

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, December 18, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman, Steven M. Everett; Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter, Michele Firestone, Reporter from *The Chronicle*.

CALL TO ORDER: S. Everett called the meeting to order at 7:01pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited at the Special Town Meeting at 6:45 pm.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda. MOTION CARRIED 5.0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for December 4, 2018.** R. Bogue MOVED to Approve the BOS Regular Minutes for December 4, 2018. MOTION CARRIED. 5.0.
4. **OLD BUSINESS:**
 - 4.1 **Contract for Salt Shed.** S. Everett stated that he is secure in his vote to move forward with the purchase of the salt shed and appreciates when residents come in with their concerns. S. Everett MOVED to authorize First Selectman, Steven M. Everett or the Town Administrator, Mark B. Walter in his absence to execute a contract with Zlotnick Construction, Inc. to purchase and install a Salt Storage Structure at Columbia's Public Works Facility. MOTION CARRIED 5.0.
 - 4.2 **Markell Property Appraisal.** S. Everett stated that the appraisal is for a large portion of the property for open space and in order to move forward the appraisal will need to be done. R. Hellstrom asked how much the appraisal will cost. M. Walter explained the cost is \$3,000.00. S. Everett recognized Ann Dunnack in the audience. A. Dunnack asked if this appraisal will be a yellow book appraisal. M. Walter responded that it will not be a yellow book appraisal but will be done in anticipation of upgrading to a yellow book when needed.

S. Everett MOVED to authorize Town Administrator, Mark B. Walter to execute a contract for appraisal services for the Markell Property and waive the requirement for two verbal quotes. Elm Realty Advisors, LLC was the sole bidder. MOTION CARRIED 4.1. L. Napolitano opposed.
5. **NEW BUSINESS:**
 - 5.1 **2019/2020 Municipal Holiday Schedule.** S. Everett MOVED to Approve the 2019/20 Municipal Holiday Schedule. MOTION CARRIED 5.0
 - 5.2 **Dedication Page for 2017-2018 Annual Report.** S. Everett asked if there were any nominations or comments. L. Napolitano asked if we could put a list of the previous individuals/groups over the last 20 years and share that

with the BOS. S. Everett asked that the BOS send their nominations to the Town Administrators office.

6. COLUMBIA LAKE / DAM / BEACH: None.

7. APPOINTMENTS / RESIGNATIONS:

7.1 Appointment of Donald Cianci (D) as Permanent Member of Open Space. R. Hellstrom said Don Cianci would be a great addition to the group and has been very dedicated to the cause. R. Hellstrom moved to appoint Don Cianci to the open space committee as a permanent member. MOTION CARRIED 5.0.

8. TOWN ADMINISTRATOR REPORT:

8.1 Sustainable CT. M. Walter stated that he, Steven Everett and Andrea Drabicki went to a meeting on the Sustainable CT Program to learn about the process. At the meeting they heard how other towns implemented the program. A key component that they learned was that this program provides the opportunity for boards and commissions to come together for one goal—defining where the towns want to move going forward and eliminates the silos that often happen within towns. The Sustainable CT program is more than just environmental, it can include fresh local food, more affordable housing, and walking trails. S. Everett stated that he cares less about the plaques or points and feels that the Sustainable CT program is the common-sense approach that we are already doing for the town when it comes to sustainability. He added that for example the sharing of town services. He stated that in a previous BOS meeting we approved the resolution for the Town of Columbia to support participation in the Sustainable CT Municipal Certification Program and Andrea Drabicki is eager to contribute. S. Everett MOVED to appoint Andrea Drabicki as Columbia Sustainable CT Municipal Certification Program representative. MOTION CARRIED 5.0.

9. CORRESPONDENCE:

9.1 CRCOG 2019 Draft Legislative Agenda. M. Walter explained that the CRCOG Legislative Agenda is for the BOS to read and review. He added that we were able to get the Minimum Budget Requirement item in the legislative agenda in both CRCOG and CCM platforms.

10. BUDGET:

10.1 Transfers: None

10.2 Refunds: R. Bogue MOVED to Approve Refunds totaling \$196.60.

AMOUNT	FROM	TO
\$196.60	TOWN OF COLUMBIA	ACAR LEASING LTD.

MOTION CARRIED 5.0.

11. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve the payment of bills totaling \$86,633.02 made up of Emergency 18/19, Regular 18/19, Credit Card and Paychex. MOTION CARRIED 5.0.

