REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, August 4, 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 7/7/15

3. AUDIENCE OF CITIZENS

4. OLD BUSINESS
4.1 Library Grant Contract

5. NEW BUSINESS:
5.1 Windham Regional Transit District (WRTD) presentation
5.2 Revision of Gatekeeper Job Description
5.3 Revision of Floater Job Description
5.4 Revision of Accounting Assistant Job Description

6. COLUMBIA LAKE / DAM / BEACH
6.1 Letter to Michael Hartling re: Jet-ski on Columbia Lake

7. APPOINTMENTS / RESIGNATIONS:
7.1 Appointment of Constance Kisluk as the new Zoning Enforcement Officer (ZEO)
7.2 Appointment of Marc Volza as Assistant to the Rec Director
7.3 Resignation of Marjorie Golden-Mossberg from CONA

8. TOWN ADMINISTRATOR REPORT: See report.

9. CORRESPONDENCE
9.1 Thank you letter to C. Osten
9.2 Prescription Drug Card Usage Report for June 2015
9.3 CRCOG Member Benefits Letter
9.4 United Services donation letter
9.5 LoCIP grant award letter
9.6 Thank you letter to D. Ramm

10. BUDGET
10.1 Transfers
10.2 Refunds

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, July 7, 2015 - 7 pm.
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 Robert Hellstrom; Selectman William O'Brien.

Also Present: Town Administrator Natasha Nau; Dr. Richard Kortman; Dan Salazar, CCAT; numerous citizens.

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

1. PLEDGE OF ALLEGIANCE

2. MINUTES: **BOS Regular meeting minutes of 6/16/15:** R. Bogue MOVED to approve the BOS regular meeting minutes of 6/16/15. MOTION CARRIED 5:0.

3. AUDIENCE OF CITIZENS: None.

4. OLD BUSINESS

4.1 **Mono Pond – Presentation by Dr. Robert Kortman:** R. Kortman explained that Mono Pond is infested primarily by an invasive weed known as "fanwort" and is concerned that Columbia Lake may become infested with the same invasive species in the future if the town is not cautious. He spoke to the Board about testing and monitoring of Mono Pond and Columbia Lake to check for Invasive Macrophytes. R. Kortman discussed approaches that could be considered to reduce the impacts of the Fanwort infestation. These include seasonal drawdown, benthic barriers, sterile herbivorous fish, various harvesting approaches, herbicides, etc. N. Nau asked how many herbivorous fish (carp) would be needed to control the aquatic weed growth. R. Kortman will look into this and get back to N. Nau with an approximate amount/cost. R. Kortman stated that he does not feel that it is of urgent nature at this time which allows time for further monitoring and testing. S. Everett asked for a timeline as to how long the study will take before action can be taken. R. Kortman explained that it all depends on studying the physical structure of the system. Once this is done, he will be able to assess an effective method. W. O'Brien asked where funding comes from for state owned bodies of water. Paul Ramsey stated that Mono Pond is indeed owned by the state. R. Kortman spoke about his opinion on fixing the problem with chemicals. He explained that the chemicals are relatively safe for both humans and pets, but he is concerned that the currently "plant dominated" Mono Pond could become "algae dominated" due to the chemical use. Discussion followed. C. Vance MOVED that the town enter into a contract with Dr. Kortman for monitoring and evaluation of both Mono Pond and Columbia Lake with the intent to solve the infestation of Fanwort and other Invasive Macrophytes. MOTION CARRIED 5:0. N. Nau will work with Dr. Kortman on creating a contract. R. Kortman suggested forming a "sub-committee" consisting of approximately four individuals to partake in this issue. C. Vance stated that the Lake Management Advisory Committee (LMAC) will be notified and serve as the subcommittee.

4.2 **Pavilion and other town facilities - rental fees/general rules, etc:** N. Nau explained that she met with Public Works Director George Murphy, Facilities Manager Bud Meyers and Rec Director Jill Swenson regarding rental of the Pavilion at Rec Park. Discussion regarding rental fees, proper clean up and liability took place. N. Nau explained that it was agreed to require a rental deposit of $100 along with a certificate of liability insurance (minimum of $1,000,000) when renting the facility. It was also agreed that it would be a good idea to have a town staff person inspect the facility at the end of each function to ensure that proper clean up was done and there was no damage done to the rental property. Gatekeeper Philip Levine agreed to take on this responsibility. N. Nau respectfully requested that the Board consider a fee increase as follows: $50 for four hours, $100 for eight hours. There will be two four-hour blocks of time available to rent per day and the timeframe will change with the season. She explained that the extra revenue would be used to compensate the Gatekeeper for the additional time needed for facility inspection at the end of events. N. Nau stated that the revised rental form will reflect all of the proposed changes. Discussion followed. R. Bogue MOVED to accept the new rental fees proposed. MOTION CARRIED 5:0.

4.3 **Angelides v. TOC – tax assessment appeal settlement:** R. Bogue MOVED to accept Judge Aronson's judgment to refund $83,419.32 for the 2012-2013 tax years in the case of Angelides v. Town of Columbia as recommended by Attorney Michael Collins and not to move forward with an appeal to the Appellate Court. MOTION CARRIED 5:0.

5. NEW BUSINESS:

5.1 **IT Managed Support and Hosting Services – Connecticut Center for Advanced Technology (CCAT), Dan Salazar:** N. Nau stated that CCAT currently provides IT service for the school as well as the Capital Region Council of Governments (CRCOG) and multiple surrounding small towns and schools. She explained that CCAT won the RFP for services with CRCOG, therefore respectfully requested permission to waive the town bidding process for IT services. Dan Salazar of CCAT spoke to the Board regarding CCAT services and the details of the proposals provided. The Hosting Services agreement will be paid for in full for the first year and partially for the second year by a previously attained grant. He explained that CCAT provides IT support to schools, towns, libraries and non profits. Discussion followed. R. Bogue MOVED to authorize the Town enter into a two year hosting agreement with CCAT in the amount of $5,891.00. MOTION CARRIED 5:0. W. O'Brien MOVED to allow the Town to waive the bidding process for IT services. 5:0. R. Bogue MOVED to authorize the Town to enter into a two year Managed Support Services agreement with CCAT in the amount of $16,500. MOTION CARRIED 5:0.

5.2 **Hunters Ridge road acceptance and bond release:** S. Everett MOVED that the Town accept Hunters Ridge as a town road and accept the public improvements in the Hunters Ridge Subdivision. MOTION CARRIED 4:0:1 with R. Hellstrom abstaining. S. Everett MOVED that the Town release the bond in the amount of $20,000 for the completion of the public improvements of Hunters Ridge Subdivision as the work has been completed as required. MOTION CARRIED 4:0:1 with R. Hellstrom abstaining.

5.3 **Emergency Management Performance Grant (EMPG):** R. Hellstrom MOVED to authorize C. Vance to sign the EMPG Grant awarded to the town in the amount of $3,000. MOTION CARRIED 5:0.

C. Vance MOVED to add item 5.4 to agenda, entitled, "Use of Lake Beach for Camp Care." MOTION CARRIED 5:0.

5.4 **Use of Lake Beach for Camp Care, Inc.:** W. O'Brien MOVED to allow Camp Care to utilize the Lake Beach on August 14 and August 15, 2015 from 1-5 pm and to pay for the lifeguards. MOTION CARRIED 5:0.

6. COLUMBIA LAKE / DAM / BEACH

6.1 **Application to construct structures on or over Columbia Lake at 70 Route 87 by Jim Blair on behalf of Ronald and Sharon Young:** W. O'Brien MOVED to approve the application by Jim Blair on behalf of Ronald and Sharon Young to rebuild the seawall at 70 Route 87, contingent upon the recommendations made by LMAC. MOTION CARRIED 5:0.

7. APPOINTMENTS / RESIGNATIONS:

7.1 **Resignation of De Ramm as Town Historian and naming of De Ramm as Emerita Historian:** The BOS recognized the resignation of D. Ramm and her service since about 1990.C. Vance MOVED to name De Ramm as Emerita Historian 5:0.

7.2 **Appointment of Ingrid Wood as Town Historian:** C. Vance MOVED to appoint I. Wood as Town Historian. I. Wood explained her interest in history. MOTION CARRIED 5:0.

C. Vance MOVED to add item 5.5 to the agenda, entitled, "Town Meeting to accept Hunters Ridge as a town road." MOTION CARRIED 5:0.

5. NEW BUSINESS (CONTINUED):

5.5 **Town Meeting to accept Hunters Ridge as a town road name:** C. Vance MOVED to establish a Town Meeting on Tuesday, August 4, 2015 at 6:45 pm in the Adella G. Urban Administrative Offices Conference Room for approval of the following clause:
Clause 1 – Acceptance of Hunters Ridge as a town road and acceptance of the public improvements in the Hunters Ridge Subdivision based on the recommendations of the Town Engineer, Tom Fenton of Nathan Jacobson and Associates and George Murphy, Director of Public Works. MOTION CARRIED 5:0. The road will not be accepted nor will the bond be released until after that meeting

8. TOWN ADMINISTRATOR REPORT: See attached report.

9. CORRESPONDENCE
9.1 FY 2015 High Risk Rural Roads – Speed Enforcement Program
9.2 CCM Prescription Discount Card Program results for Columbia
9.3 CCM Public Acts effective 7/1/15
9.4 CCM Public Policy and Advocacy – Legislative Alert 6/29/15

10. BUDGET
10.1 Transfers: C. Vance MOVED to approve the following transfers as presented:

TRANSFER #	AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
051	$350	10-4112-040, Group Insurance, Admin	10-4112-012, Auto Allowance, Admin
052	$36	10-4112-040, Group Insurance, Admin	10-4117-230, Electricity, Meeting Place
053	$235	10-4112-040, Group Insurance, Admin	10-4133-500, Prof/Tech, Tax Coll
054	$94	10-4330-710, Prof Improvement, Fire Prevention Svcs	10-4330-770, Transportation, Fire Prevention Svcs
055	$944	10-4410-515, Contacted Svcs, DPW	10-4410-240, Fuel, DPW
056	$225	10-4410-300, Supplies, DPW	10-4410-500, Prof/Tech. DPW
057	$77	10-4410-710, Prof Development	10-4410-630, Rental, DPW
058	$3	10-4420-300, Supplies, Tran Stat	10-4420-230, Electricity, Tran Stat
059	$26	10-4510-500, Prof/Tech, PZC	10-4510-130, Legal Notices, PZC
060	$162	10-4540-110, Postage, Cons and Ag	10-4540-300, Supplies, Cons and Ag
061	$77	10-4540-770, Transportation, ZBA	10-4550-130, Legal Notices, ZBA

MOTION CARRIED 5:0.
10.2 Refunds: None.

11. APPROVE PAYMENTOF BILLS: S. Everett MOVED to approve the FY 14-15 emergency bills in the amount of $117,596.19. MOTION CARRIED 5:0. S. Everett MOVED to approve the FY 14-15 regular bills in the amount of $24,500.30 and the FY 15-16 regular bills in the amount of $151,494.78 totaling $175,997.08. MOTION CARRIED 5:0. R. Bogue MOVED to approve the payment for the funding of Library, Paychex and credit cards in the amount of $97,642.84. MOTION CARRIED 5:0. Total payments approved = $391,236.11.

12. BOARD MEMBER COMMENTS: R. Bogue expressed that he feels it is important to continue with the research on the Invasive Macrophytes in Mono Pond.

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: C. Vance MOVED to adjourn at 8:44 pm and the MOTION CARRIED UNANIMOUSLY.

The next regular meeting is scheduled for Tuesday, August 4, 2015 at 7:00 pm.

#299337
Revised 4/2014

030P-SC-13 (grant #)

CONNECTICUT STATE LIBRARY
Hartford, Connecticut 06106

STATE PUBLIC LIBRARY CONSTRUCTION GRANT CONTRACT FOR MUNICIPALITIES

This Agreement is made by and between the State of Connecticut, Connecticut State Library Board (hereinafter "State Library" or "Grantor") and the Town of Columbia (hereinafter "Contractor" or "Grantee") pursuant to § 11-24c of the Connecticut General Statutes (hereinafter "CGS").

WHEREAS, CGS § 11-24c provides for state funds to assist in the construction, renovation, repair, and improvement of the physical public library facilities at the local level; and

WHEREAS, the State Library administers a grant program whereby libraries apply for state funded public library construction grants; and

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained, the parties do hereby agree as follows:

1. The State Library hereby authorizes a grant for the amount not to exceed $596,150 (hereinafter "Grant Funds") for a major alteration and expansion project at the Saxton B. Little Free Library (hereinafter the "Project"). The Contractor is responsible for any project expenses greater than the Grant Funds.

2. The Contractor shall proceed forthwith upon the signing of this Agreement with a major alteration and expansion project provided that sufficient local funds are approved and available to complete the entire project in accordance with said plans, specifications, and schedule or as hereafter changed with the approval of the State Library.

3. For projects that involve construction the Contractor has employed an architect and shall submit to the state detailed plans and specifications (including *American Institute of Architects (AIA) Document A201*, general conditions of the contract for construction intended to be used as one of the contract documents forming the construction contract).

