

REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, March 6, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

CALL TO ORDER:

- 1. PLEDGE OF ALLEGIANCE:**
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - 3.1** Motion to approve the BOS Meeting Minutes of February 20, 2018.
- 4. AUDIENCE OF CITIZENS:**
- 5. OLD BUSINESS:**
 - 5.1** Update from Henry Beck: Oberlander property extension
 - 5.2** Budget Discussion
 - 5.3** General Code Discussion concerning updating Columbia's Ordinances
- 6. NEW BUSINESS:**
 - 6.1** New job descriptions for Senior Center Director and Building & Land Use Administrative Assistant
 - 6.2** Dedication page for Annual Report
- 7. COLUMBIA LAKE / DAM / BEACH:**
 - 7.1** Woodland Terrace Association request to repair a dock.
- 8. APPOINTMENTS / RESIGNATIONS:**
- 9. TOWN ADMINISTRATOR REPORT:**
- 10. CORRESPONDENCE:**
 - 10.1** Thank you letter from Gail Rosano to George Murphy
 - 10.2** Thank you letter to the Lester Family for \$2,000 donation to Parks and Recreation
- 11. BUDGET:**
 - 11.1** Transfers:
 - 11.2** Refunds:
- 12. APPROVE PAYMENT OF BILLS:**
- 13. BOARD MEMBER COMMENTS:**
- 14. EXECUTIVE SESSION:**

Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A)

- 15. ADJOURNMENT:**

Received: March 5, 2018
At 3:45
Attest: Robin M. Hennefeld
Town Clerk/Assistant Town Clerk

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

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

Audience in attendance: Ann Dunnack, Nikki Keldsen

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 Approve Agenda. MOTION CARRIED 5:0.
- 3. APPROVAL OF MINUTES:**
 - 3.1** BOS Special Meeting minutes of February 13, 2018. R. Bogue MOVED to approve the BOS Special minutes of February 13, 2018. MOTION CARRIED 5:0.
- 4. AUDIENCE OF CITIZENS:** S. Everett asked if any of the Audience of Citizens had any comments. Audience of Citizens had none at that time.
- 5. OLD BUSINESS: Budget Workshop.** M. Walter led a general discussion of the following items under Expenditures and Capital:

Expenditures

- Healthcare: The Town originally factored in 15% for healthcare. The Town received a rate of 14.32%
- Teachers Pensions: This line item was taken out because we don't think the State will shift this cost to the Town.
- Community Outreach: An addition of \$1,000 was added to the budget for Community Outreach. This was added to the Administrative budget. S. Everett explained that the Community Grant for is unexpected community expense.
- IT Services: IT Services have increased from \$10,500 to \$15,000 resulting in a \$4,500 increase largely due to new projects and server work, as well as the grant from CRCOG expired.
- Police Protection: There is a placeholder of 2% because the Town is waiting for a quote. We should be receiving a quote sometime this week. W. O'Brien asked what has been the increase historically for the Trooper. B. Ciurylo stated that in the past if the Trooper had a salary step increase it can be up to 5%. B. Ciurylo said that we should be receiving a letter with a quote for the Trooper soon.
- LMAC: Added to the budget is an increase of \$10,000 for the removal of Phragmites/Weed control on the lake. RFP's have been received for this work.
- Szgeda Farm. An increase has been added to accommodate a fence installation around the community garden and maintenance on some of the mowers. Materials have been purchased; however, the installation of the fence needs to be done.
- Fuel: The Town has locked in our Fuel costs. Those costs are factored into the budget.
- Salaries: Approved adjustments to salaries at an increase of 2%.

- Rental Assistance: Renters insurance was added due to the fact that the State will no longer be funding this and it now falls onto the Town.
- Planning and Zoning: S. Everett asked why this went up. B. Ciurylo stated that P. Stahl recommended that we merge the legal line items together; therefore there was no increase just a consolidation of line items for legal including zoning enforcement.
- The increase of the total budget is 2.44%; resulting in a \$93,000 increase.

Capital

- Road Resurfacing: There is an increase in the recommended capital budget for road resurfacing. The increase is from \$208,400 to \$237,000, netting a total increase of \$29,000. This is due to the addition to road resurfacing for Colonial Drive.
- Recreation Department Improvement Fund: There is an increase of \$12,000 per year from \$182,500 to \$195,000 to maintain a consistent amount for improvements over the next 5 years. The increase is because the cost of design and engineering services were added into the Recreation Department 5-year improvement plan.

Budget Schedule: M. Walter shared an updated Budget Schedule with the BOS.

6. NEW BUSINESS:

S. Everett requested to table the Budget Workshop until the end so that New Business could be discussed first.

Establishment for a Town Meeting to transfer funds for renovation of the Moor's Indian School: L. Napolitano asked if we needed to necessarily perform a full paint removal and tent structure on the school. Could we perhaps do scraping and then sealing the building with paint? M. Walter stated that we are looking at all the options and will be reaching out to experts that provide lead paint restoration. The Town will need to go out to bid in order to comply with the State Historic Preservation Grant requirements. S. Everett MOVED to schedule a Special Town Meeting scheduled for March 6th at 6:45 in Conference Room in Town Hall for authorization to transfer \$25,000 from the Town of Columbia General Fund to the DPW Capital account for the purpose of renovation of the Moor's Indian School to meet the town match as stipulated in the application for the Historic Restoration Fund Grant. MOTION CARRIED 5:0.

Change in Lifeguard application format: M. Walter explained that the Recreation Director has updated the Lifeguard application. S. Everett MOVED to approve the new Lifeguard application. W. O'Brien asked why this needs to go through the BOS. The BOS agreed that M. Walter could approve application changes/updates without having to bring them to the BOS. S. Everett withdrew his motion.

N. Keldson asked if the Moors Indian School is affiliated with Dartmouth. M. Walter and S. Everett explained that yes the school is connected with Dartmouth.

Request to use the Brand money for a new softball field: L. Napolitano asked if the road around the new softball field is included in the new Recreation Master Plan. S. Everett stated that we will discuss plans for the changing of the road, but that the softball field can go in regardless of what happens with the road.

S. Everett MOVED to authorize the BOS to approve using all the Brand funds currently towards the new girl's softball field in Rec Park. MOTION CARRIED 5:0.

L. Napolitano asked if this field can be used for other teams (adult games). M. Walter stated that this would be for a girl's softball only. S. Everett showed the map of the Rec Park Plan to the BOS and audience.

A. Dunnack asked if the BOS authorize the spending or does the Town have to go to Town meeting for approval. B. Ciurylo stated that the funding is to go through the Recreation budgeted plan. Past approvals for spending went through the BOS.

7. COLUMBIA LAKE / DAM / BEACH: Woodland Terrace Association request to repair a dock. Original application was submitted and approved in 2014. Re-submittal of application was presented to the BOS. BOS agreed that the application should go through the proper channels again through LMAC because of the length of time since the original approved application. If LMAC approves the application; it will be included in the next BOS meeting on 3/6/18.

8. APPOINTMENTS / RESIGNATIONS: None.

9. TOWN ADMINISTRATOR REPORT:

M. Walter stated that The Town's proposed Annual Continuing Disclosure Submission audit and supplemental financial statistical data complies with the SEC Rule 15c2-12 Annual Filing Requirement.

M. Walter, B. Meyers and G. Murphy met Scott R. Choquette, CFM, Senior Associate, Resilience Solutions Group, Dewberry on February 16th to review the Town's Hazard Mitigation Plan. This included an overview of the Town's Risk and Vulnerability Assessment that includes historical and potential impacts of hazards throughout the region.

10. CORRESPONDENCE: None.

11. BUDGET:

11.1 Transfers: R. Bogue MOVED to Approve the Transfers totaling \$7, 388.00. S. Everett stated that these Transfers represented the changes in the salary that were made.

AMOUNT/TRANSFER#	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
\$150.00 / 10-4130-520	Printing	10-4130-110 / Postage
\$480.00 / 10-4130-016	Salaries – Election Workers	10-4130-016 / Conferences/Seminars
\$6,758.00 / 10-4800-900	Contingency	10-4133-010 / Salaries Tax Collector (\$723.00) 10-4134-010 / Salaries Town Clerk (\$1,672.00) 10-4250-010 / Salaries Van Driver (\$2,618.00) 10-4260-010 / Salaries Senior Center (\$1,338.00) 10-4570-010 / Salaries Land Use (\$407.00)

MOTION CARRIED 5:0.

