MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, October 6, 2020 – 7:00 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present via Remote Access: Steven M. Everett, First Selectman; Robert Hellstrom, Deputy Selectman; Judy Ortiz, Selectman; William O'Brien, Selectman; Lisa Napolitano, Selectman.

Also Present via Remote Access: Mark Walter-Town Administrator, Ann Dunnack-President of West St. Cemetery and Chairman of Open Space, Flo Polek-Board Clerk, Millie Ramsey, Jason Nowosad, Jerry James and one other.

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

1. **MOMENT OF SILENCE**: S. Everett asked that during the moment of silence we remember out nation, our President, and Supreme Court Judge Ruth Bader Ginsberg.

2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda as presented. MOTION CARRIED 5.0.

3. **APPROVAL OF MINUTES:**

   3.1 BOS Regular Meeting Minutes September 15, 2020. S. Everett MOVED to Approve BOS Regular Meeting Minutes for September 15, 2020. MOTION CARRIED 5.0.

4. **AUDIENCE OF CITIZENS:** None.

5. **OLD BUSINESS:**

   5.1 Approval of Job Descriptions for Department of Public Works Director and Community Social Services Worker. S. Everett MOVED to Approve the Job Descriptions for Department of Public Works Director. MOTION CARRIED 5.0. S. Everett MOVED to Approve the Job Descriptions for Community Social Services Worker. J. Ortiz would like a few changes made to the job description under Essential Job Functions-bullets 1, 2, and 7, and Requirements and Qualifications-bullet 6. B. O'Brien would like to table this for next meeting with a final document incorporating the changes. S. Everett withdrew his motion to approve the job description of Community Social Worker and table item to the next meeting.

6. **NEW BUSINESS:**

   6.1 Approval of Job for Facilities Manager/Building Official and Facilities Maintainer. S. Everett MOVED to Approve the Job Descriptions for Facilities Manager/Building Official. M. Walter explained the changes to both positions noting that the Facilities Manager/Building Official combines two positions for a total of 20 hours with administrative responsibilities for the Facilities Manager, and the current responsibilities as Building Official. A new position of Facilities Maintainer will be responsible for the maintenance of municipal facilities and properties. MOTION CARRIED 5.0.

S. Everett MOVED to Approve the Job Descriptions for Facilities Maintainer. MOTIONED CARRIED 5.0.

6.2 Application for the 2020 CT Livable Communities Grant. Millie Ramsey would like to apply for a 2020 CT Livable Communities Grant for $4000 will be used for improvements to a handicap accessible area for gardening, elevated garden boxes, a possibility of a swing-set for use by children who may be working with parents/grandparents. S. Everett MOVED to Approve the Town of Columbia application for the 2020 CT Livable Communities Grant as presented. MOTION CARRIED 5.0

6.3 Air Line Trail State Park Marketing Brochure Proposal – 2020 Regional Marketing Partnership Program. S. Everett explained that he is representing Columbia in the Eastern tourist district for a grant from the State to be able to develop a marketing brochure to advertise areas of interest to visitors in the Eastern region of Connecticut. There is an opportunity to put together a map that encompasses the Eastern border of Connecticut and every town including Columbia, from Thompson to Portland. Points of interest would include Joshua's Trust, Historical Society, hiking trails, and hopefully the new State Park in Columbia and businesses along the air line trail. The cost is $2000 with businesses contributing to the cost with the Town investing $1000. S. Everett MOTIONED to Partner in with Air Line Trail State Park Marketing Brochure with the investment of $1,000. L. Napolitano questioned how businesses would be chosen to be in the brochure. S. Everett said this is a big undertaking and there might be a limit to the number of businesses that would be included. MOTION CARRIED 5.0

7. COLUMBIA LAKE / DAM / BEACH: None.

8. APPOINTMENTS / RESIGNATIONS:

8.1 Appointment of Jason Nowosad as Building Official. S. Everett stated: In accordance with section 29-260 of the Connecticut State Statutes and Section 103 of the Connecticut Building Code, we hereby appoint Jason Nowosad as Columbia's Building Official. S. Everett MOTIONED to Appoint Jason Nowosad as Columbia's Building Official. MOTION CARRIED 5.0.

M. Walter stated, for the record, the appointment will start October 1, 2020.

9. TOWN ADMINISTRATOR REPORT:

M. Walter provided an update from the Tax Collector noting that the tax collection rate as of October 1st, is 55.10%. This is little behind from last year collection rate of 55.42% but still tracking good.

9.1 COVID Update

- **FEMA** M. Walter explained that COVID cost being submitted to FEMA and OMP were $104,203 for reimbursement. The amount approved to date by FEMA and with OPM approved is $80,439. Additional reimbursements will be submitted.
- **EHHD** M. Walter explained that the Town is constantly tracking when hot spots are and where to get rapid quick test. There were four employees who thought they had COVID and tested negative. The Town is continuing with scheduled appointments only to offices and buildings, being careful as possible.

9.2 School/Annex Generator Installation Update M. Walter explained that the school annex generator installation is almost done. One additional part is required for final completion.

9.3 Thank you from Lou Scotti for 2018/19 Annual Report Dedication. M. Walter stated that Lou Scotti sent a personal thank you to the BOS for dedicating the 2018/19 Annual Report to him.

M**.** Walter provided an update on Rec Park stating that the 1st parking lot has been paved, the pickle court is completed with the fence to be installed this week and the basketball hoops are installed. He heard from several kids that the slide is a big hit. S. Everett asked M. Walter to provide and update on the new walkway for the Town Hall. M. Walter stated that the walkway is almost complete in front of the building. Completion of the walkway will start in the spring.

10. CORRESPONDENCE:

10.1 Registrar of Voters November 3, 2020 State Election. S. Everett referred to the letter from the Registrar of Voters notifying the Town that that Horace W. Porter School is the polling place for the State Election on November 3, 2020.

10.2 October 2020 Town Administrators Monthly Newsletter. S. Everett said there is a copy of the Administrators Monthly Newsletter in the packet.

11. BUDGET:

11.1 Transfers: S. Everett MOVED to Approve the Transfers Totaling $2,676.00 as noted here. MOTION CARRIED 5.0.

TRANSFER#/AMOUNT	FROM A/C# DESCRIPTION	TO A/C# DESCRIPTION
2020-067/$234.00	10-4660-230-Electricity	10-4660-515-Contracted Svcs
2020-067/$233.00	10-4660-300-Supplies	10-4660-515-Contracted Svcs
2020-068/$13.00	10-4260-515-Contracted Svcs	10-4260-300-Supplies
2021-001/$375.00	10-4670-300-Supplies	10-4670-500-Prof Tech
2021-002/$140.00	10-4670-300-Supplies	10-4670-750-Conf/Seminars
2021-003/$40.00	10-4260-300-Electricity	10-4260-550-Misc Svcs/Chgs
2021-004/$150.00	10-4260-750-Electricity	10-4260-120-Phone/Internet
2021-005/$431.00	10-4112-110-Postage	10-4133-110-Postage
2021-006/$1,060.00	10-4800-900-Contingency	10-4112-811-Equipment

11.2 Refunds: S. Everett MOTIONED to APPROVE Refunds in the amount of $748.50 for the respective items listed. MOTION CARRIED 5.0

AMOUNT	FROM	TO
$303.95	TOWN OF COLUMBIA	Michael S. Gorgone
$45.46	TOWN OF COLUMBIA	Michael F Barrea
$9.07	TOWN OF COLUMBIA	Gordon B Beaulieu
$19.12	TOWN OF COLUMBIA	Joseph M & Doris J Charron
$199.44	TOWN OF COLUMBIA	Gregory T Cone
$93.56	TOWN OF COLUMBIA	Christopher Coombs
$42.24	TOWN OF COLUMBIA	Sandra A Garcia
$35.66	TOWN OF COLUMBIA	Glen R Jr. & Alison Nicholes

12. **APPROVE PAYMENT OF BILLS:** S. Everett MOTIONED to AUTHORIZED the Payment of Bills in the amount of $219,139.35. Questions were raised regarding the savings on the solar panels and the maintenance of them. MOTION CARRIED 5.0

13. **AUDIENCE OF CITIZENS:** None.

14. **BOARD MEMBER COMMENTS:** None.

15. **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 go into Executive Session at 7:34 PM and invited Mark Walter to join the Executive Session. MOTION CARRIED 5.0. S. Everett MOVED to Adjourn the Executive Session at 7:39 PM. MOTION CARRIED 5.0.

16. **ADJOURNMENT:** S. Everett MOVED to Adjourn the meeting at 7:33 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Flo Polek, Board Clerk. Please see the minutes of subsequent meetings for approval of these minutes and any corrections hereto.

MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, September 15, 2020 – 7:00 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present via Remote Access: Steven M. Everett, First Selectman; Robert Hellstrom, Deputy Selectman; Judy Ortiz, Selectman; William O'Brien, Selectman; Lisa Napolitano, Selectman.

Also Present via Remote Access: Mark Walter, Town Administrator; Robin Kenefick, Town Clerk; Democratic Registrar, Karen Butzgy and Republican Registrar, Katherine Morrison; Ann Dunnack, President of West St. Cemetery and Chairman of Open Space.

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

1. **MOMENT OF SILENCE:** S. Everett asked that during the moment of silence we remember Jeff Vose who recently passed away.

2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda as presented. MOTION CARRIED 5.0.

3. **APPROVAL OF MINUTES**:

3.1 **BOS Regular Meeting Minutes September 1, 2020.** S. Everett MOVED to Approve BOS Regular Meeting Minutes for September 1, 2020. MOTION CARRIED 5.0.

4. **AUDIENCE OF CITIZENS:** None.

5. **OLD BUSINESS:**

5.1 **Approve the Charge for The Charter Review Commission.** W. O'Brien asked if we would set a timeline for completion. S. Everett stated we will strongly push to have this completed by 2021. M. Walter explained that he has already met with Robin Kenefick and went over the State statutes on timing and that this will be reviewed with the Charter Review Commission. S. Everett MOVED to Approve the Charge for The Charter Review Commissions as follows:

1) Choose a Chairperson and set a meeting schedule.

2) Review legislative actions since the date of the last Charter revision to ensure that the Charter complied with current requirements and provisions of state statutes.

3) Review existing Charter provisions from the perspective of both town boards and commissions and officials and the residents to ensure that it allows for efficient and transparent interaction.

4) Develop a calendar of hearings and meetings that will allow the final Charter revision proposals to be submitted to the town's voters at the November 2021 municipal elections.

MOTION CARRIED 5.0.

6. NEW BUSINESS:

Registrar of Voters and Town Clerk to Discuss November Election Procedures. R. Kenefick, Town Clerk provided an update on the November election procedures:

Town Clerk Office:

- Absentee Ballots will begin to go out October 2nd until November 2nd, 4 pm and receive them back until November 3rd, 8 pm
- The Town Clerk's office is expecting 3000 ballot requests, which could go up to 4000. In preparing for this, many man-hours are needed in setting up the ballot packets before the October 2nd date.
- Help for the office to offset the workload for the Town Clerk and the Assistant at this present time will be as follows:
    - 2 part time office staff 2-3 days a week up to 12 hours per week for up to 6 weeks.
    - In addition to the office staff, R. Kenefick has asked the ROV to help with ballot entering on the SOTS system to work in shifts with the Town Clerk. The ROV will enter ballots on the State's computer system (we are going over the details). This could be an additional 20 hours per week for approximately 3-4 weeks

R. Kenefick added that S. Everett will be providing videos posted to the Town of Columbia's YouTube channel on balloting and election procedures.

The Registrar of Voters explained that the Primary went very smoothly and was a good trial run for November.

Registrar of Voters:

- Election Workers:
    - Absentee ballot counters – Based on data from the Primary, the ROV estimate needing 1 team of counters per 1000 ballots. The ROV's are planning to hire 3 teams of counters.
    - ROV's are reaching out to workers to confirm who is available to work, and securing a list of backup workers as well
    - Many of the ROV workers will be new, so additional training hours will be needed. Those who worked the Primary are also working in November so there is a group of workers already experienced working in COVID environment.
- Polling place:
    - The ROV's have requested to use the gym for additional space needs due to social distancing.
    - ROV's are discussing the best way to control the flow of traffic through the building
- Safety supplies – ROV's have a good amount of supplies leftover from the Primary. Additional orders will be placed for Plexiglas partitions, social distancing dots, and possibly ballot marking pens
- The ROV's have received part of the State reimbursement for COVID related expenses from the Primary, the remainder is expected soon. There will be additional reimbursements provided for election expenses.

L. Napolitano asked is anyone going to be monitoring the drop box and when are the ballots counted and how are we going to ensure no one will be counted twice. R.

Kenefick explained that on October 2nd the ballots become available and there is a paper trail throughout the process. A specific serial number is assigned to the voter and both components are put into the computer. Ballots will be locked in the vault until the count on election day and the Town Clerk delivers the ballots to the polls. K. Butzgy explained that they received detailed step-by-step instructions given by the Secretary of State to ensuring the proper procedures for counting absentee ballots.

6.1 **Approval of the Resolution for the Emergency Management Performance Grant.** M. Walter explained that the Resolution for the Emergency Management Performance Grant that we apply for every year to cover the cost of the Emergency Management Director's salary and any other costs associated. S. Everett MOVED to Approve the Authorization Resolution of the EMPG Grant Application for FY 2020. MOTION CARRIED 5.0.

6.2 **Columbia West Street Burying Ground Project Approval.** M. Walter explained Ann Dunnack has requested an approval for a project, donated by Linda Rainwater in memory of her parents, that proposed to enhance the landscaping around the benches and flag pole by adding a small area of stone pavers and some plantings. The Cemetery Association Board of Trustees unanimously approved of the project at their August meeting. The Town of Columbia granted an easement to the Columbia West Street Burying Ground Association on approximately 1/3 acre of land behind the cemetery. S. Everett MOVED to Approve the Proposed West Street Burying Ground Project as submitted. MOTION CARRIED 5.0.

6.3 **Approval of Job Descriptions for Department of Public Works Director and Community Social Services Worker.** S. Everett explained that we have filled the Department of Public Works Directors and Community Social Services Worker positions. M. Walter explained that he updated the current DPW Directors job description to include language on workers compensation. The Community Social Workers job description is new. S. Everett MOVED to table this until the next meeting to enable the Board of Selectmen to look at both job descriptions and make any changes necessary. MOTION CARRIED 5.0.

7. **COLUMBIA LAKE / DAM / BEACH:** None.

8. **APPOINTMENTS / RESIGNATIONS:** None.

9. **TOWN ADMINISTRATOR REPORT:**

9.1 **Bio for Katie Wilt, Community Social Worker.** M. Walter included the bio for Katie Wilt that provides a brief description of her experience and what she hopes to accomplish for the Town of Columbia. He stated that Katie started this week and was helping at the Sr. Center today. M. Walter mentioned that Tim Ackert has a connection with a farmers group and donated a truckload of fruits and vegetables to the Senior Center. S. Everett said that Morgan Bonaiuto raised over $800.00 for the food bank and delivered a pickup bed of groceries to the Senior Center. S. Everett commended Morgan for a fantastic job.

