

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, January 15, 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, William O'Brien.

Also Present: Town Administrator; Mark Walter, Paula Stahl; Town Planner.

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 for 1/15/19. MOTION CARRIED 4.0.
3. **APPROVAL OF MINUTES:**
- 3.1 **BOS Regular Meeting Minutes for January 8, 2019.** R. Hellstrom MOVED to Approve the Meeting Minutes for January 8, 2019. MOTION CARRIED 4.0.
4. **OLD BUSINESS:**
- 4.1 **Zoning Fee Ordinance 22-1 and 22-2 Fee Discussion.** S. Everett explained last week at the BOS we discussed the current Zoning Fee Ordinance and changes to the fees and the request was for the BOS to take a look at the information received from P. Stahl and to come back tonight to discuss further. S. Everett stated that at the meeting we will be discussing specifically the planning and zoning fees, zoning permit fees and Zoning Board of Appeals (ZBA) Fees. R. Hellstrom asked for clarification on what constituted the "Budgeted" and the "YTD Revenues" numbers in the handout. M. Walter explained that the budgeted figure is what we think we will take in for anticipated fee and the revenue is what we actually took in. S. Everett stated that he feels that the fees are not keeping people from doing business with the town, but it is how businesses view working with the Town. He stated that the ZBA is looking at how to make the process easier when working with the Town. R. Hellstrom stated he felt it is part of a perception problem and if we raise fee's this adds to a negative opinion and feels it is sending the wrong message. He would like to encourage businesses not discourage. L. Napolitano stated that she would like to keep the fees at a minimum. W. O'Brien stated that fees are cost of doing business and supports the fee revisions that are being proposed as reasonable. P. Stahl stated that prior to the new charter, this would go to a Town Meeting, but with the New Charter in 2009, the BOS can make the decision after they hold a public hearing for any ordinance. W. O'Brien and R. Hellstrom stated they would welcome the public's feedback. S. Everett MOVED to schedule a Public Hearing concerning the changes in the fee ordinance on February 19, 2019 at 6:45 pm. MOTION CARRIED 4.0.
- 4.2 **Ice Fisherman – Bait Bucket Disposal.** M. Walter updated the BOS on the plan to implement the bait bucket for fisherman to put their bait in. He explained that there is a drainage basin that the bait bucket will drain into

and is 75 ft from the Murphy House well. A sign will be posted indicating where fisherman can put their bait.

5. NEW BUSINESS:

- 5.1 Beach Hours.** S. Everett explained that the Rec Department would like to change the beach hours to better accommodate when people will be using the beach the change would be Mon-Fri 10:30am-7pm and Sat/Sun 12pm-7pm to 10:30am - 6:30pm every day. L. Napolitano MOVED to Approve the beach hours from 10:30am to 6:30pm. MOTION CARRIED 4.0.

- 6. COLUMBIA LAKE / DAM / BEACH:** None.

- 7. APPOINTMENTS / RESIGNATIONS:** None.

8. TOWN ADMINISTRATOR REPORT:

- 8.1 Update on CT Recreational Trails Program Grant.** M. Walter explained that the grant requires a 20% match and he confirmed that the match can be accrued up to 18 months prior to contract document finalization and the match can be provided as cash or in-kind services. M. Walter is the Town of Columbia's representative for this project and his hours over the 24 months of the project will equate to the in-kind services.

- 8.2 Recap of Retirement Plan Employee Presentations.** M. Walter explained that we did 8 presentations to our employees on Tuesday, January 15th for the possible change in the retirement plan. Main concern was to follow an open and transparent bidding process and an RFP was sent out to receive proposals and four were received. The recommended record keeper is Empower Retirement. Costs from AXA will be requested again to provide a document for cost comparisons. Then the next step is to get a contract from Empower and the town attorney will review before presented for approval from the BOS and BOE.

- 8.3** M. Walter gave an update on the recent Route 87 Traffic Safety Concerns and 2019 Traffic Safety Priorities meeting for Columbia meeting was a general discussion on safety concerns on the roads in Columbia. The engineering firm hired by CRCOG looked at creative ideas and identified three areas of concern — the intersection of Rte. 87 and Rte. 66, Pine St., and West St. crossing Rte. 66. S. Everett stated that they will study two areas that include the center of Town and Rte. 66 and Pine St. and West St. intersections.

- 8.4** M. Walter stated that he attended a legislative meeting with CCM and they have created the CT School Finance Project. A non-profit is driving the program and are working with UCONN. The study can be found at www.ctschool.finance.org. He explained that they performed an analysis of all 50 states and CT is one of only four states with no system for funding all of its more than 74,500 special education students. He added that they are recommending creating an insurance agency (a Special Education Predictable Cost Cooperative) to handle special education and run by town and state representatives. M. Walter stated he will forward the report to the BOS.

9. CORRESPONDENCE:

- 9.1 17/18 Audit Report.**

9.2 **MBR Correspondence.** S. Everett explained that Lol Fearon, Interim Superintendent had sent a letter on behalf of the Columbia Board of Education requesting a waiver to the Commissioner of Education. We received a response and the waiver was denied.

10. BUDGET:

10.1 **Transfers:** S. Everett MOVED to Approve the Transfers as follows.

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
2019-013 / 400.00	10-4130-016 / Salaries-Election Workers	10-4130-110 / Postage

MOTION CARRIED 4.0.

10.2 **Refunds:** None

11. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to Approve the Payment of Bills totaling \$34,225.55 consisting of 2018-19 Emergency, 2018-2019 Regular, Credit Card and Paychex. MOTION CARRIED 4.0.

