

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN**

Tuesday, February 2, 2016 - 7 pm.

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

Members Present: Deputy Selectman Steven Everett; Selectman Robert Hellstrom; Selectman Robert Bogue. Selectman William O'Brien arrived at 7:16 pm.

Also Present: Town Administrator Natasha Nau; Attorney Henry Beck; Ann Dunnack; Gary Littlefield; *The Chronicle* reporter Corey Sipe.

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

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: Tri-Board 12/16/15 Meeting Minutes and BOS 1/5/16 Regular Meeting Minutes and BOS 1/22/16 Special Meeting Minutes:** S. Everett MOVED to approve the Tri-Board meeting minutes of 12/16/15. MOTION CARRIED 2:0:1 with R. Hellstrom abstaining. S. Everett MOVED to approve the regular meeting minutes of 1/5/16 and the special meeting minutes of 1/22/16. MOTION CARRIED 3:0.
3. **AUDIENCE OF CITIZENS:** None.

S. Everett MOVED to add item 4.6 entitled "Boundary Line Agreement" to the agenda under "Old Business" and to address it immediately. MOTION CARRIED 3:0.

- 4.6 **Boundary Line Agreement:** Attorney Beck stated that easement language has been added to section 7. S. Everett stated the Church enjoys use of Town Hall parking, therefore getting free maintenance as far as snowplowing, etc. S. Everett asked if this is seen as a "special service" from the town to the Congregational Church, where other churches in town may question why they do not get this free maintenance. For example, should the town charge the Congregational Church \$1 so the town can say that they are indeed charged for these services? H. Beck stated that Section 6 addresses this; stating that this is no different than having it open for public parking related to other events, i.e. Zumba, etc. Therefore, no fee or contract with the Church for services would be necessary. Discussion followed. The BOS concurred that they agree with the language in principal in the proposed Boundary Agreement. This version of the document will go before the Church membership on February 28th and then a town meeting for approval along with the campus consolidation.
4. **OLD BUSINESS:**
 - 4.1 **Updated 2016-17 Operating Budget and 2016-17 10 Year Capital DRAFTS:** N. Nau reviewed revisions made to the proposed FY 16-17 budgets. She explained that per FiPAC's request, the format of the spreadsheet has been changed from being in alphabetical order to being organized by category. She stated that the Library and the CVFD are requesting increases and that these will be discussed further at the upcoming budget workshops.

W. O'Brien arrived at 7:16 pm.

N. Nau discussed comments from the last FiPAC meeting pertaining to the proposed transition of the Meeting Place to a public museum for the Historical Society once the library expansion is complete. N. Nau stated that in order to make the building ADA accessible, the Town must construct a ramp at the entrance of the building and widen the bathroom door, which would cost approximately between \$50,000 and \$75,000, which concerned FiPAC. This is a rough estimate and also includes the cost of carpet and window replacement. She explained that per the Building Official, ADA accessibility will be a requirement if the Meeting Place is used as a museum for the public. The BOS did not anticipate the cost to be so high and stated that perhaps turning the Meeting Place into a museum for the Historical Society should be reconsidered. Discussion followed.

- 4.2 **Squier Dam:** N. Nau stated that the proposed cost to breach the dam that was quoted from the town engineer was approximately \$42,000. She explained that eliminating the culvert portion of the proposal would reduce the cost by approximately \$10,000 but that the culvert is in bad condition and would most likely need to be replaced in the future

anyway. N. Nau stated that Wetlands Agent John Valente recommended seeking a quote from another firm that deals strictly with dams. N. Nau is waiting on a quote from this firm. N. Nau read an email from Art Christian, DEEP Supervising Civil Engineer, into the record. The email stated per statute GS22a-409, “the owner of any dam or similar structure that, by failing, may endanger life or property and that is not already registered shall register on or before October 1, 2015...” and that since the Squier Dam is signified as a AA “negligible” hazard, Columbia is not subject to this citation. This ITEM has BEEN TABLED.

