

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

To join the BOS Regular Meeting remotely please use the link and call in information below:

<https://zoom.us/j/778569584?pwd=UUhsSnFWNWptNjZpYitCWUF3K2lDdz09>

Meeting ID: 778 569 584

Password: 228829

One tap mobile +16465588656,778569584# US (New York)

Dial by your location +1 646 558 8656 US (New York)

Find your local number: <https://zoom.us/u/actdlm3E5>

CALL TO ORDER:

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES:**
 - 3.1 BOS Meeting Minutes for March 31, 2020.
4. **AUDIENCE OF CITIZENS:** *For public input before the meeting please email your comments to PublicInput@columbiact.org. For public input during the meeting, your comments can be submitted through the "Chat" feature in Zoom Meeting. PLEASE INCLUDE IN BOTH METHODS YOUR NAME AND ADDRESS.*
5. **OLD BUSINESS:**
 - 5.1 Cancelling of April 7, 2020 Town Meeting per Executive Order 7S.
 - 5.2 Act upon the proposed appropriation of \$30,000 from the Open Space Land Acquisition account to be applied toward the purchase price of the Inzinga/Bauer property.
6. **NEW BUSINESS:**
 - 6.1 Recommendation to Approve James Blair Landscaping, LLC proposal for Town Facilities Walkways project for \$26,669.00.
 - 6.2 Recommendation to Approve Higgins Electric, LLC proposal for Horace Porter School Generator Replacement net bid of \$69,334.00 which includes a \$5,200.00 trade in credit.
7. **COLUMBIA LAKE / DAM / BEACH.**
8. **APPOINTMENTS / RESIGNATIONS.**
9. **TOWN ADMINISTRATOR REPORT:**
 - 9.1 Unified Command.
 - 9.2 FEMA Declaration.
10. **CORRESPONDENCE:**
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).**
16. **ADJOURNMENT:**

**SPECIAL MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, March 31, 2020 – 6:45pm
Adella G. Urban Administrative Offices Conference Room
and ZOOM Video conferencing
323 Route 87, Columbia, CT**

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

Members Absent: William O'Brien, Selectman.

Also Present: Mark Walter, Town Administrator; Beverly Ciurylo, Finance Director; Bernadette Derring, Senior Center Director.

CALL TO ORDER EXECUTIVE SESSION: S. Everett called to order at 6:45 pm.

1. **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).**
- 1.1 Personnel discussion no action taken. Executive session ended at 6:58 pm

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

2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the BOS Special Meeting Agenda for March 31, 2020. MOTION CARRIED 4.0.
4. **APPROVAL OF MINUTES:**
- 4.1 **BOS Meeting Minutes for March 3, 2020:** S. Everett MOVED to Approve the BOS Regular Meeting Minutes for March 3, 2020. MOTION CARRIED 3.0.1 abstained L Napolitano.
5. **AUDIENCE OF CITIZENS: NONE**
6. **OLD BUSINESS:**
2020/21 Budget Update & Approval. As a follow up to the Executive Session as well as an impact to the 2020/21 Budget, S. Everett MOVED to accept the changes made to the Assistant Recreation Director position as proposed, inclusive of wages, work schedule and expanded responsibilities with an effective date of April 1, 2020. MOTION CARRIED 4.0.

S. Everett with the assistance of B. Ciurylo discussed the changes to the proposed FY 2020/21 budget that will be presented to FiPAC. For the BOS operating budget, changes were made to the Van Services for the medical car: including removing a cost for a third driver but added to sub driver as well as increased cell phone, fuel and maintenance lines. Another increase to Van Service was adding the cost of an annual lease at an estimated cost of \$7,300. The funding for these changes comes from the \$20,000 addition to this department that was approved by the BOS at the March 3rd meeting. The current proposed changes resulted in a savings that needs to be removed from the BOS operating proposed budget.

For the BOS proposed FY 2020/21 capita budget, the following changes were presented:

- Removal of the \$30,000 Medical Car purchased (which is being replaced by lease proposed in the proposed operating budget).
- Columbia Beach Guard rails for \$16,625 were removed for FY 2020/21 and shifted to be installed in FY 2021/22.
- The proposed FY 2020/21 allocation for the Maintenance Garage was reduced by \$50,000 and the cost of the Maintenance Garage is now being allocated over 3 years instead of the original proposal of 2 years.
- The proposed cost for new playscape equipment at Rec Park Plan was decreased by \$5,000, leaving the final proposed budget at \$50,000.
- The \$5,000 proposed cost of Site Prep work at Rec Park was removed from the proposed FY 2020/21 capital budget.
- The \$150,000 proposed allocation towards the future purchase of a Rescue Truck replacement for the Columbia Volunteer Fire Department (CVFD) was removed from the proposed 2020/21 budget. The CVFD notified the Board of Selectmen that they need to purchase the replacement sooner. A Town Meeting is being planned to approve a General Fund appropriation of \$300,000 to the Capital Reserve Fund to complete the purchase of the Rescue Truck.

Following the budget changes presented, S. Everett made the following Motions for Approval:

- S. Everett MOVED to reverse the motion to add \$20,000 to the Board of Selectman Operating Budget and \$30,000 to the Capital Reserve for a medical vehicle and related operating expenses including salaries to the 2020-2021 budget approved at the March 3, 2020 Board of Selectmen meeting. MOTION CARRIED 4.0.
- S. Everett MOVED to approve Steven Everett, First Selectman and/or Mark Walter, Town Administrator to enter into negotiations and contract the leasing of a second vehicle for senior center transportation by an amount not to exceed \$7,300 per year for a term of 48 months. MOTION CARRIED 4.0.
- S. Everett MOVED to set a Town Meeting to approve a General Fund appropriation of \$300,000 to the Capital Reserve Fund in order to complete the purchase of a Rescue Truck replacement for the Columbia Volunteer Fire Department. MOTION CARRIED 4.0.
- S. Everett MOVED to approve and move the 2020-2021 Board of

Selectmen Operating and Capital Budgets as amended to FiPAC for consideration. MOTION CARRIED 4.0.

- S. Everett MOVED pursuant to Section 15 of Executive Order 7 I issued by Governor Lamont on March 21, 2020, the Board of Selectmen does hereby direct FiPAC, as the budget making authority under the Charter of the Town of Columbia, to adopt the budget for fiscal year 2020-2021 and to set the mill rate sufficient, in addition to the other estimated yearly income of the Town and in addition to such revenue surplus, if any, as may be appropriated, to pay the expenses of the Town for said fiscal year. MOTION CARRIED 4.0.

