REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, May19, 2015 - 7 pm.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

CALL TO ORDER

1. PLEDGE OF ALLEGIANCE

2. MINUTES: BOS Regular meeting minutes of 5/5/15

3. AUDIENCE OF CITIZENS

4. OLD BUSINESS:
4.1 Housing Rehabilitation Loan Program - Guest speaker Peter Huckins
4.2 Blight Ordinance – Citation Officer
4.3 Library expansion project: Wieber Powell & Grunigen (WP & G) - next phase approval

5. NEW BUSINESS
5.1 2015 Boat Mooring Lottery
5.2 Discussion of Deputy Fire Marshal – Mike Lester
5.3 Hamilton property (Hennequin Road) drainage issue
5.4 Clean Energy Communities Municipal Pledge
5.5 Agreement between Columbia and Bolton re: Building Official
5.6 24th Annual Steeple Chase Bike Tour
5.7 Highway Safety Grant Application
5.8 AXA Resolution

6. COLUMBIA LAKE / DAM / BEACH
6.1 Letter from M. Coleman dated May 16, 2015 re: Lake status

7. APPOINTMENTS / RESIGNATIONS:
7.1 Hire of Marine Patrol 2015 season
7.2 Resignation of Grant Bombria effective June 1, 2015

8. TOWN ADMINISTRATOR REPORT

9. CORRESPONDENCE
9.1 Verizon Wireless Proposal for Small Cell Lease Agreement, CVFD
9.2 CCM Prescription Discount Card Program RESULTS for Columbia
9.3 CT State Police – April 2015 Report
9.4 NECASA 25 years of service
9.5 Columbia Crossroads

10. BUDGET
10.1 Transfers
10.2 Refunds
10.3 Suspense List

11. APPROVE PAYMENT OF BILLS

12. BOARD MEMBER COMMENTS

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);

14. ADJOURNMENT

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
TUESDAY, MAY 5, 2015, 7 P.M.
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman Carmen Vance, Deputy Selectman Steven Everett, Selectman William O'Brien, Selectman Rob Hellstrom, and Selectman Robert Bogue

Also Present: Town Administrator Natasha Nau, Finance Director Beverly Ciurylo, Ann Dunnack, Town Planner Paula Stahl, and Recording Secretary Linda McDonald

CALL TO ORDER: C. Vance called the meeting to order at 8:04 p.m.

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

2. MINUTES: 4/21/15 Regular Meeting, 4/30/15 Special Meeting

R. Bogue MOVED to approve the regular meeting minutes of 4/21/15 as presented. MOTION CARRIED 5:0:0.

The minutes of 4/30/15 were amended as follows: Add "Others Present: Town Administrator Natasha Nau."

S. Everett MOVED to approve the special meeting minutes of 4/30/15 as amended. MOTION CARRIED 4:0:1 with R. Bogue abstaining.

3. AUDIENCE OF CITIZENS: There was no audience of citizens.

4. OLD BUSINESS: There was no old business for discussion.

5. NEW BUSINESS:

5.1 Town Hall Campus Consolidation: P. Stahl explained that the regulation of concern for the library project is the maximum lot coverage. The Columbia Zoning Regulations state that a parcel can have no more than 10% covered by structures. The library on its separate lot would not meet that standard with the expansion. The Zoning Board of Appeals has the power to permit up to 15% lot coverage but the project exceeds that amount. It was found that there are apparently 27 horse stall lots from the 1800's embedded within the Town Hall parcels with deeds that are handwritten and almost impossible to read. The recommendation is to consolidate the parcels of Town Hall, Yeomans Hall, and the Library. The Chapel on the Green will remain its own parcel. P. Stahl said there will be a cost to the town and a vague property line between the Congregational Church and the Town has to be remedied. The application of the library to increase lot coverage to 13.1% will go before the ZBA on May 28, 2015, with approval to increase lot coverage to 13.1% subject to the consolidation of the lots.

5.2 Resolution for the Historic Documents Preservation Grant:

R. Bogue MOVED to authorize the First Selectman to apply for the Historic Documents Preservation Targeted Grant Application for Fiscal Year 2015-2016 in the amount of $3,000.00. MOTION CARRIED 5:0:0.

5.3 Authorization Resolution – Baker Hill Bridge: N. Nau reported that she and Director of Public Works George Murphy met last week with Nathan L. Jacobson & Associates (civil engineers for the Baker Hill Bridge construction project), Mattern Construction (contractor for the project), and the Town of Lebanon to discuss the details of construction. Pending the receipt of necessary insurance documents, N. Nau explained this formal authorization resolution is needed for the notice to proceed and to allow the First Selectman to sign documents.

S. Everett MOVED to authorize Carmen Vance, First Selectman, to make execute, and approve on behalf of the Town of Columbia any and all routine administrative contacts and amendments and to execute and approve on behalf of this municipality other instruments as a part of or incident to such contracts and amendments, effective until otherwise ordered by the Board of Selectmen. MOTION CARRIED 5:0:0.

6. COLUMBIA LAKE/DAM/BEACH: Mark Coleman provided a written update on the status of the Columbia Lake water level. One more good rainfall and the water level will be where we need it to be for opening day.

7. APPOINTMENTS/RESIGNATIONS

7.1 Hire of New Lifeguards:

C. Vance MOVED to hire Gianna Mohammed, Luke Stover, and Adam Arnold as new lifeguards for the 2015 summer beach season. MOTION CARRIED 5:0:0.

8. TOWN ADMINISTRATOR REPORT: N. Nau briefed the Board on her written report. She noted that the notary fee charged by the staff is below many surrounding towns according to CCM. The Town Clerk attended a conference and found that the state statute allows towns to charge up to $5. The plan is to raise the notary fee from $3 to $5 dollars. Other topics covered were capital projects updates, meetings with town departments and outside agencies, the lake water level, and a public works update from Director of Public Works George Murphy.

9. CORRESPONDENCE

R. Bogue MOVED to add to agenda "Discussion of Employee Health Benefits Programs". MOTION CARRIED 5:0:0.

Discussion of Employee Health Benefits Programs: B. Ciurylo and N. Nau said the Board of Education (BOE) at a meeting last night voted to switch school staff health insurance coverage to ConnectiCare from Anthem. Discussion followed on pros and cons of switching town staff as well. No decisions were made.

10. BUDGET

10.1 Transfers: S. Everett MOVED to APPROVE the following transfers:

AMOUNT	FROM	TO
$31.00	10-4130-130, Legal Notices	10-4130-770, Transportation
$500.00	10-4800-900, Contingency	10-4116-230, Electricity/Chapel on the Green
$1,000.00	10-4410-300, General Supplies	10-4410-610, Bldg/Grounds R/M

MOTION CARRIED 5:0:0.

S. Everett MOVED to APPROVE the following correction of refunds:

TO	FROM	AMOUNT
Nancy Shaw	Town of Columbia	$37.45

MOTION CARRIED 5:0:0.

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

TO	FROM	AMOUNT
Leretta: Attn Central Funds on behalf of Lisa Chase	Town of Columbia	$1,794.65
Elizabeth Crudden	Town of Columbia	$67.49
Carlene Martin	Town of Columbia	$41.27

MOTION CARRIED 5:0:0.

11. APPROVE PAYMENT OF BILLS: S. Everett MOVED to APPROVE payment of regular bills totaling $54,114.77 MOTION CARRIED 5:0:0.

12. BOARD MEMBER COMMENTS: S. Everett asked about the status of spraying on Mono Pond, resolving the permit issue of Angela Sposito regarding the awning over her boat area at 23 Woodland Terrace (C. Vance said she would contact Mark Coleman), and the plans for the land behind Rec Park (Frisbee golf, trails, ball fields, road, etc.). These issues will be followed up by town staff.

13. EXECUTIVE SESSION: No Executive Session needed.

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 Statutes Section 1-200(6)(A)

14. **ADJOURNMENT:** R. Bogue MOVED to adjourn the regular meeting at 9:05 p.m. MOTION CARRIED 5:0:0.

The next regular meeting of the BOS is scheduled for Tuesday, May 19, 2015.

Respectfully submitted by Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

COLUMBIA HOUSING REHABILITATION LOAN PROGRAM

The Housing Rehabilitation Loan Program is designed for low and moderate income homeowners and landlords with low and moderate income tenants to address safety and public health code violations, as well as provide funds for necessary house repairs.

Funds will address safety and public health code violations first but also may be used by homeowners for common repair projects including but not limited to, septic system repairs, sewer connection, roofing & siding, structural deficiencies, replacement windows, plumbing, electrical, and heating systems.

The Housing Rehabilitation Loan Program is funded by a Community Development Block Grant from the United State Department of Housing and Urban Development and administered through the State Department of Housing.

Housing Rehabilitation Projects have a $25,000 spending cap per eligible applicant. To be eligible for the Program applicants must income qualify, maintain at least a 90% loan to value ratio after completion of rehab work, and be current on town taxes. Projects must also be able to address all serious housing deficiencies while staying within the spending cap.

INCOME GUIDELINES (gross income)

Number in Family	1	2	3	4	5	6	7
Low Income	30000	34300	38600	42850	46300	49750	53150
Moderate Income	44750	51150	57550	63900	69050	74150	79250

The housing rehabilitation funds are a loan to homeowners that must be eventually paid back. Loan repayments are used to continue the Program. Low-income eligible applicants will receive a loan that deferred until the property changes ownership or the homeowner refinances through an equity loan. Moderate income eligible applicants will receive a loan that is 2/3 deferred and 1/3 zero percent interest paid over ten years in monthly installments.

Completed applications may be mailed to Natasha Nau, Town Administrator, Columbia Housing Rehab Program, 323 Jonathan Trumbull Highway, Columbia, CT 06237, or dropped off at the Administrator's Office in an envelope addressed to the Columbia Housing Rehab Program.

Upon acceptance in the Program applicants must submit a copy of their latest IRS tax return, current pay stubs, homeowner's certificate of insurance, and current balance of all mortgages/liens on the property. The Program is being administered by **Peter Huckins at 860-456-0782.** Please feel free to contact him if additional information is required.

COLUMBIA HOUSING REHABILITATION LOAN PROGRAM APPLICATION

Name of Applicant_____Address of owner _____

Address of property in Program _____

Phone#_____ Cell Phone # _____

Email _____

Total # of Persons in Household_____

# of Children under 18) _____ # of Elderly (62 or older)_____ # of Disabled_____

Number of persons of each Nationality/Race : White_____ Black _____ Hispanic_____ Indian/Alaskan_____ Asian/Pacific Isl_____ Portugese_____

LIST BELOW **ALL** OCCUPANTS OF PROPERTY ON A PERMANENT OR RENTAL BASIS INCLUDING *NAME, SOCIAL SECURITY NUMBER, AGE, AND HOUSEHOLD INFORMATION*. **SPECIFY SOURCE OF INCOME** i.e., SALARY, PENSION, *ALIMONY*, *CHILD SUPPORT*, SOCIAL SECURITY BENEFITS, INTEREST, *UNEMPLOYMENT COMPENSATION*, AND OTHER.

1. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

2. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

3. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

4. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

5. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

6. Name_____Social Security #_____Age____Income_____

   Source of Income_____Place of Income_____

NOTE: If more space is needed, continue on back of the page.

Total Estimated Household Income for the Year 2015:$_____

WHEN ACCEPTED INTO PROGRAM APPLICANT WILL BE REQUESTED TO SUBMIT COPY OF MOS RECENT INCOME TAX RETURN, INCOME RELATED DOCUMENTS, CURRENT BALANCE OF ALL MORTGAGES/LIENS ON PROPERTY, & COPY OF HOMEOWNER'S CERTIFICATE OF INSURANCE.

ADDITIONAL INFORMATION:

Are Town taxes currently paid up to date? Yes_____ No_____
re you currently involved in any type of litigation? Yes_____ No_____
If yes, give brief explanation_____
Current balance all mortgages/liens on property _____
Please check type of repairs that you feel necessary.

___Life Safety Hazards, Public Health ___Exterior Integrity, Roof & Siding
***EXPLAIN LIFE SAFETY/PUBLIC HEALTH BELOW**

___Structural, including Sills & Joists ___Septic, Well

___Physically Impaired Accessibility ___Energy Conservation

___Interior Plumbing, Electrical, and Heating systems

___Other_____

* If you feel you have an immediate life safety hazard in your home, give a brief explanation. _____

NOTE: Acceptance of this application is contingent upon provision of all required information and applicant's agreement to abide by all applicable procedures and policies of the Columbia Housing Rehabilitation Loan Program. Upon acceptance in the program, the applicant must submit a copy of the most recent Federal Income Tax Return and/or other documents that might be equired to support the applicant's income.

The Applicant(s) agrees that the Town of Columbia neither assumes nor acknowledges any liability of any kind, directly or indirectly, as might be incurred from this program. Authorization is hereby granted to support and/or verify statements contained in this Application. It is agreed that this application will remain property of the Town of Columbia, once submitted.

Agreement: The undersigned applies for the loan indicated in this application to be secured by a mortgage or deed of trust on the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application are true and correct to the best knowledge of the applicant. Verification may be obtained by any source named in this application.

I/We fully understand that it is a federal crime punishable by fine and/or imprisonment, to knowingly make any false statements concerning any of the above facts as applicable under provisions of Title 18, United States Code, Section 1014. Also the applicant(s) have read and understood the application and the narrative explaining the program.

_____ _____
Applicant signature date

_____ _____
Applicant signature date

TOWN OF COVENTRY/COLUMBIA

2014 Joint-Community
Housing Rehabilitation Program Guidelines

A. INTRODUCTION

The Town of Coventry is proposing to continue its Housing Rehabilitation Program through a 2014 joint-community Small Cities Grant, with the Town of Columbia, from the Connecticut Department of Housing. The following outlines eligibility criteria, procedures and regulations for operation of the Coventry/Columbia 2014 program.

B. ELIGIBILITY OF APPLICANT

There are three primary eligibility criteria, which must be met by owners wishing to participate in the program. They are:

1. Location of the property: The property must be located within the Town of Coventry or the Town of Columbia.

2. Income Eligibility.

   a. If the property is owner-occupied, the property owner's gross household income must be at or below income limits established by the HUD, at 80% of the median income for that area. Income is based on the following twelve months upon acceptance in the Program.

   b. Investor-owners may also qualify for this program if their tenants meet applicable income guidelines. Eligibility is based upon the tenants' gross income; verification, which meets HUD standards, is required. The income limits for tenants are the same as mentioned above in #2a.

      Investor-owners will be required to agree that the rent after rehabilitation be no higher than the Section 8 Existing Fair Market Rent. HUD has established these rents as affordable rents. The owner must maintain these affordable rent levels for a minimum of twenty-one (21) years after rehabilitation.

3. Property status.

   a. To be eligible for participation in this program, real estate, motor vehicle, personal property taxes, sewer assessment, and COVRRA trash must not be delinquent.

   b. Must be able to maintain at least a 90% total loan to value ratio after completion of rehab work.

   c. Maximum funds for housing rehabilitation cannot exceed 75% of the replacement cost.

   b. The owner must carry homeowner's insurance and show evidence of a current policy.

   c. Property must not be in the process of foreclosure. Participants who are in bankruptcy or are in the process of declaring bankruptcy must demonstrate that the participating property will not be affected in any way by the bankruptcy.

   d. Property must not be under contract for sale with a Realtor, or listed as For Sale by Owner.

C. TYPE OF ASSISTANCE

Financial assistance will be in the form of two loans. Low-income eligible applicants will receive a **Deferred Payment Loan (DPL)** for 100% of the rehabilitation cost. A deferred payment loan operates as a grant to the current property owner until the time of transfer of the property, when the Deferred Payment Loan will be repaid to the town. The Deferred Payment Loan amount is secured by a lien filed with the appropriate Town Clerk. This prevents speculation and allows owners to remain in their homes after rehabilitation without additional monthly debt. The loan remains in effect indefinitely; repayment is required at the time of an "arms-length" transfer of the property.

Moderate-income eligible applicants will receive a loan that is 2/3 deferred remaining in effect indefinitely; repayment is required at the time of an "arms-length" transfer of the property; and 1/3 no-interest paid over ten years in monthly installments. The deferred and no-interest loan amounts are secured by a lien filed with the appropriate Town Clerk.

Owner occupied rentals housing low- or moderate-income eligible applicants will receive a loan that is 1/3 deferred remaining in effect indefinitely; repayment is required at the time of an "arms-length" transfer of the property; and 2/3 no-interest paid over ten years in monthly installments. The deferred and no-interest loan amounts are secured by a lien filed with the appropriate Town Clerk.

Owner not-occupied rentals housing low- or moderate-income eligible applicants will receive a loan that is 1/4 deferred remaining in effect indefinitely; repayment is required at the time of an "arms-length" transfer of the property; and 3/4 no-interest paid over ten years in monthly installments. The deferred and no-interest loan amounts are secured by a lien filed with the appropriate Town Clerk.

Subordination Agreements: All proposed Subordination Agreements from past participants of the Housing Rehabilitation Program must go before the Housing Rehab Committee within the Town of Coventry, or the Town Administrator and Board of Selectmen within the Town of Columbia. These proposals are heard at the regular meetings, and are granted or denied on a case-by-case basis. The Housing Rehab Committee, Town Administrator and Board of Selectmen may waive their decision and allow the Housing Rehabilitation Program to grant a subordination agreement without a meeting under the following condition: that the homeowner requesting the subordination agreement is refinancing their property only to pay off their first mortgage for the purpose of lowering their interest rate and/or monthly payment.

D. REHABILITATION PROCESS

1. The Town will solicit applications from interested owners through such means as press releases, direct mailings, public notices, etc.

2. Applications from interested property owners from the Town of Coventry will be accepted by mail or in person at the Small Cities Program Office, Town of Coventry, 1712 Main Street, Coventry, Connecticut, 06238. Applications from interested property owners from the Town of Columbia will be accepted by mail or in person at the Town Administrator's Office, Town of Columbia, 323 Jonathan Trumbull Hwy, Columbia, Connecticut, 06237. Applicants/tenants must provide the following:

    a. A copy of their most current federal income tax return, if applicable, in addition homeowner must supply documentation on all sources of income from all members of the household, (i.e. Social security and pension statements, three most recent paystubs, etc.).

    b. Social Security numbers from all persons residing at the property.

    c. A copy of their homeowner's insurance policy showing the dates of coverage.

d. A copy of deed to the property.

e. Supplemental application forms, which list tenant and other information, will be required from Investor-owners and owner-occupants of multi-family dwellings.

3. The applicant will be provided with information regarding the program process and requirements.

4. After the Program has received the necessary documentation, applicants will be notified of their eligibility status and will be required to sign an Assistance Agreement between the owner and the Town in which the property is located.

5. After an applicant is deemed eligible, if the property is older than 1978 it is required to have lead testing conducted by a Certified Lead Inspector Risk Assessor and the homeowner must sign a receipt for Renovate Right and Protect Your Family from Lead in Your Home brochures.

6. If eligible, the Rehabilitation Specialist will schedule a meeting with the property owner to conduct a preliminary inspection and discuss work items the owner may want to include in the project.

7. The Rehabilitation Specialist will prepare work specifications and a cost estimate of eligible rehabilitation items for the owner's review.

8. The Rehabilitation Specialist will meet with the owner to make necessary changes to the specifications, and will obtain the applicant's approval of the work write-up.

9. Bids will be obtained from contractors through the process described in Section H below.

10. Bids received will be reviewed with property owners. The Towns will base funding on the low bid amount, provided it is a reasonable bid. The owner may select any bidder provided that they pay the difference between the low price and the selected bid.

11. A contract will be signed between the owner and the selected bidder. Prior to the contract signing, a pre-construction conference will be held with the property owner and the contractor to review the scope of work, starting date, schedule, method of payment, etc.

12. The Building Official, of which the property is located, will be notified of project approval to ensure that the proper permits and inspections are secured by the contractors.

13. Periodic inspections will be conducted by the Rehabilitation Specialist during construction. As part of the above process, all contractors' invoices will be checked against actual work done before any payments are made. The Coventry Finance Department will issue two party checks where the homeowner's endorsement is required.

14. At the completion of the job, a final inspection will be performed by the Rehabilitation Specialist and the Building Official, where appropriate.

15. If any deficiencies are found during the final inspection, a punch list will be prepared by the Rehab Specialist to be addressed by the contractor.

16. Upon completion of the project, a Certificate of Completion will be executed by the Building Official.

17. The Program will obtain from the contractor all manufacturers' warranties and will provide them to the homeowner.

18. When all of the above has been completed, the contractor will be issued the final payment.

E. WALK-AWAY POLICY

Eligible homes must meet the Residential Rehab Standards at the completion of the project without exceeding the $25,000 program limit. If the condition of the home cannot be successfully repaired or renovated to meet these standards without exceeding this maximum, the implementing agency will enforce its "walk-away policy" and the home will be considered ineligible. The applicant will be notified that the project is not feasible and offered an explanation in writing.

This policy is part of the Coventry/Columbia Housing Rehabilitation Program Guidelines and is included on the Assistance Agreement that is signed by the homeowner(s) prior to the initial inspection.

F. APPLICATION PRIORITIES

1. Emergency repairs as identified by the Building Official(s), Public Health Official, Grant Administrator, and Rehabilitation Specialist.

2. Homes with urgent rehabilitation needs, such as a non-functioning furnace, electrical issues with potential to cause personal injury or fire, Health Code violations, plumbing issues causing damage to structure, and emergency ADA installations will be given priority.

3. The Housing Rehabilitation Program will address all other applicants on a first come first served basis.

4. Applicants that have previously participated in the Housing Rehabilitation Program requesting additional funding, will not be eligible until all first time applications on the waiting list have had their housing needs addressed, provided they have not exceeded their program limit as defined in Section K below.

G. CONTRACTOR PARTICIPATION

The Program will make every effort to contact as many local building contractors as possible. To accomplish this a variety of outreach techniques will be used. The need for contractors will be advertised in the local newspapers and the DAS website. Further, the program will solicit contractor recommendations from homeowners and town officials.

Each contractor must fill out a registration form listing references and must submit licenses and certificates of insurance for themselves and all subcontractors prior to receiving a contract award. The Rehabilitation Specialist will check references.

Once a Contractor has registered with the program, the contractor will receive notice of projects when they go out to bid. Homeowners wishing to use contractors not included on the list may do so, provided the contractor registers with the program and submits the proper insurance certificates, license, references and lead certification. Lead certification required if house is older than 1978.

Contractors must take out all required permits prior to initiation of construction. The cost of the permits is to be included within the bid price.

If a participating contractor's performance or quality of work is unsatisfactory in the opinion of the Rehabilitation Specialist, the contractor shall be issued a written notice describing specific problems with

the contractor's work. The notice shall serve as a warning. If the problems, as outlined in this notice, are not addressed based on the opinion of the Rehabilitation Specialist, then the contractor may be barred from working in the Program. The avenue of appeal is described in Section N.

H. CONTRACTOR BIDDING PROCESS

1. The work write-up and specifications must be approved by the property owner prior to initiating the bidding process.

2. Once approved, the invitation to bid will be sent to contractors who have registered with the program, and are appropriate, for perspective bidders.

3. The Rehabilitation Specialist will conduct a pre-bid meeting at the project site, where appropriate, for perspective bidders.

4. It is preferred that the Program receive at least three bids for each project. Should the Program receive less than three bids, the bid can be accepted if it is within 10% of the Rehabilitation Specialist's cost estimate.

5. The bids will be evaluated by the Rehabilitation Specialist and the property owner. The Towns will base funding on the lowest responsible bid, of a qualified contractor. The owner may select any bidder provided they pay the price differential between the low bid price and the selected bid price.

6. The Towns reserve the right to reject any and all bids or estimates of contractors and so waive any irregularities or items if the town feels it is in their best interest to do so.

I. SWEAT EQUITY

Through Sweat Equity, property owners can contribute their labor to undertake the rehabilitation. Financial assistance is provided for 100% of the cost of materials. Owners are not compensated for their labor. The financial assistance will be provided in the form of a Loan, described earlier.

Requests to undertake a sweat equity project will be reviewed by the Program Coordinator and Rehabilitation Specialist on a case-by-case basis. Due to the added complexity of utilizing sweat equity, this approach will be allowed when the following conditions are met:

1. The property owner possesses the necessary qualifications to undertake this work as documented through examples of completed construction/rehabilitation projects.

2. The Property owner has the time to complete the work within a reasonable period.

3. The nature of the project is such that the owner can perform his/her own work without interfering with any other contractors who may be involved.

An agreement will be executed between the owner and the Town in which the property is located, which addresses performance, compliance, documentation of expenditures, the work write-up, and materials cost estimate/bid.

J. TENANT ELIGIBILITY

Tenants, themselves are not eligible to participate in this program. Owners may qualify, however, based upon income-eligible tenants. In order to provide a reasonable degree of protection to tenants, no owner

participating in this program may receive benefits unless the owner agrees to rent his/her unit within the Section 8 Existing Fair Market Rents. The owner must rent the units within these limitations for twenty-one (21) years after the rehabilitation has been completed.

K. SIZE OF PROJECTS

It is the Town's intent to provide the greatest range of assistance to as many potential projects as possible. Projects have a spending cap of $25,000 per household. The Program Coordinator has the authorization to increase the cap to $30,000 per household for unforeseen construction costs. If the project will exceed $30,000 within the Town of Coventry the Housing Rehab Committee has the right to authorize exceeding the $30,000 cap if change orders are needed to address housing discrepancies that couldn't have been foreseen. Within the Town of Columbia the Town Administrator and Board of Selectmen have the right to authorize exceeding the $30,000 cap if change orders are needed to address housing discrepancies that couldn't have been foreseen.

Applicants who have participated in the Housing Rehabilitation Program in previous years will be considered under the following Circumstances:

1. The new application is for emergency repairs, which could not have been foreseen previously. Emergency repairs are defined in Section F2: Emergency cases.

2. The new application is for repairs not of an emergency nature, but the total of the previous assistance plus the estimated cost for new repairs does not exceed the per unit cost limits set forth above. Owners may also contribute to the project cost so that the total assistance provided through the program will not exceed the per unit cost limits set forth above.

3. If the previous assistance plus the estimated cost for new repairs exceeds the per unit limits as set forth above, previous program participants will not be approved for assistance until and unless the entire waiting list generated from the marketing of the 2014 program is exhausted. At that point, 2014 Housing Rehabilitation Program Funds may be used to assist such projects.

L. ADMINISTRATION

The Housing Rehabilitation Program will be administered through the Coventry Town Manager's Office. The Program Coordinator will be responsible for the operation of the program on a day-to-day basis.

M. DEPARTMENT OF HOUSING REGULATIONS

The Coventry/Columbia Housing Rehabilitation Program will comply with all regulations set forth by the State of Connecticut Department of Housing's Small Cities Program. This includes, but is not limited to, the following regulations: environmental protection; historic preservation; lead paint; asbestos; displacement and relocation; financial compliance matters; civil rights and equal opportunity; Small Businesses, and Minority and Women-Owned Business goals; procurement; and labor and safety laws and regulations.

N. GRIEVANCE RESOLUTION

The overall program is designed to minimize opportunities for misunderstandings. All participants are informed of the precise guidelines for determining eligibility in the program, the appropriate rehabilitation activities, and the program procedures.

However, it is possible that conflicts may still arise during the course of the Housing Rehabilitation Program. Three possible categories of grievances, which may occur, include disputes between: the property owner and the contractor, the property owner and the program staff, and the contractor and the Rehabilitation Specialist. Responsibility for grievance resolution shall be assigned to the Rehabilitation Specialist and the Program Coordinator. To ensure impartiality on decisions involving technical matters, the Coordinator may use the services of the appropriate Building Official. Within the Town of Coventry the Housing Rehab Committee will act as the final appeal board, if necessary. Within the Town of Columbia the Town Administrator and Board of Selectmen will act as the final appeal board, if necessary. Procedures for grievance resolution are outlined below.

Informal Mediation

All Program decisions are made in accordance with the following structure of staff responsibility.

- The Program Coordinator has overall responsibility for program administration and full responsibility for client eligibility and selection.

- The Rehabilitation Specialist, with administrative direction and program support from the Program Coordinator, is responsible for rehabilitation standards, rehabilitation work specifications, contractor relations, and work approval.

Every attempt will be made to have misunderstandings or disputes resolved within this framework as soon as possible.

It must be noted that the primary relationship in the Rehabilitation Program is between the property owner and the contractor. Therefore, the actual responsibility for negotiating disputes rests with the property owner and the contractor. The property owner shall inspect all repairs frequently, and with the advice of the Rehabilitation Specialist, should attempt to resolve any problems that arrive with the contractor. If the property owner is dissatisfied with the rehabilitation work and cannot reach an agreement with the contractor, the Rehabilitation Specialist should be notified immediately.

If an agreement cannot be reached between the aggrieved parties, the Program Coordinator shall have the responsibility of mediation disputes. At the earliest opportunity, a meeting is held with all parties present. Each party will be allowed to describe the situation, after which the Program Coordinator summarizes the points of dispute. Each point is addressed in turn and either resolved on the spot or referred for later consideration by the Program Coordinator at a specified time. The meeting should also include a discussion of how the misunderstanding or miscommunication occurred so that the situation can be set aside and progress on the rehabilitation continues. The program coordinator will prepare a memo for the case file which records the points of dispute, the discussions which took place, and how the dispute was resolved.

Formal Mediation

Grievances which cannot be resolved through the informal process described above will be treated as Formal Complaints. Formal Complaints shall be made in writing.

1. Property Owner and Contractor Disagreements. If the disagreement involves the Property Owner's refusal to release payments which have been approved by the Rehabilitation Specialist, the Program Coordinator may seek the opinion of the Building Inspector.

If the property owner does not feel that the grievance review by the program staff or the Building Inspector satisfactorily resolves his or her complaint(s), the Program Coordinator will meet with the property owner

to negotiate the release of payment on behalf of the contractor. In the Town of Coventry the Housing Rehab Committee may also be consulted in attempts to resolve disputes. In the Town of Columbia the Town Administrator and the Board of Selectmen may be consulted in attempts to resolve disputes.

The contract agreement between the property owner and the contractor shall provide for utilizing the American Arbitration Association (AAA) as the final legal arbiter if needed. However, every attempt will be made to satisfactorily resolve such issues at the local level.

2. Property Owners and Program Staff Disputes. If a participating property owner feels aggrieved by an action of the program staff, the owner should submit a written appeal to the Program Coordinator. The Program Coordinator will determine if it is in regard to factual judgments, personal or professional conduct, or subjective interpretations of policy. The Program Coordinator will respond in writing to the applicant. If the dispute relates to determination of an emergency situation within the Town of Coventry the Housing Rehab Committee and/or the appropriate Building Inspector may be called upon to answer questions regarding the imminence of the need for rehabilitation. If the dispute relates to determination of an emergency situation within the Town of Columbia the Town Administrator and the Board of Selectmen and/or the appropriate Building Inspector may be called upon to answer questions regarding the imminence of the need for rehabilitation. Upon making a determination regarding the Grievance, a memo will be prepared for the case file regarding the dispute and the outcome.

3. Contractor and Program Staff Disputes. A contractor who disagrees with a decision of the Rehabilitation Specialist may submit a complaint to the Program Coordinator for resolution. If the contractor is dissatisfied with the resolution recommended by the Program Coordinator, the contractor may appeal to the Housing Rehab Committee within the Town of Coventry or the Town Administrator and Board of Selectmen within the Town of Columbia. The appropriate parties will review the appeal for procedural issues only, to determine if the contractor received fair treatment by the staff. If there is a question regarding the Rehabilitation Specialist's assessment of the work completed, the Housing Rehab Committee within the Town of Coventry or the Town Administrator and Board of Selectmen within the Town of Columbia has the option of requesting an opinion from the appropriate Building Inspector to determine if the work meets the design specifications. All determination findings of the appropriate parties will be recorded in full in the case file.