12. **AUDIENCE OF CITIZENS:** A. Dunnack asked if we have any updated on the Sustainable CT initiative. S. Everett stated that Andrea Drabicki is the Sustainable CT Liaison and will be working with a team on the initiative. A. Dunnack stated that on West St. and Rte. 66 a number of years ago the State put in an island to separate West St. and Rte. 66 in the commuter lot and that farm wagons pulling hay cannot make the turnoff.

13. **BOARD MEMBER COMMENTS:** S. Everett stated that the new sidewalk at the History Place was installed and it looks great. L. Napolitano brought up the Permitted and Prohibited Uses (Section 6 in the Zoning Regulations) and concerns were raised with the lack of clarity.

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:** W. O'Brien MOVED to ADJOURN at 8:12 pm. MOTION CARRIED. The next meeting is scheduled for Tuesday, February 5, 2019.

Respectfully submitted by Jennifer C. LaVoie

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, January 8, 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, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter, Paula Stahl, Planning & Zoning. Mike Lester, Fire Marshal.

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 Under Old Business 4.2 Annual Report Dedication Page and Add Under Town Administrator Report 8.3 Lebanon's contribution towards appraisal cost of the Markel Property and Add Under Town Administrator Report 8.4 Connecticut Recreational Trails Program FY 2018-19 Grant Round Grant Award Notification. S. Everett **MOVED** to Approve the Amended Agenda. **MOTION CARRIED 5.0.**
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for December 18, 2018.** S. Everett **MOVED** to Approve the BOS Regular Minutes for December 18, 2018. **MOTION CARRIED. 5.0.**
4. **OLD BUSINESS:**
 - 4.1 **Firefighters abatement ordinance.** S. Everett **MOVED** to schedule Special Town meeting on February 5, 2019 at 6:45pm. He read the legal notice "Clause 1 - To consider amendments to Columbia Town Ordinance 18-3 Tax Abatement for Volunteer Firefighters to extend the existing tax abatement for eligible members of the Columbia Volunteer Fire Department, Inc. to benefit eligible retired members of the Columbia Volunteer Fire Department, Inc., as permitted by Connecticut General Statutes Section 12-81w as amended by Connecticut Public Act 16-99 and to make certain clarifying changes to said ordinance.

Clause 2 – To approve, if Clause 1 is adopted, that in lieu of publishing the full text of revised Town Ordinance 18-3, as required by Section 3.5 of the Town Charter, a summary notice be published instead, as permitted by said Section 3.5 and Connecticut General Statutes Section 7-157(b); and that said notice read substantially as follows: "Columbia Town Ordinance 18-3 Tax Abatement for Volunteer Firefighters has been amended so as to extend the annual \$1,000 property tax abatement available for eligible members of the Columbia Volunteer Fire Department, Inc. to also include eligible retired members of the Columbia Volunteer Fire Department, Inc. This summary is prepared for the benefit of the public solely for purposes of information, summarization and explanation. This summary does not represent the intent of the legislative body of the Town of Columbia for any purpose. A complete copy of amended and restated Ordinance 18-3 is

available at the offices of the Columbia Town Clerk and Town Administrator and is also available at www.columbia.ct.org.”

S. Everett asked if this includes Columbia EMT personnel. M. Lester said yes. S. Everett explained that we did try to get this benefit for a surviving spouse, but unfortunately, we were not able to do that because it is not in the state statute. L. Napolitano stated that it encourages people to stick with it. MOTION CARRIED 5.0.

- 4.2 **Annual Report Dedication Page.** S. Everett explained in the last meeting we had discussed who the BOS would like to dedicate this year’s Annual Report to. Discussion ensued. R. Bogue MOVED to close the nomination. R. Bogue MOVED to appoint Dean Toepfer for the Annual Report dedication page. MOTION CARRIED 5.0.

5. **NEW BUSINESS:**

- 5.1 **Zoning Fee Ordinance 22-1 and 22-2.** S. Everett stated that he has had discussions with P. Stahl and Rick Nassiff on various planning and zoning matters and he added that the goal is to make it a fair and honest playing field and to make it easier to do business in Columbia. S. Everett then turned the floor over to P. Stahl stated that she has brought this to the BOS to discuss the established ordinance for zoning fees for applications to the Planning and Zoning Commission or the Zoning Board of Appeals (ZBA), other fees for permits and certificates issued by staff. She noted that the fees to the Chronicle for legal notices can be very expensive. P. Stahl explained that she looked at all the applications that came to the PZC during FY 17/18 and compared the fees paid by the applicant with the Chronicle legal notice costs. She added that the fees for Columbia have not changed in 7 years.

P. Stahl stated that the legal notice requirement is by State Statute. The requirement to publish legal notices include two notices of an upcoming public hearing, and one notice of decisions on all applications. She stated that the average legal notices are around \$140.00 each and \$470.00 for a public hearing. She noted that other towns fees have revised their fees. She stated that she has worked with the commission on reviewing the current planning and zoning fees and that they did not want the fees to jump as high as they could have. She explained that occasionally the Planning and Zoning Commission would have an outside consultant to determine if a proposal would meet zoning or subdivision regulations, but that the cost must be determined before an application is submitted, which can be very difficult to determine. R. Bogue asked if P. Stahl could give an example. P. Stahl gave an example of a subdivision that would include reviewing the plan on how water is to be drained along the slope of the road and is it draining well. Current ordinance states that the Town can hire an outside consultant, but before the application comes through the door, you would have to determine the fees. W. O’Brien MOVED to approve the proposed fee ordinance amendments and send them to a Town Meeting on Feb. 5, 2019. R. Hellstrom stated as a general comment his main concern is the fees are too much and it’s discouraging for people when looking to build in Columbia. Discussion ensued on the fees. W. O’Brien MOVED to withdraw the motion and table until next week. MOTION CARRIED 5.0.

