

MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, September 15, 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; Robin Kenefick, Town Clerk; Democratic Registrar, Karen Butzgy and Republican Registrar, Katherine Morrison; Ann Dunnack, President of West St. Cemetery and Chairman of Open Space.

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

1. **MOMENT OF SILENCE:** S. Everett asked that during the moment of silence we remember Jeff Vose who recently passed away.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda as presented. MOTION CARRIED 5.0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes September 1, 2020.** S. Everett MOVED to Approve BOS Regular Meeting Minutes for September 1, 2020. MOTION CARRIED 5.0.
4. **AUDIENCE OF CITIZENS:** None.
5. **OLD BUSINESS:**
 - 5.1 **Approve the Charge for The Charter Review Commission.** W. O'Brien asked if we would set a timeline for completion. S. Everett stated we will strongly push to have this completed by 2021. M. Walter explained that he has already met with Robin Kenefick and went over the State statutes on timing and that this will be reviewed with the Charter Review Commission. S. Everett MOVED to Approve the Charge for The Charter Review Commissions as follows:
 - 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.

MOTION CARRIED 5.0.

6. NEW BUSINESS:

Registrar of Voters and Town Clerk to Discuss November Election Procedures. R. Kenefick, Town Clerk provided an update on the November election procedures:

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
- The Town Clerk's office is 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, R. Kenefick has 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

R. Kenefick added that S. Everett will be providing videos posted to the Town of Columbia's YouTube channel on balloting and election procedures.

The Registrar of Voters explained that the Primary went very smoothly and was a good trial run for November.

Registrar of Voters:

- Election Workers:
 - Absentee ballot counters – Based on data from the Primary, the ROV estimate needing 1 team of counters per 1000 ballots. The ROV's are planning to hire 3 teams of counters.
 - ROV's are reaching out to workers to confirm who is available to work, and securing a list of backup workers as well
 - Many of the ROV 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:
 - The ROV's have requested to use the gym for additional space needs due to social distancing.
 - ROV's are discussing the best way to control the flow of traffic through the building
- Safety supplies – ROV's have a good amount of supplies leftover from the Primary. Additional orders will be placed for Plexiglas partitions, social distancing dots, and possibly ballot marking pens
- The ROV's 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.

L. Napolitano asked is anyone going to be monitoring the drop box and when are the ballots counted and how are we going to ensure no one will be counted twice. R.

Kenefick explained that on October 2nd the ballots become available and there is a paper trail throughout the process. A specific serial number is assigned to the voter and both components are put into the computer. Ballots will be locked in the vault until the count on election day and the Town Clerk delivers the ballots to the polls. K. Butzgy explained that they received detailed step-by-step instructions given by the Secretary of State to ensuring the proper procedures for counting absentee ballots.

6.1 Approval of the Resolution for the Emergency Management Performance Grant. M. Walter explained that the Resolution for the Emergency Management Performance Grant that we apply for every year to cover the cost of the Emergency Management Director's salary and any other costs associated. S. Everett MOVED to Approve the Authorization Resolution of the EMPG Grant Application for FY 2020. MOTION CARRIED 5.0.

6.2 Columbia West Street Burying Ground Project Approval. M. Walter explained Ann Dunnack has requested an approval for a project, donated by Linda Rainwater in memory of her parents, that proposed 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. 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. S. Everett MOVED to Approve the Proposed West Street Burying Ground Project as submitted. MOTION CARRIED 5.0.

6.3 Approval of Job Descriptions for Department of Public Works Director and Community Social Services Worker. S. Everett explained that we have filled the Department of Public Works Directors and Community Social Services Worker positions. M. Walter explained that he updated the current DPW Directors job description to include language on workers compensation. The Community Social Workers job description is new. S. Everett MOVED to table this until the next meeting to enable the Board of Selectmen to look at both job descriptions and make any changes necessary. MOTION CARRIED 5.0.

7. COLUMBIA LAKE / DAM / BEACH: None.

8. APPOINTMENTS / RESIGNATIONS: None.

9. TOWN ADMINISTRATOR REPORT:

9.1 Bio for Katie Wilt, Community Social Worker. M. Walter included the bio for Katie Wilt that provides a brief description of her experience and what she hopes to accomplish for the Town of Columbia. He stated that Katie started this week and was helping at the Sr. Center today. M. Walter mentioned that Tim Ackert has a connection with a farmers group and donated a truckload of fruits and vegetables to the Senior Center. S. Everett said that Morgan Bonaiuto raised over \$800.00 for the food bank and delivered a pickup bed of groceries to the Senior Center. S. Everett commended Morgan for a fantastic job.

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.** S. Everett explained that James Young raised over \$5, 000 for the Covenant Soup Kitchen in Willimantic.
- 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: None.

11.2 Refunds: S. Everett MOVED to Approve Refunds for \$734.67 for the respective items listed.

AMOUNT	FROM	TO
\$116.58	TOWN OF COLUMBIA	EAN Holdings LLC
\$274.53	TOWN OF COLUMBIA	EAN Holdings LLC
\$174.86	TOWN OF COLUMBIA	EAN Holdings LLC
\$49.24	TOWN OF COLUMBIA	Matthew R. Eberle
\$107.35	TOWN OF COLUMBIA	Kimberly L. Foss
\$12.11	TOWN OF COLUMBIA	Scott R. Murphy

MOTION CARRIED 5.0.

12. APPROVE PAYMENT OF BILLS: S. Everett MOVED to Approve the Payment of Bills Totaling \$72,359.49. MOTION CARRIED 5.0.

13. AUDIENCE OF CITIZENS: None.

14. BOARD MEMBER COMMENTS: None

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). S. Everett MOVED to go into Executive Session at 7:43 PM and invited Ann Dunnack and Mark Walter to join the Executive Session. MOTION CARRIED 5.0. S. Everett MOVED to Adjourn the Executive Session at 8:02 PM. MOTION CARRIED 5.0.

15.1 Real Estate: No Action Taken.

16. ADJOURNMENT: S. Everett MOVED to Adjourn the meeting at 8:02 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie