

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 our 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 an 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.