

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, November 20, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

Members Present: First Selectman, Steven M. Everett; Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter, Michele Firestone, Reporter from *The Chronicle*.

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

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to add to the Agenda under Old Business, 5.1: Salt Shed Bid Results and Discussion: and under the Administrator's Report, 9.7: Update on The Satisfaction of Delinquent Tax Sale; and to add under Correspondence, 10.3: Letter of Support to DEEP for the Recreational Trails Grant Application. MOTION CARRIED 4.0. S. Everett MOVED to Approve the Agenda as amended for November 20, 2018. MOTION CARRIED 4.0.
3. **APPROVAL OF MINUTES:**
- 3.1 **BOS Regular Meeting Minutes for October 16, 2018.** W. O'Brien MOVED to approve the BOS Regular Meeting Minutes for October 16, 2018. MOTION CARRIED 5:0.

R. Bogue arrived at 7:08 pm

4. **AUDIENCE OF CITIZENS:** Ann Dunnack, 103 Lake Rd.
5. **OLD BUSINESS:**
- 5.1 **Salt Shed Bid Results and Discussion.** M. Walter explained that there were five bidders. Anchor Engineering Services recommendation for award is to the low bidder, Zlotnick Construction, Inc. with a lump sum base bid price of \$271,300.00. M. Walter explained that the salt shed was budgeted for \$250,000 and that with the lowest bid coming in higher than what was budgeted there are several options available to reduce or meet the total cost of the salt shed. He also noted that recent test pits that were performed at the site confirmed that there are unsuitable soils that will need to be removed and replaced. He stated that the DPW will be able to remove the soil and replace with existing fill
6. **NEW BUSINESS:**
- 6.1 **Resolution for Homeland Security Grant Program.** S. Everett MOVED to adopt the Homeland Security Grant Program RESOLUTION as presented. MOTION CARRIED 5.0
- 6.2 **BOS 2019 Schedule.** S. Everett requested that the November 5, 2019 date be moved to November 12, 2019; all other dates remain. S. Everett MOVED to approve the 2019 BOS meeting schedule. MOTION CARRIED 5.0.

- 6.3 **Approval of Budget Schedule for FY 2018-19.** M. Walter presented a draft budget schedule for FY 2018-19 for the BOS to review.
- 6.4 **Set and Discuss Tri-Board Meeting on 12/12/18 at 7:00 pm.** S. Everett MOVED to set the date for the Tri-Board meeting on 12/12/18 at 7:00 pm and invite BOE and FiPAC to that meeting. MOTION CARRIED 5.0
7. **COLUMBIA LAKE / DAM / BEACH:**
- 7.1 **Application for Shirley Shepard to repair an existing dock at 90 Route 87.** W. O'Brien MOVED to approve the application for Shirley Shepard to repair an existing dock at 90 Route 87, contingent upon the conditions set forth by LMAC. MOTION CARRIED 5:0.
- 7.2 **Application for Diane Sadlon (Ronald V. Stephens Trust), to repair an existing seawall and replacement of an existing wooden dock at 22A Lake Rd.** S. Everett MOVED to approve the application for Diane Sadlon (Ronald V. Stephens Trust), to repair an existing seawall and replacement of an existing wooden dock at 22A Lake Rd, contingent upon the conditions set forth by LMAC. MOTION CARRIED 5.0.
8. **APPOINTMENTS / RESIGNATIONS:** None
9. **TOWN ADMINISTRATOR REPORT:**
- 9.1 **AHM 2017-18 Data Summary.** M. Walter explained that AHM was at the Youth Services meeting and AHM provided a data summary for 2017-18.
- 9.2 **Sustainable CT.** M. Walter explained that this initiative was kicked off by Ann Dunnack and the Columbia Conservation and Agriculture Commission (CCAG). The CCAG provided a letter to the BOS requesting the town to pursue certification in the Sustainable CT program. M. Walter explained that the municipalities choose Sustainable CT actions, implements them, and can earn points toward certification. He also noted that there is no cost to the town to participate in the program. Steven and Mark will attend the first meeting on 12/14/18 at Three Rivers Community College. S. Everett MOVED to approve the resolution for the Town of Columbia to support participation in the Sustainable CT Municipal Certification Program. MOTION CARRIED 5.0.
- 9.3 **CVFD Independent Auditors Report.** M. Walter explained that the auditor's report is available to the BOS if they would like to review.
- 9.4 **Capital Project Update.** M. Walter provided the BOS with a list of capital projects that have been completed and in progress.
- 9.5 **Markell Appraisal.** M. Walter stated that he will be requesting an appraisal of the Markell property as authorized by the BOS.
- 9.6 **Update on Financial Advisor's Pension Plan Analysis.** M. Walter stated that MML Investors Services LLC is recommending Empower Retirement Government for the retirement Plan Sponsor and will result in a savings of \$44,967.00.
- 9.7 **Update on The Satisfaction of Delinquent Tax Sale.** M. Walter stated that the Town originally had four properties on the tax sale. Three properties came back to redeem their properties and one was sold.
10. **CORRESPONDENCE:**
- 10.1 **Monthly State Police Report.**
- 10.2 **Letter of Appreciation for Carol Price and Mary Lavallee.**

10.3 Letter of Support to DEEP for the Recreational Trails Grant Application.

11. BUDGET:

11.1 Transfers: R. Bogue MOVED to approve the Transfers totaling for \$2,023.00. MOTION CARRIED 5.0.

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
2019 #006 / \$1,400.00	28-4270-600 / Repairs & Maintenance	28-4270-515 / Contractual Services
2019 #007 / \$423.00	10-4310-500 / Professional/Tech	10-4310-600 / Repairs & Maintenance
2019 #008 / \$200.00	10-4130-520 /Printing	10-4130-110 / Postage

11.2 Refunds: S. Everett MOVED to approve the refunds for \$199.19, Toyota Lease Trust; \$109.72, Vault Trust; \$39.42, Toyota Lease Trust; \$29.83, Catherine T. Rogers; \$384.07, Toyota Least Trust; \$234.28, Toyota Lease Trust; \$555.33, Toyota Lease Trust; and \$45.88 for Aija Zeidenbergs.

AMOUNT	FROM	TO
\$199.19	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$109.72	TOWN OF COLUMBIA	VAULT TRUST
\$39.42	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$29.83	TOWN OF COLUMBIA	CATHERINE T. ROGERS
\$384.07	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$234.28	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$555.33	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$45.88	TOWN OF COLUMBIA	AIJA ZEIDENBERGS

12. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve Payment of Bills totaling of \$208,023.29, made up of 18/19 Emergency, 18/19 Regular, Credit Card and Paychex. MOTION CARRIED 5:0.

13. BOARD MEMBER COMMENTS: S. Everett asked Ann Dunnack if she would like to speak. Ann Dunnack asked which hop river bridge we were repairing. Discussion about the bridges ensued. S. Everett asked if any board members had any comments. L. Napolitano stated that the resurfacing of Cards Mill was not done well. M. Walter state he will check this out. S. Everett stated that he would like to review the road signage at Baker Hill Rd. and Cards Mill intersection.

14. EXECUTIVE SESSION:

14.1 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).

15. ADJOURNMENT: S. Everett MOVED to Adjourn the meeting at 7:45 pm. MOTION CARRIED 5:0.

Respectfully Submitted by Jennifer C. LaVoie

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, October 16, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

Members Present: First Selectman, Steven M. Everett; Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter.

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

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to add to the Agenda under Appointments/Resignations the Resignation of Bob Raiola, Senior Van Driver for the Beckish Senior Center and to add a change in job status for Rose Kurcinik from per-diem driver to part-time driver. S. Everett MOVED to approve the Agenda for October 2, 2018. MOTION CARRIED 5:0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for October 2, 2018.** R. Bogue MOVED to approve the BOS Regular Meeting Minutes for October 2, 2018. MOTION CARRIED 5:0.
4. **OLD BUSINESS:**
 - 4.1 **Girls Softball Field Bid Update.** M. Walter explained the bid summaries received from the 5 firms that submitted on the RFP for the Town of Columbia Girls Softball Field solicitation. The summaries included lump sum pricing and pricing on 9 alternatives. L. Napolitano asked if we have the equipment to cover the new seeding. M. Walter explained that George Murphy stated that the DPW department would be able to handle the seeding. S. Everett stated that the BOS should go with the recommendations of the committee for choosing Liberty Landscapes LLC as the qualified firm that will provide the services needed for the softball field. S. Everett MOVED to enter in a contractual agreement with Liberty Landscapes LLC for construction of a new softball field at Columbia Recreation Park using funds from the Brand Memorial accounts, as well as available funds from the Rec Area Improvement Capital Account. Also, to approve Steven Everett, First Selectman or Mark Walter, Town Administrator to negotiate and sign an agreement with Liberty Landscapes, LLC. MOTION CARRIED 5:0.
5. **NEW BUSINESS:**
 - 5.1 **BOS Meeting November 6, 2018.** S. Everett MOVED to cancel the BOS meeting on November 6, 2018. MOTION CARRIED 5:0.
 - 5.2 **Installation of New Sidewalks around Town Buildings.** S. Everett shared the information on the bids for new pavers that will be installed at the Library, in front of the History Place, and in front of the Moor's Indian

- School. Jim Blair Landscaping & Design LLC was low bidder. M. Walter explained that details on the work and the final estimate are still ongoing.
- 5.3 **Discussion on Enbridge Grant.** M. Walter explained that we would like to apply for a Community Investment grant with Enbridge for \$5,000 for the interior restoration of the historic Moor's Indian Charity School. Enbridge offers grants and sponsorship opportunities in communities where Enbridge operates. S. Everett MOVED to authorize Mark Walter, Town Administrator to apply for a grant to the Enbridge company. MOTION CARRIED 5:0.
6. **COLUMBIA LAKE / DAM / BEACH:**
- 6.1 **Columbia Lake Annual Draw-Down Schedule.** S. Everett stated that years ago we needed the October date to draw-down the lake to help homeowners make necessary repairs to their properties; however, now that technology, materials and equipment are much better the timeframe to make repairs is less. A citizen sent in a request asking the BOS to consider changing the lake drain date to November 1st every year instead of alternating. S. Everett recommended that the BOS ask LMAC for their opinion on this issue before the BOS makes any decision. Discussion ensued regarding the draw-down procedures. S. Everett explained that we have recently restructured our communications to the Town to better inform the community of what the Town's procedures are on lowering the lake.
7. **APPOINTMENTS / RESIGNATIONS:**
- 7.1 **Board/Commission/Committee Changes (CONA).** Marjorie Golden-Mossberg submitted a request to fill an open position in CONA. W. O'Brien MOVED to approve Marjorie Golden-Mossberg as a member to CONA. MOTION CARRIED 5:0.
- 7.2 **Resignation of Robert Raiola, Van Driver.** S. Everett MOVED to accept the resignation of Robert Raiola, Senior Center Van Driver. MOTION CARRIED 5:0.
- 7.3 **Rose Kurcinik from per diem to part-time.** S. Everett MOVED to change Rose Kurcinik status from per diem van driver for the Senior Center to part-time driver. MOTION CARRIED 5:0.
8. **TOWN ADMINISTRATOR REPORT:**
- 8.1 **Responses to Previous Meeting Questions.** M. Walter stated that he followed up on the extension of benefits to a spouse regarding the tax abatement for retired volunteer firefighters. He received information from CCM that changes were made in 2016 allowing towns the option to provide an exemption or abatement for retired first responders' volunteers that served 25 years. The underlying statute and changes made in 2016 were silent regarding spousal benefits. M. Walter stated that he verified with the Town Attorney that the extension to spouses for tax abatement would have to be provided legislatively and that has not moved forward. M. Walter provided an update on the Town's legal budget that included legal fees for 2017-2018 and 2018-2019 to date
- 8.2 **Veterans Day.** M. Walter explained that Veterans Day celebration will be held on Monday, November 12th at 11:00 am at the Town Green and a

lunch will be served directly afterward at the Senior Center for Veterans and their family and friends.

8.3 Rails to Trails. M. Walter explained that there was a pre-construction meeting for the new Rails to Trails bridge project over the Willimantic River. The Town of Windham is the lead for this project. Columbia will likely have minimal involvement. George Murphy, DPW Director will attend the weekly construction meetings to stay informed on the project.

8.4 DOT Village Hill Bridge: M. Walter explained that Anchor Engineering will be paying the 2002 final state audit in full of \$935.45 to the DOT for the work that was performed on the Village Hill Bridge. M. Walter explained that the current work performed on the Village Hill bridge has had some problems with the concrete on the top caps and the firm providing the work will redo the work to meet the specs.

9. CORRESPONDENCE: None.

10. BUDGET:

10.1 Transfers: S. Everett MOVED to approve the following Transfers totaling \$6,250.00 from Repairs and Maintenance and Contingency to Contractual Services to cover the unbudgeted costs of the Paver/Sidewalk Project at the Finance Annex Building, Moor’s Indian Charity School and the History Place.

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
2019 #005 / \$1,300.00	10-4116-600 / Repairs & Maintenance	10-4410-515 / Contractual Services
2019 #005 / \$1,100.00	10-4117-600 / 600 Repairs & Maintenance	10-4410-515 / Contractual Services
2019 #005 / \$3,850.00	10-4800-900 / 900 Contingency	10-4410-515 / Contractual Services

MOTION CARRIED 5:0.

10.2 Refunds: R. Bogue MOVED to approve the following Transfers totaling \$349.78.

AMOUNT	FROM	TO
\$95.77	TOWN OF COLUMBIA	EAN HOLDINGS LLC
\$105.99	TOWN OF COLUMBIA	EAN HOLDINGS LLC
\$130.42	TOWN OF COLUMBIA	EAN HOLDINGS LLC
\$10.00	TOWN OF COLUMBIA	JESSE G. CLARKE
\$7.60	TOWN OF COLUMBIA	JAMES R. DAHER

MOTION CARRIED 5:0.

11. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve Payment of Bills totaling of \$211,092.11, made up of 18/19 Emergency, 18/19 Regular, Credit Card and Paychex. MOTION CARRIED 5:0.

12. AUDIENCE OF CITIZENS: A. Dunnack suggest the BOS consider re-decorating the conference room and she noted that several other area towns conference rooms are very nicely decorated and furnished. She also asked if the Veterans Day celebration will be communicated to the

community. M. Walter explained that we will be sending out an e-blast, and on our website and Facebook. A. Dunnack asked if the Rec Commission has been involved with the girls' softball field process and M. Walter explained that Marc Volza, the Rec Director has been keeping them informed. She also noted that Henrietta Brand donated money for Rec Park and one of the stipulations was that something was going to be named after her. S. Everett stated that Brand Field would be a wonderful idea, and the BOS will look into this.

13. **BOARD MEMBER COMMENTS:** S. Everett shared the invitation from Carmen Vance for an art show on October 30th at the Saxton B. Little Library.
14. **EXECUTIVE SESSION:**
 - 14.1 **Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A).** None.
15. **ADJOURNMENT:** S. Everett MOVED to Adjourn the meeting at 7:50 pm. MOTION CARRIED 5:0.

Respectfully Submitted by Jennifer C. LaVoie



41 Sequin Drive • Glastonbury, CT • 06033

November 20, 2018

Mark Walter, Town Administrator
Town of Columbia
323 Jonathan Trumbull Highway
Columbia, CT 06237

Re: Salt Storage Building Project
Bid Results & Recommendation of Award

Dear Mark,

As requested, we have compiled the results of the Salt Storage Building Project bids received as a result of the Town's *Invitation to Bid*. Further, we have evaluated these results and our findings and recommendations are described below.

Background

Notice of the Invitation to Bid was posted on-line on October 29th. A pre-bid was held at the site on November 1st. Two addendums to the bid package was issued to all who attended the pre-bid meeting for the project.

Bid Opening

The bids were opened at the Town Hall at 10:00 AM on November 16, 2018. Five (5) bids were received. Each of the bidders completed the administrative requirements of the bid process, including:

- Written Acknowledgement of Addendums No. 1 and 2
- Completed and Submitted Non-Collusion Affidavit
- Completed and Submitted Qualifications Information
- Submitted Bid Security in the amount of five percent (5%) of their bid

The bidders and the submitted bid prices are included on the attached Bid Tabulation.

Our conclusion from this is that the scope of work was clear to the contractors and that the bids are competitively priced.

Consideration of the Bids

For the base project bid, a lump sum price was requested. There were an additional 3 unit priced items for which prices were requested for removal and replacement of unsuitable soil beneath the foundation

of the new structure. In general, each of the bids, seemed balanced on the whole, that is, the prices provided for the line items seemed generally proportional to the value of materials and labor required to complete the work for that line item.

Consideration of the Apparent Low Bidder

Based upon this scope of work and the bids received, the apparent low bidder is Zlotnick Construction of Mansfield Center, CT. The second low bidder, United Building Solution, had a higher bid and lower unit prices. Based upon what Anchor considers to be a worst case scenario (i.e. having to remove and replace an additional 3' of soil (Contractor has included the initial 12" beneath the foundation in their base bid) from below the entire 336' long perimeter x 9' wide foundation footprint) however, Zlotnick's overall price would still be lower than United's.

Zlotnick has provided evidence of appropriate licensure and has indicated that they would self-perform an appropriate portion of the work on the project, with a subcontractor being brought in to supply the building and for site related work.

Zlotnick has provided a project list for several other similar types of projects that were previously completed by their company. These projects consisted of building construction projects, including ones in Willimantic, Lebanon, Storrs, and Waterford. They have noted that existing work would not impact their completion of this project. Based upon Anchor's previous experience working with Zlotnick as well as our knowledge of their experience and capabilities, we feel that Zlotnick is qualified and capable of completing the project for the Town.

Recommendation

On the basis of the bid received and our previous experience with Zlotnick, we recommend the contract be awarded by the Town of Columbia to the low bidder Zlotnick Construction, Inc. with a lump sum base bid price of \$271,300.00.