- 5.2 **Ice Fisherman – Bait Bucket Disposal.** M. Walter explained that a sign was created and ready to install, but the process on how to handle this has not been finalized. S. Everett asked M. Walter to talk with the DPW Director and LMAC on what their final decision is on how to handle this.
6. **COLUMBIA LAKE / DAM / BEACH:**
- 6.1 **Application for Karen Loiselle Goodwin to repair an existing seawall.** W. O'Brien MOVED to Approve the Application per the LMAC recommendations. MOTION CARRIED 5.0.
7. **APPOINTMENTS / RESIGNATIONS:** None.
8. **TOWN ADMINISTRATOR REPORT:**
- 8.1 **Update Connecticut Collaborative Health Insurance Program (CT-CHIP).** M. Walter gave an update on the collaborative health insurance program. E-CHIP is now CT CHIP made up of 6 towns that include Columbia, Bolton, Brooklyn, Canterbury, Thompson, Union. Each Town will have their individual policies, but it will be packaged together as a group with 546 participants. The collaborative of smaller towns that are fully insured went out to bid and the results will be a reduction in the health care costs. R. Bogue asked how the Town will renew our policy. M. Walter explained that we will renew as a group, but each town will have its own premium and it will go into effect in July.
- 8.2 **Traffic Safety.** M. Walter explained that we have set up a Route 87 Traffic Safety Concerns and 2019 Traffic Safety Priorities for Columbia meeting on Monday, January 14th with Andrea Drabicki, the Town's Transportation Liaison, Mark Walter, Steven Everett, Trooper Greg DeCarli, Paula Stahl and George Murphy. The meeting is a general discussion on safety concerns and that it will include other roads, not just Route 87.
- 8.3 **Lebanon's Contribution Towards Appraisal Cost of the Markel Property.** M. Walter explained that he and Honor Lawler from Trust for Public Land made a presentation to the Town of Lebanon Board of Selectman (BOS) on Tuesday. The Lebanon BOS voted to give Columbia \$1,000.00 towards the Markel property appraisal.
- 8.4 **Connecticut Recreational Trails Program FY 2018-19 Grant Round Grant Award Notification.** M. Walter stated that the CT DEEP Trails & Greenways Program and The CT Greenways Council provided a grant award notification for the Air Line State Park Trail 12 Town Task Force.
9. **CORRESPONDENCE:** None.
10. **BUDGET:**
- 10.1 Transfers: R. Bogue MOVED to Approve the Transfers listed below.

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C#, DESCRIPTION
2019-012 / 300.00	10-4112-300 / General Supplies	10-4112-720 / Professional Dues
2019-012 / 200.00	10-4112-300 / General Supplies	10-4112-750 / Conferences/Seminars

MOTION CARRIED 5.0.

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

AMOUNT	FROM	TO
\$68.23	TOWN OF COLUMBIA	Ann C. Lanciano

MOTION CARRIED 5.0

11. **APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to Approve the payment of bills totaling \$350,123.78 made up of Emergency 18/19, Regular 18/19, SBL Payment 3 of 4, Credit Card and Paychex. MOTION CARRIED 5.0.
12. **AUDIENCE OF CITIZENS:** A. Dunnack stated she would like to make note in the BOS minutes that she would like to commend the Town Department of Public Works crew picking up the trash on the side of the road and would like to commend them for that. Discussion ensued about a town-wide clean up.
13. **BOARD MEMBER COMMENTS: None.**
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);** S. Everett MOVED to go into Executive Session at 8:37 pm for personnel with M. Walter in attendance. Session ended at 8:56 pm. No action was taken. MOTION CARRIED 5.0.
15. **ADJOURNMENT:** W. O'Brien MOVED to Adjourn the meeting at 8:58 pm. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Jennifer C. LaVoie



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0440 FAX: (860) 228-2847

Building & Land Use Department

TO: Columbia Board of Selectmen
FROM: Paula Stahl, Town Planner
DATE: January 3, 2019
RE: Fee Ordinance 22-1 and 22-2

Columbia adopts Zoning Fees by ordinance approved by a town meeting. Some of the fees are for applications to the Planning and Zoning Commission or the Zoning Board of Appeals, other fees are for permits and certificates issued by staff. The last change to the Ordinance was in 2012.

Applications that go before PZC or ZBA require the publication of legal notices, two notices of an upcoming public hearing are required, and one notice of decisions on all applications is also required. The Chronicle advertising costs have increased over the past few years for legal notices. I looked at all the applications that came to the PZC during FY 17/18 and compared the fees paid by the applicant with the Chronicle legal notice costs. For each application, the legal notice costs exceeded the applicant's fee.

The legal notice requirements are by State Statute and came from a time when newspapers played a larger role than today. For the past several legislative sessions, revisions to the requirements have been proposed but not adopted. In the future that may change, in anticipation of that change, some towns have separated the fee to place the legal notices from the additional administrative fee.

Because the ordinance includes other zoning fees, I felt that all the fees should be reviewed as well. To study how Columbia's current fee structure compares with neighboring towns, I reviewed the fees of Hebron, Lebanon, Andover and Coventry to our fees.

The current ordinance includes the ability for the town to hire an outside consultant to determine if a proposal would meet zoning or subdivision regulations, however the need and the cost must be determined before an application is submitted – an almost impossible task.

Currently we have two separate ordinances for fees: 22-1 (Zoning) and 22-2 (ZBA). It seems that at some point the fee for ZBA applications was included with 22-1, however 22-2 was never repealed.

Also, the format of the 22-1 is difficult to read as there is no organization in the format.

PZC and ZBA have reviewed the proposed changes to their fees and agree with the proposal. Connie Kisluk, ZEO and Cindee Hodge, Administrative Assistant have also reviewed the staff and commission fee proposal.

Attached is:

1. Fiscal Year 2017-2018 PZC Application Fees Charged vs. Cost of Legal Notice
2. Fee Comparison to other towns and Proposed Revisions to Fee Ordinance
3. Proposed Ordinance of Zoning Fees with annotations of current fees
4. Current Ordinance 22-1 and 22-2

Fiscal Year 2017-2018 PZC Application Fees Charged vs. Cost of Legal Notices

Special Permit Calvary Chapel

Fee charged:	350.00
2 LN for Public Hearing:	-287.42
1 LN for decision:	-134.73
Net	<u>-72.15</u>

Special Permit for American Woman Fitness Center

Fee charged:	350.00
2 LN for Public Hearing:	-246.50
1 LN for decision:	-149.70
Net	<u>-46.20</u>

Special Permit Heartstone Farm & Winery

Fee charged:	350.00
2 LN for Public Hearing:	-326.34
1 LN for decision:	-117.27
Net	<u>-93.61</u>

Fairview Farms subdivision

Fee charged:	350.00
2 LN for Public Hearing:	-282.44
1 LN for decision:	-124.75
Net	<u>-57.19</u>

Special Permit for Columbia Marine

Fee charged:	350.00
2 LN for Public Hearing:	-269.46
1 LN for decision:	-122.26
Net	<u>-41.72</u>

Heritage Farms subdivision

Fee charged:	350.00
2 LN for Public Hearing:	-304.40
1 LN for decision:	-139.36
Net	<u>-93.76</u>

Total charges for above 18 LN = \$2,505; average of \$139 each or \$417 for PH

**Fee Comparison and
Proposed Revision to Fee Ordinances 22-1 and 22-2**

Date of last revision	Hebron 4/12/2013	Lebanon 3/26/2018	Andover 1/1/2013	Coventry 2/14/2018	Columbia 4/28/2012	Columbia PROPOSED
Planning & Zoning Commission:						
Site plan application	\$150 + \$50 / 1000sf	\$500 + \$100 / pg of plan (\$600 min)	\$250 w/ siteimp \$150 no siteimp	\$100 +\$200 LN Fee	\$350 w/ siteimp \$150 no siteimp	\$200 w/ siteimp \$100 no siteimp +\$150 LN Fee
Site plan modification	"	\$200 + \$100/pg	"	"	"	"
Special Permit	\$200 + \$100 / 1000sf	Site plan fees + \$300 LN Fee (\$900 min)	\$400 w/ siteimp \$250 no siteimp	\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Zone Change application	\$350 upto 10ac or \$350 + \$10/ac	\$300 per acre min \$900	\$150	\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Regulation Amendment	\$350	\$600 + \$300 LN Fee		\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Subdivision application	\$250 + \$125 per lot + \$150 per 100' of road/common driveway	\$300 + \$300 LN \$100 per lot if preliminary plan, or \$200 per lot if no preliminary plan	\$500 + \$100 per lot for 1st 3 lots, \$150 ea add'l	\$50 per lot + 1-5 lots \$100; 6-10 \$150 11-20 lots \$200; 21-40 \$250 +\$600 LN Fee	\$50 per lot \$350 min	\$500 + \$100 per lot + \$450 LN Fee
Subdivision modification	"	"	"	"	"	\$150 per lot modified + \$ 150 LN Fee
Professional Review:						
Review of design of new or rebuilt roads, drainage and other site improvements	\$150 per 100' of new road	\$250 per lot at time of application	TBD	\$85/hr	TBD prior to application submission	\$250 per lot escrow at time of application
Supervision & inspection of construction of new or rebuilt roads, drainage and other site improvements.	4% of est costs per TwnEng	4% of est costs; \$500 min at time of final plan	TBD	\$85/hr	TBD prior to application submission	4% of est costs, \$500 min, escrow at time of final plan
Legal review pertaining to Deeds-Easements-Bonding	none	\$ 500 at time of final plan	TBD	\$200/hr	TBD prior to application submission	\$ 500 escrow at time of final plan
Financing of Special Studies:	none	TBD by PZC	TBD		TBD prior to	TBD by PZC (see below)

In addition to the required application fees, applications requiring environmental, traffic, engineering and/or other expertise deemed by the Planning and Zoning Commission to be beyond the expertise of Town staff to adequately review may require an independent professional study or consultation necessary for the Commission to decide the issue before it. In such cases the Commission may require an applicant, as a condition of processing its application, to pay for the cost of such study or consultation, and the applicant shall be required to place an amount (up to \$10,000.00) estimated by the Planning and Zoning Commission or Town Planner into an escrow fee account within ten (10) days of the applicant's receipt or notice of the estimate. Payments to outside experts will be made by the Town from the escrowed funds. Should there be additional costs, by prior agreement or written contract modification, the balance shall be paid by the applicant before issuance of any permits. The balance of escrowed fees in excess of the actual costs shall be refunded to the applicant.