- 6.1 Discussion Regarding Town Meeting April 7, 2020.** M. Walter stated that the meeting on April 7, 2020 will need to be postponed since Towns are not allowed to currently hold Town Meetings due to the COVID 19 outbreak. There is a proposed Executive Order from Governor Lamont that would allow existing boards and commissions to approve the transfer of funds without requiring a special town meeting. Once that is approved, the Town can proceed with getting the needed approval for the Land Acquisition that was being presented in the planned Town Meeting for April 7th.
- 6.2 Discussion Regarding the Needs of a Social Work Services.** M. Walter stated the Town has a proposal from AHM to hire a social worker for 2 days a week through their agency for \$38,000. He also added that Access Agency recommended two other agencies that might be able to accommodate the Town's needs. He is working on getting more information from those agencies. He will also be posting a Social Worker position on the Town website and online for any potential applicants that might be interested in the position. Discussion ensued about options and current services provided for residents. B. Derring stated that she and her staff are calling close to 100 residents daily to check on their well-being and any needs they may have.
- 7. NEW BUSINESS:**
- 7.1 Discussion on Town Meeting Legislation and Governor's Executive Orders.** M. Walter gave a brief description of this agenda item as part of the above discussions.
- 7.2 Approval of Twenty Ninth Annual Steeple Chase Bike Tour August 15, 2020.** S. Everett MOVED to Approve the Twenty Ninth Annual Steeple Chase Bike Tour for August 15, 2020. MOTION CARRIED 4.0.
- 8. COLUMBIA LAKE / DAM / BEACH:** None.
- 9. APPOINTMENTS / RESIGNATIONS:** None.
- 10. TOWN ADMINISTRATOR REPORT:**
- 10.1 Unified Command Update.** M. Walter explained that Unified Command group is meeting weekly. Members of the group are in constant contact with Eastern Highland Health District and the Department of Emergency Management as well

as attend the State Governor’s calls on Mondays and Fridays. He reported on the recent updates from the Federal Government including that safe distancing is extended to April 30th. He mentioned that Horace Porter School through Eastconn, the Food Services provider, is providing emergency meals to families.

10.2 Town Department Update. M. Walter explained that the Department of Public Works crews are still working and are using safe protocols for social distancing. S. Everett explained the Town is on schedule with the Rec Park renovations, the Senior Center is delivering meals on Tuesday and accepting donations on Monday. The Transfer Station is open, but only accepting household waste, recyclables and leaves. No cash transactions are being done at this time.

S. Everett explained that the Town offices are practicing safe social distancing and striving to have no more than one person per office. The Town with the assistance of Novus Insight, the IT vendor, is in the process of purchasing licensing for remote capability for the staff. Also, the staff have been given the opportunity to work from home as well as have been given the opportunity to work in their office when no one else is in the office. The town will make necessary arrangements with employees to accommodate their needs.

M. Walter explained that a COVID-19 Operations Guide has been posted to the main page of the Town website. This guide provides residents with the necessary information on what services they can expect to receive from the Town during the COVID-19 national health emergency.

11. CORRESPONDENCE:

11.1 CT. State Police Monthly Report for February 2020.

11.2 Governor’s Executive Orders.

11.3 Articles in The Willimantic Chronicle

- “Young Female Tests Positive in Columbia”
- “Two More Towns Declare States of Emergency”
- “A ‘Care’ – avan”
- “Crews Respond to Two Motorcycle Accidents”

12. BUDGET:

12.1 Transfers: S. Everett MOVED to Approve the Transfers totaling \$6,670.00 reflected in the table below.

TRANSFER#/AMOUNT	FROM A/C# DESCRIPTION	TO A/C# DESCRIPTION
2020-020 / \$75.00	10-4670-500 Professional /Tech	10-4670-750 Conference/Seminars
2020-021 / \$50.00	10-4510-00 Professional Tech	10-4510-720 Professional Dues
2020-022 / \$1,000.00	10-4260-230 Electricity	10-4260-600 Repairs/Maintenance
2020-023 / \$2,000.00	10-4410-0 /Professional Tech	10-4410-300 Supplies
2020-024 / \$3,545.00	10-4350-010 Salaries Lake Mgmt.	10-4670-010 Salaries-Rec Dept.

MOTION CARRIED 4.0.

- 12.2 **Refunds:** S. Everett MOVED to Authorize the payment of Refunds of \$2,365.61.

AMOUNT	FROM	TO
\$1,663.01	TOWN OF COLUMBIA	CORELOGIC FOR MATHIEU-LANAGAN
\$149.73	TOWN OF COLUMBIA	ESTERQUEST FRANK D
\$166.3	TOWN OF COLUMBIA	NISSAN INFINITI LT
\$386.57	TOWN OF COLUMBIA	STRUCTURAL PRESERVATION SYSTEMS LLC

MOTION CARRIED 4.0.

13. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to Approve the Payment of Bills totaling \$275,476.72, consisting of 2019/2020 Emergency, 2019/2020 Regular, SBL Grant Payment 4 of 4, Credit Card, and Paychex. MOTION CARRIED 4.0.

14. **AUDIENCE OF CITIZENS:** B. Ciurylo read a comment from the Zoom meeting chat from Resident at Large: "I need to thank everyone involved in the management of the town and safety service. You are ALL doing a great job! Thank You! Good Night."

- 14.1 **BOARD MEMBER COMMENTS:** J. Ortiz asked for a weekly update via email from the Town Administrator and the First Selectman.

- 14.2 **ADJOURNMENT:** S. Everett MOVED to ADJOURN the MEETING at 7:53pm. MOTION CARRIED 4.0.



MUNICIPAL ALERT

March 2020

Executive Orders 7B, 7C, and 7I Municipal and Regional Board of Education Budget Adoption

The following is some additional guidance on the effect and implementation of the recent Executive Orders pertaining to municipal and regional board of education budget adoption, in particular, Executive Orders 7B, 7C and 7I, as supplemented by additional guidance issued by the Office of the Governor.

Municipal Budget Adoption Procedures

Section 13 of Executive Order 7I relieves municipalities of the obligation of complying with any in-person voting requirements (including referenda and any town meetings requiring in-person votes) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rates. The legislative body of the municipality – or the Board of Selectmen if the town meeting is the legislative body – is ordered to authorize the “budget-making authority” of the municipality to adopt a budget and set a mill rate.

Remote public budget meetings and hearings (by conference call, videoconference or other technology) must still proceed in a manner as closely consistent with town charters or other applicable special acts, municipal ordinances, resolutions and procedures as possible, and in compliance with the open meeting provisions in Section 1 of Executive Order 7B. The budget-making authority must make reasonable efforts to reach out to the public, including providing draft budgets, and receiving comments.

For guidance on identifying which board, agency or body constitutes a municipality’s “budget making authority,” please refer to (1) any applicable special act; (2) your local charter; (3) Title 7; or (4) local ordinances in communities without charters. In general, in non-charter towns the “budget making authority” is the Board of Finance if there is one, or the Board of Selectmen if there is not.

