REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, February 16, 2016 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

CALL TO ORDER

1. PLEDGE OF ALLEGIANCE

2. MINUTES: Regular Meeting Minutes of 2/2/16

3. AUDIENCE OF CITIZENS

4. OLD BUSINESS

5. NEW BUSINESS:
5.1 Proposed Ordinance to Waive Tax Bills Under $5 and Retain Refunds Under $5
5.2 Beach Fee Schedule

6. COLUMBIA LAKE / DAM / BEACH:
6.1 Application of Lurene Ekwurtzel and Michael Boyle to install a new dock at 82 Route 87

7. APPOINTMENTS / RESIGNATIONS:
7.1 Appointment of Brian Pedersen to the Rec Commission
7.2 Resignation of Lisa Napolitano from EAC

8. TOWN ADMINISTRATOR REPORT: See report.

9. CORRESPONDENCE:
9.1 Connecticut State Police Monthly Activity Report for Columbia - January 2016

10. BUDGET:
10.1 Transfers
10.2 Refunds

11. APPROVE PAYMENT OF BILLS

12. BOARD MEMBER COMMENTS
13. Budget Workshop:
- Library
- CVFD
- DPW
- Rec

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

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, February 2, 2016 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

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

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

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

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

2. **MINUTES: Tri-Board 12/16/15 Meeting Minutes and BOS 1/5/16 Regular Meeting Minutes and BOS 1/22/16 Special Meeting Minutes:** S. Everett MOVED to approve the Tri-Board meeting minutes of 12/16/15. MOTION CARRIED 2:0:1 with R. Hellstrom abstaining. S. Everett MOVED to approve the regular meeting minutes of 1/5/16 and the special meeting minutes of 1/22/16. MOTION CARRIED 3:0.

3. **AUDIENCE OF CITIZENS:** None.

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

4.6 **Boundary Line Agreement:** Attorney Beck stated that easement language has been added to section 7. S. Everett stated the Church enjoys use of Town Hall parking, therefore getting free maintenance as far as snowplowing, etc. S. Everett asked if this is seen as a "special service" from the town to the Congregational Church, where other churches in town may question why they do not get this free maintenance. For example, should the town charge the Congregational Church $1 so the town can say that they are indeed charged for these services? H. Beck stated that Section 6 addresses this; stating that this is no different than having it open for public parking related to other events, i.e. Zumba, etc. Therefore, no fee or contract with the Church for services would be necessary. Discussion followed. The BOS concurred that they agree with the language in principal in the proposed Boundary Agreement. This version of the document will go before the Church membership on February 28th and then a town meeting for approval along with the campus consolidation.

4. **OLD BUSINESS:**

4.1 **Updated 2016-17 Operating Budget and 2016-17 10 Year Capital DRAFTS:** N. Nau reviewed revisions made to the proposed FY 16-17 budgets. She explained that per FiPAC's request, the format of the spreadsheet has been changed from being in alphabetical order to being organized by category. She stated that the Library and the CVFD are requesting increases and that these will be discussed further at the upcoming budget workshops.

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

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

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

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

4.3 **Senior Transportation update (no attachment):** N. Nau stated that she, Public Works Director George Murphy and Public Works employee Mike Stewart went and looked at the used van that Hebron has offered to sell to Columbia. She explained that it is a 2006 Ford Diesel 12 passenger van, which is the ridership capacity CONA has requested. She reviewed a list of maintenance needs for the vehicle (that could cost between $3,000 and $7,000) with the BOS and explained that Hebron is asking for $3,000 for the van. N. Nau stated that the van has a 6 liter engine and that this particular engine is in a couple of the Public Works trucks, which have had many issues according to G. Murphy. Discussion followed. N. Nau explained that she met with both the town of Lebanon and the town of Hebron and they indicated their van service is at max capacity and cannot partner with Columbia. She stated that Andover's van gets high use as well and that all of the drivers are volunteers. N. Nau said that after all of the research she has conducted, she recommends that the town apply for the grant that was presented by CONA. S. Everett stated that before applying for the grant he would like to review the CONA survey and the numbers / costs again; as well as the requirements for maintenance and employment. Discussion followed. This ITEM has BEEN TABLED.

4.4 **Brand/Ellis Property update/discussion:** N. Nau reviewed a list that was compiled at the Rec Commission meeting on 1/26/16 that consisted of ideas for uses of the Brand/Ellis Property which will be included in the RFP the Paula Stahl drafted for potential consultants. She stated that at this time, she is unsure whether or not the purchase of a new playscape will be proposed in the FY 16-17 budget because the Town is not 100 percent sure if the playscape will remain in the same place it is currently but that the Rec Commission felt it was a good place. N. Nau stated that this project will not affect the FY 16-17 budget because the first phase or two will be paid for with Brand/Belle funds.

4.5 **Center School District Resolution:** R. Bogue MOVED to approve the Resolution #2016-01 entitled "Dissolving the Center School District for Town Hall Campus Consolidation. MOTION CARRIED 4:0. R. Bogue MOVED to schedule a town meeting on 3/15/16 at 6:45 pm for Town approval of Resolution #2016-01 as well as the Boundary Agreement. MOTION CARRIED 4:0.

5. **NEW BUSINESS:**

5.1 **Revision of LMAC duties:** N. Nau explained that Robert Powell is taking over the duty of dock and seawall inspections and that they discussed reforming the inspection process to make it more formal and consistent. R. Powell and Mike Gnazzo (Chair) propose the new policy before the Board tonight that details an initial, progress and final inspection as well as other requirements. W. O'Brien MOVED to approve the revision of LMAC duties as presented. MOTION CARRIED 4:0.

5.2 **Revision of BOS Sign Policy:** N. Nau stated that due to an incident that occurred, she is proposing to revise the sign policy. W. O'Brien does not feel that one isolated instance calls for change to the policy. He is hesitant to start limiting people's freedom of speech. Discussion followed. The BOS feels the policy should remain in its current form. .

5.3 **Approval of updated Facilities Manager job description:** W. O'Brien MOVED to approve as presented. MOTION CARRIED 4:0.

5.4 **Sexual Assault Crisis Center of Eastern CT (SACCEC) Funding Request:** N. Nau stated that the Town has traditionally given $300 annually for many years to this group but that they are requesting $200 in additional funding. This group served 13 Columbia residents last fiscal year. S. Everett asked how residents know this service is available; N. Nau commented that she will make sure to put it on the website as well as other forms of advertising. R. Bogue MOVED to approve the $500 funding request to SACCEC. MOTION CARRIED 4:0.

5.5 **Access Agency FY 16-17 Funding Request:** N. Nau stated this request is new to the FY 16-17 budget. She stated we pay for a contracted social worker and Columbia is unique to this. R. Bogue recommended not funding the request. The BOS did not take action on this request.

5.6 **Eastern Highlands Health District (EHHD) FY 16-17 Funding Request:** S. Everett MOVED to grant the funding request in the amount to EHHD in the amount of $28,440

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

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

5.8 **2015 Grand List:** S. Everett MOVED to accept the 2015 Grand List as presented. MOTION CARRIED 4:0.

6. **COLUMBIA LAKE / DAM / BEACH:**

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

7. **APPOINTMENTS / RESIGNATIONS:**

7.1 **Resignation of Brian Keldsen from the Youth Services Committee (YSC):** The BOS recognized the resignation of B. Keldsen from the YSC. W. O'Brien thanks B. Keldsen and stated that he will be missed on the YSC.

7.2 **Resignation of Marcia Morrison from FiPAC:** The BOS recognized the resignation of M. Morrison from FiPAC.

7.3 **Appointment of Richard Szegda (D) to FiPAC:** W. O'Brien MOVED to appoint R. Szegda to FiPAC. MOTION CARRIED 4:0.

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

9. **CORRESPONDENCE:**

9.1 **"Plunge for Hunger" memo**

9.2 **Pro-Act Savings Report**

9.3 **10 Year Plan for Open Space:** This ITEM will be discussed in EXECUTIVE SESSION.

9.4 **Old Yard Restoration Report 2015 and 2016 Work Plan**

10. **BUDGET:**

10.1 **Transfers:** None.

10.2 **Refunds:** R. Bogue MOVED to approve the following refunds totaling $1,740.86:

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

MOTION CARRIED 4:0.

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

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

13. **EXECUTIVE SESSION**

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

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

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

Respectfully submitted by Kimberly A. Bona

TO: Natasha Nau, Town Administrator

FROM: Carol Price, Tax Collector

DATE: January 26, 2016

RE: proposed ordinance to waive tax bills under $5.00 and retain refunds under $5.00.

1) According to Connecticut General Statute Sec. 12-144c any municipality may waive any property tax due in an amount less than $25.00 by action of its legislative body. This request is based on other nearby Towns that waive under $5.00. The total amount of revenue on the 2014 Grand List that would have been waived this year under $5.00 is $112.27 (this does not include the 2014 supplemental list). Attached is the list of accounts under $5.00.
2) In accordance with CGS Sec. 12-129 my recommendation would be, by ordinance retain any payments in excess of the amount due provided the amount is less than $5.00.

This will enable the Tax Collector to transfer small overpayments (.01 up to 4.99) on overpaid accounts to the general fund and remove the overpaid records from credit reporting. Less time would be spent contacting taxpayers for small refunds, shortage in payments and transferring small overpayments to future tax bills.

Attached are copies of ordinances from Hebron, Bolton and Ashford as examples. During a conversation with Bolton's Tax Collector she told me that the two tend to wash each other out.

Also attached are copies of State Statute 12-144 and 12-129 for reference.

Town of Columbia
Tax Bills under $5.00
Grand List of 10-1-14

BILL TYPE	NAME		TOTAL TAX
3	BUTLER KERRY B	$	0.46
2	COBB JAMES R II	$	1.09
2	CDK GLOBAL INC	$	1.09
3	STPETER HERBERT W	$	1.09
1	TUTTLE DAVID R	$	1.63
3	PARROTT CHERYL	$	1.76
2	HUGHES NETWORK SYSTEMS LLC	$	1.90
2	STERLING SUPERIOR SERVICES	$	1.90
2	STANDISH-JOHNSON CO	$	2.03
2	PUCKETT THOMAS & CAROL	$	2.17
2	PEHOWDY COREY	$	2.20
3	PROVOST KYLE L	$	2.36
2	G & K SERVICES	$	2.44
2	MB FINANCIAL BANK NA	$	2.44
2	MUZAK LLC	$	2.44
3	GIFFORD MICHAEL T	$	2.55
2	ALL WASTE INC	$	2.71
2	KEEGAN GLENN	$	2.71
2	HUGHES NETWORK SYSTEMS LLC	$	2.71
3	BELL WILLIAM R	$	2.71
2	WENDUS LOIS SACRED CONNECTIONS LLC	$	2.90
1	GATES CRAIG M	$	2.98
1	GATES CRAIG M	$	2.98
1	HAMILTON CORNELIA W	$	2.98
2	BAILEY BRYON	$	3.07
3	CONNOR WANDA G	$	3.15
1	HAMILTON CORNELIA W	$	3.26
2	ARCHAMBAULT THOMAS BUILDING REMODELING	$	3.26
2	BELL WILLIAM R II	$	3.74
3	THEN KARL P	$	3.80
2	MAHR SUSAN R	$	4.07
2	VIASAT COMMUNICATIONS	$	4.07
2	PINE RIDGE SERVICES LLC	$	4.07
1	GATES CRAIG M	$	4.34
3	STEINMEYER K PAUL	$	4.34
3	PRADETTO PAUL D	$	4.50
2	D & Z SODA KING INC	$	4.61
2	NORTHERN LEASING SYSTEMS INC	$	4.88
2	AIR-SERV	$	4.88
	TOTAL LOSS	**$**	**112.27**

	BILL TYPE
1	Real Estate
2	Personal Property
3	Motor Vehicle

Town of Hebron, CT
Monday, December 14, 2015

Chapter 320. Taxation and Assessments

Article VII. Waiver of Property Taxes

[Adopted 5-4-1995 by Ord. No. 95-1]

§ 320-10. Authority of Revenue Collector.

[Amended 2-19-2009]
Pursuant to General Statutes § 12-144c, the Revenue Collector is hereby authorized to waive the payment of any property tax or fees thereon due in any amount less than $5, wherever, in the judgment of the Revenue Collector, the costs of collecting such tax or fees (including the time expenditure required) are reasonably likely to equal or exceed the amount due.

Town of Hebron, CT
Monday, December 14, 2015

Chapter 320. Taxation and Assessments

Article X. Excess Payments

[Adopted 5-6-1999 by Ord. No. 99-1]

§ 320-14. Authority to retain excess payment.

Pursuant to the authority of General Statutes § 12-129, the Revenue Collector is hereby authorized to retain any excess payment of taxes as defined in the statute, provided that the amount of such excess payment is less than $5.

Back to Web Site

Bolton, Connecticut
A Town For All Seasons

Tax Bills and Excess Payments

Adopted by the Board of Selectmen at a regular meeting on March 20, 2001
Published in the Journal Inquirer on March 23, 2001
Effective date: April 7, 2001

TAX BILLS AND EXCESS PAYMENTS

SECTION 1: Tax payments made to the Town of Bolton in excess of the amount due, whether for principal, legal interest, penalty, or fees, shall be retained by the Tax Collector where the amount of the excess payment is less than Five Dollars ($5.00). Where the amount of excess payment is Five Dollars ($5.00) or more, the procedure for refunds outlined in Section 12-129 of the Connecticut General Statutes, as amended, shall be followed.

SECTION 2: Any property tax due to the Town of Bolton in an amount less than Five Dollars ($5.00) shall be waived in accordance with Section 12-144c of the Connecticut General Statutes.

Ashford

Any funds collected pursuant to this act shall be placed in the [general fund of municipality] or [special fund established to pay for litter enforcement or other environmental protection costs.]

This ordinance became effective upon passage at the Town Meeting of March 11, 1996.

AN ORDINANCE CONCERNING EXCESS TAX PAYMENT OF LESS THAN $5.00

At the Town Meeting held June 11, 1996, pursuant to Section 10 of Public Act 95-283, it was passed by the legislative body of the Town of Ashford that the Tax Collector of Ashford is hereby authorized to retain excess tax payment on any list, provided the amount of the excess payment is less than $5.00. The excess tax payment is to be held for six months period of time and that the excess payment not be turned over to the general fund without notification to the taxpayer.

This ordinance took effect fifteen days after being published in the newspaper.

Published in the CHRONICLE Attest, Barbara B. Metsack, Town Clerk.

TAX REFUNDS

Pursuant to Section 10 of Public Act 95-283, the Tax Collector of Ashford is hereby authorized to retain any excess tax payment on any list, provided the amount of the excess payment is less than $5.00. The excess tax payment is to be held for six months period of time and the excess payment is not to be turned over to the general fund without notification to the taxpayer.

Said ordinance was passed at a Special Town Meeting held June 11, 1996.

The ordinance was published in the *CHRONICLE.* Attest, Barbara B. Metsack, Town Clerk

ECONOMIC DEVELOPMENT COMMISSION

This ordinance was adopted at the Special Town Meeting held January 26, 1998. Said ordinance was effective February 15th, 1998. Ordinance was published in the *Chr^on^icle* on January 31st.

Underlined portions of this ordinance ar^e^ revisions passed at the October 3, 2005 Annual Town Meeting to become effective 15 days after being published in the *Chronicle.* Ordinance published in the *Chronicle* on October 8th. This ordinance was further amended at the town meeting held on December 5, 2005 revising the final sentence of Section II. (b) by substituting "Four (4)" for "Two (2)".

SECTION I. Establishment.

The town accepts the provision of Connecticut General Statute 7-136 and pursuant to the authority granted therein does establish and create an economic development commission for the promotion and development of the economic resources of the town.

SECTION II. Appointment of members; terms.

TOWN CLERK COMPENSATION

Be it ordained that the Town Clerk of Ashford shall receive a salary to be fixed by the legislative body "f the town in lieu of all fees and other compensation provided for in the General Statutes. The Town Clerk shall collect those fees and compensation set by Statute and shall deposit all such money thus collected in accordance with the provisions of law governing the deposit of moneys belonging to the town.

Said Ordinance shall become effective July 1, 1991. Dated at Ashford, Connecticut this 13th day of May 1991. Published in ***The Williman^ti^c Chronicle***, 16 May 1991 ATTEST: Barbara B. Metsack, Town Clerk

ASHFORD WATER POLLUTION CONTROL AUTHORITY

Be it ordained that the Town of Ashford hereby creates a board to be known as the Ashford Water Pollution Control Authority to exercise the powers conferred by Chapter 103 of the General Statutes. The Authority shall consist of five (5) members, who will serve without compensation and who will be appointed by the Chief Executive Officer of the Town. Upon the adoption of this Ordinance, the First Selectman shall appoint five (5) electors of the Town to initial terms of five (5), four (4), three (3), two (2) and one (1) year(s), with each succeeding appointee appointed to a full five (5) year term. Members of the Authority may, upon hearing before the Board of Selectmen, be removed for cause, including, but not limited to, failure to discharge the duties of the office.

Dated at Ashford, Connecticut this 13th day of May 1991.

Published in *The Willima^nt^ic Chronicle* _____

ATTEST: Barbara B. Metsack, Town Clerk

AN ORDINANCE WAIVING PROPERTY TAXES OF UNDER FIVE DOLLARS

At the Town Meeting held November 8, 1993, pursuant to Section 12-144c of the Connecticut General Statutes, it was passed by the legislative body of the Town of Ashford that the Tax Collector may waive collection of any property tax due in an amount less than Five Dollars ($5.00).

This ordinance will take effect fifteen days after being published in a local newspaper.

Published in *the Willimantic Chronicle* on November 13, 1993.

ATTEST: Barbara B. Metsack, Town Clerk

AN ORDINANCE CONCERNING TOWN CONTRACTS FOR PURCHASES AND SALES

At the Town Meeting held November 8, 1993, it was passed to revise Sections I and II and to add Section V relative to the minimum amount required for competitive bidding.

Sec. 12-144c. Optional waiver of property tax under twenty-five dollars. Any municipality may waive any property tax due in an amount less than twenty-five dollars by action of its legislative body.

(P.A. 75-489, S. 1, 2; P.A. 01-178, S. 1, 2; P.A. 13-276, S. 21.)

History: P.A. 01-178 increased the amount of property tax that may be waived from $5 to $25 and added provision re waiver before the date the tax is due, effective October 1, 2001, and applicable to assessment years commencing on and after said date; P.A. 13-276 eliminated requirement that property tax waiver occur before the date the tax is due.

Sec. 12-129. Refund of excess payments. Any person, firm or corporation who pays any property tax in excess of the principal of such tax as entered in the rate book of the tax collector and covered by his warrant therein, or in excess of the legal interest, penalty or fees pertaining to such tax, or who pays a tax from which the payor is by statute exempt and entitled to an abatement, or who, by reason of a clerical error on the part of the assessor or board of assessment appeals, pays a tax in excess of that which should have been assessed against his property, or who is entitled to a refund because of the issuance of a certificate of correction, may make application in writing to the collector of taxes for the refund of such amount. Such application shall be delivered or postmarked by the later of (1) three years from the date such tax was due, (2) such extended deadline as the municipality may, by ordinance, establish, or (3) ninety days after the deletion of any item of tax assessment by a final court order or pursuant to subdivision (3) of subsection (c) of section 12-53 or section 12-113. Such application shall contain a recital of the facts and shall state the amount of the refund requested. The collector shall, after examination of such application, refer the same, with his recommendations thereon, to the board of selectmen in a town or to the corresponding authority in any other municipality, and shall certify to the amount of refund, if any, to which the applicant is entitled. The existence of another tax delinquency or other debt owed by the same person, firm or corporation shall be sufficient grounds for denying the application. Upon receipt of such application and certification, the selectmen or such other authority shall draw an order upon the treasurer in favor of such applicant for the amount of refund so certified. Any action taken by such selectmen or such other authority shall be a matter of record, and the tax collector shall be notified in writing of such action. Upon receipt of notice of such action, the collector shall make in his rate book a notation which will date, describe and identify each such transaction. Each tax collector shall, at the end of each fiscal year, prepare a statement showing the amount of each such refund, to whom made and the reason therefor. Such statement shall be published in the annual report of the municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. Any payment for which no timely application is made or granted under this section shall permanently remain the property of the municipality. Nothing in this section shall be construed to allow a refund based upon an error of judgment by the assessors. Notwithstanding the provisions of this section, the legislative body of a municipality may, by ordinance, authorize the tax collector to retain payments in excess of the amount due provided the amount of the excess payment is less than five dollars.

