

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, December 4, 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, 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

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, November 20, 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 7:00pm.

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, 5.1: Salt Shed Bid Results and Discussion: and under the Administrator's Report, 9.7: Update on The Satisfaction of Delinquent Tax Sale; and to add under Correspondence, 10.3: Letter of Support to DEEP for the Recreational Trails Grant Application. MOTION CARRIED 4.0. S. Everett MOVED to Approve the Agenda as amended for November 20, 2018. MOTION CARRIED 4.0.
3. **APPROVAL OF MINUTES:**
- 3.1 **BOS Regular Meeting Minutes for October 16, 2018.** W. O'Brien MOVED to approve the BOS Regular Meeting Minutes for October 16, 2018. MOTION CARRIED 5:0.

R. Bogue arrived at 7:08 pm

4. **AUDIENCE OF CITIZENS:** Ann Dunnack, 103 Lake Rd.
5. **OLD BUSINESS:**
- 5.1 **Salt Shed Bid Results and Discussion.** M. Walter explained that there were five bidders. Anchor Engineering Services recommendation for award is to the low bidder, Zlotnick Construction, Inc. with a lump sum base bid price of \$271,300.00. M. Walter explained that the salt shed was budgeted for \$250,000 and that with the lowest bid coming in higher than what was budgeted there are several options available to reduce or meet the total cost of the salt shed. He also noted that recent test pits that were performed at the site confirmed that there are unsuitable soils that will need to be removed and replaced. He stated that the DPW will be able to remove the soil and replace with existing fill
6. **NEW BUSINESS:**
- 6.1 **Resolution for Homeland Security Grant Program.** S. Everett MOVED to adopt the Homeland Security Grant Program RESOLUTION as presented. MOTION CARRIED 5.0
- 6.2 **BOS 2019 Schedule.** S. Everett requested that the November 5, 2019 date be moved to November 12, 2019; all other dates remain. S. Everett MOVED to approve the 2019 BOS meeting schedule. MOTION CARRIED 5.0.

- 6.3 **Approval of Budget Schedule for FY 2018-19.** M. Walter presented a draft budget schedule for FY 2018-19 for the BOS to review.
- 6.4 **Set and Discuss Tri-Board Meeting on 12/12/18 at 7:00 pm.** S. Everett MOVED to set the date for the Tri-Board meeting on 12/12/18 at 7:00 pm and invite BOE and FiPAC to that meeting. MOTION CARRIED 5.0
7. **COLUMBIA LAKE / DAM / BEACH:**
- 7.1 **Application for Shirley Shepard to repair an existing dock at 90 Route 87.** W. O'Brien MOVED to approve the application for Shirley Shepard to repair an existing dock at 90 Route 87, contingent upon the conditions set forth by LMAC. MOTION CARRIED 5:0.
- 7.2 **Application for Diane Sadlon (Ronald V. Stephens Trust), to repair an existing seawall and replacement of an existing wooden dock at 22A Lake Rd.** S. Everett MOVED to approve the application for Diane Sadlon (Ronald V. Stephens Trust), to repair an existing seawall and replacement of an existing wooden dock at 22A Lake Rd, contingent upon the conditions set forth by LMAC. MOTION CARRIED 5.0.
8. **APPOINTMENTS / RESIGNATIONS:** None
9. **TOWN ADMINISTRATOR REPORT:**
- 9.1 **AHM 2017-18 Data Summary.** M. Walter explained that AHM was at the Youth Services meeting and AHM provided a data summary for 2017-18.
- 9.2 **Sustainable CT.** M. Walter explained that this initiative was kicked off by Ann Dunnack and the Columbia Conservation and Agriculture Commission (CCAG). The CCAG provided a letter to the BOS requesting the town to pursue certification in the Sustainable CT program. M. Walter explained that the municipalities choose Sustainable CT actions, implements them, and can earn points toward certification. He also noted that there is no cost to the town to participate in the program. Steven and Mark will attend the first meeting on 12/14/18 at Three Rivers Community College. S. Everett MOVED to approve the resolution for the Town of Columbia to support participation in the Sustainable CT Municipal Certification Program. MOTION CARRIED 5.0.
- 9.3 **CVFD Independent Auditors Report.** M. Walter explained that the auditor's report is available to the BOS if they would like to review.
- 9.4 **Capital Project Update.** M. Walter provided the BOS with a list of capital projects that have been completed and in progress.
- 9.5 **Markell Appraisal.** M. Walter stated that he will be requesting an appraisal of the Markell property as authorized by the BOS.
- 9.6 **Update on Financial Advisor's Pension Plan Analysis.** M. Walter stated that MML Investors Services LLC is recommending Empower Retirement Government for the retirement Plan Sponsor and will result in a savings of \$44,967.00.
- 9.7 **Update on The Satisfaction of Delinquent Tax Sale.** M. Walter stated that the Town originally had four properties on the tax sale. Three properties came back to redeem their properties and one was sold.
10. **CORRESPONDENCE:**
- 10.1 **Monthly State Police Report.**
- 10.2 **Letter of Appreciation for Carol Price and Mary Lavallee.**

10.3 Letter of Support to DEEP for the Recreational Trails Grant Application.

11. BUDGET:

11.1 Transfers: R. Bogue MOVED to approve the Transfers totaling for \$2,023.00. MOTION CARRIED 5.0.

TRANSFER #/AMOUNT	FROM A/C#, DESCRIPTION	TO A/C#, DESCRIPTION
2019 #006 / \$1,400.00	28-4270-600 / Repairs & Maintenance	28-4270-515 / Contractual Services
2019 #007 / \$423.00	10-4310-500 / Professional/Tech	10-4310-600 / Repairs & Maintenance
2019 #008 / \$200.00	10-4130-520 /Printing	10-4130-110 / Postage

11.2 Refunds: S. Everett MOVED to approve the refunds for \$199.19, Toyota Lease Trust; \$109.72, Vault Trust; \$39.42, Toyota Lease Trust; \$29.83, Catherine T. Rogers; \$384.07, Toyota Least Trust; \$234.28, Toyota Lease Trust; \$555.33, Toyota Lease Trust; and \$45.88 for Aija Zeidenbergs.

AMOUNT	FROM	TO
\$199.19	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$109.72	TOWN OF COLUMBIA	VAULT TRUST
\$39.42	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$29.83	TOWN OF COLUMBIA	CATHERINE T. ROGERS
\$384.07	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$234.28	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$555.33	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$45.88	TOWN OF COLUMBIA	AIJA ZEIDENBERGS

12. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve Payment of Bills totaling of \$208,023.29, made up of 18/19 Emergency, 18/19 Regular, Credit Card and Paychex. MOTION CARRIED 5:0.

13. BOARD MEMBER COMMENTS: S. Everett asked Ann Dunnack if she would like to speak. Ann Dunnack asked which hop river bridge we were repairing. Discussion about the bridges ensued. S. Everett asked if any board members had any comments. L. Napolitano stated that the resurfacing of Cards Mill was not done well. M. Walter state he will check this out. S. Everett stated that he would like to review the road signage at Baker Hill Rd. and Cards Mill intersection.

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 Statues Section 1-200(6)(A).

15. ADJOURNMENT: S. Everett MOVED to Adjourn the meeting at 7:45 pm. MOTION CARRIED 5:0.

Respectfully Submitted by Jennifer C. LaVoie



Enbridge
Suite 300 – 890 Winter Street
Waltham, Massachusetts 02451
USA

November 19, 2018

Mr. Mark Walter
C/o Town of Columbia
323 Route 87
Columbia, CT 06237

Mr. Walter:

Enclosed please find check # 53152 in the amount of \$1,00.00 from the employees of Enbridge. This will be our 2018 contribution to the Town of Columbia, to help defray the costs of restoring and repairing the Moor's Indian Charity School.

For tax purposes, we are asking that you please send an acceptance letter indicating the receipt of the \$1,000.00 check. Please send it to my attention.

We would like to extend to you our best wishes for a successful year, and to thank you for all you do within the community.

Warmest Regards,

A handwritten signature in black ink that reads 'Elizabeth Davis'.

Elizabeth Davis
Enbridge Foundation Coordinator
Northeast Region



ANCHOR

ENGINEERING SERVICES, INC.

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www.anchorengr.com

41 Sequin Drive • Glastonbury, CT • 06033

November 27, 2018

Mr. Mark Walter
Town Administrator
Town of Columbia
323 Jonathan Trumbull Highway
Columbia, CT 06237

Re: Fuel Tank Manufacturer Recommendation

Dear Mr. Walter,

As per our recent discussions with public works staff, we understand that the Town of Columbia is interested in installing a new 1,000 gallon gasoline above ground fuel storage tank at the Public Works Garage site. This tank will be situated adjacent to the existing diesel above ground fuel storage tank. Additional ancillary equipment to be installed includes a new fuel pump to dispense fuel from the new tank as well as a new emergency shut-off switch to be located on the exterior of the public works garage at the corner nearest to the tank. We understand that the Town intends on purchasing the tank and equipment as well as complete the installation with Town forces.