4. The Contractor may, in writing, execute change orders in connection with this particular project with the written approval of the architect, but any individual change representing an increase or decrease in the cost of the project in excess of $4,000 for projects under $50,000, $10,000 for projects between $50,000 and $100,000 and $20,000 for projects over $100,000 shall be approved in advance by the State Library.

5. The Contractor shall establish and maintain accounting procedures and supporting documents necessary to permit accurate and expeditious audit at any time during the construction, and all records pertaining to the project shall be maintained for a period of ten (10) years.

6. Upon request of the State Library, the Contractor shall submit copies of architect's and other inspection reports and such additional reports including payroll records as may be required by the State Library.

9. The Contractor shall employ adequate methods of obtaining competitive bids, pursuant to the Department of Administrative Services (DAS) Contractor Prequalification Program, prior to awarding the construction contract, and shall advertise in a newspaper having a substantial circulation in the municipality in which construction takes place (a trade journal does not qualify as a newspaper for this purpose) or advertise in the DAS Biznet State Contracting Portal.

   (a) For a single construction contract with total cost under $500,000. All construction contracts (including equipment procurement over $10,000) shall be awarded to the lowest responsible and qualified bidder in open competitive bidding.

   (b) For a single construction contract with total cost over $500,000. All construction contracts for a construction projects which are funded in whole or in part with state funds shall be awarded to the lowest responsible and pre-qualified bidder described in CGS § 4b-92 in open competitive bidding. The Contractor will provide those contractors with a Performance Evaluation at 50% project completion and provide both contractor and DAS with a Performance Evaluation at 100% completion. The Contractor must indicate in the bid advertisement the classification(s) for which construction contractors are being sought. Example of bid advertisement can found on DAS Contractor Prequalification Program website. The DAS Prequalification Program must receive the final evaluation seventy (70) days after project completion.

10. The Contractor shall not sign a contract with a building contractor, purchase furniture, or begin work on a maintenance project (only applicable to "distressed municipalities" as defined by CGS § 32-9p(b)) until the Contractor and the State Librarian have signed this contract, and this contract has been approved by the Attorney General.

11. The building contractor who is selected to do the project shall provide a performance bond.

12. The Contractor shall comply with all applicable sections of the State and local building codes, where such codes are in force.

13. The Contractor shall follow the rules on construction of a public works project as established by the local municipality unless additional requirements are specifically required by Federal statutes, State statutes, or executive orders.

14. Indemnification.

   (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or contractor parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with claims, Acts or the contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against claims includes claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance.

(c) For purposes of this subsection, for State Grants, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in CGS§ 4-230.

16. The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions, and shall make such refunds within thirty (30) days from notice in writing by the State. In the case of any failure to make such refunds, the Contractor agrees that the State may deduct such amount from any current or future sums owing to said Contractor on the part of the State from any source or for any purpose whatsoever.

17. If the final Application for Payment and back-up documentation reveals that the ultimate cost of the construction project for which this grant has been provided is less than the amount upon which the grant award was originally based (the grant award cannot exceed one half of the actual cost of the construction project) the amount of the grant award shall be reduced proportionately. If any funds must be returned, the Contractor shall send the refund, in the form of a bank or certified check, to the Connecticut State Library within thirty (30) days from notice in writing by the State Library, without the parties to this agreement entering into separate amendments or supplements to this Agreement.

18. When issuing statements, press releases, announcements of contract awards under the project, dedication programs and other documents or announcements describing this project, the Contractor shall state clearly that the library construction project is being paid for, in part, with state funds provided by the Connecticut State Library.

19. The Contractor expressly agrees and covenants that a proposed new, improved or expanded public library facility that is the subject of this contract shall be devoted to public library purposes for a period of not less than ten (10) years after completion of the construction project for which this grant has been provided or until the building outlives its usefulness. The Contractor further expressly agrees and covenants that, should a proposed new, improved or expanded public library facility be devoted to public library purposes for a period of less than ten (10) years after completion of the construction project or until the building outlives its usefulness, the contractor shall return the grant funds provided for herein on a prorated basis for every year less than ten (10) years after completion that the facility was not devoted to use as a public library.

20. Termination.

(a) Notwithstanding any provisions in this contract, the State Library, through a duly authorized employee, may terminate the contract whenever the State Library makes a written determination that such termination is in the best interests of the State. The State Library shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the contract prior to such date.

(b) Notwithstanding any provisions in this contract, the State Library, through a duly authorized employee, may, after making a written determination that the Contractor has breached the contract, terminate the contract in accordance with the following breach provision.

(1) Breach. If either party breaches the contract in any respect, the non-breaching party shall provide written notice of the breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor breach, any other time period which the State

revoke any consent to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor parties or any third party.

(g) Upon termination of the contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive termination. All representations, warranties, agreements and rights of the parties under the contract shall survive such termination to the extent not otherwise limited in the contract and without each one of them having to be specifically mentioned in the contract.

(h) Termination of the contract pursuant to this section shall not be deemed to be a breach of contract by the State Library.

21. Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

22. Executive Orders. This Contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the State Library shall provide a copy of these Orders to the Contractor.

23. The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that the State Library and the Attorney General of the State of Connecticut have approved this Agreement in writing.

24. This Agreement shall be binding upon and shall inure to the benefit of the Contractor and its successor.

25. The sole and exclusive means for the presentation of any claim against the State arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims against the State) and the Contractor shall not initiate legal proceedings in any State or Federal Court in addition to or in lieu of said Chapter 53 proceedings.

the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the contractor.

30. Disclosure of Records. This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to the Freedom of Information Act (FOIA) and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

31. Sovereign Immunity. The parties acknowledge and agree that nothing in this Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Contract. To the extent that this section conflicts with any other section, this section shall govern.

32. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by State Library. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General.

33. State Library approved this grant on November 25, 2013. Minutes of that meeting which are attached hereto as Attachment A and expressly made a part hereof.

Attachment A

Minutes of the State Library Board meeting.

STATE OF CONNECTICUT, RECORD OF PROCEEDINGS
STATE LIBRARY BOARD
November 25, 2013

Members present: John N. Barry, Bob Harris, Judge Michael Sheldon, Judge Robert Beach, Mollie Keller, Jay Johnston, Allen Hoffman, Joy Hostage, Linda Anderson

Members absent: Stefan Pryor, Eileen DeMayo, Ernie DiMattia

Others present: Kendall Wiggin, Jane Beaudoin, Dawn La Valle, Mark Smith, Nancy Peluso, Diane Pizzo, Paul Baran, LeAnn Power, Bill Sullivan, Eric Hansen, Steve Cauffman, Gail Hurley, Christine Pittsley, Jane Cullinane, Christine DaVareau (State Library), Betsy McIlvaine (ACLB), Paul McIlvaine (FOCL), Jennifer Keohane (CLC)
* *

The meeting was called to order by Chairman John N. Barry at 1:15 p.m.
NEW BUSINESS

Approval of 2014 Meeting Calendar: After some brief discussion, it was decided that due to scheduling conflicts, the proposed date for the July meeting may be changed. With the understanding that the July meeting date will be revisited at the January 2014 meeting, it was MOVED (A. Hoffman) seconded (B. Harris) THAT THE STATE LIBRARY BOARD APPROVES THE FOLLOWING DATES FOR ITS REGULARLY SCHEDULED MEETINGS IN THE YEAR 2014: JANUARY 27, MARCH 24, MAY 19, JULY 28, SEPTEMBER 22, NOVEMBER 24. PASSED unanimously.

Approval of Appointments to the Advisory Council for Library Planning and Development (ACLPD): The names of two individuals that were nominated for their 1st two-year term on ACLPD, and the names of two individuals that have been nominated for reappointment to a second two-year term, are being brought to the Board for approval. It was MOVED (M. Sheldon) seconded (A. Hoffman) THAT THE STATE LIBRARY BOARD APPROVES THE APPOINTMENT AND REAPPOINTMENT OF THE FOLLOWING INDIVIDUALS TO THE ADVISORY COUNCIL FOR LIBRARY PLANNING AND DEVELOPMENT: SARAH MANN (LIBRARY USER REGION 4), BETTY ANNE REITER (CLA REPRESENTATIVE), MARCIA STUART (LIBRARY USER REGION 6), AND POLLY FITZ (LIBRARY USER REGION 5). PASSED unanimously.

Approval of State Public Library Construction Grant Recommendations: It was immediately MOVED (M. Sheldon) seconded (B. Harris)

Moved:
That the State Library Board approve for funding:

$1,000,000 State Public Library Construction Grant for the Burlington Public Library,
$1,000,000 State Public Library Construction Grant for the Saxton B. Little Library of Columbia,
$1,000,000 State Public Library Construction Grant for the Jonathan Trumbull Library of Lebanon,
$1,000,000 State Public Library Construction Grant for the Tolland Public Library,
$402,759 State Public Library Construction Grant for Voluntown Public Library,
$751,253 State Public Library Construction Grant for the New Fairfield Public Library,
$140,009 State Public Library Construction Grant for the Wheeler Library of North Stonington,

Attachment B

CONNECTICUT STATE LIBRARY
APPLICATION FOR PAYMENT
STATE PUBLIC LIBRARY CONSTRUCTION GRANT
Under Section 11-24c of the Connecticut General Statutes

CERTIFICATION

The _____ (grantee) hereby requests a payment of grant funds to be expended for the below named project as authorized under the State Public Library Construction Grant program administered by the Connecticut State Library Board (grantor). Acting as the duly authorized agent for the above, I hereby certify that, according to the best of my knowledge, the information given below is correct and that the grantee is in compliance with the terms and conditions of the grant agreement between the grantee and the Connecticut State Library Board.

Name: _____ Signed: _____

Title: _____ Date: _____

A. Grant Number #_____

B. Total amount of grant approved: $_____

C. Contract period: _____ to _____

D. Organization authorized to receive payment:

_____
Name

_____
Address

_____

E. Are you prepared to receive payment through ACH (Automated Clearing House)? (Check one) Yes ☐ No ☐

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1. Original estimated cost of entire project: (as given in the grant application) $_____
2. Increase or decrease in project costs since the project began (if any): $_____
3. Total new cost of entire project (add items 1 and 2): $_____
4. Total amount completed to date: (Must be substantiated by architect's certification on the most recent *AIA Documents G702* and *G703* and invoices for costs not covered by the *AIA Documents*.) $_____
5. Dollar amount of grant payment being requested: $_____
6. Payment # 1 (50%)☐ 2 (40%)☐ 3 (10%)☐
7. Municipal Library: ☐ or Association Library: ☐ FEIN: _____

State of Connecticut, County of _____ on this _____ day of _____
the above subscribed personally appeared before me and made oath to the truth of this certification.
My commission expires on _____ Signed _____

Rev. 1/2014

Final Expenditure Report
Page 2

3. Construction Costs

a. Building construction	$_____
b. Demolition	$_____
c. Site improvements	$_____
d. Parking lot	$_____
e. Architect/engineers' fees	$_____
f. Audit	$_____
g. Other (must be identified)	$_____
_____	$_____
_____	$_____
_____	$_____

TOTAL CONSTRUCTION COSTS $_____

TOTAL
NON-CONSTRUCTION AND CONSTRUCTION COSTS $_____

4. Funding Sources

State Public Library
Construction Grant $_____

Other State $_____

Federal $_____

Private (fund raising) $_____

Foundation/Trust $_____

Local (general budget) $_____

TOTAL $_____ (must equal 100% of **total** project cost)

5. Name and signature of the Grantee's authorized representative:

_____ _____ _____
(Print or Type) (Signature)

Rev. 1/2014

WRTD

Natasha Nau, Town Administrator
Town of Columbia Administration
323 Jonathan Trumbull Highway
Columbia, CT 06237

June 25, 2015

Dear Ms. Nau:

As you may be aware on May 27, 2015 the Windham Regional Transit District (WRTD) conducted a meeting with its member towns to discuss the financial challenges that WRTD has faced in FY2015 and the positive changes that WRTD has made as we move toward FY2016.

At that meeting WRTD presented a financial overview for FY2015 and FY2016 including information on additional funding from the Connecticut Department of Transportation that will be provided for FY2015 in the amount of $243,000, and for FY2016 in the amount of $305,325.

This additional funding requires a local match of 17% per WRTD's grant agreement with ConnDOT. For FY2015 the additional local match is $41,310. Understanding that it would present a significant burden to require a local match from member towns at the end of the current fiscal year, WRTD's Board has elected to absorb the cost of the FY2015 local match by using funds from its general fund on a one-time basis.

While the board's decision resolves the issue of local match for additional funding for FY2015, WRTD is requesting assistance from its member towns to guarantee the necessary FY2016 additional funding from DOT. The total amount of the additional local match we are requesting for FY2016 is $51,905.25. Attached is a spreadsheet that shows the amounts required by town. It is important to note that these amounts were not included in the original town funding requests in December 2014 due to the fact that decisions had not been made concerning the amount of additional funding at that time.

We understand that it is inconvenient timing for your FY 2016 budget process to comply with this request at this time; and we, therefore, ask for special consideration due to the critical need to have the local matching funds needed as part of DOT's additional financial support for the WRTD.

We thank you for both your consideration of this request, and for your continued support to allow us to provide a very well received and much needed service for your residents. We are happy to come to your town to present more detailed information on this request, answer any questions that may arise or provide any other assistance that you believe would be helpful.

