

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, July 10,2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

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

Absent: Selectman, William O'Brien.

Also Present: Town Administrator, Mark Walter; Fire Marshal, Mike Lester; Finance Director, Beverly Ciurylo; Recreation Director, Marc Volza; Marine Patrol, Bob Powell.

CALL TO ORDER: 7:00

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to approve the agenda with the following changes:
 - 5.1: CT Solar Lease 2 will be moved to the Executive Session.
 - 9.1: Mike Lester's appointment as the Fire Marshal for the Town of Andover will be moved up to the first item discussed after the Transfers & Payment of Bills.
 - 11.1: Transfers will be moved up after Audience of Citizens
 - 12.1: Payment of Bills will be moved up after Audience of Citizens.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for June 19, 2018.** The minutes were not approved and will be included in the next meeting.
4. **AUDIENCE OF CITIZENS:** Ann Dunnack; Lucy Drabek, Carmen Vance.
5. **OLD BUSINESS:**
 - 5.1 **CT. Solar Lease 2.** Moved to Executive Session.
6. **NEW BUSINESS:**
 - 6.1 **Establishment for a Special Town Meeting for Moor's Indian Charity School Easements, Declaration of Covenants and Declaration of Preservation Restrictions.** S. Everett Moved to establish a date for July 24, 2018 at 6:45 pm for a Special Town Meeting for the Moor's Indian Charity School easements, Declaration of Covenants and Declaration of Preservation Restrictions. MOTION CARRIED 4.0.
 - 6.2 **Discussion based upon a request from the Open Space Committee to update the Markel property appraisal. S. Everett stated that an appraisal was done in 2014.** A. Dunnack stated the request for appraisal came from the Open Space Committee at the advisement of the Trust for Public Land. Honor Lawler is the representative for Open Space and she spoke with the people who administer the open space and watershed grant. The grant requires that the public have access by means of road frontage. Honor Lawler asked about access from the rail-trail and if they would consider that option for the purposes of the grant and they said they would because the rail-trail parking would allow the public access to the property. A. Dunnack stated that an update appraisal is not as costly as the original appraisal. M. Walter stated that we received a quote of \$3,000 from the appraisal firm that originally did the appraisal and that Open Space has the funds to pay for the appraisal.

R. Hellstrom MOVED to Approve the \$3,000 for an updated appraisal of the Mark Kelly/Markel Property. 2:2. S. Everett and R. Hellstrom In Favor; R. Bogue and L. Napolitano Opposed. Motion did not carry.

7/24/18

R. Hellstrom MOVED to table this for more discussion at the next meeting.

- 6.3 Dogs at Columbia Boat Launch.** S. Everett explained that there are concerns about dogs off leash at the boat launch. B. Powell from the Marine Patrol explained that the Marine Patrol is in charge of the boat launch area, and the Lifeguards are in charge of the beach area. The beach area as a sign that clearly states that no dogs are allowed on the beach. S. Everett stated that we should make a sign to post at the boat launch that clearly identifies that all dogs must be on a leash in or out of the water at the boat launch.
- 6.4 Non-motorized watercraft and access to Columbia Lake.** M. Walter stated that it was brought to the Town's attention that a resident brought a guest to the lake and the guest was not allowed to launch their own kayak. S. Everett stated that he would like LMAC to address this issue and to offer a policy to address this for the BOS approval. Discussion ensued about the current use of renting the Town of Columbia's Rec Department kayaks.

Lucy Drabek addressed the BOS and stated that she felt that all Columbia residents should be allowed to bring a guest with their own kayak to the lake. She felt that it would be a good idea to have the vessels inspected before launching to prevent invasive species; allowing the resident to bring a guest with them to use the lake for kayaking or paddle-boarding.