(1949 Rev., S. 1812; 1957, P.A. 194; 1961, P.A. 102; 484, S. 1; P.A. 75-110, S. 2; P.A. 90-101, S. 2; P.A. 95-283, S. 10, 68; P.A. 99-151, S. 2, 3; P.A. 13-276, S. 10.)

History: 1961 acts added reference to the certificate of correction, and provided for filing of annual statement of refunds in town clerk's office; P.A. 75-110 allowed six years, rather than one year, from date of payment for filing application for refund; P.A. 90-101 required that application for refund of tax paid in excess of the amount due as a result of clerical error must be submitted not later than three years from the tax due date and deleted the provision related to refunds as to which the procedure has, prior to October 1, 1943, been determined by statute; P.A. 95-283 replaced board of tax review with board of assessment appeals and allowed a municipality to retain overpayments of less than $5, effective July 6, 1995; P.A. 99-151 allowed municipalities to adopt ordinances to extend the time to file an application for a refund of excess property tax payments, effective June 23, 1999; P.A. 13-276 required application for refund of payment be delivered or postmarked by later of existing Subdiv. (1) or (2) or new Subdiv. (3) re 90 days after deletion of any item of tax assessment by final order of court or pursuant to cited statutes, added provision re existence of another tax delinquency to be sufficient grounds for denial of application, and added provision re payment for which no timely application is made or granted under section to remain property of municipality.

Cited. 195 C. 587.

Cited. 33 CA 270.

Columbia Town Beach Passes

Resident	Season Pass	Day Pass	Transferable Guest Pass
5-17	$20	$5	$40
18-61	$30	$5	$40
62+	$15	$5	$40

Non-Resident	Season Pass
5-15	$200
16-61	$300
62+	$150

Schedule

•Weekend only from Memorial Day until school is out.
•Regular schedule starts when Porter is out of school and goes until August 17th.
•Weekends from the 17th until Labor Day.
Times – Week days 1030am-7pm
Weekends 12pm-7pm

•Family Max of $120: Applies only to resident's purchasing season passes
•Passes are required for admission.
•Fishermen using the town dock must have a beach pass.
•Children under the age of 12 must be accompanied by and adult.
•Renters and Nanny's fall under the Resident Pricing. (Must provide proof of rental agreement/nanny's name will go on the back of pass holders card).
•Max of 4 transferrable Guest Passes per family.
•Resident season pass holders can purchase day passes for any guest for $5.

LAKE MANAGEMENT ADVISORY COMMITTEE

February 10, 2016

Ms. Carmen Vance
First Selectman
323 Route 87, Yeoman's Hall
Columbia, CT 06237

RE: Application for Replacement of a Structure on or Over Columbia Lake
Mr. Michael Boyle and Ms. Lurene Ekwurtzel, 82 Route 87, Columbia, CT

On February 5, 2016, Mr. Michael Boyle and Ms. Lurene Ekwurtzel of 82 Route 87, Columbia, CT submitted an application for permit seeking to install a new dock at that location.

This application has been reviewed by Karl Then, Steve Harrington and me, representing the Lake Management Advisory Committee (LMAC). The property owner has expressed a desire to erect a new wood dock on the subject property. This new dock will be a second dock on the property. The existing lake front property line is approximately 208 feet long. The new dock will be located approximately 75 feet from the southern most property line.). I talked via telephone with the applicant on February 9, 2016. The proposed dock size of 6 feet wide by 18 feet long does not meet the "Lake Guidelines". After discussion with Mr. Boyle, he agreed amend the application for a new dock size no greater than 5 feet wide by 20 feet long.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the proposed new wood dock meets the guidelines.

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, 2015 and shall be completed prior to the lake re-filling on March 15, 2016. Applicant will notify the Town for inspection when the dock footings are installed.
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. Disturbance to the lakebed will be confined to reasonable construction to establish new footings for the new dock. No grading or significant excavation shall be allowed.
5. The new dock will be no larger than 5 feet wide by 20 feet long. It will be located a minimum of 25 feet from the applicant's extended property line and will not pose an obstruction to an abutting neighbor's waterfront access.
6. The applicant will insure the construction of the new dock will be of sound materials and will comply with the "Lake Guidelines" with regard to the use of any pressure treated woods; and shall not adversely affect the quality of the Lake water or aquatic life.
7. With the addition of a second dock, the applicant will be permitted a maximum of one off-shore structure (boat mooring or raft) which must meet the "Lake Guidelines".

Your consideration in this manner is appreciated.
Respectfully Submitted;

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

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: 2/5/16

Complete and return to the Board of Selectmen.

Property owner: Lurene Ekwurtzel / Michael Boyle
Address: 82 Route 87, Columbia
Property Location: Same
Daytime phone # 207-745-2468 / 207-745-0468
Applicant if different from owner: Same
Address: Same
Daytime phone # Same

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.

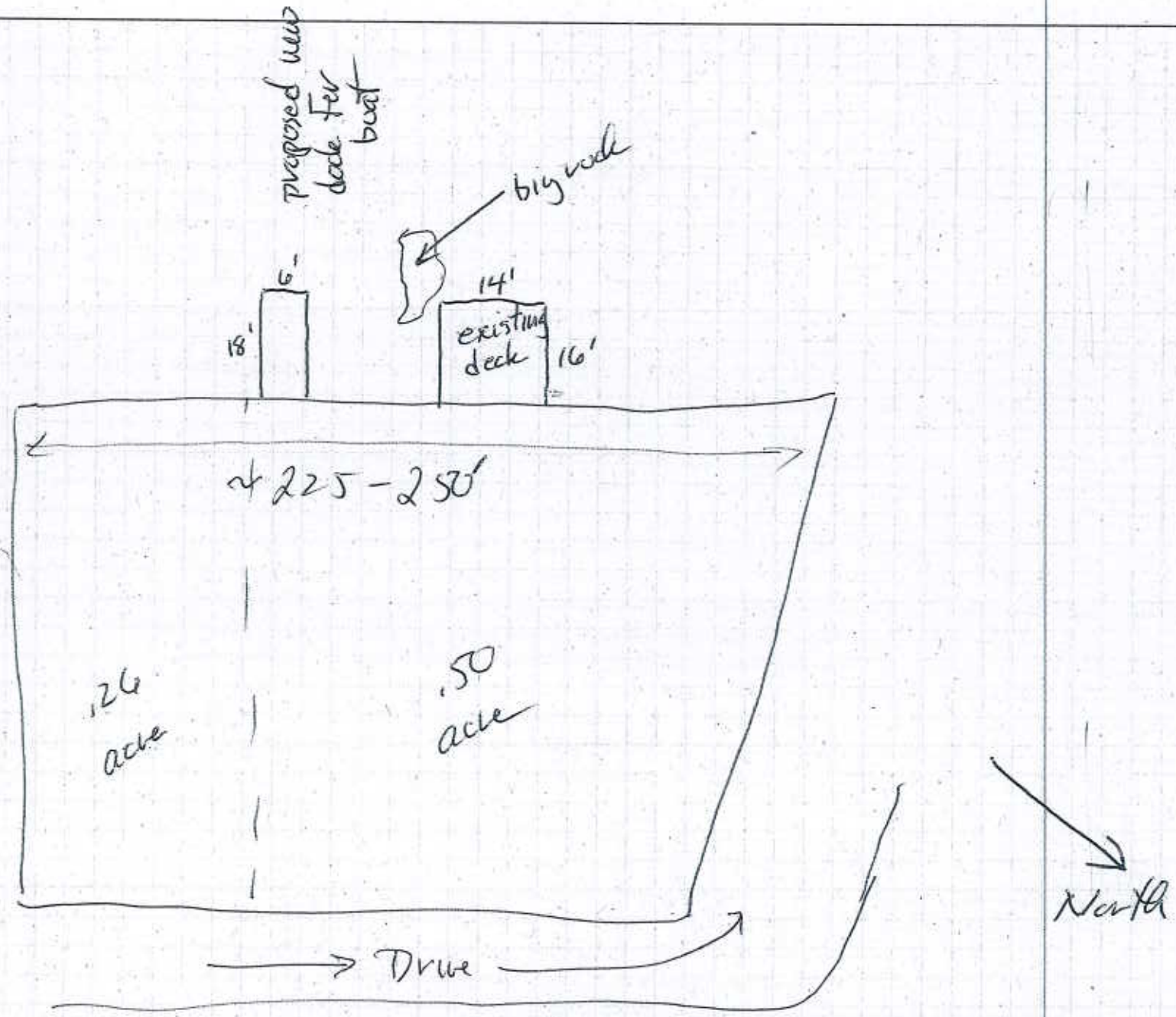
Owner Signature: [signature] Date: 2/4/16

