

**REGULAR MEETING AGENDA  
COLUMBIA BOARD OF SELECTMEN**

**Tuesday, May 7, 2024**

**7:00PM**

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

Topic: Board of Selectmen

Time: May 7, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/82927810561>

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*This is a hybrid public meeting. The public can attend in-person or electronically. The information provided in this agenda contains the link to access the meeting electronically.*

*The public may view the video recording of the meeting on YouTube at "[Town of Columbia, CT](#)" Please allow approximately 48 business hours after the meeting for the video to be published.*

*For public input before the meeting, please email your comments to [PublicInput@columbiact.org](mailto:PublicInput@columbiact.org) prior to 24 hours before the meeting.*

**CALL TO ORDER:**

- 1. RULES OF CONDUCT FOR HYBRID VIRTUAL MEETING:** *This meeting will be held both in-person and virtual. This session is being both video and audio recorded. Board members and staff who are joining virtually will generally remain on mute except when speaking or voting and will generally be keeping video of themselves on throughout the meeting. If a member of the public joining virtually creates an audio or video disruption, they may be manually ejected from the meeting upon recommendation of staff or the First Selectman. If attending virtually, public comments during the meeting can be submitted through the*

*“Chat” feature in or wave your hand and request your mic to be un-muted.  
PLEASE INCLUDE IN BOTH METHODS YOUR NAME AND ADDRESS.*

- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA:**
- 4. APPROVAL OF MINUTES:**
  - 4.1 BOS Regular Meeting Minutes for April 16, 2024.
- 5. AUDIENCE OF CITIZENS:**
- 6. OLD BUSINESS:**
  - 6.1 Tax Exemption for Business Incentive Program.
  - 6.2 Municipal Advisory Services.
- 7. NEW BUSINESS:**
  - 7.1 Columbia Lions Club 4th of July Parade fund request.
  - 7.2 Request from Town of Columbia Garden Beautification Club to change the color of Yeomans Hall doors black.
- 8. COLUMBIA LAKE / DAM / BEACH:**
- 9. APPOINTMENTS / RESIGNATIONS:**
  - 9.1 Retirement of Connie Kisluk, Zoning Enforcement Officer.
  - 9.2 Approval of Job Description for Zoning Enforcement Officer.
  - 9.3 Appointments of Marine Patrol Officers:
    - Brian J. Auld, Marine Patrol Supervisor
    - Ronald Smith
    - Jody Gross
    - Tom Griffith
- 10. TOWN ADMINISTRATOR REPORT:**
  - 10.1 Memorial Day Observance, Monday, May 27th, 2024.
  - 10.2 Culvert & Road Subcommittee Update.
  - 10.3 SLFRF Compliance Report – 030 – P&E Report 2024.
- 11. CORRESPONDENCE:**
  - 11.1 CT State Police Monthly Report for April 2024.
  - 11.2 East Coast Greenway’s “ Ride the East” event, Saturday, June 8<sup>th</sup> featured stop Mono Pond State Park.
  - 11.3 Articles from The Willimantic Chronicle
    - Columbia Manufacturing hires new HR Manager.
    - Columbia resident wins Centenary University award.
- 12. BUDGET:**
  - 12.1 Transfers:
  - 12.2 Refunds:

- 13. APPROVE PAYMENT OF BILLS:**
- 14. AUDIENCE OF CITIZENS:**
- 15. BOARD MEMBER COMMENTS:**
- 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).**
  - 16.1 Real Estate:**
- 17. ADJOURNMENT:**

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, April 16, 2024**  
**Immediately Following the Public Hearing at 6:30 pm**  
**Adella G. Urban Administrative Offices Conference Room & Virtual**  
**323 Route 87, Columbia, CT**

**Members Present:** Steven M. Everett, First Selectman; Judy Ortiz, Deputy First Selectman; Lisa Napolitano, Selectman.

**Members Present Remotely:** Christopher Lent, Selectman; William O'Brien, Selectman.

**Also Present:** Mark B. Walter, Town Administrator; Henry Beck, LMAC

**CALL TO ORDER:** S. Everett Called the meeting to order at 7:47 PM.

1. **RULES OF CONDUCT FOR HYBRID VIRTUAL MEETING:** S. Everett read the rules of conduct for hybrid virtual meeting. .
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was previously recited in the Public Hearing.
3. **APPROVAL OF AGENDA:** S. Everett MOVED to APPROVE the Agenda as Presented. MOTION CARRIED 5.0.
4. **APPROVAL OF MINUTES:**
  - 4.1 **BOS Regular Meeting Minutes for April 2, 2024.** S. Everett MOVED to APPROVE the Board of Selectmen Regular Meeting Minutes for April 2, 2024. MOTION CARRIED 5.0.
5. **AUDIENCE OF CITIZENS:** None.
6. **OLD BUSINESS:**
  - 6.1 **Chapter 190 of the Code of Town Ordinances – Lake and Beach Use:**
    - **Article II Vessels on Columbia Lake.**
    - **Article III Safety Regulations on Columbia Lake.**
    - **Article IV Conduct at Town Beach.**

Discussion started with Article II Vessels on Columbia Lake. S. Everett said that we are clear on what Lake Management Advisory Commission (LMAC) put together for the proposed lake ordinance changes but is not comfortable moving forward with any kind of change in the horsepower that is allowed on the lake and will need further discussion. S. Everett said he is in favor of the suggestion from the Public Hearing regarding changing the language from vessel to motorboat when referring to a non-powered vessel that is longer than 26 feet.

M. Walter asked could anything over 26 feet come before the BOS for exemption. H. Beck said that is possible. The language could read any vessel over 26 feet must have BOS approval based on public safety and lake conservation.

There were no discussion for Article III or Article IV.

S. Everett made the following MOTION:

Pursuant to Section 3.3(a)(1) of the Charter, the Board of Selectmen hereby adopts the proposed amended and restated ordinance entitled “Lake and Beach Use - Article II - Vessels on Columbia Lake” including Sections 190-2 through 190-9, inclusive, as presented with the following change: 190-6 paragraph H any motorboat exceeding 26 feet in length as listed on its original title is prohibited to launch on the lake. Motorboats exceeding the 26 feet limit prior to November 2, 2023 must possess a valid, posted exemption sticker per Section 190-6I, in addition any vessel over 26 feet must have Board of Selectmen approval based on public safety matters.

Pursuant to Section 3.3(a)(1) of the Charter, the Board of Selectmen hereby adopts the proposed amended and restated ordinance entitled “Lake and Beach Use – Article III - Safety Regulations on Columbia Lake” including Sections 190-11 through 190-17, inclusive, as presented.

Pursuant to Section 3.3(a)(1) of the Charter, the Board of Selectmen hereby adopted the proposed amended and restated ordinance entitled “Lake and Beach Use – Article IV - Conduct at Town Beach” including Sections 190-18 through 190-23, inclusive, as presented.

MOTION CARRIED 5.0.

- 6.2 Town Launch Gate Key Program.** S. Everett said that LMAC was tasked with finding out answers on the issuance of gate keys. S. Everett said that we are enhancing the camera availability at the beach and boat launch area.

S. Everett MOVED in the short term, on a temporary basis, LMAC advises the BOS to reinstate the Gate Key Program with the following changes to better enforce the Gate Key Inspection Regulations when a violation occurs:

- Eliminate the three-strike enforcement portion of the regulations, replacing it with the immediate forfeiture of one's gate key for a rolling 12-month period of time as ordered by the BOS.
- For a second offense, immediate forfeiture of the gate key with a potential for not having access to the lake for an indefinite period of time as determined by the BOS, with no less than a rolling 12-month period of time.

Recreational or other town employees as designated by the BOS will be required to record, monitor, and document camera footage of all launches on a daily basis.

MOTION CARRIED 4.1 with Chris Lent Opposed.

- 6.3 Charge for Subcommittee for the Columbia Road and Culvert Evaluations.** S. Everett explained the charge of this committee is to review and prioritize problem drainage issues in the town. Input with high level evaluation and creative solutions provided to the Town Engineer consultant for their consideration and the Director of Public Works review. Subcommittee members that have said they would serve are Bob Millerd, Mary Roickle, David Geissert, and Paul Kordonowy. S. Everett MOVED to Accept the charge for the subcommittee for the Columbia road and culvert evaluation and the members are accepted. MOTION CARRIED 5.0.
- 7. NEW BUSINESS:**
- 7.1 2024 Boat Mooring Lottery.** All applicants for the boat moorings and kayak slips will receive a mooring. The kayak/canoe rack have nine applicants and there are only 8 slots. Richard Ranger is the only applicant that was not given a slot in the kayak/canoe rack.
- 7.2 Discussion Regarding Municipal Advisor Request for Proposal.** M. Walter said we put out a Request for Proposal (RFP) for Municipal Advisory Services. Bond Counsel provided the language for the RFP. M. Walter explained that if we get the grant for the Horace Porter School HVAC project, and the work needed on Pine Street and the other road/culverts projects we will need a Municipal Advisor to prepare to go out to bond. After reviewing the proposals, Phoenix Advisors and Munistat were similar in their costs and Unibank’s approach cost by cost per million. Phoenix and Munistat had mostly Connecticut clients and Unibank had mostly Massachusetts. M. Walter’s recommendation is to bring both Phoenix Advisors and Munistat for an interview.
- 7.3 Authorize and Appropriate ARPA funds for the Beach Paver Walkway Repairs and Closeout for Town Hall HVAC Project.** S. Everett MOVED to APPROVE the Proposed Closeout of the Presented American Relief Funds Project as of 4/10/2024 by Allocating Additional Funding from Available American Relief Funds. MOTION CARRIED 5.0.
- 7.4 Discussion and Approval for the Republican Town Committee to hold two flag sales at the Transfer Station on May 27<sup>th</sup> and September 2<sup>nd</sup>.** S. Everett MOVED to APPROVE the Republican Town Committee to hold two flag sales at the Transfer Station on May 27<sup>th</sup> and September 2<sup>nd</sup>. MOTION CARRIED 5.0.
- 7.5 Discussion to support flag display to honor those killed on 9/11. Women worked for veterans affairs in Marlborough and is now retired. From Portland thru Columbia put up American flags for first responders who were killed on 9/11.** S. Everett MOVED to APPROVE the Donation of \$800.00 towards purchasing 425 flags that would be displayed on Route 66 from September 7<sup>th</sup> through September 14<sup>th</sup> each year honoring First Responders who were killed on 9/11. MOTION CARRIED 5.0.
- 8. COLUMBIA LAKE / DAM / BEACH:** None.
- 9. APPOINTMENTS / RESIGNATIONS:** None.
- 10. TOWN ADMINISTRATOR REPORT:** None.
- 11. CORRESPONDENCE:** None.

12. **BUDGET:**
  - 12.1 **Transfers:** S. Everett MOVED to APPROVE the TRANSFERS Totaling \$619.00 as presented. MOTION CARRIED 5.0.
  - 12.2 **Refunds:** None.
13. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to APPROVE the Payment of Bills Totaling \$133,960.39, Consisting of 2023-2024 Emergency, 2023-2024 Regular, Credit Card, and Paychex. MOTION CARRIED 5.0.
14. **AUDIENCE OF CITIZENS:** G. Stryker asked if we could have additional signage for fisherman that would state One Key, One Boat. This is to discourage a boater to sneak in behind someone who had a key to open the gate.
15. **BOARD MEMBER COMMENTS:** M. Walter thanked the Lions Club on such a great job with the new lighting for the Town Green sign and the new plantings around the gazebo.
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 into Executive Session at 8:27 pm and invited M. Walter to attend. MOTION CARRIED 5.0. Executive Session ended at 8:41 pm.**
  - 16.1 **Legal:** S. Everett MOVED to Authorize Mark Walter, the Town Administrator to rent a dumpster for services. MOTION CARRIED 5.0.
17. **ADJOURNMENT:** S. Everett MOVED to ADJOURN at 8:42 pm.

Respectfully Submitted by Jennifer C. LaVoie

**Town of Columbia Ct**  
**Economic Development Commission**  
**Meeting Minutes**  
**April 10, 2024**

**Call Business to Order:** Robert Hellstrom opened the meeting @7:02pm

**Roll Call:** Robert Hellstrom (Chair), Janet O'Neill (Secretary), William O'Brien (Member)

**Audience of Citizens:** None

**Approval of the minutes:** Motion by Rob to accept minutes and 2<sup>nd</sup> by William to accept the minutes of meeting.

**Old Business:**

- Quarterly Letter to the View,( review first draft). We reviewed and made some minor changes.
- Discussion/Update of the Town of Columbia business list ( postponed )
- We discussed the proposal for the Tax Abatement Program, for new, and existing businesses as proposed by Town .
- We proposed these changes to the business incentive program.
  - The 3,000,000 or more group would remain the same.
  - The over 500,000 group, we would add a 3<sup>rd</sup> year at 60%, and a 4<sup>th</sup> year at 50%.
  - The 25,000 and over group, we would make the 1<sup>st</sup> year 80%, the second year 70% and the 3<sup>rd</sup> year 60%. A vote was taken, and the proposed changes were approved by all in attendance.

**New Business:** none

**Adjournment:** Motion to adjourn by Rob, William seconded. Passed. Adjournment @ 7:37pm

Minutes prepared by: Janet M. O'Neill (Secretary)



## Columbia Tax and Business Incentive Program Fact Sheet

Business growth is vital to the long-term sustainability of the Town of Columbia. In 2024 the Town of Columbia is proposing a Tax and Business Incentive Program to attract new businesses, promote the expansion of existing businesses and to support the rehabilitation and reuse of vacant commercial property. The tax credit program will: (1) help businesses create new jobs for local residents; (2) promote growth of the town's tax base; (3) to encourage new construction; and (4) to support business investment in new machinery, equipment and other personal property to expand their operations.

### Qualifying Businesses:

1. Commercial Office
2. Retail
3. Permanent residential
4. transient residential (hotel, country inn, bed & breakfast)
5. Manufacturing
6. Warehouse, storage or distribution
7. Information technology businesses
8. Recreational facilities
9. Resorts and other tourist attractions
10. Other business uses

### Program benefits:

The qualified business and project will receive a graduated local property tax abatement for a period of up to seven years. For the three tiers of qualifying projects, see table below, project values include the assessed value of the real property and all construction costs of the improvements.