O. SCOPE OF WORK

The scope of work allowed under this program will include the correction of existing code violations, incipient code violations, preventive maintenance, and other reasonable items of work requested by the owner and approved by the town(s).

Any questionable items considered for rehabilitation assistance shall be reviewed by the Program Coordinator, the Housing Rehab Committee within the Town of Coventry, the Town Administrator and the Board of Selectmen within the Town of Columbia, and/or State Department of Housing prior to final approval.

Correction of code requirements determined necessary by the Rehabilitation Specialist/Building Inspector shall be considered non-negotiable items within the scope of the rehabilitation program.

All properties greater than fifty (50) years are required to have a survey completed and submitted to the State Historic Preservation Office (SHPO). If deemed by SHPO to be historically significant the Secretary of the Interior's Standards for Rehabilitation shall be used as a program guideline.

All units assisted under this program will be, as a minimum, brought up to HUD Section 8 Existing Housing Quality Standards.

Town Administrator

From: John Elsesser [jelsesser@coventryct.org]
Sent: Monday, May 11, 2015 5:05 PM
To: Town Administrator
Subject: Re: Home Rehab Program Q

We do waive all copy and recording fees since this is a town program. While it is run by a consultant it is no different than a staff member asking for a copy for town uses or the town filing tax liens. We never even brought to our council

Hope things are going well

Sent from my iPhone

On May 11, 2015, at 5:00 PM, Town Administrator <townadministrator@columbiact.org<mailto:townadministrator@columbiact.org>> wrote:

Hi John,

Hope all is well. Quick question for you: do you waive the printing fees for deeds and property cards associated with any homes in this program? Do you waive the recording fees when filing the liens? Peter Huckins claims that all of the towns he deals with waive all of the above to help with participation. If you waive, I assume that means you (and any other town) has done their research and it is not against any state statute to do so? Lastly, if you waive, how did you do so? Via resolution or simply via recording it in minutes at a Board of Selectmen meeting?

Thanks,

Natasha R. Nau
Town Administrator
Town of Columbia
323 Route 87
Columbia, CT 06237
Phone: (860) 228-0110
Fax: (860) 228-1952

This e-mail and any accompanying attachments are confidential. The information is intended solely for the use of the individual to whom it is addressed. Any review, disclosure, copying, distribution, or use of this e-mail communication by others is strictly prohibited. If you are not the intended recipient, please notify me immediately by returning this message to the sender and delete all copies. Thank you for your cooperation.

Town Administrator

From: Robert Powell [rpowell@wpandg.com]
Sent: Friday, May 15, 2015 4:12 PM
To: Town Administrator
Subject: columbia Library
Attachments: Columbia Town Library A+E fee schedule 051515.doc

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

Natasha:
Thank you for organizing the meeting this morning. It is always good when everyone gets together to work out the never ending issues in a project.

By the way, I checked my meeting minutes, project notes and racked my brain; but I do not remember including the "sticker stripe" and gate security system on my construction cost estimate. This may be something that Su talked with Carmen about. At $10,000.00 (for the Town's share of the cost) we should be able to accommodate it in our construction budget, but I just wanted you to know that today was the first time I had heard about the system.

As discussed, I have attached the Fee and Payment Schedule for the Library project. Please remember that our original proposal to the Town was to proceed working on the project based an hourly basis, with a total not–to-exceed amount of $75,000.00 (for architectural and structural engineering services). We did receive authorization from Carmen on December 19, 2014 to proceed with the Phase 1 work (preliminary design, Town zoning approvals and State Library Board approvals) working hourly based on a not-to-exceed amount of $14,000.To date we have billed $8,535.00, on the Phase 1 work with another estimated $1,000 to follow. Based on a total of $9,535 spent on Phase 1 work, the remaining not-to-exceed fee is $65,465.

As I mentioned, we need authorization from the Town to proceed with the Phase 2 – Construction Documents and Phase 3 – Construction Administration work.

Please feel free to contact me with any questions you may have,

Thanks,
Bob Powell

Robert R. Powell, Jr., AIA
President/Managing Principal

WP+G WIEBER POWELL + GRUNIGEN, INC.
architecture planning interior design engineering
29 North Main Street, West Hartford, CT 06107

T: 860-521-4444 F: 860-521-2777
C: 860-803-8726 E: rpowell@wpandg.com

May 15, 2015

ADDITIONS AND RENOVATIONS – PRELIMINARY DESIGN PHASE
SAXTON B. LITTLE FREE LIBRARY
319 ROUTE 87, COLUMBIA, CT

FEE AND PAYMENT SCHEDULE

The following is the fee and payment schedule for the Project for the architectural and structural engineering services for the project.

TOTAL ARCHITECTURAL AND STRUCTURAL ENGINEERING FEE
Billed hourly with a not-to-exceed of $ 75,000.00

PHASE 1 – PRELIMINARY DESIGN (Authorized and Billed Hourly with a not-to-exceed of $ 14,000.00)

Spent to date	
2.1.15 invoice	$ 5,925.00
3.1.15 invoice	$ 360.00
5.1.15 invoice	$ 2,250.00
Sub-total	$ 8,535.00
Further billing estimate	$ 1,000.00
TOTAL	$ 9,535.00

PHASE 2 – CONSTRUCTION DOCUMENTS (BIDDING DOCUMENTS)

Anticipated Billing Schedule	
6.1.15	$ 9,600.00
7.1.15	$ 19,200.00
8.1.15	$ 24,665.00
TOTAL	$ 53,465.00

PHASE 3 – CONSTRUCTION ADMINISTRATION SERVICES

Anticipated Billing Schedule	
9.1.15	$ 1,200.00
10.1.15	$ 1,200.00
11.1.15	$ 1,200.00
12.1.15	$ 1,200.00
1.1.16	$ 1,200.00
2.1.16	$ 1,200.00
3.1.16	$ 1,200.00
4.1.16	$ 1,200.00
5.1.16	$ 1,200.00
6.1.16	$ 1,200.00
TOTAL	$ 12,000.00

Town Administrator

From: Robert Powell [rpowell@wpandg.com]
Sent: Friday, May 15, 2015 4:12 PM
To: Town Administrator
Subject: columbia Library
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Follow Up Flag: Flag for follow up
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wp g

May 15, 2015

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SAXTON B. LITTLE FREE LIBRARY
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Billed hourly with a not-to-exceed of $ 75,000.00

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4.1.16	$ 1,200.00
5.1.16	$ 1,200.00
6.1.16	$ 1,200.00
TOTAL	$ 12,000.00

People registered for 2015 Boat Mooring Lottery as of 5/4/2015

- Michael Scalise
- Jeff Lynds
- Paul & Lisa Catanese

TOWN OF COLUMBIA

JOB DESCRIPTION FOR

DEPUTY FIRE MARSHAL

GENERAL PURPOSE: Assist the Town's Fire Marshal with planning, organizing and administration of a comprehensive fire inspection, fire investigation and prevention program in accordance with Connecticut General Statutes; enforce the Connecticut State Fire Code. Other duties may include; liaison to volunteer fire department and emergency services; promote fire safety through public education. Participate in plan review process.

SUPERVISION RECEIVED: Receives policy direction and administrative supervision from the Town Fire Marshal. Performs work with considerable independence. Establishes priorities within general work assignment and consults with the Town Fire Marshal on matters of policy. Reports on a regular and incidental basis to the, Town's Fire Marshal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Perform inspections of buildings and facilities to assure conformance of buildings structures and facilities with the Connecticut Fire Safety Code, Connecticut General Statutes and referenced national codes. Participate in the review of plans and specifications for all occupancies, other than one or two family homes to assure fire safety code standards are met and to advise on access and egress needs for emergency vehicles and water supply. Resolves compliance problems with owners within scope of knowledge and authority. Provides technical assistance on fire prevention matters to Town boards and commissions, when requested.

Investigates all fires within town boundaries and prepares reports to State Fire Marshal. Recommends enforcement action as necessary. Acts as lead Town agency on petroleum and hazardous materials spills. Responds to complaints and/or inquiries concerning hazardous fire conditions and takes appropriate action to assure public safety.

Issues permits for the use, transportation and storage of explosives in accordance with state regulations. Issues open burning permits. Certifies for state licensing: day care centers, medical centers and liquor permit premises. Performs inspection and enforcement duties to assure compliance with appropriate codes for a variety of facilities and services including: fireworks displays, space heaters, flammable liquid installations, outdoor amusements, commercial tanks for storage of fuel oil, gasoline and liquid propane gas among others. Responds to complaints regarding fire code violations and fire hazards.

DRAFT

Participates in the development of near term and long range planning and strategies to meet fire prevention and fire safety objectives of the Town. Assists in preparing emergency plans for natural disasters. Serves on the Local Emergency Planning Committee. Coordinate with Police, Health and Fire and Public Works departments to assure coordinated approach on all public safety matters.

Assists to organize and implement fire safety public education programs, prepare informational articles on fire safety and prevention for public release, along with informational articles on fire safety and prevention for community use. Visits schools, civic and social organizations to discuss fire safety and fire prevention methods.

INCIDENTAL DUTIES: Assist with maintaining and updating an electronic filing system to enter and retrieve fire incident reports, investigations, inspections, tank installation and other fire department related information and data. Coordinate information gathering and exchange of information with volunteer fire department.

Participates in professional fire-fighting organizations to remain current on fire safety and fire prevention activities. Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: The skills and knowledge required would generally be acquired with an Associates Degree in Fire Engineering, Fire Science or related field plus five (5) years experience in an organized fire department, two (2) years of which were in a supervisory capacity or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities: A thorough knowledge of the practices and procedures utilized in modern fire fighting including fire prevention, fire training and personnel management, a working knowledge of town geography, fire hazards and fire fighting resources i.e. personnel, equipment, water supplies and communications. Ability to effectively instruct others engaged in fire prevention and fire safety. Ability to apply principles of municipal fire administration to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and the ability to interpret a variety of instructions furnished in written, oral or diagrammatic form is essential. Must be able to read and communicate effectively in oral and written form in English. Ability to establish and maintain effective working relationships with fire department volunteer officers and members, outside agencies and

DRAFT

the general public. Ability to interpret federal, state and local codes, regulations and standards relating to building construction, fire prevention and control, sprinkler systems, heat and smoke detection devices.

TOOLS AND EQUIPMENT USED: vehicle, radio, pager, personal computer, calculator, phone, and fire extinguisher.

PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS: Sufficient physical stamina to climb ladders, crawl into limited spaces and to lift light to medium weights. Ability to work in extreme weather conditions including heat, cold, rain and snow. Ability to walk on rough terrain to inspect properties and sites that are rough and uneven is necessary. Ability to work under stress, especially regarding fire investigation and enforcement duties is expected. Exposure to building hazards when conducting investigation and inspections is routine and precautions must be taken. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. Includes exposure to video display terminals on a daily basis. Some highway driving in hazardous weather conditions is necessary. Must be able to hear clearly (correctable to within normal limits), to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

LICENSE OR CERTIFICATE: Maintain certification as a Deputy Fire Marshal in accordance with Connecticut State Statutes. Maybe required to maintain a certification as an Open Burning Official in accordance with Connecticut General Statutes. A Connecticut Motor Vehicle Operator's license is required.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Draft Presented to BOS: **March 19, 2015**

DRAFT

Town Administrator

From: Martha Fraenkel
Sent: Wednesday, May 13, 2015 10:33 AM
To: Town Administrator
Subject: Hamilton drainage case
Attachments: 007.JPG; 008.JPG

Follow Up Flag: Follow up
Flag Status: Completed

Hi Natasha.

I have walked Dr. Hamilton's property on Hennequin Road, as you know. I would like to now engage the services of Jacobson Engineering to evaluate the options for correcting the drainage problems there. Can you authorize?

Please see the photos attached of water flowing from Hamilton's property onto the two affected abutters; these will help you understand the problem there.

Please advise.
Thanks,
Martha

Martha Fraenkel
Zoning Enforcement Official
Town of Columbia
860-228-0440

Town Administrator

From: Martha Fraenkel [mfraenkel@gmail.com]
Sent: Friday, May 15, 2015 11:52 AM
To: Town Administrator
Subject: Re: jacobson

Hi Natasha.

I have just spoken with Tom Fenton of Jacobson.

We estimate that his review of the Hamilton drainage issue will cost up to $500.

This sum will cover

- inspection/evaluation of the site
- review existing plans
- preparation of a memo to the Town with recommendations as to how the drainage from the Hamilton would best be directed.

His hourly fee is $125/hour. We estimate two hours at the site and two more hours to review plans and make recommendations via a written memo.

The purpose of this work is to provide direction to Cornelia Hamilton's engineer, Jim Thompson of Buck & Buck, when he designs a modified drainage plan for the property. This would expedite approval of the new plan and is the most likely way to resolve the problem. Should Thompson design drainage without Town input, we would need to send it to the Town engineer for review anyway. And should the Town PZC reject Thompson's design, I predict that we will garner zero further cooperation from Hamilton, meaning enforcement action against her which would almost certainly involve attorneys.

Please let me know if you need additional information.
Have a good weekend.

Note that I will be out of the office this coming week.

Martha

On 5/15/2015 11:25 AM, Town Administrator wrote:
Hi Martha,

I just need you to contact the engineering firm and get a ballpark $ quote for the Board to have if we want to discuss Tuesday night at the meeting. They will not want to engage with them unless they know the scope of work (i.e. what is to be done, how many hrs and how much it costs).

Will put on agenda regardless and will just table it if you can't get the info by Monday @ 3pm when we do the binders.

Thanks,

Natasha R. Nau
Town Administrator
Town of Columbia
323 Route 87
Columbia, CT 06237
Phone: (860) 228-0110
Fax: (860) 228-1952

From: Martha Fraenkel [mailto:mfraenkel@gmail.com]
Sent: Thursday, May 14, 2015 8:12 PM
To: Town Administrator
Subject: jacobson

Hi Natasha.

John V said I should contact you re using Jacobson for the Hamilton situation.

FYI, I have never retained them.

What information do I need to gather for your meeting - I will try!
Martha

CLEAN ENERGY COMMUNITIES MUNICIPAL PLEDGE

The Clean Energy Communities program is an initiative funded by both the Clean Energy Finance and vestment Authority (CEFIA-formerly known as the Connecticut Clean Energy Fund) and the Connecticut Energy Efficiency Fund. CEFIA and the Energy Efficiency Fund develop programs which collectively seek to have Connecticut cities and towns both reduce energy use and increase support for clean, renewable energy for municipal facilities. Energy Efficiency Fund programs are administered by Eversource and The United Illuminating Company (collectively, "the Companies").

By applying currently available energy efficiency and clean, renewable energy technologies the Town of Columbia can save money, create a healthier environment and strengthen local economies; and **accordingly, the Town of Columbia makes the following Clean Energy Communities Municipal Pledge:**

1. The Town of Columbia pledges to reduce its municipal building energy consumption by 20% by 2018. Building energy consumption shall be determined by benchmarking municipal building energy consumption to a baseline fiscal year. The Town of Columbia can elect from the following fiscal years to determine its energy baseline year: 2010-2011, 2011-2012, 2012-2013 or 2013-2014.

   a. The Town of Columbia will seek to reduce its municipal building energy consumption for municipal facilities by at least 20% by 2018. The schedule follows:

      i. Fiscal Year 2013-2014: 8% Reduction
      ii. Fiscal Year 2014-2015: 11% Reduction
      iii. Fiscal Year 2015-2016: 14% Reduction
      iv. Fiscal Year 2016-2017: 17% Reduction
      v. Fiscal Year 2017-2018: 20% Reduction

   b. The Town of Columbia will work with the Companies, contractors or other entities to benchmark its municipal buildings (including board of education buildings) to determine the municipal buildings' energy usage.

   c. Beginning July 1, 2015, the Town of Columbia agrees to provide documentation of its municipal building energy consumption on an annual basis by the end of the first quarter of the following fiscal year.

   d. The Town of Columbia pledges to create its own Municipal Action Plan (MAP) to determine its path in reducing its energy consumption. The Town of Columbia may satisfy this requirement by submitting a pre-existing municipal energy plan, sustainability plan, climate change action plan or similar document.

   e. There is no penalty if the Town of Columbia fails to meet the reduction amounts set forth in the schedule above. However if these reduction targets are not met starting July 1, 2015, the Town of Columbia will not be eligible to receive Bright Idea Grants from the Connecticut Energy Efficiency Fund and Companies under the Clean Energy Communities program.