Sincerely,

Marjorie Roach
WRTD Board Chair

Ellen Grant
WRTD Administrator

	2016 Local Match			
Town	Original Request 1/15	Add. Request	Total Request	DOT Add. Funding
Ashford	$ 11,881.00	2180.01	14,061.01	$144,900
Chaplin	$ 3,990.00	726.67	4716.67	$77,625
Columbia	$ 7,278.00	1349.53	8627.53	$82,800
Coventry	$ 14,700.00	2802.87	17,502.87	**$305,325**
Hampton	$ 9,685.00	1764.77	11,449.77	
Lebanon	$ 14,700.00	2699.06	17,399.06	17% local match =
Mansfield	$ 45,322.00	18633.9	118675.9	$ **51,905.25**
Scotland	$ 3,554.00	622.86	4176.86	
Willington	$ 18,678.00	3477.63	22155.63	
Windham	$ 54,393.00	17647.95	111254.95	
TOTAL	$ 184,181.00	$ 51,905.25	$ 330,020.25	

Total original match $278,115
Total with Additional $330,020

TOWN COLUMBIA

RIDER STATISTICS

FISCAL YEAR 2014-2015

	PURPOSE OF TRIP									PASSENGER CATEGORY									
MONTH	Medical	Shop	Senior Activity	Nutrition	Personal	Work	Municipal Grant	Convalescent	TOTAL	Attendant	Elderly	Handicapped Ambulatory	Handicapped Non-Ambulatory	Elderly Ambulatory	Elderly Non Ambulatory	OTHER	Municipal Grant	Convalescent	TOTAL RIDES
Jul-14	39	27	6	0	11	88	0	0	171	68	0	2	44	28	30	3	0	0	171
Aug-14	73	6	0	0	2	74	0	0	155	37	0	0	37	60	6	15	0	0	155
Sep-14	71	27	0	0	4	84	0	0	186	63	0	0	42	34	26	21	0	0	186
Oct-14	55	38	0	0	23	89	14	0	219	78	1	0	44	39	37	6	14	0	219
Nov-14	32	14	0	0	8	68	0	0	122	47	7	6	34	12	16	0	0	0	122
Dec-14	8	61	0	0	0	80	0	0	149	57	4	12	40	2	34	0	0	0	149
Jan-15	12	22	0	0	0	62	0	0	96	39	0	6	31	4	16	0	0	0	95
Feb-15	2	12	3	0	12	66	40	0	135	37	4	4	33	9	8	0	40	0	135
Mar-15	23	8	1	0	6	84	0	0	122	49	0	4	42	13	14	0	0	0	122
Apr-15	39	19	0	0	2	84	0	0	144	60	0	6	42	0	36	0	0	0	144
May-15	21	17	0	0	8	96	0	0	142	58	0	0	40	4	40	0	0	0	142
Jun-15	25	13	2	0	0	50	33	0	153	49	2	6	40	2	21	0	33	0	153
TOTAL	400	264	12	0	78	955	87	20	1,794	640	18	46	469	205	284	45	87	0	1,794

TOWN OF COLUMBIA
323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0110 FAX: (860) 228-1952
OFFICE OF THE FIRST SELECTMAN

July28, 2015

Michael Hartling
18 Lakeview Park West
Columbia, CT 06237

Dear Mr. Hartling,

In October 2014, I wrote to you asking for your cooperation in abiding by Town Ordinance 6-6 Section 1C, which states "No person shall operate, on the waters of Columbia Lake, a boat with an outboard engine whose horsepower exceeds 80, or a boat with an inboard engine whose horsepower exceeds 150" and to Section 6 entitled Penalties, which states "any person who violates any provision of the ordinance shall be fined not more than $50. Any such violation shall be deemed a separate violation for each day it occurs."

It has been noted by the Marine Patrol that you have ignored this request and are currently operating the same jet-ski as last year, which is over the horsepower limit. Thus we will begin fining you $50 a day beginning August 1, 2015 until the jet-ski is removed. I regret the necessity of this action but have no other option since you refuse to abide by town ordinances and requests from the Marine Patrol officers and have not responded to our prior letters (see enclosed) regarding the matter.

Sincerely,

Carmen Vance
First Selectman

Cc: Greg DeCarli, Resident State Trooper
Natasha Nau, Town Administrator
Robert Powell, Marine Patrol

Carmen Vance, First Selectman

TOWN COLUMBIA

RIDER STATISTICS

FISCAL YEAR 2013-2014

	PURPOSE OF TRIP									PASSENGER CATEGORY									
MONTH	Medical	Shop	Senior Activity	Nutrition	Personal	Work	Municipal Grant	Convalescent	TOTAL	Attendant	Elderly	Handicapped Ambulatory	Handicapped Non-Ambulatory	Elderly Ambulatory	Elderly Non-Ambulatory	OTHER	Municipal Grant	Convalescent	TOTAL RIDES
Jul-13	27	12	1	0	11	2	0	0	53	10	0	9	2	32	0	0	0	0	53
Aug-13	9	22	0	0	18	0	30	0	79	11	0	6	1	31	0	0	30	0	79
Sep-13	12	20	3	0	13	0	0	0	48	12	0	2	0	24	10	0	0	0	48
Oct-13	2	64	0	0	14	0	0	0	80	24	0	6	0	2	48	0	0	0	80
Nov-13	13	14	0	0	15	0	40	0	82	7	0	6	0	8	17	4	40	0	82
Dec-13	13	41	0	0	8	0	0	0	62	14	0	5	0	11	28	4	0	0	62
Jan-14	8	21	0	0	8	0	0	0	37	9	2	4	0	4	18	0	0	0	37
Feb-14	18	24	0	0	19	0	0	0	61	14	13	0	0	0	31	3	0	0	61
Mar-14	21	26	0	0	12	0	0	0	59	14	8	0	0	5	28	4	0	0	59
Apr-14	8	34	0	0	11	0	24	0	77	8	4	7	0	4	16	14	24	0	77
May-14	25	32	0	0	16	0	39	0	112	15	0	10	0	15	27	6	39	0	112
Jun-14	35	35	6	2	12	4	48	0	142	27	2	6	0	23	36	0	48	0	142
TOTAL	191	345	10	2	157	6	181	20	892	165	29	61	3	159	259	35	181	0	892

Proposed New ★

TOWN OF COLUMBIA

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

REC PARK GATEKEEPER

GENERAL DESCRIPTION:

Part-time position to safeguard Recreation Park (Rec Park). Works under the general supervision of the Director of Public Works and the Town Administrator.

RESPONSIBILITIES:

Opens and closes Rec Park on a daily basis, including weekdays, weekends and holidays.

Opening Rec Park consists of unlocking all gates and doors in a manner and at times specified by the Director of Pubic Works or his/her designee. Generally, Rec Park is opened at sunrise.