As recent test pits at the site have confirmed, there will be some quantity of unsuitable soil that will need to be removed from below the foundation footprint and replaced with suitable structural fill. We feel the worst case scenario would be 336 yd³ (336' building perimeter x 9' wide foundation footprint x 3' deep) of unsuitable soils that would need to be excavated and replaced. With Zlotnick's unit prices, this would result in costs of \$11,088 for removal and replacement with Contractor provided soil or \$6,048 for removal and replacement with existing soil from the public works garage site (we are awaiting confirmation that the Town soil will be acceptable to the building manufacturer). While it is impossible to know exactly how much will need to be removed and replaced, we believe the final quantity of unsuitable soils will be somewhere between 50% and 75% of the worst case scenario described above.

Mr. Mark Walter
November 20, 2018
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Please contact me should you wish to discuss the above.

Sincerely,

A handwritten signature in blue ink that reads "Matt Brown". The signature is written in a cursive style with a large, stylized "M" and "B".

Matthew N. Brown, P.E.
Principal

BID TABULATION
TOWN OF COLUMBIA
DEPARTMENT OF PUBLIC WORKS SALT SHED
BID OPENING: NOVEMBER 16, 2018, 10:00 AM

		Bidder	B&W Paving & Landscaping, LLC	Zlotnick Construction, Inc.	Mattern Construction, Inc.	Pioneer Building of Newington, Inc.	United Building Solution
ITEM NO.	BID ITEM	UNIT	BID UNIT PRICE	BID UNIT PRICE	BID UNIT PRICE	BID UNIT PRICE	BID UNIT PRICE
1	BASE BID	LS	\$600,000.00	\$271,300.00	\$300,673.00	\$297,740.00	\$282,330.00
2	Excavation of Unsuitable Soil	CY	\$25.00	\$8.00	\$10.00	\$17.00	\$3.45
3	Supply and Install "Compacted Structural Fill"	CY	\$55.00	\$25.00	\$35.00	\$43.00	\$23.00
4	Relocate and Install "Compacted Structural Fill"	CY	\$25.00	\$10.00	\$20.00	\$17.00	\$6.90
5	Alternate Fabric Structure	LS	\$0.00	\$0.00	\$0.00	\$278,640.00	\$0.00
Bid Bond Submitted			yes	yes	yes	yes	yes
Addendum Acknowledged			yes	yes	yes	yes	yes
Non-Collusion Affidavit			yes	yes	yes	yes	yes
Bidder Qualification Statement			yes	yes	yes	yes	yes

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 2018,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 20____.

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)

BOARD OR COMMITTEE NAME: Board of Selectmen

TIME OF MEETING: 7:00 pm

DAY OF WEEK MEETING HELD: 1st & 3rd Tuesday of each month

LOCATION OF MEETING: Adella G. Urban Administrative Office Conference Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

2019 Meeting Times

JANUARY 2019 8,15	JULY 2019 2,16
FEBRUARY 2019 5,19	AUGUST 2019 6,20
MARCH 2019 5,19	SEPTEMBER 2019 3,17
APRIL 2019 2,16	OCTOBER 2019 1,15
MAY 2019 7,21	NOVEMBER 2019 12,19
JUNE 2019 4,18	DECEMBER 2019 3,17
	JANUARY 2020 7,21

RECEIVED _____ AT _____

ATTEST _____ TOWN CLERK/ASSISTANT TOWN CLERK



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
 (860) 228-0110 FAX: (860) 228-1952

OFFICE OF THE TOWN ADMINISTRATOR

Calendar of Columbia FY 18-19 Budget Process

Date	Time	Process
12/5/18	N/A	Budget Forms available to Department Heads and Board Chairs
12/12/18	7 pm	Tri-Board Meeting between FiPAC, BOE & BOS
1/9/19	4pm	Deadline for Budget submittals online by Department Heads and Board Chairs
1/9/19 – 1/25/19	N/A	Town Administrator meets with Dept Heads and develops Budget
2/4/19	4pm	Town Administrator delivers budget to BOS
2/5/19	7 pm	BOS Regular Meeting – with Budget Workshop (tentative)
2/12/19	7 pm	BOS Special Meeting – with Budget Workshop
2/19/19	7pm	BOS Regular Meeting - with Budget Workshop
3/6/19	4pm	Superintendent and TA deliver Budgets to FiPAC
<i>3/15/19</i>	<i>4pm</i>	<i>Per Charter, last day for BOS & BOE to present budgets to FiPAC</i>
3/13/19	7pm	FiPAC Special Meeting – Budget presentations by Super & TA
3/20/19	7pm	FiPAC Special Meeting – with Budget Workshop
3/27/19	7pm	FiPAC Special Meeting – with Budget Workshop
4/3/19	7 pm	FiPAC Special Meeting – with Budget Workshop (tentative)
4/10/19	4pm	Legal Notice for 4/19/17 Public Hearing is posted & published. Budget document made available on Website, Town Clerk and Library
4/24/19	7pm	Public Hearing on budget with FiPAC Special Meeting to follow
4/30/19	4pm	Deadline to advertise legal notice and public notice for Budget Meeting
5/14/19	7pm	Annual Town Budget Meeting (called by BOS). <i>Per charter must be held between 2nd Tues of May and 1st. Tues of June</i>

View posted board/commission meeting agendas to discover changes to this schedule

s:\selectman\mark walter\budget\fy 18-19 budget\schedule for budget fy 18-19\fy 18-19 budget schedule.docx

Town of Columbia
323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Fax: (860) 228-1952

Application for Constructing Structures on or over Columbia Lake

Date submitted: 11/7/2018

Complete and return to the Board of Selectmen.

Property owner: S. HILLEY MAY STEPHENS

Address: 90 Route 87

Property Location: 90 Route 87

Daytime phone # (860) 228-9871

Applicant if different from owner: _____

Address: _____

Daytime phone # _____

Structure Information:

Proposal is for: New Replacement Repair

Structure Type: Dock Seawall Raft Boat Cover

Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite the process.

Note: Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit property for the purpose of inspecting prior to and after construction.

Owner Signature: [Signature] Date: 11/7/18

Applicant Signature: _____ Date: _____

Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ Date: _____
First Selectman

ENGINE DOCK

146"

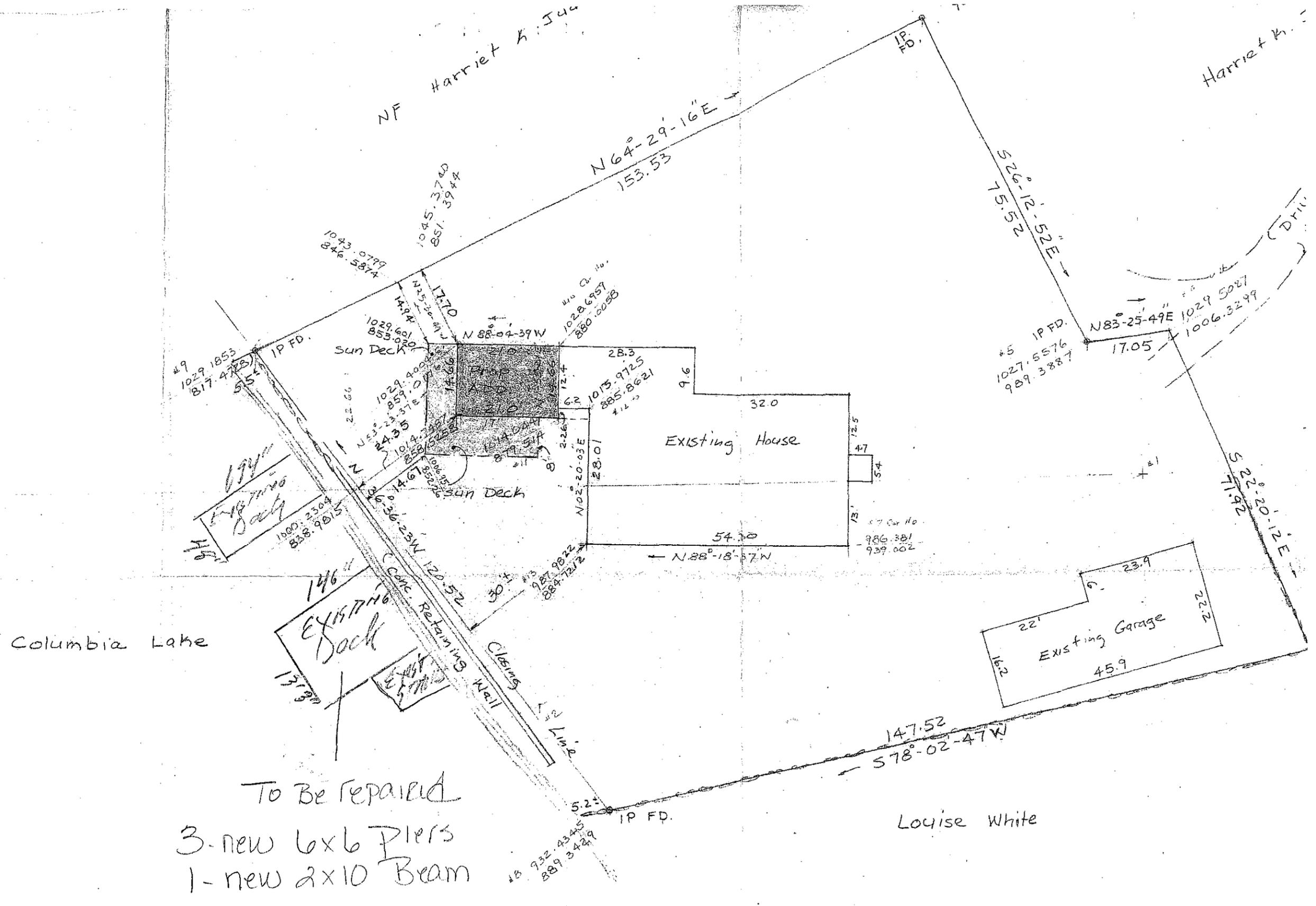
13'-3"

ENGINE 2x10 BEAM

130#
2x15x3

130#
2x15x3

130#
2x15x3



To Be repaired
 3 - new 6x6 Piers
 1 - new 2x10 Beam

Louise White

LAKE MANAGEMENT ADVISORY COMMITTEE

November 13, 2018

Mr. Steven M. Everett
First Selectman
323 Route 87, Yeoman's Hall
Columbia, CT 06237

RE: Application for Construction of a Structure on or Over Columbia Lake
Shirley May Shepard, 90 Route 87, Columbia, CT
Existing Dock Repairs

On November 11, 2018, Shirley May Shepard of 90 Route 87, Columbia, CT submitted an application for permit seeking to repair an existing dock at the subject location.

Steve Harrington, Karl Then and I (on the behalf of the Lake Management Advisory Committee - LMAC) have reviewed the application. The proposed work involves the replacement of three (3) 6 x 6 wooden posts and one (1) 2 x 10 wooden beam to the existing 13'-3" wide by 12'-2" wooden dock.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the proposed repair work to the existing wooden dock on the lake bed is acceptable.

After review, it is the recommendation of LMAC to the Board of Selectmen that this permit be approved with the following conditions:

1. All work will be accomplished after Lake Drawdown beginning on October 15, 2018 and shall be completed prior to the lake re-filling on March 15, 2019.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction repair work of the existing dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. The applicant will adhere to the Guidelines for use of pressure treated lumber.
6. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.

Your consideration in this manner is appreciated.

Respectfully Submitted;

Robert R. Powell, Jr.

Robert R. Powell, Jr.
Chairman, Permit Application Sub-Committee
Lake Management Advisory Committee

Board of Selectmen Permission for Constructing Structures on or over Columbia Lake

Granted by the Board of Selectmen and documented in the Minutes of its Meeting held: November 20, 2018

Granted to: Shirley May Shepard

Of: 90 Route 87, Columbia, CT

(Residence/Mailing Address)

For: Dock/Pier Raft Boat Cover Structure Seawall

Other: _____

At: 90 Route 87, Columbia, CT

(Property Address)

Property Owner (If different from Grantee) _____

Permission is hereby granted to the above-named grantee to erect and maintain, at his/her/their own proper cost and expense, a structure extending into the waters of Columbia Lake in accordance with the following:

1. Said structure shall be securely attached to the land of the above-named property and shall be so located as not to interfere with the use of the waterfront of adjacent property owners. Said structure shall in no way interfere with the use of lakefront structures permitted to be maintained by adjacent property owners.
2. Said structure shall be constructed of: replacement of three (3) 6x6 wooden posts and one (1) 2x10 wooden beam (Dock) Shall be no wider than: 13'3"-feet, and shall extend into the lake, no longer than: 12'2"-feet from the mean high-water mark of said lake, as per the as per the application and diagram submitted November 7, 2018.
3. Said structure shall be so constructed that it will not be a hazard to any person(s), using the waters of said lake.
4. Said structure shall be considered the personal property of above owner/applicant.
5. The Town of Columbia shall under no circumstances be liable for any damage to said structure from any cause whatsoever.
6. The Town of Columbia shall not be liable for any damages, or claims for damages, arising from the erection and/or maintenance of said structure, or from any damages, or claims for damages, for any injury of any kind or nature occurring or alleged to have occurred, to persons and/or property as a result of, or in connection with, the erection, maintenance and use of said structure.
7. The above grantee, by acceptance of this permit, agrees to indemnify and save harmless the Town of Columbia from any and all liability, loss, cost, damage, judgments' and expense whatsoever arising from any claims for injuries of any kind or nature to persons and/or property, occurring, or alleged to have occurred, in connection with or as a result of said structure.
8. If said structure is to be constructed at the end of a right-of-way, possession of such right-of-way by the builder of the structure is documented in the property deed of: N/A Vol. No.: N/A. Page No. N/A

9. The following items indicated with a check mark are conditions of approval and must be adhered to in construction of the above referenced structure:

Standard Conditions:

- Construction shall take place during low water season – fall or winter. Construction will not be permitted from March 15 to October 15 during even-numbered years or November 1 during odd-numbered years.
- No construction equipment will be allowed on the lakebed.
- All excavation beyond the mean high water level of the lake is to be performed by hand.
- No rocks, soils, or other material will be removed from or deposited into the lakebed.
- **Application to be filed with the IWC for review/action.** *Note: This document denotes permission to build a structure on town land; it does not relieve the applicant from obtaining permission from the Inland Wetland Commission to build in or disturb wetlands.*

Other Conditions:

1. All work will be accomplished after Lake Drawdown beginning on November 1, 2018 and shall be completed prior to the lake re-filling on March 15, 2019.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new seawall and dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. The applicant will adhere to the Guidelines for use of pressure treated lumber.
6. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.

10. The terms, conditions and agreements herein contained shall be binding upon the said grantee, his/her/their heirs, successors and assigns, as long as said structure is maintained in said lake.

11. Permission for construction is granted for a period of two years from the date of Board of Selectmen approval. If construction is not completed within that time, reapplication is required.

Approved: _____
First Selectman

Date: November 20, 2018

Acceptance of Permit: _____
Applicant

Town of Columbia
323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Fax: (860) 228-1952

Application for Constructing Structures on or over Columbia Lake

Date submitted: 10/22/18

Complete and return to the Board of Selectmen.

Property owner: Ronald V. Stephens Trust
Address: 16 ~~22A~~ Lake Rd. Columbia, CT 06237
Property Location: 22A Lake Road
Daytime phone #: 860-428-5885
Applicant if different from owner: Diana Sadlon, Trustee
Address: 1 Sadlon Rd Columbia
Daytime phone #: 860-428-5885

Structure Information: Repair existing wall as was original

Proposal is for: New Replacement Repair
Structure Type: Dock Seawall Raft Boat Cover

Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite the process.

Note: (see back for drawing) Repair wall with existing stone and mortar
** Replace 5x20 dock as attached
Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit property for the purpose of inspecting prior to and after construction.

Owner Signature: Diana Sadlon, Trustee Date: 10/22/18

Applicant Signature: _____ Date: _____

Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ Date: _____
First Selectman

LAKE MANAGEMENT ADVISORY COMMITTEE

November 6, 2018

Mr. Steven M. Everett
First Selectman
323 Route 87, Yeoman's Hall
Columbia, CT 06237

RE: Application for Construction of a Structure on or Over Columbia Lake
Ronald V. Stephens Trust, 16 Lake Road, Columbia, CT
Property Location: 22A Lake Road, Columbia, CT

On October 22, 2018, Ms. Diane Sadlon, of 1 Sadlon Drive, Columbia, CT submitted an application for permit seeking to repair an existing seawall at 22A Lake Road, Columbia, CT. The application was subsequently amended to include the replacement of an existing wooden dock at the same location. The revised application was received on November 5, 2018.

Steve Harrington and I (on the behalf of the Lake Management Advisory Committee - LMAC) met with Robert Millard, a representative of the Ronald V. Stephens Trust, on the site on October 24, 2018 to review the application. The proposed work involves two items, namely the replacement of approximately 60 feet of an existing stone seawall and the replacement of an existing wooden dock with a new dock. The existing stone seawall will be replaced with a new "dry set" stone seawall of similar configuration and in the same location as the existing stone seawall. The work will include approximately 60 feet of wall replacement. There is no significant lake bed excavation anticipated. The new 5 foot wide by 20 foot long pressure treated wood dock will be constructed in the same location as the existing dock. There is no significant lake bed excavation anticipated. The new dock will be located approximately 27 feet from the adjacent property line. The subject lake front property line is 100 feet long.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the replacement of the stone seawall and the wooden dock on the lake bed is acceptable.

After review, it is the recommendation of LMAC to the Board of Selectmen that this permit be approved with the following conditions:

1. All work will be accomplished after Lake Drawdown beginning on November 1, 2018 and shall be completed prior to the lake re-filling on March 15, 2019.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new seawall and dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. The applicant will adhere to the Guidelines for use of pressure treated lumber.
6. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.