2. The Town of Columbia pledges to purchase 20% of its municipal building electricity from clean, renewable energy sources by 2018.

   a. The Town of Columbia will seek to make a voluntary purchase of at least 20% of the electricity for municipal facilities from clean, renewable energy sources by annual CEC program requirements. The schedule follows:

i. Fiscal Year 2013-2014: 16% Purchase

ii. Fiscal Year 2014-2015: 17% Purchase

iii. Fiscal Year 2015-2016: 18% Purchase

iv. Fiscal Year 2016-2017: 19% Purchase

v. Fiscal Year 2017-2018: 20% Purchase

b. The Town of Columbia may satisfy this requirement by taking municipal action steps to support clean energy such as opting into Commercial-Property Assessed Clean Energy (C-PACE) or adopting streamlined permitting practices for solar PV systems; purchasing Green-e® Energy certified Renewable Energy Credits (RECs); enrolling one or more municipal facilities in the CTCleanEnergyOptions℠ program; installing Class I renewable energy systems; or any combination thereof.

c. The Town of Columbia agrees to provide CEFIA documentation of its municipal clean energy purchases on an annual basis.

d. There is no penalty if the Town of Columbia fails to meet the items set forth in the schedule above; however, the Town of Columbia will not be eligible to receive incentive rewards from CEFIA under the Clean Energy Communities program.

3. The Town of Columbia agrees to promote energy efficiency and clean, renewable technologies in its community. The Town of Columbia is encouraged to establish a Clean Energy Task Force, or comparable body. This entity will assist the municipality in meeting the Clean Energy Communities Municipal Pledge and to perform education and outreach among residents, businesses and institutions within the community concerning energy efficiency and clean, renewable energy programs.

By taking the pledge and meeting the Clean Energy Communities Program requirements outlined by CEFIA and the Connecticut Energy Efficiency Fund, the Town of Columbia may qualify, subject to the terms of separate memorandums of understanding, for the following grants:

a. CEFIA. For every 100 points, the Town of Columbia will earn a 1 kilowatt (or equivalent) clean energy system.
b. Energy Efficiency Fund. For every 100 points, the Town of Columbia will earn a Bright Idea Grant that can be used for energy-saving projects. The Town of Columbia is eligible for two Bright Idea Grants per fiscal year.

_____ _____

Carmen Vance* Date

First Selectman

Town of Columbia

* The Town of Columbia understands that the Clean Energy Communities Municipal Pledge is not a contract, and that CEFIA, the Energy Efficiency Fund, and the Companies have not contracted, committed, agreed or promised, to perform or incur any obligations, in any manner, hereunder.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE TOWN OF BOLTON
AND
TOWN OF COLUMBIA
FOR
BUILDING INSPECTION SERVICES

THIS AGREEMENT is made this _day of May, 2015, by and between the **TOWN of BOLTON**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Bolton") and the **TOWN OF COLUMBIA**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Columbia").

Whereas, Bolton has a trained and licensed Building Official available for additional hours of work, and;

Whereas, Columbia has the need for building inspection services and;

Whereas, mutually agreeable regional cooperation efforts would benefit both towns;

Now therefore, for the promises and considerations hereinafter, Bolton and Columbia do hereby agree as follows:

A. **Bolton Agrees:**

1. To provide Columbia with the services of a licensed Building Official and/or Assistant Building Official who shall allocate at least a minimum of fifteen (15) hours per week during Bolton's normal work schedule to enforce the State Building and Demolition Codes. This will include 24 hour per day call in the duty for emergency service as required pursuant to the Building code.

2. To provide the employee with all required employee insurances and benefits.

3. To provide the employee with required training and certification.

4. To accept payroll responsibility for the employee.

5. To provide adequate documentation of time and mileage allocation in Columbia.

6. On a quarterly basis (September, December, March and June) provide Columbia with an invoice for cost of services payable for that quarter to the Town of Bolton.

B. **Columbia Agrees**:

1. To reimburse Bolton for services rendered in the amount of $2,749.50 for June 2015, 2,832.00 per month from July 1, 2015 to June 30, 2016 and $2,917.00 per month from July 1, 2016 to June 30, 2017.

2. To reimburse the employee directly for the cost for actual mileage traveled while on Town of Columbia business. (The mileage will be computed from the starting location of the employee to the destination in Columbia and back to the return destination upon completion of Columbia duties.)

3. To provide a workstation at Columbia's Town Hall as well as a location to receive messages and/or work requests.

4. Pursuant to CT General Statutes, to maintain the appointment of James Rupert as Building Official within the jurisdiction of Columbia for the term of this agreement. To confirm James Rupert's appointment of an Assistant Building Official.

C. Columbia and Bolton Agree:

1. During the term of this agreement, the parties agree that telephone calls, emails and other in office work functions may be conducted in either Town Hall. The parties shall establish scheduled weekly hours in Columbia.

2. The term of this Agreement shall begin upon execution and shall expire on June 30, 2017 at which time both parties may enter into a contract extension.

3. Either party to this Agreement may terminate the Agreement and thereafter be relieved of further performance of the covenants or conditions contained herein, provided written notice is provided to the other party a minimum of fourteen (14) days in advance of said termination. Said right to terminate shall be cumulative to any other legal right or remedy.

4. This Agreement shall not be altered, changed or amended except for formal written amendment duly executed by both parties hereto. The performance by either party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other party.

5. This Agreement and its contractual obligations shall not be assigned, in whole or part, by either party without prior notification and subsequent written consent of the other party.

6. The parties agree that while the Building Official and Assistant Building Official are nominally employed by Bolton, they are employed by and serve both Towns. Accordingly, should any claim arise of any sort in connection with the Building Official's or Assistant Building Official's employment while providing services for either Town, whether that claim originates from the Building Official or Assistant Building Official, inspection staff or a third party, the Town for which the Building Official, Assistant Building Official and/or inspection staff is providing services at the time of the incident which gives rise to the claim shall hold the other Town harmless, indemnify it and defend it (including payment of legal fees and costs in the event no insurance coverage provides the same) against any such claim.

   The Town of Bolton and Columbia each agree to obtain a policy of general liability insurance and a policy of public official's liability insurance in the amount of $1,000,000

that name the other Town as an additional insured with respect to all claims related to the hiring, training, supervision or other actions of the Building Official, Assistant Building Official or inspection staff, and provide coverage sufficient to give effect to this agreement.

SIGNED AND DATED

Town of Bolton

_____
Administrative Officer Date

_____
Witness Date

_____
Witness Date

Town of Columbia

_____
(Title) Date

_____
Witness Date

_____
Witness Date

Town Administrator

'om: Sandyzerio [sandyzerio@aol.com]
Jent: Thursday, May 07, 2015 9:19 AM
To: Town Administrator
Cc: sandyzerio@aol.com
Subject: 24th annual Steeple Chase permission request
Attachments: 2015 application_for_special_events.doc; Cert of Ins 14-15.pdf; Steeple Chase 100-mile 2015.pdf; Steeple Chase 62.5 mi 2015.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Local Traffic Authority,

I want to thank you for your continued support of our event. We would like to route the Steeple Chase Bike Tour through your town again this year.

The routes are the same as last year and are listed on the enclosed documents for your convenience. Riders are required to sign a release form promising to ride safely obeying all traffic laws & highway signs and to hold the towns and others involved in this event harmless. Enclosed you will also find a copy of our liability insurance policy for your review. I realize the effective dates are 7/1/14-7/1/15 and I will send the renewal once it is received.

The State Department of Transportation (DOT) requires each town involved in this event to sign the enclosed "Application for the Use of State Highways for Special Events" form which indicates you have all of the information regarding how this event will impact your town. We have pre-filled the form so that all it requires is your signature.

'ease email the signed form to:
:mail: sandyzerio@aol.com

Feel free to contact me at 860-965-1413 with any questions.

Sincerely,
Sandy Zerio Stevens
415 Bassetts Bridge Rd
Mansfield Center, CT 06250
860-455-1355
Cell: 860-965-1413

Steeple Chase Bike Tour - August 15, 2015
62.5 Mile Route follow the ORANGE arrows
Sponsored by: Perception Programs, Windham Area Interfaith Ministry Windham No Freeze Project

Look for arrows one telephone pole length from the intersection. You can stop at as many or as few of the rest stops as you'd like.

Please keep as far to the RIGHT side of the road as possible and obey ALL traffic laws.

Please try to stop at least once and show your number to a Tour official so we know you are still with us.

If you decide to leave the route call us. Assistance or Emergency numbers: 860-792-1892 or 860-450-6346 or emergency 860-382-3765.

L=Left/R=Right/BR=Bear Right/BL=Bear Left/RL=Right & Left/LR=Left & Right/S=Straight/C=Continue

0.00	**L**	Mansfield City Road	**35.50**	**S**	Route 97 North
0.65	**L**	Pleasant Valley Road	**36.07**	**R**	Baltic Hanover Road
2.19	**R**	Woods Road	**40.02**	**R**	Woodchuck Hill Road
2.87	**R**	Highland Road	**40.07**	**L**	Cemetary Road
3.75	**L**	Stearns Road	**40.66**	**L**	Goodwin Road Number 1
3.85	**R**	Candide Lane	**41.89**	**L**	Ulasik Road
4.44	**L**	Browns Road	**41.98**	**L**	Miller Road
4.61	**R**	Route 32 North	**41.99**	**L**	Miller Road becomes Khourie Road
5.52	**L**	Coventry Road	**42.97**	**R**	Hanover Road
6.15	**L**	Route 31 South	**43.27**	**R**	Cemetary Road
6.71	**R**	South Street Extention	**44.15**	**R**	Route 97 North
6.82	**L**	Plains Road	**44.89**	**R**	Center Street
7.44	**L**	Flanders Road	**44.92**	**L**	Route 14 East
8.29	**R**	Flanders River Road	**44.96**	**R**	Brook Road
9.64	**L**	Route 66 East	**44.99**	**S**	**REST STOP: St. Margaret's Check In**
9.97	**R**	Cards Mill Road	**44.99**	**R**	Brook Road
11.34	**R**	Johnson Road	**46.70**	**S**	Straight on Brook Road
12.88	**L**	Szedga Road	**47.33**	**L**	Kemp Road
13.85	**L**	Szedga Road	**49.21**	**S**	Kemp becomes Bass Road
14.00	**L**	Route 87 South	**49.86**	**R**	Back Road
15.21	**R**	Doubleday Road	**51.94**	**S**	Back becomes Chewink Road
16.54	**R**	Chesbro Bridge Road	**52.70**	**L**	Continue on Chewink Road
16.72	**L**	Pine Street	**55.50**	**S**	**CAUTION: Steep downhill Rte. 6 at bottom - STOP**
17.97	**S**	Becomes Leonard Bridge Road	**53.89**	**S**	Cross Route 6 to Route 198 North
20.07	**L**	Route 207 East	**54.46**	**L**	Bedlam Road ***(Scenic, Diana's Pool)***
21.90	**L**	Clubhouse Road	**55.75**	**L**	South Bedlam Road
23.17	**R**	Oliver Road	**56.93**	**R**	Bassetts Bridge Road
25.34	**R**	Route 87 South	**57.53**	**R**	**REST STOP: Holy Cow Family Shelter**
26.28	**R**	West Town Street	**57.53**	**S**	Continue West on Bassetts Bridge Road
26.60	**R**	**REST STOP: St. Francis of Assisi**	**59.39**	**L**	Storrs Road Route 195 South
26.76	**R**	West Town Street	**60.60**	**R**	Conantville Road
27.73	**L**	Route 207 East	**61.03**	**S**	Meadowbrook Road
27.75	**S**	Route 207 East	**62.00**	**!**	**Finish - ECSU Athletic Complex**
31.13	**S**	Cross Rte.32 - Route 207 East			

Rev. 4/21/2015

Steeple Chase Bike T[illegible] - August 15, 2015
100 Mile Route - follow the WHITE arrows
Sponsored by: Perception Programs, Windham Area Interfaith Ministry Windham No Freeze Project

Look for arrows one telephone pole length from the intersection. You can stop at as many or as few of the rest stops as you'd like.

Please keep as far to the RIGHT side of the road as possible and obey ALL traffic laws.

Please try to stop at least once and show your number to a Tour official so we know you are still with us. If you decide to leave the route call us.

Assistance or Emergency numbers: 860-792-1892 or 860-450-6346 or emergency 860-382-3765.

L=Left/R=Right/BR=Bear Right/BL=Bear Left/RL=Right & Left/LR=Left & Right/S=Straight/C=Continue

0.00	**L**	Mansfield City Road	**31.13**	**S**	Cross Rte.32 - Route 207 East	**59.51**	**S**	***Scenic bridge on right (very old)***
0.65	**L**	Pleasant Valley Road	**35.50**	**S**	Route 97 North	**60.88**	**S**	Jericho Road becomes Wolf Den Road
2.19	**R**	Woods Road	**36.07**	**R**	Baltic Hanover Road	**62.17**	**R**	Route 44 West
2.87	**R**	Highland Road	**40.02**	**R**	Woodchuck Hill Road	**62.31**	**L**	Covell Road
3.75	**L**	Stearns Road	**40.07**	**L**	Cemetary Road	**63.42**	**R**	Route 97 North
3.85	**R**	Candide Lane	**40.66**	**L**	Goodwin Road Number 1	**64.48**	**L**	Route 97 North
4.44	**L**	Browns Road	**41.89**	**L**	Ulasik Road	**65.92**	**L**	Quasset Road/Becomes East Quasset
4.61	**R**	Route 32 North	**41.98**	**L**	Miller Road	**68.83**	**R**	Sprucedale Road
5.52	**L**	Coventry Road	**41.99**	**L**	Miller Road/ becomes Khourie Road	**69.13**	**R**	Route 171 East
6.15	**L**	Route 31 South	**42.97**	**R**	Hanover Road	**70.07**	**S**	Cross to Church
6.71	**R**	South Street Extention	**43.27**	**R**	Cemetary Road	**70.18**	**S**	
6.82	**L**	Plains Road	**44.15**	**R**	Route 97 North			**REST STOP: S. Woodstock Baptist Church**
7.44	**L**	Flanders Road	**44.89**	**R**	Center Street	**70.28**	**R**	Roseland Park Road
8.29	**R**	Flanders River Road	**44.92**	**L**	Route 14 East	**72.36**	**L**	Dugg Hill Road
9.64	**L**	Route 66 East	**44.96**	**R**	Brook Road	**73.41**	**L**	Woodstock Road
9.97	**R**	Cards Mill Road	**44.99**	**S**		**74.60**	**L**	County Road
11.34	**R**	Johnson Road			**REST STOP: St. Margaret's Check In**	**75.00**	**S**	County Road
12.88	**L**	Szedga Road	**44.99**	**R**	Brook Road	**77.98**	**R**	Route 171 West
13.85	**L**	Szedga Road	**46.70**	**R**	Brooklyn Turnpike	**78.57**	**R**	Bungay Hill Road
14.00	**L**	Route 87 South	**47.85**	**S**	Cross Rte. 97 / Windham Road	**80.56**	**R**	Route 198 North
15.21	**R**	Doubleday Road	**48.40**	**L**	Left at fork / South Bigelow Road	**81.28**	**L**	Old Turnpike Road
16.54	**R**	Chesbro Bridge Road	**50.54**	**R**	Route 6 East	**82.92**	**L**	Route 171 East
16.72	**L**	Pine Street	**50.60**	**L**	North Bigelow Road	**82.93**	**R**	
17.97	**S**	Becomes Leonard Bridge Road	**53.60**	**R**	Route 97 North			**REST STOP: Eastford Baptist Church**
20.07	**L**	Route 207 East	**54.58**	**L**	Lewis Road	**82.93**	**R**	Centre Pike
21.90	**L**	Clubhouse Road	**55.42**	**S**	Fay Road	**84.70**	**S**	Continue on Centre Pike
23.17	**R**	Oliver Road	**56.73**	**L**	Drown Road			Becomes Boston Hollow Road (unpaved 1.6 mi)
25.34	**R**	Route 87 South	**57.07**	**R**	Rich Road	**87.85**	**L**	Route 89 South
26.28	**R**	West Town Street	**57.36**	**S**	Rich Road turns to dirt for 1/4 mile	**99.79**	**L**	Route 195 South
26.60	**R**		**57.62**	**S**				**REST STOP: First Church of Christ (UCC)**
		REST STOP: St. Francis of Assisi			**REST STOP: We Lik It Ice Cream**		**R**	Out of the rest stop south on route 195
26.76	**R**	West Town Street	**57.62**	**L**	Route 97 South	**101.30**	**R**	Conantville Road
27.73	**L**	Route 207 East	**58.41**	**L**	Brookyln Road	**101.50**	**S**	Meadowbrook Road
27.75	**S**	Route 207 East	**59.38**	**L**	Jericho Road	**102.50**	**S**	**Finish - ECSU Athletic Complex**