<b>Tax and Business Incentive Program</b>			
Graduated Abatement			
Project Value			
Year	\$3,000,000.00	\$500,000.00	\$25,000.00
1	80%	80%	80%
2	70%	70%	70%
3	60%	60%	60%
4	50%	50%	
5	40%		
6	30%		
7	20%		

The Town may abate real estate property taxes based on increased real property tax assessments up to, but not more than the percentage of abatement as shown in the chart printed above.

Abatement begins on the first fiscal year based on the grand list for the year of issuance of the project Certificate of Occupancy.

## **General Requirements**

1. The proposed use received all applicable Federal, State and local approvals, licenses and permits.
2. All applicants should possess a good environmental practices history and be able to demonstrate adequate financial strength to undertake the proposed capital improvements.
3. Applicant who are tenants operating under a written lease
  - a) The term of the lease must be for not less than the applicable term of the tax abatement period.
  - b) The agreement and the tax incentives must be clearly recited in said.
  - c) A copy of said lease should be submitted with the application.
4. Applicant should be in good standing with the state and town, i.e., no fines, unpaid taxes, etc.
5. Applicants relocating to Columbia should provide a five-year history of tax assessments and payments to the current municipality or municipalities.
6. The project should have a clear economic benefit to East Haddam.
7. Applicants are encouraged to provide Columbia residents and businesses with priority consideration for employment or contracts for services, i.e., construction contracts or service/material supply contractions.

## **Other Town Incentives**

The Town may provide additional incentives in support of the project such as

1. waiver of building permit fees
2. waiver of filing fees with land use agencies
3. Construction of Public works infrastructure in support of the project, i.e. public roadway construction, storm drainage, sidewalks, etc.

## **Project Schedule**

Construction shall commence within six months of approval and shall be completed within eighteen months from the start of construction.

## **Tax and Business Incentive Program Authority**

Connecticut General Statutes (CGS) Sec. 12-65b and Sec. 12-65h

## **Contact**

Robert Hellstrom  
Economic Development Chairman  
Town of Columbia  
860-228-0110

# COLUMBIA LIONS CLUB

Matt Stermat, President  
Tim Andersen, Secretary  
Richard Mlyniec, Treasurer



Meets 2<sup>nd</sup> & 4<sup>th</sup> Monday of every month

“WE SERVE”

P.O. Box No. 1  
Columbia, Connecticut 06237

May 2, 2024

Steven Everett  
First Selectman  
Town Hall  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237

Dear Steven,

The Columbia Lions Club is organizing the annual Independence Day Parade, which will be held on Thursday, JULY 4<sup>TH</sup> 2024. I would like to invite you to participate in the parade festivities and request your help in planning the parade by:

1. Passing the invitation to participate in the parade to all other Town Officials and to Senator Cathy Osten, Representative Timothy Ackert, Governor Lamont, Senator Blumenthal and any other dignitaries you see fit.
2. Secure the necessary permits and Connecticut State Police assistance for the use of state highways on parade day starting at 10:00 am. The parade will follow its traditional course by proceeding along Routes 66 and 87.
3. Release the funds budgeted for the parade and send a check to the Columbia Lions Club in the care of:

Columbia Lions Club  
Mr. Richard Mlyniec, Treasurer  
PO Box 1  
Columbia, CT 06237

Please refer to the enclosed Parade Orders and Parade Route Map for detailed information. If you need additional information, please feel free to call me at 860-578-7037 or email at [edward46931@gmail.com](mailto:edward46931@gmail.com) . Thank you very much for your assistance!

Sincerely,

Tom Egan  
2024 Parade Chairman

# PARADE ORDERS

## JULY 4TH INDEPENDENCE DAY PARADE

### **ASSEMBLY:** - (See Sketch Map)

1. **FLOATS:** Parking at Horace Porter School. Check in with Parade Unit Control by 8:15 to be eligible for judging.
2. **FIRE TRUCKS:** Trucks will Park in Firehouse Driveway and overflow into the Bank lot as needed. Check in with Parade Unit Control by 9:30.
3. **BANDS, MARCHING UNITS, DRILL TEAMS, BUSES etc.:** Assemble at Horace Porter School by 9:00. Check with Parade Unit Control for line of March to be announced that morning. Vehicles will proceed to pickup area at Lake Road. (see map)

**In an attempt to reduce traffic congestion in the area of the fire house, please make every effort to arrive with your group. Ample parking is available in the field behind Horace Porter School.**

### **JUDGING:**

1. **FLOATS:** Judging will start promptly at 8:30 and will be completed by 9:30. To be eligible for awards, floats must be ready for judging at the appointed time. Awards will be presented at 9:45.

**Please keep the parade route (see map) and potential obstacles in mind when designing your float.**

2. **MARCHING UNITS, BANDS:** Units will be judged at the Judging Stand (see map).
3. **AWARDS:** The Float that best captures the theme will be awarded the following cash prizes:  
1<sup>st</sup> Place = \$250.  
2<sup>nd</sup> Place = \$150.  
3<sup>rd</sup> Place = \$100.

Ribbons will be awarded to the Floats in the following categories:

- Artistic Float
- Float Organization

**PARADE MARCH ORDER:** This will be established by the parade Committee (considering strategic positions for Police & Fire Units) on the morning of the parade.