Based upon our experience working on similar types of projects in the past, we recommend that the Town install a Convault fuel tank over other options. There are several reasons for this recommendation. The Convault tanks are well designed and constructed and include a steel primary inner tank with integrated secondary containment as well as an outer concrete protective layer. This system is impact resistant and prohibits rainwater from collecting within the secondary containment layer. The system is also low maintenance, requiring no routine painting like steel tanks would. Convault tanks are constructed by multiple pre-cast concrete manufacturers such as United Concrete and Oldcastle Infrastructure. Based upon our experience Convault systems have proven to be reliable for our clients. We believe the Convault system to be a cost efficient as well.

If you have any questions or require further information regarding the above, please do not hesitate to contact me.

Thank you,

Matthew N. Brown, P.E.
Principal

Cc: George Murphy, Director of Public Works

Civil Engineering • Environmental Consulting • Land Surveying • Construction Management



TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

November 27, 2018

TO: Attorney Janet K. Ainsworth

RE: Proposed Funding Subsidy Modification

It has been brought to our attention that a temporary halt of the latest proposal by the Office of Statewide Emergency Telecommunications (OSET) is needed to avoid a significant impact on our 911 Subsidy.

Our region has been servicing towns since 1954. The present 16 towns in TN as well as QV and Litchfield County are all in what is termed a holdover subsidy or a frozen funding level. We urge a halt to this proposal until all agencies affected by the proposal have proper input prior to the regulation being sent to the Regulatory Review Committee. Large rural regional 911 systems need a variation on the funding formula compared to higher density population centers.

We appreciated your consideration and look forward to more discussion during your hearing.

Sincerely,

Mark B. Walter
Town Administrator
323 Route 87
Columbia, CT 06237
860.228-0110
townadministrator@columbiact.org



TOWN OF COLUMBIA

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

OFFICE OF THE TOWN ADMINISTRATOR

November 27, 2018

TO: Attorney Janet K. Ainsworth

RE: Proposed Funding Subsidy Modification

The following points were provided by the Town of Columbia's Emergency Management Director, Jerry James.

Flat Funding Over the Past Years

After a taskforce approximately 11 years ago recognized the need to provide additional funding to the Regional Centers as well as training and capital funds, the funding levels have been stagnant. The new subsidy proposal is mute on any plan to increase funding in the out years. After the proposed reduction is phased in over time there is no mention of utilizing the 911 Fund to cover inherent increases in operating costs (labor, utilities etc.). These increases are large portions of the operating budget and will most assuredly be passed on to the towns in the per capita fees to make up for any losses.

Failure to Increase Funding on Land Line/Cell Funds

Similarly, to past practice, DSET can apply to PURA to modify the 911 surcharge to cover expected increases in the budget. This has been done before and frankly due to the new 911 platform and the increased costs of operating the PSDN this may be a good time to apply for the increase. However, reducing the larger and more successful regional centers to provide additional funding to the smaller ones is not serving the population as a whole. DSET wants to decrease QV, TN and LCD, by \$660,000. These centers serve 1711.8 square miles, or 35.3% of the state's area. The centers that receive a considerable financial increase serve 648.6 square miles, or 13.4% of the state's area.

Encouraging Regionalization but Now Cutting Funding to Successful Centers

The State has for many years encouraged regionalization of services. Under many administrations in State Government TN, QV and LCD have been touted as the model entities as it relates to regionalization. We prove year after year that regionalization can and does make sense for our areas in Connecticut. Less affluent towns would find it difficult to carry the burden of costs without a regional approach to 911 call processing and dispatching of emergency services.

Sincerely,

Mark B. Walter, Town Administrator
323 Route 87, Columbia, CT 06237
860.228-0110
townadministrator@columbiact.org

s:\selectman\mark walter\correspondence\tolland county mutual aid fire serv. ltr to attorney janet ainsworth_emerg.mgr.doc.rtf

Mark Walter, Town Administrator



Commanding Officer
Lt. Chris Sharland #039

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Msgt Will Kittle #091

Date:

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

Dear Mr. Steve Everett

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

During the month of November 2018 the Columbia Resident Trooper as well as Troop K Troopers responded to 284 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	<u>12</u>
Burglaries:	<u>0</u>
Larcenies:	<u>0</u>
Other Criminal:	<u>1</u>
Other Non-Criminal:	<u>4</u>
Non Reportable Matters :	<u>167</u>
Other Noteworthy Events (List):	
1 emergency committal	
2 domestics	

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

On-Sight DWI:	<u>0</u>
Traffic Citations:	<u>75</u>
Written Warnings:	<u>24</u>

Sincerely,

Lieutenant Sharland #039
COMMANDING OFFICER
Troop "K" Colchester, CT

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