Your consideration in this manner is appreciated.
Respectfully Submitted;

Robert R. Powell, Jr.

Robert R. Powell, Jr.
Chairman, Permit Application Sub-Committee
Lake Management Advisory Committee

**Board of Selectmen Permission
for Constructing Structures on or over Columbia Lake**

Granted by the Board of Selectmen and documented in the Minutes of its Meeting held: November 20, 2018

Granted to: Ronald V. Stephens Trust; Diana Sadlon, Trustee

Of: 1 Sadlon Dr.

(Residence/Mailing Address)

For: Dock/Pier Raft Boat Cover Structure Seawall

Other: _____

At: 22A Lake Road

(Property Address)

Property Owner (If different from Grantee): Diana Sadlon, Trustee

Permission is hereby granted to the above-named grantee to erect and maintain, at his/her/their own proper cost and expense, a structure extending into the waters of Columbia Lake in accordance with the following:

1. Said structure shall be securely attached to the land of the above-named property and shall be so located as not to interfere with the use of the waterfront of adjacent property owners. Said structure shall in no way interfere with the use of lakefront structures permitted to be maintained by adjacent property owners.
2. Said structure shall be constructed of: stone seawall "dry set" and wood dock with pressure treated wood
Shall be no wider than: 5 feet, and shall extend into the lake, no longer than: 20 feet from the mean high water mark of said lake, as per the application and diagram submitted Enter 10/22/18 Revised 11/5,2018.
3. Said structure shall be so constructed that it will not be a hazard to any person(s), using the waters of said lake.
4. Said structure shall be considered the personal property of above owner/applicant.
5. The Town of Columbia shall under no circumstances be liable for any damage to said structure from any cause whatsoever.
6. The Town of Columbia shall not be liable for any damages, or claims for damages, arising from the erection and/or maintenance of said structure, or from any damages, or claims for damages, for any injury of any kind or nature occurring or alleged to have occurred, to persons and/or property as a result of, or in connection with, the erection, maintenance and use of said structure.
7. The above grantee, by acceptance of this permit, agrees to indemnify and save harmless the Town of Columbia from any and all liability, loss, cost, damage, judgments' and expense whatsoever arising from any claims for injuries of any kind or nature to persons and/or property, occurring, or alleged to have occurred, in connection with or as a result of said structure.
8. If said structure is to be constructed at the end of a right-of-way, possession of such right-of-way by the builder of the structure is documented in the property deed of N/A Vol. No.: N/A. Page No.: N/A.

9. The following items indicated with a check mark are conditions of approval and must be adhered to in construction of the above referenced structure:

Standard Conditions:

- Construction shall take place during low water season – fall or winter. Construction will not be permitted from March 15 to October 15 during even-numbered years or November 1 during odd-numbered years.
- No construction equipment will be allowed on the lakebed.
- All excavation beyond the mean high water level of the lake is to be performed by hand.
- No rocks, soils, or other material will be removed from or deposited into the lakebed.
- **Application to be filed with the IWC for review/action.** *Note: This document denotes permission to build a structure on town land; it does not relieve the applicant from obtaining permission from the Inland Wetland Commission to build in or disturb wetlands.*

Other Conditions:

1. All work will be accomplished after Lake Drawdown beginning on November 1, 2018 and shall be completed prior to the lake re-filling on March 15, 2019.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new seawall and dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. The applicant will adhere to the Guidelines for use of pressure treated lumber.
6. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.

10. The terms, conditions and agreements herein contained shall be binding upon the said grantee, his/her/their heirs, successors and assigns, as long as said structure is maintained in said lake.

11. Permission for construction is granted for a period of two years from the date of Board of Selectmen approval. If construction is not completed within that time, reapplication is required.

Approved: _____
First Selectman

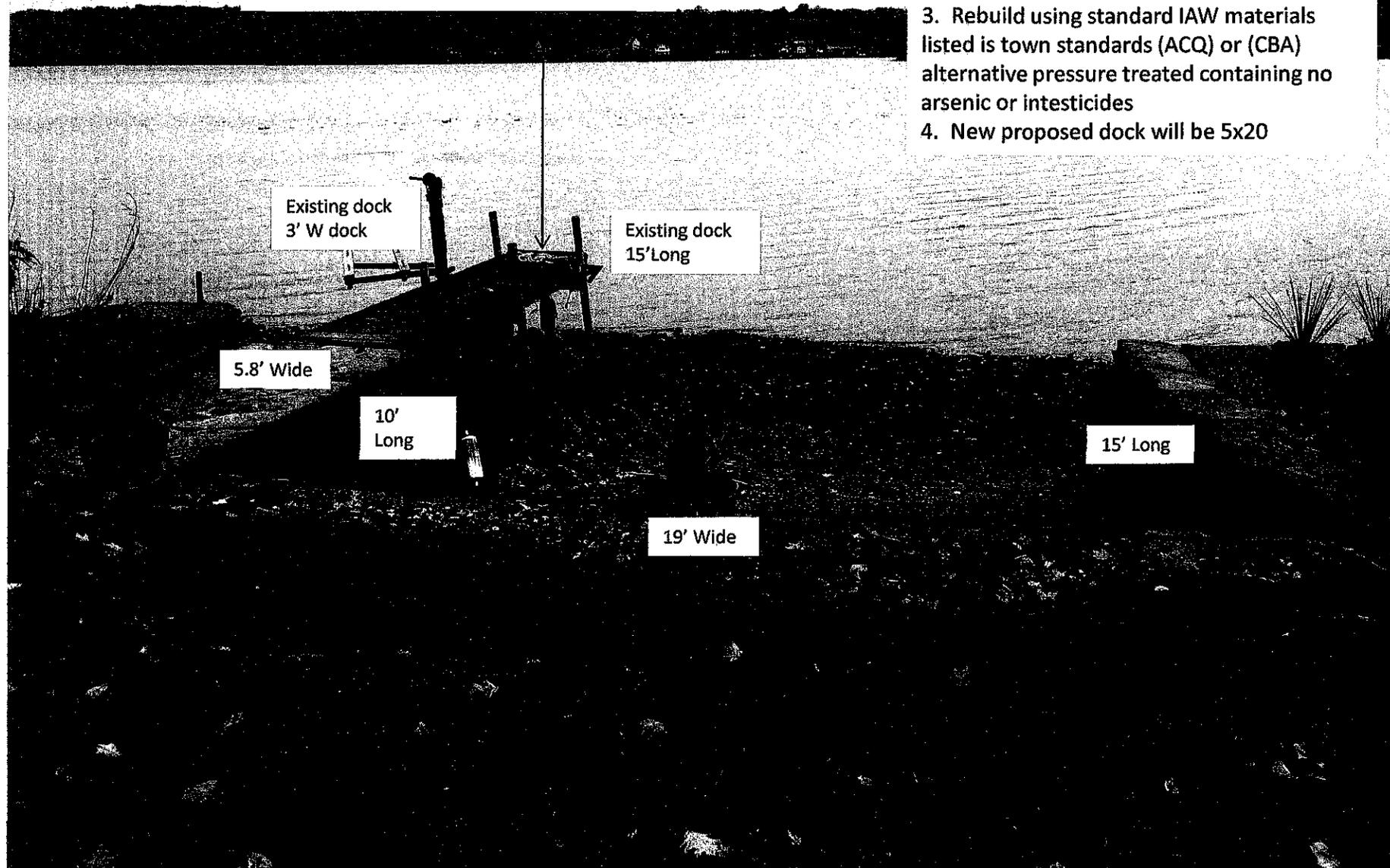
Date: November 20, 2018

Acceptance of Permit: _____
Applicant

Old 2nd dock to be repaired

Proposed Plan: 22 A Lake Road Stephens Property

1. Have approx. 100' frontage lakefront
2. Remove old dock
3. Rebuild using standard IAW materials listed is town standards (ACQ) or (CBA) alternative pressure treated containing no arsenic or intesticides
4. New proposed dock will be 5x20