Keep in mind that last week’s Executive Order 7C also extended all deadlines for budget adoption that fall on or before May 15, 2020. The second part of Section 5 of that Executive Order authorizes the legislative body of the municipality – or the Board of Selectmen if the town meeting is the legislative body – to modify or amend the budget preparation and adoption calendar to reflect the potential extensions of the original dates on or before which any required action would have been taken. Under the current Executive Order, any such modifications or amendments would be constrained by the maximum extension period of thirty (30) days. The intent of that order was to give municipalities flexibility and allow them to meet, extend, or adjust all the preliminary deadlines that lead to a budget adoption vote or meeting. That order, and its deadline extensions, are still in effect, so municipalities have some flexibility in deciding whether to act now or to wait at least some time on their budget adoption process until the situation becomes clearer.

Meanwhile, any budget action that requires an in-person vote of residents or taxpayers is replaced by the provisions of Executive Order 7I. That order however, applies only to in-person votes of residents or taxpayers, whether at a referendum or town meeting – it doesn’t relieve the relevant municipal legislative

body or budget-making authority from the obligations to vote, record its vote, and follow Freedom of Information laws as amended by Executive Order 7B. Municipalities should still use those provisions to hold any budget presentation meetings or other proceedings required by law.

Finally, bear in mind that Executive Orders 7C and 7I do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. The budget-making authority will have the ability to adjust the “bottom line” of the education budget, but not the individual accounts, as is the case under current law.

Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in Section 1 of Executive Order 7B.

Regional School Budgets

Section 14 of Executive Order 7I establishes a parallel process for the adoption of budgets by regional boards of education. Regional boards of education should consult with the budget-making authority in each of its member towns and ensure it has received and given due consideration to their input. Regional boards of education should also still comply with all requirements pertaining to budget deadlines adopted by the district in compliance with the open meeting provisions in Section 1 of Executive Order 7B.

Section 6 of Executive Order 7C establishes a thirty (30) day extension period for any budget preparation or submission deadlines prior to May 15, 2020 that apply to regional school districts. Unlike towns, which may or may not have specific dates that govern the budget process, the budget adoption calendar for regional school districts is governed by state statutes which call for a public budget meeting in late April and the annual budget meeting to be held on the first Monday or Tuesday in May.

Issues to be Addressed in the Future

There are many other topics that will need to be examined and prioritized in the coming days. Some of them may be reflected in future executive orders and others may not. Among the issues that have been raised for discussion are:

- Town meeting and referendum procedures and voting requirements other than for annual budget adoption, such as bonding, special appropriations and budget transfers
- Election of members of regional boards of education that usually occur at the annual town meetings in May
- Election of district officers that often occur at the same time as the district votes on its budget
- Ability of towns or boards of education to retain or transfer unexpended funds at the end of the fiscal year
- Potential inconsistencies when events scheduled to occur on or before May 15 have been extended by thirty days, but events scheduled to occur after that date were not eligible for extension under Executive Order 7C

There will be more issues to consider as we all go forward through the coming weeks. In the meantime, please feel free to reach out to any one of our municipal attorneys with any questions or concerns that you may have.

Our Attorneys

Eric D. Bernheim
bernheim@halloransage.com
203.222.4305

Alan P. Curto
curto@halloransage.com
860.297.4694

James J. Perito
perito@halloransage.com
203.672.5423

Morris R. Borea
borea@halloransage.com
860.297.4676

Duncan J. Forsyth
forsyth@halloransage.com
860.297.4696

Richard P. Roberts
roberts@halloransage.com
860.297.4695

WHEREAS, the Board of Selectmen had previously called a Special Town Meeting to be held on Tuesday, April 7, 2020 to act upon the proposed appropriation of \$30,000 from the open space land acquisition account to be applied toward the purchase price of the Inzinga/Bauer property more particularly described below; and

WHEREAS, in light of the current Declaration of Public Health and Civil Preparedness emergencies in the State of Connecticut and executive orders issued by Governor Lamont in conjunction with such declaration the holding of a town meeting would not be prudent; and

WHEREAS, Section 7 of Executive Order 7S issued by Governor Lamont on April 1, 2020 permits the Board of Selectmen and the Financial Planning and Allocation Committee, by the majority vote of each such body, to authorize an appropriation in an amount less than one percent (1%) of the Town's current total municipal budget without complying with the Town Charter or any statutory requirement to hold a town meeting or referendum to approve such appropriation; and

WHEREAS, the Board of Selectmen/the Financial Planning and Allocation Committee has determined that the appropriation of the funds to be applied to the open space purchase is in the best interest of the Town,

NOW THEREFORE, BE IT

RESOLVED: That the Town shall appropriate the sum of \$30,000 from Open Space Land Acquisition, Capital Account #20-6388-013 as a capital contribution to be applied toward the purchase price of a certain parcel consisting of approximately 99.5 acres of open space land located in the Town of Columbia owned by Russell P. Inzinga, Trustee and the Estate of Angeline I. Bauer and located at Wells Wood Rd. (Lot 51 on Assessor's Map 38).

TOWN OF COLUMBIA PURCHASE ORDER WORKSHEET

DEPARTMENT NAME Town Administrator's Office DEPARTMENT # _____

PERSON REQUESTING PURCHASE: Mark B. Walter

For Procurement Under \$500: Purchase Order Worksheet Unnecessary

For Procurement Over: \$500 (3) Verbal Quotes – must document below
\$5,000 (3) Written Quotes
\$15,000 Requires Sealed Bids

Purchase Order Number Attached: 4281

Brief description of material or services to be purchased (including quantity, model number):

The Town of Columbia is seeking prices for installation of paver sidewalks as described below

1. FRONT WALKWAY OF TOWN HALL & YEOMANS HALL
2. CIRCLE WALKWAY ENCOMPASSING MONUMENTS
3. WALKWAY TO TOWN GREEN
4. WALKWAY TO CHAPEL & REPLACEMENT OF CHAPEL SIDEWALK
5. FRONT WALKWAY TO MEMORIAL

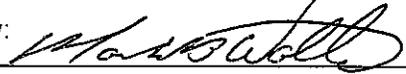
VENDOR NAME	Local Vendor (check box)	BID QUOTE	Attach Written Quotes if Applicable
<u>James Blair Landscape & Design</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$26,669.00</u>	
<u>TNT Landscaping & Excavation, LLC</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$35,667.00</u>	
<u>Thomas Construction, LLC</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$40,999.00</u>	
<u>Wiese Construction, Inc.</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$45,022.00</u>	
<u>Midconn Construction</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$52,045.00</u>	
<u>Four Seasons Landscaping, Inc.</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$65,400.00</u>	
<u>Eleuthera Associates, LLC</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>\$69,040.00</u>	

Vendor Chosen (include justification): James Blair Landscape and Design, LLC is the lowest bid and proven quality based on previous work.