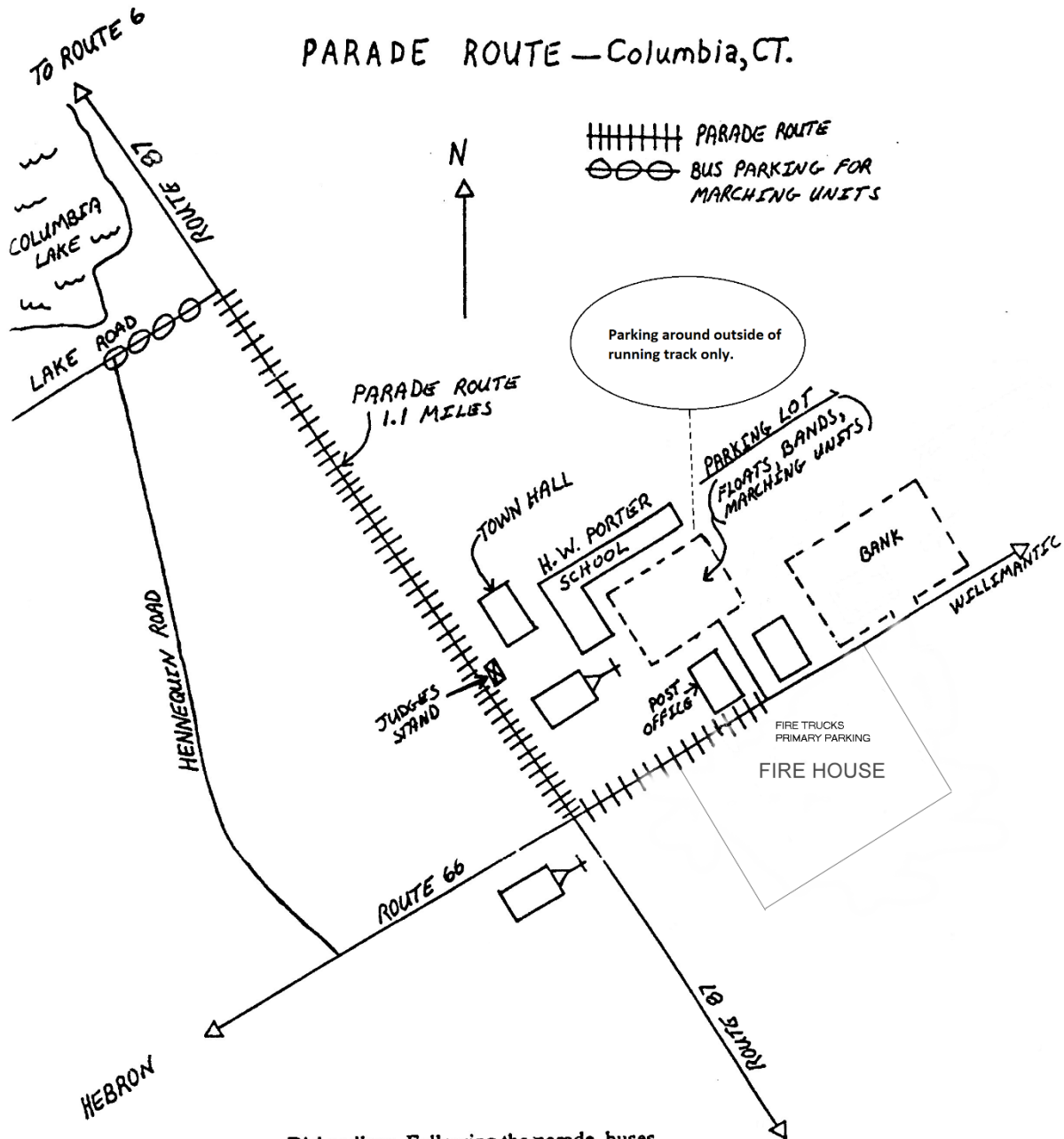
**PARADE KICK-OFF:** Promptly at 10:00 a.m.

***PLEASE NOTE: While many parade attendees enjoy getting wet, many do not: we ask that you exercise common sense and discretion in the use of water dispensing apparatus!!***

### **REFRESHMENTS:**

The Columbia Lions Club will provide free beverages following the parade. Location of beverage stand is along Lake Road.

# PARADE ROUTE — Columbia, CT.



Disbanding: Following the parade, buses and other parade units are to proceed down Hennequin Road to Route 66.

# SLFRF Compliance Report - 030 - P&E Report - 2024

Report Period : Annual March 2024

## Recipient Profile

### Recipient Information

Recipient UEI	K3MBX8MNH861
Recipient TIN	060849153
Recipient Legal Entity Name	Columbia, CT
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	323 JONATHAN TRUMBULL HIGHWAY
Recipient Address 2	
Recipient Address 3	
Recipient City	Columbia
Recipient State/Territory	CT
Recipient Zip5	06237
Recipient Zip+4	1156
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	6/30/2024
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

## Project Overview

### Project Name: CVFD Roof Replacement/Repair

Project Identification Number	24-7300-015
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$54,024.34
Total Cumulative Obligations	\$54,024.34
Total Cumulative Expenditures	\$54,024.34
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department was having issues with part of its roof. There were issues with leaks and mold. Based on inspection, it was decided to replace that part of the roof which involved removal of solar panels and replacement of the existing roof. The project was completed in January 2023.

### Project Name: Senior Center Sidewalks

Project Identification Number	24-7300-016
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Not Started
Adopted Budget	\$7,489.00
Total Cumulative Obligations	\$7,489.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The some areas of the sidewalks at the Town of Columbia Senior Center are in need of repairs in order to ensure they are safe for the senior citizens to use without concerns of trips and falls. This project is still pending quotes and a start date. It is anticipated that this project will be completed by the fall of 2023.

### Project Name: Rec Parks Courts New/Upgrades

Project Identification Number	24-7300-017
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed

Adopted Budget	\$143,640.34
Total Cumulative Obligations	\$143,640.34
Total Cumulative Expenditures	\$143,640.34
Current Period Obligations	\$143,640.34
Current Period Expenditures	\$143,640.34
Project Description	<p>In order to encourage more outdoor recreation as well as usage at the Town of Columbia Recreation Park, the Town has decided to replace its current tennis court which was having draining issues and cracks. The new tennis court would also include lines to on each side to allow it to be used for 2 more pickleball courts.</p> <p>The Town also decided to add an additional Pickle Ball court as well due to the popularity of the sport and a need to have another court due to the high usage of the one currently in place. This project would also include fencing around the new courts. The project is planned to start at the end of April 2023 and should be completed within a couple of months.</p>

**Project Name: DPW Office Building**

Project Identification Number	24-7300-018
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$310,360.83
Total Cumulative Obligations	\$310,360.83
Total Cumulative Expenditures	\$310,360.83
Current Period Obligations	\$190,341.05
Current Period Expenditures	\$190,341.05
Project Description	<p>The Town of Columbia Department of Public Works is in need of an upgraded facility for the Director and crew to perform office work as well as have meetings. The DPW crew is also in need of a facility for showers, upgraded bathrooms, lockers for each staff as well as a break room. This facility would also allow the staff to rest during major storm events. The current Public Works garage facility is outdated and in need of other updates but the main focus was to build a facility to meet the needs of the staff. The Town decided this was the solution to make sure it met the needs of its DPW staff. The cost includes the estimate of the building costs plus any site work needed in order to complete this project.</p> <p>The project began December 2022 and it is anticipated to be completed by June 2023.</p>

**Project Name: DPW Compact Mini Excavator**

Project Identification Number	24-7300-019
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services



Status To Completion	Completed
Adopted Budget	\$85,960.00
Total Cumulative Obligations	\$85,960.00
Total Cumulative Expenditures	\$85,960.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Town of Columbia Department of Public Works was in need of an additional equipment to assist them with road work projects as well as other projects around town. A Compact Mini Excavator was chosen since this type of equipment would give the DPW crew the ability to complete more projects efficiently around town without outsourcing. This equipment would allow them to minimize property damage and make it easier to do roadside work.; including work on culverts. This in turn would save the Town funds that could be used for other purposes. This equipment was purchased in February 2023 and was in service within days of delivery.

**Project Name: CVFD Ford F150 Crew Cab Pickup**

Project Identification Number	24-7300-020
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$75,412.38
Total Cumulative Obligations	\$75,412.38
Total Cumulative Expenditures	\$75,412.38
Current Period Obligations	\$75,412.38
Current Period Expenditures	\$75,412.38
Project Description	The Columbia Volunteer Fire Department is in need of replacing a 2007 service truck run by diesel. This vehicle is being used to pull a trailer with equipment as well as transport CVFD personnel to emergency scenes, trainings and meetings. The funds would be used to replace the current service truck and the current truck would be repurposed/retro-fitted as forestry rescue vehicle which the CVFD currently do not have. The new service vehicle would also allow them to carry 5 CVFD staff members as well as transport equipment along with what they can carry on the trailer. The new vehicle would also be run by gasoline and which is less costly than diesel. Quote are still pending and the plan is to purchase this vehicle before the end of 2023.