Rev. 4/21/2015

PERCE-1 OP ID: PJT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/14/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of the LV 3001 Emrick Blvd, Suite 120 Bethlehem, PA 18020 610-974-9490 610-974-9791	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Perception Programs, Inc. 54 North Street, PO Box 407 Willimantic, CT 06226	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Philadelphia Indemnity Ins Co — 18058 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	X		PHPK1193502	07/01/14	07/01/15	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			PHPK1193502	07/01/14	07/01/15	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			PHUB463840	07/01/14	07/01/15	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Professional Liab			PHPK1193502	07/01/14	07/01/15	Occ/Agg	$1Mil/$3Mil
A	Abuse/Molestation			PHPK1193502	07/01/14	07/01/15	Occ/Agg	$1Mil/$3Mil

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: Steeple Chase - August 15,2015

The State of Connecticut, Town of Mansfield, Eastern Connecticut State University and Town of Columbia, 323 Rt 87, Columbia are included as additional insureds the attached form PI-GLD-HS.

CERTIFICATE HOLDER

EASTERN

Eastern Connecticut State University
Institutional Advancement
83 Windham Street, Gelsi-Young
Willimantic, CT 06226

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town of Columbia Anti Blight Ordinance

Ordinance #15-9

A. PURPOSE:

The purpose of this Ordinance adopted pursuant to Connecticut General Statutes § 7-148(c)(7)(H)(xv), is to define, prohibit and abate blights and nuisances in order to protect, preserve, and promote public health, safety and welfare and to preserve and protect property values.

B. SCOPE:

No owner or occupant of real property located in the Town of Columbia shall allow, create or maintain blighted premises. The ordinance shall apply uniformly to the maintenance of all residential, non-residential, and undeveloped premises now in existence or hereafter constructed, maintained or modified.

C. DEFINITIONS:

The following definitions shall apply to the provisions set forth in this ordinance:

1. Blighted Premises: any properties or parcel of land in any zone in which at least one of the following conditions exist:

   a..Poses a serious threat to the safety, health, and general welfare of the community as determined by the Sanitarian, Zoning Enforcement Officer, Fire Marshall or Building Inspector.

   b. Contains structures not being maintained as evidenced by the existence of any of the following conditions: it is open to the elements, or has collapsing or missing walls, roofs, windows, doors or is unable to provide shelter, or serve the purpose for which it was constructed due to damage, dilapidation, decay, or severe animal infestation; solid waste as defined by Connecticut General Statutes is in the public view.

   c. Contains material in the public view which is incapable of performing the function for which it is designed including, but not limited to: abandoned, discarded, or unused objects; equipment such as automobiles, boats, and recreation vehicles which are unregistered and missing parts, not complete in appearance and in an obvious state of disrepair; parts of automobiles, furniture, appliances, cans, boxes, scrap metal, tires, batteries, containers and garbage that are in the public view.

d. Features lawn grass fifteen (15) inches or greater for a period of at least 15 days.

e. Features landscaping including but not limited to trees, shrubs, hedges, grass and plants, which physically hinder or interfere with the lawful use of abutting premises or block or interfere with the use of any sidewalk and/or private right of way or any road sign.

f. Graffiti

2. Dilapidation: partial ruin, decay or disrepair of property such that it would not qualify for a certificate of use and occupancy, or which is deemed unsafe or which is designated as unfit for habitation as defined in the State Basic Building Code.

3. Neighborhood: an area of the town comprising premises or parcels of land any part of which is contiguous with any other parcel within the town.

4. Public view: visible from any public right-of-way or neighborhood.

D. ENFORCEMENT OFFICER:

The Blight Enforcement Officer shall be appointed by the Board of Selectmen.

E. COMPLAINTS:

1. Complaints may be submitted to the Enforcement Officers by members of the public, but such complaints must be in writing and signed on forms provided by the town.

2. IT is the responsibility of the Enforcement Officer to follow up on the complaint by viewing the property.

3. Should the Enforcement Officer determine that the complaint warrants remediation then he/she will follow up with the property owner.

F. SPECIAL CONSIDERATION FOR OWNER OCCUPTIED RESIDENCES:

Special consideration shall be given to owner occupied individuals that are elderly or disabled. If an owner cannot maintain a reasonable level of upkeeps on the owner occupied residence because the individual is elderly or disabled and no capable person resides in the residence, the Blight Enforcement Officer shall give the person time additional to correct the problem.

G. ENFORCEMENT BY CITATION:

1. The Blight Enforcement Officer is empowered to issue citations for any violation of

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE TOWN OF BOLTON
AND
TOWN OF COLUMBIA
FOR
BUILDING INSPECTION SERVICES

THIS AGREEMENT is made this day of May, 2015, by and between the **TOWN of BOLTON**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Bolton") and the **TOWN OF COLUMBIA**, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "Columbia").

Whereas, Bolton has a trained and licensed Building Official available for additional hours of work, and;

Whereas, Columbia has the need for building inspection services and;

Whereas, mutually agreeable regional cooperation efforts would benefit both towns;

Now therefore, for the promises and considerations hereinafter, Bolton and Columbia do hereby agree as follows:

A. **Bolton Agrees:**

1. To provide Columbia with the services of a licensed Building Official and/or Assistant Building Official who shall allocate at least a minimum of fifteen (15) hours per week during Bolton's normal work schedule to enforce the State Building and Demolition Codes. This will include 24 hour per day call in the duty for emergency service as required pursuant to the Building code.

2. To provide the employee with all required employee insurances and benefits.

3. To provide the employee with required training and certification.

4. To accept payroll responsibility for the employee.

5. To provide adequate documentation of time and mileage allocation in Columbia.

6. On a quarterly basis (September, December, March and June) provide Columbia with an invoice for cost of services payable for that quarter to the Town of Bolton.

B. **Columbia Agrees**:

1. To reimburse Bolton for services rendered in the amount of $2,749.50 for June 2015, 2,832.00 per month from July 1, 2015 to June 30, 2016 and $2,917.00 per month from July 1, 2016 to June 30, 2017.

2. To reimburse the employee directly for the cost for actual mileage traveled while on Town of Columbia business. (The mileage will be computed from the starting location of the employee to the destination in Columbia and back to the return destination upon completion of Columbia duties.)

3. To provide a workstation at Columbia's Town Hall as well as a location to receive messages and/or work requests.

4. Pursuant to CT General Statutes, to maintain the appointment of James Rupert as Building Official within the jurisdiction of Columbia for the term of this agreement. To confirm James Rupert's appointment of an Assistant Building Official.

C. **Columbia and Bolton Agree:**

1. During the term of this agreement, the parties agree that telephone calls, emails and other in office work functions may be conducted in either Town Hall. The parties shall establish scheduled weekly hours in Columbia.

2. The term of this Agreement shall begin upon execution and shall expire on June 30, 2017 at which time both parties may enter into a contract extension.

3. Either party to this Agreement may terminate the Agreement and thereafter be relieved of further performance of the covenants or conditions contained herein, as long as written notice is provided to the other party a minimum of fourteen (14) days in advance of said termination. Said right to terminate shall be cumulative to any other legal right or remedy.

4. This Agreement shall not be altered, changed or amended except for formal written amendment duly executed by both parties hereto. The performance by either party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other party.

5. This Agreement and its contractual obligations shall not be assigned, in whole or part, by either party without prior notification and subsequent written consent of the other party.

6. The parties agree that while the Building Official and Assistant Building Official are nominally employed by Bolton, they are employed by and serve both Towns. Accordingly, should any claim arise of any sort in connection with the Building Official's or Assistant Building Official's employment while providing services for either Town, whether that claim originates from the Building Official or Assistant Building Official, inspection staff or a third party, the Town for which the Building Official, Assistant Building Official and/or inspection staff is providing services at the time of the incident which gives rise to the claim shall hold the other Town harmless, indemnify it and defend it (including payment of legal fees and costs in the event no insurance coverage provides the same) against any such claim.

7. The Town of Bolton and Columbia each agree to obtain a policy of general liability insurance and a policy of public official's liability insurance in the amount of $1,000,000

that name the other Town as an additional insured with respect to all claims related to the hiring, training, supervision or other actions of the Building Official, Assistant Building Official or inspection staff, and provide coverage sufficient to give effect to this agreement.

SIGNED AND DATED

Town of Bolton

_____
Administrative Officer Date

_____
Witness Date

_____
Witness Date

Town of Columbia

_____
First Selectman Date

_____
Witness Date

_____
Witness Date

Memorandum

To: Board of Selectmen (BOS)
From: Natasha R. Nau, Town Administrator
Date: 5/18/15
Re: 5/19/15 BOS Meeting - Town Administrator Report

Lake Water Level

We are still one inch away from a full lake. Without decent rainfall in the next few weeks, we won't reach full lake by opening day; however the lake is at a sufficient level for recreation. The temperature is at 68 degrees (see May 16, 2015 email from Mark Coleman).

Capital Projects Updates

- **Baker Hill Bridge:** Same status since last meeting. We are waiting for necessary insurance documents; authorization resolution you signed still not given to them. Construction is set to begin sometime after school ends on June 22nd and should be completed during the summer before school begins again. A press release will go out shortly for Columbia and Lebanon detours.

Meetings

I have concluded my department meetings to learn what the staff's responsibilities are and how they get them completed. I will begin following up on some of their concerns as well as bring their ideas and goals for the future of Columbia to the Board over the next couple months. I attended the Lion's Club on May 11, 2015. I met with our union representative, AFLAC representative, Eversource representative and the Youth Services Committee on May 13, 2015.

Szegda Farm

I did a site walk of Szegda Farm with Tom McGrath and attended their meeting on May 14, 2015. George and I are working on solutions to the committee's concerns about aging equipment (i.e. mowing tractor), a water source and agricultural usage of the fields in the back.

Library

I met with Su Esptein, Bud Meyers and Bob Powell on May 15, 2015 for status updates. Campus consolidation request will be submitted to PZC on June 8, 2015 and will be up for approval on June 22, 2015. The project will go before the bond commission on June 26th for approval. We will bid the project at the beginning of July and hopefully have a vendor selected by August 1st. The Library's contents will be moved to the Meeting Place between August 17, 2015 and August 28, 2015.

Conclusion

If you should have any questions about the information provided above, please do not hesitate to contact me.

Memorandum

To: Board of Selectmen (BOS)
From: Natasha R. Nau, Town Administrator
Date: 5/18/15
Re: 5/19/15 BOS Meeting - Town Administrator Report

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Conclusion

If you should have any questions about the information provided above, please do not hesitate to contact me.

From: Robert Powell <rpowell@wpandg.com>
Date: May 15, 2015 at 4:11:45 PM EDT
To: 'Town Administrator' <townadministrator@columbiact.org>
Subject: columbia Library

Natasha:
Thank you for organizing the meeting this morning. It is always good when everyone gets together to work out the never ending issues in a project.

By the way, I checked my meeting minutes, project notes and racked my brain; but I do not remember including the "sticker stripe" and gate security system on my construction cost estimate. This may be something that Su talked with Carmen about. At $10,000.00 (for the Town's share of the cost) we should be able to accommodate it in our construction budget, but I just wanted you to know that today was the first time I had heard about the system.

As discussed, I have attached the Fee and Payment Schedule for the Library project. Please remember that our original proposal to the Town was to proceed working on the project based an hourly basis, with a total not–to-exceed amount of $75,000.00 (for architectural and structural engineering services). We did receive authorization from Carmen on December 19, 2014 to proceed with the Phase 1 work (preliminary design, Town zoning approvals and State Library Board approvals) working hourly based on a not-to-exceed amount of $14,000.To date we have billed $8,535.00, on the Phase 1 work with another estimated $1,000 to follow. Based on a total of $9,535 spent on Phase 1 work, the remaining not-to-exceed fee is $65,465.

As I mentioned, we need authorization from the Town to proceed with the Phase 2 – Construction Documents and Phase 3 – Construction Administration work.

Please feel free to contact me with any questions you may have,

Thanks,
Bob Powell

Robert R. Powell, Jr., AIA
President/Managing Principal

WP+G WIEBER POWELL + GRUNIGEN, INC.
architecture planning interior design engineering
29 North Main Street, West Hartford, CT 06107

T: 860-521-4444 F: 860-521-2777
C: 860-803-8726 E: rpowell@wpandg.com

wp g

May 15, 2015

ADDITIONS AND RENOVATIONS – PRELIMINARY DESIGN PHASE
SAXTON B. LITTLE FREE LIBRARY
319 ROUTE 87, COLUMBIA, CT

FEE AND PAYMENT SCHEDULE

The following is the fee and payment schedule for the Project for the architectural and structural engineering services for the project.

TOTAL ARCHITECTURAL AND STRUCTURAL ENGINEERING FEE
Billed hourly with a not-to-exceed of $ 75,000.00

PHASE 1 – PRELIMINARY DESIGN (Authorized and Billed Hourly with a not-to-exceed of $ 14,000.00)

Spent to date	
2.1.15 invoice	$ 5,925.00
3.1.15 invoice	$ 360.00
5.1.15 invoice	$ 2,250.00
Sub-total	$ 8,535.00
Further billing estimate	$ 1,000.00
TOTAL	$ 9,535.00

PHASE 2 – CONSTRUCTION DOCUMENTS (BIDDING DOCUMENTS)

Anticipated Billing Schedule	
6.1.15	$ 9,600.00
7.1.15	$ 19,200.00
8.1.15	$ 24,665.00
TOTAL	$ 53,465.00

PHASE 3 – CONSTRUCTION ADMINISTRATION SERVICES

Anticipated Billing Schedule	
9.1.15	$ 1,200.00
10.1.15	$ 1,200.00
11.1.15	$ 1,200.00
12.1.15	$ 1,200.00
1.1.16	$ 1,200.00
2.1.16	$ 1,200.00
3.1.16	$ 1,200.00
4.1.16	$ 1,200.00
5.1.16	$ 1,200.00
6.1.16	$ 1,200.00
TOTAL	$ 12,000.00

From: Robert Powell <rpowell@wpandg.com>
Date: May 15, 2015 at 4:11:45 PM EDT
To: 'Town Administrator' <townadministrator@columbiact.org>
Subject: columbia Library

Natasha:
Thank you for organizing the meeting this morning. It is always good when everyone gets together to work out the never ending issues in a project.