10. **CORRESPONDENCE:**

10.1 **Troop K Monthly Police Report for August 2020.**

10.2 **Thank you letter from SACCEC on Town of Columbia's Contribution.**

10.3 **Articles from the Chronicle**

a) **Taking plunge for soup kitchen.** S. Everett explained that James Young raised over $5, 000 for the Covenant Soup Kitchen in Willimantic.
b) **Obituary of Edward LaChapelle.**
c) **Church serves as beacon of faith across the generations.**
d) **Eleazar Wheelock: From preacher to college president.**
e) **Mono Pond photos.**

11. BUDGET:

11.1 Transfers: None.

11.2 Refunds: S. Everett MOVED to Approve Refunds for $734.67 for the respective items listed.

AMOUNT	FROM	TO
$116.58	TOWN OF COLUMBIA	EAN Holdings LLC
$274.53	TOWN OF COLUMBIA	EAN Holdings LLC
$174.86	TOWN OF COLUMBIA	EAN Holdings LLC
$49.24	TOWN OF COLUMBIA	Matthew R. Eberle
$107.35	TOWN OF COLUMBIA	Kimberly L. Foss
$12.11	TOWN OF COLUMBIA	Scott R. Murphy

MOTION CARRIED 5.0.

12. APPROVE PAYMENT OF BILLS: S. Everett MOVED to Approve the Payment of Bills Totaling $72,359.49. MOTION CARRIED 5.0.

13. AUDIENCE OF CITIZENS: None.

14. BOARD MEMBER COMMENTS: None

15. 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 go into Executive Session at 7:43 PM and invited Ann Dunnack and Mark Walter to join the Executive Session. MOTION CARRIED 5.0. S. Everett MOVED to Adjourn the Executive Session at 8:02 PM. MOTION CARRIED 5.0.

15.1 Real Estate: No Action Taken.

16. ADJOURNMENT: S. Everett MOVED to Adjourn the meeting at 8:02 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie

TOWN OF COLUMBIA
DIRECTOR OF PUBLIC WORKS

Exempt

Position Purpose:
The purposes of this position are to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge construction, maintenance and repair; transfer station management; vehicle and central equipment maintenance; building repairs, storm water drainage/flood control management; snow removal, and recreational area maintenance. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:
Supervision Scope: Performs a wide variety of technical, administrative, management and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, vehicle maintenance, solid waste management and drainage maintenance.

Supervision Received: Works under the direction of the Town Administrator; follows established polices where appropriate.

Supervision Given: Supervises Public Works Highway Maintenance Supervisor, Administrative Assistant for Public Works Department, and Facilities Manager developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:
Administrative work is performed in a moderately noisy office; occasionally position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. May be assigned to be on call for 24 hours or more.

Makes frequent and periodic contact with other municipal departments, state agencies, vendors and contractors and the general public; communication is frequently in person, by telephone, fax, email or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury, damage to buildings and potential liability.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and directs the operations of the Public Works Department including roads, bridges, transfer station, building repairs, drainage projects and personnel; develops short term and long range comprehensive departmental plans. Estimates project costs.
- Supervises, plans and inspects all: road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; roadside mowing; tree removal; ice control and snow plowing operations .
- Organizes and implements emergency storm response system; including plowing, and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe. Acts as Chief Gate Keeper for Columbia Lake.
- Administers and directs transfer station operations and oversees and coordinates the town recycling program as designated recycling coordinator. Completes revenue and tonnage reports for transfer station and complies with State reporting requirements. Maintains proper licenses with State.
- Administers and directs: the preventative maintenance programs for all Town vehicles and equipment including heavy equipment, senior bus, town vehicles.
- Prepares bid specifications for the purchase of all department equipment, materials and supplies; prepares specifications and cost projections for all public work projects.
- Investigates citizen/staff complaints and oversees corrective action as appropriate.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Reviews and enforces DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.
- Designs and lays out projects that are done by town employees; oversee and inspects projects completed by outside contractors.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with Town Administrator on such personnel actions as hiring, termination, and discipline and obtains approval from Town Administrator and possibly Board of Selectmen for such personnel actions.
- Prepares and administers operating budget for department; presents budget to the Town Administrator, Board of Selectmen and Financial Planning & Allocation Commission.
- Submits oral and written reports to Town officials as needed.
- Administers drug and alcohol testing program.
- Provides technical assistance for subdivision road construction to Land-use staff.

Other Functions:

- Performs related work as required.
- Continues professional development.
- Attends appropriate Town Meetings.

Minimum Required Qualifications:

Education, Training and Experience:
The qualifications required would generally be acquired with a Bachelor's Degree in Civil Engineering or related field and over five years increasingly responsible work in public works administration, construction and maintenance activities including three years in a supervisory capacity; or an equivalent combination of experience, education and training.

Special Requirements:
CT Drivers License; PE license preferred

Knowledge, Ability and Skill:
Knowledge: Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; thorough knowledge of the methods, techniques, materials and equipment used in road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair; thorough knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office; knowledge of municipal public works budgeting.

Ability: Ability to develop short term and long range comprehensive plans for public works operations; ability to read blue prints and grade stakes; ability to prepare time and cost projections for public works projects and complete projects in timely manner; ability to prepare bid specifications for public works equipment, materials and supplies; ability to design minor public works projects; ability to read, interpret and comment on engineering plans and maps; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to plan, organize and direct emergency response programs; ability to prepare reports; ability to prepare and administer an operating budget for the Public Works department and Transfer Station.

Skill: Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF COLUMBIA
COMMUNITY SOCIAL SERVICES COORDINATOR

Position Purpose:
The Community Social Services Worker (CSSW) is responsible for providing community based social services to identified groups, individuals, and families in order to protect and improve the social well-being and functioning of families and individuals. That person will work with federal, state, and local organizations to aid those residents in need.

Supervision:
Supervision Scope: The CSSW will work under the supervision of the Town Administrator or their designee.

Essential Job Functions
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Evaluate clients based on their needs, desires, and limitations and assesses needs and refers appropriately.
- Provide programs and services to prevent and alleviate substance abuse.
- Develops strategies to help people change behavior and or develop better coping skills.
- Maintain constant communication with clients while developing a plan to address their concerns.
- Be familiar with various federal and state programs, assist those in need to apply for said services. This includes energy assistance, SNAP and WIC programs, Husky insurance referrals, budgeting classes, transportation assessment, housing questions, Medicare savings program plus others.
- Maintain food bank.
- Conduct home visits to assess living conditions as well as to ensure personal safety. The CSSW will carefully assess the needs of the community, provides training for those who are caring for vulnerable loved one and share information as needed while be cognizant of Health Insurance Portability and Accountability Act (HIPAA).
- Communicate with the school, senior center, state trooper, EMT's and others as assessment are completed.
- Develop a program where neighbors are helping neighbors.
- Respond to all crisis situations.
- Advocate and raise awareness on behalf of clients and the needs of the community.
- Draft service plans, review case progress and process case closures.
- Follow all HIPPA guidelines,
- Part Time: 16 hours per week.

Requirements & Qualifications:

- Master's degree in Social Work or 5+ years of equivalent experience.3+ years in social work experience.

- CCCI Trained Title 19.
- Ability to make psychosocial assessments and develop and implement viable care plans.
- Excellent listening and communication skills.
- Proficient computer skills, including Microsoft Office Suite.
- Self-directed and able to work without supervision.
- Possesses a valid driver's license.
- Take an additional community involvement projects and solve problems.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF COLUMBIA
FACILITIES MANAGER/BUILDING OFFICIAL

Exempt

Facility Manager and Building Official Position Purpose:
The purpose of the Facility Manager position is to provide coordination of maintenance of all Town buildings and facilities and to supervise work in public building maintenance. Work involves responsibility for the proper utilization of personnel, equipment, and supplies in the maintenance and repair of public buildings and is operationally responsible for daily accomplishment of maintenance activities, repairs, renovations, and capital projects. The Facilities Manager is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Coordinate with the Assistant Building Official for review and inspection of any building work under your direct control.

The purpose of the Building Official position is to administer and enforce the Connecticut State Building Code and town ordinances. Provide technical assistance to other town departments and town boards and commissions.

Supervision for Facility Manager and Building Official:
Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing, and directing buildings, facilities, and safety functions. Also performs a wide variety of routine and special professional, technical and administrative responsibilities requiring an expansive knowledge of maintenance, construction, quality control and project management.

Supervision Received: Works under the direction of the Town Administrator; follows established policies and state statutes and codes where appropriate. Makes reports to select Committees. Refers unusual cases to the State Building Official. Refers Building Inspection to Assistant Building Official for coverage when involvement warrants an impartial review and approval.

Supervision Given: Supervises part-time custodial staff and Facility Maintainer; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Facility Manager Job Environment:
Administrative work is performed in a moderately quiet office. Frequently required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites. Maintains ‘on-call’ availability to respond to equipment failures, power outages, vandalism, or emergencies.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, contractors, building Officials, architects, state agencies, building & safety committees, and occasionally the public; communication is in person, by telephone, email and through letters.

Errors in judgment or omissions could result in monetary loss or rework, delays or loss of service, damages to buildings and/or equipment, injuries to employees and/or legal liability.

Work of a highly technical nature would be performed by licensed subcontractors under direction of the Facilities Manager. Minor technical work as well as regular aesthetic upkeep would be performed by maintenance staff under the manager's guidance and at times with the manager's help.

Facility Manager Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Ensures safe and efficient operations of town buildings through proper custodial and building maintenance services such as elevator inspection, boiler inspection, fire extinguisher inspections, monitoring utility consumption, sprinkler inspection, etc. Maintains a schedule record of inspections and all other building maintenance functions.
- Develops and maintains a preventive maintenance program for town buildings and facilities operating within the annual budget which includes heating, air conditioning, lighting, maintenance, and building systems.
- Responsible for maintenance and purchase of all building maintenance and custodial supplies and equipment necessary to provide facility maintenance.
- Ensures compliance and quality control of all building cleaning and maintenance services by monitoring custodial and building maintenance staff.
- Manage and assist in snow and ice control for town facilities.
- Provide technical specifications and oversight for all town facilities projects (manage in-house employee(s) and/or subcontractors).
- Assist the Town Administrator/Board of Selectmen in the development and adjustments of long-term facilities improvement and maintenance plan.
- Initiate and oversee completion of the established/approved projects from the long-term facilities improvement plan.
- Oversees telephone and video monitoring systems.
- Coordinates safety drills in compliance with State requirements, utilizing systems, alarms, communications, and behavioral observations. Serves on all safety committees.
- Develops plans, policies, and procedures for town operations and facilities in conformance with all federal, state, and local codes, ordinances, and regulations.
- Coordinates with the Recreation Department and Public Works to monitor and maintain recreational facilities and the Town beach.
- Prepares and coordinates the preparation of RFP, RFQ and other bid requirement specifications for facilities projects per town policies, in conjunction with the Finance Director and Town Administrator.
- Obtains quotes from contractors for various services to repair and maintain building systems per town policies.

- Develops plans for projects and estimates time and resources required to complete the work, prepares material lists and obtains necessary permits for the work.
- Coordinates with Officials, contractors, architects, and others, as needed, to administer and implement construction, repair, or improvement projects, and facilitates building-related projects for each department.
- Represents the Town's interest and acts as the contact/overseer for all construction work.
- Inspects finished subcontractors work to ensure compliance with plan specifications and any applicable regulations.
- Plans and coordinates short and long-range capital planning of building repairs and renovations with the appropriate committees, boards, and administrators.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Manages MSDS sheets (material safety data) and AHERA (asbestos regulations) for custodial staff and enforces blood borne pathogen laws.
- Assigns, trains, and supervises staff.
- Supervises custodial and Facilities Maintainer regarding their job duties and responsibilities.
- Provides support to the Town Administrator on such personnel actions as hiring, termination, and discipline.
- Prepares and monitors operating and capital budgets for all town facilities maintenance and repair; presents budget and capital budget.
- Collaborates in the application, compliance and reporting of State grants.

Facility Manager Other Functions:

- Performs similar or related work as required, directed, or as situation dictates.
- Continues professional development; keeps abreast of new methodologies.
- Assists with supervision of staff during critical storm events and emergencies.
- Must be 'on call' day or night, 24/7/365, to address building issues such as vandalism, emergencies, mechanical failures, etc.
- Assists other department staff as needed to promote a team effort to serve the public.
- Performs all other related functions assigned by the Town Administrator.

Facility Manager Minimum Required Qualifications:

Education, Training and Experience:

- Over five years of experience in building construction, facilities and grounds management, engineering, and/or maintenance.
- Demonstrated knowledge of federal/state/local building codes, ordinances, and regulations regarding construction, occupational safety and health, and record keeping.
- Bachelor's Degree in engineering, industrial technology, business administration management, or related area, or any equivalent combination of education, training, and experience.
- Experience with State of Connecticut community development, economic assistance, environmental and educational construction grants preferred.

Special Requirements:

- CT Motor Vehicle license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of operation of facility management; working understanding of the federal and state laws and environmental regulations affecting facility and operational services; working knowledge of building mechanical systems; thorough knowledge of appropriate equipment and schedules of inspections used for building maintenance; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of methods to monitor utility use and recommend energy efficient improvements; knowledge of computer applications related to operations; knowledge of municipal budgeting; knowledge of capital budget and planning for major building renovation; general knowledge of building trades.

Ability: Ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, standards; ability to analyze and interpret building maintenance regulations, specifications, codes, statutes, and administer and maintain compliance; ability to establish and maintain effective working relationships with other departments, state and federal officials, various groups, and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures; ability to understand and explain policies and procedures; ability to motivate employees; ability to understand basic building trades to ensure contractors complete projects effectively; ability to read and interpret blueprints and schematic drawings.

Skill: Excellent verbal and written communication skills; skill in motivating, training, directing, and supervising employees; aptitude for working with people and maintain effective working relationships with various groups to promote the best possible delivery of building maintenance services; skills associated with handling numerous projects at one time; administrative and organizational skills; skills related to inspecting various buildings and equipment. Microsoft Office, Outlook, and building management systems proficiency. Uses standard office equipment and state of the art technology available to assist in preparing reports and presentations including personal computer and appropriate software, printer, digital camera, scanner.

