

**REGULAR MEETING MINUTES  
COLUMBIA BOARD OF SELECTMEN  
Tuesday, February 20, 2018 – 7 pm  
Adella G. Urban Administrative Offices Conference Room  
323 Route 87, Columbia, CT**

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

**Audience in attendance:** Ann Dunnack, Nikki Keldsen

**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 Approve Agenda. MOTION CARRIED 5:0.
3. **APPROVAL OF MINUTES:**
  - 3.1 BOS Special Meeting minutes of February 13, 2018. R. Bogue MOVED to approve the BOS Special minutes of February 13, 2018. MOTION CARRIED 5:0.
4. **AUDIENCE OF CITIZENS:** S. Everett asked if any of the Audience of Citizens had any comments. Audience of Citizens had none at that time.
5. **OLD BUSINESS: Budget Workshop.** M. Walter led a general discussion of the following items under Expenditures and Capital:

Expenditures

- Healthcare: The Town originally factored in 15% for healthcare. The Town received a rate of 14.32%
- Teachers Pensions: This line item was taken out because we don't think the State will shift this cost to the Town.
- Community Outreach: An addition of \$1,000 was added to the budget for Community Outreach. This was added to the Administrative budget. S. Everett explained that the Community Grant for is unexpected community expense.
- IT Services: IT Services have increased from \$10,500 to \$15,000 resulting in a \$4,500 increase largely due to new projects and server work, as well as the grant from CRCOG expired.
- Police Protection: There is a placeholder of 2% because the Town is waiting for a quote. We should be receiving a quote sometime this week. W. O'Brien asked what has been the increase historically for the Trooper. B. Ciurylo stated that in the past if the Trooper had a salary step increase it can be up to 5%. B. Ciurylo said that we should be receiving a letter with a quote for the Trooper soon.
- LMAC: Added to the budget is an increase of \$10,000 for the removal of Phragmites/Weed control on the lake. RFP's have been received for this work.
- Szgeda Farm. An increase has been added to accommodate a fence installation around the community garden and maintenance on some of the mowers. Materials have been purchased; however, the installation of the fence needs to be done.
- Fuel: The Town has locked in our Fuel costs. Those costs are factored into the budget.
- Salaries: Approved adjustments to salaries at an increase of 2%.

- Rental Assistance: Renters insurance was added due to the fact that the State will no longer be funding this and it now falls onto the Town.
- Planning and Zoning: S. Everett asked why this went up. B. Ciurylo stated that P. Stahl recommended that we merge the legal line items together; therefore there was no increase just a consolidation of line items for legal including zoning enforcement.
- The increase of the total budget is 2.44%; resulting in a \$93,000 increase.

#### Capital

- Road Resurfacing: There is an increase in the recommended capital budget for road resurfacing. The increase is from \$208,400 to \$237,000, netting a total increase of \$29,000. This is due to the addition to road resurfacing for Colonial Drive.
- Recreation Department Improvement Fund: There is an increase of \$12,000 per year from \$182,500 to \$195,000 to maintain a consistent amount for improvements over the next 5 years. The increase is because the cost of design and engineering services were added into the Recreation Department 5-year improvement plan.

**Budget Schedule:** M. Walter shared an updated Budget Schedule with the BOS.

#### 6. NEW BUSINESS:

S. Everett requested to table the Budget Workshop until the end so that New Business could be discussed first.

**Establishment for a Town Meeting to transfer funds for renovation of the Moor's Indian School:** L. Napolitano asked if we needed to necessarily perform a full paint removal and tent structure on the school. Could we perhaps do scraping and then sealing the building with paint? M. Walter stated that we are looking at all the options and will be reaching out to experts that provide lead paint restoration. The Town will need to go out to bid in order to comply with the State Historic Preservation Grant requirements. S. Everett MOVED to schedule a Special Town Meeting scheduled for March 6<sup>th</sup> at 6:45 in Conference Room in Town Hall for authorization to transfer \$25,000 from the Town of Columbia General Fund to the DPW Capital account for the purpose of renovation of the Moor's Indian School to meet the town match as stipulated in the application for the Historic Restoration Fund Grant. MOTION CARRIED 5:0.

**Change in Lifeguard application format:** M. Walter explained that the Recreation Director has updated the Lifeguard application. S. Everett MOVED to approve the new Lifeguard application. W. O'Brien asked why this needs to go through the BOS. The BOS agreed that M. Walter could approve application changes/updates without having to bring them to the BOS. S. Everett withdrew his motion.

N. Keldson asked if the Moors Indian School is affiliated with Dartmouth. M. Walter and S. Everett explained that yes the school is connected with Dartmouth.

**Request to use the Brand money for a new softball field:** L. Napolitano asked if the road around the new softball field is included in the new Recreation Master Plan. S. Everett stated that we will discuss plans for the changing of the road, but that the softball field can go in regardless of what happens with the road.