By the way, I checked my meeting minutes, project notes and racked my brain; but I do not remember including the "sticker stripe" and gate security system on my construction cost estimate. This may be something that Su talked with Carmen about. At $10,000.00 (for the Town's share of the cost) we should be able to accommodate it in our construction budget, but I just wanted you to know that today was the first time I had heard about the system.

As discussed, I have attached the Fee and Payment Schedule for the Library project. Please remember that our original proposal to the Town was to proceed working on the project based an hourly basis, with a total not–to-exceed amount of $75,000.00 (for architectural and structural engineering services). We did receive authorization from Carmen on December 19, 2014 to proceed with the Phase 1 work (preliminary design, Town zoning approvals and State Library Board approvals) working hourly based on a not-to-exceed amount of $14,000.To date we have billed $8,535.00, on the Phase 1 work with another estimated $1,000 to follow. Based on a total of $9,535 spent on Phase 1 work, the remaining not-to-exceed fee is $65,465.

As I mentioned, we need authorization from the Town to proceed with the Phase 2 – Construction Documents and Phase 3 – Construction Administration work.

Please feel free to contact me with any questions you may have,

Thanks,
Bob Powell

Robert R. Powell, Jr., AIA
President/Managing Principal

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May 15, 2015

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2.1.16	$ 1,200.00
3.1.16	$ 1,200.00
4.1.16	$ 1,200.00
5.1.16	$ 1,200.00
6.1.16	$ 1,200.00
TOTAL	$ 12,000.00

this ordinance by leaving a copy of such citation form with the owner of the property or by affixing same to the premises. He/she shall also send a copy of the form by regular mail and by certified mail, return receipt requested, to the owner of the property to the owner's last known address as listed in the Tax Collector's office or, as applicable, to the registration address provided under Connecticut General Statutes § 7-148ii.

2. The penalty for violation of this ordinance shall be not less than ten dollars ($10) and not more than one hundred dollars ($100) for each day of violation. A single citation may impose fines for multiple days of violations.

3. The citation form shall contain the following information.

   a. The address of the property at issue.

   b. The provision of this ordinance that have been violated and the facts establishing such violation(s).

   c. The date before which an uncontested payment of fines can be made.

H. CITATION; FINE; HEARING PROCEDURE:

1. The hearing procedures set forth in Connecticut General Statutes § 7-152c as set forth in Columbia Ordinance 22-3 shall apply to blight enforcement.

2. If fines are not paid within the uncontested period set forth in the citation, the Blight Enforcement Officer may issue a second citation notice, which notice shall state the penalties, description of the violation, notice of the right of hearing and such other requirements of Connecticut General Statutes § 7-152c and Columbia Ordinance 22-3.

I. INITIATION OF LEGAL PROCEEDINGS:

In addition to the citation process described herein, the Board of Selectmen is authorized to initiate legal proceedings in the Superior Court for the immediate correction of the violation(s), collection of any penalties, and the recovery of all costs including cost of remedial action(s) authorized by the court and reasonable attorney's fees incurred by the Town of Columbia to enforce this ordinance.

J. ANTI BLIGHT LIEN:

Any unpaid penalty imposed pursuant to the provisions of this Ordinance shall constitute a lien upon the real estate against which the fine was imposed from the date of such penalty as set forth in Conn. Gen. Stat.§ 7-148aa. The lien may be continued, recorded and released in the manner provided by the general statutes of Connecticut for the continuing, recording and releasing property tax liens. Each such lien may be enforced in the same manner as property

tax liens, including foreclosure of the real property. Said lien shall remain an encumbrance upon the subject property until such time as the blight condition shall be abated and all civil penalties and/or fines and costs assessed have been paid.

K. PERMITS:

No inland wetlands, zoning or building permits may be issued on the blighted property until the blight citation has been abated and all/any associated penalties, fines and costs have been paid, and any liens have been released. Exception to this prohibition may be granted by the Town Administrator in cases where the permit concerns work where interests of public health, safety or welfare are better serviced by allowing the proposed improvements."

L. EFFECT ON OTHER STANDARDS:

1. The provisions in this ordinance shall not be construed to prevent the enforcement of other statutes, codes, ordinances, or regulations which prescribe standards other than those provided in this ordinance.

2. In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance, regulation, or other code of the town or state, the provision which establishes the higher standard for the promotion and protection of the public health and safety, and property values, shall prevail.

3. This ordinance shall not affect violations of any other ordinances, codes, or regulations existing prior to the effective date of this code, and any such violations may be governed and continue to be punishable under the provisions of those ordinances, codes, or regulations in effect at the time the violations was committed.

M. EFFECTIVE DATE:

This Ordinance shall be effective thirty days after its publication in accordance with the Columbia Town Charter.

Town Meeting authorizes summary publication	November 18, 2014
Public Hearing held	November 18, 2014
Ordinance passed by Board of Selectmen	December 16, 2014
Summary of ordinance published in *The Chronicle*	December 23, 2014
Ordinance to be effective	January 22, 2015

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone:

April 22, 2015

June 17th Deadline

Dear Chief of Police/Resident Trooper:

Subject: **Highway Safety Grant Application**
2015 High Risk Rural Roads Speed Enforcement Program

The Connecticut Highway Safety Office (HSO) is anticipating the availability of FY 2015 federal safety funds for the support of High Risk Rural Roads (HRRR) Speed Enforcement Initiatives. Your town has been designated as a qualifying "High Risk Rural Road" municipality (see attached list). The HSO will allocate these federal funds to awarded law enforcement agencies on a reimbursement basis for **100** percent of allowable operational expenses and for the purchase of two Lidar/Doppler speed measuring devices at a maximum of $4,000.

This enforcement effort will run from July 1st to August 31st, 2015, in areas where speeding may occur more frequently in your specific municipality. Eligible expenses for this activity are limited to overtime wages and overtime fringe benefits for municipal and State law enforcement officials. This grant is designed for specialized speed enforcement operations beyond your agency's routine patrol activities.

If you wish to participate in this speed enforcement effort, please complete and sign the Highway Safety grant application, along with the certification and assurances, and return it to the HSO by June 17, 2015. Funding is limited and will be awarded as applications are received. The application is available in digital form and can be obtained through the following steps on the Department's web site:

- go to **http://www.ct.gov/dot/site**
- click 'Programs and Services'
- click 'Highway Safety Programs'
- click 'Police Traffic Services'
- under High Risk Roads Speed Enforcement will be the appropriate Grant Proposal Application, Guidelines, and the Reimbursement Package

Please return:

1. Completed application via e-mail to **Stop-SpeedingDOT@ct.gov** **AND**
2. A hard copy with the original signatures to my attention via mail to:

Mr. Joseph T. Cristalli, Jr.
Connecticut Department of Transportation
Highway Safety Office
P.O. Box 317546/2800 Berlin Turnpike
Newington, CT 06131-7546

$62.55 July 1
$64.66

Also, the HSO invites you to attend a Grant Application & Reimbursement Workshop. This workshop will help you complete all the paperwork and activity reporting needed to complete your grant application and reimbursement. This is a great opportunity for grant managers and it is strongly recommended that they attend. Enrollment is free and will be on a first come first serve basis so you will need to sign up early to guarantee yourself a place at this training. Please RSVP to Phyllis DiFiore at Phyllis.DiFiore@ct.gov by May 8th, 2015 and indicate which session you wish to attend. The workshop will be held at the:

Department of Transportation
2800 Berlin Turnpike - Newington
Thursday May 13, 2015 in Conference Room A
9:00 AM to 11:00 AM or 1:00 PM to 3:00 PM

It is essential to Connecticut's highway safety initiatives that all investigating law enforcement agencies comply with Fatality Analysis Reporting System (FARS) reporting guidelines. FARS is a national program administered by the National Highway Traffic Safety Administration (NHTSA). To comply with FARS reporting objectives, the Department requests that copies of fatal police accident reports be forwarded to the Department within 60 days of the occurrence of the accident. Please be aware that the timely and accurate reporting of fatal accidents to the Department is required to qualify for federal funding. Failure to comply with the FARS reporting guidelines may affect the ability of your agency to qualify for this grant opportunity.

According to the HSO's established financial operating procedures, funding under the Speed Enforcement Program is available on a reimbursable basis. All initial allowable expenses must be covered by your municipality. The required backup documentation must accompany each reimbursement in order for the claim to be processed. In addition, please submit photocopies of any local or regional news articles that publicized your enforcement activity. All documentation must be submitted **no later than 30 days** from the grant completion date.

If you have any questions or require additional information regarding these grants, please contact Ms. Phyllis DiFiore at 860-594-2373 or Mr. Edmund Hedge at 860-594-2386.

Very truly yours,

Joseph T. Cristalli, Jr.
Transportation Principal Safety Program Coordinator

Attachment

118 eligible municipalities for the High Risk Rural Roads Speeding Project

ANDOVER	GRANBY	PROSPECT
ASHFORD	GREENWICH	PUTNAM
AVON	GRISWOLD	REDDING
BARKHAMSTED	GUILFORD	RIDGEFIELD
BEACON FALLS	HADDAM	ROXBURY
BERLIN	HAMPTON	SALEM
BETHANY	HARTLAND	SALISBURY
BETHEL	HARWINTON	SCOTLAND
BETHLEHEM	HEBRON	SHARON
BLOOMFIELD	KENT	SHERMAN
BOLTON	KILLINGLY	SIMSBURY
BOZRAH	KILLINGWORTH	SOMERS
BRIDGEWATER	LEBANON	SOUTHBURY
BROOKFIELD	LEDYARD	SOUTHINGTON
BROOKLYN	LISBON	SPRAGUE
BURLINGTON	LITCHFIELD	STAFFORD
CANAAN	LYME	STERLING
CANTERBURY	MADISON	STONINGTON
CANTON	MANSFIELD	SUFFIELD
CHAPLIN	MARLBOROUGH	THOMASTON
CHESHIRE	MIDDLEBURY	THOMPSON
CHESTER	MIDDLEFIELD	TOLLAND
COLCHESTER	MONROE	TORRINGTON
COLEBROOK	MONTVILLE	UNION
COLUMBIA	MORRIS	VOLUNTOWN
CORNWALL	NEW FAIRFIELD	WALLINGFORD
COVENTRY	NEW HARTFORD	WARREN
DANBURY	NEW MILFORD	WASHINGTON
DEEP RIVER	NEWTOWN	WATERFORD
DURHAM	NORFOLK	WATERTOWN
EASTFORD	NORTH BRANFORD	WESTBROOK
EAST GRANBY	NORTH CANAAN	WESTON
EAST HADDAM	NORTH STONINGTON	WILLINGTON
EAST HAMPTON	OLD LYME	WINCHESTER
EAST LYME	OXFORD	WINDHAM
EASTON	PLAINFIELD	WOLCOTT
ELLINGTON	PLYMOUTH	WOODBURY
FRANKLIN	POMFRET	WOODSTOCK
GLASTONBURY	PORTLAND	
GOSHEN	PRESTON	

FRINGE BENEFIT RATE FY 14-15

	SWORN	CIVILIAN
FICA-Social Security	6.20%	6.20%
FICA-Medicare	1.45%	1.45%
SERS-Retirement	62.43%	50.50%
Medical Insurance	15.39%	18.87%
Group Life Insurance	0.06%	0.11%
Unemployment Compensation	0.15%	0.15%
TOTAL FRINGE BENEFIT RATE FY 14-15	85.68%	77.28%
Workers Compensation	2.79%	2.79%
TOTAL: FRINGE + W/C	88.47%	80.07%

* Indirect 30.32% - if indirect is allowed, do not include W/C

Town Administrator

From: Mark Coleman [csp30@charter.net]
Sent: Saturday, May 16, 2015 4:30 PM
To: George Murphy
Cc: Carl Foster; Dan@VOengineers.com; dvanderbilt@sbcglobal.net; FILE; James Santos; John Burrell; Karl Then; Michael Gnazzo; Phyllis Dunn; Robert Powell; Steven Harrington
Subject: LAKE STATUS - MAY 16, 2015

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

Hi George,

I was at the dam earlier today to take the readings and we are still one inch away from attaining a full lake. Wave action is sending water over the spillway; however when the water is still, no flow is present. The water temperature is 68 degrees, warming up nicely. The weep holes are both flowing at 10% and are clear. In-flow is very low and we have not had rain since early April. With-out some decent rainfall, we are not likely going to reach a full lake by Memorial Day; however the lake is fully useable for recreational purposes.

Mark

Town Administrator

From: Kim Bona
Sent: Thursday, May 14, 2015 1:30 PM
To: Town Administrator
Subject: FW: Marine Patrol

Hi Natasha,

Below is a list of the 2015 Marine Patrol to include in the packet for Tuesday night's BOS meeting. ☺

- Kim

From: Robert Powell [mailto:rpowell@wpandg.com]
Sent: Thursday, May 14, 2015 1:25 PM
To: Kim Bona
Subject: RE: Marine Patrol

Kim:
The following is a list of the Marine Patrol Officers for 2015. They are the same people as last year.
We are all set with the number of officers and will not need anymore.

Carmen Vance (alternate)
Jan Thibodeau (alternate)
Robert Powell
Thomas Griffith
Steve Postemsky
George Lewandowski
Jason Ferrigno
Sharon Smith
Nick Wranna

Thanks,
Bob Powell

From: Kim Bona [mailto:kbona@columbiact.org]
Sent: Thursday, May 14, 2015 12:49 PM
To: Robert Powell
Subject: Marine Patrol

Hi Bob,

I spoke with Bev, and we are going to use Verizon for this season since they have already begun billing us. Next year we will look into a month-to-month plan.

Also, could you send me the list of Marine Patrol employees by noon tomorrow so we can get it on the agenda for Tuesday?

Thanks a bunch!! ☺

Kimberly A. Bona

Grant Bombria
11 Cards Mill Road
Columbia, CT 06237

May 07, 2015

George Murphy
Director of Public Works
Town of Columbia
323 Route 87
Columbia, CT 06237

Dear George Murphy:

I hereby resign from my position as Public Works Maintainer, effective June 01, 2015.

Sincerely,

Grant Bombria

Grant Bombria

Verizon Wireless
Network/Real Estate Dept.
99 East River Drive 9th Fl.
East Hartford, CT 06108

November 26, 2014

Town of Columbia
Town Administration, Jonathan Luiz
323 Jonathan Trumbull Highway
Columbia, CT. 06237

RE: Proposal for Small Cell Lease Agreement, Columbia Volunteer Fire Dept lattice tower, 167 RT 66 North, Columbia, CT

Dear Mr. Luiz,

As discussed, Verizon Wireless is seeking to improve its wireless services in Columbia and I've identified the Columbia Volunteer Fire Dept lattice tower on Route 66 as a potential location for Verizon to locate a Small Cell wireless facility. Verizon believes the necessary site approvals can be obtained for this facility and therefore propose the enclosed business and use terms on page two for a lease agreement. The terms listed are subject to final verification and a successful site visit by Verizon and its consultants. Please contact me at your earliest convenience to confirm the Town's interest in moving forward and I will schedule a site visit with the Town and Verizon.

In general, the facility will consist of one or two low powered small cell antennas mounted to the tower, one hybrid fiber cable, and an 8'X8' lease area for equipment cabinets. The cabinets can be pad mounted outside or located within the building. The facility will require power, telco, and fiber. Typically, these services can be pulled from existing demarcs and sub-metered. If required, Verizon can pull new services from the main road. Verizon will perform a structural evaluation of the tower to confirm adequate capacity. If the existing tower is not sufficient, Verizon is prepared to install a new replacement tower to meet its needs and provide additional capacity to the Town. All costs associated with the design, permitting, installation, operation, and maintenance of the facility will be paid for and be the responsibility of Verizon Wireless.

Upon conducting a successful site visit, Verizon's engineers will produce an engineered design drawing for your review and approval. The drawings will depict the layout of the facility including the location of the antenna, equipment cabinets, cable, and utility runs.

I look forward to speaking with you soon to discuss this proposal and the project in more detail. In the meantime, please do not hesitate to contact me if you have any questions, (860) 608-0028.