- 4.3 Senior Transportation update (no attachment):** N. Nau stated that she, Public Works Director George Murphy and Public Works employee Mike Stewart went and looked at the used van that Hebron has offered to sell to Columbia. She explained that it is a 2006 Ford Diesel 12 passenger van, which is the ridership capacity CONA has requested. She reviewed a list of maintenance needs for the vehicle (that could cost between \$3,000 and \$7,000) with the BOS and explained that Hebron is asking for \$3,000 for the van. N. Nau stated that the van has a 6 liter engine and that this particular engine is in a couple of the Public Works trucks, which have had many issues according to G. Murphy. Discussion followed. N. Nau explained that she met with both the town of Lebanon and the town of Hebron and they indicated their van service is at max capacity and cannot partner with Columbia. She stated that Andover’s van gets high use as well and that all of the drivers are volunteers. N. Nau said that after all of the research she has conducted, she recommends that the town apply for the grant that was presented by CONA. S. Everett stated that before applying for the grant he would like to review the CONA survey and the numbers / costs again; as well as the requirements for maintenance and employment. Discussion followed. This ITEM has BEEN TABLED.
- 4.4 Brand/Ellis Property update/discussion:** N. Nau reviewed a list that was compiled at the Rec Commission meeting on 1/26/16 that consisted of ideas for uses of the Brand/Ellis Property which will be included in the RFP the Paula Stahl drafted for potential consultants. She stated that at this time, she is unsure whether or not the purchase of a new playscape will be proposed in the FY 16-17 budget because the Town is not 100 percent sure if the playscape will remain in the same place it is currently but that the Rec Commission felt it was a good place. N. Nau stated that this project will not affect the FY 16-17 budget because the first phase or two will be paid for with Brand/Belle funds.
- 4.5 Center School District Resolution:** R. Bogue MOVED to approve the Resolution #2016-01 entitled “Dissolving the Center School District for Town Hall Campus Consolidation. MOTION CARRIED 4:0. R. Bogue MOVED to schedule a town meeting on 3/15/16 at 6:45 pm for Town approval of Resolution #2016-01 as well as the Boundary Agreement. MOTION CARRIED 4:0.
- 5. NEW BUSINESS:**
- 5.1 Revision of LMAC duties:** N. Nau explained that Robert Powell is taking over the duty of dock and seawall inspections and that they discussed reforming the inspection process to make it more formal and consistent. R. Powell and Mike Gnazzo (Chair) propose the new policy before the Board tonight that details an initial, progress and final inspection as well as other requirements. W. O’Brien MOVED to approve the revision of LMAC duties as presented. MOTION CARRIED 4:0.
- 5.2 Revision of BOS Sign Policy:** N. Nau stated that due to an incident that occurred, she is proposing to revise the sign policy. W. O’Brien does not feel that one isolated instance calls for change to the policy. He is hesitant to start limiting people’s freedom of speech. Discussion followed. The BOS feels the policy should remain in its current form. .
- 5.3 Approval of updated Facilities Manager job description:** W. O’Brien MOVED to approve as presented. MOTION CARRIED 4:0.
- 5.4 Sexual Assault Crisis Center of Eastern CT (SACCEC) Funding Request:** N. Nau stated that the Town has traditionally given \$300 annually for many years to this group but that they are requesting \$200 in additional funding. This group served 13 Columbia residents last fiscal year. S. Everett asked how residents know this service is available; N. Nau commented that she will make sure to put it on the website as well as other forms of advertising. R. Bogue MOVED to approve the \$500 funding request to SACCEC. MOTION CARRIED 4:0.
- 5.5 Access Agency FY 16-17 Funding Request:** N. Nau stated this request is new to the FY 16-17 budget. She stated we pay for a contracted social worker and Columbia is unique to this. R. Bogue recommended not funding the request. The BOS did not take action on this request.
- 5.6 Eastern Highlands Health District (EHHD) FY 16-17 Funding Request:** S. Everett MOVED to grant the funding request in the amount to EHHD in the amount of \$28,440

to render services. MOTION CARRIED 3:0:1 with R. Bogue abstaining. R. Hellstrom feels EHHD does a good job.