Closing Rec Park consists of locking all gates and doors in a manner and at times specified by the Director of Public Works or his/her designee. Generally, Rec Park is closed at sunset.

Performs inspections on an as-needed basis in between, before and/or after events at the pavilion on the weekdays and weekends. The pavilion can be rented for four hour or eight hour blocks, which changes with the seasons as indicated below. Therefore, if there are two events on a Saturday, an inspection will need to occur in between the two events and after the last one IF there is another event on Sunday. An inspection checklist form needs to be filled out at the time of each inspection and returned to the Town on a weekly basis in order to process a refund or denial. The inspections are evaluating cleanliness and whether damage is present. Please refer to the checklist for more information.

April 15 – May 15	May 16 – Sept 15	Sept 16 – Nov 15
9:00 am – 1:00 pm	10:00 am – 2:00 pm	9:00 am – 1:00 pm
1:30 pm – 5:30 pm	2:30 pm – 6:30 pm	1:30 pm - -5:30 pm

In addition to evaluating the area and completing the checklist, empties the garbage cans if half full or more into the dumpster, which will need to be unlocked and re-locked. If there is any garbage left on the ground that is easy to dispose of, deposits into the dumpster as well.

In addition to garbage, re-stocks any bathroom items that are out or low such as toilet paper and paper towels. Supply closet will need to be unlocked and re-locked. Small cleaning issues in the bathroom such as flushing a toilet, plunging a toilet, or throwing away trash on the floor should be completed.

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Orginal ☆

TITLE: REC PARK GATEKEEPER APPROVED BY BOS ON 9/02/08

GENERAL DESCRIPTION:

Part-time position to safeguard Recreation Park (Rec Park). Works under the general supervision of the Director of Public Works.

RESPONSIBILITIES:

Opens and closes Rec Park on a daily basis, including weekdays, weekends and holidays.

Opening Rec Park consists of unlocking all gates and doors in a manner and at times specified by the Director of Pubic Works or his/her designee. Generally, Rec Park is opened at sunrise.

Closing Rec Park consists of locking all gates and doors in a manner and at times specified by the Director of Public Works or his/her designee. Generally, Rec Park is closed at sunset.

Informs the Director of Public Works or his/her designee about apparent damage or vandalism to Rec Park.

Informs the State Police of any apparent illegal activities that are taking place or have taken place at Rec Park.

Assumes additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Rec Park rules. Ability to deal with the public. Ability to lock and unlock the Rec Park front gate and bathrooms.

QUALIFICATIONS:

Demonstrated professional work responsibilities.

Revised ☆

TOWN OF COLUMBIA

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

FLOATER

GENERAL DESCRIPTION:

This is a clerical position involving varied general office functions, including but not limited to communicating with the public, typing, filing, acting as a receptionist, telephone answering, posting, forms processing and acting as support staff to various departments, boards and commissions. This position also has the responsibility for making standard office clerical decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office procedures.

SUPERVISION RECEIVED:

The Floater works under the general supervision of the Town Administrator, who shall assign the floater to various town departments, boards and commissions on an as needed basis.

EXAMPLES OF DUTIES:

Performs clerical work of an organization unit involving standard clerical procedures requiring the exercise of some judgment and making decisions within the limits of standard procedures and general instruction

Serves as receptionist: answers and transfers telephone calls; greets and directs visitors; provides standard information regarding various department functions and operations.

Answers citizen inquiries and explains town procedures and policies and/or directs inquiries to appropriate public officials.

Maintains office files, manuals, policies and resource materials. Distributes mail.

Types letters, memoranda, reports, index cards, records, tabulations and other related materials from copy or rough draft, may be called upon to compose routine correspondence from marginal notes or verbal instructions.

Assists in the preparation of meeting packets and agendas. Act as recording clerk for meetings.

Operates a wide variety of standard office machines. Maintains office supply inventories.

Makes appointments and arranges meetings.

Processes routine applications, forms, permits, licenses and related material by checking for completeness and conformance to standard requirements. Aids in the purchase of materials and goods.

Stores and retrieves documents, maps, records, and files. Received, recording, filing, and indexing documents. Aiding in the registration of voters and assisting in the recording of voter and election information.

The position will be cross-trained over the majority of the departments to be able to complete various department specific tasks. Performs the department specific duties as assigned by each

TOWN OF COLUMBIA

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

FLOATER

QUALIFICATIONS: High School graduate or G.E.D., with at least two years of work experience in an office and/or municipal setting, or college graduate with the demonstrated ability to perform job functions.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that compromise this position.

Approved by BOS on 8/5/08
Revised 7/30/15, presented to BOS 8/4/15

JOB DESCRIPTION: FLOATER — Approved by BOS on 8/05/08

GENERAL DESCRIPTION:

This is a clerical position involving varied general office functions, including but not limited to communicating with the public, typing, filing, acting as a receptionist, telephone answering, posting, forms processing and acting as support staff to various departments, boards and commissions. This position also has the responsibility for making standard office clerical decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office procedures.

SUPERVISION RECEIVED:

The Floater works under the general supervision of the Town Administrator, who shall assign the floater to various town departments, boards and commissions on an as needed basis.

EXAMPLES OF DUTIES:

Performs clerical work of an organization unit involving standard clerical procedures requiring the exercise of some judgment and making decisions within the limits of standard procedures and general instruction

Serves as receptionist: answers and transfers telephone calls; greets and directs visitors; provides standard information regarding various department functions and operations.

Answers citizen inquiries and explains town procedures and policies and/or directs inquiries to appropriate public officials.

Maintains office files, manuals, policies and resource materials. Distributes mail.

Types letters, memoranda, reports, index cards, records, tabulations and other related materials from copy or rough draft, may be called upon to compose routine correspondence from marginal notes or verbal instructions.

Assists in the preparation of meeting packets and agendas. Act as recording clerk for meetings.

Operates a wide variety of standard office machines. Maintains office supply inventories.

Makes appointments and arranges meetings.

Processes routine applications, forms, permits, licenses and related material by checking for completeness and conformance to standard requirements. Aids in the purchase of materials and goods.

Stores and retrieves documents, maps, records, and files. Received, recording, filing, and indexing documents. Aiding in the registration of voters and assisting in the recording of voter and election information.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent knowledge of computer office programs including Word, Excel and Outlook.

Good skill in typing at the net rate of 45 words per minute.

Considerable knowledge of the internet and its professional uses.

Considerable knowledge of modern office procedures, practices and equipment.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to understand and follow written and oral instructions.

Considerable ability to plan, organize and complete work rapidly and efficiently.

Good ability to establish effective working relationships with superiors, other staff, boards and commission members and the general public. Person must be able to endure stress while maintaining a courteous and positive attitude.