11.2 Refunds: R. Bogue MOVED to Approve the Refunds totaling \$2,523.43.

AMOUNT	FROM	TO
\$771.75	Town of Columbia	ACAR Leasing LTD
\$77.08	Town of Columbia	Block, Janney & Sisley, LLC
\$10.96	Town of Columbia	Furey, Donovan, Tracy & Daly, PC
\$1,007.91	Town of Columbia	ACAR Leasing LTD
\$72.05	Town of Columbia	Henry M. Beck, Jr.
\$11.43	Town of Columbia	Henry M. Beck, Jr.
\$258.44	Town of Columbia	CCAP Auto Lease LTD.
\$125.80	Town of Columbia	Zachary D. Cobb
\$188.01	Town of Columbia	Henry M. Beck, Jr.

MOTION CARRIED 5:0.

12. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to Approve the payment of bills totaling \$51,601.17 that includes the Regular bills, Credit Card and Paychex. MOTION CARRIED 5:0.

13. **BOARD MEMBER COMMENTS:** R. Hellstrom asked if the Town will provide a gate attendant or lifeguard in the early mornings to allow residents to put their boats in the lake. M. Walter stated that B. Powell will still have gate monitors during peak times and that if the beach is closed due to rain there will not be a gate monitor. A notice will be posted by the lake, in Columbia Views, and on the websites. M. Walter added that we will be getting a new lock and new keys for this upcoming year for the gate access.

S. Everett updated the BOS on several items that he has been working on:

- S. Everett met with Cathy Rowe from CONA to discuss their concern on housing. Cathy Osten at ribbon cutting of van said she would help us with funding. P. Stahl has done some research and there are 2 potential sites that may be eligible for Senior Housing. S. Everett stated that this is in the beginning stages of research and that there is a lot to still be done.
- S. Everett reached out to the owner of the Plaza on Rte 66. S. Everett anticipates in the next week or two that they will have an opportunity to meet and discuss issues.
- S. Everett talked to M. Volza, Recreation Director to request that the site supervisor at the games is to be more visible and active when games are in progress to help assist with any issues of unruly behavior by parents, fans, athletes, or coaches. M. Volza will put signage up about respect of players, fans and referees.

14. **EXECUTIVE SESSION:** None

15. **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)**

14. **ADJOURNMENT:** S. Everett MOVED to Adjourn at 8:20 and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday March 6, 2018.

Respectfully Submitted by Jennifer C. LaVoie

Jennifer LaVoie

From: Walczyk, Mary Ann [Walczyk@halloransage.com] on behalf of Beck, Henry M. [Beck@halloransage.com]
Sent: Tuesday, March 06, 2018 4:36 PM
To: Town Administrator
Subject: Oberlander Real Estate Purchase

Hi Mark,

Here is the email that we have discussed having me send to the attorney for the Oberlanders, Gus Constantine. I provided for you to share with the Board of Selectmen for approval to proceed in this fashion or for such other alternative guidance it wishes to provide.

Best regards,

Henry

Hi Gus,

The purpose of this email is to set forth facts and required and proposed actions related to the contemplated sale to the Town of Columbia by your clients (the "Sellers"), who are believed to be the title and/or beneficial owners of certain land in the Town of Columbia (the "Transaction").

1. The Transaction is the subject of a Purchase and Sale Agreement dated June 20, 2017 (the "P&S Agreement") that was signed by the Town and delivered to you electronically on July 21, 2017. Signature pages for the Sellers were electronically delivered to me on July 27, 2017. My email of August 23, 2017 sent the P&S Agreement to you with all signature pages attached and noting various issues with respect to the execution and requesting you to confirm certain facts on behalf of your clients. I do not believe that I or the Town has received such confirmation. A copy of my August 23, 2017 email with attachments is attached to this email. Please kindly provide the requested confirmation.
2. Pursuant to the title search of Titlespan, LLC dated November 15, 2015 that was ordered by you, title is currently in John Oberlander, Edward Oberlander, Jr., William G. Oberlander and Robert G. Oberlander, Jr.
3. The P&S Agreement requires title to be in the names of the Sellers.
4. Since the P&S Agreement was modified by hand for the signature of Edward Oberlander, III and you have reported the probate of the estate of Edward Oberlander, Jr., it would appear that the P&S Agreement should be construed to name Edward Oberlander, III as one of the Sellers. Please confirm.
5. You appear to have reported in the below email that a Connecticut probate estate has been opened for John Oberlander and that one is in the process of starting for Edward. The Town thus assumes that these probate proceedings will result in title being eventually vested in William George Oberlander, Ida Oberlander and Edward Oberlander, III.
6. Appropriate Certificates of Devise will need to be obtained from the appropriate probate court or courts and recorded before the Closing.
7. The Town will also want to receive proof that either no death taxes were due from the noted estates or have been paid.
8. Upon satisfaction of items 5, 6 and 7, the Town will obtain the survey provided for in the P&S Agreement.

9. Upon obtaining a satisfactory survey, the deed description used to convey the subject property will be based upon the survey.
10. The P&S Agreement requires that the Closing take place before April 1, 2018.
11. For the Closing to occur before April 1, 2018, the Town would have to order a survey immediately.
12. As the preconditions to the survey have yet to be satisfied, a closing before April 1, 2018 will likely not occur.
13. The Board of Selectmen is willing to propose entering into a 90-day extension of the P&S Agreement and seeking Town Meeting approval for the same provided the Sellers provide the Town with a \$2,500 credit to help defray the additional costs that the Town will experience in accommodating the further delay.
14. The credit sought in item 13 would be in addition to all unpaid taxes with interest, which continues to accrue at 18%.

Please advise whether your clients are willing to proceed as proposed and whether there is a realistic chance that items 5, 6 and 7 will be satisfied no later than May 31. Extending beyond June 30, 2017 will require yet another Town Meeting to re-appropriate funds from next year's Town Budget.

If the Transaction remains viable, please provide the requested confirmations.

Regards,

Henry

RESPONSES TO:

Henry M. Beck, Esq.
Halloran & Sage LLP
225 Asylum Street
Hartford, CT 06103-4303
Telephone: 860-297-4611
Fax: 860-548-0006
beck@halloransage.com
www.halloransage.com

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GENERAL CODE

Summary of Articles Needing Review

- **Ch. 14, Boards and Commission: Art. 1, Library Planning Commission, 6-21-1982.** This ordinance was adopted in 1982 and includes the following provision: “This Commission shall continue until the completed construction of a new library building or an acceptable library building is obtained.” *Is this Commission still functioning? If not this ordinance should be repealed.*
- **Ch. 29, Columbia Green: Art. 1, Encroachments, 10-7-1895.** This article contains a resolution requiring the Selectmen to notify owners of property adjoining the Town Common to remove encroachments within 30 days. The actions described by this resolution took place 122 years ago. *Is this resolution still in use in some capacity? If not we recommend that it be removed from the Town Code. If retained, the Town might want to update the wording to clarify how it applies in the Town today.*
- **Ch. 29, Columbia Green: Art. III, Established Bylaws, 3-2-1921; 10/5/1925. Section 29-4C.** “No teams or automobiles shall be driven across or parked on any part of Columbia Common except for the necessary reasonable use of the adjoining proprietors may be regulated by the Selectmen from time to time as may necessary for the proper protection of said land.” *It appears that wording is missing as it is not clear what the subject of “may be regulated by the Selectmen” is. What/who may be regulated?*
- **Art. 11, Canvassers, 4-2-1985.** The following action of the Board of Selectmen on April 2, 1985, was included in the Town’s compilation: “After discussion of a recent problem with late night door to door canvassers, Thomas Chowanec moved we adopt a resolution prohibiting door to door canvassing after sunset. Motion passed unanimously.” *Was there an actual resolution that was adopted, the text of which is not included here, or did the Selectmen simply vote to prohibit door-to-door canvassing after sunset? The Town might want to adopt an ordinance which provides more detailed provisions, including defining “canvasser,” or amend Article I of this chapter (the Solicitors Ordinance) to include such provisions.*
- **Ch. 224, Property Maintenance.** We note that the Town does not currently have an ordinance adopting §7-163a, Municipal liability for ice and snow on public sidewalks, of the Connecticut General Statutes. *Town Council should be consulted as to whether it would be appropriate for the Town to adopt such an ordinance.*
- **Ch. 288, Waste Management: Art. I, Solid Waste Management Plan, 11-1-1978.**
 - A) This article contains a resolution adopting a twenty-year solid waste management plan. As this resolution was adopted in 1978, the twenty-year plan would have ended in 1998. *There is no indication that this plan has been extended. If the plan referenced is no longer in use this resolution should be removed from the Code.*
 - B) Section 288-1 cites §19-524e of the Connecticut General Statutes. That section was transferred to §22a-211 in 1983. Section 22a-211 was then repealed in 2014 (P.A. 14-94). *Should this be removed or retained?*
 - C) **If this resolution is retained the reference in §288-2 to the Department of Environmental Protection should be updated to the Department of Energy and Environmental Protection. Items B & C are dependent on decision made in item A.**