S. Everett MOVED to authorize the BOS to approve using all the Brand funds currently towards the new girl's softball field in Rec Park. MOTION CARRIED 5:0.

L. Napolitano asked if this field can be used for other teams (adult games). M. Walter stated that this would be for a girl's softball only. S. Everett showed the map of the Rec Park Plan to the BOS and audience.

A. Dunnack asked if the BOS authorize the spending or does the Town have to go to Town meeting for approval. B. Ciurylo stated that the funding is to go through the Recreation budgeted plan. Past approvals for spending went through the BOS.

**7. COLUMBIA LAKE / DAM / BEACH:** Woodland Terrace Association request to repair a dock. Original application was submitted and approved in 2014. Re-submittal of application was presented to the BOS. BOS agreed that the application should go through the proper channels again through LMAC because of the length of time since the original approved application. If LMAC approves the application; it will be included in the next BOS meeting on 3/6/18.

**8. APPOINTMENTS / RESIGNATIONS:** None.

**9. TOWN ADMINISTRATOR REPORT:**

M. Walter stated that The Town’s proposed Annual Continuing Disclosure Submission audit and supplemental financial statistical data complies with the SEC Rule 15c2-12 Annual Filing Requirement.

M. Walter, B. Meyers and G. Murphy met Scott R. Choquette, CFM, Senior Associate, Resilience Solutions Group, Dewberry on February 16<sup>th</sup> to review the Town’s Hazard Mitigation Plan. This included an overview of the Town’s Risk and Vulnerability Assessment that includes historical and potential impacts of hazards throughout the region.

**10. CORRESPONDENCE:** None.

**11. BUDGET:**

**11.1** Transfers: R. Bogue MOVED to Approve the Transfers totaling \$7, 388.00. S. Everett stated that these Transfers represented the changes in the salary that were made.

AMOUNT/TRANSFER#	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
\$150.00 / 10-4130-520	Printing	10-4130-110 / Postage
\$480.00 / 10-4130-016	Salaries – Election Workers	10-4130-016 / Conferences/Seminars
\$6,758.00 / 10-4800-900	Contingency	10-4133-010 / Salaries Tax Collector (\$723.00) 10-4134-010 / Salaries Town Clerk (\$1,672.00) 10-4250-010 / Salaries Van Driver (\$2,618.00) 10-4260-010 / Salaries Senior Center (\$1,338.00) 10-4570-010 / Salaries Land Use (\$407.00)

MOTION CARRIED 5:0.

**11.2 Refunds: R. Bogue MOVED to Approve the Refunds totaling \$2,523.43.**

AMOUNT	FROM	TO
\$771.75	Town of Columbia	ACAR Leasing LTD
\$77.08	Town of Columbia	Block, Janney & Sisley, LLC
\$10.96	Town of Columbia	Furey, Donovan, Tracy & Daly, PC
\$1,007.91	Town of Columbia	ACAR Leasing LTD
\$72.05	Town of Columbia	Henry M. Beck, Jr.
\$11.43	Town of Columbia	Henry M. Beck, Jr.
\$258.44	Town of Columbia	CCAP Auto Lease LTD.
\$125.80	Town of Columbia	Zachary D. Cobb
\$188.01	Town of Columbia	Henry M. Beck, Jr.

MOTION CARRIED 5:0.

**12. APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to Approve the payment of bills totaling \$51,601.17 that includes the Regular bills, Credit Card and Paychex. MOTION CARRIED 5:0.

**13. BOARD MEMBER COMMENTS:** R. Hellstrom asked if the Town will provide a gate attendant or lifeguard in the early mornings to allow residents to put their boats in the lake. M. Walter stated that B. Powell will still have gate monitors during peak times and that if the beach is closed due to rain there will not be a gate monitor. A notice will be posted by the lake, in Columbia Views, and on the websites. M. Walter added that we will be getting a new lock and new keys for this upcoming year for the gate access.

S. Everett updated the BOS on several items that he has been working on:

- S. Everett met with Cathy Rowe from CONA to discuss their concern on housing. Cathy Osten at ribbon cutting of van said she would help us with funding. P. Stahl has done some research and there are 2 potential sites that may be eligible for Senior Housing. S. Everett stated that this is in the beginning stages of research and that there is a lot to still be done.
- S. Everett reached out to the owner of the Plaza on Rte 66. S. Everett anticipates in the next week or two that they will have an opportunity to meet and discuss issues.
- S. Everett talked to M. Volza, Recreation Director to request that the site supervisor at the games is to be more visible and active when games are in progress to help assist with any issues of unruly behavior by parents, fans, athletes, or coaches. M. Volza will put signage up about respect of players, fans and referees.

**14. EXECUTIVE SESSION:** None

**15. 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)**

**14. ADJOURNMENT:** S. Everett MOVED to Adjourn at 8:20 and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday March 6, 2018.

Respectfully Submitted by Jennifer C. LaVoie