Good ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.

Good ability to make simple calculations with speed and accuracy.

Good ability to make change accurately.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; talk or hear; walk; reach with hands and arms; use hands or fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to climb, stoop, kneel and crouch. The employee must occasionally lift and/or move objects weighing up to 25 pounds. Specific vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

QUALIFICATIONS: High School graduate or G.E.D., with at least two years of work experience in an office and/or municipal setting, or college graduate with the demonstrated ability to perform job functions.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that compromise

TOWN OF COLUMBIA
323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0110 FAX: (860) 228-1952
OFFICE OF THE FIRST SELECTMAN

July28, 2015

Michael Hartling
18 Lakeview Park West
Columbia, CT 06237

Dear Mr. Hartling,

In October 2014, I wrote to you asking for your cooperation in abiding by Town Ordinance 6-6 Section 1C, which states "No person shall operate, on the waters of Columbia Lake, a boat with an outboard engine whose horsepower exceeds 80, or a boat with an inboard engine whose horsepower exceeds 150" and to Section 6 entitled Penalties, which states "any person who violates any provision of the ordinance shall be fined not more than $50. Any such violation shall be deemed a separate violation for each day it occurs."

It has been noted by the Marine Patrol that you have ignored this request and are currently operating the same jet-ski as last year, which is over the horsepower limit. Thus we will begin fining you $50 a day beginning August 1, 2015 until the jet-ski is removed. I regret the necessity of this action but have no other option since you refuse to abide by town ordinances and requests from the Marine Patrol officers and have not responded to our prior letters (see enclosed) regarding the matter.

Sincerely,

Carmen Vance
First Selectman

Cc: Greg DeCarli, Resident State Trooper
Natasha Nau, Town Administrator
Robert Powell, Marine Patrol

Carmen Vance, First Selectman

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Natasha R. Nau, Town Administrator

DATE: July 30, 2015

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

I recommend that the Columbia Board of Selectmen make the following personnel hire:

Name: Constance Kisluk **Tel #:** (860) 985-1007

Address: 174 Old Mill Road
Middletown, CT 06457

Position/Title: Zoning Enforcement Officer (ZEO)
Starting Date: July 6, 2015

Benefits: _ FT (benefits) X PT (no benefits)
_ PT (benefits) _ Temp/Seasonal (no benefits)

Pay Info: $35.78 per hour (10-15 hours per week)

Comments: This relieves Paula Stahl from being the Interim Zoning Enforcement Officer (ZEO)

Signature: _____ **Date:** July 30, 2015
Natasha R. Nau, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting of August 4, 2015, the Columbia Board of Selectmen voted in favor of hiring Constance Kisluk in accordance with the specifications listed above.

Signature: _____ **Date:** August 4, 2015
Carmen L. Vance, First Selectman

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

OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen

FROM: Natasha R. Nau, Town Administrator

DATE: July 31, 2015

RE: PERSONNEL HIRE

RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

I recommend that the Columbia Board of Selectmen make the following personnel hire:

Name: Marc Volza **Tel #:** (203) 895-2610

Address: 127 Belvedere Drive
Meriden, CT 06418

Position/Title: Assistant to the Recreation Director
Starting Date: August 10, 2015

Benefits: _ FT (benefits) X PT (no benefits)
_ PT (benefits) _ Temp/Seasonal (no benefits)

Pay Info: $16 per hour (16 hours per week)

Comments: Pending background check

Signature: _____ **Date:** July 31, 2015
Natasha R. Nau, Columbia Town Administrator

AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

At its regular meeting of August 4, 2015, the Columbia Board of Selectmen voted in favor of hiring Marc Volza in accordance with the specifications listed above.

Signature: _____ **Date:** August 4, 2015
Carmen L. Vance, First Selectman

47 Szegda Rd
Columbia CT 06237
July 27, 2015

Via fax 860.228.1952

Ms. Natasha Nau
Administrator
Columbia Town Hall
RT 87
Columbia CT 06237

RE: CONA

Dear Ms. Nau:

This is to inform you that for personal reasons I will be resigning effective immediately from CONA. I have enjoyed working with CONA and hope that at some time in the future I will again be able to be a member of the commission.

If you should have any questions, please feel free to contact me at 860.208.2205.

Sincerely,

Marjorie Golden-Mossberg

Memorandum

To: Board of Selectmen
From: Natasha R. Nau, Town Administrator
Date: July 30, 2015
Re: TA Report for August 4, 2015 BOS Meeting

Bridges/Roads

Pucker Street Bridge (managed by Coventry) is making progress. They have completed drilling the shafts and welding joints, concrete for abutments, stone masonry and the wall stem. They are currently working on the girders and trusses. The estimated completion date and road re-opening is November 19, 2015. Baker Hill Bridge is ahead of schedule; the deck has been sealed and the concrete poured. The guiderails are set to arrive soon; the paving and line painting is to be done for the scheduled re-opening on August 16th. The curbing of Heritage Road will be completed soon in-house.

Library

Brian Curtis from Nathan L. Jacobson is almost finished with the General Permit for the septic system, which will go to Finance for a check soon. Second floor space was examined by Robert Powell to include within project but the cost was significant for an increase in Pounds per Square Foot (PSF) and there was not enough benefit. The Bond Commission awarded us our grant on July 28th and Powell will most likely be putting the project out to bid on August 7th with a deadline of September 4th. The library intends to being the move to the Meeting Place on September 8th and re-open there sometime in October.

IT – CCAT

The new company has met with all departments and will do their remediation August 3rd – 14th with the intention of taking over full-time as of August 17th.

Environmental Advisory Committee (EAC)

The committee has held two special meetings thus far and has a total of three members. In addition to help with recent grants, their first task will be having a booth at the Columbia Market on August 29th.

Eversource Clean Energy Community Program/Bright Ideas Grant

We are completing our building inventory for a free intern to set up our Portfolio Manager in August.

Recycling Grant

Part 3 (future initiatives) was accepted and is being reviewed now. Unfortunately, Part 1 (current initiatives) will not be accepted due to the fact that we have not submitted quarterly transfer station reports since 2006. George and I negotiated with them and we will backlog and submit reports from present day back to 2010 to be eligible to submit Part 1 next year.

Beach Meetings

We held the first of two public meetings about the beach grading issue on July 14th. Good discussion was had. After the second meeting on August 11th, we will follow-up on questions and comments to determine if there is a potential solution or no action is required.

TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

July 22, 2015

Senator Cathy Osten
Legislative Office Building
Room 2100
Hartford, CT 06106-1591

RE: Saxton B. Little Free Library expansion project

Dear Senator Osten,

I would like to personally thank you for the effort you put forth to ensure that the Saxton B. Little Free Library expansion project for $596,000 was placed on the Bond Commission's July 28, 2015 agenda. This is essential in order for the town to move forward with this project.