- **Ch. 118, Animals: Art 1, Fees for Capture and Impoundment of Dogs.** Section 118-1C sets the penalty for an infraction under this section at \$40 for a first offense and \$40 for any subsequent offense. *Are these fines still satisfactory? The Town can impose a maximum fine of \$90 for an infraction pursuant to § 51-164p of the Connecticut General Statutes.*
- **Art. II, Fee for Care of Impounded Dogs, 12-3-1986.** This article sets the fee for the care of an impounded dog at \$6 per day. Are any updates needed?
- **Art. III, Animals on Town Property, 2-20-1992; 6-15-2004; 11-4-2015.** This ordinance restricts animals at the Recreation Area, Town-owned beaches and Town-owned buildings, subject to a fine of not more than \$50 for each offense. *Is this penalty still satisfactory?*
- **Ch. 25, Citation Procedure, 4-5-2005; 12/16/2014.** Section 25-3 sets the fine for a citation at \$150, unless a lesser fine is established in the regulation or ordinance that is subject of the citation. *Is this amount still satisfactory? Pursuant to Connecticut General Statutes § 7-148(c)(10), the Town can impose a fine of up to \$250 for violations of ordinances and regulations.*
- **Art. II, Use of Transfer Station, 12-6-2005.** *This ordinance has not been amended since its adoption in 2005 and should be reviewed to ensure it reflects current requirements for use of the Transfer Station.*
- **Art. IV, Conduct at Town Beach, 12-3-199; 4-4-2017; 5-10-2017.** Section 190-21 sets the fine for violations of this ordinance at not more than \$50. *Is any revision desired?*
- **Art II, Motorboats on Columbia Lake, 3-7-1964; last amended 4-8-1991.** Section 190-8 sets the fine for violations of this ordinance at not more than \$50.00. *Is any revision needed?*



TOWN OF COLUMBIA

JOB DESCRIPTION FOR DIRECTOR OF SENIOR SERVICES

General Description:

The Director oversees operations of the Beckish Senior Center. The Director plans and implements programs and activities for seniors. The Director also serves as a point of contact for matters concerning seniors. The Director evaluates the needs of the senior population and seeks out new ideas and methods to coordinate the appropriate services. The Director is required to exercise considerable independent judgment in administrating and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position is a salaried exempt employee, as defined under the Fair Labor Standards Act.

Supervision:

Supervised by the Town Administrator; Follows established policies where appropriate. Receives policy suggestions from the Commission on Aging and works with the Columbia Senior Organization executive board.

Supervision Given:

Supervises Part time site server, Floaters, Van Dispatcher/Program Assistant, Van Drivers, program aids and volunteers. Develops job direction, assigning tasks, providing instruction as needed, and monitors performance.

Example of Duties and Responsibilities:

- In conjunction with the Columbia Senior Organization, suggests and initiates recreational, instructional, health and social programs for senior citizens.
- Creates a warm and welcoming environment at the Senior Center.
- Assesses departmental program effectiveness and directs modifications to meet the needs of the senior population, based on research and available data on the problems and needs of the senior population.
- Maintains liaison with the Columbia Commission on Aging and various groups, clubs, agencies and departments dealing with services to the elderly.
- Prepares and publishes brochures, news releases, periodic newsletter and other public relations material.
- Attends/participates in Commission on Aging (CONA) meetings and Columbia Senior Organization (CSO) meetings.
- Directs and coordinates Columbia Senior Transportation Services. This service is available to residents who are fifty five years and older or disabled.
- Works with seniors and the Windham Region Transit District (WRTD) to ensure that Columbia's Dial-A-Ride Program is effective and sufficient. This includes answering seniors' questions about Dial-A-Ride, preparing program recommendations for hours and scope of service, and addressing complaints with the Windham Region Transit District.
- Works with seniors, Columbia Van dispatcher and the WRTD and/or transportation companies to coordinate social/wellness trips. This includes planning and reporting for all social/wellness trips.
- Supervises employees and volunteers assigned to the Senior Center. Evaluates their performance. Recruits volunteers and employees for the Senior Center. Recommends and implements approved disciplinary and/or corrective action.
- Ensures the Senior Center is in full compliance with health and fire codes/guidelines.

- Develops and administers the Departmental budget. Monitors departmental expenditures during the fiscal year. Requests transfers when necessary. Seeks funding through grant writing. Writes and submits grants with prior approval of supervisor.
- Enforces Senior Center policies and regulations. Addresses seniors' concerns and complaints.
- Monitors activities to provide a safe and pleasant environment for participants at the senior center.
- Monitors facility maintenance for the Senior Center. Communicates facility maintenance needs to the Facilities Manager.
- Provides periodic reports to the Town Administrator.
- Interviews and selects vendors to provide services at the Senior Center.
- Keeps current in Senior Center best practices policies and procedures.
- Evaluates and measures achievement of Senior Center operation and programming.
- Develops new resources and partnerships, collaborating with federal, state, local and non-profit organizations.
- Seeks and develops revenue sources to support the operating and capital expenses of the Senior Center. This includes grant revenue, special event revenue, planned giving, annual giving and corporate giving.
- Performs miscellaneous day-to-day operations as required, such as referring seniors to social services, approving expenditures, meeting with staff, corresponding with the public and staff, etc.
- Manages the Senior Center's physical facility which includes participating in the planning of general maintenance, equipment repairs, building system repairs, interior decoration.
- Oversees the congregate meal program and meal delivery program in conjunction with the service provider(s). This includes supervising meal delivery volunteers and staffs.
- Acts as meals-on-wheels driver in the event that no other staff and/or volunteers are available.
- Acts as congregate meal site server in the event that no other staff and/or volunteers are available.
- Oversees all kitchen functions and ensure all safety procedures are properly performed.
- Serves as a liaison to community agencies for Senior Center participants, providing referral to appropriate social service agencies. Participates in development of regional programs and initiatives with colleagues from neighboring communities.
- To the extent town funding is provided, participates in professional organizations and related continuing education programs to stay current with developments in the field.
- Work in conjunction with the CSO and/or the family members of recently deceased Columbia seniors to organize and plan memorial services to be held at the Beckish Senior Center.
- Performs related work as required or requested by the Town Administrator.

Knowledge, Skills and Abilities:

- Thorough knowledge of the needs and capabilities of senior citizens in the areas of recreation and leisure activities.
- Thorough knowledge of the aging process.
- Considerable ability to understand and appreciate senior citizens' life styles and needs.
- Considerable ability in oral and written communication.
- Proficient in running the "My Senior Center Network" Kiosk for reporting and tracking of senior participation.
- Considerable ability to provide leadership and motivation to program participants, as well as instructors, employees and volunteers.
- Considerable ability to efficiently allocate resources to meet program goals.
- Considerable ability to conceive, develop and implement programs for senior citizens.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, volunteers, seniors, officials of other agencies and the general public.
- Thorough knowledge of current issues of municipal senior programs and administration.
- Ability to initiate, organize and follow through on comprehensive programs and projects.

- Ability to act calmly and effectively in emergency situations.
- Ability to supervise, develop and monitor budgets.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, spreadsheet and e-mail software.

Physical and Mental Requirements / Work Environment:

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- Ability to lift up to 20 pounds necessary to move office files or equipment.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to cope and help others cope in the grief process due to the passing of seniors.