Presented to BOS:	October 6, 2020
Adopted by BOS:	
Effective:	

BUILDING OFFICIAL:

Building Official Essential Functions:

Reviews building permit applications along with plans/drawings. Inspects, within Columbia, building projects to ensure conformance to approved permit applications and applicable codes. Issues/rejects building permit applications and issues/revokes certificates of occupancy as appropriate. Reviews and interprets building codes and ordinances with contractors, developers, property owners and local officials. Investigates complaints of code violations and other unsafe conditions and takes appropriate actions such as the revocation of Certificates of Occupancy and condemnation of buildings. Calculates and charges fees due to permit applicants. Appears in court as needed. Responds to disasters by reviewing suitability for occupancy, code violations and unsafe conditions. Works with town staff to maintain town records in an orderly fashion. Compiles information and prepares a variety of reports. Works with other town departments to develop cost estimates for new construction, alterations, and repairs of municipal facilities. Accurately relays information to the Administrative Assistant and department heads concerning inspection schedules, the acceptance and issuance of permits and the discovery of unpermitted work. Manages and supervises any Assistant Building Official(s) including assigning duties, scheduling training, evaluating performance, and issuing praise and/or discipline. With aid of the Administrative Assistant, submits a draft Building Department budget to the Town Administrator. Throughout the Fiscal Year, soundly manages the approved Building Department expenditure budget and monitors revenue collection. Performs other duties assigned to local building officials as listed in the Town Ordinances, the State Building Code and in codes adopted by the State of Connecticut.

Building Official Knowledge, Skills and Abilities: Thorough knowledge of each phase of building construction. Thorough knowledge of the State Building Code. Good knowledge of the principles and practices of public administration as applied to a building inspection department. Considerable 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 building codes and 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 code violations. Ability to read and interpret blueprints, drawings and plans. Ability to type at least 20 words per minute on a computer. Familiarity with the Microsoft Office suite of computer software. Ability to use tape measurers, calculators, copiers, scanners and printers.

Building Official Physical Demands and Work Environment: Work is performed in both office and field conditions. Considerable time is spent inspecting various construction 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. Employee must be able to occasionally lift and/or move heavy items weighing up to 50 pounds. 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.

Building Official Qualifications: Graduation from a high school or GED. Four years' experience in building construction, design, supervision, or inspection. Must hold a valid Building Official certification/license in accordance with Connecticut State Statutes. Must have a valid State of Connecticut driver's license.

Presented to BOS:	August 21, 2012
Adopted by BOS:	August 21, 2012
Effective:	August 21, 2012

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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TOWN OF COLUMBIA
JOB DESCRIPTION
FACILITIES MAINTAINER

General Description: This position involves maintenance of municipal facilities and properties.

Supervision: Works under the direct supervision of the Facilities Manager and under the general supervision of the town administrator.

Examples of Duties: The duties and responsibilities listed below are not inclusive and may be supplemented, as necessary.

- Maintenance and light repair of all lighting, plumbing, and HVAC fixtures.
- Grounds maintenance
- Monthly inspections of emergency lighting, water filters, air filters, etc.
- Painting and repair of surfaces: interior and exterior walls and trim, ceilings and ceiling tiles, sidewalks and walkways.
- Installation and/or assembly of furnishings, cabinetry, and shelving
- Repair and installation of door/window and other hardware and weather stripping
- Setting up and taking down of chairs, tables and furniture related to events held in municipal buildings
- Snow and ice control of town facilities, including sidewalks, and all paved surfaces. This includes mandatory on-call availability and is potentially overtime pay. Days/times off shall be coordinated with the Facilities Manager to ensure coverage at all times.
- In conjunction/ cooperation with the Facilities Manager respond to emergency alarms/calls to town facilities 24/7/365. Days/times off shall be coordinated with the Facilities Manager to ensure coverage at all times.
- Assist in overseeing/providing access to subcontractors.
- Provide substitute coverage for custodial duties as the need arises: keeping municipal buildings in a clean, orderly, and safe condition. Cleans offices, hallways, lobbies, restrooms, stairways, floors, carpets, furniture, windows, water fountains, doors, and woodwork; empties waste/recycling baskets and transports waste/recyclables to transfer station; replenishes bathroom supplies.

Knowledge, skills and abilities

- Considerable knowledge of the tools, equipment and methods used in performance of carpentry, painting, electrical, plumbing, and HVAC maintenance and repair.
- Considerable knowledge of the work standards and safety procedures in building maintenance work.
- Good ability to perform maintenance work safely, effectively and efficiently with a minimum of direct supervision.

- Good ability to follow instructions and learn procedures.
- Good ability to establish and maintain effective working relationships with co-workers and members of the public
- Ability to care for and maintain equipment responsibly.

Physical and Mental Requirements / Work Environment
(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the building or work site(s) to other locations in and outside of the building or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to move arms, hands and fingers in to grip objects and perform manual labor.
- Ability to see and read objects closely as in reading manuals and instructions. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing or using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve minor problems.
- Ability to lift and carry objects which weigh over 50 pounds for extended lengths of time
- Ability to distinguish between public and confidential information and handle appropriately.

Qualifications
High School diploma or equivalent; Experience or training in HVAC, electrical, or plumbing; Experience in maintenance of municipal or other office buildings; Valid CT Driver's License; ability to operate power tools and lawn and garden tools, ability to plow and shovel snow

The Town of Columbia is an Equal Opportunity Employer (EOE).

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Presented to BOS:	October 6, 2020
Adopted by BOS:	
Effective:	

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Millie Ramsey would like to apply for a 2020 CT Livable Communities Grant for improvements to the Community Garden area at Szegda Farm.

The grant proposal is due October 21, 2020. The amount is $4,000.00 and will be used for improvements to a handicap accessible area for gardening, which will include elevated garden boxes, path from parking lot, small gazebo like structure to provide shade, and a table. Also, perhaps a small swing-set, etc. for use by children who may be working with grandparents.

Grants are available to incorporated organizations that are 501(c)(3) or 501(c) for non-profits and Connecticut government entities.

2020 CONNECTICUT LIVABLE COMMUNITIES GRANT
Request for Grant Proposals

BACKGROUND

AARP is a national social impact non-profit organization that empowers people age 50+ to choose how they live as they age. AARP Connecticut's state office is located in Hartford. We lead positive social change and deliver value to the 50+ population, including our members, through information, advocacy, and service.

AARP CT will evaluate grant requests from Connecticut 501(c)(3) and 501(c)(4) nonprofit organizations and government entities that focus on any of the following areas:

- Affordable and accessible housing options for residents 50+
- Delivery of services to help residents 50+ age in the setting of their choice
- Pedestrian and bike infrastructure (sidewalks, amenities for walkers, public art, safe street crossings, navigation, etc.)
- Public Transportation
- Fostering intergenerational and multi-cultural connection
- Financial security for low income residents 50+
- Socialization and fostering community connection for older residents
- Education and awareness about LGBTQ elders
- Community accessibility for disabled residents

Organizations will be selected in 2020 for grants up to $4,000. Grants will be one-time funding for a 12-month period starting when grant funding is received.

ELIGIBILITY

The grants are open to incorporated organizations that are 501(c)(3) or 501(c)(4) non-profits and Connecticut government entities who seek to make improvements in their neighborhood or community in Connecticut.

AARP will not fund the following types of activities or organizations under this grant program:

- Political activities
- Studies with no follow-up action
- Publication of books or reports
- Acquisition of land and/or buildings
- Research and development for a for-profit or commercial endeavor
- Individuals/salary
- Commercial activity or for-profits
- Capital expenditures

- Ongoing operating expenses

All projects must be completed within 12 months from receipt of grant funding.

PROPOSAL REQUIREMENTS

- Applicants must comply with these requirements, including without limitation the eligibility requirements.

- Applicants must submit proposal to CTLIVABLE@AARP.ORG with each section of the application completed with all pertinent information.

DEADLINE

All proposals must be **received** by **5:00 p.m. on WEDNESDAY, OCTOBER 21, 2020** to be eligible for consideration under this grant program.

SELECTION

Recipients will be selected by a panel with expertise in aging issues, community development, and livable communities.

In general, the selected projects will be based on the degree to which their goals meet the selection criteria as provided in this grant program and are consistent with current AARP policy positions and mission in AARP's sole discretion.

More specifically, the judging for the grants will be evaluated based on a weighted point system for a total of 100 overall points as follows as provided in the grant application.

AARP reserves the right to allow panelists to consider additional factors in the selection of successful applicants.

NOTIFICATION

The grant recipients will be notified by email **no later than November 10, 2020**. Grantees must execute and return a binding Memorandum of Understanding to the AARP CT Office to CTLIVABLE@AARP.ORG within nine (9) days of notification. Noncompliance with this time period may result in disqualification.

ADDITIONAL TERMS AND CONDITIONS

By submitting an application to AARP under this grant program, the applicant agrees that:

• The decisions of AARP regarding the eligibility of participants and the validity of entries shall be final and binding and applicant agrees that it will not contest AARP's selection of grant recipients in any way.

• All submissions will be judged by AARP whose decisions and determinations as to the administration of the grants and selection of grant recipients are final and in AARP's sole discretion.

• AARP has the right, in its sole discretion, to cancel, or suspend the grants.

ADDITIONAL TERMS AND CONDITIONS – cont'd.

• The Applicant's project and application shall not violate any third-party rights. Applicant agrees that participation in the grant program constitutes the Applicant's consent to AARP's use of the applicant organization's name and corporate logo, street address, city, state, zip code, county, and names, likenesses, photographs, videos, images, and statements made or provided by the Applicant's representatives regarding the grant process for promotional purposes in any media without further permission, consent, payment or other consideration.

AARP and its affiliated organizations, subsidiaries, agents and employees are not responsible for late, lost, illegible, incomplete, stolen, misdirected, illegitimate, or impermissible submissions or any other error whether human, mechanical or electronic.

Please email questions to CTLIVABLE@AARP.ORG .

2020 AARP CT Livable Communities Grant

To Make CT Communities Livable for People of All Ages

All applications must be submitted through CTLIVABLE@AARP.ORG

APPLICATION DATE:

PRIMARY CONTACT PERSON/TITLE:

NAME OF APPLICANT ORGANIZATION:

CHECK THE ONE THAT APPLIES:

___ 501(C)(3) ___ 501(C)(4) ____Connecticut Government Entity

Please provide a copy of your organization's tax determination letter from the Internal Revenue Service if you are a 501(c)(3) or 501 (c)(4) non-profit.

ADDRESS:

PHONE:

EMAIL:

NAME AND EMAIL ADDRESS OF BACKUP CONTACT:

NAME OF PROPOSED PROJECT:

AMOUNT OF THIS GRANT REQUEST: (not to exceed $4,000)

TOTAL PROJECT BUDGET:

HOW DID YOU LEARN OF THIS GRANT?

☐ **Please check here** to confirm that funds from the grant will not be used for any of the following unallowable activities: political activities, studies with no follow-up action, publication of books or reports, acquisition of land and/or buildings, research and development for a for-profit of commercial endeavor, individuals/salary, commercial activity or for-profits, capital expenditures, ongoing operating expenses.

PROJECT NARRATIVE AND BUDGET (*no more than 500 words per section)*:

1. **SUMMARY:** Please provide a brief summary of the project. (5 points)

2. **LIVABILITY:** Please describe how the project will make your community more livable for people of all ages. Reference at least one of AARP's livable community areas in your response and also mention how the project will benefit people age 50 and older. (20 points)

3. **COMMUNITY ENGAGEMENT:** Describe in detail how the project will engage community members, and especially people age 50+, in the process of becoming a more livable community. (15 points)

4. **COMMUNICATION:** Describe in detail how your organization or government entity will communicate information about the project to the target community, including how social media will be used to promote the project at various stages. (5 points)

5. **GEOGRAPHIC COMMUNITY:** Identify and describe the neighborhood/area to be served, including demographic information and specific location details such as streets and neighborhood names. (10 points)

6. **CAPACITY:** Describe in detail how the organization will execute the work, including specific deliverables (e.g. Purchase and Install nine (9) two-seater park benches). Please identify collaborating organizations, if any, and staff who will be responsible for key components of the work. (15 points)

7. **TIMELINE:** Identify steps and timeline for proposed project. NOTE: All projects must be completed within 12 months from receipt of grant funding. (5 points)

8. **ASSESSING IMPACT:** Please describe how you will assess the impact of the project. How will you know that this project has been a success? (10 points)

9. **PROJECT BUDGET:** Identify what expenses will be covered by the grant, in detail, using the template below. Include in-kind services such as donated materials and/or labor. Add explanations if necessary. (15 points)

EXPENSE TYPE	TOTAL EXPENSE FOR PROJECT	EXPENSE FUNDED BY GRANT	COMMENTS
Itemized			
In-Kind			
TOTALS			

COVID Costs being submitted to FEMA and OPM
March to June 2020

FEMA Submission:

	Submitted	FEMA Reduction	Net FEMA	FEMA 75%	OPM 25%	Total
CVFD	6,696.21	1,323.70	5,372.51	4,029.38	1,343.13	5,372.51
Town	7,887.81	5,211.65	2,676.16	2,007.12	669.04	2,676.16
BOE	89,619.77	71,683.43	17,936.34	13,452.26	4,484.08	17,936.34
Total	104,203.79	78,218.78	25,985.01	19,488.76	6,496.25	25,985.01

St of CT OPM **$37,960** Max Reimbursement based on Estimate submitted

					Not covered by FEMA	
CVFD					1,343.13	1,343.13
Town		2,520.81			669.04	3,189.85
BOE		28,942.94			4,484.08	33,427.02
Total	-	31,463.75	-	-	6,496.25	37,960.00

		FEMA submission page numbers:
BOE COVID costs based on FEMA ineligibiliy but can submit to OPM	25,073.50	p. 12
	2,384.67	p. 13
	1,484.77	p. 14
		p. 15
		p. 16
		p.17
		p.18
	28,942.94	

	March to June 2020 COVID Reimbursements:		
	Total Reimbursment with FEMA + OPM *	**St of CT Dept of Ed: ESSER Funds**	Total Estimated Reimbursements
CVFD	**5,372.51**		5,372.51
Town	**5,196.97**		5,196.97
BOE	**46,879.28**	**22,991.00**	69,870.28
Total	**57,448.76**	**22,991.00**	**80,439.76**
	57,448.76		80,439.76

* Pending Approvals by FEMA and OPM

REGISTRARS OF VOTERS
323 Route 87
Columbia, CT 06237
860-228-6843 x113
registrar@columbiact.org

September 15, 2020

Robin Kenefick
Town Clerk
Town of Columbia
323 Route 87
Columbia, CT 06237

Re: November 3, 2020 State Election

Pursuant to Section 9-168 of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that we are designating Horace W. Porter School, at 3 Schoolhouse Rd, Columbia, CT as the polling place for the State Election on November 3, 2020.

Pursuant to Section 9-147a of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that Absentee Ballots will be counted at the designated polling place for the State Election on November 3, 2020.

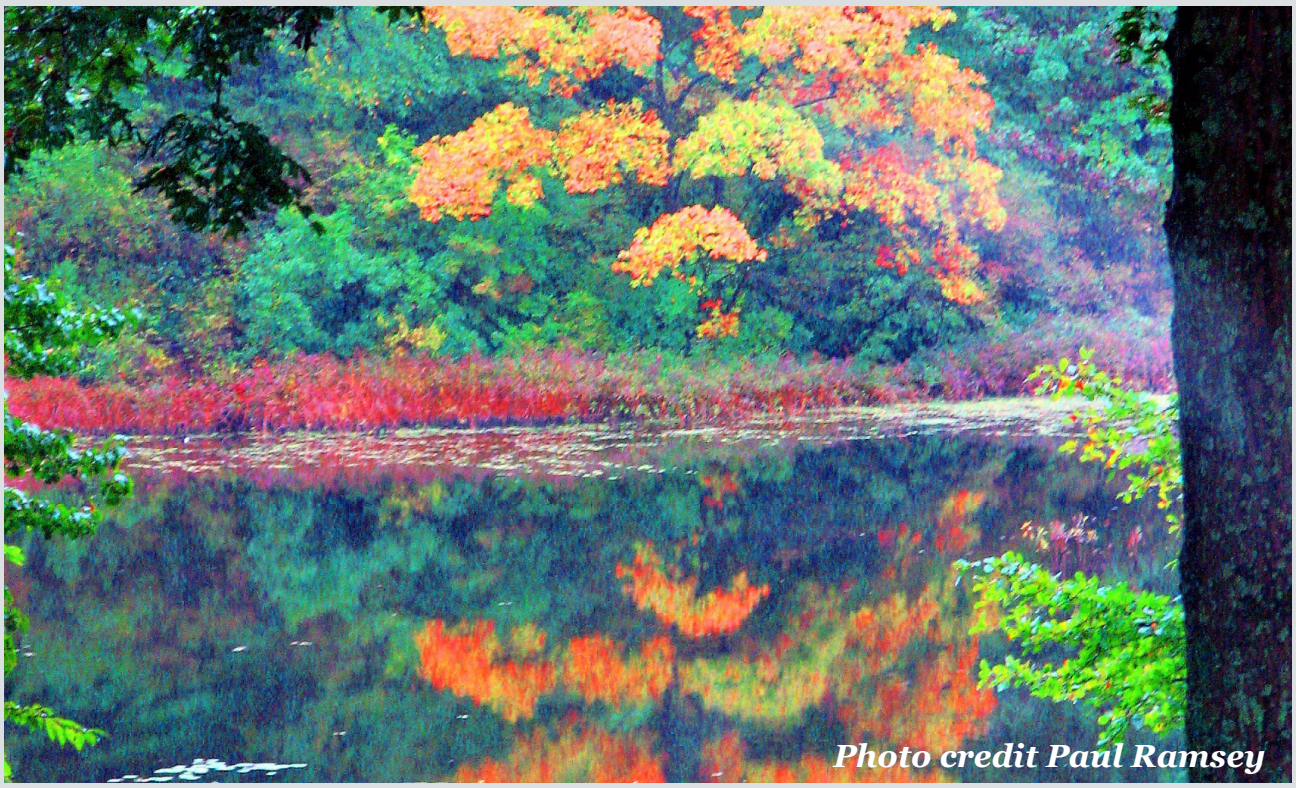
Sincerely,

Karen Butzgy, Democratic Registrar

Kate Morrison, Republican Registrar

cc: Town Administrator, Board of Selectmen

COLUMBIA



UPDATE OCTOBER 2020

TOWN OF COLUMBIA

OFFICE OF THE FIRST SELECTMAN

It has been a difficult year so far, but we have a lot to be proud of and while it has been challenging dealing with COVID constraints, we have pulled together as a town. The response from the community in helping others has been tremendous. The town has received generous donations towards COVID relief that will assist those in need. Donations may be used for food supply, fuel assistance, protective equipment and other social services that will benefit those affected by COVID-19. Our town staff has not missed a beat in providing our residents with the services that they need while balancing the safety of the public and their fellow employees. I thank them for their dedication. I would also like to commend the school's ability to adapt under very difficult circumstances while still providing our students with a quality education.

For the most up-to-date information from the State of Connecticut on COVID-19, residents are encouraged to visit **ct.gov/coronavirus**. Residents can also subscribe to text message alerts from the state by texting the keyword **COVIDCT** to **888-777**.

Despite the COVID pandemic, we have moved forward with many projects. On page 7, Town Administrator, Mark Walter discusses the important and vital improvements made with the Rec Park expansion.

In addition, we have had some important changes in personnel in high level positions. With the retirement of the DPW Director, George Murphy and Facilities Manager, Bud Meyers those positions were very crucial positions that we needed to fill. We would like to welcome Beth Lunt as the new Director of Public Works. A bio for Beth is on page 5. The Facilities Manager position is in the works and should be filled soon.

The membership of the Columbia Volunteer Fire Department has announced as of 9/9/20 the election of Steve Postemsky as the new Fire Chief. I would like to congratulate him on his election to this important office and its service responsibilities to the citizens of Columbia.

We have also created a new position for a Community Social Services Coordinator and We would like to welcom Katie Wilt. Katie's bios is located on page 6. This position will provide community based social services to identified groups, individuals, and families in order to protect and improve the social well-being and functioning of families and individuals.

At the time of this publication, fall will be upon us and planning for winter is right behind. Hurricane season lasts from June to November with the peak season from mid-August to late October. Our Emergency Management team and DPW crew are prepared to work closely with Eversource in case of power outages and downed trees. In early August we experienced Tropical Storm Isaias that caused major power outages in Columbia. Each storm provides us with lessons learned on how to improve our response.

- We have stepped up our efforts to reach all our residents who might need help during a power outage and encourage anyone with a medical condition or a disability that may require additional help to notify us. Please contact the Senior Center Director, Bernadette Derring at 860-228-0759.
- We will continue to work closely with the Columbia Volunteer Fire Department in conjunction with our Emergency Management team and continuously update and review our emergency procedures.

I would like to take a moment to thank Morgan Bonaiuto for her efforts in organizing a food drive that was held in August and early September in partnership with Columbia Ford Kia. Morgan is working towards her Gold Award in Girl Scouts and this commendable project will help her on that journey.

Columbia Ford, in addition to hosting the event, agreed to donate a $25.00 gift card to Stop & Shop for every card sold through the event. Morgan raised over $800.00 for the food bank at the Senior Center. I would also like to thank State Representative Tim Ackert for his efforts in donating a truckload of fruits and vegetables to the food bank that was organized with the generous donations from local farmers. I would also like to thank the sponsors; Lee's Stir Fry, Spotless Car Wash, Columbia Ford Kia Service, Thunderbird Care, A Cupcake for Later, The Main Moose, Bowes Tire & Auto, Tequitos Mexican Grill, Kalamatos Family Pizza, Batters Box of Columbia, and Hosmer Mountain Beverages.

Lastly, it's been a very dry summer and although it is rare in Connecticut to have to worry about forest fires, it can happen. We are in Stage 2 drought in Columbia (classified as Severe Drought). Besides the potential for forest fires, the Stage 2 drought can potentially impact water supplies, agriculture, or natural ecosystems. The Connecticut State Department of Public Health advises, residents and businesses in Stage 2 counties to voluntarily take the following measures to aid in minimizing future drought impact:

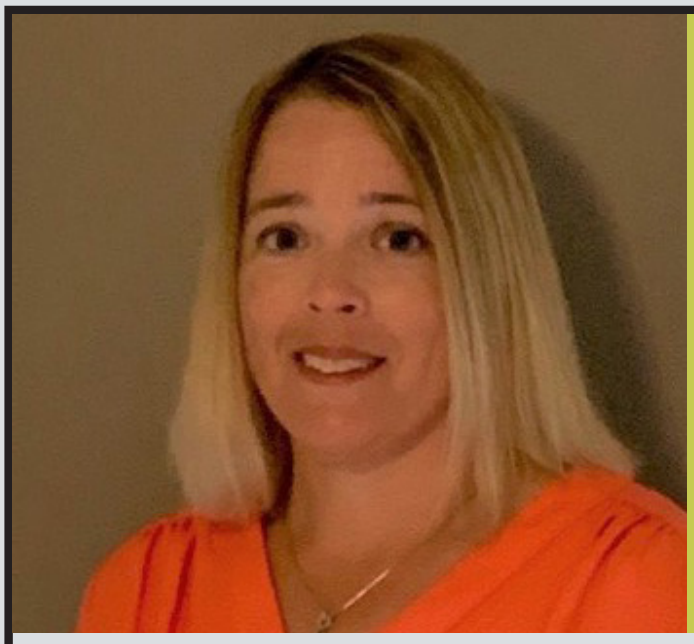
- Reduce automatic outdoor irrigation
- Postpone the planting of any new lawns or vegetation
- Minimize overall water use by fixing leaky plumbing and fixtures
- Follow any additional conservation requests issued by water suppliers or municipalities

Please be careful until we get a big rainfall with open flames and heat sources outdoors. The prolonged dry weather across north central and northeast Connecticut has resulted in high fire risk. With low relative humidity and gusty winds today, please be very careful with outdoor fire pits, barbecue's etc. Do not burn brush (this requires a burning permit from the burn official). Please do not use fireworks or sparklers, and do not throw cigarette butts on the ground.

We encourage the public to visit the Town website at **www.columbiact.org** for up to date information and I will also be providing weekly updates on the Town of Columbia **YouTube** channel and on our **Facebook** page.

Thank you and please be safe.

Steven M. Everett, First Selectman
severett@columbiact.org
860-228-0110



Beth Lunt
Department of Public Works Director

We are pleased to announce Beth Lunt has joined the Town of Columbia in the position of Department of Public Works Director.

Beth will oversee and manage the programs and activities of the Department of Public Works in the areas of: administration, engineering, fleet managment, operating and capital budgeting, personnel, highways, roads and bridges, maintenenace of parks and town facility grounds, snow removal, municipal solid waste disposal, and recycling.

Prior to her employment with the Town of Columbia, Ms. Lunt served as the Director of Public Works for the Town of East Haddam, CT. In addition, she managed the Town of East Haddam Transfer Station and acted as recycling coordinator. She has over ten years of experience in the engineering and consulting field.

Ms. Lunt is a member of several professional organizations including the CT Tree Warden Association and the New England Chapter of America Public Works Association.

Ms. Lunt graduated from Clarkson University with a master's degree in Civil and Environmental Engineering and is a certified tree warden.

Beth Lunt
elunt@columbiact.org
860-228-4270

Katie Wilt

Community Social Services Coordinator

We are pleased to announce Katie Wilt has joined the Town of Columbia in the position of Community Social Services Coordinator.

After growing up in Columbia, Katie Wilt returns to her roots to serve as the part-time Community Social Services Worker for the Town of Columbia.

Her 16-year career as a social worker has been driven by her ability to see potential and her passion to facilitate it. Katie brings a solid foundation of municipal social services experience as she served as a Community Outreach Social Worker for the Town of Glastonbury for over 9 years. There she provided case management, often serving as an intermediary between clients and agencies to determine needs and find suitable solutions. Alongside this, she ran social service programs, often assisting families in crisis.

Katie's experience includes working in the non-profit sector, as well. For 5 years, she worked for American Corporate Partners, a veteran mentoring program based in NYC. There she created and managed hundreds of meaningful relationships between veterans and business leaders while simultaneously leading an outreach team that worked closely with Student Veteran Associations at colleges and universities across the country.

Most recently, she worked for another non-profit in Brooklyn, NY. At NPower, she worked with young adults from underserved communities and helped them climb the ladder to the middle class through tech skills training, professional development workshops, and quality work placement.

Now that Katie is back in Connecticut, she is eager to apply her social work skills to help our townspeople and make our community stronger.

Katie Wilt | Community Social Services Coordinator
Town of Columbia
323 Route 87
Columbia, CT 06237
kwilt@columbiact.org
860.228.0110 x128
(Typical office hours: Monday & Tuesday, 8:30 am-5:00 pm)

TOWN ADMINISTRATOR

OCTOBER 2020

With only three months until the new year I cannot believe how different this year has been. I want to thank all our employees for continuing to provide the service that our town residents rely on. I am proud of the fact that every resident received the services they needed. We remain available to help you by phone or appointment.

We are especially proud of all the great work from our Department of Public Works and Recreation Department on the improvements at Rec Park. The photos included show off the new pickle ball and basketball courts, the new road around the outside of the park for improved safety and new guard rails and parking lots.

We always appreciate your thoughts and feedback as our parks continues to develop. Please forward any ideas to Steven Everett or myself (**publicinput@columbiact.org**, **townadministrator@columbiact.org**, or **severett@columbiact.org**). This is how our new improvements to the playground occurred. Our local Girl Scout troop did research and learned that static electricity from the plastic slide can affect cochlear ear implants. To solve this the Girl Scouts presented their ideas to Steven Everett and the Board of Selectman who supported the new slide and additions to the playground that will give access to children with ADA needs.

Pickle Ball and Basketball Courts

We are now starting to design and cost out various projects at Rec Park, which include, a maintenance garage, bathrooms with handicap access, concession stand, and pavilion. When we are all done, we hope to have a park that is an asset that sets our town apart and compliments our great beach, lake, and new Mono Pond State Park.

These outdoor assets are the perfect answer to hobbies and activities that help in our COVID environment. Please call anytime, I am willing to meeting to hear your ideas at (860) 228-0110).

The Town of Columbia's departments are open by appointment only; however, we continue to encourage residents to use on-line services and the drop-boxes at Yeoman's Hall and Town Hall. We have installed a lock box by Yeoman's Hall for payments, correspondence, permits, Transfer Station Applications, Dog License, etc. Tax Payments can be dropped off at the lock-box in front of Town Hall's front door.

For a staff directory to schedule an appointment please visit the Town of Columbia's website at **www.columbiact.org**.

Please respect our safety guidelines by wearing a mask when entering the building, use hand sanitizer at the entrance, and observe social distancing guidelines.

Entrance to the building will be limited to Yeoman's Hall and exiting through Town Hall.

THE TOWN OF COLUMBIA IS ACCEPTING ONLINE DONATIONS through the **Recreation Departments Programs page.** The donations are to assist those in need during the COVID-19 pandemic. Donations may be used for food supply, fuel assistance, protective equipment and other social services that will benefit those affected by COVID-19.

IMPORTANT LINKS AND INFORMATION RELATED TO COVID-19: Eastern Highland Health District (EHHD) has real-time information on their website **www.ehhd.org** with an embedded link to COVID-19 information from the CDC. If you have specific questions please contact EHHD directly at (860) 429-3325.

For the most up-to-date information from the State of Connecticut on COVID-19, including an FAQ and other guidance and resources, residents are encouraged to visit **ct.gov/coronavirus.**

For several additional graphs and tables containing more data, including a list of cases in every municipality, visit **ct.gov/coronavirus** and click the link that is labeled, "COVID-19 Data Tracker."

- **FOODSHARE'S FOOD DISTRIBUTION IS LOCAL and AT RENTSCHLER FIELD:** The Local MOBILE Foodshare location will be at the Beckish Senior Center EVERY OTHER THURSDAY from 1:00 PM to 1:30 PM, starting September 10th to December 17th. For more information call 860-286-999 or visit the **FoodShare website**. Please see the flyer on Page 10 for more information.

  Anyone and Everyone can participate no questions asked. Simply drive up with your car and they will put the food in your trunk.

  FOOD DISTRIBUTION AT RENTSCHLER FIELD, 615 SILVER LANE, EAST HARTFORD, CT.