Same Applicant Signature: _____ Date: _____

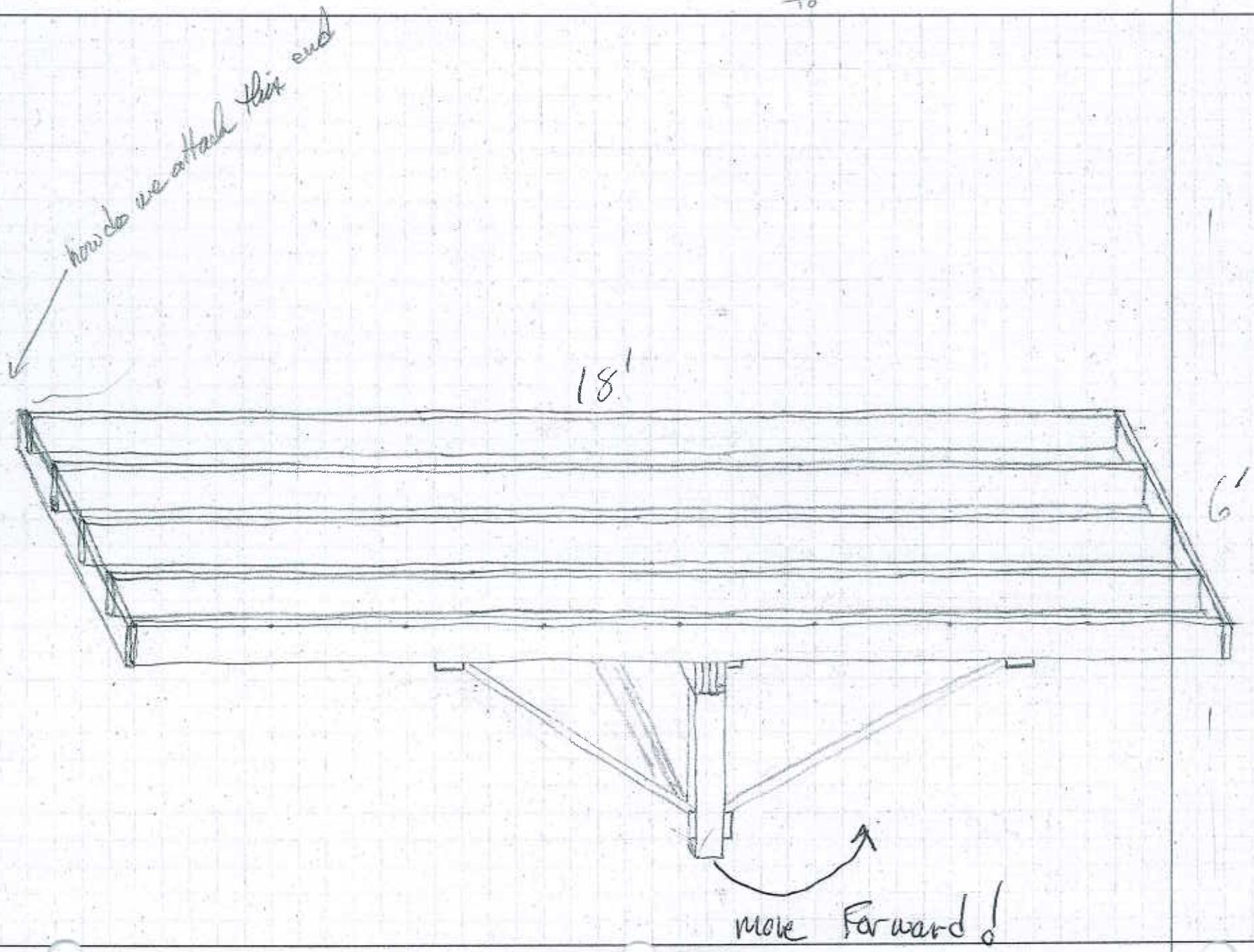
Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ **Date:** _____
First Selectman

Revised: 4/1/97, 12/01, 09/03, 10/03


proposed new dock for boat
big rock
6'
18'
14'
existing dock
16'
~225-250'
.26 acre
.50 acre
Drive
North

5) 60/10



Town Administrator

From: Brian Pedersen [nairb1970@yahoo.com]
Sent: Friday, January 29, 2016 6:13 PM
To: Town Administrator
Subject: Rec Committee

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hi Natasha
My name is Brian Pedersen and I would like to join the Recreation Committee.
Marc said I should email you with my intention to join so board of selectmen can appoint me.
Let me know if this is appropriate and/or if I need to do anything else.
Thanks and I look forward to serving Columbia!!

Brian

Sent from my Verizon Wireless 4G LTE smartphone

Town Administrator

From: Lisa Napolitano [lisa@qualitysign.us]
Sent: Monday, February 01, 2016 4:29 PM
To: Town Administrator; Andrea Drabicki (andrea.drabicki@gmail.com); Bryan Tarbell (tarbell.bryan@gmail.com); Carol Coley (dscscoley@aol.com); Carole Williamson (cj_wmson@charter.net)
Subject: EOC

Hi All,
My mother is having dementia issues and her needs are very demanding at this time. I will do what I can but I really am strapped for time running to Windsor Locks several days a week and trying to keep up with business.

So with that in mind, I must suspend my involvement from this committee for the foreseeable future. I would still like to keep in the loop and return at a later date but understand completely if you need to replace me.

Regards,
Lisa Napolitano

Memorandum
To: Board of Selectmen
From: Natasha R. Nau, Town Administrator
Date: 2/12/16
Re: 2/16/16 BOS Meeting Report

Library
The payment requisition that was submitted to the Town is finally complete and can be approved. The trusses were delivered today and the windows are being delivered within a couple weeks. The roofing shingles have been ordered. A change order of about $6,000 for the radiator removal was approved. I met with the Library Director and the Architect to begin selecting colors for the interior (counter and cabinet laminate, floor laminate, floor tiling and carpet).

Ellis Property RFP
This will most likely be advertised the week of 2/16-2/19.

Beach Erosion/Re-grading/ADA
A total of 3 proposals have been received. Once we receive a few more, George and I will sit down and review them against each other with Carmen.

Quarterly Town Newsletter: *Columbia Chatter*
Same as my 2/2/16 report. A friendly reminder that the next deadline for article/blurb/photo submissions is March 16th for a March 31st publish.

Church/Town Hall Campus
Both Center School District resolutions were approved (BOE and BOS). The Church membership meeting to unofficially approve the Boundary Agreement is on 2/28/16. A town meeting is scheduled for March 15th at 6:45pm before the regular BOS meeting.

Squier Dam
I am still awaiting a proposal from Karl Acimovic P.E (located in Coventry), which should provide a second opinion on the costs to maintain the dam.

CVFD Day-Time Staff & Tower
No update since my 2/2/16 report.

Open Space
I am still looking into two potential properties for purchase.

Budget Season
The first draft of the budget has been created and is before you tonight for review in the budget workshop section of the agenda.

Economic Development Commission (EDC)
The second meeting is on 2/22/16 @ 6pm in the conference room.

Senior Transportation
This will all be discussed this evening in the budget workshop.

Housing Rehab Program
The deadline to turn in an application is 2/16/16. We had about 5 to 8 applications. I will review these with Coventry and the consultant and begin the application process shortly if all applicants are eligible.

Employee Evaluations
I will be conducting annual (and 6 month) employee performance evaluations the week of 2/16 – 2/19. These will be available for discussion if desired at the 2/23 budget workshop.

Meetings/Events/Seminars/Trainings Highlights

- 2/1/16: IWWC and BOE meetings
- 2/2/16: BOS meeting
- 2/2/16: Library progress meeting; LMAC meeting
- 2/4/16: 6 month performance review with ZEO; JRB hearing as an observer
- 2/10/16: Fiscal Policy Board meeting
- 2/11/16: Meeting w/ Aquatics Director; meeting with President of Little League
- 2/1 – 2/12/16: Budget creation!!

State of Connecticut

Commanding Officer
Lieutenant Eric Murray

Connecticut State Police
Troop K - Colchester

Executive Officer
Master Sergeant Robert Grega

Date: February 5, 2016

Ms. Carmen Vance
Columbia First Selectman
323 Jonathan Trumbull Highway
Columbia, CT 06237

Dear Ms. Carmen Vance

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

During the month of January 2016 the Columbia Resident Trooper as well as Troop K Troopers responded to 261 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	6
Burglaries:	0
Larcenies:	0
Other Criminal:	2
Other Non-Criminal:	6
Non Reportable Matters:	189

Other Noteworthy Events (List): one reported sexual offence involving two juveniles (still under investigation), arrests on three warrants, and numerous medical calls.

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

On-Sight DWI:	0
Traffic Citations:	57
Written Warnings:	20

Sincerely,

Lieutenant Eric Murray
COMMANDING OFFICER
Troop "K" Colchester, CT

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

Town of Columbia
Budget Transfer Request
FY: 2015-2016

DATE:
01/19/2015

Budget Transfer # **2016-014**

TO: **Board of Selectmen**

FROM: Assessor (*Department Name*) 132 (*Dept. No.*)

SUBJECT: **REQUEST FOR TRANSFER OF FUNDS**

I hereby request the following transfer of funds:

_____ In-Budget (up to $500)
__X__ In–Budget ($501 - $10,000 requires FIPAC)
____ From Contingency (requires FIPAC)
____ Town Meeting

Amount *(whole dollars only)*	***From*** *A/C#*	*Description*	***To*** *A/C #*	*Description*
$400.00	10-4132-710	Professional Improvement	10-4132-010	Salaries
$ 400.00	10-4132-500	Professional Tech Services	10-4132-010	Salaries
$				

REASON:
To transfer funds to cover the additional cost of floater usage in the Assessor office.

Signature of Dept. Head: _____

Date: _____

Date of BOS Meeting:02/16/2016 Refer to FIPAC _X_ YES ____ NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 02/17/2016

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____N/A_____ Date: _____

Beverly Ciurylo

From: Mary Lavallee
Sent: Wednesday, February 10, 2016 10:33 AM
To: Beverly Ciurylo
Subject: Move funds

Bev,

Can you move funds for me?

I need $400.00 from 4132-710 to 4132-010
And $400.00 from 4132-500 to 4132-010
To cover the cost of additional floater usage.

Thanks,

Mary Lavallee, CCMA II
Assessor
Town of Columbia
323 RT 87
Columbia, CT 06237
860-228-9555
mlavallee@columbiact.org
www.columbiact.org

Town of Columbia
Budget Transfer Request
FY: 2015-2016

DATE:
01/19/2015

Budget Transfer # **2016-015**

TO: **Board of Selectmen**

FROM: Building Services 530
(Department Name *Dept. No.)*

SUBJECT: **REQUEST FOR TRANSFER OF FUNDS**

I hereby request the following transfer of funds:

__X__ In-Budget (up to $500)
_____ In–Budget ($501 - $10,000 requires FIPAC)
____ From Contingency (requires FIPAC)
____ Town Meeting

Amount *(whole dollars only)*	***From*** *A/C#*	*Description*	***To*** *A/C #*	*Description*
$135.00	10-4530-500	Professional/Tech	10-4530-720	Professional Dues
$				
$				

REASON:
To transfer funds to cover the cost of ICC professional dues which was not included in the 2015-2016 Budget.

Signature of Dept. Head: _____

Date: _____

Date of BOS Meeting:02/16/2016 Refer to FIPAC ___ YES _X__ NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting:

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____N/A_____ Date: _____

TOWN OF COLUMBIA
REQUEST FOR PAYMENT - OPERATING EXPENDITURE
(Green)

PAYMENT TO: ICC

Vendor # _____
CK# _____ Dated _____
$ _____ of total ck of $ _____

PURCHASED WITH PO.#: _____

X Attached Invoice(s): (please also date and initial invoice to indicate approval)

Invoice# 3080645 Dated 1-11-16 $ 135 -
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____ $ _____
Invoice# _____ Dated _____ $ _____

will need a transfer from:
4530 500
To:
4530-720

I'm not sure why there is no $ to cover this -
C

- Mileage as follows:
___ miles on _____
___ miles on _____
___ miles on _____
___ miles on _____ $ _____

- Postage (attach receipt) ..... $ _____
- Other (describe and attach receipt) ..... $ _____

FUND	DEPT/AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10 -	4 530	720	$ 135 -	ICC membership
10 -	4		$	2-29-16 thru 2-29-17
10 -	4		$	
10 -	4		$	
10 -	4		$	

I have indicated the budget account(s) that should be charged.

DATE: 2 4 16

AUTHORIZED SIGNATURE

Department/Agency Name: Building Safety & Inspections # ##

2015-2016 Proposed Operating Expense Budget

Account #	Name	Detail Description	Amount	Total
720	Prof Dues	CBOA and ICC membership dues		0
720	Prof Dues			
720	Prof Dues			
720	Prof Dues			
720	Prof Dues			
				0

Possibly Due to outsourcing Building Official ?

Town of Columbia

Actual & Budgeted Expenses & Encumberance

Report Sequence:Account Number
Account: First thru Last
Report Period: July 2015 thru June 2016
Level Of Detail:Account Number

Account Filter=10-4530-###

Account Number	Account Description	Current Year Budgeted	Adjustment	Net Working Budget	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (10)								
10-4530-010	Salaries-Building Department	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-120	Telephone/Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-140	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-300	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-500	Prof/Tech	30,000.00	3,984.00	33,984.00	17,382.00	0.00	16,602.00	48.85
10-4530-520	Printing	300.00	0.00	300.00	171.07	0.00	128.93	42.98
10-4530-550	Misc Services/Chgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-710	Professional Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-720	Professional Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-750	Conf/Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4530-770	Transportation	0.00	1,200.00	1,200.00	862.51	0.00	337.49	28.12
	General Fund (10) Totals	**30,300.00**	**5,184.00**	**35,484.00**	**18,415.58**	**0.00**	**17,068.42**	**48.10**
	Totals Consolidated Funds	**30,300.00**	**5,184.00**	**35,484.00**	**18,415.58**	**0.00**	**17,068.42**	**48.10**

Saxton B. Little Free Library
319 Route 87
Columbia, CT 06237

12/7/15

Dear Selectmen:

The Saxton B. Little Free Library is requesting a grant of $ 381,690 for the FY 2016. This reflects a 1.7% increase from last year's. This budget request is predicated on the idea that the Library will NOT be returning to a larger and renovated space for the majority of this fiscal year.

We greatly appreciate the town's support and have made every effort to curb all non-necessary expenses. Areas of increase are unavoidable or projections. We have not increased our materials or programming budgets. Due to materials cost increases, this in effect decreases the value of these line items. Our increases are as follows:

Health Insurance: We have calculated a 10% increase in health insurance, which increased our total salary & benefits line by 3.3%. Again, Library staff salaries remain 13%-33% below the Connecticut Library Associations minimum starting salaries despite our experienced staff. We have not included the planned salary increases for the 5 years adjustment that was discussed with FiPAC during the FY 14-15, so as to minimize the increases. This is a required increase of expense. *Please note in your consideration, that should Library staff be granted the same health insurance benefits as town employees, this line item alone would be an 11% increase for FY 15-16.*

Administrative Contracts: We have included an average of 3% per line item on our existing contracts. We have been notified by our vendors that insurance, accounting, copier contracts, janitorial & supplies, et al are increasing. We have calculated these and known expenses to what we believe are actual costs for the FY 16-17. This is a required increase of expense.

It is well documented that libraries produce exponential benefits for their communities. We serve as the center of the community, the only such service for everyone. The financial grant to the library supports education, cultural events, economic development, community safety, and the individuals and groups in the town of Columbia.

Our Library is continuing to see strong use, which is supported through data and anecdotal research. We continue fundraising efforts, seek out grants and supplemental funding and curb spending while maintaining a high level of service. Through these means the Library is contributing over $27,000 to this proposed operating budget and is supplementing the additional expenses outside of this operating budget.

Thank you, we appreciate your support.

Sincerely,

Su Epstein, Ph.D.
Library Director

Denise Egan
Treasurer

	A	B	C	D	E	F
1	**Saxton B. Little Free Library**					
2	**16-17 Request**		**Proposed (year)**	**Designated $'s**	**$'s Remaining**	**Comments**
3						
4	**Expenditures**					
5	**Salaries & Wages**					
6	**Total Salary & Wages**		**221,052**		**221,052**	2.2% increase distributed over various staff - includes salary adjustments, cost of living, and minimum wage requirements.
7	FICA & Medicare 7.65%		16,910		16,910	
8	Retirement		6,632		6,632	
9	Health Insurance - TOWN		31,013		31,013	ins. Increase cal at 10% - only for staff currently enrolled, not calcualted for all eligible staff
10	**Total P/R Taxes & Benefits**		**54,555**		**54,555**	
11	**Total Salary, P/R Taxes & Benefits**		**275,607**		**275,607**	3.3 % increase in line item
12						
13	**Administrative**					
14	Insurance - General Liability, WC & DO		5,401		5,401	based on current cost with 3% increase
15	Bookkeeping Fees		4,911		4,911	3.5% increase
16	Accounting Fees		1,000		1,000	based on current cost
17	Postage		800		800	no change from fy 15-16
18	Professional Development		1,000		1,000	no change from fy 15-16
19	Fundraising		800		800	no change from fy 15-16
20	Membership & Services Fees		2,800	2,600	200	no change from fy 15-16
21	Administrative Fees		150		150	no change from fy 15-16
22	Public Relations		800		800	no change from fy 15-16
23	**Total Administrative**		**17,662**	**2,600**	**15,062**	
24						
25	**Library Supplies, Furniture & Maintenance**					
26	Library & Office Supplies		7,000		7,000	no change from fy 15-16
27	Copier Contracts		1,250		1,250	no change from fy 15-16
28	Library Furniture, Equipment, Maintenance		2,800	2,000	800	no change from fy 15-16
29	**Total Supplies, Furniture & Maintenance**		**11,050**	**2,000**	**9,050**	
30						
31	**Utilities, Telephone & Cleaning**					
32	Utilities - Electric		8,600		8,600	no change from fy 15-16
33	Utilities - Heat		8,365		8,365	no change from fy 15-16
34	Telephone		1,700		1,700	no change from fy 15-16
35	Cleaning Contract		8,266		8,266	calc at normal increase for Library Bld
36	**Total Utilities, Telephone & Cleaning**		**26,931**		**26,931**	
37						
38	**Adult Expenditures**					
39	Materials (all formats)		30,700	3,000	27,700	no change from fy 15-16
40	Programs		1,200	1,000	200	no change from fy 15-16
41	**Total Adult Expenditures**		**31,900**	**4,000**	**27,900**	

	A	B	C	D	E	F
42						
43	**Children/YA Expenditures**					
44	Materials (all formats)		17,540	2,550	14,990	no change from fy 15-16
45	Programs		3,300	1,300	2,000	no change from fy 15-16
46	**Total Children/YA Expenditures**		**20,840**	**3,850**	**16,990**	
47						
48	**Serials**					
49	Periodicals		3,800		3,800	DECREASED
50	Newspapers		600		600	Adj closer to actual
51	Passes		1,300	1,100	200	no change from fy 15-16
52	**Total Serials**		**5,700**	**1,100**	**4,600**	
53						
54	**Computer Service & Equipment**					
55	Software, new & renewals		500	250	250	
56	Hardware		2,000		2,000	no change from fy 15-16
57	Technical Support		2,400		2,400	no change from fy 15-16
58	Electronic subscriptions		8,000		8,000	no change from fy 15-16
59	Library systems / Cataloging		5,400		5,400	Adj inline with actual and projected increase
60	Network Services		1,200		1,200	DECREASE to adj with recent actual
61	**Total Computer Service & Equipment**		**19,500**	**250**	**19,250**	
62						
63						
64	**Total Expenditures**		**409,190**	**13,800**	**395,390**	
65						
66						
67						
68						
69						
70	**Revenues**					
71	Town Grant		381,690			1.7% increase from FY '15-16
72	State Grant		2,700			
73	Copier/Fax, Fines & Misc Fees		5,000			
74	Contributions & Holiday Fundraiser		6,000			
75	**Total Unrestricted Funds**		**395,390**			
76						
77	Friends Revenue		8,000			
78	Invested Funds Revenue - Various (for Books)		2,050			
79	Invested Funds Revenue - Capital Improvement		2,000			
80	Invested Funds Revenue - Prague		250			
81	Invested Funds Revenue - Webster		1,500			
82	**Total Restricted Funds**		**13,800**			
83						
84	**Total Revenue**		**409,190**			

Columbia Volunteer Fire Department, Inc. Proposed Budget

2016-2017

	Operating Budget 2015-16	Operating budget 2016-17	Grant Request From Town 2015-2016	Grant Request From Town	CVFD 2015-2016	CVFD 2016-2017
ALS Subsidy	$42,000	$42,000	$21,000	$21,000	$21,000	$21,000
Admin Equipment	$7,000	$7,000	$3,000	$3,000	$4,000	$4,000
Building Maintenance	$23,000	$26,200	$17,000	$20,200	$6,000	$6,000
Communications	$2,750	$2,750	$1,500	$1,500	$1,250	$1,250
Diesel Fuel	$5,600	$3,700	$3,100	$1,200	$2,500	$2,500
Electricity	$14,000	$14,000	$10,000	$10,000	$4,000	$4,000
Equipment Maintenance	$34,900	$37,200	$27,400	$29,700	$7,500	$7,500
Fire Services	$4,000	$4,000	$3,000	$3,000	$1,000	$1,000
Financial Services	$4,000	$4,000	$2,000	$2,000	$2,000	$2,000
Hazmat	$2,000	$2,000	$1,000	$1,000	$1,000	$1,000
Heating Oil	$16,000	$10,500	$10,000	$4,500	$6,000	$6,000
Hydrant / Water Supply	$4,000	$3,000	$4,000	$3,000	$0	$0
Insurance	$43,000	$43,000	$31,000	$31,000	$12,000	$12,000
Legal Services	$2,500	$2,500	$1,250	$1,250	$1,250	$1,250
Medical Supplies	$25,000	$25,000	$0	$0	$25,000	$25,000
New Equipment	$22,500	$25,400	$20,000	$22,900	$2,500	$2,500
Office Supplies	$3,000	$3,000	$2,000	$2,000	$1,000	$1,000
Public Relations	$1,500	$1,500	$1,500	$1,500	$0	$0
Radio Maintenance	$5,000	$5,000	$3,000	$3,000	$2,000	$2,000
Remuneration	$15,000	$15,000	$15,000	$15,000	$0	$0
Retention	$2,500	$2,500	$2,500	$2,500	$0	$0
Training Fire / EMS	$20,000	$20,000	$10,000	$10,000	$10,000	$10,000
Total	$299,250	$299,250	$189,250	$189,250	$110,000	$110,000
		$0		0.00%		

Recreation Director
Job Descriptions

Total=1119.50

Program	Hours
Youth Basketball (Fall/Winter)	Total=101
Advertising (flyers,registration forms, sign on green, bulletin boards, facebook,	15
website, school, cancellations)	
Registrations (2 nights at Porter, input registrations into rec desk, medical waivers)	20
Jersey Order (collect registrations and fees, collect old numbers assign new numbers,	17
place and pick up orders, sort and hand out)	
Facility (request use of Eastconn and Porter, communication with Facility Technician,	12
Principal's, cancellations, tournament scheduling)	
Supplies (Ordering, Stocking school locker, trophies)	7
Coaches (communication with coaches and Brad (coordinator), coaches meeting,	15
background checks, cleaning schedule, contact information)	
Monies (greenies for backgroundchecks, facilities, referee payment, supplies)	15
Paint Night (Spring, Summer, Fall, Winter)	Total=72.5
(8-12 per year)	
Advertising (flyers, sign on green, website, facebook, bulletin boards)	5
Set-Up (bring supplies downfrom attic and return)	0.5
Communication (with instructor)	0.5
Supplies (ordering paint, canvases, brushes)	0.5
Monies (greenies and registrations)	0.5
Scheduling	0.25
Beach (Winter, Spirng, Summer)	Total=151
Regulations/Fees (Forms/Process)	6
Advertising (pass sales/hours)	20
Passes (collect forms, input into rec desk, make passes)	45
Contact Guards (emails, job postings, applications, interviews, training)	25
Communication (guards/supervisor)	15
Order Supplies (equipment/uniforms)	3
Kayak Rentals	7
Monies (time cards/greenies)	10
Miscellanous (complaints/reports)	10
Trips to Beach	5
Beach Party(reservations/schedule)	5
Classes	Total=45
Zumba, Fit-Fusion, Yoga (Summer, Fall, Winter, Spring)	
Advertising (flyers, bulletin board, sign on green, website)	15
Class Material (forms, punch cards)	10
Monies (registrations and greenies)	5
Miscellanous (communication with instructor, cancellation, change of venue, complaints)	15
Office Duties (Summer, Spring, Winter, Fall)	Total=145
Phone/Emails/Mail	65
Organization/Inventory	10
Supplies Order	5

Recreation Director
Job Descriptions

Total=1119.50

Mileage/Time Cards	10
Budget Management (filing, copies, record keeping)	25
Administrative (articles, website, mailchimp, newsletters)	30
Partnerships (Summer, Spring, Winter, Fall)	Total=25
Towns (building relationships with other towns and directors, Windham, Coventry, Bolton)	10
Business	5
Communication (how other towns run programs or their policies)	10
Rec Park/Facilities (Spring/Summer)	Total=82
Concession Stand	5
Field Observations	5
Playground	10
Field Reservations (applications, scheduling little league, Columbia Windham Soccer	50
camps, coordinate with Department of Public Works)	
Facility Reservations (pavilions)	10
Monies (greenies)	2
New Initiatives (Summer, Spring, Winter, Fall)	Total=28
Programs (ideas, planning, proposals)	20
Advertising Survey	5
Rec Slogan	3
Men's Open Gym (Fall, Winter, Spring)	Total=23
Mon/Thurs	
Advertisin g (flyers, website, facebook, sign on green)	4
Registration (forms, inputting into rec desk, waivers)	5
Facility (request form, communication about key cards and holidays)	5
Communication	5
Email Reminders	4
Teen Night (Fall, Winter, Spring)	Total=28
(4 per year)	
Advertising (flyers, sign on green, facebook, website, school, short description)	3
Shopping for Supplies	1
Event Facilitation	3
Columbia Market (Summer)	Total=75
Advertising (flyers, sign on green, school, facebook)	15
Contacting Vendors	25
Location Set-Up (mapping and organizing)	15
Shopping	3
Making Signs	4
Meetings (Town Planner, Town Administrator, Department of Public Works)	2
Event Facilitation (set-up/breakdown)	10
Monies (greenies)	1

Recreation Director
Job Descriptions

Total=1119.50

BabySitter Program (Fall)	Total=11.5
Scheduling (contacting company, information, date)	3
Advertising (school, website, facebook, sign on green, flyer)	5
Registration (input into rec desk, questions, comments, concerns)	3
Monies (greenies)	0.5
Cupcake Challenge (Winter)	Total=11.5
Registration (sign-up, rules/regulations)	2
Advertising (flyer, school, bulletin boards, sign on green, website, facebook)	2
Coordination (rec commision, facility reservation, judges)	3
Monies (greenies)	0.5
Event Facilitation (set-up, breakdown, awards)	4
CRPA HotShots (Winter)	Total=13
CRPA Paperworks (Entry, Registrations,instructions)	5
Windham/Bolton (communication)	3
Volunteers	1
Event Facilitation	4
Meetings (Winter, Spring, Summer, Fall)	Total=155
Depatment Head	24
Carmen	10
Natasha	20
CRC	24
Planner	2
DPW	5
Safety Committee	8
YSC	2
BOS	5
Porter Open House (table/booth)	5
CRPA Conference	15
Misc.	10
Preparation	25
Budget (Fall/Winter)	Total=50
Comparisions (budget previous year, other towns, other departments)	20
Planning (program costs, regulations, shifts, rotations, schedules, new items)	20
Meetings	10
Dinner and Dip (Spring/Summer)	Total=32
Advertising (facebook, fliers, website, email)	10
Lifeguards (communication and scheduling)	2
Coordination (Department, volunteers, cooking, supplies, planning)	15
Facilitation (set-up, program, break-down)	5
Holidays (Winter,Spring, Summer, Fall)	Total=71

Assistant to The Rec. Director
Job Descriptions

Advertising (Make Flyers, School Bullentin Board)	156
Average 3 hours per week	
Finances (Greenies, deposits, monies into Recdesk)	312
Average 6 hours per week	
Inventory (supplies, school locker, lists of needs)	52
Average 1 hour per week	
Email & Communication	156
Average 3 hours per week	
Meetings (preparation, copies)	26
Average .5 hours per week	
Programs	52
Average 1 hour per week	
New Initiatives (Collaboration, research, contacting other towns)	52
Average 1 hour per week	
Filing	26
Average .5 hours per week	
Holidays	21
Total Hours:	**853**
	(841 available)

New Programming Proposals

Billiards League

- Would meet twice a month on a week night for one and half hours. League would be structured around learning basic pool terms and rules, free play, and tournaments.
- Fees- $10 to join, money goes to prizes for tournaments and end of year party. $3 per person only when they come to play. Ages 8-16.
- Price- $10 per a table for the entire time. Amount of tables varies based on attendance.

April Vacation Camp

- Offered during spring vacation for Porter, for grades K-5, 8-3 Mon-Fri.
- Would be held at Rec Park with rain days being hosted in Porter or Yeomans.
- Camp would offer a variety of arts and crafts activities, along with gym/sports activities.

Summer Bus Trips

- 1-2 Trips per a summer
- Mystic Aquarium
- Yankees/Red Sox game
- Connecticut Tigers game
- Lake Compounce
- Basketball Hall of Fame
- Day Trips to New York/Newport/Boston

Halloween Haunted Trail

- The last two weekends leading up to Halloween on Fri and Sat Nights.
- Set-up a haunted trail along one of the trails by Rec Park.
- Charge an admission fee.

Local Music Showcase

- Have local bands and artists come perform on the green once a month.
- Offer a prize for the best performance based on fans/crowds vote.
- Food Vendors.