- 7. COLUMBIA LAKE / DAM / BEACH :** None.
- 8. APPOINTMENTS / RESIGNATIONS:** None.
- 9. TOWN ADMINISTRATOR REPORT:**
- 9.1 Mike Lester's appointment as the Fire Marshal for the Town of Andover.** M. Lester stated that he was notified that per the Town's policy the BOS must be notified if the Fire Marshal and Deputy Fire Marshal take similar positions with another town. M. Lester explained that Stephen Postemsky is the Deputy Fire Marshal and Jim Rupert is back-up. R. Hellstrom stated that he has some concerns about if there is an emergency in both Andover and Columbia, how will the Fire Marshal and Deputy Fire Marshal handle this. M. Lester stated that the Fire Marshal's duties are to inspect after a fire. M. Lester explained that the role of the Fire Marshal is to inspect various buildings (food, liquor, group homes, schools, municipal buildings, etc...) in accordance with State of Connecticut Law, and to investigate fires. He stated that the Town of Columbia is his primary focus.
- 9.2 Notification from the Office of Policy and Management (OPM) that the Town of Columbia is up to date on all its filing regarding the Uniform Chart of Account.** M. Walter explained that this is a requirement from the state and we are all up to date with our filings.
- 9.3 Columbia Open Space recommendation to the BOS seek written statement of support and collaboration from the Hebron Open Space Commission to purchase the Jacques Property.** S. Everett stated that we met with Hebron and that there has been no definitive talk of a partnership or financial responsibility. A. Dunnack stated that Hebron reached out to Columbia and she expressed that there needs to be something more concrete; such as a letter, as to what the Town of Columbia would like to do.
- 9.4 Hire of Eleanor Duva for Marine Patrol.** M. Walter explained that he wanted the BOS to be informed of the new hire for Marine Patrol.
- 10. CORRESPONDENCE:** None.

11. BUDGET:

11.1 Transfers: S. Everett MOVED to approve the Transfers totaling \$5,037.00

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
#057 / \$528.00	10-4112-050/Pension Expense	10-4112-060, Employer 457 Match
#058 / \$1,108.00	10-4132-110/Postage	10-4132-010, Salaries - Assessor
#059 / \$963.00	10-4112-040/Group Insurance	10-4260-010, Salaries - Sr. Center
#059 / \$546.00	10-4260-240/Fuel	10-4260-230, Electricity
#060 / \$47.00	10-4345-110/Postage	10-4345-300, Supplies
#061 / \$125.00	10-4350-520/Printing	10-4350-300, Supplies
#062 / \$1,602.00	10-4410-500/Prof/Tech	10-4410-240, Fuel
#062 / \$10.00	10-4410-300/Supplies	10-4410-630, Supplies
#063 / \$20.00	10-4420-110/Postage	10-4420-300, Supplies
#064 / \$30.00	10-4630-300/Supplies	10-4630-500, Prof/Tech
#065 / \$58.00	28-4270-515/Contracted Services	28-4270-300, Supplies

MOTION CARRIED 4:0.

11.2 Refunds: R. Hellstrom MOVED to approve the total refunds of \$1,454.31.

AMOUNT	FROM	TO
\$73.85	Town of Columbia	Robert Brittany
\$692.54	Town of Columbia	Toyota Lease Trust
\$473.92	Town of Columbia	Toyota Lease Trust
\$214.00	Town of Columbia	Toyota Lease Trust

MOTION CARRIED 4:0.

12. APPROVE PAYMENT OF BILLS: S. Everett MOVED to approve the bills totaling \$310,709.60 that included 2017-2018 Emergency, 2017-2018 Regular, 2018-2019, Emergency, 2018-2019 Regular. MOTION CARRIED 4:0.

13. BOARD MEMBER COMMENTS: None

14. EXECUTIVE SESSION:

14.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A). S. Everett Moved to enter into Executive Session at 8:04 pm with M. Walter. Executive Session ended at 8:18pm.

15. ADJOURNMENT: S. Everett MOVED to ADJOURN at 8:19 pm and the MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Jennifer C. LaVoie

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, June 19, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien.

Members Absent: First Selectman, Steven M. Everett; Selectman, Robert Bogue.

Also Present: Town Administrator, Mark B. Walter; Finance Director, Beverly Ciurylo