Sincerely,

James Smith
On behalf of Verizon Wireless
Real Estate Consultant/Site Acquisition
(860) 608-0028
jsmith@structureconsulting.net

Lease Terms

Lease Terms: Initial term of five (5) years with four (4), five (5) year extension options

Rent: $6,000.00 annually, commencing upon receipt of building permit

Rent Escalator: 3% increase annual

Use and Construction

Use: Construction, operation, and maintenance of a small cell wireless telecommunications facility and uses incidental thereto.

Site: Areas mutually approved by both parties with unencumbered access and utilities. In general, the site will consist of wireless antennas, equipment cabinet, and associated cable.

Utilities: Connection to electric, telephone, and fiber services will be at the direction of the local utility companies. Construction costs for installation of utilities serving the equipment will be paid by Verizon Wireless as will utility charges for their usage.

Taxes: Verizon Wireless shall pay property tax increases (if any) due to its improvements.

Maintenance: Verizon Wireless shall maintain its equipment, antennas, and antenna support structures during the lease term

Design, approvals and construction costs: All will be performed and paid for by Verizon Wireless.

Town Administrator

From: SANDRA AMADO [SAmado@CCM-CT.ORG]
Sent: Monday, May 11, 2015 1:23 PM
To: Town Administrator
Cc: Kim Bona
Subject: CCM Prescription Discount Card Program RESULTS for Town of Columbia
Attachments: Town of Columbia CT Discount Card Report March 2015.xlsx

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

Good afternoon Mr. Paquette,

Since Columbia joined the program in March 2013, **273 claims have been processed and residents have saved over $18,400.**

Please see the attached for the full report.

Regards,

Sandra Amado

Member Services Administrative Assistant
Connecticut Conference of Municipalities (CCM)
)0 Chapel Street
New Haven, CT 06510
W: 203-498-3045
F: 203-498-5807
samado@ccm-ct.org
www.ccm-ct.org

Save the Date!
2015 Emergency Management Symposium
May 7 at the Cromwell Crowne Plaza

This message (including any attachments) may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message.

Town of Columbia CT Discount Card

Month:	Total Claims	Total Cards Used	Member Rx Cost	Avg Member Rx Cost	Price Savings	Avg. Price Savings	% Price Savings
March-13	3	2	$ 29.78	$ 9.92	$ 17.94	$ 5.98	38%
April-13	8	5	$ 322.40	$ 40.30	$ 131.88	$ 16.48	29%
May-13	12	8	$ 500.08	$ 41.67	$ 141.25	$ 11.77	22%
June-13	12	7	$ 357.18	$ 29.77	$ 181.46	$ 15.12	34%
July-13	16	9	$ 570.56	$ 35.66	$ 1,447.48	$ 90.47	72%
August-13	12	9	$ 384.81	$ 32.07	$ 1,933.57	$ 161.13	83%
September-13	20	7	$ 729.59	$ 36.48	$ 1,118.59	$ 55.93	61%
October-13	19	10	$ 712.18	$ 37.48	$ 2,575.35	$ 135.54	78%
November-13	7	5	$ 173.51	$ 24.79	$ 1,272.68	$ 181.81	88%
December-13	12	5	$ 474.25	$ 39.52	$ 713.72	$ 59.48	60%
Total 2013	**121**	**67**	**$ 4,254.34**	**$ 35.16**	**$ 9,533.92**	**$ 78.79**	**69%**
January-14	11	7	$ 527.21	$ 47.93	$ 1,672.48	$ 152.04	76%
February-14	16	10	$ 515.77	$ 32.24	$ 1,270.31	$ 79.39	71%
March-14	3	2	$ 56.91	$ 18.97	$ 42.76	$ 14.25	43%
April-14	19	10	$ 589.03	$ 31.00	$ 792.60	$ 41.72	57%
May-14	13	7	$ 1,073.45	$ 82.57	$ 1,264.05	$ 97.23	54%
June-14	7	6	$ 124.40	$ 17.77	$ 213.46	$ 30.49	63%
July-14	5	4	$ 67.80	$ 13.56	$ 111.94	$ 22.39	62%
August-14	12	9	$ 526.22	$ 43.85	$ 995.70	$ 82.98	65%
September-14	6	4	$ 191.18	$ 31.86	$ 338.31	$ 56.39	64%
October-14	10	6	$ 226.94	$ 22.69	$ 420.98	$ 42.10	65%
November-14	10	6	$ 377.81	$ 37.78	$ 700.24	$ 70.02	65%
December-14	8	4	$ 346.66	$ 43.33	$ 387.29	$ 48.41	53%
Total 2014	**120**	**75**	**$ 4,623.38**	**$ 38.53**	**$ 8,210.12**	**$ 68.42**	**64%**
January-15	13	6	$ 182.65	$ 14.05	$ 138.36	$ 10.64	43%
February-15	11	7	$ 152.14	$ 13.83	$ 490.96	$ 44.63	76%
March-15	8	5	$ 364.50	$ 45.56	$ 75.83	$ 9.48	17%
Total 2015	**32**	**18**	**$ 699.29**	**$ 21.85**	**$ 705.15**	**$ 22.04**	**50%**
Total Program	273	150	$ 9,577.01	$ 35.08	$ 18,449.18	$ 67.55	66%

State of Connecticut

Connecticut State Police
Troop K - Colchester

Commanding Officer
Lieutenant Eric Murray

Executive Officer
Master Sergeant Robert Grega

Date: May 4, 2015

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 April 2015 the Columbia Resident Trooper as well as Troop K Troopers responded to 309 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	3
Burglaries:	1
Larcenies:	2
Other Criminal:	4
Other Non-Criminal:	7
Non Reportable Matters:	216
Other Noteworthy Events (List):	

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

On-Sight DWI:	0
Traffic Citations:	62
Written Warnings:	29

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

Natasha –
Correspondence
for next BOS
meeting

SAV

25th Anniv

NEC SA

Northeast Communities Against Substance Abuse

Thursday, July 16, 2015
6-8 p.m.

Betty Tipton Room
Student Center
Eastern Connecticut State University
Willimantic, CT

More details to follow!

EASTERN CONNECTICUT STATE UNIVERSITY

Directions to Eastern Connecticut State University

From Hartford

I-84 East. Route 384 east to Route 6. Route 6 east to intersection of Routes 6 and 66. Left on Route 6 to second exit (High Street). Turn right onto High Street to campus entrance, 1/2 mile on right.

From Springfield, Mass. and Points North

I-91 south to Route 291 (Exit 35). Route 291 east to Route 384. Route 384 east to Route 6. Route 6 east to intersection of Routes 6 and 66. Left on Route 6 to second exit. Turn right onto High Street to campus entrance, 1/2 mile on right.

From Boston, New Hampshire and Vermont

Route 90 west (Mass. Pike) to Route 395 (Exit 10). Route 395 south to Route 6 (Exit 91). Route 6 west to intersection of Routes 6 and 66. Right on Route 6 to first exit. Turn left at next two lights. Campus is 1/2 mile on right.

From Providence and Points East

Route 6 west to North Windham. Bear right onto Route 6 highway to first exit. Turn left at next two lights. Campus is 1/2 mile on right.

From Norwich and New London

Route 395 north to Route 2 (Exit 81 W). Route 2 west to Route 32 (Exit 25). Route 32 north to Route 66 west. Turn right onto Jackson Street. Turn left onto Valley Street. Turn right onto High Street to campus entrance on left.

From New York City and Points South

I-95 north to I-91. I-91 north to I-84 (Exit 29). I-84 east to Route 384 (Exit 59). Route 384 east to Route 6. Route 6 east to intersection of Routes 6 and 66. Left on Route 6 to second exit. Turn right onto High Street to campus entrance, 1/2 mile on right.

From Central New York State and Points West

I-84 east to Route 384 (Exit 59). Route 384 east to Route 6. Route 6 east to intersection of Routes 6 and 66. Left on Route 6 to second exit. Turn right onto High Street to campus entrance, 1/2 mile on right.

What is NECASA

Northeast Communities Against Substance Abuse (NECASA) is an autonomous public-private partnership created in 1990, dedicated to reducing the incidence and prevalence of substance abuse in Northeastern Connecticut. Its purpose is to assess the needs of its community in the field of substance abuse, establish and implement an action plan to develop and coordinate services, and advocate for the resources needed to accomplish such plans. These services, described as a continuum of care, include community awareness and education, prevention, intervention, treatment and aftercare. NECASA receives funds from the Connecticut Department of Mental Health and Addiction Services, municipalities, and from public donations.

Highlights of

25 Years of Service

to Northeastern Connecticut

NECASA has brought into Northeastern Connecticut 2.5 Million Dollars in additional prevention funding since its inception.

NECASA has provided over 1 Million Dollars to 12 Local Prevention Councils in the region.

NECASA for 4 years purchased evidence-based health curriculums for 10 different school districts in the region.

NECASA helped establish a Drug Intervention Program in the Superior Court in Danielson to treat non-violent offenders.

NECASA established two Drug Endangered Children's Alliances in the region(Windham and Brooklyn/Killingly)

NECASA mentored the Town of Putnam and the Town of Windham so that they received their own federal Drug-Free Communities Support Grants, the total additional grants will be approximately 1.5 million dollars when they conclude in 2018-2019.

NECASA conducted school surveys and provided analysis and funding to area school systems to implement programs.

NECASA distributed over 350,000 Substance Abuse and Suicide warning cards to 5th-12th grade students over a fifteen year period. Local businesses gave discounts for the presentation of the card at purchase.

NECASA created the Volunteer with Youth Awards and Judith Nilan Award to honor community volunteers and school personnel for their outstanding work with youth.

Towns Assisted by NECASA

- Ashford
- Brooklyn
- Canterbury
- Chaplin
- Columbia
- Coventry
- Eastford
- Hampton
- Killingly
- Lebanon
- Mansfield
- Plainfield
- Pomfret
- Putnam
- Scotland
- Sterling
- Thompson
- Union
- Willington
- Windham
- Woodstock

NECASA is a 501C3 tax exempt organization. You may make a tax deductible contribution to NECASA in cash or in alternative donation methods, or by Pay Pal or at our website. For more information contact NECASA at:

559 Hartford Pike, Suite 203
Dayville, CT 06241
Phone: 860-779-9253
Fax: 860-774-0827
Email: necasa@snet.net
Web: www.necasaonline.org

25th Anniversary
1990-2015

NECASA

Northeast Communities Against Substance Abuse

Kim Bona

From: Barry Grant [colcross@att.net]
Sent: Wednesday, April 15, 2015 6:26 PM
To: Barbara Ulkus; John Allen; Astrid Belanger; Lena Fontaine
Cc: Alyson Cranick; Karen Butzgy; Ann Dunnack; Andrea Stannard; Judy Ortiz; Carmen Vance; Kim Bona; Bernadette Derring; Bernadette Derring
Subject: The Futute of Columbia Crossroads
Attachments: Future of Crossroads.rtf

Nobody has come forward yet (to me) and agreed to help *Columbia Crossroads* remain in production. I am attaching an excerpt from the front page article of the May issue that will be going to the printer in the next few days. As you will see, I am making a last ditch effort to save *Columbia Crossroads* by calling a meeting of any and all interested parties on Monday, May 18th (1:00 pm) at the Beckish Senior Center. I do hope something positive will result from this meeting, otherwise this issue of *Crossroads* will be the last!
Barry Grant
860-690-8219

What is the future for *COLUMBIA CROSSROADS*?

At the time this issue is going to press, there are no viable plans to publish the next issue. Barry Grant has been helping his mother put out the magazine for many years, but with her passing, he has decided to step back from his total involvement with *CROSSROADS*. However, it would be a tragic shame for this beloved community magazine to cease publication.

In order for *CROSSROADS* to continue, new people will have to step up and become involved. At the very least, help will be needed to gather content, write articles, edit submissions, manage Patrons and Subscribers, secure advertisers, design ads, layout pages, digitally create each issue, and manage financial affairs. Ideally, new ownership will come forward to manage the magazine into the future.

Wanting to keep *COLUMBIA CROSSROADS* from going out of business, Barry Grant will be holding a meeting for all interested parties on Monday, May 18th, at 1:00 pm in the Beckish Senior Center. Hopefully, enough people will come forward and commit their time and talent to keep *CROSSROADS* in operation. Anyone who is unable to attend this meeting should contact Barry in advance and indicate how they can help. He may be contacted by phone at 860-690-8219, or by e-mail at: *colcross@att.net.*

To the townspeople of Columbia, the ball is in your court!

Posted Refund Transaction (s) TOWN OF COLUMBIA Int Date: 05/13/2015 Date: 05/13/2015 Page: 1

Condition(s) :

Bill / Dist/Susp/Bank	Name / Address	Prop Loc/Vehicle Info. / UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2012-04-0080761	ROWLEY GREGORY E	1998/4S3BK4359W7321486		25.12	0.00	0.00	25.12	
	10 W ELIZABETH ST	80792	3/3/2014	50.24	4.00	0.00	54.24	-25.12
	DELMAR MD 21875-1513	Sec. 12-129 Refund of Excess Payments.		**-25.12**	**-2.00**	**0.00**	**-27.12**	**Adjusted**
2013-03-0052572	HONDA LEASE TRUST	2012/5FNRL5H40CB140042		279.63	0.00	0.00	279.63	
	600 KELLY WAY	52591	7/14/2014	479.66	0.00	0.00	479.66	-200.03
	HOLYOKE MA 01040-9681	Sec. 12-129 Refund of Excess Payments.						
TOTAL	2			304.75	0.00	0.00	304.75	
				529.90	4.00	0.00	533.90	-225.15
				-225.15	**-2.00**	**0.00**	**-227.15**	**Adjusted**

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended

This is to certify that ROWLEY GREGORY E

has presented satisfactory proof that -he is entitled to an exemption on the assessment list of 10/01/2012

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☑ Sec. 12-129 Refund of Excess Payments.

ROWLEY GREGORY E
~~262 WILLIMANTIC RD 6~~ 10 W. Elizabeth St
~~CHAPLIN, CT 06235-2520~~ Delmar, MD 21875-1513

2012-04-0080761
80792
//4S3BK4359W7321486

2012040080761

To CAROL W. PRICE CCMC Collector of TOWN OF COLUMBIA State of Connecticut.

hereby apply for a~~batement or~~ refund* of such part of my tax as shall represent: Tax + interest Paid twice.

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply) 1998 Subaru Legacy

****

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	01/01/2014	25.12	0.00	0.00	0.00	25.12	
Total Paid	03/03/2014	50.24	4.00	0.00	0.00	54.24	-25.12 ***
Adjusted Refund		-25.12	-2.00	0.00	0.00	27.12	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

X Gregory E Rowley (Print Name) X [signature] (Signature of Taxpayer) X 3/30/15 (Date)

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 27.12 be made to the above-named taxpayer in accordance with the provisions of Section (s): 12-129

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 06 DAY OF March 2014

Carol W. Price

CAROL W. PRICE CCMC
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____ approved on the _____ day of _____ 20___. It was voted to refund Property Taxes and Interest amounting to $ _____ to _____.

First Selectman

Other Governing Body

Clerk

**Cross out abatement or refund as required.

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended

This is to certify that **HONDA LEASE TRUST**

has presented satisfactory proof that -he is entitled to an exemption on the assessment list of 10/01/2013

- ☐ Sec. 12-81 (20) Servicemen Having Disability Rating.
- ☐ Sec. 12-124 Abatement to poor.
- ☐ Sec. 12-125 Abatement of Taxes of Corporations.
- ☐ Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- ☐ Sec. 12-127 Abatement or Refund to Blind Persons.
- ☐ Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- ☐ Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- ☑ Sec. 12-129 Refund of Excess Payments.