Toy Drive with Santa

- In Yeoman's, decorate with a Christmas theme and music, have someone dress up like Santa.
- Everyone who brings a toy to donate to charity gets their picture taken with Santa and a candy cane.

Spring-Kickoff

- Activities- various races and Olympic style events.
- Food Trucks

- Live music; Dj.
- Raffle Prizes.

Columbia Lake Arctic Plunge

- Residents pay to participate in jumping into Columbia Lake.
- Money proceeds go to some cause; American Heart Association/Relay for Life, etc.
- Take T-shirt orders beforehand.
- Serve Coffee and Hot Chocolate after.

Ultimate Frisbee Tournament

- Charge for team entry into a double elimination style tournament.
- Prize for the top two teams.
- Sell Refreshments.

Memorial Day BBQ

- Charge for price of ticket.
- People come to Rec Park bring whatever sports and activities they want to play.
- Grill food provided along with refreshments.
- Run some type of organized activity for kids such as manhunt.

Additions to Existing Programs

Columbia Market

- *Expand to more vendors and possibly move to Rec Park.*
- *Turn into a bi-weekly market.*
- *Add food trucks to the list of vendors.*
- *More live music.*

Youth Basketball

- Team sponsors to pay for jerseys.
- Sign for scorer's table with sponsors on it to pay for new equipments.

Specialized Events (Dinner and A Dip, Paint and Sip, etc.)

- Time to search for sponsors and donations.
- Lower Rec Departments cost on buying products/ merchandise.
- Lower the price or possibly eliminate some prices for public for certain events.
- Donations could add prizes to boost event quality and attendance.

New Programming Proposals with cost/income

Billiards League

- Would meet twice a month on a week night for one and half hours. League would be structured around learning basic pool terms and rules, free play, and tournaments.
- Fees- $40 to join.

Expenses - $260 Income - $800

Summer Bus Trips

- 1-2 Trips per a summer
- Mystic Aquarium
- Yankees/Red Sox game
- Connecticut Tigers game
- Lake Compounce
- Basketball Hall of Fame
- Day Trips to New York/Newport/Boston

Cost- depends on the trip Income- $5 per person over our expenses.

Spring-Kickoff

- Activities- various races and Olympic style events.
- Food Trucks
- Live music; Dj.
- Raffle Prizes.

Expenses- $350 Income - $1,785

Columbia Lake Arctic Plunge

- Residents pay to participate in jumping into Columbia Lake.
- Money proceeds go to some cause; American Heart Association/Relay for Life, etc.
- Take T-shirt orders beforehand.
- Serve Coffee and Hot Chocolate after.

Expenses- $354 Income – $750 Break even all net proceeds would go to a designated charity

Ultimate Frisbee Tournament

- Charge for team entry into a double elimination style tournament.
- Prize for the top two teams.
- Sell Refreshments.

Cost - $250 Income - $ 600

CRPA Survey 2013

Municipality	Columbia	Ashford	Kent	New Hartford	Mansfield	Columbia 17/16
Population	5,492	4,200	3,000	6,400	24,885	5,492
Directors Salary	23,296.02	37,000	42,304	43,035	105,210	43,202
Dir. Years Served		10	14	11	22	8 months
Asst. Dir. Salary					83,880	14280
Asst. Dir. Years					18	8 months
Secretary Salary	13456			13.00 hr	51,250	
# of Secretaries	1 pt			1 p/t		
Park Maint. Salary						
# of Park Maint.						
Other Positions					2 Rec. Sup	
					1 Coord	
					Aquatic Dir.	
					Membership Coor	
Other Pos. Salary					52,950-64,570	
					61,490	
					64,570	
					49,190	
Operating Budget	75,016	100,000	151,333	92,170	2,230,875	107,386

New Programs

Programs	Total Hrs= 725
Adult Softball League (Spring,Summer)	75
(advertising, coordination with other towns, scheduling fields, registrations, greenies)	
Bus Trips (5) (Winter, Spring, Summer, Fall)	100
(collaboration, advertising, regsitrations, greenies)	
Local Music Showcase (2) (Summer)	
(planning, advertising, supplies, meetings, recruiting bands, set-up, facilitation, breakdown)	150
Ultimate Frisbee Tournament (Spring)	40
(planning, meetings, scheduling, supplies, registrations, researching rules/formats)	
Columbia Lake Artic Plunge (Winter,Fall)	20
(advertising, lifeguard scheduling, facilitation, supplies, greenies)	
Lego Land (Winter,Spring)	10
(advertising, supplies, greenies, facilitation, reserving space)	
Memorial Day Barbeque (Winter,Spring)	80
(planning/scheduling, food trucks/food, dj, advertising, tickets, facilitation)	
Ice Skating Rink (Fall,Winter)	30
(rules/regulations, scheduling, fees, registrations, advertising)	
Sponsorships (Winter, Spring, Summer, Fall)	60
(research, emails, meetings, agreements/negotiations)	
Billiards League (Fall, Winter, Spring)	60
(scheduling, advertising, registrations, supplies, facilitation, registrations, greenies)	
Additional Office Duties	100
(inventory, filing, phone calls, emails, complaints)	

Town Recreation Department Comparisions

Town	Columbia	Old Saybrook	Hebron	Colchester	16/17 Proposed Columbia
Population	5492	10000-20000	12,000	16,068	5492
Director Salary	$23,296.02	$70,000	$65,000	$61,000	$43,202
# of full-time staff *includes director*	0	2	5	1	1
# of part-time staff	3	10	4	2	1
# of seasonal staff	12	10	15	60	11
Ave # of participants per year (not including classes)	2558	1,000-2,000	1,000	4652	NA
Department Hours Open Per Week	28	35	37.5	40	36

Director Comparision

Town	Columbia	Brooklyn	Ashford	Kent	Goshen	Coventry	Columbia Proposed
Part/Fulltime	Part-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time	Full-Time
Salary/Wages	$23,296.02	$55,836	$37,000	$44,880	$38,438	$63,000	$43,202
Hours per week	19.75	40	35-40	40	32	NA	36
Paid Vacation How many Days	0	5 Weeks	2-3 Weeks	40 Days	10 Days	3 Weeks	10 Days
Population	5492	8500	5000	3000	3000	12000	5492

THAMES VALLEY COUNCIL FOR COMMUNITY ACTION, INC.
Serving our Communities Since 1965

Deborah Monahan, Executive Director

January 15, 2016

Mr. William O'Brien, First Selectman
Town of Columbia
Yeomans Hall
323 Route 87
Columbia, CT 06237

Dear Mr. O'Brien:

As the Town of Columbia prepares its budget for the 2016-2017 fiscal year, Thames Valley Council for Community Action, Inc. is requesting that you allocate **$1,082.88 to support the cost of providing this valuable service to those elderly residents who have or are participating in the Meals on Wheels Program** through TVCCA'S Senior Nutrition Program. This request helps to cover the cost of food, meal preparation and delivery. Your contributions over the past years have been greatly appreciated.

The request for 2016-2017 is calculated on actual meals served to 16 homebound Columbia Elderly residents from October 1, 2014 – September 30, 2015. These seniors received 1,152 meals total.

The cost of each meal is $8.69 and the entire value of the Meals on Wheels service rendered for the Town of Columbia in 2015 is $ 28,325.43. Currently TVCCA receives $7.08 in Federal Older American Act and State of Connecticut funds towards the cost of each meal. The remaining $1.57 per meal is raised through a variety of sources: clients' donations, municipal contributions fund raising, and foundations/grant writing. We write grants consistently throughout the year.

TVCCA Senior Nutrition Program also has two major fund raisers a year: *Carnevale*-an evening gala featuring local Guest Chefs for an evening of fun and food. We are entering our 6th year of Carnevale and this event has raised approximately $24, 000 yearly.

In addition, for the past three years TVCCA has been chosen as the designated local charity by Secor Subaru for the" Share the Love Campaign" which runs between November and the beginning of January. Cars sold at this local dealership receive a donation from the National Subaru Corporation of $250.00 per car. This event has raised around $20,000.00 annually.

TVCCA realizes the very tight budget constraints that towns are facing. We believe it is our responsibility to work closely with the elected officials of each town on these services provided. TVCCA appreciates the help that Columbia has provided in the past for its seniors and requests that you continue that commitment.

Administrative Office - One Sylvandale Road - Jewett City, CT 06351 - (860) 889-1365 Fax (860) 376-8782
Norwich Office - 401 West Thames Street - Unit 201 - Norwich, CT 06360 - (860) 889-1365 Fax (860) 885-2738
New London Office - 83 Huntington Street - New London, CT - (860) 444-0006 Fax (860) 444-0059
Web Site Address - www.tvcca.org

Please call me if you need further information or if you would like a TVCCA representative to meet with you. If you have any questions, please call my office at 860-425-6503, Monday through Friday between 9:00 a.m. and 4:00 p.m.

Sincerely,

Deb Monahan

Deborah Monahan

cc: TVCCA, Nutrition Services, Town –Columbia

2/16 Agenda

Town Administrator

From: Patricia Young [salmonriverct@att.net]
Sent: Thursday, January 28, 2016 3:17 PM
To: Town Administrator
Cc: Peter Hughes
Subject: 2016-2017 Budget
Attachments: SRWP_2015_Accomplishments and Leveraged Dollars.pdf

Hi Natasha,

As budget season is once again here, I am writing to request that the Town of Columbia continue its support of the ***Salmon River Watershed Partnership***.

Columbia has maintained a $500 annual contribution which we hope we can count on for the 2016-2017 fiscal budget.

Please find attached our 2015 report of key accomplishments along with an accounting of leveraged funds and volunteer hours. As a resident of the watershed, I count myself as a volunteer and am impressed about the growing committment of the community to protect the watershed.

Please feel free to contact either Peter Hughes (chairman) or myself with any further questions.

Thank you, and hope to meet up with you again at one of our events.