12. AUDIENCE OF CITIZENS: No comments from the Audience of Citizens.

13. BOARD MEMBER COMMENTS: R. Bogue asked to go to Executive Session.

- 14. EXECUTIVE SESSION:**
- 15. 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 enter into Executive Session at 7:28 pm with M. Walter present to discuss real estate negotiations. MOTION CARRIED 5.0. . No vote was taken, and the Executive Session ended at 7:41 pm.
- 16. ADJOURNMENT:** S. Everett MOVED to ADJOURN at 7:42 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, January 8, 2019.

Respectfully Submitted by Jennifer C. LaVoie

REGULAR MEETING MINUTES
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323 Route 87, Columbia, CT

Members Present: First Selectman, Steven M. Everett; Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter, George Murphy, DPW Director, Beverly Ciurylo, Finance Director.

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

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to add to the Agenda under Old Business, 4.3 - Fuel Tank Bid Waiver and Approval and under New Business, 5.1 to Set Date for Town Meeting on December 18, 2018 at 6:45 pm to Approve Transfers to be discussed and voted on after 10.1 Transfers. S. Everett MOVED to Approve the Agenda for December 4, 2018 as amended. MOTION CARRIED 5:0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for November 20, 2018.** W. O'Brien MOVED to approve the BOS Regular Meeting Minutes for November 20, 2018. MOTION CARRIED 5.0.
4. **OLD BUSINESS:**
 - 4.1 **Salt Shed.** M. Walter explained that the lowest bid came in over budget for the salt shed. M. Walter, DPW Director, George Murphy and Anchor Engineering met with Zlotnick Construction, Inc. (ZCI) to discuss how to reduce the bid. ZCI proposed 3 credits: \$1,040.00 structural back fill to be supplied by the town and installed; \$4,090.00 for catch-basin, drain pipe and 1,000 gallon holding tank to be supplied by the town and installed by ZCI and \$5,000.00 all labor, materials, and equipment to be provided by the town for excavation, bedding, conduit and backfilling of the electrical service trench. G. Murphy explained that the product for the holding tank and basin top will come out of the road account and that the budget can support the cost of the conduit and wire.
 - 4.2 **Enbridge Grant.** M. Walter explained that Enbridge provided a contribution to the town to help defray the costs of restoring and repairing the Moor's Indian Charity School for \$1,000.00.
 - 4.3 **Fuel Tank Bid Waiver and Approval:** M. Walter explained the fuel tank manufacturer recommendation from Anchor Engineering. The fuel tank is manufactured by only two companies and Anchor recommended the Convault tank. Because there was only one preferred vendor as recommended by Anchor Engineering in a detailed letter, M. Walter asked the BOS to make a motion to wave and approve the fuel tank bid. G. Murphy explained that the fuel tank will cost \$13,300.00 and the town had budgeted \$14,000.00 for the fuel tank. S. Everett asked if any other towns wanted to join in on the purchase and use of the fuel tank. G. Murphy explained the other two towns did not join. He added that the Fire Department would also be able to use the fuel. M. Walter explained that

going forward if a town wanted to use the fuel tank, we would setup a system to track the purchase/use of fuel. S. Everett MOVED to waive the bid process and accept Anchor Engineering Services and George Murphy, DPW Director's recommendation to purchase and install a fuel tank for \$13,330.00. MOTION CARRIED 5.0.

5. NEW BUSINESS:

5.1 Set Date for Town Meeting on December 18, 2018 at 6:45 pm to Approve Transfers: Discussion on setting Town Meeting is moved to 10.1 - Transfers.

6. COLUMBIA LAKE / DAM / BEACH: None.

7. APPOINTMENTS / RESIGNATIONS: None.

8. TOWN ADMINISTRATOR REPORT:

8.1 Fuel Tank Manufacturer Recommendation. Already discussed earlier in 4.3.

8.2 911 Proposed Funding Subsidy Modification. M. Walter explained that both the Town Administrator and the Emergency Management Director provided letters in response to the 911 proposed funding subsidy modification. This modification entails potentially proposing funding based on number of calls each area generates.

8.3 CIRMA Claim on a Slip and Fall: M. Walters explained that the claim has been resolved.

8.4 Titan Energy Update. M. Walter explained we are watching closely the electrical rates and if it drops to where we are comfortable, we will lock in. He added that we can lock in for 1, 2 or 3 years, but we have in the past been locking in for only 1 year. S. Everett asked when will we get a report on the solar efficiency of the town's solar panels. G. Murphy stated that an assessment on the current usage has been done, but he has not received the report yet. G. Murphy said he will follow-up and will get the report to the BOS.

8.5 E-Chip Lite Update. M. Walter explained the bids have come back from ConnectiCare, Blue Cross and Cigna, but he has not seen the results. Bylaws and procedures have been established and the group may get bigger as smaller towns join. He explained that E-chip will be the administrator and expects a final commitment in February.