  Distribution dates:

  Tue/Thu/Fridays - October 1st to October 30th from 8:30 am to 12:00 pm.

  Rentschler Field, 615 Silver Lane, East Hartford, CT 06118

- ***Important information:***

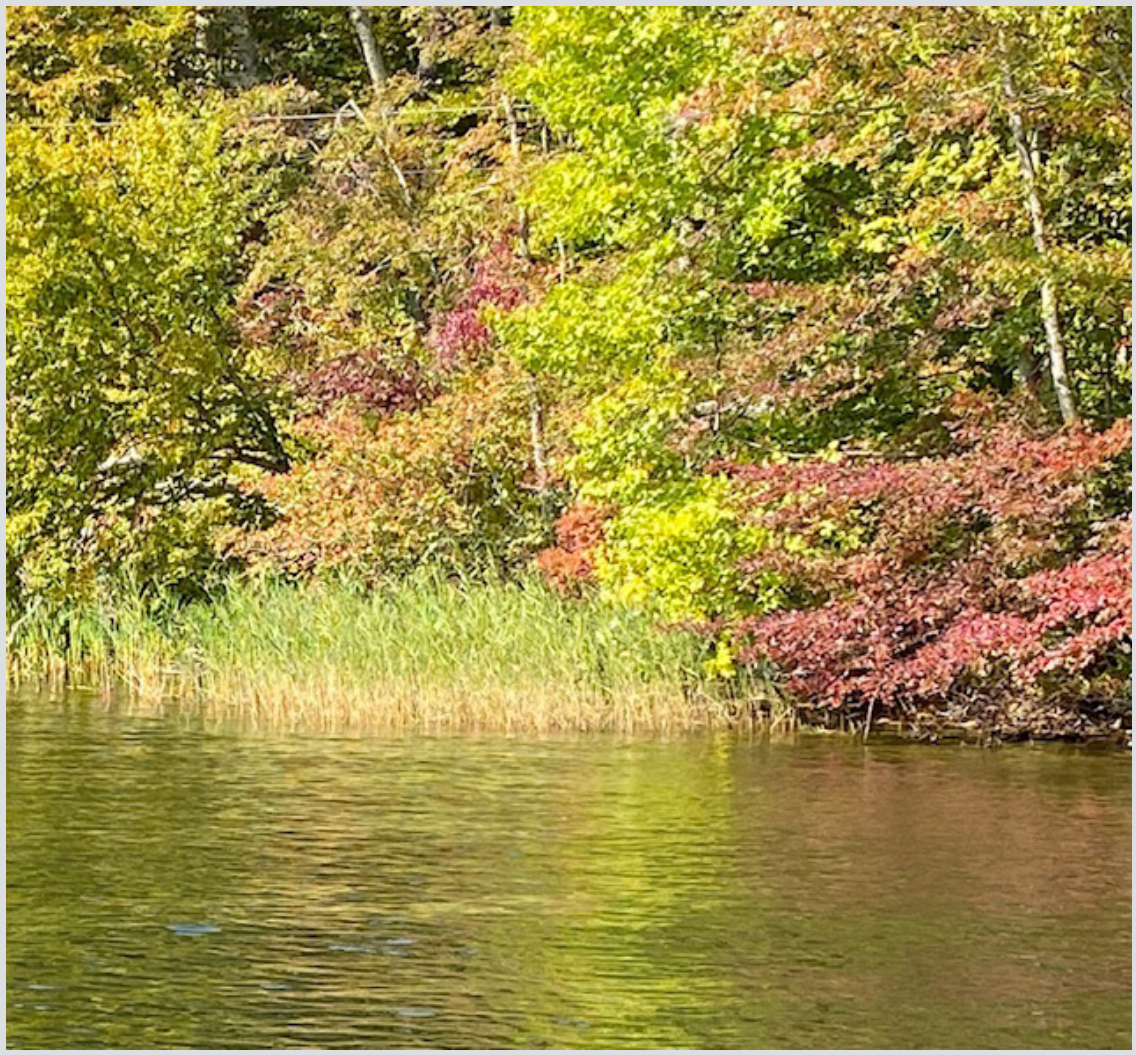
  - More Food Resources: **www.foodshare.org/coronavirus**
  - One allocation of food per car to ensure that there is enough food for everyone.

NOTIFICATION OF AQUATIC TREATMENT AT COLUBMIA LAKE ON OCTOBER 7, 2020, RAIN DATE 10/8/20

In accordance with the Connecticut DEEP, Pesticide Division notification requirements, Columbia Lake in Columbia, CT will be chemically treated with USEPA/ CT DEEP registered herbicides to control nuisance aquatic vegetation on Wednesday, October 7, 2020 with a Rain date of Thursday, October 8, 2020.

Only the non-native Phragmites (common reed) around the shoreline will be treated with Clearcast (Imazamox). There are no labeled water use restrictions required for this treatment however entry into any Phragmites areas around the lake should be avoided on the day of treatment. Prior to treatment, the lake shoreline will be posted with signs near any treatment areas warning of these temporary use restrictions.

This work is being performed for the Town of Columbia. Treatments are conducted pursuant to the permit issued by the CT DEEP. Information on the specific date of application may be obtained from the person named below. The treatment is being performed by the state licensed firm SOLitude Lake Management of Shrewsbury, MA. Contact: Paul Conti (508) 917-7164.



EVERBRIDGE NOTIFICATIONS: We will from time to time issue an Everbridge Notification with a message from the First Selectman, Steven M. Everett to help keep you informed. If you would like to sign up for Everbridge Notifications please go to the Town's website and on the **Everbridge Notifications** tab.

EMAIL NOTIFICATIONS: To receive Town news please go to the Town's website and click on the **Email Notifications** tab.

If you need assistance please do not hesitate to call the Town Administrative Office or the First Selectman at 860-228-0110 or email us at **townadministrator@columbiact.org**.

PLEASE NOTE ALL TOWN OFFICES WILL BE CLOSED OCTOBER 12, 2020 FOR COLUMBUS DAY.

Thank you,

Mark B. Walter, Town Administrator
323 Route 87
Columbia, CT 06237
860-228-0110

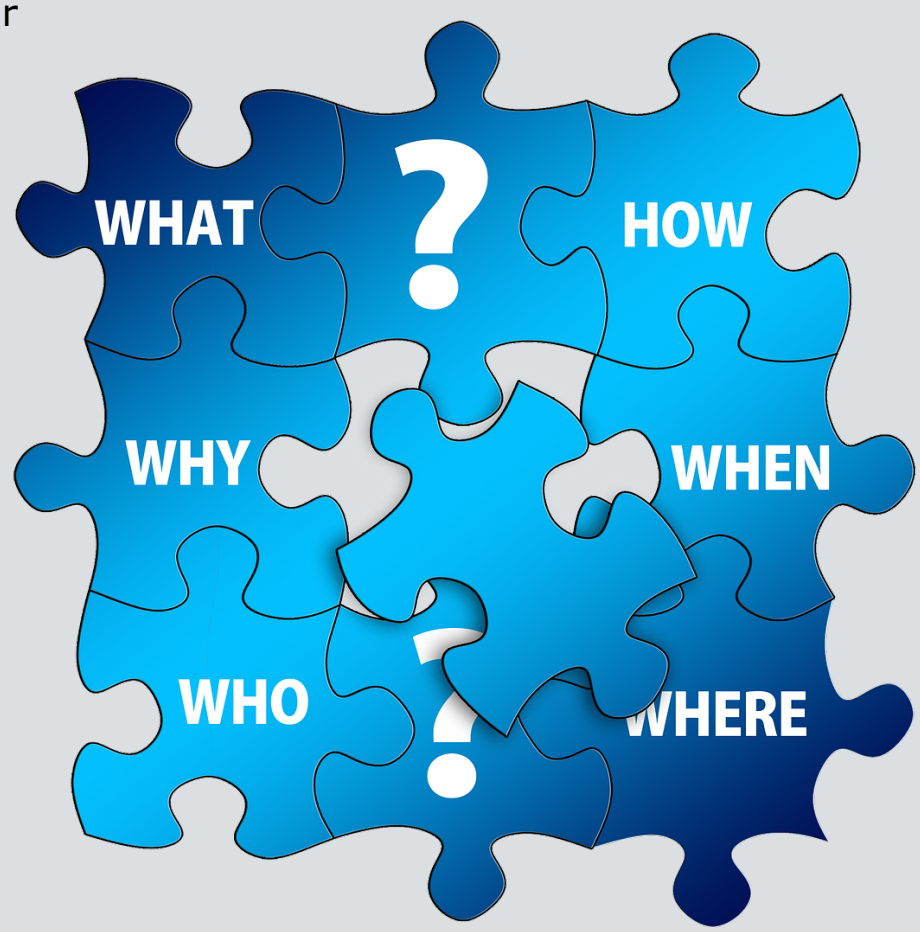


Image by Pixabay

Find us on

Mobile Foodshare

COLUMBIA'S MOBILE FOODSHARE NEW SITE LOCATION

Beckish Senior Center
188 Route 66, Columbia

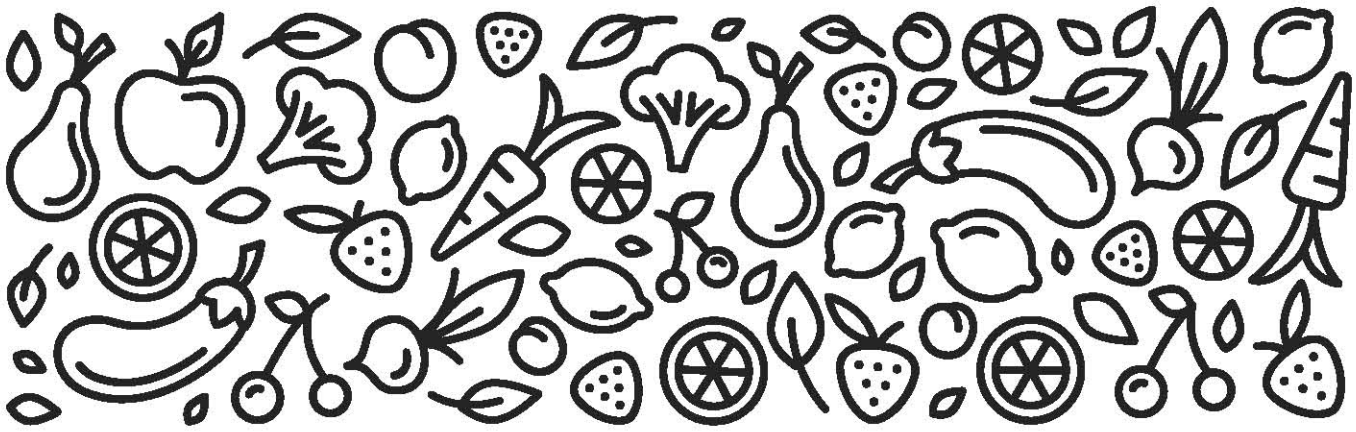
EVERY OTHER THURSDAY
Sept 10th, Sept 24th, Oct 8th, Oct 22nd, Nov 5th, Nov 19th, Dec 3rd, & Dec 17th

1:00PM TO 1:30 PM

DRIVE THROUGH ONLY—NO CONTACT OPEN TRUNK OR CAR DOOR AND WE WILL PLACE ITEMS IN YOUR CAR AND YOU CAN DRIVE AWAY SAFTELY.

EVERYONE IS WELCOME—NO PERSONAL INFO REQUIRED FOR PARTICIPATION

FOODSHARE
"When hunger stops, so will we."
www.foodshare.org



FREE FOOD DISTRIBUTION

Rentschler Field

615 SILVER LANE, EAST HARTFORD, CT 06118

TUE / THU / FRI* • OCT 1 THROUGH OCT 30 • 8:30 AM - 12:00 PM

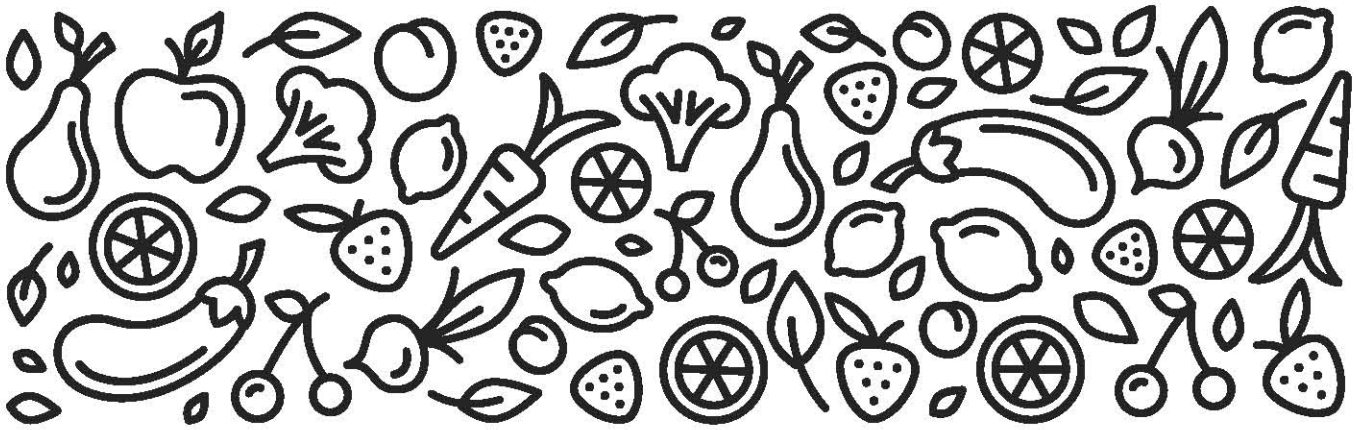
Drive-Thru Process ⋮ **For the Greater Hartford community**

More Food Resources → WWW.FOODSHARE.ORG/CORONAVIRUS

**Closed Mondays & Wednesdays | One allocation of food per car to ensure that we have enough food for everyone*

FOODSHARE

860-286-9999
www.foodshare.org



DISTRIBUCIÓN DE ALIMENTOS GRATIS

Rentschler Field

615 SILVER LANE, EAST HARTFORD, CT 06118

MAR / JUE / VIE • 1 DE OCTUBRE A 30 DE OCTUBRE • 8:30 AM - 12:00 PM

Proceso de conducción
(DRIVE-THRU)

Para la comunidad de Greater Hartford

Más Recursos Alimenticios → WWW.FOODSHARE.ORG/CORONAVIRUS-ES

**Cerrado: lunes y miércoles*
Una asignación de alimentos por automóvil para garantizar que tengamos suficientes alimentos para todos

FOODSHARE

860-286-9999
www.foodshare.org

UPCOMING TOWN MEETINGS

Due to the current COVID-19 Emergency, meetings will be held by utilizing remote access. Each board or committee will provide the information needed to join using an on-line conferencing platform. Please check the Town of Columbia's website for updates.