Justification for less than three bids: N/A

Account from which purchase will be made: Capital Improvement Buildings 20-6206-002

Current account balance: \$26,669.00

Approved By: 

First Selectman or Town Administrator

DATE: 4/6/2020

QUILL CORPORATION 800-789-1331

Set tab stops at arrows

PURCHASE ORDER

TOWN OF COLUMBIA - Town Hall
 323 Jonathan Trumbull Highway
 Columbia, CT 06237
 (860) 228-0110
 (860) 228-1952
 www.columbiact.org

4281

Show this Purchase Order Number on all correspondence, invoices, shipping papers and packages.

DATE <i>4-6-20</i>	REQUISITION NO.
SHIP TO	

TO <i>James Blair Landscape + Design LLC</i>
<i>17 Columbia Landing</i>
<i>Columbia CT 06237</i>

REQUISITIONED BY	WHEN SHIP	SHIP VIA	F.O.B. POINT	TERMS		
QTY. ORDERED	QTY. RECEIVED	STOCK NO. / DESCRIPTION		UNIT PRICE	TOTAL	
		<i>Town Facilities Walkway</i>				
		<i>Front Walkway of Town Hall</i>			\$ 7,760	—
		<i>Circle Walkway Monuments</i>			\$ 7,265	—
		<i>Connect Walkway to Town Green</i>			\$ 3,124	—
		<i>Connect Walkway to Chapel + Sidewalk</i>			\$ 4,290	—
		<i>Connect Front Walkway to Yeomans</i>			\$ 4,230	—
					\$ 26,669	—

*Per Contract
+ Bid Specs*

- Please send copies of your invoice.
- Order is to be entered in accordance with prices, delivery and specifications shown above.
- Notify us immediately if you are unable to ship as specified.

W. B. Walker
 AUTHORIZED BY

Town of Columbia
Purchase Order Worksheet

Department Name: Horace Porter School Department #: _____

Person Requesting Purchase: Michael Sylvester

For Procurement Under \$500 Purchase order worksheet unnecessary

For Procurement Over: \$500 (3) Verbal Quotes – must document below
\$5,000 (3) Written Quotes
\$15,000 Requires Sealed Bids

Purchase Order Number Attached: 8858

Brief description of material or services to be purchased (including quantity, model number):

To Remove existing generator, concrete pad and existing wiring.
To install new concrete pad and to trench from pad to building
for new wiring tied into existing wires in the school. Complete
Project.

Vendor Name	Local Vendor (circle)	Bid Quote	Attach Written Quotes if Applicable
<u>Northeast Generator</u>	(Y) <input checked="" type="radio"/> (N)	<u>\$138,900.00</u>	
<u>Higgins Electric</u>	(Y) <input checked="" type="radio"/> (N)	<u>\$69,334.00</u>	
<u>Lepine Electric</u>	(Y) <input checked="" type="radio"/> (N)	<u>\$16,250.00 Electrical only</u>	

Vendor Chosen (include justification): Higgins Electric - lowest bid & will do the entire project from start to finish.

Justification for less than three bids: _____

Account from which purchase will be made: 20-6206-026

Current account balance: \$70,000

Approved By:


First Selectman or Town Administrator

Date: 4-7-20

TOWN OF COLUMBIA

TOWN HALL

323 Jonathan Trumbull Highway

Columbia, CT 06237

Tel. (860) 228-0110 Fax (860) 228-1952

THIS NUMBER MUST APPEAR ON ALL
INVOICES, SHIPPING PAPERS, PACKAGES, ETC.

PURCHASE ORDER

Nº 8858

DATE

4/2/20

DATE REQ.

SHIP VIA

FOB

TERMS

TO

Higgins Electrical

P.O. Box 258

East Hampton, CT 06424

SHIP TO

Horace Porter School

3 Schoolhouse Rd

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Generator Replacement as per quote dated March 31, 2020 including Credit of Generator trade in of \$5200.00		\$74,534.00
				- \$5,200.00
				\$69,334.00

AUTHORIZED SIGNATURE

M. B. White

RECEIPT
OF
LIST OF APPLICANT ASSURANCES

I, Steven Everett, First Selectman
(Print your name & title)

of the Town of Columbia
(State Agency, Town, city, borough, private non-profit agency)

have received/reviewed the List of Assurances and will submit a copy to the Administrative Head and the Finance Office of my agency.

I am also aware that I have to keep complete records and cost documents for all approved work for three (3) years from the date that the State submits the final Federal Financial Report (SF 425) for the entire disaster to FEMA in compliance with 2 C.F.R. § 200.333. The date of the State's submittal of the final Federal Financial Report is the official closeout date for the disaster.


(Signature) Steven Everett

First Selectman
(Title)

4/16/2020
(Date)

Hand in today OR
EMAIL to: demhs.pa@ct.gov OR
FAX to: 860-685-8633, ATT: State Public Assistance Office

origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended and applicable Federal Regulations.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

17. To the best of its knowledge and belief the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.

18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.

19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.

20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the authorized to sign assurances on behalf of the applicant.

21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975 approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

22. It will comply with the insurance requirements of Section 314, P.L. 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.

23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.

24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

26. To the best of its knowledge and belief, it will comply with Federal laws, regulations and policies as they may apply to FEMA Public Assistance Projects, including, but not limited to: Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5206), Public Law 93-288, as amended; FEMA Regulations, 44 CFR Parts 206, 13, 9 and 10; OMB Circulars A-102, A-110, A-133, A-21, A-87, A-122; Executive Order 12612, Federalism; Executive Order 12699, Seismic Design; Executive Order 12898, Environmental Justice for Low Income and Minority Populations; Executive Order 11988, Floodplains Management per 44 CFR part 9.5(c)(13); Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975 Executive Order 11990; Protection of Wetlands per 44 CFR part 9.5(c)(13); 16 USC 3501, Coastal Barrier Resources Act (CBRA), Public Law 97-348; 16 USC 470, National Historic Preservation Act (NHPA) of 1966, as amended, (16 U.S.C. 470) [Section 106], Executive Order 11593; Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.); 16 USC 1531, Endangered Species Act (ESA); Fish and Wildlife Coordination Act (FWCA); Migratory Bird Treaty Act (MBTA); Magnuson-Stevens Fishery Conservation and Management Act (MSA); Coastal Zone Management Act (CZMA); Clean Water Act (CWA) (Section 404); Clean Air Act (CAA); Farmland Protection Policy Act (FPPA); Wild and Scenic Rivers Act (WSR); National Environmental Policy Act (NEPA); Resource Conservation and Recovery Act (RCRA); Comprehensive Environmental Response Compensation and Liability Act (CERCLA); "American Standard Specifications for Making Buildings and Facilities Accessible to,

and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031); Title VI of the Civil Rights Act of 1964 (P.L. 83-352); Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646); Hatch Act; and the Federal Fair Labor Standards Act.