17.5' Long

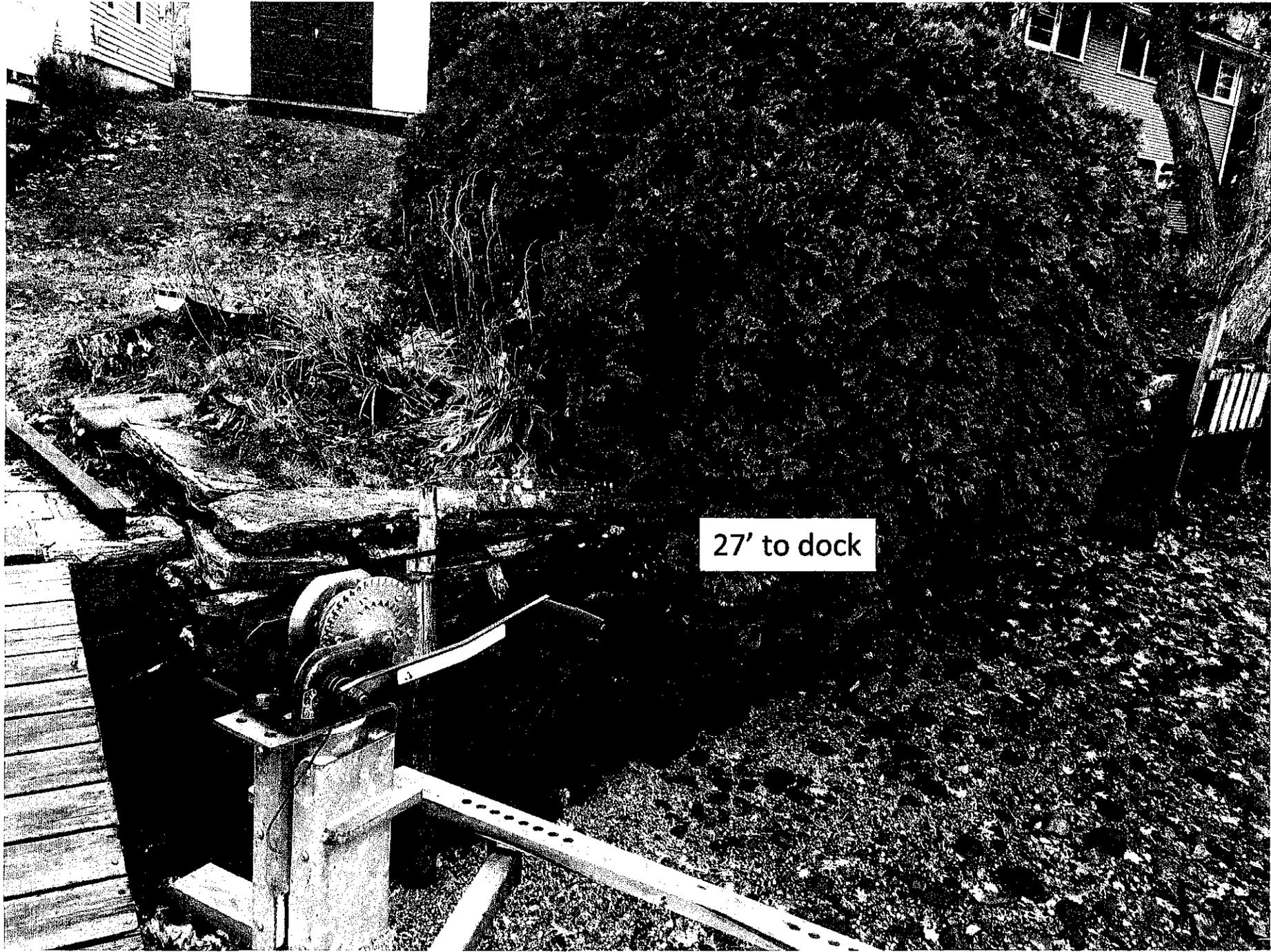
8' Wide

21.5'
Wide

26' Wide



27' to dock^{FIRST}
from Pin



27' to dock



New 5' wide dock will rest on previous repaired stone wall



State of Connecticut



Connecticut State Police Troop K - Colchester



Commanding Officer
Lt. Christopher Sharland #039

Executive Officer
Master Sergeant William Kittle
#091

Date: 10-01-2018

Mr. Steve Everett
Columbia First Selectman
323 Jonathan Trumbull Highway
Columbia, CT 06237

Dear Mr. Steve Everett

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

During the month of September 2018 the Columbia Resident Trooper as well as Troop K Troopers responded to 244 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	6
Burglaries:	1
Larcenies:	1
Other Criminal:	1
Other Non-Criminal:	4
Non Reportable Matters:	150
Other Noteworthy Events (List):	
1 untimely death	
2 emergency committals	
1 juvenile taken into custody order	

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	1
Traffic Citations:	58
Written Warnings:	28

Sincerely,

Lt. Christopher Sharland #039
COMMANDING OFFICER
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 537-7500
FAX (860) 537-7550

Jennifer LaVoie

From: Adam Leston
Sent: Thursday, November 15, 2018 1:41 PM
To: Town Administrator
Subject: Re: praise for Carol Price

Hi again Mark,

I need to expand my previous e-mail to include specific praise for Mary Lavallee too. She not only helped with getting the property card to the loan servicing company for me, but she also responded immediately when I noticed a discrepancy on the card that was sent to them. When the subdivision of my property was performed, a couple of outbuildings were assigned to my property instead of being left with the rest of the parcel. When Mary heard about that, she came out to the house the very next day to perform an inspection. She confirmed that the buildings were not on my property and corrected another error with the functional obsolescence rating, and provided me with a new, fully accurate property card to be shared with the loan servicing company. Her help was just as instrumental in fixing my problem as Carol's help.

Thanks, have a nice day.

Adam

On Thu, Nov 15, 2018 at 9:12 AM Adam Leston <adam.leston@gmail.com> wrote:

Good morning Mark,

I wanted to send a quick note expressing my appreciation for the assistance that Carol Price recently provided. I purchased a home in Columbia in May and due to the subdivision of the property and the timing of the sale, the property taxes became a bit confusing. While I understood what was happening, my home loan servicing company did not. They wanted me to double the amount of money in my escrow account for property taxes based on a misunderstanding - they thought I was responsible for the taxes on the whole parcel, not just the portion of it that I actually bought. This escrow increase would have increased my monthly payment by 40% and would have ultimately ended in me losing my home if it was not corrected.

Carol went out of her way to coordinate with the tax assessor and make sure I understood exactly what my obligations and options were. She listened to my problem and used her contacts in the industry to try to get the correct information to my lender so the issue could be corrected. She did a phenomenal job and I am so grateful for her help. I think it's important that you understand how much of a difference it made to have someone on my side in this, because the company servicing my home loan was completely unsympathetic and I think they would have been delighted to watch me lose my home over my inability to pay too much tax.

Thanks for your time, and please understand what an asset you have in Carol!

Best regards,
Adam Leston

Town of Columbia
Resolution Supporting Participation
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, Town of Columbia embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Town of Columbia that we do hereby authorize Town Administrator to serve as Town of Columbia's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize him to complete Municipal Registration on behalf of Town of Columbia.

RESOLVED, that to focus attention and effort within Town of Columbia on matters of sustainability, and in order to promote Board of Selectmen's local initiatives and actions toward Sustainable CT Municipal Certification, Town of Columbia/Board of Selectmen establishes an advisory Sustainability Team.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

Columbia Conservation and Agriculture Commission

November 6, 2018

Columbia Board of Selectmen

323 Route 87

Columbia, CT 06237

Dear Selectmen;

The Columbia Conservation and Agriculture Commission respectfully request that the Columbia Board of Selectmen pursue certification in the Sustainable CT program.

“Sustainable CT is a voluntary certification program to recognize thriving and resilient Connecticut municipalities. An independently funded, grassroots, municipal effort, Sustainable CT provides a wide-ranging menu of best practices. Municipalities choose Sustainable CT actions, implement them, and earn points toward certification.

Sustainable CT also provides opportunities for grant funding to help communities promote economic well-being and enhance equity, all while respecting the finite capacity of the natural environment. The program is designed to support all Connecticut municipalities, regardless of size, geography or resources. Sustainable CT empowers municipalities to create high collective impact for current and future residents.” *(sustainablect.org)

As this overview, quoted from the Sustainable CT website indicates, participation in this voluntary program can support Columbia’s efforts to sustainably develop our Town ecologically, culturally, and economically, as we move forward.

Sincerely,

Ann Dunnack, Chairman Columbia Conservation and Agriculture Commission

Why Participate?

- » Recognition
- » Funding & Resources
- » Community Building & Equity
- » Cost Savings
- » Peer Learning
- » Partnerships

HOW TO GET CERTIFIED

1

Pass a resolution that indicates your intent to participate in Sustainable CT and establishes a Sustainability Team.

2

Designate an elected official or municipal employee to **register your community** at sustainablect.org.

3

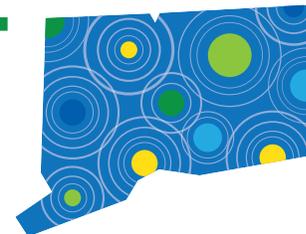
Complete actions and track them on your Municipal Dashboard.

4

Meet the requirements for certification, and submit your progress through your Municipal Dashboard.

Sustainable CT

Local Actions. Statewide Impact.



Sustainable CT is a voluntary certification program to recognize thriving and resilient Connecticut municipalities.

An independently funded, grassroots, municipal effort, Sustainable CT provides a wide-ranging menu of best practices.

Communities choose Sustainable CT actions, implement them, and earn points toward certification.

Find Out More:

sustainablect.org

info@sustainablect.org

860.465.0258



FOUNDING FUNDERS



Tremaine Foundation



COMMONSENSEFUND

Take Action. Make an Impact. Get Recognized!