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, meetings are physically closed to the public. We encourage residents to join via Zoom and to provide your comments and input during the meetings utilizing the "Chat" feature in Zoom, or providing comment during the Audience of Citizens/Public Comment portion of the meeting. Public Comment will be accepted by our dedicated email at **PublicInput@columbiact.org** or by USPS mail to 323 Route 87, Columbia, CT 06237 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting).

TOWN DEPARTMENT NEWS AND INFORMATION

REGISTRAR OF VOTERS*:*

Election
November 3, 2020
6am-8pm
Horace W. Porter School

IN-PERSON VOTING WILL BE AVAILABLE

- The deadline to register to vote is October 27th. Register on-line at **voterregistration.ct.gov** or contact the Registrars of Voters.
- If you miss the registration deadline, Election Day Registration will be available at Horace W. Porter School on November 3rd, 6am-8pm. ID & proof of residency will be required.
- To obtain an Absentee Ballot, carefully fill out an Absentee Ballot application and submit it to the Town Clerk via mail, Ballot Drop Box, or to the Town Clerk's office. **Click here for an Absentee Ballot Application**.
- Starting on October 2nd, Absentee Ballots will be mailed out within 48 hours after the Absentee Ballot Application is received by the Town Clerk.
- Absentee Ballots must be received by 8pm on November 3rd. They can be returned via mail, Ballot Drop Box or to the Town Clerk's office. Absentee Ballots cannot be accepted at the polling place.
- Please contact the Registrar of Voters or Town Clerk with any questions.

Registrars of Voters
Karen Butzgy – Democratic
Kate Morrison – Republican
(860) 228-6843 x113
registrar@columbiact.org

TOWN DEPARTMENT NEWS AND INFORMATION

ASSESSOR: The Assessor's Office is currently performing inspections on building permits and developing an updated personal property list. Below are a couple of upcoming tasks you may want to list on your calendar if applicable to you.

Personal Property: This notice is to remind all taxpayers who file a declaration for personal property to please do so no later than November 2, 2020. If not filed in a timely manner, per state statute a 25% penalty shall be applied. If you own a business or have unregistered motor vehicle(s) this includes registered out of state that are not currently on our list, please let us know and we will mail you a declaration.

Supplemental Motor Vehicle Adjustments: In order to have a motor vehicle bill adjusted we need two forms of proof. The first is a copy of the vehicle plate return or registration cancellation receipt that you get from DMV when you return your plates or from on-line. The second is something proving you got rid of the vehicle. Generally accepted proofs are a copy of the bill of sale, an out-of-state registration, an insurance statement that specifically states your vehicle was removed for sale or because it was sold, stolen or totaled. You can also submit a junked vehicle statement from the junk yard or a copy of your purchase agreement if you traded in a vehicle and bought a vehicle with lower value. If you traded a vehicle and kept the same plate do not bring us any documentation because DMV will automatically process it.

Please contact our office if you have any questions. The Assessor's Office is open Monday through Wednesday from 8 a.m. until 4 p.m., Thursdays 8 a.m. until 6 p.m. and Fridays 8 a.m. until Noon. Our telephone number is 228-9555.

BECKISH SENIOR CENTER: The Beckish Senior Center is closed to the public until further notice due to the Corona Virus. We ask that you please stay home and stay safe.

WE ARE AVAILABLE BY PHONE AND EMAIL:

Monday—Friday 8am-3pm

Bernadette Derring—Director of Senior Services

Beckish@columbiact.org

860-228-0759 ext. 1

TOWN DEPARTMENT NEWS AND INFORMATION

A message from Bernadette Derring, Director of Senior Services:

As I am writing this note, I think about the times when I was able to say hello to all of you in person and ask how you are. I hope you all are doing well, keeping busy, as busy as you like to, staying safe, and practicing social distancing. It was five months in August since we have been together socializing, playing games, or having lunch. I miss each of you and your daily life stories. The Beckish Senior Center is very busy with transportation services and food distributions.

In July, a new addition to the transportation services arrived at the Beckish Senior Center. Along with the bus, a new 2020 Ford Escape will provide transportation to seniors and disabled adults to and from medical appointments, shopping, or wellness visits. Please do not hesitate to ask for a ride for any reason. Please call Lisa or Margaret at 860-228-0759 ext. 2., who will be happy to assist you.

Since the start of the pandemic, the Senior Center's tables are full of non-perishable food items, toiletries, and goodies. We are busy shopping, sorting, packing, and distributing goods to our residents in need. Thank you to all the volunteers who participate in the program.

Meal on Wheels Program: If you are homebound and would like to have meal on wheels delivered please call Bernadette at 860-228-0759, ext. 1.

Donations: Donations are welcome. Please call ahead before dropping items off. Monetary donations can be made Payable to "Town of Columbia" and mailed to 188 Route 66, Columbia CT 06237.

While the Corona Virus has affected our daily lives, our spirit keeps going. I am looking to find a way to stay connected to all of you. There are several possibilities I can think of for us to meet in town. Of course, at any gathering, we must practice proper social distancing and wear a mask.

TOWN DEPARTMENT NEWS AND INFORMATION

Additionally, iPad's will be available soon to rent. With an iPad, you may Face-time or Zoom with your family and friends. These platforms allow you to see and speak with your family and friends. I will keep you posted when they become available.

I am visiting the possibility of re-opening of the senior center with limited capacity. Most Connecticut senior centers will not open until January 1, 2021. Many centers are curious to see how the school re-openings following protocols and guidelines. Only time will tell us and give us that answer.

We are all hoping that the virus passes quickly, and we can resume our lives.
Please stay in touch with us. The staff will continue to reach out to all of you weekly. If you are not receiving wellness calls and would like to be on the call list, please call me at 860-228-0759 ext. 1.

I am sending this virtual hug and always thinking of you. If you need anything, please do not hesitate to contact me.

Sincerely,
Bernadette Derring, Director Senior Services
& Transportation and Municipal Agent for the Elderly

BUILDING/LAND USE DEPARTMENT: To make an appointment with the Building Department please call (860) 228-0440 or by email **LandUse@columbiact.org.** Permits or applications for land use can be safely dropped off in the lock box located by the front entrance to Yeoman's Hall. The box is checked every morning. Please make sure that the envelope is clearly marked with the town department name and include your contact information on your envelope placed in the lock-box.

Please click **here** for all permit paperwork.

TOWN DEPARTMENT NEWS AND INFORMATION

Please call or email ahead to verify permit fees (by check only, made out to Town of Columbia), or to address other questions. Work that is to be done by a contractor must include a copy of their State license, and certificate of insurance with workman's comp, and should include a signed authorization from the property owner. Inspections will be carried out by appointment only for exterior inspections as well as inspections of non-occupied structures (new construction/additions) will continue.

Building Department
Terri Lasota, Building Department Administrative Assistant
(860) 228-0440
email **LandUse@columbiact.org.**

PUBLIC WORKS: Below are some reminders about disposing of leaves and disposing of household chemical waste.

DISPOSAL OF LEAVES: Please do not dispose of leaves by blowing/raking them into the street. By blowing leaves into the street this clogs up the catch basins and drainage ditches. The Town does not pick up leaves; however, the Transfer Station accepts leaves at no cost.

HOUSEHOLD CHEMICAL WASTE DROP-OFF FACILITY

57 Hancock Road - Willington, CT 06279 - Phone: (860) 684-3163
Open Saturdays 9 AM—2 PM
Remaining dates for 2020: 9/19, 10/3, 10/17, 11/7

Prepare the materials by:

√ Packing carefully in original containers only, seal and label
√ Do not mix materials
√ Drive carefully to prevent tipping
√ No smoking while handling and transporting materials
√ Residential limits of 10 gallons liquid and 100 pounds dry materials

As a Columbia resident you may bring residential quantities of hazardous waste to the facility at no cost but bring proof of residency.

If you have any questions please contact DPW Director, Beth Lunt at 860-228-4270, or **elunt@columbiact.org.** The Public Works Garage is located at 89 Route 6, Columbia, CT. 06237

FIRE MARSHAL:

WHAT IF I HAD A FIRE?

If you happened to be unfortunate to have a fire in your home, here are a few safety tips to help you in preparation of this tragic time.

1. Get out of the home.
2. Notify all other occupants and account for everyone once outside.
3. Call 9-1-1 and give the dispatcher good information.
4. Never re-enter the dwelling for anything.
5. When the Fire Department arrives, communicate if everyone is accounted for and any special hazards, i.e. guns, ammunition, propane gas or lost pets.
6. Remain calm.

PREPARING FOR A HOUSE FIRE

1. Have working smoke alarms that are less than ten (10) years old.
2. Exit plan and outside meeting place.
3. Practice fire safety.

THINGS YOU MAY WANT TO HAVE STORED AT A REMOTE LOCATION

1. Copy of current Insurance information.
2. Extra set of car keys.
3. Change of clothes.

WHAT WILL HAPPEN AFTER THE FIRE?

1. There will be a Cause & Origin Fire Investigation.
2. You will need to contact your Insurance Agent/Company.
3. Be mindful of signing any contracts for cleanup services.

Mike Lester, Fire Marshal
860-228-0440
firemarshal@columbiact.org

TOWN DEPARTMENT NEWS AND INFORMATION

SOCIAL SERVICES: Listed below is information on Heating Assistance and the CT Energy Assistance Program. Please contact Katie Wilt, Community Social Services Coordinator:

- Learn about what programs you may qualify for
- Get referrals to appropriate programs/services
- Talk with a social worker
- If you are having any issues with eligibility/benefits

Available by phone: 860-228-0110 x128, email: **kwilt@columbiact.org**, virtually by Zoom (Typical office hours: Monday & Tuesday, 8:30 am-5:00 pm)

HEATING ASSISTANCE: There are two main Energy Assistance programs that can help households in need. The **CT Energy Assistance Program** and **Operation Fuel**. You can apply to both programs from the comfort of your own home, with a local social service agency, or I can be contacted to help assist with the process!

Please see the eligibility guide for both programs and options for applying outlined below.

CT ENERGY ASSISTANCE PROGRAM: Eligibility (gross income and assets):

Household Size (includes homeowners and renters that pay separately for heat, and renters whose heat is included in the rent, as long as more than 30% of gross income is paid towards rent.)							
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Up To $37,645	Up To $49,228	Up To $60,811	Up To $72,394	Up To $83,977	Up To $95,560	Up To $97,732	Up To $99,904

***There is a liquid assets test as an additional basic eligibility requirement. For homeowners, the first $15,000 in liquid assets, and for other households, the first $12,000 in liquid assets, is disregarded. Any amount over that limit, when added to the annual gross income must be below the income guidelines** (liquid assets include checking, savings, CD's, stocks/shares, bonds, annuities, certificates of deposit and individual retirement accounts. *Individual Retirement Accounts are considered to be liquid assets if the accounts are in the name of a household member who is 59-and-one-half years old or more.)*

TOWN DEPARTMENT NEWS AND INFORMATION

How to Apply:

Option 1: Visit www.ct.gov and type in Energy Assistance in the search bar

1. Click on the first result, Energy Assistance – Winter Heating
2. Click on APPLY (left hand side)
3. Answer heating question and type in your zip code
4. Click on Download Application
5. To submit your completed application, you can e-mail **shirley.riemann@accessagency.org** or mail it to the following address.

The ACCESS Agency, Inc.
Attention: ACCESS Energy Department
1315 Main Street, Willimantic, CT 06226

Option 2: Schedule a tele- appointment by contacting ACCESS Energy Department Phone: 860-450-7487 (Willimantic) or by Email:**shirley.riemann@accessagency.org**.

Option 3: Contact me! (**kwilt@columbict.org**, or 860-228-0110 x128) I will download the application and assist in filling it out and sending it to ACCESS.

Important Deadlines:

3/21/21 - Deadline for fuel authorizations

5/3/21 - Last day that a household can apply to establish eligibility for benefits unless the household is utility heated and has a shutoff notice for its primary source of heat.

5/14/21 - Last day that utility heated household with a shut-off notice for its primary heat can apply to establish its eligibility for benefits.

OPERATION FUEL: An Operation Fuel energy grant is not an entitlement to all Connecticut residents, however if your income is under 75% of the State Median and you have applied to Energy Assistance but are over income or exhausted benefits you may qualify for oil or utility help.

Eligibility **Household Size**							
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
$45,213.48	$59,125.32	$73,037.16	$86,949.00	$100,860.84	$114,772.68	$117,381.15	$119,989.62

How to Apply:

Option 1: Online at **https://operationfuel.org/gethelp/**

Option 2: Contact Operation Fuel directly at **opfuelapplications@operationfuel.org** or call (860) 243-2345.

Option 3: With Windham Area Interfaith Ministry by calling 860-456-7270, ext 12

Option 4: Contact me! I am happy to virtually assist with the online application. (**kwilt@columbict.org**, or 860-228-0110 x128).

If the above-mentioned programs are not meeting immediate needs, please contact me. Or, if you are experiencing difficulty in receiving approval for the above-mentioned programs, please contact me to be of assistance.

Katie Wilt | Community Social Services Coordinator
Town of Columbia
323 Route 87
Columbia, CT 06237
860.228.0110 x128
(Typical office hours: Monday & Tuesday, 8:30 am-5:00 pm)

TOWN DEPARTMENT NEWS AND INFORMATION

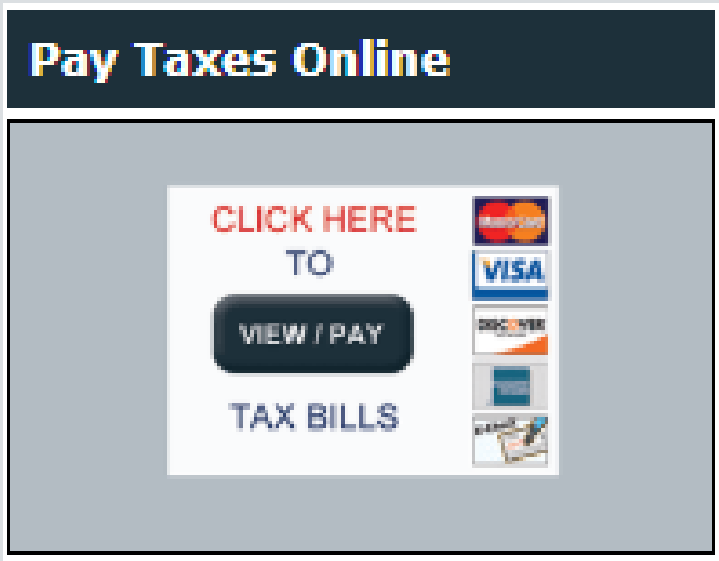
TAX OFFICE: The first installment of the Town of Columbia Real Estate taxes, Personal Property taxes and Motor Vehicle taxes is due on or before **October 1, 2020.**

Please note that any payment received and/or postmarked on October 2, 2020 will be considered a late payment. Interest will be charged on the amount due at 6% which is 1.5% per month retroactively to July 1, 2020 per the Governor's Executive Orders 7S and 7W.