**Fee Comparison and
Proposed Revision to Fee Ordinances 22-1 and 22-2**

Date of last revision	Hebron 4/12/2013	Lebanon 3/26/2018	Andover 1/1/2013	Coventry 2/14/2018	Columbia 4/28/2012	Columbia Proposed
Zoning Permit / Certificate for:						
New Primary Building (up to 4 inspections)	\$.25 / \$1000 cost \$25 min	\$50	\$25 ea	\$100	\$100 \$25 ea adl	no change
New or addition to accessory/ secondary building or additon to primary building (i.e. new barn, garage, in-ground pool, deck, or addition to primary or accessory building)	\$.25 / \$1000 cost, \$25 min	\$50	\$25 ea	\$50/ \$75	\$25	\$50
Temp Zoning Compliance	\$75/ \$150		\$25	\$25	\$100	no change
Interior Renovations	\$.25 / \$1000 cost \$25 min	\$50		\$25	\$10	\$25
Release letter from Land Records			\$100		\$100	no change
Minor accessory structure or use: (i.e. storage shed, alternative energy system)	\$.25 / \$1000 cost \$25 min	\$50	\$25 ea	\$25	\$10	\$25
Home Occupation		\$100	\$25		\$25	\$25
Sign application/permit freestanding sign wall sign modification to existing sign temporary sign	\$100 each \$50 each \$25 each \$25 each	\$25	\$25	\$25	\$25	no change
Other matters of staff review with no zoing permit required: i.e. lot line revisions, free splits	\$50	\$50	none	\$25	none	\$25
ZBA applications	\$400	\$400	\$390	\$525	\$175 per ordinance 22-2; but charge \$350	\$150 + \$450 LN Fee PH, or + \$150 LN Fee no PH

ORDINANCE FOR A NEW SCHEDULE OF ZONING FEES

SELECTMEN’S MINUTES BOOK 4, PAGE 83
SELECTMEN’S MINUTES BOOK6, PAGE 609
SELECTMEN’S MINUTES BOOK 7, PAGE 1373
SELECTMEN’S MINUTES BOOK 9, PAGE 2297
SELECTMEN’S MINUTES BOOK 10, PAGE 2594
SELECTMEN’S MINUTES BOOK 10, PAGE 2619
SELECTMEN’S MINUTES BOOK 10, PAGE 2647
SELECTMEN’S MINUTES BOOK 12, PAGE 3511
SELECTMEN’S MINUTES, BOOK __, PAGE __ (to be determined)

The revised zoning fee schedule shall be as follows:

Zoning Permit / Certificate of Zoning Compliance

New Primary Building (up to 4 inspections):	\$100 <i>[no change]</i>
Re-inspections:	\$25 each before Zoning Certificate <i>[no change]</i>
New or addition to accessory/secondary building or addition to primary building: (i.e. barn, garage, in-ground pool, deck)	\$50 <i>[currently \$25]</i>
Minor accessory structure: (i.e. storage shed, solar panels)	\$25 <i>[currently \$10]</i>
Temporary Certificate of Zoning Compliance	\$100 <i>[no change]</i>
Interior Renovations:	\$25 <i>[currently \$10]</i>
Home Occupation	\$25 <i>[no change]</i>
Release letter from Land Records	\$100 <i>[no change]</i>
Sign permit	\$25 per application to ZEO <i>[no change]</i>
Other matters requiring staff review with no zoning permit required:	\$25 <i>[new fee]</i>

Proposed Ordinance of Zoning Fees – Annotated with current fees

Applications to Planning & Zoning Commission *[currently \$350 if Public Hearing, and \$150 for no PH]*

Site Plan Application/Modification	
With site improvements:	\$200 + fee for legal notice of decision
With no site improvements:	\$100 + fee for legal notice of decision
Special Permit Application/Modification:	\$100 + fee for public hearing legal notices
Zone Change Application:	\$100 + fee for public hearing legal notices
Regulation Amendment Application:	\$100 + fee for public hearing legal notices
Subdivision Application:	\$100 per lot, minimum \$600 + fee for public hearing legal notices
Subdivision Modification:	\$150 per lot modified <i>[no change]</i> + fee for public hearing legal notices
Fee for Legal Notice Publication:	\$450 for public hearing legal notices \$150 for legal notice of decision only

Professional Review / Consultants *[currently to be determined before the application is submitted]*

Subdivision applications with new or rebuilt roads, drainage and other site improvements:	
Review of design:	\$250 per lot (escrow) at time of application
Supervision of construction:	4% of estimated costs, \$500 min (escrow) at time of final plan submission
Legal review pertaining to deeds, easements, and bonding agreements:	\$500 (escrow) at time of final plan submission

Financing of Special Studies: In addition to the required application fees, applications requiring environmental, traffic, engineering and/or other expertise deemed by the Planning and Zoning Commission to be beyond the expertise of Town staff to adequately review may require an independent professional study or consultation necessary for the Commission to decide the issue before it. In such cases the Commission may require an applicant, as a condition of processing its application, to pay for the cost of such study or consultation, and the applicant shall be required to place an amount (up to \$10,000.00) estimated by the Planning and Zoning Commission or Town Planner into an escrow fee account within ten (10) days of the applicant's receipt or notice of the estimate. Payments to outside experts will be made by the Town from the escrowed funds. Should there be additional costs, by prior agreement or written contract modification, the balance shall be paid by the applicant before issuance of any permits. The balance of escrowed fees in excess of the actual costs shall be refunded to the applicant.

Proposed Ordinance of Zoning Fees – Annotated with current fees

NOTE: *also repeal Ordinance 22-2 - Zoning Board of Appeals Fees for Application*

Applications to Zoning Board of Appeals *[currently \$350 for all applications]*

Variance and Special Permit:	\$150 + fee for public hearing legal notices
Appeal of ZEO Decisions	\$150 + fee for public hearing notices
Application not requiring public hearing	\$150 + fee for legal notice of decision only
Fee for Legal Notice Publication:	\$450 for public hearing legal notices \$150 for legal notice of decision only

NOTE: Fees listed in this ordinance do not include any State fees per CGS 22a-27j as amended.