**Project Name: CVFD SCBA Equipment**

Project Identification Number	24-7300-021
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.2-Non-federal match for other Federal Programs

Status To Completion	Completed
Adopted Budget	\$87,720.96
Total Cumulative Obligations	\$87,720.96
Total Cumulative Expenditures	\$87,720.96
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department had submitted for a FEMA grant to fund the replacement of expiring Self Contained Breathing Apparatus (SCBA). These are needed firefighting equipment to provided safe, breathable air to fire fighters in situations that are considered dangerous to life and health. The CVFD did receive a grant award but it fell short of the total replacement cost by \$ 87,720.96. The Town approved using American Relief Funds for this balance so that the CVFD can acquire and set up the new equipment as soon as possible. The CVFD was able to purchase 25 SCBA, spare bottles and masks in March 2023 and the plan is to have the equipment set up and in place by the end of April 2023.

**Project Name: History Place Masonry Repointing**

Project Identification Number	24-7300-014
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$6,800.00
Total Cumulative Obligations	\$6,800.00
Total Cumulative Expenditures	\$6,800.00
Current Period Obligations	\$2,400.00
Current Period Expenditures	\$2,400.00
Project Description	The History Place houses the Town Historian and the Columbia Historical Society records and artifacts. The building was the original library in the Town of Columbia and later renovated to be a meeting place for Town commissions. It was later renovated and updated for use by the Town Historian and the Historical Society. Besides housing records and artifacts, this building is used for historical exhibits and special events. Recently it was found that the foundation masonry was deteriorating and needed the mortar repaired . This work is also to improve the integrity of the foundation which was developing holes. This project was started in December 2022 and should be completed by the fall of 2023.

**Project Name: TextMyGov Subscription**

Project Identification Number	24-7300-022
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services

Status To Completion	Completed
Adopted Budget	\$6,750.00
Total Cumulative Obligations	\$6,750.00
Total Cumulative Expenditures	\$6,750.00
Current Period Obligations	\$6,750.00
Current Period Expenditures	\$6,750.00
Project Description	In order to increase communication options with Town Resident, the Board of Selectmen approved the subscription and set up for TextMyGov. This allows for an additional line of communication between the Town and residents as well as give more accessibility to the Town's website. This system also includes sending out alerts/notifications to residents regarding important Town information as well for emergencies.

**Project Name: Yeomans Hall HVAC System**

Project Identification Number	24-7300-023
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$17,081.59
Total Cumulative Obligations	\$17,081.59
Total Cumulative Expenditures	\$17,081.59
Current Period Obligations	\$17,081.59
Current Period Expenditures	\$17,081.59
Project Description	The Town approved the installation of a HVAC system in its Yeomans Hall which is used for various Town Events, residents' usage, Recreation events as well as Town Meetings. The Hall did not have any system previously except for ceiling fans and an exhaust outlet to circulate air. The new system will heat and cool as well as improve the indoor air quality in the facility.

**Project Name: Rec Park Facility Building**

Project Identification Number	24-7300-001
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$224,149.53
Total Cumulative Obligations	\$224,149.53
Total Cumulative Expenditures	\$224,149.53
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
	Construction of a new facility consisting of a Concession

Project Description	Stand, Handicap Accessible Bathrooms and Storage Area as well as an outdoor Pavilion at the Columbia Recreation Park. This project will increase usage of the Town's outdoor recreation for residents and visitors including those with disabilities. Project was completed November 2022
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**Project Name: DPW Mobile/Portable Radios**

Project Identification Number	24-7300-002
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$38,707.24
Total Cumulative Obligations	\$38,707.24
Total Cumulative Expenditures	\$38,707.24
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	This project is to replace outdated low band radios with high band equipment that will work on the State of Connecticut high band network. The Town and Emergency Services have recently joined this network which includes the State of Connecticut Police. This expenditure is critical to our mission of servicing the public as First Responders. Project completed in April 2022.

**Project Name: CVFD Exhaust Plymo-Vent/Exhaust System Upgrade**

Project Identification Number	24-7300-003
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$12,000.00
Total Cumulative Obligations	\$12,000.00
Total Cumulative Expenditures	\$12,000.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	This system was originally installed over 21 years ago at the Columbia Volunteer Fire Department. It protects the volunteer personnel from carcinogens produced during the startup of apparatus/fire equipment. The system needed upgrades to maintain a safe working function and provide clean filtered air. Project completed in February 2022.

**Project Name: CVFD Audio/Visual System**

Project Identification Number	24-7300-004
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services

Status To Completion	Completed
Adopted Budget	\$27,627.00
Total Cumulative Obligations	\$27,627.00
Total Cumulative Expenditures	\$27,627.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department's audio-visual equipment is 15 years old and in need of upgrades. The need to deliver training and hold meetings during the pandemic was disrupted due to the lack of technology. This new system will allow the fire department to maintain proper member training and allow for better communication during large scale emergencies. Communication between Town and State agencies during significant events will improve with this new system and allow a better way to protecting residents as well as mitigate situations in a safe and timely fashion. Project was completed in March 2023.

**Project Name: CVFD HVAC System**

Project Identification Number	24-7300-006
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$18,832.00
Total Cumulative Obligations	\$18,832.00
Total Cumulative Expenditures	\$18,832.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department's current system is 21 years old and is requiring many repairs. It is basically at the end of its useful life. The system is losing air exchange and during the COVID pandemic, it was noted that there was an increased risk of exposure to the infection. The upgrade would mitigate the threat of potential health risks. This project was completed in June 2022.

**Project Name: CVFD Mobile/Portable Radios**

Project Identification Number	24-7300-005
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$80,161.90
Total Cumulative Obligations	\$80,161.90
Total Cumulative Expenditures	\$80,161.90
Current Period Obligations	\$0.00

Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department's current radios are outdated technology and cannot be repaired. Updated portable radios will allow the Fire Department with improved ability to communicate on scene during emergencies which is key to operating safely and effectively. The new radios will also allow the Fire Department to be on the same system as the Town and the State of Connecticut which improve communications in critical incidents. This project was completed in July 2022.

**Project Name: CVFD VOIP System**

Project Identification Number	24-7300-007
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$11,055.00
Total Cumulative Obligations	\$11,055.00
Total Cumulative Expenditures	\$11,055.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Columbia Volunteer Fire Department has an outdated phone system. The upgrade to a Voice over Internet Protocol (VOIP) System will improve the capabilities of the Fire Department for communicating during public safety situations as well as during non-emergency fire department business; such as, meetings and trainings. This project was completed in April 2022.

**Project Name: Senior Center Generator**

Project Identification Number	24-7300-010
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed less than 50%
Adopted Budget	\$38,000.00
Total Cumulative Obligations	\$35,873.00
Total Cumulative Expenditures	\$22,220.00
Current Period Obligations	\$1,310.00
Current Period Expenditures	\$1,310.00
Project Description	The Town of Columbia's Senior Center currently does not have a generator. This piece of equipment will enable the building to stay open as a heating and cooling center during major power issues as well as allow senior citizens a safe place to gather. It will also give residents another option if the emergency shelter at Horace W. Porter School in Columbia is full or residents are unable to get to the shelter. Also, the generator will provide electricity for the well as a

source of potable water and to keep food refrigerated. This project is at the start of the process. The Town is currently setting up the specifications on the project and getting bids. The generator has been ordered and waiting shipment and installation. It is anticipated the project will be completed in Fiscal Year 23/24.

**Project Name: Moor's Indian School- Painting & Repairs**

Project Identification Number	24-7300-008
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$14,850.00
Total Cumulative Obligations	\$14,850.00
Total Cumulative Expenditures	\$14,850.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Update and repairs are needed to the interior of a historic building in the center of the Town of Columbia. This building has roots as the beginning of Dartmouth College in Massachusetts . The interior walls and ceiling need an update to enhance the historic atmosphere of the building as well as take care of lead concerns in the school. This project was completed in May 2022.

**Project Name: Town Hall HVAC System Upgrade**

Project Identification Number	24-7300-009
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$44,495.00
Total Cumulative Obligations	\$44,495.00
Total Cumulative Expenditures	\$44,495.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The heating and ventilation system in the Town Hall building is outdated. The upgrade will improve air circulation and air quality in the town office building for the staff and visitors - especially in the offices that currently do not have any air handling equipment. This project was completed by June 2022.

**Project Name: Murphy House Bathroom Upgrades**

Project Identification Number	24-7300-011
Project Expenditure Category	6-Revenue Replacement

Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed less than 50%
Adopted Budget	\$20,000.00
Total Cumulative Obligations	\$6,583.65
Total Cumulative Expenditures	\$3,283.65
Current Period Obligations	\$3,283.65
Current Period Expenditures	\$3,283.65
Project Description	The Murphy House is the building used for the Recreation and Social Services Departments. Located at the Town Beach, this building is also used as the beach house for residents and staff during the beach/boating season. The bathrooms are in much needed upgrades as well as making them accessible for people with disabilities. The project involves painting, flooring replacement, bathroom fixtures as well as structural upgrades for wheelchair access. The Town has not started the work on this project. It is setting up the specifications and getting quotes. It is anticipated that the work will be completed in 2023. <i>ef</i>

**Project Name: DPW Dump Truck Replacement**

Project Identification Number	24-7300-012
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed less than 50%
Adopted Budget	\$245,000.00
Total Cumulative Obligations	\$228,178.80
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	The Department of Public Works has a 1999 Dump Truck that is consistently being repaired and needs replacement. It is one of the main vehicles used for road projects, clearing debris and other Public Works projects. This is a main piece of equipment that the Town uses to keep the Town roads and property safe as well as in good condition for residents. The new Dump Truck has been ordered as of August 2022. Due to supply issues, it is anticipated that the new Peterbilt Dump Truck will not be delivered until 2024.

**Project Name: DPW Site Survey and Site Plan**

Project Identification Number	24-7300-013
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$5,359.90
Total Cumulative Obligations	\$5,359.90



Total Cumulative Expenditures	\$5,359.90
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	<p>The Department of Public Works garage and storage facilities area are in need of upgrades. The garage is over 50 years old. In order to assess the needs, a site survey and site plan are needed to compile information on where underground wirings are located, septic and well are located as well as identify any potential issues of expansion on the property. The Department of Public Works is a key department of the Town. The survey and site plan is the initial stage to start planning facility upgrades in order to give the Public Works crew a facility that will meet their needs as well as allow this department to continue its work to provide well maintained and safe town infrastructure and property for the residents. This project was completed under budget in December 2022.</p>

# Report

## Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$1,591,918.19
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	<p>The Town of Columbia has opted to apply the American Relief Funds using the standard allowance for revenue replacement. This option is allowed the Town to continue providing government services that were held back during the pandemic. This includes but is not limited to construction projects at the Recreation park as well as upgrades for facilities and equipment for the Department of Public Works, the Volunteer Fire Department and Town Offices . These American Relief Fund projects were selected based on the criteria of Public Health and Safety as well as in response to the Public Emergency. Using the revenue replacement standard allowance has given the Town of Columbia more flexibility in usage of these funds in order to best use the funds for the Town staff and residents in continuing as well as enhancing the Town of Columbia's government services.</p>

## Overview

Total Obligations	\$1,543,112.46
Total Expenditures	\$1,290,491.66
Total Adopted Budget	\$1,575,477.01
Total Number of Projects	23
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	Yes
Have you submitted a single audit or program specific audit report to the Federal Audit Clearinghouse (FAC)?	Yes

## Certification

Authorized Representative Name	Beverly Ciurylo
Authorized Representative Telephone	(860) 228-8423
Authorized Representative Title	
Authorized Representative Email	<a href="mailto:bciurylo@columbiact.org">bciurylo@columbiact.org</a>
Submission Date	4/25/2024 6:25 PM

**Town of Columbia  
American Relief Funds**

Eligible costs must be incurred between March 3, 2021 and December 31, 2024  
Funds must be obligated by December 31, 2024 AND expended by December 31, 2026

Report Period: June 2021 thru March 12, 2024

Account Number	Account Description	Original Budget	Additional Allocation	Adjustment to close project	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining
24-7300-001	ARPA Rec Park Facility Bldg	225,000.00		(850.47)	224,149.53	224,149.53		-
24-7300-002	ARPA DPW Portable Radios	37,000.00	1,800.00	(92.76)	38,707.24	38,707.24		-
24-7300-003	ARPA CVFD Exhaust System Upgrade	12,000.00			12,000.00	12,000.00		-
24-7300-004	ARPA CVFD Audio/Visual System	27,627.00			27,627.00	27,627.00		-
24-7300-005	ARPA CVFD Mobilie Radios	80,000.00	162.00	(0.10)	80,161.90	80,161.90		(0.00)
24-7300-006	ARPA CVFD HVAC	18,832.00			18,832.00	18,832.00		-
24-7300-007	CVFD VOIP System	11,055.00			11,055.00	11,055.00		-
24-7300-008	Moor's Indian Sch-Paint&Repair	16,900.00		(2,050.00)	14,850.00	14,850.00		-
24-7300-009	Town Hall HVAC System	46,000.00		(1,505.00)	44,495.00	44,495.00		-
24-7300-010	Senior Center Generator	25,000.00	13,000.00		38,000.00	22,220.00	13,653.00	2,127.00 Generator Ordered; pending install
24-7300-011	Murphy House Bathrm Upgrades	20,000.00			20,000.00	3,283.65	3,300.00	13,416.35 Started- Security Cameras
24-7300-012	DPW 1999 Dump Trk Replacement	245,000.00			245,000.00		228,178.80	16,821.20 Revised PO; pending April delivery
24-7300-013	DPW Site Survey & Site Plan	20,000.00		(14,640.10)	5,359.90	5,359.90		-
24-7300-014	History Place Masonry/Repair	7,200.00	(400.00)		6,800.00	6,800.00		-
24-7300-015	CVFD Roof Replacement/Repair	60,000.00		(5,975.66)	54,024.34	54,024.34		-
24-7300-016	Senior Center Sidewalks	6,500.00	989.00		7,489.00		7,489.00	- Spring 2024
24-7300-017	Rec Park Courts New/Upgrades	146,000.00		(2,359.66)	143,640.34	143,640.34		-
24-7300-018	DPW Office Building	298,824.00	11,536.83		310,360.83	310,360.83		0.00
24-7300-019	DPW Mini-Excavator	90,000.00		(4,040.00)	85,960.00	85,960.00		-
24-7300-020	CVFD Command Vehicle	100,000.00	(20,000.00)	(4,587.62)	75,412.38	75,412.38		-
24-7300-021	CVFD Self Contained Breathing Apparatus	87,740.00		(19.04)	87,720.96	87,720.96		-
24-7300-022	TextMyGov Subscription Year 1	6,750.00			6,750.00	6,750.00		-
24-7300-023	Yeomans Hall HVAC System	16,500.00		581.59	17,081.59	17,081.59		-
<b>American Relief Funds (24) Totals</b>		<b>1,603,928.00</b>	<b>7,087.83</b>	<b>(35,538.82)</b>	<b>1,575,477.01</b>	<b>1,290,491.66</b>	<b>252,620.80</b>	<b>32,364.55</b>

**American Relief Funds**

1st Tranche - received June 2021		795,959.09
2nd Tranche - Received September 2022	273,555.25	
2nd Tranche - Received October 2022	522,403.84	795,959.09
		1,591,918.18
<b>Less:</b>		
Total Expenditures Paid	1,290,491.66	
Total Open Encumbrances/Purchase Orders	252,620.80	
Total Project Balances on Open Projects	32,364.55	
Net Allocated to Projects		1,575,477.01

**Total ARPA Funds available excluding interest earned & any funds left over from projects** 16,441.17

Total ARPA Tranches	1,591,918.18
Total Projected Costs	1,575,477.01
Available ARPA Funds	16,441.17
Interest Earned up to June 2023	32,919.44
Net available ARPA Funds + Interest	49,360.61

October to December interest needs to be posted

4/22/2024

Mark Walter  
Town Administrator  
Columbia Town Hall  
323 Route 87  
Columbia, CT 06237

RE: Letter of Retirement

Dear Mark,

I am writing to inform you that I will be retiring from my position as Zoning Enforcement Officer for the Town of Columbia effective May 31, 2024. It has been a pleasure working with the town hall staff and contributing to the community during my tenure. I would like to personally thank you for all your support over the years.

I wish the Town of Columbia continued prosperity.

Sincerely,



Connie Kisluk  
Zoning Enforcement Officer  
Town of Columbia  
860-228-0440  
[zeo@columbiact.org](mailto:zeo@columbiact.org)



# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR ZONING ENFORCEMENT OFFICER

**General Description:** Performs responsible independent technical work involving the review and interpretation of zoning regulations and town ordinances.

**Supervision:** Works under the supervision of the Town Administrator or his/her designee. Receives policy guidance from the Planning and Zoning Commission. Works closely with the Land Use Administrative Secretary, Board Clerk and Town Planner.

**Examples of Duties:** Reviews applications for buildings and activities pursuant to the zoning regulations, and applications to the zoning board of appeals. Issues permits for activities and buildings upon compliance with relevant regulations. Performs inspections to determine compliance with permits issued. Investigates and works to resolve zoning complaints for activities not under the jurisdiction of a permit issued by the Planning and Zoning Commission. Maintains logs on complaints and reports status to Town Administrator and Planning and Zoning Commission. Issues cease and desist and abatement orders and/or zoning infractions. Prepares cases for superior court. Answers inquiries from the public and professional persons. ~~Prepares reports and memorandums for Town Administrator, Planning and Zoning Commission, Zoning Board of Appeals and other Town Departments and officials. Maintains records of permits and correspondence.~~ On an as-needed basis, attends Planning and Zoning, Zoning Board of Appeals, and Conservation and Agriculture Commission meetings. ~~May update GIS parcel information and other mapping.~~ May inspect conservation easements and open space for markers and maintenance issue. Attends seminars and workshops to stay current with legal issues relating to planning and zoning. ~~Assists in updating the town web page.~~ Recommends revisions to the zoning regulations and to the Plan of Conservation and Development. Performs related work as required.

**Knowledge, Skills and Abilities:** Knowledge and experience in principles and practices of municipal planning and zoning. Ability to read, interpret and analyze maps, plans and specifications with respect to zoning requirements. Ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, and the general public. Ability to independently prioritize outstanding work assignments and complete them in a timely manner. Ability to accurately interpret and reasonably enforce zoning regulations, state law and local ordinances. Ability to communicate with others firmly and courteously both orally and in writing especially under adverse or strained situations such as when investigating and enforcing potential violations. ~~Ability to type at least 20 words per minute on a computer.~~ Familiarity with the

Microsoft Office suite of computer software. Knowledge of GIS systems for municipal operations. Ability to use tape measurers, calculators, copiers, scanners and printers.

**Physical Demands and Work Environment:** Work is performed in both office and field conditions. Considerable time is spent inspecting various sites. The employee occasionally works near moving mechanical parts and in high places and is occasionally exposed to dirty, hot, cold, wet and/or humid conditions. There is routine exposure to normal construction hazards while on job site. There is public road driving to inspection sites and meetings. The following demands are routinely performed in rough or difficult terrain: standing; stooping; walking; sitting; ~~crawling~~; climbing (stairs, ~~ladders, etc...~~); ~~balancing~~; kneeling; bending, and crouching. Employee is required to reach with hands and arms as well as use hands to finger, handle, feel or operate objects, tools and controls. Ability to reach, bend, push, pull and lift objects of thirty (30) pounds or less. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The work environment may have continuous interruptions, background noises and demanding deadlines. The noise level in the field work environment is moderate to loud.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

**Qualifications:** Valid motor vehicle operator's license. Bachelor's degree preferably in land use, planning, environmental science or related fields. Familiarity with state laws concerning zoning. Experience working with a Planning and Zoning Commission. Zoning Enforcement Official Certification per the Connecticut Association of Zoning Enforcement Officials, or ability to attain said certification within two years of date of hire.

<b>Presented to BOS:</b>	June 18, 2013
<b>Adopted by BOS:</b>	June 18, 2013
<b>Effective:</b>	June 18, 2013



# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR ZONING ENFORCEMENT OFFICER

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**Examples of Duties:** Reviews applications for buildings and activities pursuant to the zoning regulations, and applications to the zoning board of appeals. Issues permits for activities and buildings upon compliance with relevant regulations. Performs inspections to determine compliance with permits issued. Investigates and works to resolve zoning complaints for activities not under the jurisdiction of a permit issued by the Planning and Zoning Commission. Maintains logs on complaints and reports status to Town Administrator and Planning and Zoning Commission. Issues cease and desist and abatement orders and/or zoning infractions. Prepares cases for superior court. Answers inquiries from the public and professional persons. On an as-needed basis, attends Planning and Zoning, Zoning Board of Appeals, and Conservation and Agriculture Commission meetings. May inspect conservation easements and open space for markers and maintenance issue. Attends seminars and workshops to stay current with legal issues relating to planning and zoning. Recommends revisions to the zoning regulations and to the Plan of Conservation and Development. Performs related work as required.