The second installment of the Real Estate, Personal Property and the Supplemental Motor Vehicle taxes will become due on January 1, 2021. The last day to pay the second installment without a penalty is February 1, 2021. Bills are not sent for the second installment, please put a reminder on your calendar!

Please feel free to leave payments or correspondence in the drop box at the right side of the entrance of the Town Hall or in the drop box in front of Yeoman's Hall. The drop boxes are emptied at 8:00AM each weekday, weekend tax payments are processed on Monday. Please be aware that tax payments put in the drop box after 8:00AM will be processed the next day the Tax Office is open (see hours below).

Regular office hours for the TAX OFFICE: Monday through Wednesday 8:00-2:00, Thursday 8:00-6:00 and closed on Friday. Town Hall is currently open by appointment only. Please call 860-228-0230 to schedule an appointment.



The Tax Office has extended hours during the tax collection month of January and February 1, 2021: Monday through Wednesday 8:00-4:00, Thursday 8:00-6:00 and 8:00-12:00 Friday. Please visit the Town website at www.columbiact.org for up to date information.

Mailing address for tax payments:
Town of Columbia
Dept # 347
PO Box 150512
Hartford, CT 06115-0512

TOWN DEPARTMENT NEWS AND INFORMATION

Columbia residents can view and pay taxes on-line, service fees for tax payments apply, .95 cents to use a Bank account and 2.95% for credit and debit cards. To find your bills on-line, go to **www.columbiact.org**. On the Columbia home page (you may need to scroll down) click on the view/pay square and on the next page click on view/ pay square again. The search criteria will need to be entered exactly how the tax bill is written. Enter your last name, a space, and then your first initial. You can also utilize this site during income tax time to look up your payment history. Locate your bill using the instructions above, then hover over the icons in the option column and click on the one that says tax payment history.

If you have any problems using the on-line system, please contact the Tax Office at 860-228-0230 or **taxcollector@columbiact.org** and we will gladly assist you.

For those seeking an immediate clearance for DMV due to delinquent taxes please contact the Tax Office at 860-228-0230 or **taxcollector@columbiact.org** for information on the process.

TOWN CLERKS OFFICE: It continues to be business as usual in the Town Clerk's office for those services that you might need – Recording and Searching of Land Records, Fishing and Hunting licenses, Certified copies of Vital Records, Marriage licenses, Dog licenses, Transfer Station stickers, etc.

Admittance to the Town Clerk's office is by appointment only. Please call our office at 860-228-3284 to set up an appointment.

For your convenience, a large white drop box has been installed outside the doors to Yeoman's Hall. This box can be used to drop off items for the Town Clerk and is shared with other offices in Town Hall.

Fishing and Hunting: We would like to remind you that Sports licenses (fishing and hunting) for the 2021 season become available for purchase in December 2020. A perfect Holiday gift for the sportsperson in your family!

Robin M. Kenefick, Columbia Town Clerk (**rkenefick@columbiact.org**)
Gail C. McGrath, Columbia Asst. Town Clerk (**gmcgrath@columbiact.org)**

(860) 228-3284

TOWN DEPARTMENT NEWS AND INFORMATION

RECREATION DEPARTMENT: Please note that the Parks and Recreation Department is now located at the Murphy House at Columbia Lake. Follow us on **FaceBook** and **Instagram**!

UPCOMING EVENTS: REGISTRATION FOR PROGRAMS ONLINE AT RECDESK.

DOG SHOW: OCTOBER 3RD REGISTRATION BEGINS AT 9:30AM AT REC PARK

Prizes for each category winner and overall best in show!

TOWN DEPARTMENT NEWS AND INFORMATION

YOUTH PAINT NIGHTS

OCTOBER 9TH AT 6:30 PM, YEOMANS HALL AGES 10-16

OCTOBER 10TH AT 1:00 PM, YEOMANS HALL AGES 5-9

UPCOMING EVENTS: REGISTRATION FOR PROGRAMS ONLINE AT RECDESK.

TOWN DEPARTMENT NEWS AND INFORMATION

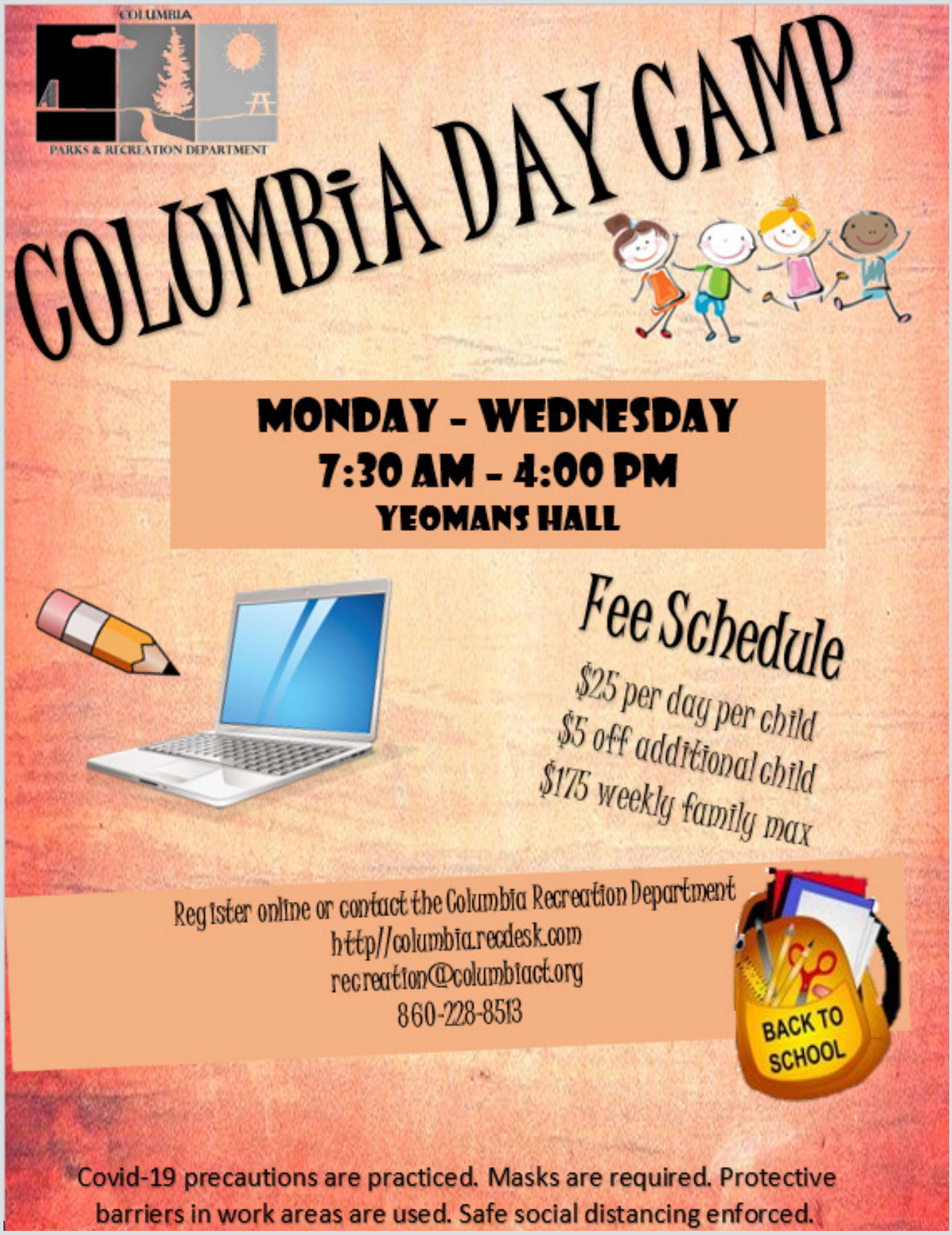
PUMPKIN CARVING NIGHT: FRIDAY, OCTOBER 23RD BRING YOUR FAMILY TO CARVE PUMPKINS AT YEOMANS HALL. Supplies for carving and painting is provided. $10 for first pumpkin and $5 for additional pumpkins! Enjoy a fun night out while practicing safe social distancing.

UPCOMING EVENTS: REGISTRATION FOR PROGRAMS ONLINE AT RECDESK.

TOWN DEPARTMENT NEWS AND INFORMATION

COLUMBIA DAY CAMP: MON-WEDS 7:30AM-4PM. CAMP FEES AR $25 PER A CHILD PER DAY, $5 OFF EACH ADDITIONAL CHILD, $175 FAMILY MAX PER WEEK.

UPCOMING EVENTS: REGISTRATION FOR PROGRAMS ONLINE AT RECDESK.



TOWN DEPARTMENT NEWS AND INFORMATION

SATURDAY SOCCER CLINICS: SATURDAY MORNING STARTING IN OCTOBER (3RD, 17TH, 24TH AND 31ST). We will have two groups grades K-2 and grades 3-5. Only $35.00 to register. Everyone receives a t-shirt, and registration is available online. Don't miss out on our October Soccer clinics!! Deadline to register is next **Monday, October 28th**.

UPCOMING EVENTS: REGISTRATION FOR PROGRAMS ONLINE AT RECDESK.

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

SAXTON B. LITTLE LIBRARY: Library staff are available 51 hours a week. Materials are provided 6 days a week. You can do things now that you've never done before, like wander the stacks in your pjs with a cup of joe, virtually from your device. Need something? Talk to us, we specialize in creative solutions.

We're here for you!

Come browse new titles Tuesday 1 pm - 3 pm & 5 pm – 7 pm, Wednesday 11 am – 2 pm, and Saturday 2 pm – 4 pm.

Give us a call, email or reserve on-line and pick up your materials curbside Monday 2 pm – 4 pm, Thursday 12 am – 4 pm & 6 pm – 7 pm and Saturday 11 am – 1 pm. (Shhhh, a secret – materials are often out early and stay out late – if you need something let us know!)

Visit our website **https://www.columbiactlibrary.org/catalog-tutorials/** to learn how to browse stacks from home, send us requests, make lists of materials you have or want to get, and more.

Feeling overwhelmed? Don't have much time? Tell us what you like (Musical movies? Quirky fiction? Want to learn about something? Stories magical baked good?) We can help! We'll develop a grab bag, a suggestion list or arrange a time to talk with you live to offer suggestions! (Don't like our suggestions? No problem. We just try again!)

Visit our website at: **www.columbiactlibrary.org**

Call us: (860) 228-0350

Or email: **SBL@columbiactlibrary.org**

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

Algae Patch Observed on Columbia Lake -Town of Columbia Communication

September 29, 2020

This past Sunday, September 27th a patch of blue-green algae was observed on the Sunny Slopes and upper Erdoni Road shoreline spanning about 600'. A lake water sample was collected and tested by our lake consultant, Dr. Kortmann and the algae patch does contains cyanobacteria.

As we await further analysis of the total density, as a precaution we are advising people to be observant for blue green algae patches and if seen people and pets should avoid swimming in an algae patch and pets not drink lake water. These patches disappear over time.

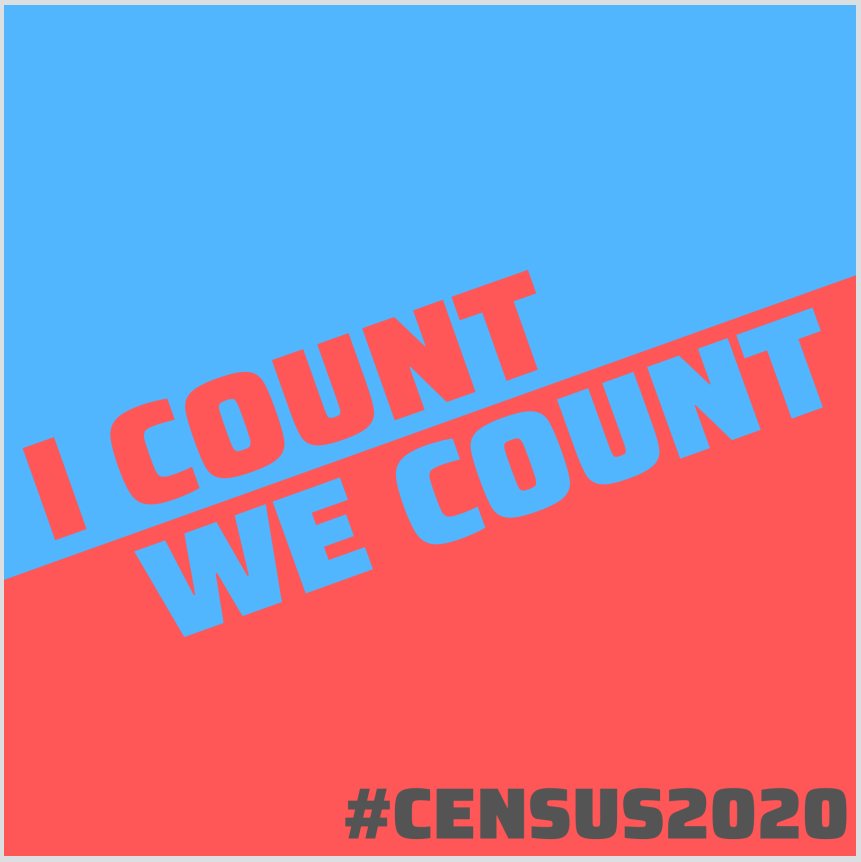
If you see algae floating at or under the surface, email **columbialakeassociation@gmail.**com or text Mary Roickle at 617-462-1899. Share when and where you saw it attaching a picture if possible.

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

COLUMBIA LIONS CLUB - LEO'S: The Leo's are putting on a food drive October 24th from 12:00 - 2:00 PM at the Town of Columbia Maintenance Garage (formally the old Firehouse) located on Rte 6 (by the Horace Porter School entrance)

2020 CENSUS:

The time to respond is running out! Complete the 2020 Census now! Go to **Census.gov** or call (844)-330-2020.



NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

COLUMBIA VOLUNTEER FIRE DEPARTMENT

REFLECTIVE ADDRESS MARKERS: If there is an emergency, help our Fire Department find you! 911 reflective address signs ensure a quick response. To order the Reflective Address Markers please go to the Columbia Volunteer Fire Department's web-page at **www.columbiafire5.org** and download the printable form or you can fill out the electronic form online. The price is $10.00 per sign or $12.00 with mounting brackets.

Columbia Volunteer Fire Department

REFLECTIVE ADDRESS MARKER ORDER FORM

Please complete the following information:

Name _____
Address _____
City, ST Zip _____
Phone Number_____

Address Number Requested

☐ ☐ ☐ ☐ ☐

Note: If your address has fewer than 5 digits, please X those boxes not used.

