

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, October 18, 2016 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman Carmen Vance; Deputy Selectman Steven Everett; Selectman William O'Brien; Selectman Robert Hellstrom. R. Bogue arrived at 7:15 pm.

Also Present: Town Administrator Mark Walter; Finance Director Beverly Ciurylo; Ann Dunnack.

CALL TO ORDER: C. Vance called the meeting to order at 7:01 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS Regular Meeting Minutes of October 4, 2016:** C. Vance MOVED to approve the BOS Regular Meeting Minutes of October 4, 2016. MOTION CARRIED 3:0:1 with S. Everett abstaining. **Special Town Meeting Minutes of September 29, 2016:** W. O'Brien MOVED to approve the Special Town Meeting Minutes of September 29, 2016. MOTION CARRIED 4:0.
3. **AUDIENCE OF CITIZENS:** A. Dunnack of Lake Road asked for a status of Beach project. C. Vance stated that the town must begin to prepare documents to go out to bid. M. Walter explained that the engineer is going to put together a spec document that will go out to bid with alternatives to determine what the cost will be. A. Dunnack asked that if the plan that was discussed at the public meeting is what the project will entail. M. Walter stated that for the most part, yes. A. Dunnack asked if the project will be complete for next year's beach season. M. Walter said that it unknown at this time.
4. **OLD BUSINESS:**
 - 4.1 **Energy Management-Titan Proposal:** M. Walter met with the Superintendent Lol Fearon and BOE Facilities Manager Mike Sylvester and stated they are in favor of hiring Titan Energy for the town and school energy provider. He explained that he has received positive feedback from surrounding towns and references about Titan Energy's service. Discussion ensued regarding the proposed contract presented from Titan. W. O'Brien feels that the proposed contract doesn't give the town many rights. He expressed concern particularly with the sections entitled "BREACH" and "REMEDIES." (BREACH section, particularly). Discussion followed. M. Walter will ask the town attorney to review the contract and will send the modified version to the BOS before signing it.

R. Bogue arrived at 7:15 pm.

S. Everett MOVED to authorize M. Walter to enter into a preliminary contract with Titan Energy, subject to review by the town attorney. MOTION CARRIED 3:0:1 with R. Bogue abstaining.

4.2 Long Range Planning: M. Walter stated that he feels a Financial Needs Roundtable will be beneficial in helping with Long Range Planning. He explained that the roundtable will consist of members from town departments and commissions, and its purpose would be researching and analyzing the Town's short and long-term financial needs and infrastructure and to make recommendations to the BOS on planning for projected expenses, revenues and the structuring of debt and savings. C. Vance stated that she feels the Roundtable should be chaired by the Town Administrator. The BOS agreed. R. Hellstrom feels that it would be a good idea to include a town volunteer or member of the Rec Department on the Roundtable to represent Open Space related items. Discussion followed. R. Bogue MOVED to accept the RESOLUTION with suggested revisions to reflect a total of nine (9) members, including the First Selectman, Town Administrator, Superintendent of Schools, Public Works Director, Finance Director, Fire Chief or his designee, FiPAC Chairman, Director of Parks and Recreation and the Chairman of Open Space and the Roundtable shall meet semi-annually, or as needed.

“RESOLVED: That a Financial Needs Roundtable of (9) members, be appointed, for the purpose of researching and analyzing the Town's short and long-term financial needs and Infrastructure and to make recommendations on planning for projected expenses, revenues and the structuring of debt and savings.

The Roundtable shall be composed of:

- *First Selectman Carmen Vance;*
- *Town Administrator Mark Walter;*
- *Chairman of the Financial Planning and Allocation Committee Earnest Sharpe;*
- *Superintendent of Schools Laurence Fearon;*
- *Public Works Director George Murphy;*
- *Finance Director Beverly Ciurylo;*
- *Fire Chief Peter Starkel;*
- *Chairman of Open Space Ann Dunnack;*
- *Director of Parks and Recreation Marc Volza.*

The Town Administrator shall Chair the Roundtable. The Roundtable shall meet semi-annually or as needed. The Roundtable shall invite advisory participants to their meetings as needed.

The Roundtable shall make recommendations to the Board of Selectmen for short and long-term needs and requirements and corresponding economic and taxpayer impacts.”

MOTION CARRIED 5:0.

4.3 Oberlander Property: C. Vance explained that the BOS must approve the resolution related to the Oberlander Property before it goes before the PZC, FiPAC and finally Town Meeting for further approval. Discussion followed. S. Everett stated he feels it is important that an appraisal is done before moving forward. The BOS agreed. C. Vance MOVED to approve the proposed Resolution related to the Oberlander Property

contingent upon completion of an appraisal, and to schedule a Town Meeting on Thursday, December 8, 2016 at 7 pm in Yeomans Hall for the approval of the purchase of the Oberlander Property by the town for Open Space.

5. NEW BUSINESS:

5.1 Columbia Autumn Classic 5k Road Race: W. O'Brien MOVED to grant permission for the annual Columbia Autumn Classic 5k Road Race to travel through Columbia on Saturday, October 22, 2016. MOTON CARRIED 5:0.

6. COLUMBIA LAKE / DAM / BEACH: None.

7. APPOINTMENTS / RESIGNATIONS: None.

8. TOWN ADMINISTRATOR REPORT: See attached. M. Walter discussed town personnel protocol in terms of the hiring/disciplining/terminating of employees. He explained that it appears very vague in the Town Charter whether or not the Town Administrator has the authority to hire/discipline/terminate at his discretion, or if it must be brought to the BOS as well. Discussion followed. The Town Administrator has the right to discipline or terminate an employee at his/her discretion. The employee may then appeal to the BOS if he or she chooses to do so. M. Walter explained that he worked with the town attorney to create a policy clarifying that we want to keep the BOS in a supervisory capacity and as a final grievance Board in case any employee is unsatisfied with the decision made by the Town Administrator. W. O'Brien MOVED to approve the *Employment Policy* as presented below:

Consistent with the authority of the Board of Selectmen to supervise the hiring and discipline of all Town personnel, as set forth in the Town Charter, all such employment decisions shall be in accord with the provisions of the Town's Employee Handbook as may be periodically modified. MOTION CARRIED 5:0. S. Everett stated he feels it is necessary to address "gender orientated issues" in the employee handbook in the future.

9. CORRESPONDENCE: None.

10. BUDGET:

10.1 Transfers: None.

10.2 Refunds: R. Bogue MOVED to approve the following refunds:

AMOUNT	FROM	TO
\$114.98	Town of Columbia	Kimberly Foss
\$15.92	Town of Columbia	Warren and Roberta Frankel
\$30.18	Town of Columbia	Bryan and Christine Gamache
\$41.71	Town of Columbia	Wilbur Parsell
\$40.20	Town of Columbia	James Rand
\$27	Town of Columbia	Elizabeth Thomas
\$110.09	Town of Columbia	Toyota Lease Trust

MOTION CARRIED 5:0.

11. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills including regular bills, credit cards and paychex in the amount of \$170,675.24. MOTION CARRIED 5:0.
12. **BOARD MEMBER COMMENTS:** None.
13. **EXECUTIVE SESSION:**
 - 13.1 **Real estate per Sate Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 10-200(6)(B); Personnel per State Statutes Section 1-200(6)(A):** C. Vance MOVED to enter into executive session at 8:25 pm. MOTION CARRIED 5:0. Executive session ended at 8:29 pm.
14. **ADJOURNMENT:** C. Vance MOVED to ADJOURN at 8:30 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, November 1, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona