

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, October 1, 2019 – 7 pm**  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

**Members Present:** Steven M. Everett, First Selectman; Deputy Selectman, Robert Hellstrom; William O'Brien, Selectman; Lisa Napolitano, Selectman; Jeff Viens.

**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 for October 1, 2019 as revised with the following additions:
  - 5.1, New Business - Memorial Bench for Richard Perrin Lange.
  - 5.2, New Business - PTO Digital Sign Discussion and Follow-up Action.
  - 9.1, Correspondence - Letter from Registrar of Voters Regarding the November 5, 2019 Municipal Elections.
  - 9.2, Correspondence - Highlights from DPH on the EEE Conference Call.

MOTION CARRIED 5.0.

3. **APPROVAL OF MINUTES:**
  - 3.1 **Approval of BOS Regular Meeting Minutes for September 17, 2019.** L. Napolitano MOVED to Approve the BOS Regular Meeting Minutes for September 17, 2019. MOTION CARRIED, 4.0.1 with Jeff Viens abstaining.
  - 3.2 **Approval of Special Town Meeting Minutes for September 17, 2019.** S. Everett MOVED to Approve the Special Town Meeting Minutes for September 17, 2019. MOTION CARRIED, 4.0.1 with Jeff Viens abstaining.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
  - 5.1 Kenneth Boudreau asked the BOS to approve his request and donation of a memorial bench for Richard Perrin Lange. K. Boudreau stated he has already purchased the plaque for the memorial bench. He will purchase the bench that has been approved by the Town and pour the slab foundation. S. Everett MOVED to Approve Mr. Kenneth Boudreau's request and donation of a memorial bench for Richard Perrin Lange to be placed in the agreed upon designated area in Rec Park. MOTION CARRIED 5.0.

5.2 **PTO Sign discussion and follow up action.** Nelisa Regan, PTO President addressed the BOS regarding the anticipated purchase of a digital sign that will be located in front of the Facility Maintenance Garage and the entrance to the school. N. Regan explained that the PTO has saved \$18,000 for the purchase digital sign but are \$9,000 short. She explained that the sign as been approved by the BOE and Planning and Zoning. The sign will be used to promote PTO events, sporting events, town and community events, emergency and weather-related information. N. Regan requested the BOS to approve funding for \$9,000 to cover the remainder of the cost. S. Everett asked if the BOS does not approve how will they get the remainder of the money. N. Regan stated that they may be able to finance the shortfall through the sign manufacturer, but they are concerned about how long it would take to pay off the loan, or another option is the PTO would have to do more fund raising. M. Walter explained that the money would come out of the Town's Contingency fund.

R. Hellstrom asked what the size of the sign is. N. Regan stated it was 5ft high and 8ft wide. R. Hellstrom stated he is in favor of funding.

S. Everett asked that it be clarified who has the authority/control in an emergency.

J. Vien MOVED to APPROVE \$9,000 to go to the purchase of the PTO digital sign. MOTION CARRIED, 4.0.1 with L. Napolitano abstaining.

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

7. **APPOINTMENTS / RESIGNATIONS:** None.

8. **TOWN ADMINISTRATOR REPORT:**

8.1 **Phragmites Treatment at Designated Areas on Columbia Lake.** M. Walter explained that Solitude has started the permit application filing with the State to treat two small areas for phragmites.

8.2 **Sustainable CT Community Match Fund.** M. Walter will be recommending to the group interested in a dog park to reach out to Sustainable CT about the community match fund. M. Walter also will reach out to the Lions Club about the Sustainable CT community match fund to finish the Walk of Honor walkway.

8.3 **Digital Signage Update.** Discussed in 5.2.

8.4 **Website Update.** M. Walter explained that we have narrowed the submittals for the website update to two firms and the two vendors will be presenting to the Town this week and next week.

8.5 **Softball Field Update.** M. Walter stated that the fencing is in and the backstop will be finished soon. The digital scoreboard is in the final stages, grass is in and the drainage is done.

9. **CORRESPONDENCE:**

9.1 **ROV Letter Regarding Municipal Election.** M. Walter explained the Registrar of Voters submits to the Town Clerk a letter regarding the upcoming November 5<sup>th</sup> election.

**9.2 EEE Update from EHHD.** M. Walter shared the most recent information from EHHD conference call and how the public can protect themselves from mosquito bites.

**10. BUDGET:**

**10.1 Transfers:** S. Everett MOVED to Approve the Transfer of \$516.00 for the Emergency Management Department to purchase emergency radio equipment from Professional/Tech account to the Equipment account.

<b>TRANSFER #/AMOUNT</b>	<b>FROM A/C# DESCRIPTION</b>	<b>TO A/C# DESCRIPTION</b>
2020 #008 / \$516.00	10-4130-500 / Professional/Tech	10-4345-811 / Equipment

MOTION CARRIED 5.0.

**10.2 Refunds:** S. Everett MOVED to APPROVE the Refunds \$3,420.01.

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$12.23	TOWN OF COLUMBIA	DAVID O. AUSBURGER
\$242.00	TOWN OF COLUMBIA	HONDA LEASE TRUST
\$8.57	TOWN OF COLUMBIA	JOHN E. MCDUNNAH
\$231.41	TOWN OF COLUMBIA	TOYOTA LEASE TRUST
\$310.46	TOWN OF COLUMBIA	VAULT TRUST
\$10.27	TOWN OF COLUMBIA	RICHARD H. JOHNSON
\$2,586.91	TOWN OF COLUMBIA	JOHN C. BURRELL

MOTION CARRIED 5.0.

**11. APPROVE PAYMENT OF BILLS:** S. Everett MOVED to Authorize the payment of bills totaling \$215,773.81 consisting of 2019-2020 Emergency, 2019-2020 Regular, SBL Grant Payment 2 of 4, Credit Card and Paychex. MOTION CARRIED 5.0.

**12. AUDIENCE OF CITIZENS:** None.

**13. BOARD MEMBER COMMENTS:** W. O'Brien expressed concern about additions to the Agenda without enough notice. L. Napolitano commended Town of Lebanon for purchasing the Town Green from the State.

**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).** None.

**15. ADJOURNMENT:** S. Everett MOVED to ADJOURN at 7:52 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie

**TOWN OF COLUMBIA  
REGULAR MEETING MINUTES  
COLUMBIA BOARD OF SELECTMEN  
Tuesday, September 17, 2019 – 7 pm  
Adella G. Urban Administrative Offices Conference Room  
323 Route 87, Columbia, CT**

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

**Absent:** Jeff Viens, Selectman.

**Also, Present:** Director of Public Works, George Murphy, Department of Public Works, Brian Paul; Town Administrator, Mark Walter.

**Audience of Citizens:** Ann Dunnack, Susan Kristoff

**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:
  - 3.1 Change to Approval of BOS Regular Meeting Minutes for September 3, 2019.
  
  - 5.2 Remove New Vendor for Website Services.
  
  - 5.3 Approve to Columbia Open Space request to approve funds from the open Space Capital Account for a A-2 Survey on property located at 0 Wells Wood Road.
  
  - 5.4 Add to approve the recommendation from Town of Columbia Chief of Police, legal traffic authority, for the additional signage for bicycle safety on Erdoni Road, Lake Road, and Hennequin Road.
  
  - 9.3 Change to Letter from Department of Public Health regarding Eastern Equine Encephalitis.

MOTIONED CARRIED 4.0
  
3. **APPROVAL OF MINUTES:**

Approval of BOS Regular Meeting Minutes for September 3, 2019. W. O'Brien MOVED to Approve the BOS Regular Meeting Minutes for September 3, 2019.  
MOTION CARRIED 4.0

**4. OLD BUSINESS:**

- 4.1** Discussion with Public Works Director, George Murphy, on grounds maintenance. G. Murphy shared that the Town of Columbia does not apply non-certified, by the DEEP, chemicals to any of Town of Columbia grounds. Roundup has not been used since last fall. G. Murphy explained that Brian Paul is the licensed DEEP chemical applicator who was also sent to a conference on organic products. B. Paul indicated that organic products take many applications to get the desired results. B. Paul also indicated that the chemical “Burnout” is used at the school grounds and has limited effect. The use of propane flame is labor intensive and requires re-application. The Town has an Integrated Pest Management Plan (IPM) program and is very conscious and restrictive about not applying chemicals until needed. The chemicals used are safe for animals and humans when used properly. L. Napolitano indicated that it would be in the best interest of the residents to be notified in advance when chemical applications would be applied to the grounds and perhaps post on the Town’s website. S. Everett noted that it is good to notify the residents to keep them educated and informed. S. Everett referred the matter of the communication to the Town Administrator’s Office.