- 5.7 **Rec Park Field Use Fees:** N. Nau stated that Rec Director M. Volza is proposing to change the policy and fee structure for field use. Currently, the method is unclear and we charge \$5 per participant, which is difficult to determine up-front. The fee rates proposed are \$50 per day or \$200 for the week (5 days). N. Nau stated that the fees to use the fields will apply to for profit camps, leagues, etc. Discussion followed. R. Bogue MOVED to approve the Field Use fees and information as presented. MOTION CARRIED 4:0.
- 5.8 **2015 Grand List:** S. Everett MOVED to accept the 2015 Grand List as presented. MOTION CARRIED 4:0.

6. COLUMBIA LAKE / DAM / BEACH:

- 6.1 **Application of Justin Peters (on behalf of Jean Peters) to repair seawall and construct dock at 192 Route 87 and 194 Route 87:** W. O'Brien MOVED to approve the application of Justin Peters (on behalf of Jean Peters) to repair seawall and dock at 192 and 194 Route 87. MOTION CARRIED 4:0.

7. APPOINTMENTS / RESIGNATIONS:

- 7.1 **Resignation of Brian Keldsen from the Youth Services Committee (YSC):** The BOS recognized the resignation of B. Keldsen from the YSC. W. O'Brien thanks B. Keldsen and stated that he will be missed on the YSC.
- 7.2 **Resignation of Marcia Morrison from FiPAC:** The BOS recognized the resignation of M. Morrison from FiPAC.
- 7.3 **Appointment of Richard Szegda (D) to FiPAC:** W. O'Brien MOVED to appoint R. Szegda to FiPAC. MOTION CARRIED 4:0.

- 8. **TOWN ADMINISTRATOR REPORT:** See reports (*TA Report from 1/19/16BOS meeting that was cancelled as well as TA Report for 2/2/16 BOS meeting.*)

9. CORRESPONDENCE:

- 9.1 "Plunge for Hunger" memo
- 9.2 Pro-Act Savings Report
- 9.3 10 Year Plan for Open Space: This ITEM will be discussed in EXECUTIVE SESSION.
- 9.4 Old Yard Restoration Report 2015 and 2016 Work Plan

10. BUDGET:

- 10.1 **Transfers:** None.
- 10.2 **Refunds:** R. Bogue MOVED to approve the following refunds totaling \$1,740.86:

AMOUNT	FROM	TO
\$150.57	Town of Columbia	Christopher Petti
\$141.08	Town of Columbia	Christopher Petti
\$1,110.98	Town of Columbia	Jewett City Savings Bank on behalf of Nelisa and Rich Reagan
\$27.26	Town of Columbia	James and Lisa Lester
\$310.97	Town of Columbia	Karen Snyder

MOTION CARRIED 4:0.

- 11. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills totaling \$55,645.17 including regular bills, emergency bills, credit cards and paychex. MOTION CARRIED 4:0.

- 12. **BOARD MEMBER COMMENTS:** R. Bogue explained that he thought it would be nice to change the look/format of the town's annual report. N. Nau stated that according to the quotes from local printing companies, the cost to increase the size to 8 ½" x 11" with a color cover would double the current cost of the current format of the annual report. R. Bogue and the BOS agreed to keep the report as-is this year due to the estimated increase in price.

13. EXECUTIVE SESSION

- 13.1 **Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A);** S. Everett MOVED to enter into executive session at 8:48 pm with N. Nau and A. Dunnack present. MOTION CARRIED UNANIMOUSLY. A. Dunnack left at 8:54. Executive session ended at 9:09 pm.

R. Bogue stated that he was alarmed when he was told he needed a permit for his “garage in a box.” He asked if this information is listed on the website as well as the fee associated with the permit. N. Nau will look into this. S. Everett mentioned an outdoor wood-burning furnace on Pine Street that may not be in compliance. N. Nau will look into this.

14. **ADJOURNMENT:** S. Everett MOVED to adjourn at 9:14 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting of the BOS is schedule for Tuesday, February 16, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona