A).** S. Everett MOVED to Enter Into Executive Session at 7:35pm and invited Mark Walter, Town Administrator and Jennifer LaVoie, Executive Administrative Assistant. Executive Session ended at 7:49 PM.

16.1 Legal: Pending Litigation: No Action Taken.

17. ADJOURNMENT: S. Everett MOVED to ADJOURNED at 7:49 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Jennifer C. LaVoie