HONDA LEASE TRUST
600 KELLY WAY
HOLYOKE MA 01040-9681

2013-03-0052572
52591
/5FNRL5H40CB140042
2013030052572

To CAROL W. PRICE CCMC Collector of TOWN OF COLUMBIA State of Connecticut.

hereby apply for abatement or refund* of such part of my tax as shall represent: 2012 Honda

~~The service exemption or~~ Sec. 12-129 Refund of Excess Payments. ODYSSEY sold during
(State reason -- Cross out service exemption if it does not apply) the tax year

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2014	279.63	0.00	0.00	0.00	279.63	
Total Paid	07/14/2014	479.66	0.00	0.00	0.00	479.66	-200.03 ***
Adjusted Refund		-200.03	0.00	0.00	0.00	200.03	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

X Keith Nawrocki
Print Name

X
Signature of Taxpayer

X 4/29/15
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
It is recommended that refund* of property taxes and interest in the amount of 200.03
be made to the above-named taxpayer in accordance with the provisions of Section (s): 12-129

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 13 DAY OF April 2015

Carol W. Price

CAROL W. PRICE CCMC
(860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
approved on the _____ day of _____ 20___. It was voted to refund
Property Taxes and Interest amounting to $ _____ to _____.

First Selectman

Other Governing Body

Clerk

**Cross out abatement or refund as required.

May 12, 2015

To: Board of Selectmen
From: Tax Collector
Re: Suspense list

Dear Board of Selectmen,

The suspense list is removed from consideration as assets for the Town. This keeps the collectible reporting as accurate as possible. These taxes are not abated and we do collect accounts on the suspense list each year. Most accounts are for people who have moved and left no forwarding address. For those with motor vehicle bills and who stay in CT and eventually need to register a vehicle, they will have to pay the tax and interest before they receive clearance from the Town of Columbia.

Respectfully Submitted,

Carol W. Price, CCMC

COLLECTOR'S CERTIFICATION TO THE BOARD OF SELECTMEN RECOMMENDING TRANSFER OF UNCOLLECTED PROPERTY TAXES TO THE SUSPENSE TAX BOOK

To the Board of Selectmen:

The following list of uncollectible uncollected taxes for transfer to the suspense tax book is respectfully submitted for your examination and approval.

I hereby certify that to the best of my knowledge and belief each tax listed in this statement has not been paid, is not collectible and should be transferred to the suspense tax book.

Dated at Columbia, Connecticut, the _____.

Respectfully submitted, _____

ACTION TAKEN BY BOARD OF SELECTMEN:

To Carol W. Price, Tax Collector of the Town of Columbia

A detailed examination has been made of the statement, dated at Columbia, Connecticut, the _____, recommending the transfer of certain uncollected taxes to the suspense tax book. The taxes listed in such statement are believed to be uncollectible and pursuant to section 12-165 of the General Statutes authority is hereby given you to transfer such taxes, in accordance with law, to the suspense tax book.

Dated at Columbia, Connecticut, the _____ day of _____.

Board of Selectmen of the Town of Columbia

By _____
First Selectman

Process Suspense Report
TOWN OF COLUMBIA Date: 05/11/2015 Time: 12:10:57
Condition (s): Year: 2013, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2009-04-0080669		MORASCINI MARIANNE	DE	DECEASED	05/11/2015	54.87			
		136 ATWATER ST WEST HAVEN, CT	01/1995/VOLVO/850/YV1LS551XS1195022						
MOTOR VEHICLE SUPPLEMENT									
		# Of Acct: 1				**54.87**			
YR : 2009		**TOTAL : 1**				**54.87**			
2010-03-0050443		BERMUDEZ ARACELIS	MR	MAIL RETURNED	05/11/2015	144.48			
		104 SHADOW LN LOUISVILLE, MS	01/2004/CHRY/TOWN C/2C4GP54L64R539956						
2010-03-0054021		MORASCINI MARIANNE	DE	DECEASED	05/11/2015	51.10			
		136 ATWATER ST WEST HAVEN, CT	01/1995/VOLVO/850/YV1LS551XS1195022						
MOTOR VEHICLE REGULAR									
		# Of Acct: 2				**195.58**			
YR : 2010		**TOTAL : 2**				**195.58**			
2011-03-0050020		ADAMS ELIZABETH S	DE	DECEASED	05/11/2015	121.81			
		24 DOUBLEDAY RD COLUMBIA, CT	01/1950/DSOTO/CUSTOM/50129494						
2011-03-0050021		ADAMS ELIZABETH S	DE	DECEASED	05/11/2015	52.63			
		24 DOUBLEDAY RD COLUMBIA, CT	01/1996/CHRY/SEBRING/3C3EL45X6TT227151						
2011-03-0051171		COTE SUSANN R	MO	MOVED OUT OF STATE	05/11/2015	355.13			
		809 BROOKSTONE CT FRUIT COVE, FL	01/2008/NISSA/ATL/1N4BL21E58N471071						
2011-03-0051454		DILEO RYAN S	MO	MOVED OUT OF STATE	05/11/2015	3.16			
		2801 SARENTO PL APT 302 PALM BEACH GAR	01/2005/HONDA/CR-V/JHLRD78925C004177						
2011-03-0051526		DOWD DANIEL S	MO	MOVED OUT OF STATE	05/11/2015	5.43			
		PO BOX 161 AMISSVILLE, VA	11/1999/LONG/LCI851T/LCAUS0814XT201161						
2011-03-0051892		FIRLA PETER J JR	DE	DECEASED	05/11/2015	231.69			
		19 HAWTHORNE DR UNIT 106 NEW LONDON,	01/2006/FORD/MUSTANG/1ZVFT80N465157597						
2011-03-0052113		GHRIST CHARLIE T JR	MR	MAIL RETURNED	05/11/2015	57.24			
		24 DOUBLEDAY RD COLUMBIA, CT	01/1988/OLDS/98/1G3CW51CXJ4331180						
2011-03-0053088		KOLODZIEJ STEVEN R	MR	MAIL RETURNED	05/11/2015	44.76			
		PO BOX 384 COLUMBIA, CT	01/1992/ACURA/INTEGRA/JH4DA9349NS001773						
2011-03-0053750		MCLARNEY SHAWN M	MR	MAIL RETURNED	05/11/2015	32.28			
		21 COLONIAL DR COLUMBIA, CT	03/1992/NISS/NX COUPE/JN1EB36C2NU100901						
2011-03-0053751		MCLARNEY SHAWN M	MR	MAIL RETURNED	05/11/2015	50.73			
		21 COLONIAL DR COLUMBIA, CT	12/1996/HD/XL1200C/1HD1CGP16TY220041						
2011-03-0053924		MONTMINY ANGELA M	MO	MOVED OUT OF STATE	05/11/2015	74.61			
		53 SZEGDA RD COLUMBIA, CT	01/2002/FORD/FOCUS/1FAFP33P92W117470						
2011-03-0053925		MONTMINY ANGELA M	MO	MOVED OUT OF STATE	05/11/2015	53.72			
		53 SZEGDA RD COLUMBIA, CT	01/1995/PONT/BONNEVIL/1G2HX52K3S4209520						
2011-03-0053962		MORASCINI MARIANNE	DE	DECEASED	05/11/2015	56.97			
		136 ATWATER ST WEST HAVEN, CT	01/1995/VOLVO/850/YV1LS551XS1195022						
2011-03-0054127		NELSON KENNETH S JR	MR	MAIL RETURNED	05/11/2015	94.14			
		53 SPRING ST #2 MIDDLETOWN, CT	01/1998/JEEP/GRAND CH/1J4GZ78Y9WC294152						
2011-03-0054128		NELSON KENNETH S JR	MR	MAIL RETURNED	05/11/2015	58.06			
		53 SPRING ST #2 MIDDLETOWN, CT	01/1995/JEEP/CHEROKEE/1J4FJ28S0SL504648						
2011-03-0054223		OCONNELL DANIEL	MR	MAIL RETURNED	05/11/2015	144.87			
		100 JOHNSON RD COLUMBIA, CT	01/2005/DODGE/CARAVAN/1D4GP25R15B395348						
2011-03-0054779		RANNO BEVERLEY A	MO	MOVED OUT OF STATE	05/11/2015	365.71			
		PO BOX 1326 DILLON, MT	01/2008/HONDA/ELEMENT/5J6YH28788L010658						
2011-03-0054848		RIQUIER DAVID A	MO	MOVED OUT OF STATE	05/11/2015	83.83			
		2 LAKEVIEW DR COLUMBIA, CT	01/1979/MBENZ/450SL/10704412057791						
2011-03-0054949		ROSADO-JIMENEZ HENRRY M	MR	MAIL RETURNED	05/11/2015	108.25			
		110 WEST ST COLUMBIA, CT	01/1997/LEXS/ES300/JT8BF22G1V0018848						

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2011-03-0055672		TEPLY RICHARD L	DE	DECEASED	05/11/2015	5.43			
		24 DOUBLEDAY RD COLUMBIA, CT	11/1988/GLASS/BTTRL/CTTRL16700						
MOTOR VEHICLE REGULAR		**# Of Acct: 20**				**2,000.45**			
2011-04-0080081		BREAULT EDWARD 3RD	MR	MAIL RETURNED	05/11/2015	21.86			
		11 ROSES BRIDGE RD COLUMBIA, CT	03/2005/FORD/F350/1FTWX31515EC30612						
2011-04-0080103		BURRELL TERRENCE T JR	MR	MAIL RETURNED	05/11/2015	225.10			
		101 PORTER STREET MANCHESTER, CT	01/2010/CHEVR/ML1/1G1ZC5EB4AF266151						
2011-04-0080299		FRANKS SHELLIE M	MR	MAIL RETURNED	05/11/2015	39.26			
		195 MOOSE RIVER DR APT B4 ST JOHNSBUR	01/1997/PONT/GRAND AM/1G2NE52M3VC713733						
2011-04-0080461		KOLODZIEJ STEVEN R	MR	MAIL RETURNED	05/11/2015	35.46			
		PO BOX 384 COLUMBIA, CT	01/1997/FORD/RANGER/1FTDR15X8VTA31571						
2011-04-0080668		PETSA DANIELLE A	MR	MAIL RETURNED	05/11/2015	72.90			
		72 RT 66 COLUMBIA, CT	01/2005/DODG/DURANGO/1D4HB48N85F546685						
2011-04-0080734		ROSADO JIMENEZ HENRY	MR	MAIL RETURNED	05/11/2015	85.89			
		PO BOX 956 WILLIMANTIC, CT	01/2006/CHEV/COBALT/1G1AK15F767702357						
MOTOR VEHICLE SUPPLEMENT		**# Of Acct: 6**				**480.47**			
YR : 2011		**TOTAL : 26**				**2,480.92**			
2012-02-0040048		BLL INC	BA	BANKRUPT	05/11/2015	707.10			
		84 LONDON RD HEBRON, CT	187 RT 66 EAST						
PERSONAL PROPERTY		**# Of Acct: 1**				**707.10**			
YR : 2012		**TOTAL : 1**				**707.10**			
Grand Total: 30						**3,438.47**			

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: 05/15/2015 **Budget Transfer #** 2015-041

TO: Board of Selectmen

FROM: Commission on Aging (CONA) 250
(Department Name *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*
$800.00	10-4250-540	Celebration	10-4250-811	Mach/Equip < $5000
$				
$				
$				

REASON:
CONA is purchasing IPads for the Beckish Senior Center and is using the funds from the Celebration line to fund this purchase. No social events have been planned this fiscal year and CONA would like those funds re-allocated for the Tech Station at Beckish. This transfer would ensure that the IPad purchase is properly posted to the correct budget line.

Signature of Dept. Head: _____

Date: _____

Date of BOS Meeting: 05/19/2015 Refer to FIPAC X YES ___ NO

___ Approved by the Board of Selectmen ___ Not Approved

First Selectman Signature: _____ Date: _____

Date of FIPAC Meeting: 06/17/2015

___ Approved by FIPAC ___ Not Approved

FIPAC Chairman Signature: _____ Date: _____

D E T A I L S T A T E M E N T O F A C C O U N T S - E X P E N D I T U R E

Itemized Appropriation, Expenditure and Encumbrance Transactions

Account = First thru Last; Mask = 10-4250-###

From July 2014 to June 2015

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
10-4250-540	Celebration	800.00	0.00	0.00	0.00	800.00	100.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
007746-000111	Jul 2014	07/01/14	FY 14-15 OPERATING BUDGET			BG E BO	800.00
						Appropriation Total	800.00

Transaction	Period	Date	Transaction Description	Vnd#	Vendor Name	Document#	Trn Amount
008374-000061	Jan 2015	01/20/15	CONA MAILING	STPLES	STAPLES	AP V 038820 VE	423.22
008397-000010	Feb 2015	02/19/15	Repost Staples CONA mailing			GL E ED	(423.22)
						Expenditure Total	0.00

Town of Columbia
Budget Transfer Request
FY: 2014-2015

DATE: **Budget Transfer #** 2015-040

TO: Board of Selectmen

FROM: Tax Collection (Department Name) 133 (Dept. No.)

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

✓ 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*
$ 50.00	300	Gen. Supplies 10-4133-300	500	Prof./Tech 10-4133-500
$				
$				
$				

REASON:
funds necessary for invoice 032865-3617 for July 1, 2015 tax bill postage

Signature of Dept. Head: Carole Fiore

Date: 5-11-15

Date of BOS Meeting: 5/13/15 Refer to FIPAC ___ YES ___ 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: _____

Actual & Budgeted Expenses & Encumberance

Report Sequence:Account Number
Account: First thru Last
Report Period: July 2014 thru June 2015
Level Of Detail:Account Number

Account Filter=10-4133-###

Account Number	Account Description	Current Year Budgeted	Adjustment	Net Working Budget	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (10)								
10-4133-010	Salaries-Collector's Office	69,455.00	0.00	69,455.00	57,978.14	0.00	11,476.86	16.52
10-4133-110	Postage	2,033.00	0.00	2,033.00	1,925.82	0.00	107.18	5.27
10-4133-130	Legal Notices	1,187.00	0.00	1,187.00	935.27	0.00	251.73	21.21
10-4133-300	General Supplies	1,440.00	0.00	1,440.00	569.07	0.00	870.93	60.48
10-4133-500	Professional/Tech	11,285.00	0.00	11,285.00	9,433.02	0.00	1,851.98	16.41
10-4133-505	State DMV Fee-Delinqu Taxes	1,556.00	0.00	1,556.00	1,305.91	0.00	250.09	16.07
10-4133-520	Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4133-550	Misc Services/Chgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4133-600	Rep/Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4133-710	Professional Improvement	300.00	0.00	300.00	300.00	0.00	0.00	0.00
10-4133-720	Professional Dues	115.00	0.00	115.00	75.00	0.00	40.00	34.78
10-4133-750	Conferences/Seminars	275.00	0.00	275.00	213.00	0.00	62.00	22.55
10-4133-770	Transportation	370.00	0.00	370.00	112.13	0.00	257.87	69.69
10-4133-811	Mach/Equip <$5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4133-812	Mach/Equip >$5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-4133-831	Furn/Fixt <$5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	General Fund (10) Totals	**88,016.00**	**0.00**	**88,016.00**	**72,847.36**	**0.00**	**15,168.64**	**17.23**
	Totals Consolidated Funds	**88,016.00**	**0.00**	**88,016.00**	**72,847.36**	**0.00**	**15,168.64**	**17.23**

Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury, CT 06705

Invoice

Date	Invoice #
5/6/2015	032865-3617

Bill To

Columbia Tax Collector
PO Box 25
Columbia, CT 06237

Ship To

S.O. No.	P.O. No.	Terms	Due Date	Ship Date	Ship Via	Tracking #
1142		Due on receipt	5/6/2015	5/6/2015	UPS	

Description	Qty	Amount
June 2015 - 1st Class Postage* - CASS Certified Rates	4,900	1,900.00
*Estimated based on June 2014 billing		

Thank you for your business.

Total Due	$1,900.00
Payments/Credits	$0.00
Balance Due	$1,900.00

Contact	Leo DiNicola CFO
Phone #	203-755-9031 x103
Fax #	203-574-4360
e-mail	leo@qds.biz
Web Site	www.qds.biz