

MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, September 15, 2020 – 7:00 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Join Zoom Meeting

<https://us02web.zoom.us/j/81628212722?pwd=RFh0dEZEVGpFKy9HZnBOYzIKb2F0QT09>

Meeting ID: 816 2821 2722

Passcode: 915514

One tap mobile

+16465588656,,81628212722#,,,,,0#,,915514# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 816 2821 2722

Passcode: 915514

Find your local number: <https://us02web.zoom.us/j/81628212722?pwd=RFh0dEZEVGpFKy9HZnBOYzIKb2F0QT09>

CALL TO ORDER:

- 1. MOMENT OF SILENCE:**
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - 3.1** BOS Regular Meeting Minutes September 1, 2020.
- 4. AUDIENCE OF CITIZENS:** *For public input before the meeting please email your comments to PublicInput@columbiact.org within 24 hours before the meeting. For public input during the meeting, your comments can be submitted through the “Chat” feature in Zoom Meeting or wave your hand and request your mic to be un-muted. PLEASE INCLUDE IN BOTH METHODS YOUR NAME AND ADDRESS.*
- 5. OLD BUSINESS:**
 - 5.1** Approve the Charge for The Charter Review Commission.
- 6. NEW BUSINESS:**
 - 6.1** Registrar of Voters and Town Clerk to Discuss November Election Procedures.
 - 6.2** Approval of the Resolution for the Emergency Management Performance Grant.
 - 6.3** Columbia West Street Burying Ground Project Approval.
 - 6.4** Approval of Job Descriptions for Department of Public Works Director and Community Social Services Worker.
- 7. COLUMBIA LAKE / DAM / BEACH:**
- 8. APPOINTMENTS / RESIGNATIONS:**

9. TOWN ADMINISTRATOR REPORT:

9.1 Bio for Katie Wilt, Community Social Worker.

10. CORRESPONDENCE:

10.1 Troop K Monthly Police Report for August 2020.

10.2 Thank you letter from SACCEC on Town of Columbia's Contribution.

10.3 Articles from the Chronicle

- a) Taking plunge for soup kitchen.
- b) Obituary of Edward LaChapelle.
- c) Church serves as beacon of faith across the generations.
- d) Eleazar Wheelock: From preacher to college president.
- e) Mono Pond photos.

11. BUDGET:

11.1 Transfers.

11.2 Refunds:

12. APPROVE PAYMENT OF BILLS:

13. AUDIENCE OF CITIZENS:

14. BOARD MEMBER COMMENTS:

15. EXECUTIVE SESSION: Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A).

15.1 Real Estate

16. ADJOURNMENT:

3.1

MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, September 1, 2020 – 7:00 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present via Remote Access: Steven M. Everett, First Selectman; Robert Hellstrom, Deputy Selectman; Judy Ortiz, Selectman; William O'Brien, Selectman; Lisa Napolitano, Selectman.

Also Present via Remote Access: Mark Walter, Town Administrator; Su Epstein, Saxton B. Little Library Director; Beth Lunt.

CALL TO ORDER: S. Everett called the meeting to order at 7:00 pm.

1. **MOMENT OF SILENCE:** S. Everett asked for a moment of silence.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda. MOTION CARRIED 4.0. W. O'Brien was unavailable.
3. **APPROVAL OF MINUTES:**
- 3.1 **BOS Regular Meeting Minutes August 18, 2020.** S. Everett MOVED to Approve the BOS Regular Meeting Minutes for August 18, 2020. MOTION CARRIED 3.0. R. Hellstrom Abstained and W. O'Brien was unavailable.
4. **AUDIENCE OF CITIZENS:** None.
5. **OLD BUSINESS:**
Charter Review Committee. M. Walter explained that we have eight volunteers to serve on the Charter Review Committee with Henry Beck, Jr. as a non-voting member that can give the review committee legal advice if needed. L. Napolitano asked about J. Viens and K. Peck serving on the Charter Review Committee. M. Walter stated that we checked with the Town's legal counsel and they cannot serve on the committee because they serve on FiPAC. S. Everett made the following MOTION; be it resolved by the Columbia Board of Selectmen, that in accordance with Section 7-188 of the Connecticut General Statutes, the Town of Columbia hereby initiates the process of charter revision by a two-thirds vote of all of its members. S. Everett amended his MOTION to invite Henry Beck Jr. as a non-voting member. MOTION CARRIED 3.0, with Lisa N. and J. Ortiz Abstaining.

Appointed to the Charter Revision Commission:

- Judy Ortiz (D)
- Kate Haakonsen (D)
- Rick Nassiff (D)
- Lisa Napolitano (R)
- Mark Desrosiers (R)
- Norbert Blain (R)
- Paul Ramsey (U)
- Arthur Rowbotham (U)

6. NEW BUSINESS:

6.1 Mark Walter, Department of Emergency Management Services (DEMHS) Regional designated Proxy. M. Walter stated every year we have a meeting with the Department of Emergency Management Services and in the past years S. Everett has authorized M. Walter to represent the CEO at the meeting. S. Everett MOVED to Approve Mark Walter as the DEMHS Regional designated Proxy. MOTION CARRIED 5.0.

6.2 Burn Permit for Transfer Station Brush Pile. S. Everett stated we have a sizable brush pile after the storm at the Transfer Station. M. Lester notified S. Everett that the brush pile is not too large for a burn. If we don't burn the brush, Willi Waste will have to haul out the brush at a cost. S. Everett stated that we can have four burns a year and the CVFD will use it as training. W. Everett MOVED to Approve the Town of Columbia apply for a burn permit from the State of CT DEEP. MOTION CARRIED 5.0.