9. CORRESPONDENCE:

9.1 Connecticut State Troop K Colchester Monthly Police Report. M. Walter shared the monthly police report and additional breakdown of the stats. S. Everett stated that we have an issue with speed on our roads and that we need to make an effort to slow people down. M. Walter shared the State Trooper's update on Facebook on the more targeted enforcement approach taken on residential roads.

10. BUDGET:

10.1 Transfers:

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
2019-009 / 5,000.00	10-4800-900 / Contingency	20-6189-001 / Preliminary Design & Cost Estimate
2019-010 / 21,500.00	10-4800-900 / Contingency	20-6206-002 / DPW Capital Improvements-Buildings
2019-011 /10,000.00	10-4800-900 / Contingency	10-4410-610 PW Bldgs./Grounds/Maintenance

R. Bogue MOVED to approve Transfers totaling \$26,500.00 from Contingency to Preliminary Design & Cost Estimate for \$5,000.00 and to DPW Capital Improvements-Buildings for \$21,500.00 that will need to have final approval at a Town Meeting. MOTION CARRIED 5.0.

S. Everett MOVED to approve the Transfer for \$10,000.00 from Contingency to Buildings/Grounds/Maintenance. MOTION CARRIED. 5.0

S. Everett MOVED to set a Town Meeting to approve the following transfers mentioned in Clause 1 for Tuesday, December 18, 2018, at 6:45 p.m. for the following purpose:

CLAUSE 1: To approve a funds transfer in the amount of \$26,500.00 from the Town of Columbia Contingency Account #10-4800-900 to the following Capital Projects budget lines: \$5,000.00 to Preliminary Design & Cost Estimate Account #20-6189-001 for engineering fees and \$21,500.00 to DPW Capital Improvement-Buildings Account #20-6206-002 for cost above budget for the new salt shed. MOTION CARRIED 5.0.

B. Ciurylo stated that after the transfers there will be \$40,606.00 left in the Contingency account.

10.2 Refunds:

AMOUNT	FROM	TO
\$116.14	TOWN OF COLUMBIA	DAIMLER TRUST
\$227.60	TOWN OF COLUMBIA	DAIMLER TRUST

R. Bogue MOVED to approve Refunds totaling \$342.42. MOTION CARRIED 5.0.

11. APPROVE PAYMENT OF BILLS: S. Everett MOVED to Approve Payment of Bills totaling of \$108,751.45, made up of 18/19 Regular, Bond '01 Interest Payment; Credit Card and Paychex. MOTION CARRIED 5:0.

12. AUDIENCE OF CITIZENS: A. Dunnack asked what happened at last night's BOE meeting. L. Napolitano explained that the BOE was voting

on two items; should Columbia continue to maintain a Pre-K to Grade 8 school and should Columbia maintain the high school choice past 2022.

- 13. BOARD MEMBER COMMENTS:** S. Everett started a discussion on the issue of putting in a stop sign at the Cards Mill and Baker Hill. Discussion ensued. S. Everett MOVED to add to the Agenda the Cards Mill and Baker Hill intersection and adding stop signs. MOTION CARRIED 5.0.

S. Everett MOVED to make the intersection of Cards Mill Rd. and Baker Hill Rd. a three way stop. MOTION CARRIED 5.0.

- 14. EXECUTIVE SESSION:**

- 14.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A).** None.

- 15. ADJOURNMENT:** S. Everett MOVED to Adjourn the meeting at 8:04 pm. MOTION CARRIED 5.0.

- 16.**

Respectfully submitted by Jennifer C. LaVoie

TOWN OF COLUMBIA



2019 -2020 HOLIDAY SCHEDULE

HOLIDAY	OBSERVANCE
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Eve	Monday, December 31, 2018
New Year's Day	Tuesday, January 1, 2019
Martin Luther King's Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving	Thursday, November 28, 2019
Thanksgiving	Friday, November 29, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Eve	Tuesday, December 31, 2019
New Year's Day	Wednesday, January 1, 2020

Draft

CRCOG 2019 Legislative Agenda

December 14, 2018

The Capitol Region Council of Governments is made up of 38 cities and towns and 1 million residents comprising most of the historic Hartford and Tolland counties.

The legislative items below are offered for in the spirit that CRCOG wishes to partner with the state to offer effective, efficient and responsive public services to our residents.

