

**REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, May 7, 2019 – 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, Jeffrey Viens; Selectman, William O'Brien

Also Present: Town Administrator, Mark Walter.

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 Approve the Agenda with the following changes: Under New Business Add 5.4 New Business IT Security Assessment. MOTION CARRIED 4.0.

W. O'Brien arrived at 7:03 pm.
3. **APPROVAL OF MINUTES:**
 - 3.1 **Approval of BOS Regular Meeting Minutes for April 16, 2019.** R. Hellstrom MOVED to Approve the Minutes for April 16, 2019. MOTION CARRIED 4.0.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
 - 5.1 **FOIA - Request to Redact Residential Address.** M. Walter provided an updated form for the FOIA Act, Request to Redact Residential Address to the BOS. M. Walter explained that General Statutes 1-217 (c) (2) provides residents that fall under a specific category the ability to make a request to have their residential address protected from disclosure.
 - 5.2 **Tax Collector Suspense List.** M. Walter explained that the accounts listed on the suspense list are removed from consideration as assets for the Town of Columbia. This keeps the collectible reporting as accurate as possible. These taxes are not abated, and we do collect accounts on the suspense list each year.
 - 5.3 **Waive Requirement for Bid Process Regarding Refinishing Tennis & Basketball Court.** M. Walter explained we only had 2 bids to repair the basketball and tennis courts because there are only 2 companies in our area that perform this type of work. M. Walter requested that the BOS waive the requirement for 3 bids to refinish the tennis and basketball courts. M. Walter stated that the recommendation to handle both projects is Constantine Paving & Sealing for a total of \$32, 298.00. S. Everett explained that there have been discussions on how to use the Brand money to refurbish or repair both courts and in order to continue to move forward on these projects for Rec Park we will be using the previously designated funds for the new pavilion at Rec Park. The Brand money will be used to build the new pavilion. S. Everett MOVED to Authorize resurfacing the

tennis courts with previously designated funds for the pavilion to fix the tennis court. MOTION CARRIED 5.0. S. Everett MOVED to Approve previously designated funds from the pavilion for the basketball court. MOTION CARRIED 5.0. S. Everett MOVED to Authorize the Town of Columbia to enter into a contract with Constantine Paving & Sealing for both the basketball court and the tennis court for \$32, 298.00. MOTION CARRIED 5.0.

- 5.4 **IT Security Audit:** M. Walter explained he attended training at CIRMA and found that Municipalities are one of the highest targets for cyber-attacks. Novus Insight will be able to perform an assessment of the Town's IT security and will specifically look into the separation of duties for employees, payroll, and accounting systems. After the assessment, Novus will provide employee training. M. Walter explained that the school has already started the project with Novus. M. Walter is recommending that we enter into a contract with Novus Insight to provide the IT Security Audit. He stated that we can transfer funds from contingency to cover the costs. S. Everett MOVED to Authorize Town Administrator, Mark Walter to enter into a contract with Novus Insight for IT security assessment on the Town of Columbia. S. Everett amended the MOTION. S. Everett MOVED to Authorize Town Administrator, Mark Walter to enter into a contract with Novus Insight for IT security assessment on the Town of Columbia at a cost of \$13, 850.00. MOTION CARRIED 5.0.
6. **COLUMBIA LAKE / DAM / BEACH:**
- 6.1 **Application for Permit to Install a Raft at 166 Rte. 87 for Mr. & Mrs. Eric Sodergren.** S. Everett MOVED to Allow the Sodergrens to put in a new raft in the designated position recommended by LMAC. MOTION CARRIED 5.0.
7. **APPOINTMENTS / RESIGNATIONS:** S. Everett stated that Joanne Prague Doyle gave her resignation from the Board of Education. J. Viens MOVED to Accept Joanne Prague Doyle's Resignation. MOTION CARRIED 5.0.
8. **TOWN ADMINISTRATOR REPORT:** M. Walter provided an overview on several key issues at a recent CCM meeting that included tolls and teacher's retirement. CCM is emphasizing that if the State is looking to shift the funding of teacher's retirement to the towns, that the State considers modifications to the MBR calculations, revise burden of proof on special education, cap teacher's retirement services, and adding another tier to the Connecticut Municipal Employees Retirement System (CMERS). M. Walter explained that several towns and cities are putting together resolutions stating that they are against the funding of the teacher's retirement and the BOS should look at putting together their own resolution to send to the State. J. Viens stated he would like to put a resolution together.

M. Walter updated the BOS on a question asked about the circulation of *The Chronicle*. He explained the circulation on the chronicle 428 home, 1200 free papers, 70 web accounts

9. CORRESPONDENCE:

9.1 Letter to the State of CT Office of the Secretary of State Regarding the “List of Office to be Filled.” S. Everett explained that the Town Clerk sends the State of CT Office of the Secretary of State Regarding the List of Offices to be filled.

9.2 Article in *The Chronicle* Regarding FiPAC Public Hearing on 4/24/19.

10. BUDGET:

10.1 Transfers: S. Everett MOVED to Authorize Transfers to the departments listed on the attached paperwork.

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C# DESCRIPTION
2019 #028 / \$250.00	10-4112-030 / Workers Comp	10-4112-240 / Fuel
2019 #029 / \$25.00	10-4132-300 / Supplies	10-4132-110 / Postage
2019 #030 / \$ 400.00	10-4410-120 / Telephone	10-4410-300 / Supplies
2019 #031 / \$100.00	10-4410-120 / Telephone	10-4410-710 / Professional Development
2019 #032 / \$400.00	10-4420-500 / Prof/Tech	10-4420-300 / Supplies
2019 #033 / \$200.00	10-4670-140 / Advertising	10-4670-770 / Transportation
2019 #034 / \$600.00	10-4260-230 / Electricity	10-4260-240 / Fuel
2019 #035 / \$7,142.00	10-4112-040 / Group Insurance	10-4112-022 / Unemployment Comp
2019 #036 / \$6,205.00	10-4800-900 / Contingency	10-4410-610 / Bldgs/Grounds Rep/Maint
2019 #037 / \$13,850.00	10-4800-900 / Contingency	10-4113-500 / Prof/Tech

MOTION CARRIED 5.0.

10.2 Refunds: S. Everett MOVED to Authorize the refunds of \$728.65 to the 5 recipients attached.

AMOUNT	FROM	TO
\$106.86	TOWN OF COLUMBIA	Toyota Lease Trust
\$412.87	TOWN OF COLUMBIA	Toyota Lease Trust
\$120.81	TOWN OF COLUMBIA	Toyota Lease Trust
\$14.64	TOWN OF COLUMBIA	Leo R. Desautels
\$73.47	TOWN OF COLUMBIA	WH Rose HP Fairfield LLC

MOTION CARRIED 5.0.

11. **APPROVE PAYMENT OF BILLS:** L. Napolitano asked if we could do an analysis comparing 2018 and 2019 for electrical bills. M. Walter stated he will get that information. S. Everett MOVED to Authorize the payment of bills consisting of 18/19 Emergency, 18/19 Regular, Credit Card, and Paychex totaling \$141,367.36 on the stated attachments. MOTION CARRIED 5.0.
12. **AUDIENCE OF CITIZENS:** A. Dunnack asked if the tennis courts would be repaired or rebuilt. W. Walter stated that we are repairing the tennis courts, not re-building. Glenn Nicol's asked if the Town ever considered using hydro from the runoff of the dam on Columbia Lake. M. Walter explained that the challenge we have is the lake was designed to hold water and that when the lake gets low the water stops flowing over the dam. This makes the option of using hydro unfeasible due to the possibility of water not flowing 12 months a year.
13. **BOARD MEMBER COMMENTS:** L. Napolitano asked if we should look into getting a Forester to give us an assessment on our trees. S. Everett asked L. Napolitano to look into this and report back.
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).**S. Everett MOVED to enter into Executive Session at 7:49 pm to discuss Real Estate with M. Walter, Town Administrator; J. LaVoie, Executive Administrative Assistant; Glenn Nichols Sr., and Glenn Nichols Jr. present. MOTION CARRIED 5.0. S. Everett MOVED to end the Executive Session at 8:02 pm and enter back into public session.
- 14.1 S. Everett MOVED to Authorize our Land Use Department in conjunction with the Town's legal counsel to start the appropriate procedures necessary to allow the purchase of a Town-owned strip of land (approx. 50' x 200') at the end of Tunxis Dr. cul-de-sac to Glen Nichols, Jr. MOTION CARRIED 5.0.
15. **ADJOURNMENT:** S. Everett MOVED to ADJOURN at 8:04 pm. MOTION CARRIED UNANIMOUSLY. The next meeting of the BOS is scheduled for Tuesday, May 21, 2019 at 7:00pm.

Respectfully submitted by Jennifer C. LaVoie