CALL TO ORDER: R. Hellstrom called the meeting to order at 8:03pm

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** R. Hellstrom MOVED to add to the Agenda under Old Business: 5.2, July & August Historical Boat Tour and to Approve the remaining Agenda. MOTION CARRIED 3.0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for June 5, 2018.** W. O'Brien MOVED to Approve the BOS Regular Minutes for June 5, 2018. MOTION CARRIED 3.0.
4. **AUDIENCE OF CITIZENS:** Ann Dunnack, Shirley King, Joan Hill
5. **OLD BUSINESS:**
 - 5.1 **CT. Solar Lease 2:** M. Walter explained that we are refunding taxes to CT Solar Lease II, LLC for \$2,182.37. The refund is because the tax assessment appeal was resolved by stipulated judgement.
 - 5.2 **July & August Historical Boat Tour.** M. Walter explained that this issue was tabled last BOS meeting and it is advised that the BOS close the issue. R. Hellstrom MOVED to close the issue by stating that the BOS is not sponsoring or responsible for the event and wish the Historical Society well on the Historical Boat Tour this July and August. MOTION CARRIED 3.0.
6. **NEW BUSINESS:**
 - 6.1 **On-Call Engineering Services.** M. Walter explained that George Murphy, DPW Director, Paula Stahl, Planning & Zoning Officer and M. Walter reviewed over 24 submittals for the RFQ/P that was issued in May for On-Call Consulting and Engineering Services and that they decided after careful and thorough review of all the firms that they recommend to award, Anchor Engineering as the On-Call Consultant. A. Dunnack asked what the On-Call Services entailed, and M. Walter explained that this contract would be for on-call engineering services for projects that we may need an engineering firm to provide the town. This could include a variety of services that fall under the three categories of General Engineering, Environmental Engineering and Highway/Roads Engineering. R. Hellstrom MOVED to Approve Anchor Engineering Services, Inc. as the On-Call Consulting & Engineering firm for services

that include General Engineering including Architectural, Mechanical, Electrical, Structural and Plumbing, Environmental Consulting and Engineering, and Highway, Roads and Transportation Consulting Engineering. MOTION CARRIED 3.0.

- 6.2 **Renewal for The Access Agency for Fiscal Year 2019.** M. Walter explained that the Access Agency provides direct client services to the Town of Columbia residents that include; Energy Assistance, Emergency Food, Crisis Intervention, Assistance with DSS Assistance, Weatherization Services, Financial Literacy/Budgeting Assistance, Renters Rebate Application Assistance, and Information and Referral. R. Hellstrom MOVED to enter into a renewal contract with The Access Agency for Fiscal Year 2019. MOTION CARRIED 3.0.
7. **COLUMBIA LAKE / DAM / BEACH:** None
8. **APPOINTMENTS / RESIGNATIONS:** None
9. **TOWN ADMINISTRATOR REPORT:**
- 9.1 **2018 Statewide Emergency Planning and Preparedness Initiative (EPPI) Exercise.** M. Walter explained that an EPPI exercise will be held on Wednesday, June 20th at the fire department. There will be key staff members from the town attending, including Horace Porter School Facilities Manager, Mike Sylvester; Fire Marshal, Mike Lester; Fire Chief, Peter Starkel; Emergency Management Coordinator, Jerry James; Department of Public Works Director, George Murphy; Finance Director, Beverly Ciurylo and Town Administrator, Mark Walter. The EPPI exercise is to practice safety protocols and procedures in the event of an emergency. M. Walter attended a seminar class on WebEOC Basic Training system can be used on a daily basis to monitor activity in the state and to manage incidents at the local, regional and state levels.
- 9.2 **Renewal and Amendment for the Purchase and Sale Agreement for Oberlander.** M. Walter updated the BOS on the renewal and amendment for the purchase and sales agreement for the Oberlander property. A new due date has been extended for closing to the end of the next fiscal year on June 30, 2019. Various compliance dates for closing conditions and closing date has been provided to the Oberlander attorney. The credit to the Town has been increased to \$6,500 to cover a portion of the anticipated increase costs that will incur due to the delay. M. Walter asked if any of the BOS would like to set up a formal walk of the property. L. Napolitano and W. O'Brien expressed interest in taking a guided walk of the property.
- 9.3 **Connecticut Resource Conservation & Development Area Annual Meeting.** M. Walter explained that he and Ann Dunnack went to the CT Resource Conservation & Development Area Annual Meeting that provided information on Working Forests: Southern New England Heritage Forest; Transportation Planning for Rural Economic Resilience and Tourism; Municipal Economic Resilience: Agriculture Feeds the Economy; and Rural Urban Connections: Air Line Trail & Opportunities for Economic Growth economic resources. M. Walter shared the information he received at the meeting with R. Hellstrom on economic resources for rural land.