The Library expansion project is very important to Columbia and its citizens and now that the project has been placed on the agenda for approval the town will hopefully be able proceed with the next phase in this project soon.

Again, many thanks!

Sincerely,

Natasha R. Nau
Town Administrator

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%
April-15	8	4	$ 112.32	$ 14.04	$ 463.51	$ 57.94	80%
May-15	8	5	$96.86	$12.11	$535.49	$66.94	85%
June-15	9	6	$ 179.16	$ 19.91	$ 172.36	$ 19.15	49%
Total 2015	**57**	**33**	**$ 1,087.63**	**$ 19.08**	**$ 1,876.51**	**$ 32.92**	**63%**
Total Program	298	175	$ 9,965.35	$ 33.44	$ 19,620.55	$ 65.84	66%

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

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

Date: July 9, 2015

To: Carmen Vance, First Selectman, Town of Columbia

From: Chip Beckett, Chair, CRCOG Policy Board

Subject: **CRCOG Member Benefits Letter**

On behalf of the CRCOG Policy Board I am happy to send you your CRCOG member benefits letter that lays out some of the details of what you receive for your dues. Most of our members receive more in benefits than paid in dues.

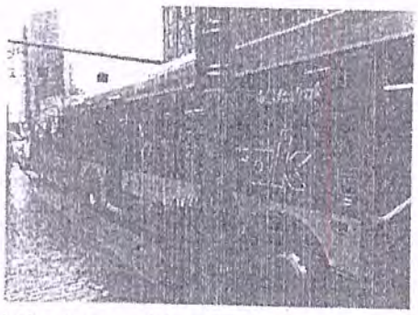
We strive to meet the needs of communities of different sizes across the range of services and benefits of CRCOG—from geographic information systems to cooperative purchasing to an emerging initiative of back office service sharing using the Nutmeg Network—to provide a growing list of cost effective services. Improving resident services at lower costs to taxpayers, while not affecting public interaction with municipal officials, is a core goal of the organization.

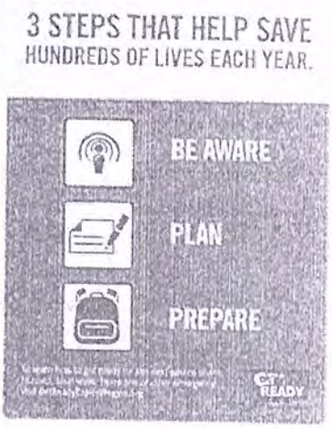
At a broader level, CRCOG serves as a problem-solving table to address a wide range of issues facing municipalities, such as transportation, homeland security, public safety, solid waste management, and brownfields assessment and remediation. In addition, CRCOG helps develop and share best practices in planning related to transit oriented development, green infrastructure, complete streets, environmental protection, alternative energy, food security and many other topics. To expand the "community" of our region, we continue to work towards initiatives by which towns can work together to meet common challenges. CRCOG is your place to bring forward issues on which we might work together.

Our tag line, "working together for a better region" reflects our 47 year history of providing value to members. I thank you for your participation in our endeavors to make our metro region the best it can be. If you have questions or suggestions, please feel free to contact me or our Executive Director Lyle Wray (860 522 2217 extension 232 or iwray@crcog.org).

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

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





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

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

United Services, Inc.

Creating healthy communities

July 16, 2015

Ms. Carmen Vance
Town Of Columbia
323 Jonathan Trumbull Hwy
Route 87
Columbia, CT 06237

Dear Carmen,

Thank you so much for your recent Town Support of United Services. Your $1,000 in funding is critical to allowing us to continue our important community programs.

Because of your generous support, United Services can continue working to implement our vision of "Creating Healthy Communities." For more than 50 years United Services has been helping the children, families and individuals of northeast Connecticut when they most need assistance. From victims of domestic abuse to those struggling with mental illness and substance addictions, we've quietly made a dramatic and positive impact touching the lives of those we serve.

Throughout these difficult economic times more and more individuals and families are in need of services. Thanks to your support we are now better able to address our funding shortfalls. On behalf of the clients we serve and our staff, I thank you again. It is rewarding to have the support of the community in this very important effort.

Sincerely,

Diane L. Manning
President/CEO

www.UnitedServicesCT.org
1007 North Main Street, Dayville, CT 06241-2170
Telephone 860.774.2020 • Fax 860.774.0826

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY DIVISION

July 22, 2015

Natasha Nau
Town Administrator
Town of Columbia
P.O. Box 165
Columbia, CT 06237

Re: LoCIP Project Number 030-15-010

Dear Ms. Nau:

I am pleased to inform you that your application for a Local Capital Improvement Program (LoCIP) grant in the amount of $55,821.53 has been approved by the Office of Policy and Management for the following project:

Road Resurfacing Program: a list of locations where work was performed provided with application.

This project has been certified to be consistent with your five year Capital Improvement Plan.

Reimbursement will be sent to your Municipal Treasurer upon receipt of your Reimbursement Request accompanied by documentation of the expenditure and availability of funding.

As indicated in the LoCIP application instructions, you are requested to maintain a detailed accounting record of the project. Please identify the grant by the LoCIP project number shown above.

I look forward to a continuing state/municipal effort to improve municipal infrastructure. If you have any questions concerning this matter, please contact my staff at 418-6293.

Sincerely,

Scott D. Jackson, Undersecretary
Intergovernmental Policy Division

cc: Treasurer

Hon. Carmen L. Vance, First Selectman

Phone: (860) 418-6293 Fax: (860) 418-6493
450 Capitol Avenue-MS# 54FOR, Hartford, Connecticut 06106-1308

TOWN OF COLUMBIA

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

OFFICE OF THE FIRST SELECTMAN

July 8, 2015

Anita (De) Ramm
132 Route 87
Columbia, CT 06237

Dear De,

On behalf of the Board of Selectmen and the residents of Columbia I want to extend a great big "THANK YOU" for all your hard work and dedication while serving as Columbia's Historian. Your efforts in organizing and maintaining the town's collection documenting our rich history has helped preserve the information for future generations.

Although you have earned this much deserved "retirement" we hope that you will continue to stay involved with Columbia's history. I am sure that your guidance and council will be much appreciated by the newly appointed historian, Ingrid Wood.

On Tuesday, July 7, 2015 the Board of Selectmen chose to honor you by appointing you as Columbia Historian, Emerita in recognition of your many years of service to our town. We hope that you will continue to stay involved in helping preserve our history.

Sincerely,

Carmen Vance
First Selectman

Cc: Board of Selectmen
Natasha Nau
Columbia Historical Society
Ingrid Wood

Carmen Vance, First Selectman