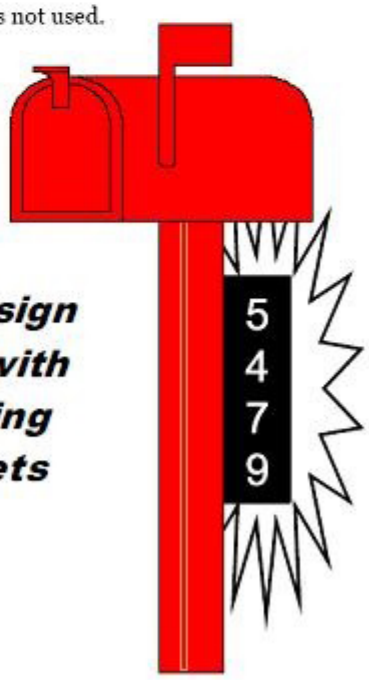
Mounting Preference

HORIZONTAL _____
VERTICAL _____

HORIZONTAL

VERTICAL

$10 per sign or $12 with Mounting Brackets



Mail to:

Columbia Volunteer Fire Department
PO Box 26
Columbia, CT 06237

(860) 228-9602

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

Help Us Help Kids With Cancer

Spoon Roast Dinner

Baked Potato, Carrots,Cole Slaw. Dessert

Saturday, Oct 03, 2020

4:30-6:30PM

Beckish Senior Center

Route 66, Columbia, CT

We Serve Adults $15.00 Children under 12 $8.00

(Please have the exact amount ready to give to your servers whether CASH or CHECK.)

Drive thru service only~ just roll down the rear window or open up the car trunk.

Camp Rising Sun Foundation

Camp Rising Sun is open to all Connecticut children who have had cancer or who are currently being treated for it.

Sponsored By **The Columbia Lions Club**

Connecticut Lions Clubs have been proud supporters of Camp Rising Sun for 40 years and have donated over $ 500,000 to the Camp. Please help us to continue to support this important program for children with Cancer.

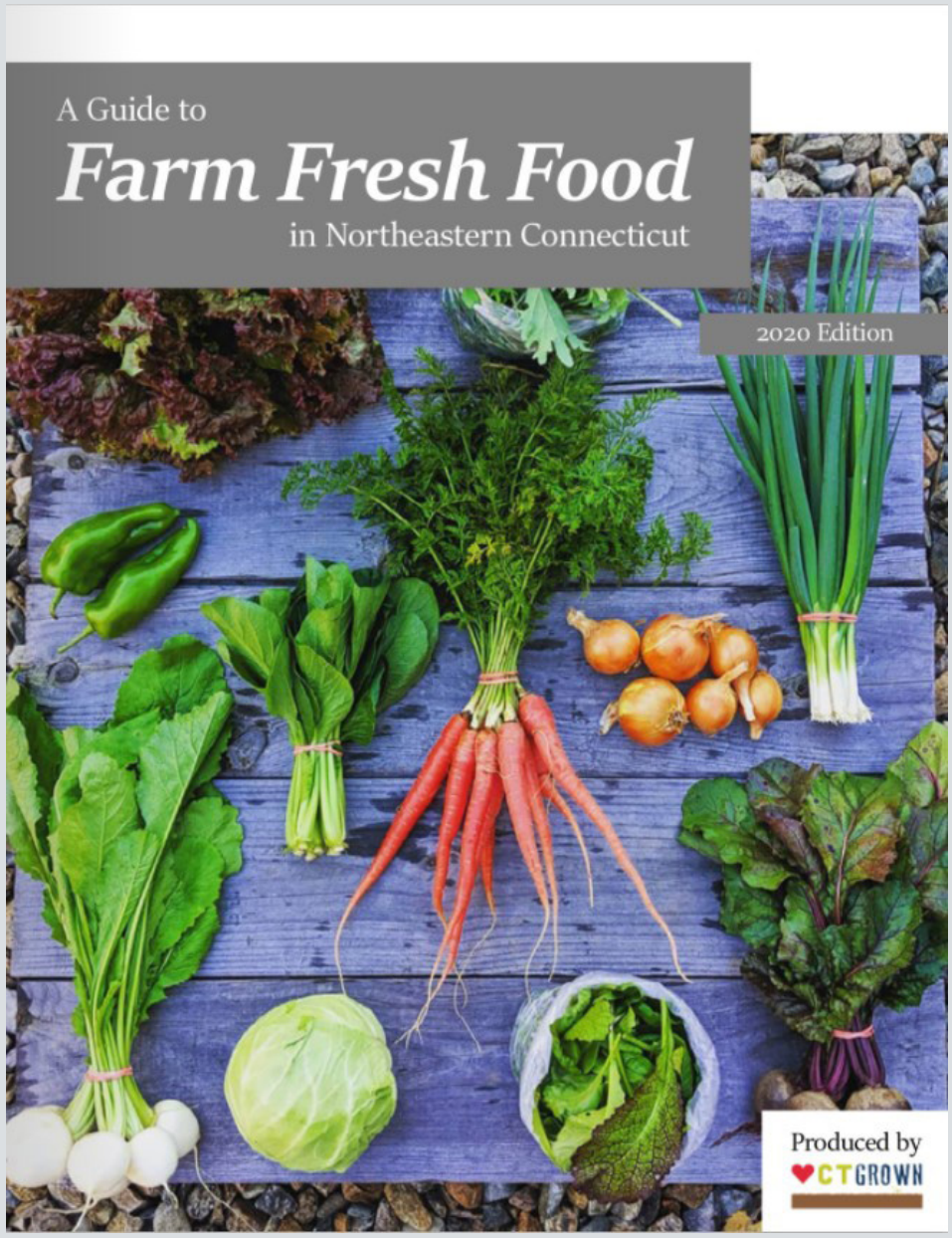
INFORMATION ON COLUMBIA'S BUSINESS COMMUNITY

Updated CT FARM GUIDE: This update includes some farms that had been missed, and updates for hours and offerings from farms due to the shift in seasons. The farm guide can also be found on the **HeartCTGrown website** and **Facebook page**.

What is #heartCTgrown?

Coming out of the UConn CAHNR Extension, #heartCTgrown is an initiative to promote farms, Farmer's Markets, CSA's, and pick-your-own operations throughout the state of Connecticut. We believe that local food is an important venue for making meaningful connections to each other and to building strong, resilient, healthy communities that are ready to tackle challenges together. We hope to share the stories of these connections, and that it will encourage you to tell your stories too.

Want #heartctgrown in your inbox? Sign up for our **seasonal newsletter** that explores some of the great agricultural traditions, and new practices, that make CT grown products and people worth getting to know and sharing with your community.



INFORMATION ON COLUMBIA'S BUSINESS COMMUNITY

MOLLY'S MARKET is a traditional style farmer's market that is taking place at Heartstone Farm and Winery in Columbia CT. From 3-6pm every Thursday August 6th-October 29th you will find fresh home grown products from local farmers. Vendors include Field Engineer Farm, Wilkinson Farm, Cambera Farm, Granny's Pie Factory and more. Molly's Market is still looking for more vendors to join the market. If you are interested send an email to **mollysmarketct@gmail.com** for more information. Be sure to check out the **Molly's Market's Facebook** page and Instagram @mollysmarketct for everything from getting to know the market's vendors, to recipes and farming tips.

Molly's Market
Columbia, CT

GRACE BROOK FARM: There is a new horse farm in town! Grace Brook Farm is a dressage horse training and riding facility in downtown Columbia, owned by Paul and Sandy Pradetto.

Some people just love horses. My daughter has ridden in the dressage discipline since she was a child, and we have had horses at our home in Columbia for many years. When a horse farm became available in my home town, it was the perfect opportunity to pursue a family passion. Our trainer, Rochelle McPherson, has been teaching dressage in Columbia for 20 years.

INFORMATION ON COLUMBIA'S BUSINESS COMMUNITY

Grace Brook Farm has an indoor arena with GGT footing. We have an outdoor ring, lungeing pen, stables for 15 horses, and hacking trails on 43 acres at 266 Route 87. We welcome all levels of dressage riders and try to foster a family atmosphere, whether owner, trainer, boarder, or truck-in. We are sponsoring a dressage clinic on October 23 and 24. Come check us out!

Paul Pradetto, farm manager
860-202-9834
@GraceBrookFarmLLC

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

MEET THE HORACE W. PORTER PTO

2020-2021

Heather Fowler, President

My husband and I joined the PTO because our daughter Hailey wanted a royal ball, last year we were able to make that dream come true. As president my goal is to help ALL our kids dreams come true! Please join the PTO! We welcome you and your family.

Anna Mathews, Vice President

I joined the PTO not just because I want to be involved in my son's life, but because I wanted to show support to the educators and parents of my community. The world is a weird place right now, and I just want to make sure I can do what I can to make a difference. I look forward to building new relationships and adapting with everyone in this new world. We do this is a family. We are one.

Jesse Tremblay, Treasurer

I am a Mom to 6 year old Charlotte and 8 year old Callie. I fill in occasionally as the school nurse at Horace Porter and I have just fallen in love with this small town and community. I joined the PTO to do my part in maintaining that close knit community by supporting our school and connecting families through fun events.

Barbara Stoner, Secretary

When my daughter was in kindergarten I helped volunteer for a couple of events. When she was in 1st grade, I volunteered for even more events. Eventually it became our normal to go to the events early to help set up or stay later to help clean up. I joined the PTO because even the littlest efforts make for the best experiences. I am looking forward to many more years of those experiences as a PTO member!

Toni Gail Barrea Espinosa, Volunteer Coordinator

I love the community and the school which my grandchildren attend. I would like to try to get more grandparents involved in the PTO.

Jennifer Vazquez, Volunteer Coordinator

When my daughter started going to preschool at Porter I found out about all these fun activities for the kids and their families. We went to a bunch of events and I started noticing that a lot of the same people seemed to be running them. I thought about how much effort must go into organizing and running these kinds of activities and I decided I wanted to help. I felt like if we could take advantage of all these programs and events then helping out a bit here and there was the least I could do. I love seeing the kids enjoy themselves as much as my daughter does and I hope others will want to be a part of making those experiences happen for their kids too.

Amy LaChappelle, Fundraising Coordinator

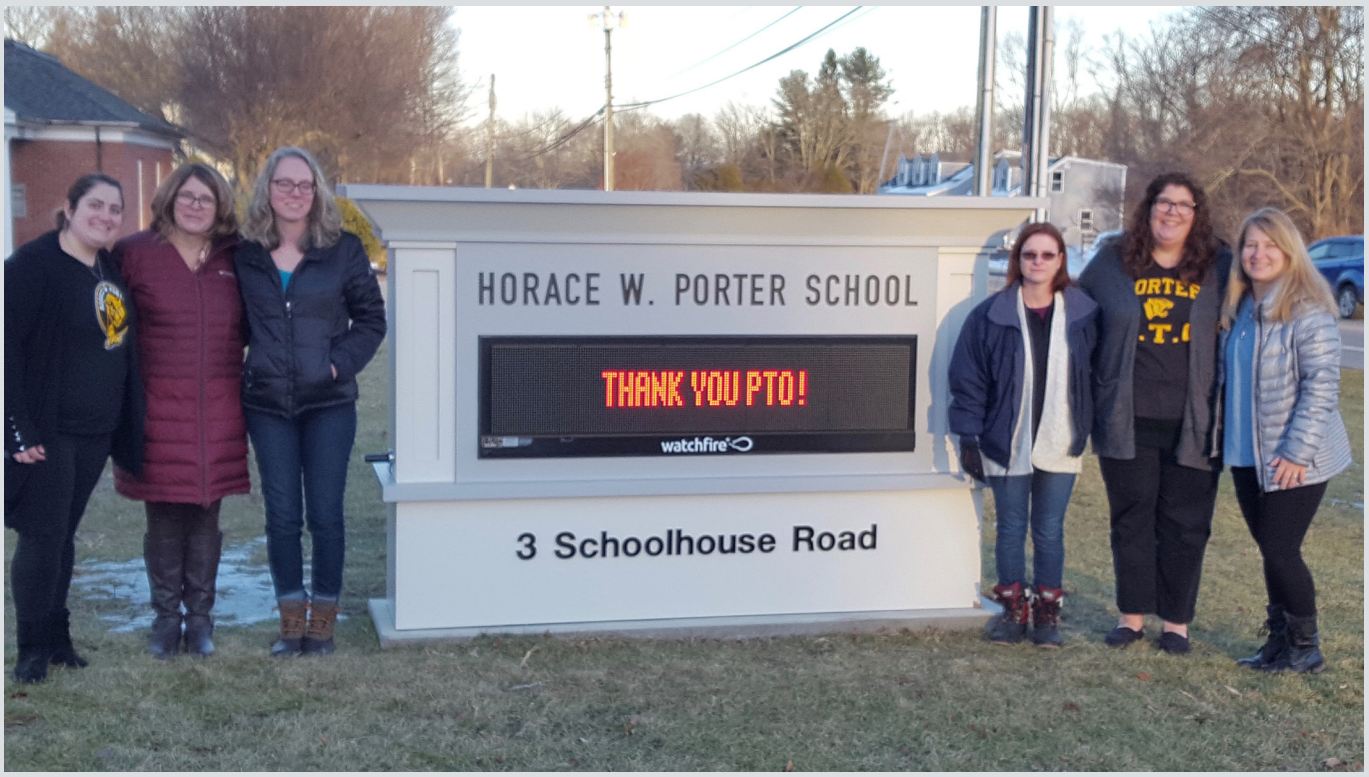
I became a member of the PTO so I can be directly involved with my daughters school activities. I'm also hoping to connect with other parents and teachers, and encourage them to volunteer their time to help support our small community.

Contact us at horaceporterpto@gmail.com and join us on facebook Horace W. Porter PTO and Parent Community

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

COLUMBIA PTO: The PTO has worked hard for the past 7 years to save for this sign. We are so excited to finally see it completed. Many fundraisers, event and volunteer hours have gone into this.

This sign is the culmination of incredible board members and volunteers giving so much of their time to the PTO and this goal. I need to thank this amazing board Michele Barton, Karen Piro, Karen O'Hearn, Karen Butzgy, Kate Morison, Gina Jarvis, Heather Fowler. I must also give credit and thank to the previous board members who started us down this path. Amy Crim, Katie Whalen, Marcy Littlefield, Linette Dooley, Gretchen Godin, Angela Marsh, Melinda Tarbell, Jen Tew, Carrie Bowles Lynsie White and Christa McManus. We want to thank the Town of Columbia for contributing financially as well. The PTO had raised 18,000 to put toward the sign but needed some help to bring it home. Another big thank you to the Columbia Little League for their $500 donation. It was always our plan for this sign to benefit the PTO, the school, and the entire community. Thank you to those who came today to help us celebrate!



REGISTRARS OF VOTERS
323 Route 87
Columbia, CT 06237
860-228-6843 x113
registrar@columbiact.org

September 15, 2020

Robin Kenefick
Town Clerk
Town of Columbia
323 Route 87
Columbia, CT 06237

Re: November 3, 2020 State Election

Pursuant to Section 9-168 of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that we are designating Horace W. Porter School, at 3 Schoolhouse Rd, Columbia, CT as the polling place for the State Election on November 3, 2020.

Pursuant to Section 9-147a of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that Absentee Ballots will be counted at the designated polling place for the State Election on November 3, 2020.

Sincerely,

Karen Butzgy, Democratic Registrar

Kate Morrison, Republican Registrar

cc: Town Administrator, Board of Selectmen