Adopted: 1/12/84
Effective: 1/7/84

Hearing: 4/3/90
Adopted: 4/3/90
Published: 4/7/90
Effective: 5/1/90

Presented: 10/1/02
Hearing: 10/15/02
Adopted: 10/15/02
Published: 10/21/02
Effective: 11/15/02

Hearing: 12/7/93
Adopted: 12/7/93
Published: 12/10/93
Effective: 1/1/94

Presented: 4/3/12
Adopted: 4/3/12
Published: 4/7/12
Effective: 4/28/12

Hearing: 1/16/01
Adopted: 1/16/01
Published: 1/19/01
Effective: 2/1/01

Hearing: /19
Adopted:
Published:
Effective:

Presented: 12/4/01
Hearing: 12/18/01 – 1/2/02
Adopted: 1/2/02
Published: 1/7/02
Effective: 2/1/02

ORDINANCE FOR A NEW SCHEDULE OF ZONING FEES

SELECTMEN’S MINUTES BOOK 4, PAGE 83
SELECTMEN’S MINUTES BOOK6, PAGE 609
SELECTMEN’S MINUTES BOOK 7, PAGE 1373
SELECTMEN’S MINUTES BOOK 9, PAGE 2297
SELECTMEN’S MINUTES BOOK 10, PAGE 2594
SELECTMEN’S MINUTES BOOK 10, PAGE 2619
SELECTMEN’S MINUTES BOOK 10, PAGE 2647
SELECTMEN’S MINUTES, BOOK __ , PAGE __ (to be determined)

The new zoning fee schedule shall be as follows:

Subdivision/Modifications to same:	\$50 per lot, min. fee \$350
Re-Subdivision/Modifications to same:	\$50 per lot, min. fee \$350
Subdivisions with Section 12.5a-e waivers:	\$50 per lot, min. fee \$350
Engineering for commercial project/ drainage/new town roads:	See Page 2 “Outside Consultant”
New Houses (4 inspections):	\$100
Re-inspections:	\$25 each before Zoning Certificate
Decks, additions, barns, garages:	\$25
Temporary Zoning Compliance:	\$100
Interior Renovations:	\$10
Release Letter from Land Records:	\$100
Special Exceptions:	\$350
Tool/storage shed:	\$10
Zone Change:	\$350
Amendments to Regulations:	\$350
Sign Permit	\$25
Home Occupation/Professional Office	\$25

Site Plan Review/Modifications (with no site improvements) including Minor Site Plan Modifications:	\$150
Site Plan Review/Modifications (with site improvements)	\$350

NOTE: the fees listed in this ordinance do not reflect additional fees that may be required by various state agencies. Therefore, fees required by various state agencies would be added to the fees listed in this ordinance.

DEFINITION OF OUTSIDE CONSULTANT: Outside Consultant means a Professional who is not a **direct** employee of the Town of Columbia, including, but not limited to planning, zoning, professional engineer(ing), traffic engineer, environmental consultant, radio frequency engineer, certified soil scientist, architect, landscape architect, master gardener, or legal professionals.

Specialized Application Review Fees for Outside Consultants: To be determined prior to acceptance of application using the following text as guidance:

When the expected cost of evaluating specialized aspects of any land use application may require specialized outside consultants or legal opinion, the PZC/staff will work with prospective applicant to help determine reasonable work tasks and fees before a formal application is submitted. The PZC/staff would: identify specialized questions/consultant requirements; help identify the independent consultant(s) who might be used to advise The Town; and involve work tasks and consultant estimated fees; execute an agreement with the applicant detailing work statements and estimated reasonable outside consultant costs; and accept a certified bank check or money order made payable to the Town of Columbia for the total of such actual and reasonable engineering/constant/legal fees due and payable at the same time as the application is received. The funds will be accounted for in an agency general ledger account to monitor the payment for such services. No application will be considered complete until such fee or fees have been paid an such agreement has been submitted.

The outside consultant advising the Town will be contracted using an agreement containing the same special work tasks and estimated reasonable costs and would submit bills for specific tasks completed to the Town. The Town would pay invoices recommended by the PZC/staff for such payment from the funds on deposit. Should there be any special costs, by prior agreement or written contract modification, this balance shall be paid by the applicant before issuance of any permits. Any portion of the specialized review budget remaining shall be returned to the applicant upon completion of the review, evaluation and processing of the subject application.

Sewage Disposal System Permit (effective 12/15/87):

Septic:	\$50
Septic Percolation Test:	\$35
Additional Deep Test Holes:	\$10 each
Review of Engineered Plans:	\$25
Re-inspection due to improper installation:	\$15
Missed appointments:	\$15
Review of subdivision plans:	\$10 per lot
Well permits:	\$25 (\$1 permit, \$24 inspection)
Mortgage inspection by Town Sanitarian	\$25
Consultation at Site:	\$15

Adopted: 1/12/84
 Effective: 1/7/84

Hearing: 4/3/90	Presented: 10/1/02
Adopted: 4/3/90	Hearing: 10/15/02
Published: 4/7/90	Adopted: 10/15/02
Effective: 5/1/90	Published: 10/21/02
	Effective: 11/15/02

Hearing: 12/7/93	Presented: 4/3/12
Adopted: 12/7/93	Adopted: 4/3/12
Published: 12/10/93	Published: 4/7/12
Effective: 1/1/94	Effective: 4/28/12

Hearing: 1/16/01
 Adopted: 1/16/01
 Published: 1/19/01
 Effective: 2/1/01

Presented: 12/4/01
 Hearing: 12/18/01 – 1/2/02
 Adopted: 1/2/02
 Published: 1/7/02
 Effective: 2/1/02

ZONING BOARD OF APPEALS FEES FOR APPLICATION

Selectmen's Minutes Book 4 Page 243

Selectmen's Minutes Book 10 Page 2594

In accordance with Section 8-1c of the Connecticut General Statutes, the Town of Columbia does hereby establish a fee of *one hundred seventy-five (\$175.00) for a Zoning Board of Appeals application. Said fee is based on the costs of required advertising and processing of applications. The Board of Selectman shall review said fee annually with said review to include input from the Zoning Board of Appeal's. ****The applications, requiring action of the Zoning Board of Appeals, do not reflect additional fees required by various State agencies; these fees will be added to those above.**