27. Applicant agrees to conform to revisions to these assurances that may from time to time be posted on the DESPP/DEMHS website: www.ct.gov/demhs. Click on Disaster Recovery in the left-hand column. Then click on Public Assistance (PA) in the middle of the page.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Administrator.

DUNS # and FEIN # Form

APPLICANT Town of Columbia

ADDRESS 323 Route 87 Columbia, CT 06237

CONTACT PERSON Mark Walter or Bev Ciurylo
Town Administrator Finance Director

CONTACT PHONE NUMBER 860 228-0110 or 860 228-8423

CONTACT E-MAIL ADDRESS townadministrator@columbiact.org
or beciurylo@columbiact.org

CONTACT FAX NUMBER 860 228-1952 or 860 228-2392

FEIN NUMBER 06-0849153

DUNS NUMBER 022957807

STATE TAX NUMBER 6616270-000

EMAIL to: demhs.pa@ct.gov

Or FAX to: 860-256-0821, ATT: State Public Assistance Office

Mailing Address: 1111 Country Club Road, Floor 3C, Middletown, CT 06457

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 REQUEST FOR PUBLIC ASSISTANCE

O.M.B. NO. 1660-0017
 Expires April 30, 2013

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT (Political subdivision or eligible applicant) Town of Columbia	DATE SUBMITTED 04/02/2020
---	------------------------------

COUNTY (Location of Damages. If located in multiple counties, please indicate) Tolland	DUNS NUMBER 022957807
---	--------------------------

APPLICANT PHYSICAL LOCATION

STREET ADDRESS
323 Route 87

CITY Columbia	COUNTY Tolland	STATE	ZIP CODE 06237
------------------	-------------------	-------	-------------------

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
-----------------	------	-------	----------

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME Mark Walter	NAME Beverly Ciurylo
TITLE Town Administrator	TITLE Finance Director
BUSINESS PHONE 860-228-0110	BUSINESS PHONE 860-228-8423
FAX NUMBER 860-228-1952	FAX NUMBER 860-228-2392
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE 860-917-4654	CELL PHONE 860-966-7410
E-MAIL ADDRESS townadministrator@columbiact.org	E-MAIL ADDRESS bciurylo@columbiact.org
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Private Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA -	-DR-	-	FIPS#	DATE RECEIVED
---------------------------	------	---	-------	---------------

COLUMBIA



UPDATE APRIL 2020



TOWN OF COLUMBIA

OFFICE OF THE FIRST SELECTMAN

At the time of this newsletter's publication we have as a community and a nation been dealing with the Coronavirus (COVID-19) pandemic for several weeks. I would like to take this opportunity to update residents on town services, the budget process and on-going projects; as well as resource information pertaining to COVID-19.

The Town of Columbia is monitoring the impact of COVID-19 and are engaged in constant communications with local and state public health and safety officials. The health of our residents, staff, and families are our top priority. While we understand that life has been disrupted for many, the Town's services and projects continue. The Town Hall facilities and the Beckish Senior Center are closed to the public, as well as the Horace W. Porter School and Saxton B. Little Free Library; however, staff are working to provide services and assistance to our residents behind the scenes.

AHM Youth and Family Services has implemented a telehealth network for Columbia residents to have a place to call for services and resources. Staff members will be available from 9:00 a.m. to 5:00 p.m. every weekday and are ready to offer support to residents who are experiencing anxiety about the Coronavirus pandemic. Call 860-228-9488 ext. 13 for general questions and concerns. Current Clients, or those who wish to obtain mental health services for youth can be directed to ext. 17

NEW MEETING AND BUDGET VIRTUAL PROTOCOLS

Boards and Committees have begun to implement remote access to meetings via video conferencing using on-line platforms such as Zoom Meeting. Each Board or Committee will post login information for that meeting on the Town's website. As a resident you will be able to join the meeting from your Internet connection through a PC or cell phone. The COVID-19 emergency hit during peak budget season, which has posed some challenges. Governor Lamont has issued Executive Orders that help towns and municipalities meet their budget obligations. *Please note:* While Executive Order 7I Budget Adoption, Section 13, still contemplates that the Town agencies will continue to make budget presentations and hold hearings, it prohibits town meetings and referenda for purposes of adopting the 2020-2021 fiscal year municipal budgets and setting the mill rate. The legislative body of

the town – or, in Columbia, the Board of Selectmen because the town meeting is the legislative body – shall authorize the budget-making authority of the town to adopt a budget and set a mill rate. The budget-making authority is obligated to make reasonable efforts to reach out to the public and receive comments.

WHAT DOES THIS MEAN TO YOU? The Board of Selectmen (BOS) and the Financial Planning & Allocation Commission (FiPAC) will be conducting their meetings via on-line video conferencing. We will be posting login information on the Town’s website so that you can attend the meetings. Budget documents will be available on the Town’s website for review and public comments will be accepted by email at PublicInput@columbiact.org or by USPS mail and must be received prior to the meeting. The Host of the meeting will control the audio ability of allowing residents to comment. Based on the meeting agenda comments may be limited to certain times. If typing a comment on the Chat feature or sending a comment in on the PublicInput@columbiact.org, always include your name and address.

Executive Order 7S issued on Wednesday, April 1, 2020 allows certain municipal financial actions to be taken without complying with any town meeting requirements that may be imposed by statute, charter, ordinance or otherwise. As with the previous executive order 7I dealing with the budget adoption process, the intent is to eliminate the need for large numbers of individuals to gather in order to satisfy those town meeting or referendum requirements.

Executive Order 7S permits the Board of Selectmen, together with the budget-making authority of the municipality (FIPAC), by a majority vote of each body, to authorize any supplemental, special or additional appropriations in an amount less than one percent (1%) of the current total municipality budget under CGS 7-348 or any comparable provisions of any special act, charter, or ordinance without a town meeting or referendum if one or both of those would be required.

WHAT DOES THIS MEAN TO YOU? The vote to finalize the \$30,000 contribution to the purchase of the Mono Park State Park expansion, known as the Inzinga property, will now have to be approved in the on-line BOS meeting at 7:00 on April 7th and then the FIPAC meeting at 7:00 on April 8th, rather than at the special town meeting that had been called for April 7th. These agendas will be posted on the Town website and comments are always welcome at PublicInput@columbiact.org.

Thank you for your patience and please be safe.

Steven M. Everett, First Selectman

TOWN ADMINISTRATOR'S MONTHLY UPDATE

APRIL 2020



The Town of Columbia has compiled an [Operations Guide](#) that will provide the public on what services they can expect to receive from the town government during the COVID-19 national health emergency. If you have questions about this guide, please refer them to the Selectmen's Office at 860-228-0110.

UPDATES FROM THE FIRST SELECTMAN: To see the latest updates from the First Selectman regarding COVID-19, please click [here](#).

The Town has set up a dedicated page on our website for updates and information regarding the Coronavirus (COVID-19). Please click on [CORONAVIRUS \(COVID-19\) TAB](#) on the website.

TOWN HALL: Entrance by the public available by appointment only. Screening conducted to ensure those entering are not ill, including a line of questions regarding virus exposure and potentially a non-invasive temperature screening. Staff are working within the facility to provide services while minimizing exposure to others. The Town Hall Thursday late hours have been reduced until further notice from 8:00 am to 4:00 pm. Town Hall is still closed to the public; however, departments are available by phone and email.

SENIOR CENTER: Facility closed to the public until further notice; staff working within to provide services. Please see page 11 for more information on services provided to our Seniors.

SAXTON B. LITTLE FREE LIBRARY: Facility closed to the public until further notice. Please see page 17 for more information.

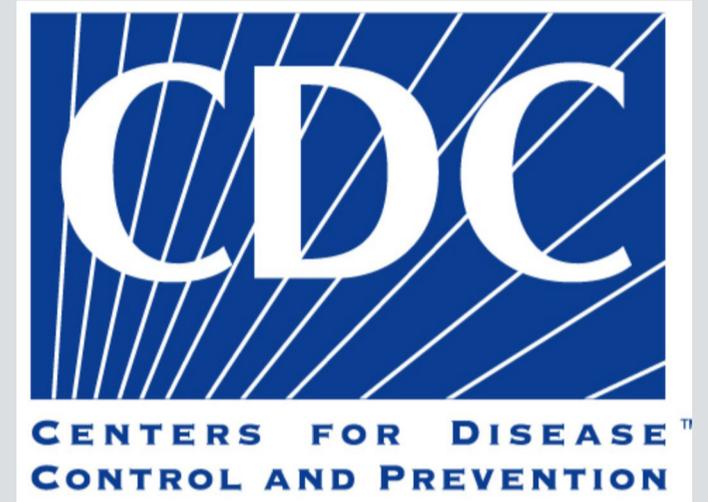
FIREHOUSE: Facility only open to volunteer firefighters.

HORACE W. PORTER SCHOOL: Facilities closed to all until further notice. H.W. Porter has begun REMOTE learning as of Wednesday, March 25th. The link can be accessed on the [Porter website](#). Board of Education Meetings are working towards providing information as soon as possible so the community can participate in meetings from their homes. EASTCONN Food Services is providing meals which are available to all Columbia students.

REC PARK: Grounds are open to the public; facility is closed except in special circumstances. Please note that social distancing is recommended even in open parks, and that group sizes should be kept to an absolute minimum. **The use of the playground equipment is prohibited.**

IMPORTANT LINKS FOR ASSISTANCE AND INFORMATION RELATED TO COVID-19

CORONA VIRUS: As the details of the COVID-19 outbreak change and the likelihood of community transmission increases, Easter Highland Health District (EHHD) has real-time information on their website www.ehhd.org with an embedded link to the CDC (COVID-19 Information from the CDC).



If you have specific questions please contact EHHD directly at (860) 429-3325.

- [Statewide: FAQ regarding the State of CT's actions related to COVID-19 from Governor Lamont's office](#)
- [Bridge Recovery Loans for Small Businesses](#)
- [Unemployment claims due to COVID-19](#)

CENSUS: We'd like to remind residents that the 2020 Census is happening now. You can complete your questionnaire on-line, by phone, or by mail. To find out how, please go to the [Census website.](#)



BOAT LAUNCH GATE KEY: We have implemented a new procedure for obtaining Gate Keys. Residents can fill out the application and test on-line through the Rec Department's web page. Go to [ReckDesk](#) click on Programs and then scroll down to Boat Launch Gate Key Application. This will take you through the Boat Launch Gate Key Application, Test and payment feature. We will then mail the key to you.



PLEASE NOTE: Keys will not be mailed until the lake has reached the natural water level. This is to ensure that boats loading into or out of the lake do not damage the lake bed.

THE TRANSFER STATION is still open Wednesday and Saturday, but **ONLY for household waste, recyclables, and leaves.** Bulky waste, library book donations, bottles and cans for the Scouts, brush or tires are not accepted at this time. To protect our employees and the public the Swap Shop will be closed. No exchange of currency will be conducted.

EVERBRIDGE NOTIFICATIONS: We will from time to time issue an Everbridge Notification with a message from the First Selectman, Steven M. Everett to help keep you informed. If you would like to sign up for Everbridge Notifications please go to the Town's website and on the [Everbridge Notifications](#) tab.

EMAIL NOTIFICATIONS: To receive Town news please go to the Town's website and click on the [Email Notifications](#) tab.

**Stay Informed with
Emergency Alerts and
Town News**

To Receive Emergency Alerts
[EVERBRIDGE Alert Program](#)
To Receive Town News there are several choices!
[Email Notifications](#)
[Town Administrators Monthly Newsletter](#)
[Columbia Views Magazine](#)

Find us on 

The health of our residents, staff, and families are our top priority. Please stay home and stay safe and we will get through this together. If you need assistance please do not hesitate to call the Town Administrative Office or the First Selectman at 860-228-0110 or email us at townadministrator@columbiact.org.

Thank you,

Mark B. Walter, Town Administrator
323 Route 87
Columbia, CT 06237
860-228-0110
townadministrator@columbiact.org



Find us on 

UPCOMING TOWN MEETINGS

Due to the current COVID-19 Emergency, meetings will be held by utilizing remote access. Each board or committee will provide the information needed to join using an on-line conferencing platform. Please check the Town of Columbia's [website](#) for updates.

Below are some helpful tips and best practices with video conferencing.

- Test your video and audio before the meeting starts.
- Allow more time in case there is something to download.
- On a cellphone: make sure you have a strong signal.
- On a computer: use a wired connection rather than Wi-Fi.
- Make sure the computer camera works (or is uncovered).
- Make sure the speakers and the microphone works.
- Choose a quiet location.
- Place pets in another room.
- Use the mute button.
- And lastly, remember you are on camera!!!



TOWN DEPARTMENT NEWS AND INFORMATION

REGISTRAR OF VOTERS:

PRESIDENTIAL PRIMARY 6/2/20

The Republican and Democratic Primary has been postponed to June 2, 2020. Primaries in CT are "Closed Primaries", meaning that only voters registered in the party which is holding the Primary may vote. Only registered Republicans can vote for Republican candidates, and only registered Democrats can vote for Democratic candidates. If you are not currently registered to vote, or not currently affiliated with a political party (registered as Unaffiliated), you can enroll in a party via mail until May 28th, 2020 or in person until noon on June 1,, 2020 and still be eligible to vote in the Presidential Primary.