Qualifications:

College graduate with a major in social work, gerontology or a related field plus experience in service to seniors, or any equivalent combination of experience and education which provides the required knowledge, skills and abilities. Must have a valid Connecticut Motor Vehicle Operator's License.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

APPROVED BY BOS	3/06/18
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TOWN OF COLUMBIA

JOB DESCRIPTION FOR

Building & Land Use Administrative Assistant

General Description

- Reports directly to the Town Administrator;
- The primary duty of the position is to perform office work directly related to the management and general business operations of the Town; and
- Primary duties include the exercise of discretion and independent judgment with respect to matters of significance to the Town.
- This position is a salaried exempt employee, as defined under the Fair Labor Standards Act.

General Duties

- Acts as the primary staff contact for numerous Town boards and commissions.
- Initial public contact for the land use office for all applications and land use related questions.
- Initial intake on all incoming phone calls, complaints and correspondences. Either takes action independently or refers complaints to other staff members.
- Provides information by telephone or in person to applicants, town officials, employees, residents, appraisers, real estate agents and attorneys.
- Provides appropriate forms/applications for all phases of a project.
- Discusses projects with applicants and uses discretion and independent judgment to determine if the application meets the necessary criteria to be approved. If not, discuss with the applicant what needs to be addressed in order to be approved.
- Researches records to answer questions, provide information, and referrals concerning projects and application, and uses judgment and discretion in order to determine the appropriate action needed to be taken to resolve problems. If necessary, refer certain matters and questions to appropriate staff.
- Tracks all applications from initial receipt to certificate of approval/occupancy to ensure all necessary steps have been taken with respect to the application.
- Answers the applicants and general public's questions on land use requirements, processes, policies and applications. Uses judgement to determine if questions should be referred to other staff.
- Processes permits and applications and collects and records related fees for various permits/applications.
- Takes the necessary steps to ensure the forms are complete for review by the Building Official, Health Department, Zoning Agent and Wetlands Agent.
- Engages in management of the Town's business by coordinating the work flow in the Land Use Department with the Building Official, Planning, Zoning Enforcement, Wetlands, Public Health, Fire Marshal and others.

- Initiates the management and scheduling of inspections for the Building Official, Zoning Agent, Wetlands Agent and Fire Marshal. Maintains records of all inspections.
- Initiates the process for a Certificate of Approval/Occupancy and re-circulates the necessary forms throughout the department for appropriate reviews and authorization.
- Maintains land use files and monitors open permits.
- Coordinates and follows-up twice per year for updates on open permits.
- Compiles administrative approvals by Wetlands Agent.
- Contacts applicants if there are additional fees or to place legal notices regarding Wetland matters.
- Coordinates with Tax Assessor to maintain shared information on building activity.
- Coordinates all follow-up contacts necessary with homeowner on any unpermitted activity to initiate permit process.
- Updates and maintains the website for the land use office.
- Serves as a Notary for the Town and notarizes property documents, and other documents as necessary.
- Serves as Passport Agent for the Town.
- Manage all monthly mileage reimbursement and expenditures for Building Official, Zoning Enforcement, Wetlands Agent, Town Planner, and Fire Marshal.
- Prepares monthly department activity and annual reports.
- Prepares department monthly and quarterly financial reports.
- Responsible for maintenance and oversight of office equipment including plotters, scanners, copiers and field equipment. Maintains general inventory of supplies and uses discretion to determine what office supplies need to be ordered.
- Submits purchase requests and purchase orders for department and staff.
- Other related duties as required by Land Use staff.

- **Louis J. Scotti**

- Former BOS Member with Adel from November 5, 1991 – 2003
- Fire Dept. Fire Chief in the 1980's
- School Building Committee 5/1999 - ?

- **Dick Szegda**

- Committees include: BOS (past) 2004-2013 (Deputy 12/2005 – 11/2007 and 12/2011-11/2013)
- Father was Joseph Szegda, was formerly on the BOS 1959-1981
- Youth Services Committee 1/2012-11/2017
- FIPAC 11/2014 – present
- (Organized/Involved with CWSA Columbus Day Soccer Tournament for many years (FYI- 28th annual was in 2017)
- Involved with change of Recreation Council to the Columbia Recreation Commission

- **Astrid Belanger**

- ROV for many years (DEM 1991-1997; REP 2001-2016)
- Founding member of Columbia Crossroads, town magazine
- Ran Gazebo Gardens from her home for many years
- School bus driver in Columbia for many years

- **Carmen Vance**

- BOE NOV 99-2003
- BOS 2003-2009, 1st Selectman 2009-2017
- Marine Patrol 2002-present
- Historical Society member
- Town Historian 11/2004-11/2005

**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: March 6, 2018

Granted to: Woodland Terrace Association/Michael Matthews

Of: 1 Lower Woodland Terrace

(Residence/Mailing Address)

For: Dock/Pier Raft Boat Cover Structure

Other: _____

At: Map 13A Lot 019

(Property Address)

Property Owner (If different from Grantee): Woodland Terrace Association

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: pressure treated lumber
Shall be no wider than: 6 feet, and shall extend into the lake and no longer than: 40 feet from the mean high water mark of said lake, as per the application and diagram submitted 2/23/18.
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, 2017 and shall be completed prior to the lake re-filling on March 15, 2018.
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 repaired dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.
6. No construction will take place on the lake bed.

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: _____ **Date:** March 6, 2018
First Selectman

Acceptance of Permit: _____
Applicant

LAKE MANAGEMENT ADVISORY COMMITTEE

February 28, 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
Woodland Terrace Association, Map BA, Lot 019 – Existing Dock Repair

On February 22, 2018, Mr. Michael Matthews, on behalf of the Woodland Terrace Association, Columbia submitted an application for permit seeking to repair an existing dock on Columbia Lake.

Steve Harrington, Karl Then and I (on the behalf of the Lake Management Advisory Committee - LMAC) have reviewed the application. The proposed work will involve the replacement of the existing wooden deck, side rails and a cantilever support with pressure treated lumber. The existing dock size is 6 feet wide by 40 feet long. The size will remain the same. There is no work proposed on the lake bed and no excavation is anticipated. The proposed work will take approximately two days to complete.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the proposed repair of the existing dock 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, 2017 and shall be completed prior to the lake re-filling on March 15, 2018.
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 repaired dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.
6. No construction will take place on the lake bed.

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

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: 2/23/18

Complete and return to the Board of Selectmen.

Property owner: WOODLAND TERRACE ASSOC.

Address: MAP 13A LOT 019

Property Location: COLUMBIA CT

Daytime phone # _____

Applicant if different from owner: MICHAEL MATTHEWS

Address: 1 Lower Woodland Terrace

Daytime phone # 860-882-2681

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: _____ Date: _____

Applicant Signature: Michael Matthews Date: 2/23/18

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

To whom it may concern:

The Woodland Terrace Association is applying for a permit to replace the top wood and repair the basic structure of the dock which is 6' x 40' in area.

The work would take approximately two days and it is hoped to be completed by March 15, 2018.

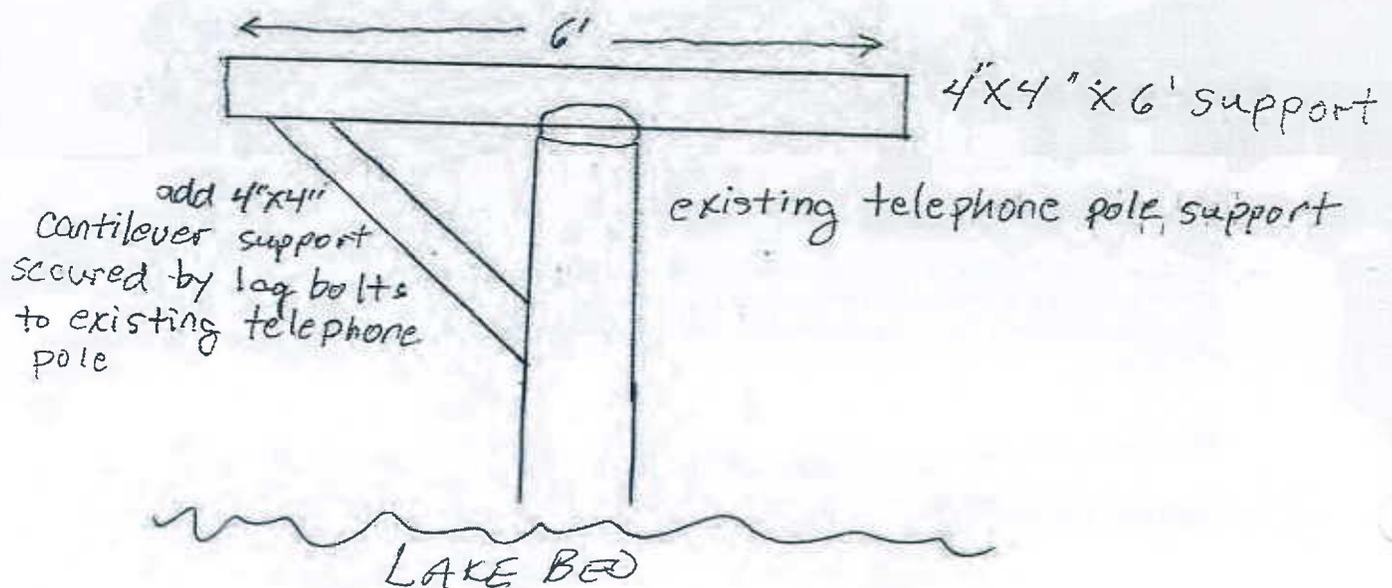
There will be NO disturbance to the lake bed.

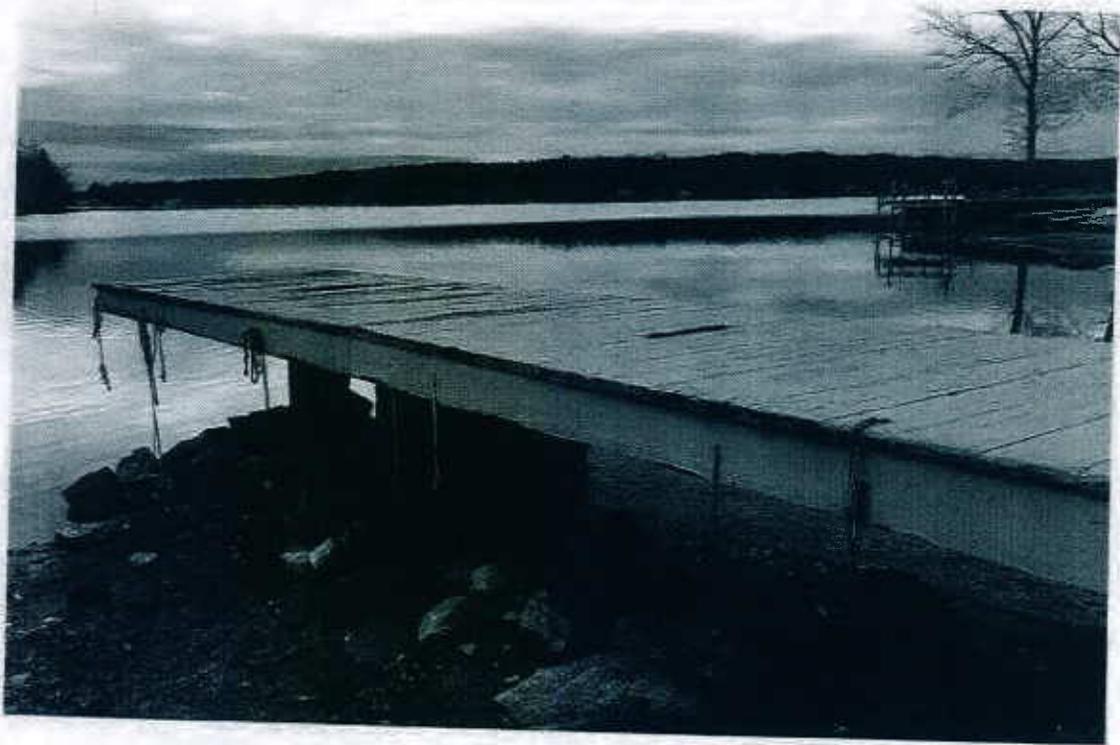
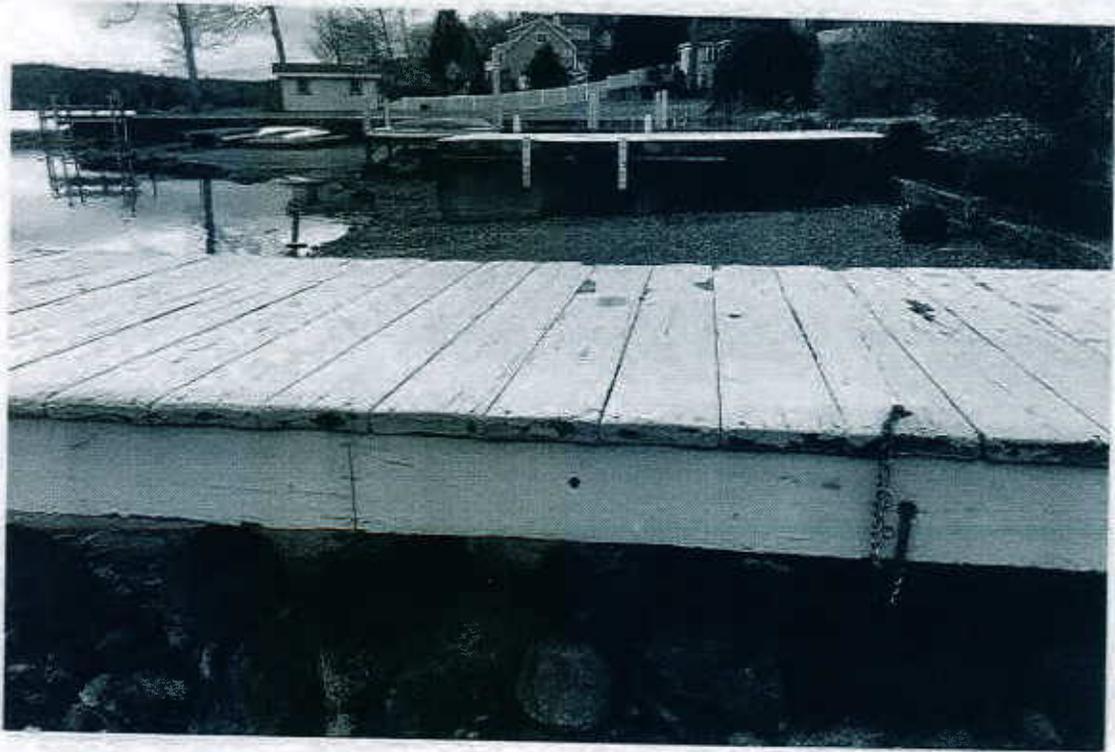
A description of work and materials is as follows:

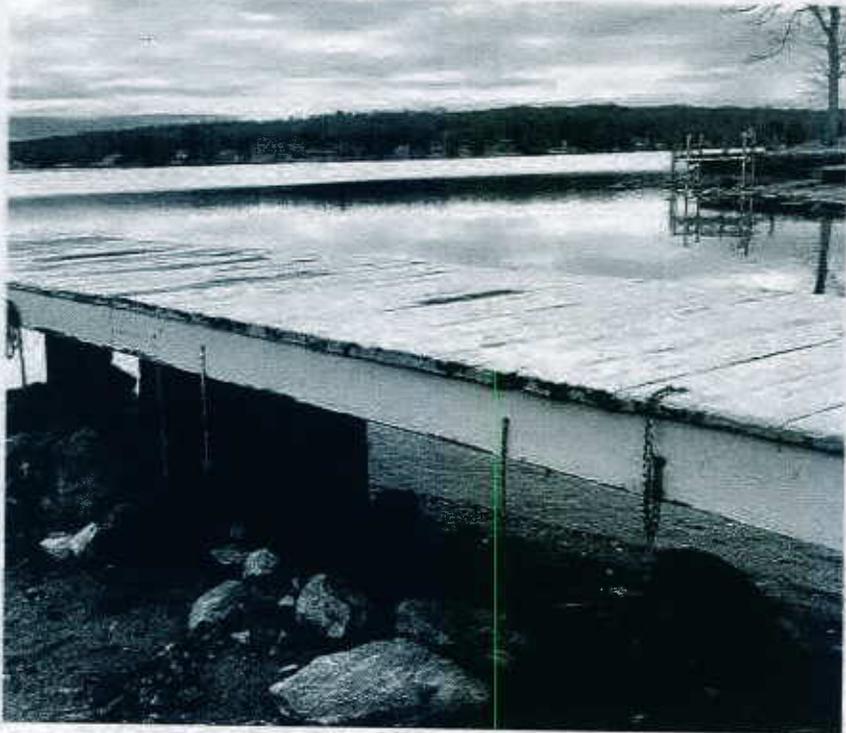
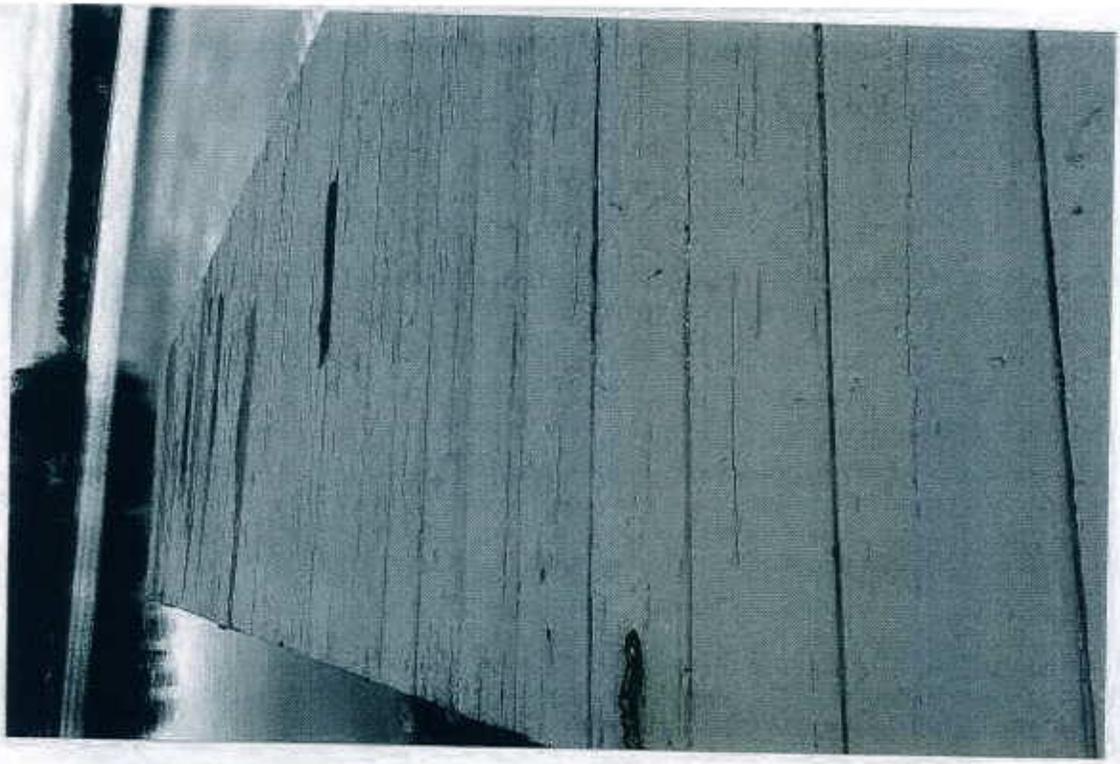
- 2"x8"x6' #1 Pressure Treated Wood will replace existing top of dock
- 2"x8"x20' #1 Pressure Treated Wood will replace side rails
- 4"x4"x6' #1 Pressure Treated Wood will be installed under dock to increase stability
- 4"x4" cantilever support will be installed at end of dock for increased structural integrity.

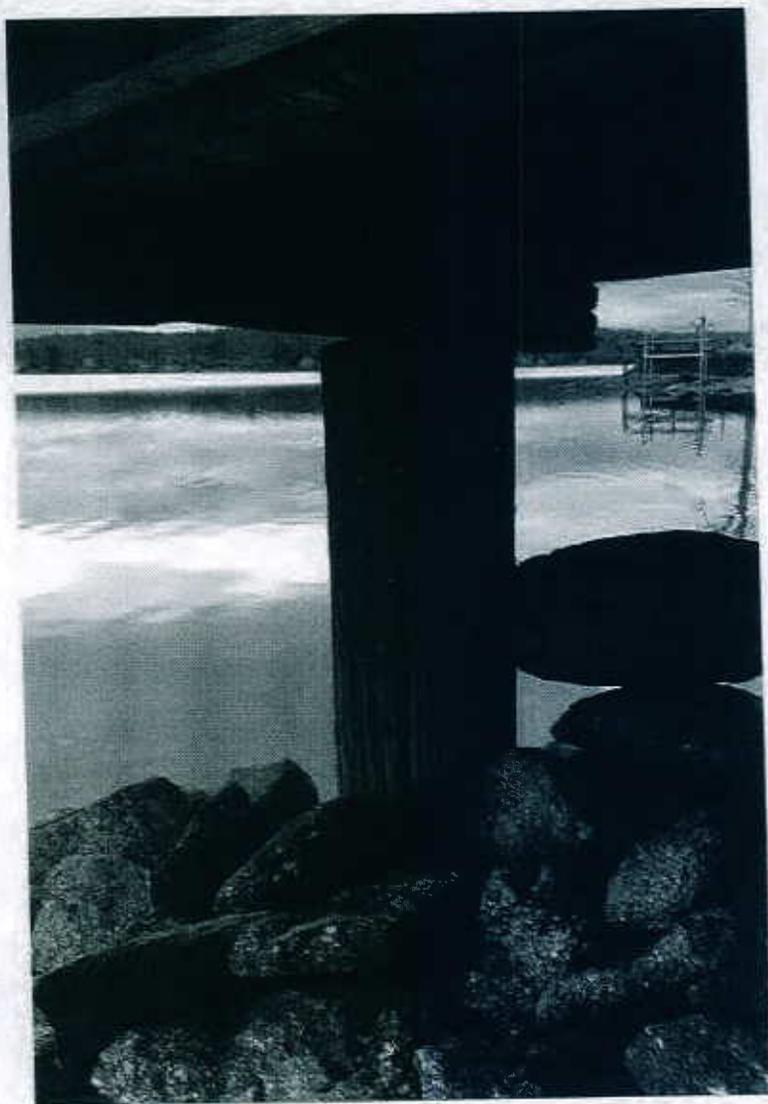
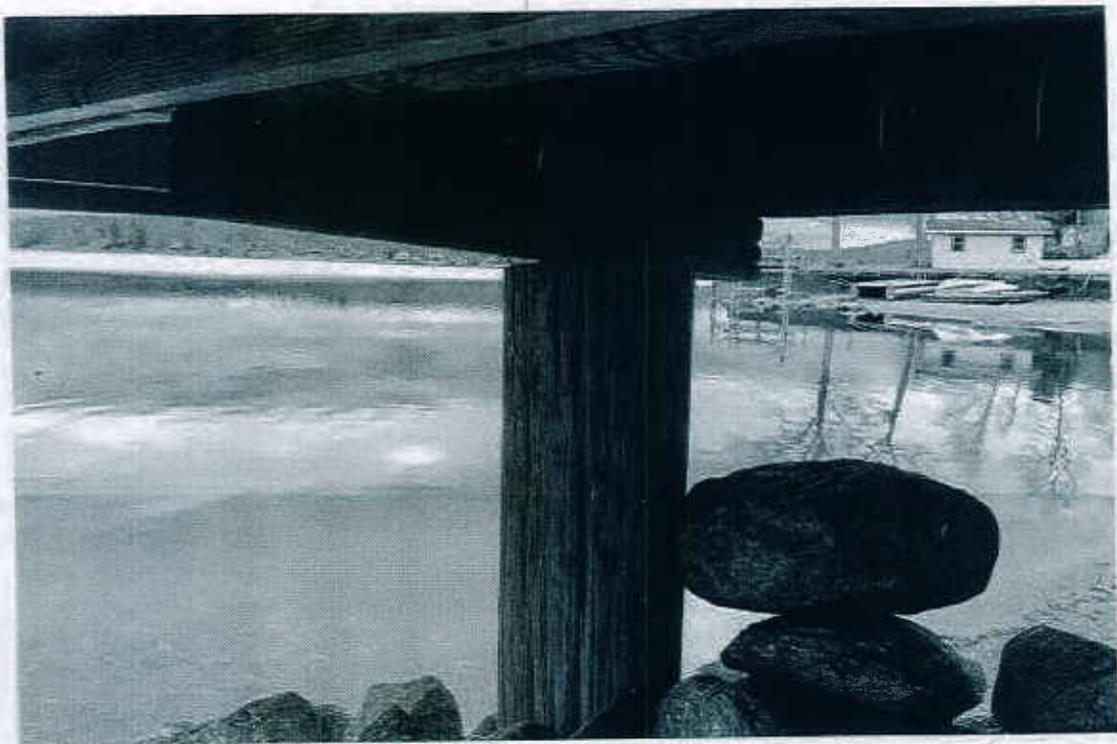
Also included, please find photos of the top, sides and underside of dock.