Review Date:	May 1st
Public Hearing:	April 1, 1986
Adopted:	April 1, 1986
	Board of Selectmen
Publication Date:	April 4, 1986
Effective Date:	April 25, 1986
*Revised: Town Meeting	June 18, 1996.
Publication Date:	June 22, 1996
Effective Date:	July 8, 1996
*Revised Town Meeting	March 30, 2004
Publication Date:	April 7, 2004
Effective Date	April 28, 2004
**Revised : BOS	June 15, 2004
Publication Date:	June 24, 2004
Effective Date:	July 15, 2004
See ZBA Minutes:	May 27, 2004

Connecticut State Department of Education
 2018-19 Minimum Budget Requirement (MBR) Calculation
 For K-12 Districts

Town: Columbia

Item #

1.	2017-18 Original Budgeted Appropriation (ED012):	\$12,894,369
2.	2017-18 Final Budgeted Appropriation (ED012):	\$12,894,369
3.	2017-18 Appropriation (Greater of Item #1 or Item #2):	\$12,894,369
4.	10/2017 Free and Reduced Percentage:	13.81%
5.	Maximum Efficiency Cap (Item 3 x .5%):	64,472
6.	Maximum Cap Percentage: (If Item 4 is at least 20% then 1.5%, else 3%):	3.00%
7.	Maximum Resident Student Deduction (Item 3 x Item 6):	\$386,831
8.	Preliminary Resident Student Deduction *	\$80,623
9.	Resident Student Deduction (Lesser of Item 7 or Item 8):	\$80,623
10.	Designated High School Deduction**	\$0
11.	2018-19 Budgeted Appropriation (ED012):	\$12,610,633
12.	2018-19 Non-Alliance ECS Increase:	\$12,080
13.	Savings Realized Through Efficiencies:	\$0
14.	Preliminary Efficiency Deduction (Item 13 x .50):	\$0
15.	Efficiency Deduction (Lesser of Item 5 or Item 14):	\$0
16.	2018-19 MBR (Item 3 - Item 9 - Item 10 + Item 12 - Item 15):	\$12,825,826
17.	2018-19 MBR Overage/Shortage (Item 11 - Item 16):	-\$215,193

*	A. Decrease of Resident Students	9.18
	B. 2016-17 Net Current Expenditures	\$12,351,151
	C. 10/2016 Resident Students	703.17
	Preliminary Resident Student Deduction	\$80,623
	((Item B / Item C) x .50 x Item A)	



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



January 4, 2019

Maria Geryk
Superintendent of Schools
Columbia Public Schools
3 Schoolhouse Road
Columbia, CT 06237

Dear Superintendent Geryk:

I am writing in response to Laurence Fearon's, September 12, 2018, letter requesting a waiver of the 2018-19 Minimum Budget Requirement (MBR) for Columbia Public Schools. At the time of his letter, the Department had not yet performed the calculation to determine whether the district's 2018-19 appropriation was in compliance with the MBR. Attached please find Columbia's 2018-19 MBR calculation, which indicates Columbia is currently in noncompliance with the MBR by \$215,193.

In Mr. Fearon's letter seeking a waiver, he outlined the following reasons for the reduction in the district's appropriation below the MBR level.

1. At the time the district was developing its budget, the Columbia Board of Education (Board) anticipated a reduction in Education Cost Sharing (ECS) funding of \$120,714.
2. Columbia saw a reduction in the number of high-cost students receiving special education services which led to a surplus in its FY 2017 budget of \$237,016. The Board factored in the reduction of these significant special education program costs when developing the budget for the 2018-19 school year by removing them from its proposed budget.
3. Funding from four retirements allowed the district to reallocate funds to implement needed staffing changes with minimal impact to the budget.

Section 10-262j of the Connecticut General Statutes (C.G.S.) provides that, subject to the limits prescribed in law, reductions to the MBR may be taken for the following reasons:

- A decline in enrollment subject to caps based on the number of students eligible for free and/or reduced price lunch.
- New and documentable savings through increased efficiencies or regional collaboration.
- The termination of operations and closure of a school or schools due to declining enrollment.
- Towns may reduce a district's appropriated budget in an amount equal to the "aid reduction" if one exists. For FY 2019, the "aid reduction" as defined in C.G.S. 10-262i(d)(2)(B) is: "if the amount of the equalization aid grant a town is entitled to pursuant to section 10-262h is less than such town's equalization aid grant amount for the previous fiscal year, the difference between such town's equalization aid grant amount for the previous fiscal year and the amount of such town's equalization aid grant for the fiscal year ending June 30, 2019, shall be the aid reduction for such town for the fiscal year ending June 30, 2019."
- Districts in the top 10 percent of school districts based on the accountability index are exempt from the MBR.

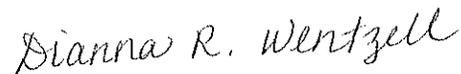
Maria Geryk
January 4, 2019
Page 2

The reasons noted in Mr. Fearon's request do not meet any of the provisions outlined in statute to reduce a district's MBR. In particular, Columbia actually received an increase in ECS aid of \$12,080. Therefore, Columbia is not eligible for a waiver pursuant to current statute.

A letter regarding the current noncompliance status will be issued separately by Kathy Demsey, our Chief Financial Officer.

If you have any additional questions, please do not hesitate to contact Mrs. Demsey at 860-713-6464.

