

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, March 6, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

Members Present: First Selectman, Steven M. Everett; Selectman, Robert Hellstrom; Selectman Robert Brogue; Selectman, Lisa Napolitano.

Absent: Selectman, William O'Brien

Also Present: Town Administrator, Mark Walter; Finance Director, Beverly Ciurylo, Moderator, Mark Desrosiers.

CALL TO ORDER:

1. **PLEDGE OF ALLEGIANCE:** 7:03 pm
2. **APPROVAL OF AGENDA:** None
3. **APPROVAL OF MINUTES:**
 - 3.1 **Motion to approve the BOS Meeting Minutes of February 20, 2018.**
R. Bogue MOVED to approve the Regular BOS Meeting minutes of February 20, 2018. MOTION CARRIED 4:0.
4. **AUDIENCE OF CITIZENS:** Joan Hill of 23 Cards Mill Road
5. **OLD BUSINESS:**

Update from Henry Beck: Oberlander property extension. M. Walter presented an update from Henry Beck regarding a request for extension for the purchase of the Oberlander property. M. Walter asked the BOS if they would be willing to set a 90-day extension. A survey still needs to be done before the April 1, 2018 closing, which will likely not occur. The Town is asking the Sellers to provide a \$2,500 credit to help defray the costs that the Town will incur due to the delay. M. Walter stated that if the Town would need to extend through the funding period past June 30th. R. Hellstrom asked if we can we extend beyond June 30th. R. Bogue stated that according to the email from Henry Beck, on line 13 if we go beyond June, then we would need to set another Town Meeting. B. Ciurylo said that the money for the purchase in Open Space capital and recommends approving to extend the agreement.

J. Hill asked if the survey is a requirement and does it have to be completed before the extension. M. Walter stated that For the Closing to occur before April 1, 2018, the Town would have to order a survey immediately. R. Hellstrom stated that to get survey a tight deadline (2 weeks at the most) would need to be set and typically this type of job would take a month and a half to complete. S. Everett asked will a tight schedule cause the price to go up. R. Hellstrom said possibly. J. Hill asked does the town pay the survey. M. Walter said he will have to check into this.

R. Bogue MOVED to Approve a Town meeting on March 20th at 6:45 to address the extension of the Oberlander purchase/sale contract past 4/1/18 and decide on the new time limit of the contract. MOTION CARRIED 4:0.

5.1 Budget Discussion

5.2 General Code Discussion concerning updating Columbia's Ordinances: R. Kenefick and M. Walter are working on a Grant Project with General Code to codify the Town ordinances. M. Walter would like the BOS to look at some of the issues that need to be addressed and have a more in-depth discussion. M. Walter said that once we codify the whole book, we will need a town meeting to accept.

6. NEW BUSINESS:

6.1 New job descriptions for Senior Center Director and Building & Land Use Administrative Assistant:

M. Walter presented the changes/modification to reflect the upgrade in the job descriptions. S. Everett stated that we tailored the duties as an accurate reflection of what the Sr. Center Director does. S. Everett MOVED to Approve the Sr. Services Director job description as written. MOTION CARRIED 4:0. . S. Everett MOVED to Approve the Building & Land Use job description as written. MOTION CARRIED 4:0.

6.2 Dedication page for Annual Report: S. Everett asked the BOS to decide on who we would like to dedicate for the Annual Report. A decision was made to dedicate the Annual Report to Astrid Belanger for her deep knowledge and dedication to the Registrars of Voters.

7. COLUMBIA LAKE / DAM / BEACH:

7.1 Woodland Terrace Association request to repair a dock. S. Everett MOVED to Approve Woodland Terrace Associates request to repair their dock to be completed by March 15th with the conditions contained within by LMAC. MOTION CARRIED 4:0.

8. APPOINTMENTS / RESIGNATIONS: NONE

9. TOWN ADMINISTRATOR REPORT:

M. Walter distributed the Connecticut Council of Municipalities (CCM) brochure on the CT Charity Triple Crown inaugural charity event On Wednesday, April 11th. All proceeds go to the Channel 3 Kids Camp, Homes for the Brave and The Village for Families & Children

M. Walter attended a Legislative Breakfast at CCM that included a preview of CCM's non-partisan plan that analyzed other states, taxation and running the state.

L. Fearon, Superintendent of Horace Porter School, M. Walter, and S. Everett were asked to attend the Education Committee public hearing on March 8th regarding testimony on SB 364 (Act Concerning Special Education Funding).

Norwich Technical High School placed third in the regional National History competition “Conflict and Compromise” showcasing Eleazar Wheelock and Moor’s Indian Charity School, and now are onto the state finals in April

M. Walter updated BOS in regards to the leaking issue on the Middle School roof. Mike Sylvester, facilities manager at the school is currently researching to the warranties. John Manville is manufacturer of the roof. There is a watertight guarantee, but no warranty on the caulking. They do not cover the flashing that is missing. We need to fix it before we put the solar panels on the roof. Greenskies are working on getting stamped drawings which will allow them to proceed with the permit stage of the project.

10. CORRESPONDENCE:

10.1 Thank you letter from Gail Rosano to George Murphy

10.2 Thank you letter to the Lester Family for \$2,000 donation to Parks and Recreation

11. BUDGET:

M. Walter presented the BOS with the Proposed Fiscal Year 2018-2019 Annual Budget documentation. He highlighted that the BOE is down 2.20%, with a cut of \$283,736 from last year’s budget and BOS has an increase of 2.41% at \$92,295. M. Walter went over the key changes in Intergovernmental Revenues which included some serious revenue reductions; these included the Education Equalization Grant (ECS) has had a decrease of funding of \$406,339 and a decrease of funding of \$150,000 in the Special Education Grant. In addition, there was a decrease in funding for the Circuit Breaker Elderly Tax Relief of \$30,000; Pequot-Mohegan Grant reduction for \$14,356; and LoCIP reimbursement reduction of \$105,347, due to anticipated usage of this entitlements in 17/18 toward the salt shed project. M. Walter explained that if we took nothing from the general fund it is a 2.0 mill increase, but if there is no increase on the Town side it would be a 1.0 mill increase.

Discussion continued regarding capital and insurance. B. Ciurylo stated the capital was reduced by 6.43% and that the budget includes the new insurance rate from 14.4% to 12.5%. B. Ciurylo still needs to review. R. Bogue asked what the BOS can do tonight to address the reduction in capital. S. Everett explained that we can go through the capital budgets of each department more closely to see if there are any more cuts that can be made. B. Ciurylo added that the collection rate is at 97.5%, which we usually do collect on and the Grand list only went up a ½ percent.

B. Ciurylo stated that in the Town’s Charter, FiPAC needs the budget by the end of the week; however, we can still send this forward and note that we are still reviewing the budget and that there may be changes. She asked if the BOS wants to vote on it to pass to FiPAC or hold and ask for an extension.

R. Bogue asked if we can take money from General Fund. B. Ciurylo stated that it is a FiPAC decision. M. Deroshers asked what the requirement for the minimum in the General fund is. S. Everett replied that there is none and that it is currently at 12% to 15% total town expenditure and is very healthy. This allows us to provide capital projects without bonding.

S. Everett. MOVED To vote to Approve the proposed FY 18-19 BOS budget to FiPAC as presented, including the current BOE budget at its meeting on March 5, 2018. MOTION CARRIED 4.0.

11.1 Transfers: R. Bogue MOVED to Approve the following transfers totaling \$7,609.00 per the summary of transfers statement.

AMOUNT/TRANSFER#	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
\$2,342.00 / 10-4640-010	Beach Services Salaries	10-4640-811 / Mach/Equip, \$5,000
\$400.00 / 10-4640-300	Supplies	10-4640-811 / Mach/Equip, \$5,000
\$200.00 / 10-4640-500	Professional/Tech	10-4640-811 / Mach/Equip, \$5,000
\$129.00 / 10-4640-520	Printing	10-4640-811 / Mach/Equip, \$5,000
\$600.00 / 10-4250-240	Van Fuel	10-4250-500 / Professional Technical
\$2,628.00 / 10-4112-240	Group Insurance	10-4112-030 / Workers Com Premiums
\$810.00 / 10-4440-230	Street Lighting Electricity	10-4116-230 / Chapel Electricity
\$500.00 / 10-4440-230	Street Lighting Electricity	10-4117-230 / History Place Electricity

MOTION CARRIED 4.0

M. Walter explained what some of the Transfers entailed; which included the beach chairs that we took out of Beach Services Salaries because it was originally part of Beach project. Workers compensation, premium audit was due to increase in payroll due to gate monitoring and other new positions, as workers compensation is based on payroll. There was also an increase in electricity usage at the Chapel and the History Place, which was possibly due to the very cold temps. M. Walter will discuss with the friends of the Library and the History Place.

11.2 Refunds: S. Everett MOVED to Approve the refunds totaling \$3,051.17

AMOUNT	FROM	TO
\$2,030.27	Town of Columbia	Marc Damato and Jamie Christensen
\$290.13	Town of Columbia	Joseph Gambolati
\$93.71	Town of Columbia	Matthew N. Shea
\$439.27	Town of Columbia	Gene Kasica
\$203.10	Town of Columbia	Gene Kasica

MOTION CARRIED 4.0.

12. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve the payment of bills in the amount of \$75,681.37 including Emergency 17/18, Regular 17/18, credit card and paychecks.

13. BOARD MEMBER COMMENTS: S. Everett informed the BOS that he is currently looking into other space for senior housing.

14. 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)

15. ADJOURNMENT: S. Everett MOVED to Adjourn at 8:30pm and the MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Jennifer C. LaVoie