7. COLUMBIA LAKE / DAM / BEACH:

7.1 Application to Replace Dock and Seawall for Mr. and Mrs. Baumert, 3 Webster Lane. S. Everett MOVED to Approve the application to replace a dock and seawall for Mr. and Mrs. Baumert as described here. MOTION CARRIED 4.0.

7.2 Application to Replace and Repair Dock and Seawall for Penny Walsh, 132D Route 87. S. Everett MOVED to Approve the replacement and repair dock and seawall for Penny Walsh at 132 D Route 87 as described here. MOTION CARRIED 5.0.

7.3 Application for Construction of a Structure on or Over Columbia Lake Hallarin Family Irrevocable Trust, 132 A, Route 87 (Co-Mi-Mo Lane), Columbia, CT. S. Everett MOVED to Approve the application for the Hallarin Family at 132 A Route 87 (Co-Mi-Mo Lane) as described here. MOTION CARRIED 5.0.

8. APPOINTMENTS / RESIGNATIONS:

8.1 Recommendation for DPW Director. S. Everett explained that after an extensive search for the DPW Director, they felt that Beth Lunt was the best candidate and is pleased to introduce her to the BOS. B. Lunt addressed the BOS. She said she has a degree in civil and environmental engineering and has worked in the consulting field for eight years. She has been the DPW Director for the Town of East Haddam for nine years. M. Walter stated that he has worked with Beth and he feels that Beth will be a good fit. L. Napolitano asked B. Lunt if she has worked with construction contractors. B. Lunt stated that she has worked directly with contractors and has performed construction oversight and design on many construction projects including culvert designs and reconstruction. M. Walter stated that we have an offer that is within budget. S. Everett MOVED that we finalize the offer with Beth Lunt as the new Public Works Director. S. Everett Amended his Motion to state that we finalize the offer and hire Beth should she choose to take the position. MOTION CARRIED 5.0.

8.2 Resignation of Ernest Starkel from the Zoning Board. S. Everett MOVED to Accept the resignation of Ernest Starkel from the Zoning Board as of 9/1/20. MOTION CARRIED 4:1:0 with S. Everett, R. Hellstrom, J. Ortiz in favor and W. O'Brien opposed. R. Hellstrom stated that the BOS should send Ernie Starkel a letter of appreciation for all his years of services.

9. TOWN ADMINISTRATOR REPORT:

- 9.1 Community Service Social Worker.** M. Walter stated that Katie Wilts has accepted our offer for the Community Service Social workers position. M. Walter thanked J. Ortiz, B. Derring and S. Everett for their help. M. Walter said that Katie has nine years' experience working with the Town of Glastonbury and has experience working in social work in NYC. She will be part-time, two days a week for a total of 16 hours a week.
- 9.2 Columbia Lake Drawdown on October 15, 2020.** M. Walter wanted to notify the BOS that this year the lake draw-down is on October 15th.
- 9.3 Rec Park Update.** M. Walter said that the pickle ball court and basketball court are in the final stages of completion. Asphalt is done and final coating and netting, hoops and fencing will be completed soon and will be done by the end of September. M. Walter explained that today he and Andy Andrews, Steven Everett, Marc Volza, and Paula Stahl went over the guard rail layout to protect walkers around the parking lot and installation will be by the end of October. Specs are being put together for a new well that will provide irrigation for Rec Park and for the girls' softball field. The new girls' softball field grass was burnt because the drainage was so good, but with the irrigation this will correct this. The new playground addition has been added, but not complete yet.
- 9.4 Wood Storage Shed at the Saxton B. Little Library.** M. Walter explained that this coming winter the libraries pop-up tent will not survive the rain and snow and the wooden shed that the library would like to purchase will be set up for drop off and pick up. S. Everett wanted to know if all these books be placed in the foyer area far enough away from the staff. S. Epstein explained that they can't keep it inside because there is not enough space, not staying out overnight and set times for people to pick up. They are looking for essentially a roofed structure. Another issue is that there is no contact pickup because some Seniors do not want direct contact. And the cleaning process would be costly and time consuming. And state has requirements for the drop off and pick up for the State Library inter-library loan program. Su Epstein explained that this is the cheapest, best plan that they have come up with.
- 9.5 July Collections 20/21 vs 19/20 Deferral Program Impact.** M. Walter asked Carol Price the Tax Collector to provide information on how we are doing this year as opposed to last year at this time for tax collection with our deferment program due October 1st. M. Walter stated that in 2019 at this time we collected \$7,711,000 and same time 2020 we collected 6,501,000. The collection rate is 53% collection rate to 43%. The difference is down 1.2M, largely due to the deferment program. Carol Price is confident that after October 1st we will be in much better shape when everything comes in. M. Walter said that he will make another update in the October BOS meeting.
- 9.6 EOC After Action Review.** M. Walter explained that he had a meeting with Steven Everett; the Resident State Trooper; Jerry James, Emergency Management Director; Andy Andrews, acting DPW Director; and Stephen Postemsky, CVFD Fire Chief for Emergency Operations Center (EOC) after action review on how everything went in the last storm. They came out with several action items that included making sure we have enough MRE's and water. Potable water and charging stations went well. In next budget season we will be looking to add a generator for the senior center for a warming and cooling center instead of the school. S. Everett said he was pleased with town personnel's response to the storm, but he is concerned with the communication with Eversource. He is also concerned and would like to make sure that we have

an updated list of who may need help with emergency services for life sustaining oxygen, batteries for devices, and ensuring that people who need to get to dialysis can get access. M. Walter stated that he will ask the new social worker to help with putting together the necessary requirements to help residents in need during an emergency.

10. CORRESPONDENCE: None.

11. BUDGET:

11.1 Transfers. None.

11.2 Refunds: S. Everett MOVED to Approve the Refunds totaling \$909.17 for those listed in the refund transaction page.

AMOUNT	FROM	TO
\$21.00	TOWN OF COLUMBIA	COLEMAN MAUREEN E
\$34.17	TOWN OF COLUMBIA	COUGHLAN MARTHA A
\$36.37	TOWN OF COLUMBIA	DOUCETTE DONALD P
\$55.44	TOWN OF COLUMBIA	DURIAN EDWARD F
\$272.42	TOWN OF COLUMBIA	FONTAINE LEO M
\$25.67	TOWN OF COLUMBIA	PANCOSOFAR ERNEST L
\$8.56	TOWN OF COLUMBIA	POSTEMSKY STEPHEN M
\$10.03	TOWN OF COLUMBIA	PUCKETT OLIVIA G
\$407.25	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$11.87	TOWN OF COLUMBIA	WADE LORI R
\$26.39	TOWN OF COLUMBIA	WILLIAMSON JAMES, JR

MOTION CARRIED 5.0.

12. APPROVE PAYMENT OF BILLS: R. Hellstrom MOVED to Approve the Payment of Bills totaling \$52,785.42. MOTION CARRIED 5.0.

13. AUDIENCE OF CITIZENS: None.

14. BOARD MEMBER COMMENTS: L. Napolitano has asked if the Registrars could come to a BOS meeting and explain about the upcoming elections. S. Everett said that he will ask them to join us on the next meeting and also said that the Town Clerk's office should attend as well. M. Walter stated that he would like to get the BOS back into one room and open it to the public remotely.

15. EXECUTIVE SESSION: Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A). S. Everett MOVED to go into Executive Session at 8:01 PM and invited Mark Walter to join the Executive Session. MOTION CARRIED 5.0. S. Everett stated that Executive Session ended at 8:03PM and the BOS meeting resumed.

15.1 Personnel. No Action Taken.

16. ADJOURNMENT: S. Everett MOVED to Adjourn the meeting at 8:06 PM. MOTION CARRIED 4.0 (R. Hellstrom was unavailable).

Respectfully submitted by Jennifer C. LaVoie

5.1

Charge for The Charter Review Commission

- 1) Choose a Chairperson and set a meeting schedule.
- 2) Review legislative actions since the date of the last Charter revision to ensure that the Charter complied with current requirements and provisions of state statutes.
- 3) Review existing Charter provisions from the perspective of both town boards and commissions and officials and the residents to ensure that it allows for efficient and transparent interaction.
- 4) Develop a calendar of hearings and meetings that will allow the final Charter revision proposals to be submitted to the town's voters at the November 2021 municipal elections.

Election Preparedness – November 2020

Town Clerk Office

- Absentee Ballots will begin to go out October 2nd until November 2nd, 4 pm and receive them back until November 3rd, 8 pm
- We are expecting 3000 ballot requests, which could go up to 4000. In preparing for this, many man-hours are needed in setting up the ballot packets before the October 2nd date.
- Help for the office to offset the workload for the Town Clerk and the Assistant at this present time will be as follows:
 - **2 part time office staff** 2-3 days a week up to 12 hours per week for up to 6 weeks.
 - **In addition** to the office staff, I have asked the **ROV** to help with ballot entering on the SOTS system to work in shifts with the Town Clerk. The ROV will enter ballots on the State's computer system (we are going over the details). This could be an additional 20 hours per week for approximately 3-4 weeks

ROV Office

- The Primary went very smoothly. It was a good trial run for November.
- Election Workers:
 - Absentee ballot counters – Based on data from Primary, we estimate needing 1 team of counters per 1000 ballots. We are planning to hire 3 teams of counters.
 - We are reaching out to workers to confirm who is available to work, and securing a list of backup workers as well
 - Many of our workers will be new, so additional training hours will be needed. Those who worked the Primary are also working in November so there is a group of workers already experienced working in COVID environment.
- Polling place:
 - We requested to use the gym for additional space needs due to social distancing
 - We are discussing the best way to control the flow of traffic through the building
- Safety supplies – we have a good amount of supplies leftover from the Primary. We will need to order additional Plexiglas partitions, social distancing dots, and possibly ballot marking pens
- We have received part of the State reimbursement for COVID related expenses from the Primary, the remainder is expected soon. There will be additional reimbursements provided for election expenses.

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

TOWN OF COLUMBIA

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, Robin Kenefick, the Town Clerk of Columbia, Connecticut,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
Town of Columbia at its duly called and held meeting on September 15, 20 ,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Columbia may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Steven M. Everett, as First Selectman of
(name and title of officer)

Town of Columbia,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

Town of Columbia
(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Steven M. Everett
(name of officer)

now holds the office of First Selectman and that he/she has held that office since
November 27, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 16th day of

September 2020

Robin Kenefick, Columbia Town Clerk
(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on 11/20/2018
(Date)

Columbia West Street Burying Ground Association, Inc.

103 Lake Road

Columbia, CT 06237

Town of Columbia

Board of Selectmen

Dear Selectmen;

In 1998 the Town of Columbia granted an easement to the Columbia West Street Burying Ground Association on approximately 1/3 acre of land behind the cemetery. This was to allow the cemetery to put in a driveway without losing land for grave lots.

About 10 years ago, with permission from the Board of Selectmen and the Columbia West Street Burying Ground Association, Boy Scout Troop 162 cleared this area, straightened up the stonewall, planted grass and erected a flagpole as an Eagle Scout Project.

Three years ago, two benches were added.

The current project, kindly donated by Linda Rainwater in memory of her parents, proposes to enhance the landscaping around the benches and flag pole, by adding a small area of stone pavers and some plantings. The Cemetery Association Board of Trustees unanimously approved of the project at their August meeting.

Because this area is Town land, I come to the Board of Selectmen requesting permission to complete this project.

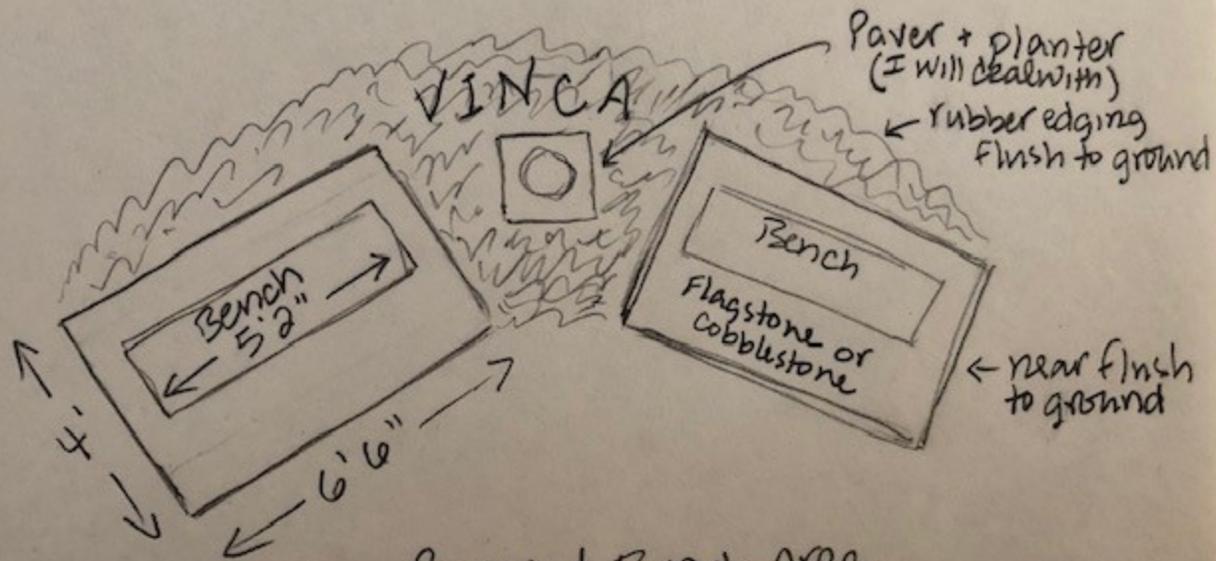
Thank you for your consideration.

Sincerely,

Ann Dunnack

President

Columbia West Street Burying Ground Association



Proposed Bench Area
Landscaping Plan



QUOTE



Linda Rainwater
Columbia, CT 06237

Project: Build two rectangular patios for two benches to sit on in West St Cemetery. Either Cobblestone or flagstone will be the material used.

Patio	
Cobblestone patios	\$600 each
Flagstone patios	\$700 each
Total	Either 1,200 or 1,400
Tax	6.35%

Thank you,
Hunter Yale

TOWN OF COLUMBIA
DIRECTOR OF PUBLIC WORKS

Exempt

Position Purpose:

The purposes of this position are to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge construction, maintenance and repair; transfer station management; vehicle and central equipment maintenance; building repairs, storm water drainage/flood control management; snow removal, and recreational area maintenance. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of technical, administrative, management and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, vehicle maintenance, solid waste management and drainage maintenance.

Supervision Received: Works under the direction of the Town Administrator; follows established policies where appropriate.

Supervision Given: Supervises Public Works Highway Maintenance Supervisor, Administrative Assistant for Public Works Department, and Facilities Manager developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office; occasionally position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. May be assigned to be on call for 24 hours or more.

Makes frequent and periodic contact with other municipal departments, state agencies, vendors and contractors and the general public; communication is frequently in person, by telephone, fax, email or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury, damage to buildings and potential liability.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and directs the operations of the Public Works Department including roads, bridges, transfer station, building repairs, drainage projects and personnel; develops short term and long range comprehensive departmental plans. Estimates project costs.
- Supervises, plans and inspects all: road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; roadside mowing; tree removal; ice control and snow plowing operations .
- Organizes and implements emergency storm response system; including plowing, and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe. Acts as Chief Gate Keeper for Columbia Lake.
- Administers and directs transfer station operations and oversees and coordinates the town recycling program as designated recycling coordinator. Completes revenue and tonnage reports for transfer station and complies with State reporting requirements. Maintains proper licenses with State.
- Administers and directs: the preventative maintenance programs for all Town vehicles and equipment including heavy equipment, senior bus, town vehicles.
- Prepares bid specifications for the purchase of all department equipment, materials and supplies; prepares specifications and cost projections for all public work projects.
- Investigates citizen/staff complaints and oversees corrective action as appropriate.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Reviews and enforces DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.
- Designs and lays out projects that are done by town employees; oversee and inspects projects completed by outside contractors.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with Town Administrator on such personnel actions as hiring, termination, and discipline and obtains approval from Town Administrator and possibly Board of Selectmen for such personnel actions.
- Prepares and administers operating budget for department; presents budget to the Town Administrator, Board of Selectmen and Financial Planning & Allocation Commission.
- Submits oral and written reports to Town officials as needed.
- Administers drug and alcohol testing program.
- Provides technical assistance for subdivision road construction to Land-use staff.

Other Functions:

- Performs related work as required.
- Continues professional development.
- Attends appropriate Town Meetings.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Civil Engineering or related field and over five years increasingly responsible work in public works administration, construction and maintenance activities including three years in a supervisory capacity; or an equivalent combination of experience, education and training.

Special Requirements:

CT Drivers License; PE license preferred

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; thorough knowledge of the methods, techniques, materials and equipment used in road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair; thorough knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office; knowledge of municipal public works budgeting.

Ability: Ability to develop short term and long range comprehensive plans for public works operations; ability to read blue prints and grade stakes; ability to prepare time and cost projections for public works projects and complete projects in timely manner; ability to prepare bid specifications for public works equipment, materials and supplies; ability to design minor public works projects; ability to read, interpret and comment on engineering plans and maps; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to plan, organize and direct emergency response programs; ability to prepare reports; ability to prepare and administer an operating budget for the Public Works department and Transfer Station.

Skill: Good verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other-Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF COLUMBIA COMMUNITY SOCIAL SERVICES WORKER

Position Purpose:

The Community Social Services Worker (CSSW) is responsible for providing community based social services to identified groups, individuals, and families in order to protect and improve the social well-being and functioning of families and individuals. That person will work with federal, state and local organizations to aid those residents in need.

Supervision:

Supervision Scope: The CSSW will work under the supervision of the Town Administrator or their designee.

Essential Job Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Evaluate clients based on their needs, desires, and limitations.
- Maintain constant communication with clients while developing a plan to address their concerns.
- Be familiar with various federal and state programs, assist those in need to apply for said services. This includes energy assistance, SNAP and WIC programs, Husky insurance referrals, budgeting classes, transportation assessment, housing questions, Medicare savings program plus others.
- Maintain food bank.
- Referred people need home visits to ensure personal safety.
- The CSSW will carefully assess the needs of the community, provides training for those who are caring for vulnerable loved one and share information as needed while be cognizant of Health Insurance Portability and Accountability Act (HIPAA).
- Communicate with the school, senior center, state trooper, EMT's and others as assessment are completed.
- Develop a program where neighbors are helping neighbors.
- Respond to all crisis situations.
- Advocate and raise awareness on behalf of clients and the needs of the community.
- Draft service plans, review case progress and process case closures.
- Follow all HIPPA guidelines,
- Part Time: 16 hours per week.

Requirements & Qualifications:

- Master's Degree in Social Work.
- 3+ years in social work experience.
- Valid and current LCSW or LMSW license.
- Ability to make psychosocial assessments and develop and implement viable care plans.
- Excellent listening and communication skills.

- Proficient computer skills, including Microsoft Office Suite.
- Self-directed and able to work without supervision.
- Possesses a valid driver's license.
- Take an additional community involvement projects and solve problems.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Bio Draft:



After growing up in Columbia, Katie Wilt returns to her roots to serve as the Community Social Services Worker for the town.

Her 16 year career as a social worker has been driven by her ability to see potential and her passion to facilitate it. Katie brings a solid foundation of municipal social services experience as she served as a Community Outreach Social Worker for the Town of Glastonbury for over 9 years. There she provided case management, often serving as an intermediary between clients and agencies to determine needs and find suitable solutions. Alongside this, she ran social service programs, often assisting families in crisis.

Katie's experience includes working in the non-profit sector, as well. For 5 years, she worked for American Corporate Partners, a veteran mentoring program based in NYC. There she created and managed hundreds of meaningful relationships between veterans and business leaders while simultaneously leading an outreach team that worked closely with Student Veteran Associations at colleges and universities across the country.

Most recently, she worked for another non-profit in Brooklyn, NY. At NPower, she worked with young adults from underserved communities and helped them climb the ladder to the middle class through tech skills training, professional development workshops, and quality work placement.

Now that Katie is back in CT, she is eager to apply her social work skills to help our townspeople and make our community stronger.



Commanding Officer
Vacant

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant Eric Peck #085

Date: 9/2/2020

Mr. Steve Everett
Columbia First Selectman
323 Jonathan Trumbull Highway
Columbia, CT 06237

Dear Mr. Steve Everett

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Columbia.

During the month of August 2020 the Columbia Resident Trooper as well as Troop K Troopers responded to 183 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	3
Burglaries:	1
Larcenies:	2
Other Criminal:	3
Other Non-Criminal:	3
Non Reportable Matters:	154
Other Noteworthy Events (List):	
(2) two stolen motor vehicles	
(2) two domestic's (same address)	
(1) one burglary @ Cube Smart	

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

On-Sight DWI:	0
Traffic Citations:	9
Written Warnings:	8

Sincerely,

Master Sergeant Eric Peck #085

M/Sgt. Eric Peck #085
Acting Commanding Officer
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 537-7500
FAX (860) 537-7550

August 31, 2020

Mr. Steven M. Everett
First Selectman
Town of Columbia
323 Jonathan Trumbull Hwy.
Columbia, CT 06237

Dear Mr. Everett:

We wish to convey our thanks for the contribution to the Sexual Assault Crisis Center of Eastern CT, Inc. for fiscal year 2020/2021 in the amount of \$500. We very much appreciate your continued and very generous support of our agency.

Please convey our appreciation to the Town of Columbia for supporting our services to residents. Your assistance is very important in helping us to continue to provide 24-hour accompaniment, crisis intervention and counseling at no cost to victims.

Thank you once again.

Sincerely,



Hope Botti
Executive Assistant

Taking plunge for soup kitchen

Man to swim at Columbia Lake to raise funds

CLAIRE GALVIN

CHRONICLE STAFF WRITER

WILLIMANTIC/COLUMBIA — A local man will be taking the plunge this weekend in a challenging swim to keep an area soup kitchen afloat.

Columbia resident James Young will swim around Columbia Lake Saturday to benefit Willimantic's Covenant Soup Kitchen.

The "Swim for Soup" fundraiser is Young's first time holding a fundraiser of this type.

Young said the trek is about 4.5 miles and will likely take him around three or four hours.

"The bottom line is how much money I raise," Young said. "This year, I've been swimming since July regularly. I figured with all this distance swimming, why not put it toward a purpose."

Young said he hopes to raise about \$10,000. He was unsure how much had been raised so far.

towards the kitchen will be helpful," Young said. "I see a lot of people waiting in line for food all the time. I want to make sure that everybody can eat."

Young said he is lifelong friends with Covenant Soup Kitchen volunteer Ray Aramini and knows how great the current need is at the kitchen.

"There's a lot of people who don't have enough right now in these uncertain times," Young said.

According to Young, he does not volunteer at the kitchen himself.

The soup kitchen has been putting out meals every day since the coronavirus hit eastern Connecticut. The number of guests in that time has more than doubled.

Executive Director Kimberly Clark said Young visited the kitchen a few weeks ago to inform them of his idea.

"That is very brave and a little crazy," Clark said. "It's quite an undertaking."

Clark said the funds will be added to the operating expenses. Much money is

and disposable plastic products.

Young, who is 56 years old, said he will have a few friends jump in to accompany him on a part of the swim.

In addition, a safety boat will travel with Young to protect him from boat traffic.

"Unless there's a hurricane where the winds are so bad that I can't swim through the water, I will be swimming rain or shine," Young said.

Young grew up in the local area and attended Windham High School and Eastern Connecticut State University. He coached soccer for a number of years.

"It's not really about me," Young said. "I'm just doing it to help out people that need help."

To donate to Young's campaign, visit covenantsoupkitchen.org/donation.htm. Under "in honor of" enter "Swim for Soup" or "James Young."

Follow Claire Galvin on Twitter - @

4 the Chronicle, Willimantic, Conn., Wednesday, August 19, 2020

Obituaries

George Edward LaChapelle

COLUMBIA



George Edward LaChapelle, 86, of Columbia, CT died on July 31, 2020. He was preceded in death by his wife, Antoinette and mother and father, Edward and Esther

LaChapelle. George was survived by his children, Donald LaChapelle, Joan Rigney and four grandchildren, Randy Rigney, Billy Rigney, Cathy Deter, and Brian LaChapelle - and many great-grandchildren. George was a proud, Lifetime Member of the Andover Sportsmans Club. He was a fierce competitor, expert marksman and true gentleman in all fields and was the recipient of countless awards. George always loved telling animated stories and enjoyed all things outdoors. George was also proud to have worked third shift at Pratt & Whitney for his entire career. Services will be held at the family's convenience.

To sign an online memorial guestbook visit www.potterfuneralhome.com.

Church serves as beacon of faith across the generations

BILL POWERS

The Congregational Church in Lebanon Crank or Lebanon's Second Ecclesiastical Society that became Columbia was pre-eminent in the establishment of the community.

As the Crank was established and continued to evolve, in a practical sense, the institutions of government and religion through the church were intertwined to meet the needs of the settlers.

This year marks the 300th year anniversary of the Columbia Congregational Church. Its beginning goes back to 1720, when the membership of the existing First Congregational Church in Lebanon was growing and needed a larger building to accommodate all forthcoming worshippers.

This situation was similar

to the events two decades earlier in Windham for the best meetinghouse location. Folks living a good distance away desired a more central location, and, consequently, a separate new church in Mansfield and the incorporation of the Town Mansfield ensued.

Bev York, a historian at the Windham Textile & History Museum, said "people didn't want to walk so far to church anymore and the battle to relocate the church or meetinghouse, as it was known then, was so divisive that proponents of the relocation split off and formed their own congregation and often a new town."

In the case of Windham and Mansfield some 20 years earlier, the formation of a new congregation and a new town were almost immediate, while for the Second Ecclesiastical Society at

Lebanon Crank the petitions for a new town, eventually named Columbia, were not finally approved until 1804.