**5. NEW BUSINESS:**

- 5.1** Approval of Updates to the Job Descriptions for the Recreation Assistant and Director of Parks and Recreation. S. Everett MOVED to Approve changes to the Job Descriptions for the Recreation Assistant and Director of Parks and Recreation. MOTIONED CARRIED 4.0

- 5.2** **New Vendor for Website Services:** Removed from Agenda

- 5.3** **Columbia Open Space Survey Request** S. Everett discussed the memo from Honor Lawlor, Project Manager from Trust for Public Land. Discussions held on the cost to the town. W. O’Brien asked what the cost would be. A. Dunnack discussed the process of the funds between landowners. L. Napolitano shared with the board that the public does not know what is going on and the long-range plan with the Wells Woods properties and the State of CT. R. Hellstrom stated that the public does not attend meetings pertinent to this subject matter. S. Everett understood L. Napolitano’s concern for the public. The property is a vital piece and valuable to the Town and State. W. O’Brien MOVED to Approve the recommendation from the Columbia’s Open Space Committee to expend from the Capital Open Space account to fund an A-2 survey on the 0 Wells Wood property. MOTIONED CARRIED 2 YES; S. Everett, W. O’Brien, 1 NO; Lisa Napolitano, 1 ABSTAINED; R. Hellstrom.

- 5.4** **Safety Signage for Bicycles** S. Everett MOVED to Approve the recommendation from Town of Columbia Chief of Police, legal traffic authority, for the additional signage for bicycle safety on Erdoni Road, Lake Road, and Hennequin Road. MOTIONED CARRIED 4.0

**6. COLUMBIA LAKE / DAM / BEACH:**

**6.1 Application for Construction of a Structure on or Over Columbia Lake-Albert and Cheryl Shifrin, 3 Sunnyslopes Road, Columbia, CT.** Discussed between the Board and structure will be subject to the recommendation of LMAC members. W. O'Brien MOVED to Approve the Application for Construction of a Structure on or Over Columbia Lake-Albert and Cheryl Shifrin, 3 Sunnyslopes Road, Columbia, CT subject to recommendation of LMAC. MOTIONED CARRIED 4.0

**6.2 Application for Construction of a Structure on or Over Columbia Lake-Daniel and Kathleen O'Neill, 48 Jonathan Trumbull Highway (Route 87), Columbia, CT.** W. O'Brien MOVED to Approve the Application for Construction of a Structure on or Over Columbia Lake-Daniel and Kathleen O'Neill, 48 Jonathan Trumbull Highway, (Route 87), Columbia, CT. MOTIONED CARRIED 4.0

**7. APPOINTMENTS / RESIGNATIONS:**

**7.1 Approval to Appoint Stephen Postemsky as Columbia's Assistant Burning Official.** S. Everett MOVED to Approve to Appoint Stephen Postemsky as Columbia's Assistant Burning Official. MOTIONED CARRIED 4.0

**7.2 Resignation of Shane Vertefeuille from the Columbia Recreation Commission.** S. Everett MOVED to Accept Resignation of Shane Vertefeuille from the Columbia Recreation Commission. MOTIONED CARRIED 4.0

**7.2 Resignation of Terri Lasota Current Board Clerk.** S. Everett MOVED to Approve to ACCEPT Resignation of Terri Lasota Current Board Clerk. MOTIONED CARRIED 4.0

**7.3 Approval to Appoint Susan Kristoff to Youth Services Committee.** W. O'Brien MOVED to Appoint Susan Kristoff to Youth Services Committee. MOTIONED CARRIED 4.0

**8. TOWN ADMINISTRATOR REPORT:**

**8.1 Update on 130 Pine St. Garage Addition.** M. Walter stated that the proper permits and setbacks are complying and in line with the Town regulations.

**8.2 Hiring of Florence Polek as Board Clerk.** M. Walter introduced F. Polek as new Board Clerk.

**9. CORRESPONDENCE:**

**9.1 State Police Monthly Report for August 2019.** Board members discussed the report.

**9.2 TVCCA's Letter of Acknowledgement for the Towns Contribution to the Senior Nutrition Program for 2019-2020 Fiscal Year.**

**9.3 Letter from Department of Public Health Regarding Eastern Equine Encephalitis.** Board members discussed the one human and one horse that contracted the disease.

**10. BUDGET:**

**10.1 Transfers:** S. Everett MOVED to Approve a transfer of \$90.00 from the Professional/Tech account to the Contracted Services account.

<b>TRANSFER #/AMOUNT</b>	<b>FROM A/C# DESCRIPTION</b>	<b>TO A/C# DESCRIPTION</b>
2020-007 / \$ 90.00	10-4130-500 / Professional/ Tech	10-4130-515 / Contracted Services

MOTION CARRIED 4.0

**10.2 Refunds:**

S. Everett MOVED to Approve refunds of totaling to \$844.35

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$ 74.79	TOWN OF COLUMBIA	BERNARD J. & LUCY DRABEK
\$122.60	TOWN OF COLUMBIA	DUBE BRYAN P
\$583.20	TOWN OF COLUMBIA	ENTERPRISE FM TRUST
\$ 63.76	TOWN OF COLUMBIA	PARE FRANCIS J

MOTION CARRIED 4.0

**11. APPROVE PAYMENT OF BILLS:**

S. Everett MOVED to Approve the payment of bills totaling \$225,667.88 consisting of 2019-2020, Emergency, 2019-2020 Regular, Credit Card, and Paychex. MOTIONED CARRIED 4.0

**12. AUDIENCE OF CITIZENS:**

S. Kristoff introduced herself. She stated she has 31 years of experience as a food manager and 25 years working with youth. W. O'Brien MOVED to Appoint Susan Kristoff to Youth Services Committee. MOTIONED CARRIED 4.0

**13. BOARD MEMBER COMMENTS:** S. Everett reported he attended the federal agency round table sponsored by Windham Chamber of Commerce Federal Grant Opportunities and reported the ongoing information and programs.

**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).**

**14.1** Real Estate. The executive session opened at 8:02 pm. No action was taken. Executive session was adjourned at 8:22 pm.

**15. ADJOURNMENT:**

S. Everett MOVED to re-open regular meeting at 8:22pm. MOTION CARRIED 4.0. S. Everett MOVED to engage in testing the property associated with St. Columba Church located on Route 66 on Map 23, Lot 41. MOTION CARRIED 3.0 with W. O'Brien ABSTAINING.

S. Everett MOVED to ADJOURN the meeting at 8:24 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Florence Polek

**TOWN OF COLUMBIA**  
**SPECIAL TOWN MEETING MINUTES**  
**Tuesday, September 17, 2019 – 6:45 pm**  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

A Special Town Meeting of the duly electors and citizens qualified to vote in the Town Meeting of the Town of Columbia, Connecticut was held in the Adella G. Urban Administrative Offices Conference Room on Tuesday, September 17, 2019 at 6:45pm.

**Present:** First Selectman, Steven M. Everett, Deputy Selectman, Robert Hellstrom, William O'Brien, Selectman, Lisa Napolitano, Selectman, Mark Walter, Town Administrator, George Murphy, Director Public Works, Brian Paul, Public Works Department

**Moderator:** Mark Vining

**Clerk:** Flo Polek

**Citizens:** Anne Dunnack

The meeting was called to order by Steven M. Everett at 6:45pm.

The meeting was turned over to the Moderator. The Moderator read the clauses:

Clause 1 – To consider the adoption of a proposed ordinance, which would be entitled “Ordinance Pertaining to Publication of Notice of Newly Proposed or Adopted Ordinances” and which would automatically permit the publication of a summary of any new or proposed ordinance instead of its full text, unless such ordinance makes or requires an appropriation, or the Columbia Town Charter or state law otherwise requires publication in full, provided that a copy of the full text of such summarized ordinance or proposed ordinance is available at no cost at the Town Clerk’s Office and on the Town’s internet website.