**Knowledge, Skills and Abilities:** Knowledge and experience in principles and practices of municipal planning and zoning. Ability to read, interpret and analyze maps, plans and specifications with respect to zoning requirements. Ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, and the general public. Ability to independently prioritize outstanding work assignments and complete them in a timely manner. Ability to accurately interpret and reasonably enforce zoning regulations, state law and local ordinances. Ability to communicate with others firmly and courteously both orally and in writing especially under adverse or strained situations such as when investigating and enforcing potential violations. Familiarity with the Microsoft Office suite of computer software. Knowledge of GIS systems for municipal operations. Ability to use tape measurers, calculators, copiers, scanners and printers.



**Physical Demands and Work Environment:** Work is performed in both office and field conditions. Considerable time is spent inspecting various sites. The employee occasionally works near moving mechanical parts and in high places and is occasionally exposed to dirty, hot, cold, wet and/or humid conditions. There is routine exposure to normal construction hazards while on job site. There is public road driving to inspection sites and meetings. The following demands are routinely performed in rough or difficult terrain: standing; stooping; walking; sitting; climbing; stairs; kneeling; bending, and crouching. Employee is required to reach with hands and arms as well as use hands to finger, handle, feel or operate objects, tools and controls. Ability to reach, bend, push, pull and lift objects of thirty (30) pounds or less. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The work environment may have continuous interruptions, background noises and demanding deadlines. The noise level in the field work environment is moderate to loud.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

**Qualifications:** Valid motor vehicle operator's license. Bachelor's degree preferably in land use, planning, environmental science or related fields. Familiarity with state laws concerning zoning. Experience working with a Planning and Zoning Commission. Zoning Enforcement Official Certification per the Connecticut Association of Zoning Enforcement Officials, or ability to attain said certification within two years of date of hire.

<b>Presented to BOS:</b>	May 7, 2024
<b>Adopted by BOS:</b>	May 7, 2024
<b>Effective:</b>	May 7, 2024



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES  
& PUBLIC PROTECTION  
DIVISION OF STATE POLICE**



Lieutenant Adam Litwin #064  
Commanding Officer

*Troop K – Colchester*

M/Sgt Shawn Mansfield #078  
Executive Officer

May 1, 2024

Steven Everett  
First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Steven Everett,

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

During the month of **April 2024**, the Columbia Resident Trooper as well as Troop K Troopers responded to **179** Calls for Service in the Town of Columbia. Of these Calls for Service, the most notable are:

Total Calls for Service	Total Calls This Year	
179	April 2024	YTD
Accidents	7	26
Criminal Investigations	7	27
Burglaries	0	0
Larcenies	0	2
Non Reportable Matters	116	582
<b>Total Arrests</b>	<b>3</b>	<b>9</b>

Motor Vehicle Enforcement*:	APR	YTD
Total Traffic Stops	47	188
Onsite DUI's	1	2
Arrests	1	2
Misdemeanor Summons	0	4
Infractions	11	85
Written Warnings	26	62
Verbal Warnings	10	37

Respectfully,

*LT Adam Litwin #064*

Lieutenant Adam Litwin #064  
Commanding Officer  
Connecticut State Police – Troop K

15a Old Hartford Road  
Colchester, CT 06415  
Phone: (860) 465-5400  
Fax: (860) 465-5450

Friends of Mono Pond State Park  
P.O. Box 2292  
Columbia CT, 06237



FriendsofMonoPond@Gmail.com

April 24, 2024

Town of Columbia  
Board of Selectmen  
323 Route 87  
Columbia, CT 06237

Dear Selectmen;

Mono Pond State Park is going to be *the* featured stop on both the 18 mile and the 48 mile bike rides planned for the East Coast Greenway's "Ride the East" event, scheduled for Saturday, June 8.

The ride is a fundraiser for the Trust for Public Land, and is sponsored by the Jillson House Museum and the Windham Region Chamber of Commerce. Representatives from the Friends of Mono Pond State Park will participate in the rides and be present at the Mono Pond Boat Launch on Hunt Road in Columbia to greet participants and talk about Columbia, Mono Pond, the Friends of Mono Pond State Park, and our partnership with The Trust For Public Land.

You may recognize Columbia residents Chris and Kathy Tolsdorf as the riders starring in the event's ad.  
<https://support.greenway.org/a/ride-east-2024>

**Join us for "Ride the East" and explore the scenic Air Line Trail!**

Saturday, June 8, 2024 @ 7:30 AM

Jillson House Museum, 627 Main St, Willimantic, CT 06226



We're excited to showcase the new Mono Pond State Park at this fun, family-friendly event, and hope that you and your families will come ride with us.  
Sincerely,

Tom McGrath  
President  
Friends of Mono Pond State Park.

# Columbia Manufacturing hires new HR manager

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The Chronicle (USA) · 19 Apr 2024 · TANAJAH FRYER

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**COLUMBIA** — Columbia Manufacturing, Inc. announced Amy Osorio as the new Human Resources Manager of the company.



“I am thrilled to join the team at CMI and bring my years of perspective and experience to our workforce as we continue to grow and expand our business,” Osorio said. “Our team is our biggest asset, and we will continue to develop and nurture our current workforce while recruiting new talent that shares our passion for success.”

Osorio brings experience and enthusiasm to a key organizational role. Working closely with the CMI leadership team, she will manage all aspects of Human Resources at the company’s 90,000-square-foot production facility, with approximately 100 employees working across two shifts.

CMI’s workforce is unique, supportive and multigenerational, the company said.

“Amy will promote a positive and productive work environment by developing and implementing HR strategies

# Columbia resident wins Centenary University award

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The Chronicle (USA) · 19 Apr 2024

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HACKETTSTOWN, N.J. — Centenary University recognized 29 students, as well as an advisor, at the annual Student Leadership Awards Ceremony on April 15. The ceremony celebrated outstanding contributions to the University and surrounding communities.

“The students recognized at this year’s

Student Leadership Awards Ceremony have demonstrated outstanding commitment to both scholarship and service,” Vice President for Campus Life and Dean of Students Kerry Mullins said. “Through their efforts, Centenary has built a vibrant campus environment and stronger ties to our local community.”

Columbia native Paige Lent was honored with the Resident Assistant of the Year Award.

Diana Alzate, director of Centenary’s First Year Experience, was presented with the Advisor of the Year Award. A Hackettstown resident, Alzate serves as the advisor to the University’s chapter of Alpha Alpha Alpha, the national honor society for first-generation college students. Also referred to as Tri Alpha, the organization promotes excellence and provides opportunities for personal growth, leadership development and campus and community service for first-generation students. Centenary inducted its first Tri Alpha class during the fall 2023 semester.