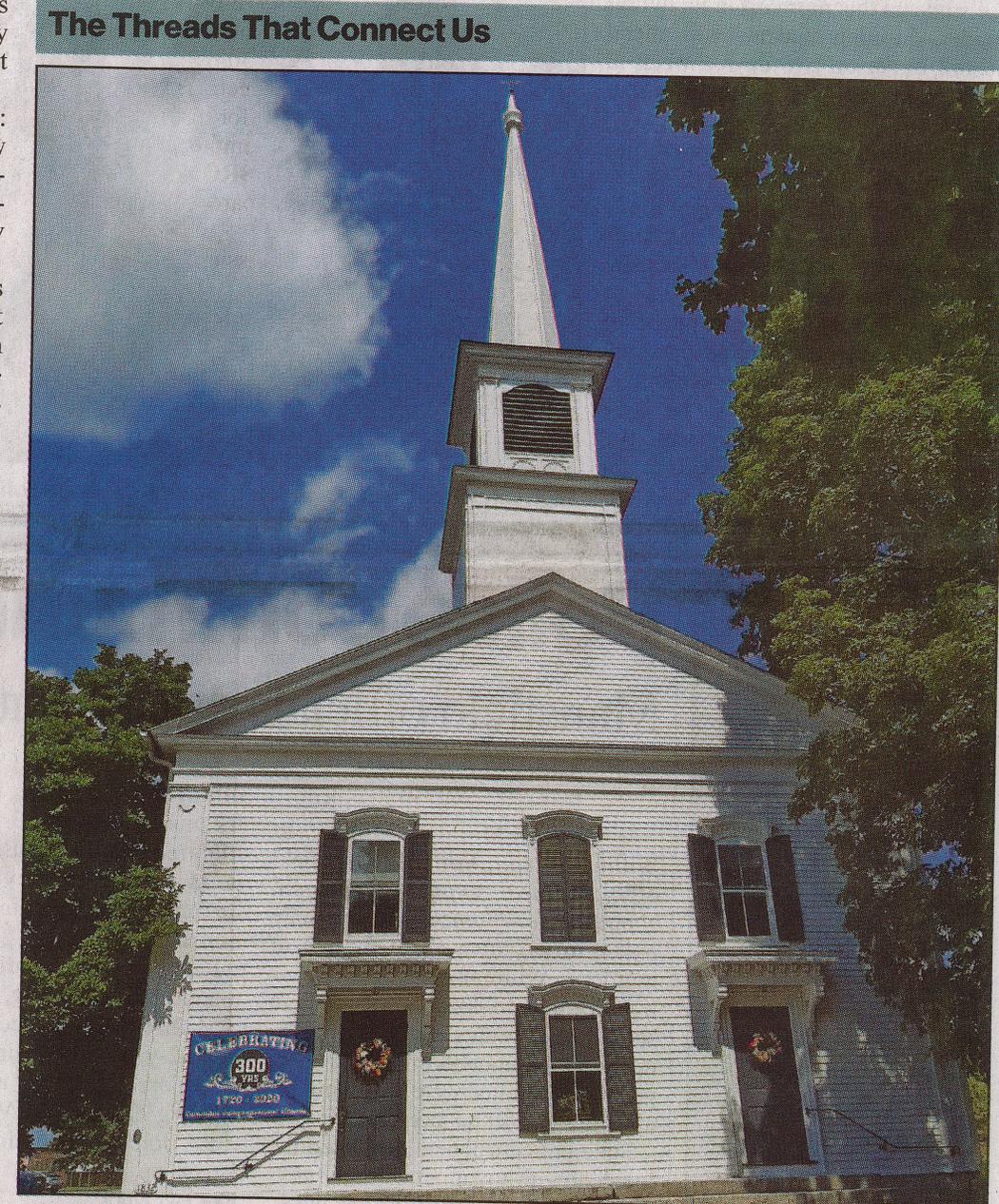
In general, York explained: "Churches split to form new congregations due to distance, growth in size or disagreement over philosophy or ministers."

The first four ministers who preached over the first 87 years of the church in Lebanon's Second Ecclesiastical Society were graduates of Yale College.

The Rev. William Smith served from 1720-24. He was followed by William Gager from 1725-35. The third, from 1735-70, was Eleazar Wheelock, who became a well-known orator during the "First Great Awakening" and was widely recognized as an educator when he started a Latin Grammar School in 1735 and an Indian Charity School at Lebanon Crank in 1754. In 1770 he established Dartmouth College in New Hampshire.

The fourth minister from this group, Thomas Brockway, was not only the pastor but also a true patriot, according to "The Story of Columbia" published by the Women's Guild of the Columbia Congregational Church in 1993.

The reprinting by the Columbia Historical Society stated "He served the parish for 35 years until 1807 and ministered to the community through the trying Revolution years and the ensuing recovery period. During the war years, Mr. Brockway pro-



The Threads That Connect Us

This year marks the 300th year anniversary of the Columbia Congregational Church. Bill Powers

posed 'to give 15 pounds a year till the enemy withdrew, and 10 pounds a year until Continental debt was paid.' "When news of the burning

of New London reached the Crank, he started off with his long gun and deacons and parishioners to assist in doing battle with the enemy."

The current Columbia Congregational Church was erected in 1832. It is one of three structures since the congregation evolved in 1720. The first meeting house was



Motta's
Pastry and Bake Shop
Rte. 6 Columbia • 860-228-1226
Visit us @ www.mottasbakery.com

IVES BROTHERS

Celebrating 100 years in Business



100
ANNIVERSARY
1917 - 2017

We take the
Puzzle out of oil delivery
860-423-6381
Fuel oil, kerosene,
service and installation.

built by 1724.

“Eleazar Wheelock’s presence required a larger meetinghouse to accommodate his growing and popular ministry; and, in 1748 the new meetinghouse was ready. It was painted sky-blue later in 1754, one of five blue meetinghouses in Connecticut, likely symbolic of the ‘New Light’ Great Awakening way to heaven and a symbol of resurrection,” Columbia Town Historian Ingrid Wood said.

Wheelock died in 1779 and did not live to see Thomas Rich who, in 1811, was the first Dartmouth graduate to take to the pulpit at Lebanon Crank.

These churches and ministers were the beacons of faith across the generations that developed the communities we know today.

Powers is a retired history and social sciences teacher and a volunteer teacher for the Windham Textile & History Museum.



Eleazar Wheelock: From preacher to college president

The Threads That Connect Us

BILL POWERS

I recently described the Rev. Eleazar Wheelock as a distinguished "Riding Minister." He preached throughout the area during the "First Great Awakening."

In 1735, he became the minister at Lebanon Crank, which was to become present-day Columbia.

Shortly thereafter, he and his close friend and colleague, George Whitefield, promoted a new brand of individualistic Calvinism in the colonies.

Wheelock and Whitefield were powerful orators who caught the attention of the colonies.

Benjamin Franklin wrote

The eloquence of the 'Riding Ministers' had widespread appeal for audiences, which included many who had little prior interest in religion.