For information about obtaining an Absentee Ballot, please contact the Town Clerk at (860) 228-3284.

Please check our [Registrar of Voters](#) page on the Town website or contact our office for more information.

Registrars of Voters

Karen Butzgy – Democratic

Katherine Morrison – Republican

(860) 228-6843 x113

registrar@columbiact.org

ASSESSOR'S OFFICE: Operations are continuing normally, though the public is encouraged to submit information electronically whenever possible. Mail or hard-copy drop-off is still permissible, though not advised.

[Property cards are available online](#)

If you no longer own a vehicle, you can mail, scan and email or place in our mail slot at the Town Hall, your cancellation of plates and the bill of sale to: Inquiries can be made by phone or email. Phone: (860) 228-9555 Email: mlavallee@columbiact.org

TOWN DEPARTMENT NEWS AND INFORMATION

(Continued)

The **Renter's Relief program** will begin April 1st and will run through October 1st. You will need proof of rent payments and utilities paid in the 2019 calendar year.

Motor Vehicle Adjustments

In order to have a motor vehicle bill adjusted we need two forms of proof because the tax is a car tax not a road tax.

- The first is a copy of your motor vehicle plate return receipt
- The second is something proving you got rid of the vehicle. For a list of accepted proofs look on the [Assessor's website](#) or call the office.
- If you traded a vehicle and kept the same plate do not bring us any documentation because DMV will automatically process the adjustments.

Income and Expense Forms

Connecticut General Statute 12-63c requires all owners of rental real property to annually file an Income and Expense form with the Assessor's Office by June 1st. **The information filed and furnished with this report will remain confidential and is not open to public inspection.** Any information related to the actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. All properties that are rented or leased, including commercial, retail, industrial, land and residential properties, except "such property used for residential purposes, containing not more than six dwelling units and in which the owner resides" must file and in the case of a non-residential property that is partially rented and partially owner-occupied.

In accordance with Section 12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase** in the assessed value of such property.

The Assessor's Office is open Monday through Wednesday from 8 am. until 4 pm., Thursdays 8 am. until 6 pm. and Fridays 8 am. until Noon. Our telephone number is 228-9555.

TOWN DEPARTMENT NEWS AND INFORMATION (Continued)

BECKISH SENIOR CENTER: In the on-going effort to help prevent the spread of the CoronavVirus (COVID-19), the Beckish Senior Center and Transportation Program are closed to the public until further notice. The Beckish Senior Center will be open on Tuesdays from 8:00 am to 3:00 pm for donations to the food pantry to help those in need. We are asking if gift cards could be donated to help those with special dietary needs. It has been said that gift cards are the safer choice of donation during this time to prevent further spread of COVID-19. The Meal on Wheels program is still on going, and we are now accepting new clients in Columbia. Tuesdays will be the delivery day for all Meal on Wheels (MOW) clients and those who rely on the congregate meal program. Senior Center Staff will also be making deliveries to those in need on Tuesdays between 11am and 1pm. The Director, Bernadette Derring will also be available Monday - Friday 8-3pm or those who might need items on non-delivery days. Please call to request items in need.



- All trips for March and April are canceled
- No Transportation Services
- No Congregate meals

Please call the Beckish Senior Center at 860-228-0759 for any questions or concerns. Please check the town website www.columbiact.org, Beckish Senior Center [Facebook](#) page , as well as [The Gem Newsletter](#) for future updates.

Contact Info:

- Phone: 860-228-0759
- Email: beckish@columbiact.org

TOWN DEPARTMENT NEWS AND INFORMATION

(Continued)

BUILDING/LAND USE DEPARTMENT: We will remain open for phone calls. We can be reached at 860-228-0440. The office will be closed to the public, but we will be taking applications by postal mail and email LandUse@columbiact.org. We are working on implementing on-line services for permits. Please check the Town's website for upcoming information on this service.

Please click [here](#) for all permit paperwork.

Please call or email ahead to verify permit fees (by check only, made out to Town of Columbia), or to address other questions. Work that is to be done by a contractor must include a copy of their State license, and certificate of insurance with workman's comp, and should include a signed authorization from the property owner. Inspections will be carried out by appointment only for exterior inspections as well as inspections of non-occupied structures (new construction/additions) will continue.

PERMITTING & INSPECTION INFORMATION: Inspections will be carried out by appointment as always but with the following restrictions; interior inspections of occupied buildings for items such as, but not limited to, kitchen/bath remodels, air conditioner or furnace replacements, or other minor interior repairs/alterations will not be completed at this time. Please remember to call when the emergency passes. All exterior inspections as well as inspections of non-occupied structures (new construction/additions) will continue.

We are making our best effort to protect the public and staff health while maintaining some level of progress.

COLUMBIA ART COUNCIL: On February 18, 2020, the Board of Selectmen voted to approve the establishment of a Columbia Art Council that supports Sustainable CT Vibrant and Creative Cultural Ecosystems. An eight-member committee created a mission and vision statement for the establishment.

The Columbia Art Council's Mission Statement: Enhance the quality of community life by promoting opportunities for residents to experience and participate in forms of innovative expression and communication through the arts.

The Columbia Art Council's Vision Statement: Transforming the community and lives through the power of creative expression.

TOWN DEPARTMENT NEWS AND INFORMATION (Continued)

The committee is working on action items that include a Poet Laureate and artists-in-residence. Additionally, we hope to have dedicated space in the Columbia Views, the Town's website, and the Town's Administrator Monthly Newsletter. In the future, we hope to create an events calendar to provide information to the Community.

Whether it is art, music, dance, or theatre, the Council hopes to showcase many Columbia artists.

DEPARTMENT OF PUBLIC WORKS: Rec Park final road grading has been completed and the installation cap for the road will be complete. The the guardrail will be installed along the new roadway and walking path. Until construction is completed we ask that you please park in the winter gate parking lot. Do not go into the main gate parking lot. Only construction vehicles will have access to the main gate parking lot during the final stages of construction on the Rec Park road.



Road Sweeping will begin the week of April 6th.

TAX OFFICE: To Pay Online and 2019 Tax Payment Information click [here](#). The Town of Columbia, in partnership with Invoice Cloud, is excited to offer residents an easy and secure way to view, print and pay their real estate, personal property and motor vehicle tax bills online.

Another way of paying taxes is to call ahead to the tax collector's office to ensure the department is staffed and when we can expect your arrival. Payments can be put in the key box outside the front door of the Town Hall.



TOWN DEPARTMENT NEWS AND INFORMATION (Continued)

At this time, the Tax Office is requesting that payment be made with a bank check or money order if motor vehicle clearance is needed before 2 weeks. Please do NOT make your payment with cash.