Action	Points
1. THRIVING LOCAL ECONOMIES	
1.1 Support Redevelopment of Brownfield Sites	5-50
1.2 Implement Sustainable Purchasing	5-25
1.3 Inventory and Promote Local Retail Options	10-30
1.4 Provide Resources and Support to Local Businesses	5-25
1.5 Promote Sustainable Workforce Development	5-25
1.6 Participate in and Promote C-PACE Program	5-15
2. WELL-STEWARDED LAND & NATURAL RESOURCES	
2.1 Provide Watershed Education	5-10
2.2 Create a Watershed Management Plan	10-30
2.3 Engage in Watershed Protection and Restoration	15-30
2.4 Develop an Open Space Plan	5-25
2.5 Create a Natural Resource and Wildlife Inventory	10
2.6 Manage for Drought and Municipal Water Use	5-15
2.7 Provide Education on Water Conservation	5
2.8 Implement Low Impact Development	5-45
2.9 Manage Woodlands and Forests	10
2.10 Facilitate Invasive Species Education and Management	5-15
2.11 Implement Green Grounds and Maintenance Program	5-25
3. VIBRANT & CREATIVE CULTURAL ECOSYSTEMS	
3.1 Map Tourism and Cultural Assets	5-15
3.2 Support Arts and Creative Culture	10-25
3.3 Develop a Creative Placemaking Plan	10-15
3.4 Provide an Arts and Culture Program for Youth	20
4. DYNAMIC & RESILIENT PLANNING	
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	20-85
4.2 Adapt Permitting Process to Promote Sustainable Development	5-20
4.3 Develop Agricultural-Friendly Practices	5-25
4.4 Assess Climate Vulnerability	5-25
4.5 Inventory and Assess Historic Resources	5-45
4.6 Streamline Solar Permitting for Small Solar Installations	10
5. CLEAN & DIVERSE TRANSPORTATION SYSTEMS	
5.1 Implement Complete Streets	5-100
5.2 Promote Effective Parking Management	10-45
5.3 Encourage Smart Commuting	10
5.4 Support Zero Emission Vehicle Deployment	5-20
5.5 Promote Public Transit and Other Mobility Strategies	5-60

Action	Points
6. EFFECTIVE PHYSICAL INFRASTRUCTURE & OPERATIONS	
6.1 Benchmark and Track Energy Use	5-10
6.2 Reduce Energy Use Across All Municipal Buildings	10-50
6.3 Achieve High Energy Performance for Individual Buildings	5-100
6.4 Increase Use of Renewable Energy in Municipal Buildings	10-50
6.5 Develop a Municipal Energy Plan	10-20
6.6 Manage Municipal Fleets	10
6.7 Install Efficient Street Lights	5-20
6.8 Implement a Community Energy Campaign	10
7. STRATEGIC & INCLUSIVE PUBLIC SERVICES	
7.1 Hold a Sustainability Event	5-25
7.2 Provide Effective Community Communications	15
7.3 Train Municipal Commissions	5
7.4 Encourage Healthy and Sustainable Food Networks	10-35
7.5 Report Materials Management Data and Reduce Waste	5-55
7.6 Implement Save Money and Reduce Trash (SMART) Program	5-40
7.7 Recycle Additional Materials and Compost Organics	10-40
7.8 Develop a Food Waste Reduction Campaign	10
7.9 Conduct Health Impact Assessments	5-25
7.10 Improve Air Quality in Public Spaces	10-45
8. HEALTHY, EFFICIENT & DIVERSE HOUSING	
8.1 Design and Implement a Housing Needs Assessment	10-35
8.2 Grow Sustainable and Affordable Housing Options	10-50
8.3 Benchmark Energy and Water Use for Multifamily Housing	5-15
9. INCLUSIVE & EQUITABLE COMMUNITY IMPACTS	
9.1 Optimize for Equity	10-50
10. INNOVATION ACTION	
10.1 Implement Your Own Sustainability Action	5-20



Bronze Certification

Complete **1 Equity Toolkit** in action 9.1.
Complete at least **1 action** in each of the categories (1-9).
Successfully complete actions totaling **200 or more points**.

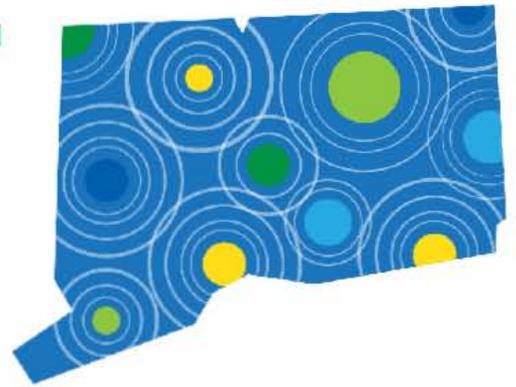


Silver Certification

Complete **3 Equity Toolkits** in action 9.1.
Complete at least **1 action** in each of the categories (1-9).
Successfully complete actions totaling **400 or more points**.

Sustainable CT

Local Actions. Statewide Impact.



2018 Guide

The bottom of the page features a large, decorative graphic consisting of numerous overlapping circles in shades of blue, green, yellow, and grey, similar to the pattern seen in the map of Connecticut. The circles are of various sizes and are arranged in a way that creates a sense of depth and complexity.



Sustainable CT Overview

Thank you for your interest in Sustainable CT! With a shared vision across Connecticut, practical tools, and a collaborative spirit, your municipality is helping to build a thriving state for all residents—today and tomorrow.

What is Sustainable CT?

Sustainable CT is a voluntary certification program to recognize thriving and resilient Connecticut municipalities. An independently funded, grassroots, municipal effort, Sustainable CT provides a wide-ranging, flexible menu of best practices. Municipalities choose Sustainable CT actions, implement them, and earn points toward certification. Sustainable CT provides opportunities for funding and technical support to help communities implement actions that promote economic well-being and enhance equity, all while respecting the finite capacity of the natural environment. The program is designed to support all Connecticut municipalities, regardless of size, geography or resources. Sustainable CT empowers municipalities to create high collective impact for current and future residents.

Why Participate?

- **Recognition.** Put your municipality on the map for its existing sustainability successes.
 - **Inspiration.** Inspire other municipalities with your stories and accomplishments.
 - **Peer Learning.** Be part of a vibrant, locally-driven network to accelerate the exchange of information, materials and best practices.
 - **Innovation.** Be part of a learning laboratory that drives innovation.
 - **Funding and Other Resources.** Leverage existing funding, access opportunities for new funding, and connect with our Sustainable CT Fellowship Program to support local sustainability action.
- 

- **Economic Benefit.** Demonstrate your municipality's commitment to sustainability. Businesses and potential residents may be more likely to locate in your community, growing the local tax base.
- **Partnerships.** Connect with partners—like other municipalities, regional entities, business and nonprofits—to create synergies and alignment with existing, data-driven efforts.
- **Community Building.** Through our uniform platform across municipalities, engage community stakeholders, increasing ownership, legitimacy and support for sustainability action.
- **Track Data.** Utilize our framework to track your municipality's progress on specific sustainability indicators.
- **The Future.** Current and future residents depend on forward-looking, local action now to ensure vibrant economies and healthy, resilient communities in the future.

How to Participate

Sustainable CT is open to all cities and towns in Connecticut. The program is voluntary and participation is free. There is no time limit to certification; you may work through the program at your own pace. Below are the steps to certification.

- [Pass a resolution](#). The resolution outlines your city or town's intent to seek certification through Sustainable CT and establishes a [Sustainability Team](#) that will implement program actions. You may use or edit a template, or you can write your own.
- Designate a municipal contact person. This person must be an elected official or a municipal employee and will [register your community](#) on the Sustainable CT website.
- [Complete actions](#) and track them on your Municipal Dashboard.
- Once you have completed actions to meet the requirements for either Bronze or Silver certification, [submit for certification](#) through your

Municipal Dashboard. Contact certify@sustainablect.org for assistance with completing actions and applying for certification.

2018 Certification Requirements

The Sustainable CT certification process promotes friendly competition and cooperation among towns, while also incentivizing regional actions that can take impact to scale. Application for certification is rolling, and early submission is encouraged. **Certification lasts for 3 years.**¹ For example, for communities certified in 2018, submission lasts until December 31, 2021.

There are two levels of certification offered: Bronze & Silver. You must complete one action from each of the 9 [action categories](#) to receive either **Bronze** or **Silver** certification (actions categories described in the next section). Many Sustainable CT actions have variable points, which means there are several ways to complete the action. All you need to do is achieve one of the designated point levels listed for that action to consider it complete. Of course, the more you do, the more

➤ 2018 *Bronze* Certification Requirements

- Complete at least **1 action** in each of the 9 categories.
- Successfully complete actions totaling **200 or more points**.



➤ 2018 *Silver* Certification Requirements

- Complete at least **1 action** in each of the 9 categories.
- Successfully complete actions totaling **400 or more points**.



¹ Actions, points, and certification point thresholds are for **2018** and may change for future certification cycles.

points you earn. In addition to completing one action in each of the 9 Sustainable CT categories, you must achieve at least 200 points for Bronze certification and 400 points for Silver certification.

Sustainable CT: Action Categories

In order to achieve either Bronze or Silver certification, you must complete one action from each of the 9 categories listed below:

- 1. Thriving local economies:** supports local businesses, increases local jobs and revenues, and fosters energy-efficient and renewable energy-powered commercial and industrial buildings.
- 2. Well-stewarded land and natural resources:** establishes policies and practices that recognize our finite resources and that strive to achieve a balance of many users while preserving and increasing ecosystem health and resilience.
- 3. Vibrant and creative cultural ecosystems:** distinctive, engaged and livable communities that shape people-centered places, provide robust artistic and cultural opportunities, and consider environmental impacts.
- 4. Dynamic and resilient planning:** balances human development and resource use with a wide range of factors, including livability, economic opportunity, biodiversity and natural systems.
- 5. Clean and diverse transportation systems and choices:** allows enhanced health, safety and access for all roadway users—including motor vehicles, pedestrians, bicyclists and transit users—regardless of age, ability, income or ethnicity.
- 6. Efficient physical infrastructure and operations:** includes accessible municipal buildings with efficient operations, maintenance, and energy systems.
- 7. Strategic and inclusive public services:** encompasses transparency, inclusivity, effective communication, appropriate events and training, materials management, and public health.

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8. **Healthy housing options:** diverse in both type and affordability, with efficient and renewable energy systems and located in thriving, livable, connected neighborhoods.
 9. **Inclusive and equitable community impacts:** deeply embeds equity considerations into municipal operations, building inclusiveness, community cohesion, and shared decision-making.
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Key Dates for 2018 Certification

For submission dates, materials must be received no later than 5:00 pm.

- **May 1, 2018:** Submission deadline to receive initial feedback on your application, whose completion may still be in progress. This review cycle of even a partially completed application is a critical step in the 2018 certification process.
 - **August 24, 2018:** Final application submission deadline for 2018 certification.
 - **October 26, 2018:** Final decisions on certification levels made by Sustainable CT Certification Review Team.
 - **October 30, 2018:** Awards ceremony at the Connecticut Conference of Municipalities Annual Convention.
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Action Benefits

Sustainable CT is made up of actions, which are essentially sustainability best practices. The actions included in the program were decided upon and designed by representatives from Connecticut cities and towns, nonprofits, academia, businesses, and the general public. Every Sustainable CT action can produce multiple benefits to a community, depicted by the following icons:





Environmental Impacts

Cleaner air and water, and enhanced preservation of land and natural resources.



Greenhouse Gas Reductions

Reduced greenhouse gas emissions.



Health and Wellness

Optimal health and wellness for all residents.



Cost Savings

Cost savings to your municipal budget and operations.



Economic Well-Being

Stability and growth for local businesses, and job retention and creation.



Climate Resilience

Improved ability of your community to anticipate, adapt and flourish in the face of disruption.



Community Building

Enhanced connection of your residents to your local community, engaged partnership to improve your community, and enhanced resident awareness.



Equity

New, improved, and valued relationships between different members of your community. More inclusive decision-making and improved access to services and sharing of benefits with all residents - current and future - regardless of race, income, ability, age, gender, sexual orientation, etc.

Sustainable CT: Join Us!

While Sustainable CT is a municipal certification program, there are many ways to get involved, regardless of your interests.

- **Individuals:** Volunteer to help your town with Sustainable CT actions as a member of your sustainability team. [View participating communities](#) to see if your municipality has already established a Sustainability Team.
- **Non-Profits:** Does your non-profit support local economies, arts, culture, equity, mobility (including public transit, biking and walking), health, housing, agriculture, forestry, open space, clean energy, natural resources, smart growth, green buildings, environmental protection, community engagement, or other goals aligned with Sustainable CT actions? If so, contact info@sustainablect.org to see how you can help towns implement actions and earn points toward Sustainable CT certification. You can also make a donation to [support](#) Sustainable CT projects in our communities.
- **Businesses:** Become a Sustainable CT sponsor. Sustainable CT sponsors support the program framework to help our communities become great places to live, work, and play. You might also consider contributing to municipal grants and [other resources](#).
- **Colleges & Universities:** Partner with Sustainable CT by helping to recruit and support students to participate in our inaugural [Fellowship Program](#) during the summer of 2018. You can also perform research, collaborate with us on campus, or become a Sustainable CT sponsor.

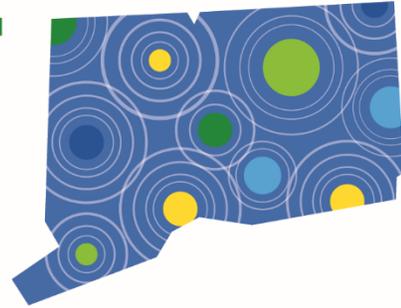
If you have any questions about Sustainable CT, please contact sustainablect@easternct.edu or call 860-465-0258.

Sustainable CT
Local Actions. Statewide Impact.



Sustainable CT

Local Actions. Statewide Impact.



Sustainable CT Resolution

A municipality must pass a resolution prior to registering to participate in Sustainable CT. The purpose of the resolution is to formally demonstrate the municipality's interest in using the voluntary menu of actions and Sustainable CT resources. The resolution must be passed by the municipal legislative body, except in towns with a town meeting form of government, where a resolution by the Board of Selectmen may be used.

You may use the template below or draft a modified resolution to meet the requirements of registering to participate in Sustainable CT. A modified resolution must at least include the following:

- Statement of intent of the municipality to participate in Sustainable CT.
- Designation of the municipal official or staff position (title only; a name is not necessary to include in resolution) to serve as the point of contact for Sustainable CT, which includes online registration of your municipality.
- The establishment of an advisory Sustainability Team (or modification of an existing committee or team) to promote implementation of Sustainable CT voluntary actions leading towards certification. See Sustainability Team Guidance document for more information.
- Statement that the Sustainability Team will meet within 90 days of adoption of the resolution.
- Requirement for the Sustainability Team to report annually to your municipality's governing body.

Towns take steps to help the planet

Sometimes doing what's good for the environment is also good for the town.

Three local towns — Windham, Coventry and Hebron — ought to know.

All three were recently honored with "Sustainable CT" status by the Institute for Sustainable Energy at Eastern Connecticut State University in Willimantic.

On Oct. 30 at the annual Connecticut Conference of Municipalities convention at Foxwoods Resort Casino, all three towns will be among 22 being honored.

The trio was among 17 in total receiving "bronze" status, with five other Connecticut communities earning the higher, "silver" status.

So, what does it all mean?

Windham, Coventry and Hebron have undertaken actions aimed at improving their towns via means that are not only beneficial to residents, but to Mother Earth as well.

It means these three communities have undertaken actions aimed at improving their towns via means that are not only beneficial to residents, but to Mother Earth as well.

For example, one look at Coventry's town hall shows row after row of solar panels, meaning at least part of Coventry's building is powered by the sun's rays.

Windham has also showed a commitment to sustainability, with a new microgrid system installed at Windham Middle School (to provide power to key town facilities in the event of an emergency), LEED bulbs in streetlights and making a commitment to local water quality.

Hebron is also in on the sustainability game, with pro-environment zoning regulations tweaked and the town hosting a document-shredding event this year.

This is much more than just hugging trees.

Achieving this status represents a commendable effort to looking beyond a town's borders and toward the planet as a whole.

It means when folks open up a sustainable town's website or receive a notice from such a town, the "Sustainable CT" logo will be present.

It means people will know these towns care about much bigger causes than themselves, possibly attracting new businesses and the type of residents desired in such a community.

And, to boot, it gives other towns something to shoot for.



2017-2018 Columbia Data Summary

During the 2017-2018 fiscal year, the residents of Columbia utilized the services and programs of AHM Youth and Family Services as listed below:

Family Resource Center			
Program	Children Served	Adults Served	
Play & Learn Groups	2	2	
FRC Field Trips	11	4	
FRC Parent and Provider Workshop		2	
FRC Enrichment Programs	2	4	
Total:	15	12	
Horace Porter School			
Program	Children Served	Adults Served	
Individual In School Counseling / Case Management	10	15	
Power of Words Jr.	12		
Low Ropes	25		
Social Skills Classes	88		
Peer Mentors	19		
Decision Making Presentations	100	12	
Kindness Presentation	88		
Total:	342	27	

Individual and Family Therapy

Program	Children Served	Adults Served	
Individual Therapy	8		
Family Therapy	1	1	
Crisis Intervention	1	0	
Total:	10	1	

Community

Program	Youth Served	Adults Served	
Tasks Employment Program Program	15	39	
Mentoring Meeting	8	4	
Narcan Training		1	
Summer Youth Theater	2		
Summer Youth Theater Audience	6	15	
RHAM Freshman Orientation	1		
Nature and Adventure Day	16	11	
Resilience Workshop - Columbia Teachers		23	
Take Back Event		5	
Total:	48	98	

Total children served	415	
Total Adults Served		138
Total		553

In total, Columbia residents accessed the services provided by AHM 553 times in individual and/or large group settings. Families often receive multiple services from our agency.