Pat

Patricia Young
Watershed Coordinator
Salmon River Watershed Partnership
(860) 345-8700

Salmon River Watershed Partnership

2015 Accomplishments

Engaging with the Community: Interest and community involvement in SRWP activities continues to grow every year with over **150** volunteers giving over **1,100** hours in **2015** to monitor, collect, map, assist and serve as board members.

Baseline Water Quality Monitoring: Completed a third season of summer stream monitoring with volunteers for stream temperature, dissolved oxygen, pH, conductivity, total dissolved solids and salinity at 11 sites in the watershed.

Measuring Possible Impacts of Road Salt on Local Streams: With grant funds and field assistance from GZA GeoEnvironmental (Glastonbury Office) launched 4 HOBO data loggers to take hourly readings to determine chloride levels in streams. Project is in coordination with DEEP Fisheries.

Service Learning Opportunities: Provided service learning opportunities and internships for 5 local college students. Students assisted with water quality monitoring, riffle assessments and road culvert data collection. Not only are students engaged in real field applications, but there are also opportunities to train with and shadow other environmental professionals.

Stream Assessments: Conducted 14 fall riffle assessments using macroinvertebrates (water bugs) to determine if streams are supporting healthy aquatic life communities. Three field days were completed as learning opportunities with RHAM HS Aquatics and UCONN Environmental Science Classes, East Hampton HS Environmental Club and the Colchester Girl Scout Troop with support from Colchester Land Trust.

Workshops:

- **Green Infrastructure:** With direction from municipal officials (public works, town engineers and planners), SRWP sponsored a field workshop at UCONN concentrating on green infrastructure for stormwater control and concerns with maintenance and costs. SRWP will continue to be a resource for stormwater information.
- **Preserving & Managing Forest Land:** SRWP will be co-sponsoring a workshop by the New England Forestry Foundation to address additional resources for forest preservation and management. Forests are essential for preserving both clean water and clean air.

MS-4 Stormwater Permits: SRWP submits an annual report to the watershed towns documenting outreach activities that can be used to demonstrate that the towns are meeting education requirements of MS-4 Stormwater Permits.

Salmon River Watershed Partnership

Matching Values

2014-2015 fiscal year

Municipal Income for 2014-2015--$24,000

Activities	Volunteer Hrs @ CT Rate $26.79/hour	Value if Purchased	Total Value	MS-4-Report
Education Programs				
--RHAM HS Aquatics		$700.00	$700.00	Yes
--RHAM 8th Science		$700.00	$700.00	Yes
--Colchester GS		$250.00	$250.00	Yes
Monitoring				
--Stream Monitoring (180hrs)°	$4,822.20		$4,822.20	Yes
--River Assessments (195hrs)[1]	$5,224.05		$5,224.05	Yes
--Conductivity/salinity loggers				Yes
Mapping				
--Culvert Mapping (225hrs)[2]	$5,227.75		$5,227.75	Yes
--Resource Mapping (15hrs)[3]	$401.85		$401.85	
Donation				
--Local Business			$500.00	
Grant				
--Local Business			$2,350.00	
In Kind Contribution				
--Field Office (6mos)		$600.00	$600.00	
Total Leveraged Value			**$18,291.90**	

0 – 11 sites monitored: 10 weeks X 18man hrs/week = 180hrs

1 – 13 stream sites assessed: 13 sites X ~15 man hrs/site = 195 hrs (does not include student/scouts contribution time)

2 – 5 Student Interns/service learning X ~45hrs each = 225 hrs (subtracted $800 travel stipends from dollar amount)

3—GIS Mapping: 15 hrs

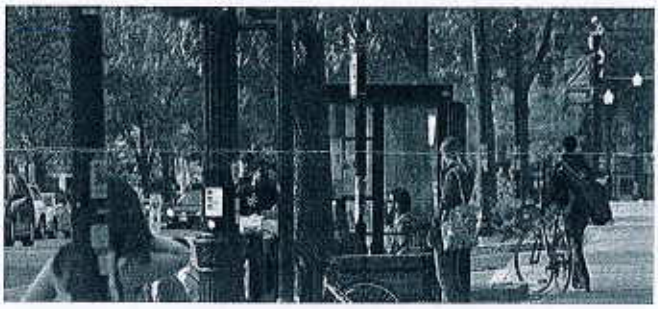
CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274 / www.crcog.org

BENEFITS OF CRCOG MEMBERSHIP
FY 2016-2017
Town of Columbia
NEW FY 2016-2017 DUES: $6,560

This is a partial listing of CRCOG projects that benefit the Town of Columbia.

This year, CRCOG and member communities benefited from the completion of the 3.5 year, **$4.2 million** US Housing and Urban Development Sustainable Communities Regional Planning Grant. More than 20 individual projects helped create a vision and an action agenda for a connected, competitive, vibrant and green Hartford-Springfield Knowledge Corridor. Capitol Region municipalities will benefit from activities that are implementing the Knowledge Corridor Action Agenda: the **MetroHartford Brownfields Program**, which will make **$533,000** in assessment grants and **$850,000** in remediation loans and sub-grants available to member municipalities to assist in preparing contaminated properties for redevelopment; **technical assistance on transit-oriented development** to member communities through the CT***fastrak*** and CT***Rail*-Hartford Line** Corridor Advisory Committee and special technical assistance projects; the updated **Capitol Region Pedestrian and Bicycle Plan**, and an **Active Transportation Audit Tool** that can be used by municipalities to evaluate the walkability/bikeability of selected locations, and help in identifying the need for future infrastructure improvements; **CRCOG's Green Clearinghouse website**, which showcases municipal best practices that support sustainable communities; and the **Capitol Region Natural Hazards Mitigation Plan** update, which enables participating municipalities to apply for FEMA hazard mitigation grants. CRCOG is also updating the Central Connecticut Region Natural Hazards Mitigation Plan, and is participating in the update of the Windham Region Plan.



Columbia can also take advantage of newly-developed model sustainable land use regulations that support housing diversity and affordability, encourage energy efficiency and the use of alternative energy, allow for compact development, and support local food systems and food security.

CRCOG provides a variety of services that can help with municipal land use and community development planning, including Geographic Information System (GIS) analysis, map production, and technical assistance in analyzing U.S. Census data. In addition, CRCOG acquires and develops aerial imagery and other data products covering the entire regional area, in conjunction with hosting and maintaining a regional web-based GIS system. **Columbia's benefit of the recent regional GIS update was $4,700.** Finally, CRCOG developed and maintains a Regional Online Permitting system to enable municipalities to administer the planning and zoning application process on-line.

The Capitol Region Purchasing Council (CRPC) program saves its members money through conducting competitive bids on their behalf, and providing access to volume-based savings. CRPC conducted 14 bids in FY2014-15, saving its members over **$1.6 million**. CRPC has seen a large increase in utilization of our Job Order Contracting program (ezIQC) which provides on-call construction and renovation services to our members. This fiscal year alone, **over $4.1 million of projects** have been completed for our member municipalities and agencies in ezIQC. The CRPC serves **over 100 member municipalities and agencies.** CRCOG membership dues include CRPC membership. CRCOG's IT Services Cooperative has been implementing three of five M.O.R.E. Commission Nutmeg Network Demonstration Projects that help municipalities leverage their access to the expanding state-run high speed fiber Nutmeg Network. These services (VoIP, Hosting Services and Streaming Video) will be available to all towns in late summer 2015. An additional $1.2 million is forthcoming in FY2016 to purchase additional data center equipment and to fund the work of the last two Nutmeg Network

Demonstration Projects: Electronic Document Management and the Human Resources Portal. CRCOG IT Services Cooperative currently offers IT Technical Assistance from our IT Strategic Partner CCAT and a fiber lease-to-own contract with SERTEX. This fiscal year, 12 towns have used or are in process of using our SERTEX fiber contract with Purchase Orders totaling over **$1 million. Columbia's portion of CRPC savings in FY2014-2015 was approximately $1,346. Columbia also participates in CRCOG's Job Order Contracting program, ezIQC. Columbia is also participating in the Hosting Services Nutmeg Network Demonstration Project.**

In FFY 2014, CRCOG obligated approximately **$10.3 million** in federal STP Urban Transportation Funds to start design, right-of-way acquisition, or construction of previously approved projects. In addition to this, CRCOG programmed **$12.8 million** in Local Transportation Capital Improvement Program (LOTCIP) funds through commitment to fund letters. The CRCOG Transportation Program further assisted in the advancement of additional municipal transportation roadway, enhancement, and congestion-related projects. CRCOG continued to provide technical assistance to towns to solve traffic problems, program federal monies, and worked with CTDOT on design issues through corridor studies and general technical assistance. **Columbia received services valued at over $420,000 for the Route 6 Traffic Safety and Access Management Study and CRCOG assisted the town with safety concerns on Erodini Road.**

The CRCOG Public Safety Program works to coordinate regional public safety and homeland security activities. These programs help protect our communities and prepare us to respond and recover, as a region, from disasters. Since 2009, CRCOG has received approximately **$14.8 million** in Public Safety dollars from the State Homeland Security Grant Program, Law Enforcement Terrorism Prevention Program, Metropolitan Medical Response System, Interoperable Emergency Communications, Urban Areas Security Initiative, and the Citizen Corps Program. CRCOG has facilitated numerous regional exercises including table-top, functional and full-scale, contracted for a full capability assessment, conducted various After Action Reviews, established a Long Term Care Facility Mutual Aid Plan and instituted the Get Ready Capitol Region citizen awareness website and campaign. Through CRCOG, regional teams including Special Weapons and Tactics (SWAT), Dive, the Hartford Bomb Squad, Regional Incident Dispatch, Command Post, Special Needs training unit, and the Medical Reserve Corps also received extensive training and equipment. Individual towns have received reimbursement for first responders attending approved training or exercises; assistance with local training and exercises, SWAT equipment, fingerprint machines, cots, upgrades to local emergency operation centers, credentialing capability, and CAPTAIN Police and Fire equipment and services.

This is only a partial listing of CRCOG projects and benefits. CRCOG also offers other benefits that cannot be measured monetarily including technical assistance in shared services, transportation and land use planning.

previous
5.140