1. Expand Municipal Shared Services Offerings.

Support expanding shared services such as technology and services based on the Nutmeg Cloud IT and software. This builds on the large portfolio of services already in place for towns and cities;

Police, Fire, and EMS communications including conducting a regional PSAP study for operations and funding (including governance, equipment needs) at a scale large enough to demonstrate savings and performance improvements;

Reinstate the Regional Performance Incentive program to accelerate municipal service sharing.

Use Council of Government (COG) boundaries as framework over time for other service districts such as workforce development and human services delivery;

2. Stable Funding for Councils of Governments

To be vibrant and effective, Councils of Government need long-term stability in funding. Ultimately, a direct, reliable source of funding, not dependent on either the State or municipalities, is needed.

3. COGs as Counties for Purposes of Federal Funding

Secure State approvals necessary for federal declaration Councils of Governments shall be considered counties for receiving federal grants that may currently not be accessed.

4. Codify Council of Government Roles

Codify COG roles in water and solid waste planning in state law.

5. Transportation: Tolling, Regulatory Authority, and Design-Build-Operate-Maintain Framework.

Identify revenues for the Special Transportation Fund to ensure a state of good repair, continue building a best-in-class transportation system, and encourage economic development. Tolling is a sustainable revenue option that all our neighboring states use. Initiate the environmental process to establish tolling, working to define a regulatory structure, and ensuring a streamlined approach to delivery is in- place are focus areas that should be advanced.

6. Capital Funding for Transportation Projects.

Support continued funding for the Town Aid Road Program, Local Bridge Program, and Local Transportation Capital Improvement Program (LOTICIP). Support the Interstate 84 Viaduct Reconstruction and Charter Oak Bridge projects as they will provide significant congestion relief, improve safety, and encourage economic development.

7. Re-Establish Boston Rail Connection.

Advance efforts and work with the State of Massachusetts to close the rail gap between Springfield and Worcester to allow frequent passenger train service from Hartford to Boston to complement the Hartford New Haven New York City rail service.

8. Support and Expand CTfastrak.

CTfastrak provided more than 10 million rides on the guideway in the first three years and 15 million rides in the corridor. Continue the support of CT**fastrak** expansion to complete CT**fastrak** East and invest in CT**fastrak** service to Bradley Airport using existing HOV lanes. Facilitate Transportation Grants Process.

9. Expedited Grant and Approval Processes in Transportation. Develop expedited grant and approval process for State grants in aid for transportation-related development projects including LOTICIP and Transit-Oriented Development (TOD), and support continuation of LOTICIP program as a successful alternative to STP-Urban Federal grants to Municipalities.

10. Support Economic and Environmental Vitality with Full Funding of PILOT and PRPT

Create a statewide PILOT and PRPT Impact Equity (PIE) program to address heavily impacted communities for tax revenue losses due to State of Connecticut or Connecticut Airport Authority properties and farm/forests, MM&E reimbursement, hospitals and colleges, and PA 490 lands to be funded by a modest increase in sales taxes. All towns would be expected to absorb a 15%

loss of nontaxable property without reimbursement for the public good. Also, restore state funding for Enterprise Zones.

11. Regional Asset Districts

Allow for creation of Regional Asset Districts to promote regional recreational and cultural facilities funded through food and beverage taxes and local property taxes. Funds to be distributed by COGs for infrastructure improvements for these facilities.

12. Continue to Fund Innovation Places

The nascent Innovation Places program has resulted in early successes. The InsurTech accelerator in Hartford is attracting interest from innovative firms from around the world and has already leveraged more than \$1 million in private funds. Combined with the new Stanley + Techstars facility in Downtown, the entrepreneurial ecosystem is beginning to thrive. We recommend continued funding for this program throughout its initial five-year period and beyond.

13. Increase Funding for Work-Based Learning

In 2018 the General Assembly passed a bill establishing a \$50 million Apprenticeship Connecticut Initiative. In December 2018, \$5 million was appropriated for the program. Appropriate the rest of the \$45 million to increase the impact of the program. Approve additional funding as necessary. The CRCOG region has more than 4,000 vacancies in core cluster occupations and more needs to be done to fill those positions promptly.

14. Brownfields

Continue to support Brownfields testing and remediation funding to reuse impacted sites along transit and rail corridors and in other areas across the region.

15. Advance Sustainability

Support sustainability approach through continuing energy conservation projects, micro-grids and ZREC projects for Towns and Boards of Education.

16. Update Prevailing Wage Provisions

CRCOG along with CCM and COST supports updating the threshold for renovation projects to \$500,000. CRCOG further supports having the project minimum threshold indexed automatically to inflation in the construction industry. CRCOG further supports combining the prevailing wage threshold for renovation projects and CHRO projects into a single threshold. While town views may vary on this issue, the consensus of CRCOG is to request an update to the threshold.