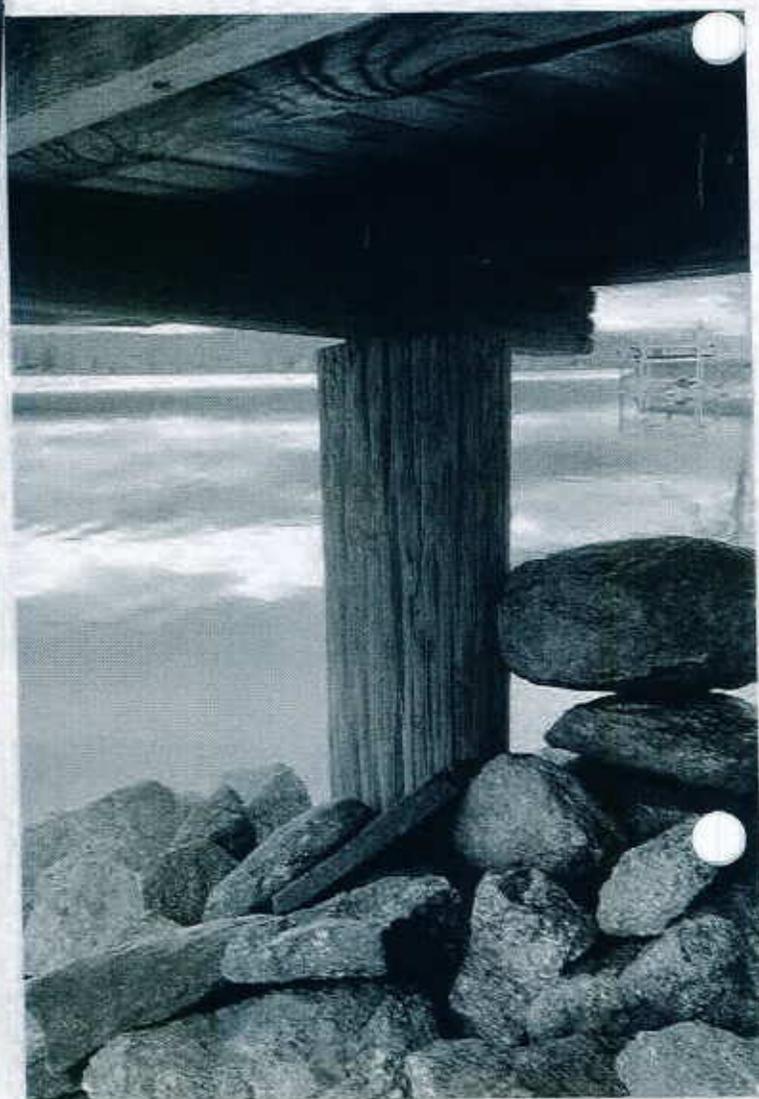
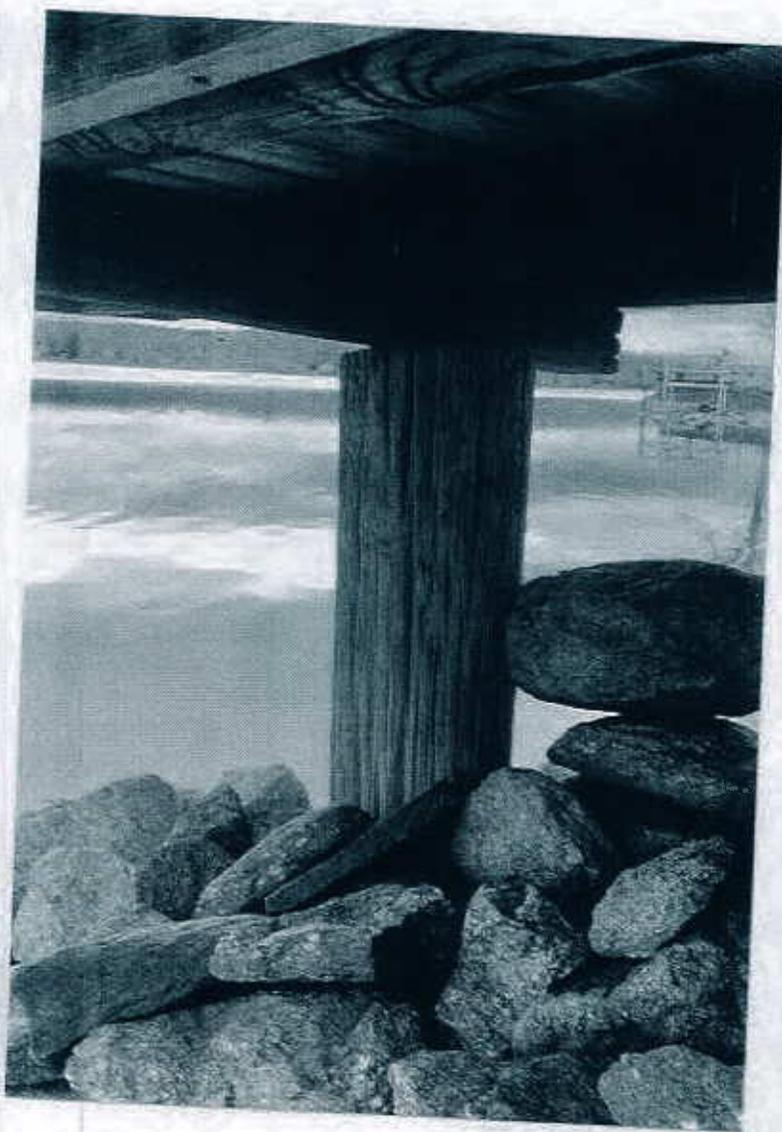
Thank you for your consideration in this matter.











2-21-18

Dear Mr. Murphy,
Thank-you for
seeing to the repair
of my mailbox.
You've always been
professional and a
gentleman -
How refreshing

Sincerely
Lid Rosano



TOWN OF COLUMBIA

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

OFFICE OF THE PARKS & RECREATION DIRECTOR

Dear Lester Family,

The Town of Columbia would like to thank you immensely for your donation of \$2,000 to the Parks and Recreation, in honor of the late James R. Lester. We will make sure to use the money to improve the facilities at Recreation Park, and honor James in a way that would make him proud.

Thank You

Town of Columbia

A handwritten signature in cursive script, appearing to read "S. Everett", is written over a horizontal line.

Steven M. Everett
First Selectman

A handwritten signature in cursive script, appearing to read "Marc Volza", is written over a horizontal line.

Marc Volza
Director of Parks and Recreation

A handwritten signature in cursive script, appearing to read "Mark B. Walter", is written over a horizontal line.

Mark B. Walter
Town Administrator



#RaceToGiveBack
#RacingToGiveBack
#CTTripleCrown

What is the Connecticut Charity Triple Crown?

CCM has partnered with three different non-profits to host our inaugural charity event. Because CCM is the statewide association of cities and towns in Connecticut, we want to give back to the communities and residents who help make this state such a great place to live, work, and play.

Not only will this be a night of fun and relaxation, but all proceeds will go to one of three great causes. This year, the three benefactors are Channel 3 Kids Camp, Homes for the Brave, and The Village.

We're excited to hold this evening event at the Hartford Club on **Wednesday, April 11th** at 6:00 pm. Here attendees will have the chance to bid on a wide array of unique items during the silent auction, mingle with others, and enjoy plenty of Triple Crown-themed activities.

Each ticket to the event is only \$75! If every municipality sent just three people, we could hit our financial goal!

We hope to see you there in your best Derby attire!