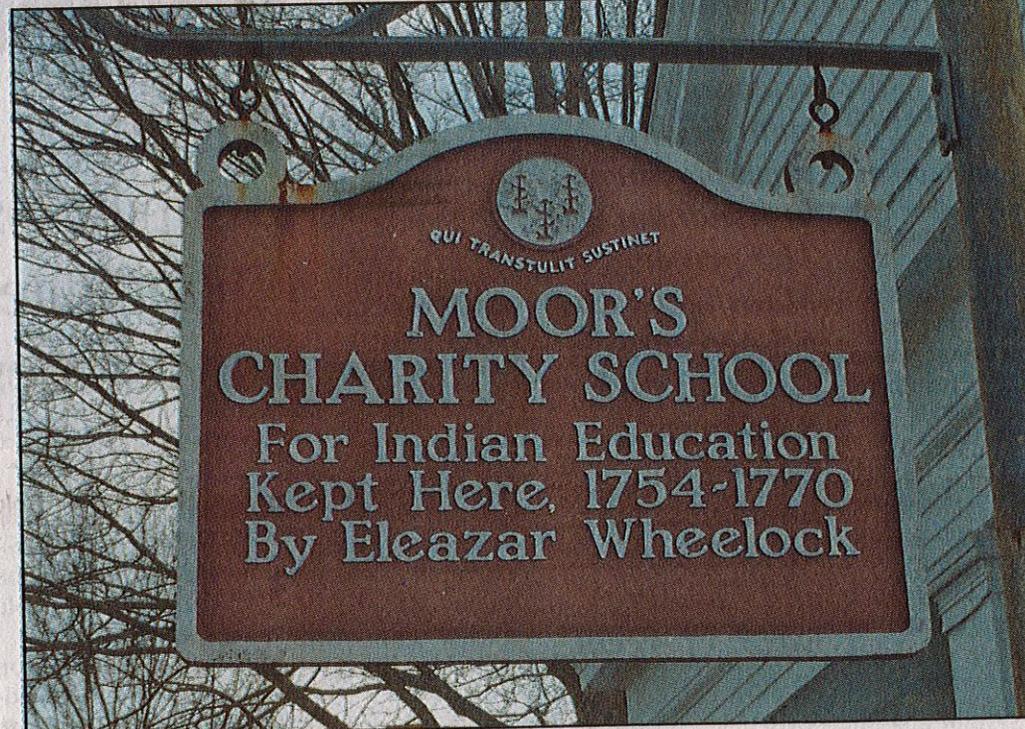
in his autobiography, after he experienced a Whitefield sermon, that Whitefield's "Eloquence had a wonderful Power over the Hearts and Purses of his Hearers, of which I myself was an Instantly entranced ... It happened soon after on one of his Sermons, in the Course of which I perceived he intended to finish with a Collection, & I silently resolved he

should get nothing from me. I had in my Pocket a Handful of Copper Money, three or four silver Dollars, and five Pistoles in gold.

"As he proceeded I began to soften, and concluded to give the Coppers. Another stroke of his Oratory made me ashamed of that, and determined me to give the Silver & and he finished so admirably, that I empty'd my pocket wholly into the Collector's Dish, Gold and all."

The eloquence of the "Riding Ministers" such as Whitefield and Eleazar Wheelock, coupled with the promise of reform during this "Great Awakening," had widespread appeal for audiences, which included many who had little prior interest in religion.

Historian Jamie Eves of the Windham Textile & History Museum observed: "My understanding is the New Light Calvinism was also popular because it made more room for non-elites. Women and poor men could serve in leadership roles and some New Light churches



The Rev. Eleazar Wheelock found the Moor's Charity School, which opened in 1754. Courtesy of Historical Markers Database

welcomed people of color."

Wheelock welcomed the participation of Native Americans as part of the New Light philosophy.

In 1735, Wheelock successfully began operating a preparatory Latin School for boys at his home to ready them for entrance to either Yale or Harvard. Students from near and far studied there.

According to Ellen Larned in her "History of Windham County in Windham," "The young men of wealthier families were usually sent

to college after preparatory study with Mr. White or Dr. Wheelock in Lebanon. Windham was deeply interested in the educational movements initiated by Wheelock.

One of his early Windham neighbors and playmates, Joshua More of Mansfield, gave a house and land to be appropriated to the training up of Indian youth for ministerial and missionary service; and a good Windham lady left a legacy in behalf of this Christian enterprise."

The school would come to be called Moor's Charity

School, which opened in 1754.

Earlier in 1743, a Mohegan Sampson Occum, became Wheelock's first Native American student. Occum became a Presbyterian minister. Wheelock was regarded as an outstanding educator and the school achieved international fame.

Columbia Town Historian Ingrid Wood helps people envision what the center of Lebanon Crank must have been like, as it "became a campus for the education of Indian Youth Moor's Indian Charity School at Wheelock's Latin School conducted in his house on the Green

School, which opened in 1754.

Earlier in 1743, a Mohegan, Sampson Occum, became Wheelock's first Native American student. Occum became a Presbyterian minister. Wheelock was regarded as an outstanding educator and the school achieved international fame.

Columbia Town Historian Ingrid Wood helps people envision what the center of Lebanon Crank must have been like, as it "became a campus for the education of Indian Youth Moor's Indian Charity School and at Wheelock's Latin School conducted in his house on the Green.

"Just imagine being a visitor to the 18th century Crank witnessing young perfectly dressed Indian boys and girls reciting the gospels in English, Latin and Greek! Just imagine an entire village surrounding the meetinghouse painted sky-blue singing Issac Watts hymns! This must have been an interesting time in 18th century Lebanon Crank, with its two inns, two dormitories, and local farms."

In 1770, Wheelock, for a variety of reasons, found it necessary to move his school to New Hampshire with a different vision for the future of education wherein he founded Dartmouth College.

Powers is a retired history and social sciences teacher and a volunteer teacher for the Windham Textile & History Museum.



Dragonfly haven

The tall grasses and lily pads at Mono Pond in Columbia are a haven for dragonflies, like this gold one that was spotted in the area recently.

Roxanne Pandolfi | Staff



the Chronicle, Willimantic, Conn., Saturday, August 22, 2020 3



A place of solitude