9.4 **Town of Columbia Conservation and Agriculture Commission regarding proposed 3-town initiative to preserve/create a 1,000-acre community forest and update proposal to appraise the Markell property.** M. Walter stated that Honor Lawler and Ann Dunnack attended the meeting at the Town of Lebanon that concerned a recommendation to the Lebanon Board of Selectmen that an offer to purchase the development rights to 65 Trumbull Highway, which consist of 167+/- acres, be made subject to Federal, State, and Town funding. The motion was unanimously approved by the Lebanon Conservation and Agriculture Commission. Lebanon asked if Columbia would be interested in partnering with them on this purchase. L. Napolitano asked what the land would be used for. M. Walter said that it might be a good idea to have a recommended plan on what the town wants to do with the properties. A. Dunnack stated that what we want to use the land for may be dependent on grant money received. As an example, if we are utilizing the watershed grant this grant has certain stipulations. L. Napolitano stated that when we accept money this means we have to adhere to their rules and she stated she would rather use our own money.

10. CORRESPONDENCE:

10.1 State Trooper’s monthly police services report.

10.2 Murphy House Railing Painting.

10.3 Hunger Action Team Food Basket Distribution. The Hunger Action Team is holding a Food Basket Distribution of non-perishable items at Yeomans Hall on June 29, July 20, and August 17th from 3:30 to 4:00 pm. The non-perishable items are available for pick up after the Library Children’s Program.

11. BUDGET:

11.1 Transfers: W O’Brien MOVED to Approve the transfers totaling \$3,485.00.

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
10-4310-500/\$534.00	Prof/Tech	10-4130-600, Repairs/Maintenance
10-4112-040/\$666.00	Group Insurance	10-4320-500, Prof/Tech
10-4350-710/\$55.00	Professional Improvement	10-4350-300, General Supplies
10-4420-110/\$23.00	Postage	10-4420-300, General Supplies
10-4520-130/\$1,350.00	Legal Notices	10-4420-630, Rental
10-4420-515/\$125.00	Contracted Services	10-4520-010, Salaries-Inland/Wetlands
10-4630-110/\$400.00	Postage	10-4630-500, Prof/Tech
10-4630-300/\$391.00	General/Supplies	10-4630-500, Prof/Tech
10-4660-811/\$66.00	Mach/Equip <\$5,000	10-4660-300, General Supplies
TOTAL:\$3,485.00		

MOTION CARRIED 3.0.

11.2 Refunds: R. Hellstrom MOVED to approve the refund of \$2,202.96.

AMOUNT	FROM	TO
\$2,182.37	Town of Columbia	CT Solar Lease II, LLC
\$20.59	Town of Columbia	VW Credit Leasing, LTD
TOTAL: \$2,202.96		

MOTION CARRIED 3.0.

12. **APPROVE PAYMENT OF BILLS:** R. Hellstrom MOVED to Approve the payment of bills totaling \$96,880.83 for 17/18 Emergency, 17/18 Regular, Credit Card and Paychex. MOTION CARRIED 3.0.

R. Hellstrom MOVED to Approve the payment for a \$20,000 for a Paver Box for the Public Works Department. MOTION CARRIED 3.0.

M. Walter explained paver box is in very good condition and it allows DPW the ability to do their own small paving jobs without having to call in a paving company. It also reduces having to borrow paving equipment from other towns. In addition, the paver box can lay down ground-up asphalt or stone dust to make walking trails.

13. **BOARD MEMBER COMMENTS:** L. Napolitano stated that she recently watched a documentary of small towns out west that closed their schools and over time the towns struggled to remain viable.
14. **EXECUTIVE SESSION: NONE**
- 14.1 **Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A)**
15. **ADJOURNMENT:** R. Hellstrom MOVED to Adjourn the meeting at 7:58 pm.

Respectfully submitted by Jennifer C. LaVoie

LEGAL NOTICE OF SPECIAL TOWN MEETING
COLUMBIA, CT

The duly qualified electors of the Town of Columbia, Connecticut and any other persons entitled to vote upon any of the matters contained in this warning are hereby notified to meet in the meeting room of the Adel Urban Administrative Offices at the Town Hall, 323 Route 87, Columbia, Connecticut on Tuesday, July 24, 2018, at 6:45 p.m. for the following purpose:

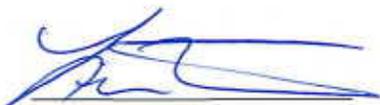
CLAUSE 1: That Steven Everett, who is the First Selectman of the Town of Columbia, be empowered to execute and deliver in the name and on behalf of said Town a certain contract and related documents with the State of Connecticut, Department of Economic and Community Development regarding a \$20,000 historic restoration grant for the Moor's Indian Charity School, including, without limitation, a document entitled Easements, Declaration of Covenants and Declaration of Preservation Restrictions.