Motor vehicle clearance will be on a case-by-case basis. Please be prepared and pay your taxes at least a month before you need to register a vehicle to make sure the release will be able to be processed.

Many questions regarding tax bills can also be found on the [Town website](#) or call us at the number above.

Please direct phone calls regarding selling, junked, or totaled vehicles to the Assessor's office at 860-228-9555.

TOWN CLERKS OFFICE: The Town Clerks office is offering the following services during the COVID-19 Emergency.

- Vital record requests (certified copies) via mail. Funeral Home directors/representatives are requested to call our office to make arrangements.
- Dog licensing via mail. Please go to the Town Clerk's page at www.columbiact.org for more information.
- Land Record Recordings, Trade Names and Name Changes via Mail, UPS, Fed-Ex. Attorneys with Warranty deeds, Quit-Claim deeds, etc. should contact our office.
- Online land records searches (with images) available through Record Hub (COTT) remotely on a temporary basis for the next 90 days then back to Index only. Maps are not online – Please call our office to get emailed copies.
- Voter Registration can be done online via SOTS website. <https://voterregistration.ct.gov/OLVR/welcome.do>

TOWN DEPARTMENT NEWS AND INFORMATION (Continued)

TOWN CLERKS OFFICE CONTINUED:

The following Services Not Currently Offering:

- Notary services suspended due to severe exposure to the public.
- Liquor permit filings suspended due to severe exposure to the public.

Alternatives

- Inquiries about notary services - Please check with the UPS stores or your local bank to see if they are offering these services.
- Inquiries about Marriage Licenses - Please go to the Town Clerk's page at www.columbiact.org for more information.
- Processing of Marriage license applications - Please call the Town Clerk's office for more information.

CONTACT INFORMATION

Phone: 860-228-3284

Email: townclerk@columbiact.org

Email: atownclerk@columbiact.org

NOTE: THE 2020 PRESIDENTIAL PREFERENCE PRIMARY HAS BEEN POSTPONED UNTIL JUNE 2, 2020

TOWN DEPARTMENT NEWS AND INFORMATION (Continued)

RECREATION

DEPARTMENT: All programs and events are cancelled until further notice.

Follow us on [FaceBook](#) and [Instagram!](#)

REC PARK PROJECTS: The softball field is all but done with a few more finishing touches. Thanks to Public Works for doing all the grubbing, tree removal, and rough grading of the road. It's coming along great!

Program Descriptions

Coloring & Art Contests

Coloring and art contests will be run every two weeks to give children enough time to complete their work. Kids in grades K-2 can participate in the coloring contest. Images will be provided for kids to choose from our town website. Kids in grades 3-8 can participate in art contests. We will release a different theme every two weeks; participants are asked to create an original piece of artwork interpreting the theme using their choice of medium. Submissions should be posted to our social media account. The Recreation Department will judge the submissions and a first-place prize will be awarded. Please take a picture of completed work and tag our FaceBook page as well as e-mail to recreation@columbiact.org. If you do not have a FaceBook account, please e-mail to the above address and we will post it online. Multiple submissions allowed.

Scavenger Bingo

Scavenger bingo sheets will be created weekly and will consist of objects or places that you will be able to find around town, outdoors or in your home. Each bingo square needs to be crossed off and we ask that you take a picture of the object in the square to submit with your completed bingo sheet. All completed sheets/pictures should be e-mailed to recreation@columbiact.org. Once submitted, applicant's name will be entered into a drawing to receive a prize.

Pinterest Board

The Columbia Recreation Department is continuously working to come up with ideas and programs to keep our community engaged while practicing social distancing. We have created a Pinterest Board that is composed of different ideas for activities to help keep your kids active and entertained while at home. Our username for Pinterest is Columbia Recreation. Follow us!

Tik Tok Video Contest

Every Thursday, the Columbia Parks and Recreation Department will release a Tik Tok video. This will mark the beginning of the week's competition. We want to see Columbia's best videos. Make your own video and share it with us on FaceBook, Instagram, or email it to us at recreation@columbiact.org. We will select one winner each week to win a gift card.



Run Into Spring



Sign up online for this two-week running/walking competition. Send us a screen shot of your mileage from your fit bit, app, pedometer or other tracking device. We will keep running totals for two weeks. This competition lasts from March 19th through April 2nd. The winner will be the person who has the highest total mileage in the two-week span and will receive a gift card. You must sign up on RecDesk; there is no cost to this program.



NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

SAXTON B. LITTLE LIBRARY: The library building and book drop are closed. (No fines are accruing on items checked out.) We will keep you posted here, on Facebook and in the Newsletter as things change.

For something interesting and fun to do... Follow this [link!](#)

For information on COVID-19, Click [Here](#).

For information that doesn't seem to be everywhere, but is crossing our path (like Stop & Shop's Senior only hours) [Click Here](#). (If you hear of something you think should be here email us!)

Click [here](#) to see Saxton's Work from Home adventures.

Digital Newsletters are being sent out on Fridays with updates about the Library and stuff to distract. Not signed up? Go to the [WEBSITE](#) and click subscribe.

Watch our Library's [Facebook](#) page (@saxtonblibrary), posting a few times a day. Megan is posting links to online story times, museum visits, web-cams, and more. Cait is updating new titles we're adding to our digital platforms. Even if you are not a member, our Facebook page is public so you can view it at any time!

If you have questions for us, just want to know we're here or want to chat! Write us.

We have a dedicated email for these times at SBL@COLUMBIACLIBRARY.ORG.

NON-MUNICIPAL SERVICES PROVIDERS AND NON-PROFIT NEWS AND INFORMATION

EVERSOURCE will be replacing existing wood structures with new steel structures on a transmission line that runs through Mansfield, Coventry, Columbia, and Lebanon. The scope of work will also include the installation of new communication wire (called Optical Ground Wire or OPGW), enhancing electric reliability by improving communications between Eversource's substations. In Columbia, this work will take place on a right-of-way (ROW) that starts at an Eversource-owned parcel on Willimantic Road, continues through densely forested areas, and ends at Baker Hill Road.

This work is expected to begin in July and will continue through next year, with final restoration occurring during the summer 2021. Note that this work will not interrupt electric service to homes or businesses.

During this time, Eversource is also expected to conduct routine vegetation maintenance activities in this same ROW. This will include brush control, side trimming, and removal of tall-growing tree species. You can expect further communications about the transmission ROW vegetation maintenance work before it begins.

Property owners near the six structures with a slight height increase will receive additional communications as required by the CSC. **Due to the recent health concerns with COVID-19, Eversource has temporarily suspended its door-to-door outreach efforts.** Prior to any work beginning, nearby property owners will receive written communications and/or phone calls in lieu of our usual door-to-door outreach. A toll free phone number and an email address (1.800.793.2202 or ProjectInfo@eversource.com) are available if property owners would like additional information.

