

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, July 18, 2017 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

Members Present: First Selectman Carmen Vance; Selectman William O'Brien; Selectman Robert Hellstrom; Selectman Robert Bogue.

Also Present: Superintendent Lol Fearon; Town Historian Ingrid Wood; Ann Dunnack; *The Chronicle* reporter Kate Tchelidze; Eagle Scout Will Rood.

CALL TO ORDER: C. Vance called the meeting to order at 7 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS Regular Meeting Minutes of June 20, 2017:** W. O'Brien MOVED to approve to BOS regular meeting minutes of June 20, 2017. MOTION CARRIED 4:0.
3. **AUDIENCE OF CITIZENS:** C. Vance presented a beautiful plaque to the BOS which lists all of Columbia's First Selectmen, from 1804 - present. The plaque will be displayed in the Conference Room in the Town Hall Adella G. Urban Administrative Offices Building.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
 - 5.1 **Resident State Trooper Contract:** W. O'Brien MOVED to authorize the town to sign the Resident State Trooper Contract for FY 2017-2018. MOTION CARRIED 4:0.
 - 5.2 **Eagle Scout Project – Will Rood:** Will Rood passed out a project description to the BOS. He explained that he would like to modernize the trailhead sign at Rec Park by painting and restructuring it. He would also like to redo the maps by updating the trail information. The final part of his project will be to add more signage to the trails, making them clearer for hikers. W. Rood discussed the benefits to his project and stated that he would like to hold a car wash to raise funds. His goal is to execute the project in early September. He will be re-measuring all trails. Ann Dunnack stated most of the trails are on Joshua's Trust property and suggested he contact Joshua's Trust so they are aware of the project. He agreed to contact Joshua's Trust to inform them of his proposal. M. Walter explained that the Town Planner Paula Stahl may be helpful with providing him maps that she recently created of all the trails. He also recommended that W. Rood get in touch with the Public Works Director to bring him up to speed on his proposed project. Discussion followed. W. O'Brien MOVED to approve the Eagle Scout project presented by W. Rood. MOTION CARRIED 4:0.
 - 5.3 **BOE Bid Waiver Request:** L. Fearon explained that the school would like to upgrade to Avaya IP phone system because the current system is very old and outdated. He stated that in February and March, a review committee met with three vendors (Genie Innovations, Intellinet, and American Business Telephone and Technologies) to review their products. L. Fearon explained that the only company willing to install a hybrid VoIP system is American Business Telephone and Technologies (ABT). The other two vendors only offered a full VoIP system, which would cost approximately \$60,000 - \$100,000, and would be overkill for a system the size of the schools. ABT will provide full installation of a hybrid VoIP, software licensing and staff training for \$21,250. He stated that this is also the same system and vendor that the town used for its phone system. Discussion followed. R. Bogue MOVED to approve the bid waiver request for installation of VoIP phone system as presented. MOTION CARRIED 4:0.

L. Fearon that the BOE anticipates a year end surplus of approximately \$60,000 - \$75,000 due to some changes in special ed enrollment, and savings in healthcare and transportation. He stated that the schools fire suppression control system needs to be replaced and explained that the manufacturer no longer makes the model therefore they must replace the motherboard. L. Fearon stated that after discussion at the last BOE meeting, they would like to apply approx \$25,000 to this project for a new motherboard. He explained that the BOE plans to apply some of the remaining surplus to the non-lapsing account as well as return some to the town.

- 5.4 Beach Project Advisory Committee (BPAC): C. Vance explained that** The Beach Project Advisory Committee (BPAC) will meet on an as-needed basis and consist of the following seven (7) members:

Carmen Vance	First Selectman
Mark Walter	Town Administrator
George Murphy	Public Works Director
Bud Meyers	Facilities Manager
Marc Volza	Director of Parks and Recreation
Bob Powell	Marine Patrol Director
Millie Ramsey	Resident

The main purpose of BPAC will be to oversee the beach renovation project and make suggestions/recommendations they feel necessary. Other duties include, but are not limited to:

- *Elect a chair, vice-chair and secretary;*
- *Assist in evaluating the work of contractors and advise to approve and/or disapprove payment of invoices and change orders as submitted to the town;*
- *Upon completion of the beach project, make a report to the Board of Selectmen.*

R. Bogue MOVED to approve the creation of the Beach Project Advisory Committee (BPAC) and appoint the individuals listed above to serve on BPAC until completion of the beach project. MOTION CARRIED 4:0.