CLAUSE 2: That the Easements, Declaration of Covenants and Declaration of Preservation Restrictions be approved in the form presented at the meeting (with such non-substantive changes as may be authorized prior to execution by the First Selectman) pursuant to which the Town will grant or make certain easements, covenants, and restrictions for a period of five years with respect to the Moor's Indian Charity School and the Town's real property upon which it sits.

A copy of the Easements, Declaration of Covenants and Declaration of Preservation Restrictions and other grant-related documentation is available at www.columbiact.org and in the Town Clerk's office.



Steven M. Everett



Lisa Napolitano



Robert Hellstrom

William O'Brien



Robert Bogue

Columbia Open Space Committee

Regular Meeting Minutes

Thursday June 21, 2018

The meeting was called to order by Chairperson Ann Dunnack at 8:02 AM.

Present: Ann Dunnack, Shirley King, Paul Ramsey, Don Schofield, Don Cianci seated for Walt Tabor,

Audience: Honor Lawler, Trust for Public Land rep

Approval of May 17, 2018 minutes

Old Business:

Paul offered to write something for the next edition of the View soliciting interest from citizens for membership on the Open Space advisory.

Paul and Chris attended the Lebanon Conservation commission meeting along with Honor. The consensus of the Commission was that Lebanon should participate with Columbia and Hebron on preserving the 1000 acre community forest with the help of the TPL. This is very encouraging.

Ann moved and Shirley 2nd that **“The Columbia Open Space Committee recommends the Board of Selectmen authorize the Town Administrator to arrange for the update of the appraisal for the Mark Kelly Property.”** Motion passed.

Honor reported on conversations with Kelly, Inzinga, Lucarelli and Jacques . All seem willing to talk and are interested in creatively developing a plan. It was suggested that Honor meet with Mark and Steve Everett to coordinate the roles of each in going forward.

Ann moved and Don Cianci 2nd that **“the Columbia Open Space Committee recommends that the Board of Selectmen authorize the Town Administrator to seek a written statement of support and collaboration from the Hebron open Space Commission to purchase the Jacques Property.”** Motion passed

Honor will send a breakdown of the Trust for Public Land’s role in the purchase of properties and prepare a presentation for the BOS and FIPAC at a joint meeting.

The Oberlander deal requires another extension according to the town attorney.

New Business

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From: Plummer, William W.

Sent: Tuesday, July 03, 2018 10:47 AM

To: Beverly Ciurylo <

Subject: Filing Status - Municipal Uniform System of Accounting Annual Report and Operations Survey



STATE OF CONNECTICUT



TO: Municipal Chief Executive Officer and Municipal Chief Finance Officer
Town of Columbia

FROM: Robert Dakers, Executive Finance Officer, Office of Finance

DATE: July 3, 2018

SUBJECT: Filing Status - Municipal Uniform System of Accounting and
Municipal Operations Survey

Filing Status of the Municipal Uniform System of Accounting Annual Report

[Section 7-406c\(b\) of the General Statutes](#) requires municipalities to complete and file annual reports with the Office of Policy and Management, in accordance with the Municipal Uniform System of Accounting. The first year of reporting by municipalities was for their FY 2014 financial information and reporting should have occurred annually for each subsequent year's information. **Please review the filing status for your municipality as indicated below. For those municipalities that are "Incomplete" or "In Process" with any of their annual filings to date, please complete and file your annual report using the [Uniform Chart of Accounts \(UCOA\) Mapping and Reporting Tool](#) by July 31, 2018.**

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Filing Status	Complete	Complete	Complete	Complete

If you encounter problems or have questions while using the Mapping and Reporting Tool, please contact Chris Palmero at Blum, Shapiro at cpalmero@blumshapiro.com or at 860-570-6460.

Municipal Operations Survey Response

We are continuing to make the Survey available on-line for those who have yet to respond. It is located at the following URL: <https://www.surveymonkey.com/r/municipaloperations>.

Our records indicate that you have responded to the Survey. Thank you.

If you should have any questions regarding this letter please contact Bill Plummer at OPM at 860-418-6367 or by email at bill.plummer@ct.gov.

Cc: Benjamin Barnes, Secretary