Sincerely,

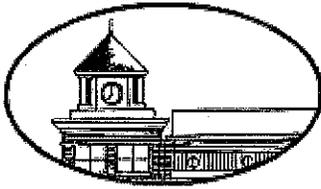


Dr. Dianna R. Wentzell
Commissioner of Education

DRW:kd

Attachment

cc: Christopher Lent, Chairman, Columbia Board of Education
Beverly Cuirylo, Town Finance Director
Mark Walter, Town Administrator
Steven Everett, First Selectman
Kathy Demsey, Chief Financial Officer
Peter Haberlandt, Legal Director
Kevin Chambers, Education Consultant



COLUMBIA SCHOOL SYSTEM

MARIA GERYK, SUPERINTENDENT
3 SCHOOLHOUSE ROAD
P.O. Box 166
COLUMBIA, CT 06237
860-228-8590
860-228-8592 (FAX)
MGeryk@HWPorter.org

To: Steven Everett, First Selectman
Ernie Sharpe, FiPAC Chairperson

From: Maria Geryk, Superintendent, Columbia School District

Re: 2018/2019 Minimum Budget Requirement and Additional Town
Appropriation of Funds

Date: January 10, 2019

On September 12, 2018, Interim Superintendent Lol Fearon prepared a letter on behalf of the Columbia Board of Education (BOE) requesting a waiver of the Minimum Budget Requirement (MBR) from the State Department of Education for the 2018/2019 school year.

Dr. Dianna R. Wentzell, Commissioner of Education, responded in a letter dated January 4, 2019 to me declining the request. She indicated the request for the waiver did not include the qualifying provisions to reduce the MBR as outlined in Section 10-262j of the Connecticut General Statutes. I have attached a copy of this letter for your reference.

A separate letter will be coming from Kathy Demsey, Chief Finance Officer, finalizing the current noncompliance status with MBR. I will forward that to you as soon as I receive it.

On behalf of the Columbia Board of Education, I am requesting that the Board of Selectmen set up a Town Meeting to approve and appropriate an additional \$215,193 from the Town General Fund to the 2018/2019 BOE budget in order to comply with MBR and avoid penalties from the State Department of Education.

The Board of Education will continue to provide strong programming to students while ensuring fiscal responsibility.

Please feel free to contact me if you would like to discuss this further.

Thank you for your consideration of this request.

Cc: C. Lent, Board of Education Chairman,
B. Ciurylo, Finance Director,
M. Walter, Town Administrator



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



January 4, 2019

Maria Geryk
Superintendent of Schools
Columbia Public Schools
3 Schoolhouse Road
Columbia, CT 06237

Dear Superintendent Geryk:

I am writing in response to Laurence Fearon's, September 12, 2018, letter requesting a waiver of the 2018-19 Minimum Budget Requirement (MBR) for Columbia Public Schools. At the time of his letter, the Department had not yet performed the calculation to determine whether the district's 2018-19 appropriation was in compliance with the MBR. Attached please find Columbia's 2018-19 MBR calculation, which indicates Columbia is currently in noncompliance with the MBR by \$215,193.

In Mr. Fearon's letter seeking a waiver, he outlined the following reasons for the reduction in the district's appropriation below the MBR level.

1. At the time the district was developing its budget, the Columbia Board of Education (Board) anticipated a reduction in Education Cost Sharing (ECS) funding of \$120,714.
2. Columbia saw a reduction in the number of high-cost students receiving special education services which led to a surplus in its FY 2017 budget of \$237,016. The Board factored in the reduction of these significant special education program costs when developing the budget for the 2018-19 school year by removing them from its proposed budget.
3. Funding from four retirements allowed the district to reallocate funds to implement needed staffing changes with minimal impact to the budget.

Section 10-262j of the Connecticut General Statutes (C.G.S.) provides that, subject to the limits prescribed in law, reductions to the MBR may be taken for the following reasons:

- A decline in enrollment subject to caps based on the number of students eligible for free and/or reduced price lunch.
- New and documentable savings through increased efficiencies or regional collaboration.
- The termination of operations and closure of a school or schools due to declining enrollment.
- Towns may reduce a district's appropriated budget in an amount equal to the "aid reduction" if one exists. For FY 2019, the "aid reduction" as defined in C.G.S. 10-262i(d)(2)(B) is: "if the amount of the equalization aid grant a town is entitled to pursuant to section 10-262h is less than such town's equalization aid grant amount for the previous fiscal year, the difference between such town's equalization aid grant amount for the previous fiscal year and the amount of such town's equalization aid grant for the fiscal year ending June 30, 2019, shall be the aid reduction for such town for the fiscal year ending June 30, 2019."
- Districts in the top 10 percent of school districts based on the accountability index are exempt from the MBR.

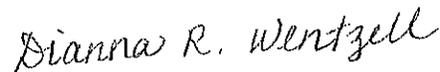
Maria Geryk
January 4, 2019
Page 2

The reasons noted in Mr. Fearon's request do not meet any of the provisions outlined in statute to reduce a district's MBR. In particular, Columbia actually received an increase in ECS aid of \$12,080. Therefore, Columbia is not eligible for a waiver pursuant to current statute.

A letter regarding the current noncompliance status will be issued separately by Kathy Demsey, our Chief Financial Officer.

If you have any additional questions, please do not hesitate to contact Mrs. Demsey at 860-713-6464.

Sincerely,



Dr. Dianna R. Wentzell
Commissioner of Education

DRW:kd

Attachment

cc: Christopher Lent, Chairman, Columbia Board of Education
Beverly Cuirylo, Town Finance Director
Mark Walter, Town Administrator
Steven Everett, First Selectman
Kathy Demsey, Chief Financial Officer
Peter Haberlandt, Legal Director
Kevin Chambers, Education Consultant