- 6. COLUMBIA LAKE / DAM / BEACH:** None.

7. APPOINTMENTS / RESIGNATIONS:

- 7.1 Resignation of Assistant Tax Assessor Keri-Lynn Lewis:** The BOS recognized the resignation of K. Lewis.
- 7.2 Appointment of Daved Lewandowski as Gate Monitor:** C. Vance MOVED to appoint D. Lewandowski as Gate Monitor for the 2017 season. MOTION CARRIED 4:0.
- 7.3 Appointment of Nickolas Richardson as 2017 Lifeguard Sub:** C. Vance MOVED to appoint N. Richardson as a lifeguard sub for the 2017 season. MOTION CARRIED 4:0.

M. Walter informed the BOS that due to recent turnover with the lifeguard staff the Rec Director will be interviewing two more lifeguards next week. If they are chosen to be hired, they will require BOS approval at a meeting in the near future.

- 8. TOWN ADMINISTRATOR REPORT:** M. Walter presented the Assistant Assessor job description to the BOS and discussed a couple of minor changes being proposed by himself and the Assessor. W. O'Brien expressed concern with lowering the qualifications to more of an "entry level" in case the Assessor is out and the Assistant is needed to cover the position. M. Walter stated at this time, the town does not have the hours/wages budgeted to pay for the training and education to certify the assistant. Discussion followed. C. Vance MOVED to approve revised job description as presented. MOTION CARRIED 4:0.

M. Walter explained that the PZC would like the BOS to request they provide input on the proposed fracking waste ban. C. Vance will email PZC Chairman Rick Nassiff with this request.

- 9. **CORRESPONDENCE:**
- 9.1 **Monthly Police Report – June 2017**
- 9.2 **Thank you letter dated 7/6/17 to BOS from Conservation and Ag Committee and thank you letter from Tyree family**
- 9.3 **Prescription Drug Discount Program – May 2017**
- 9.4 **CT State Library – Historic Documents Preservation Grant FY 2018**
- 9.5 **Town Historian Report FY 2016-17**

10. **BUDGET:**

10.1 **Transfers:** R. Bogue MOVED to approve the following transfers:

TRANSFER # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
2017-063 / \$2,48	10-4250-010 / CONA Salaries, Van Svcs	10-4250-500, CONA Prof/Tech
2017-063 / \$2,572 TOTAL \$4,720	10-4250-240 / CONA Fuel, Van Svcs	10-4250-500, CONA Prof/Tech
2017-064 / \$2,535	10-4410-515, DPW Contracted Svcs	10-4410-610, DPW Bldgs/Grounds/Rep/Maint.
217-065 / \$611	10-4350-010, Lake Management Salaries	10-4350-300, Lake Management General Supplies

MOTION CARRIED 4:0.

10.2 **Refunds:** R. Bogue MOVED to approve the following refunds:

AMOUNT	FROM	TO
\$177.73	Town of Columbia	CAB East LLC
\$360.45	Town of Columbia	CAB East LLC
\$202.42	Town of Columbia	CAB East LLC
\$179.60	Town of Columbia	CAB East LLC

MOTION CARRIED 4:0.

11. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills including regular bills, emergency bills, library grant, credit cards and paychex totaling \$426,589.72. MOTION CARRIED 4:0.

12. **BOARD MEMBER COMMENTS:** None.

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 Statutes Section 1-200(6)(A);** None.

14. **ADJOURNMENT:** C. Vance MOVED to ADJOURN at 7:51 pm. and the MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Kimberly A. Bona