17. Education: School Town Service Integration

Require closer collaboration or integration of school and town administrative functions to reduce duplication costs. CRCOG developed RFP language for integrated finance systems in one of its towns that could be replicated in other municipalities. CRCOG has 5 of 38 towns and cities with integrated school town back office functions and staff.

18. Special Education Funding

Have the State assume all costs of special education with appropriate adjustments in ECS funding to reflect reduced special education expenditures at the local level.

19. Individual Education Plan (IEP) Appeals Process

Empower Regional Education Service Centers to serve as the sole appeal process for decisions on individual education plans to avoid unnecessary legal expenses and delays.

20. Minimum Budget Requirement

Town grand lists are not increasing at a sufficient rate to support the Minimum Budget Requirement (MBR) as it currently stands. According to OPM, between the 2011 and 2015 assessment years, the average growth in equalized net grand lists was 6.49% statewide. That figure is significantly skewed by a few high growth towns, however, and the median rate is just 3.75%. Two changes to the MBR could help ease the difficulties towns have with funding the rising costs of education: Allow non-alliance districts to eliminate the MBR and allow school districts and municipalities to reduce the MBR to reflect the costs associated with special education students when such students leave the district.

21. Technology. Maintain Funding for and Expand the Nutmeg Network

Following the recommendations produced by the MORE Commission's Municipal Efficiencies Committee in their 2015 report titled "Transforming Local Government Service Delivery through Technology", we recommend supporting the following technology initiatives. (See: http://crocog.org/wp-content/uploads/2018/12/Final_Report_MORETechGroup.docx). Support expansion of Nutmeg Network to additional towns, libraries and schools in the region. Currently 36 of 38 CRCOG towns are connected to the Nutmeg Network.

22. Advance Digital Equity

Address digital equity issues by requiring Internet providers to provide low-cost service to households with the free or reduced lunch program.

23. Accelerate the State Use of Strategic IT

Require each state agency to develop a Strategic IT Plan and develop a common grant portal, one-door access for Human Services. Support implementation of the related MORE State and local IT plan.

24. Crumbling Foundations

In 2018, significant progress was made toward helping homeowners suffering from the effects of crumbling foundations. The enormity of the problem requires continued efforts to assist these homeowners. The following legislative changes are recommended to continue the progress over the past year:

- Extend Public Act 16-45 an additional five years. Public Act 16-45 allows for a property affected by crumbling foundations to have the property taxes reduced for five years, allow for a five-year extension. Initial homes that received the property tax reduction are two years away from their final reductions.
- Remove any reference to the number of living units occupying a single foundation in the legislation regarding the captive insurance fund. This would clearly authorize condominiums for funding.
- Modify legislation such that “CFSIC will obtain preliminary loan information of a sufficient nature to then, with the affected homeowner’s permission, transfer that information to an appropriate source.” Current legislation requires a single unified application.
- Provide that any allocation of funds from any source that flow through DOH to CFSIC can be done by Memorandum of Understanding entered by the DOH and CFSIC signing authorities.
- Provide that any future “substantive” changes to the underwriting and claims management guidelines need a ten (10) day notice period rather than the thirty (30) day period currently required. Procedural changes can be instituted immediately upon passage by the CFSIC Board of Directors.
- Address the flow of future allocations which currently are to be made in amounts of \$20 million over the current fiscal year and three subsequent fiscal years. The uncertainty of funding and the timing of when funding materializes impacts a licensed insurance differently than a municipal government. The Insurance Company has no other source of funds to float to cover the liabilities until the bond funds are received. Currently, once the insurance companies’ liabilities in terms of claims exceed available cash, the acceptance of applications must be suspended. I am not sure how to best address this concern, but it needs to be reviewed if the concept of using a captive insurance company is to make sense for this type of problem.

Timely Bonding Agenda items at the beginning of each new fiscal year would address this issue partially.

- Amend the current \$5,000,000 bond authorization for the testing program administered by CRCOG to allow for an additional cost of up to \$200 per amended report for homeowners who:
 - Had a visual examination preformed prior to December 10, 2018
 - Require a priority rating according to the CFSIC guidelines
 - Incurs a cost to receive that priority rating.

Suggested Attachments

Map of 38 towns and cities in CRCOG

Map of 116 towns in CRCOG Purchasing Council

Map of 45 towns in the CRCOG online permitting system for towns and cities

CTfastrak graph of 10 million rides in first three years of operation

Map of LOTCIP projects in the state and region

Map of crumbling foundations in the state and region