Joe DeLong

CCM Executive Director



Where real change happens

The Village

For more than 200 years, The Village For Families & Children has been working to build a community of strong, healthy families who protect and nurture children. We fulfill this mission by providing a continuum of behavioral health treatment and support services for children and adults — including parenting education classes, outpatient mental health therapy, substance abuse treatment, and foster care and adoption — which help them achieve real and meaningful change in their lives.



Homes for the Brave

With an emphasis on Veterans, we provide the housing and services necessary to help homeless individuals return to a productive and meaningful life.

Our vision is to provide a model to enable homeless men, women and their families, especially those who have served our country, to attain safe, affordable housing, meaningful life activity and a livable income so that they may return to a productive and meaningful life.



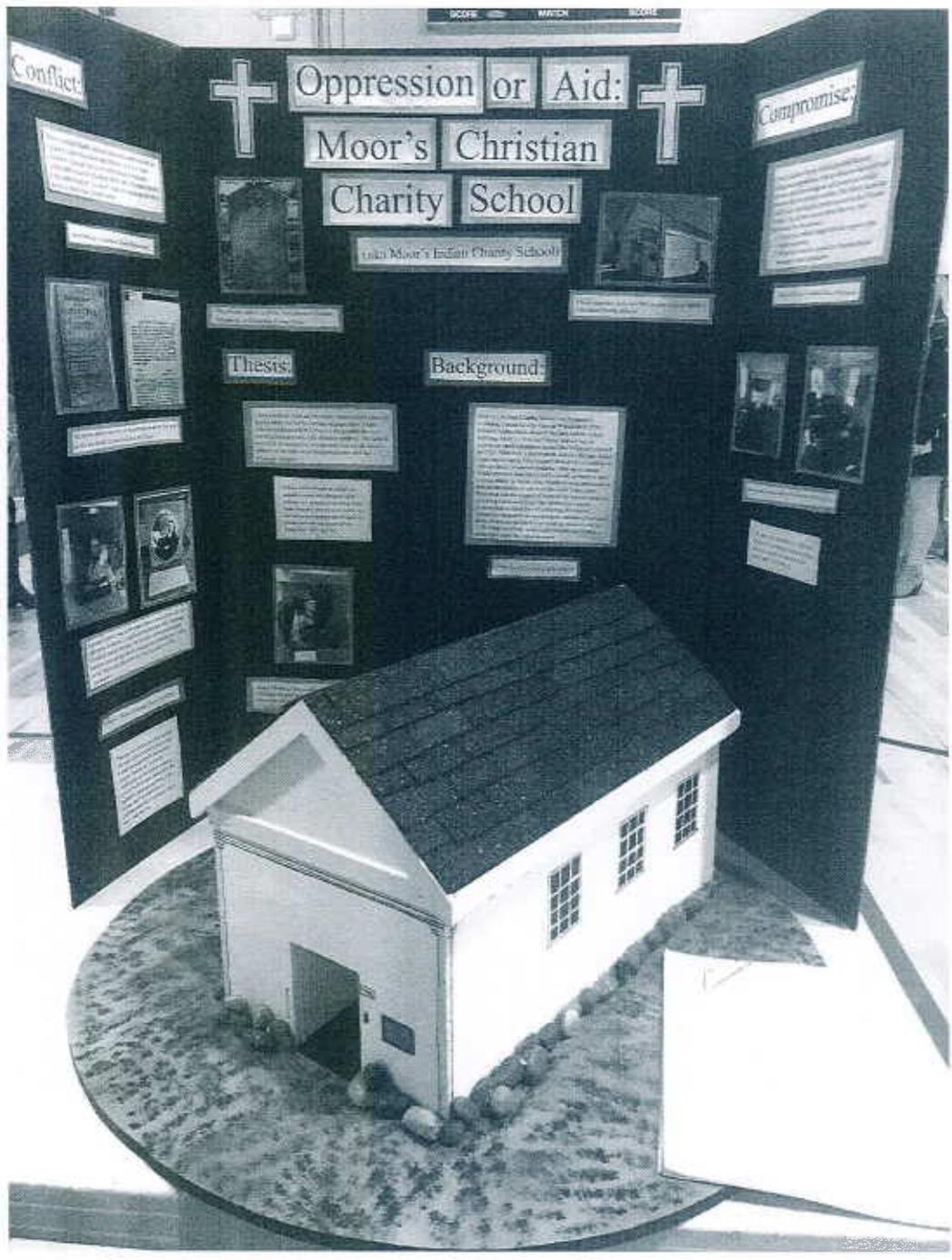
Channel 3 Kids Camp

Channel 3 Kids Camp believes that ALL children deserve a Kids Camp experience. Its mission is to provide fun year-round opportunities to children of all abilities, families, and communities through educational and recreational programs that promote diversity, acceptance, and environmental appreciation. The nonprofit organization provides opportunities through traditional overnight and day camp summer programs, a year round Camp Leadership program, weekend group rentals, respite weekends, and a year-round child care center for children ages 15 months through 5 years.

Visit www.ccm-ct.org or call 203-498-3029 for more information and to purchase tickets.

It's Noelis, getting back to you from Norwich Technical High School with the Moor's Christian Charity School project. National History Day Regional's were on Saturday and we placed 3rd! We'd like to thank you for all the vital information you provided my group and I in order to place against so many schools. The information that was given gave us such an edge. As a result, we are now onto States, which is April 28th, 2018. Hopefully we place there too! The following pictures are of our finalized exhibit and us with our 3rd place medals:





Conflict

Oppression or Aid:

Moor's Christian
Charity School

Compromise

Loki Moor's Indian Charity Schools

Thesis

Background

Text panel in the Conflict section.

Text panel in the Conflict section.



Text panel in the Conflict section.



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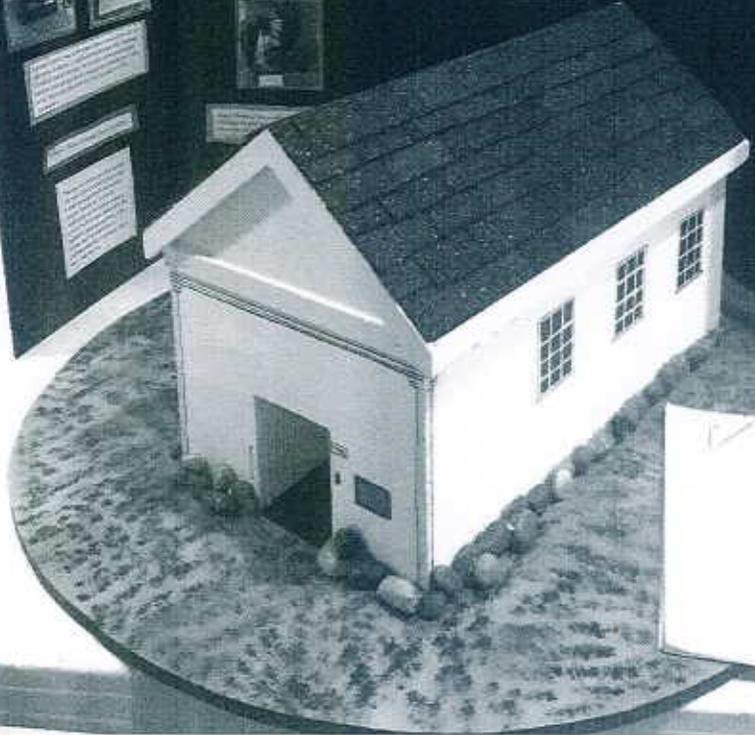


Text panel in the Background section.



Text panel in the Compromise section.

Text panel in the Compromise section.



Hi Mark,

I spoke to Johns Manville and got this response they don't warranty caulking above the termination bar, but they do warranty the the termination bar connection to the wall. The bill for off Shore construction has been paid by Johns Manville, only for the repair to stop the active leak. Johns Manville will not cover the flashing that is missing. We have a watertight guaranty from Johns Manville so if it leaks in the future, we can call them and they will determine what caused the leak.

The solar project is in design stage according to Greenskies, they are working to get stamped drawings. The drawings will allow them to proceed with the permit stage of the project. They will let us know when the drawings have been completed.

Mike

Michael Sylvester
Facilities Manager
Columbia Board of Education
Horace W. Porter School
3 Schoolhouse Rd.
Columbia CT. 06237
P: 860-228-9493 ext 182
F: 860-228-8592