In lieu of publishing the above proposed ordinance in full, Clause 1 contains a summary thereof. This document is prepared for the benefit of the public solely for the purposes of information, summarization and explanation. This document does not represent the intent of the legislative body of the Town of Columbia for any purpose. A copy of the complete proposed ordinance is available for inspection and copying at no charge at the Office of the Town Clerk in the Adella G. Urban Administrative Offices at Yeoman’s Hall, Room 325 Jonathan Trumbull Highway, Columbia during normal business hours and on the Town’s website [www.columbiact.org](http://www.columbiact.org).

The Moderator asked if there were Motions for the Clause. A motion was made by Steven M. Everett for Clause 1 as proposed. R. Hellstrom SECONDED the MOTION.

The Moderator turned the floor over to First Selectman, Steven M. Everett. S. Everett explained that this will provide savings to the town. S. Everett gave his support of the motion.

The Moderator asked for comments from the Audience of Citizens. With no further discussion, the Moderator called for a vote on all the Clause. MOTIONS CARRIED UNANIMOUSLY.

S. Everett MOVED to ADJOURN the Special Town Meeting at 6: 52pm.

Respectfully Submitted by Flo Polek

Received: September 19, 2019  
At 11:48 AM  
Attest: Maude W. Math ASST  
Town Clerk/Assistant Town Clerk TC



# Sustainable CT Community Match Fund

## About Sustainable CT

Sustainable CT is a voluntary certification program to recognize thriving and resilient Connecticut municipalities. Sustainable CT provides a wide-ranging menu of coordinated, voluntary actions that municipalities can complete to become more sustainable. Municipalities register with Sustainable CT, then choose and implement specific Sustainable CT actions to earn points toward certification.

Sustainable CT is expanding its work to incorporate new ways to support sustainability projects led by towns, nonprofits, public schools, community groups and residents through the Sustainable CT Community Match Fund. The Sustainable CT Community Match Fund is a flexible, low-barrier funding resource for bringing sustainability projects to life.

## About ioby

ioby is a nonprofit crowdfunding website, but we're so much more than that. We're growing a movement of community-led positive change and we want you to be a part of it.

ioby gives local changemakers the tools and resources they need to build real, lasting impact from the ground up. Our crowdfunding platform helps connect leaders with support and funding from their communities to make our neighborhoods safer, greener, more livable and more fun.

ioby stands for "in our backyards," but it also stands for taking care of each other, for civic muscle, and for trusting our neighbors to know what's best for the neighborhood. So far ioby project leaders have raised over crowdfunding \$6 million in citizen philanthropy.

### By using ioby, leaders can:

-  Collect tax-deductible donations
-  Have ioby act as a fiscal sponsor
-  Find new volunteers and new donors
-  Receive on-on-one fundraising coaching
-  Join us for grassroots fundraising trainings and workshops

### ioby projects must

-  Have a public benefit
-  Benefit a neighborhood's community, local environment or both
-  Take place in the neighborhood in which the leader lives or works

**Sustainable CT**  
Local Actions. Statewide Impact.



## Sustainable CT Community Match Fund

Through an innovative partnership, Sustainable CT and ioby are now offering match funding and one-on-one fundraising coaching to Connecticut residents working to make their communities more sustainable, equitable, and vibrant.

When you crowdfund with ioby for an eligible project, Sustainable CT will match what your raise dollar-for-dollar, up to \$25,000 per project. And while you fundraise, ioby's experienced team of crowdfunding coaches will support you every step of the way.

### Eligibility

Eligible projects include renewable energy programs; improvements to sidewalk or bike lanes; public trails or trail systems; community gardens; arts and culture projects and much more!

Funding is available statewide for many kinds of projects in the following areas:

- Arts, Culture, and Local Economies
- Renewable and Efficient Energy Use
- Land and Natural Resource Conservation
- Equity & Inclusion
- Public Transportation
- Healthy & Sustainable Food Networks
- Waste Reduction

To be eligible, projects must:

- Be located in a Sustainable CT registered town
- Align with Sustainable CT's mission of creating equitable, sustainable communities
- Be specific and concrete with a planned timeline for completion
- Have a budget of \$50,000 or less
- Be determined eligible by Sustainable CT staff

Visit [ioby.org/SustainableCT](http://ioby.org/SustainableCT) to read the full eligibility guidelines and see if your project qualifies! There's no deadline to get started, and no lengthy application. Funding will be distributed on a first-come, first-served basis to all eligible projects as they fundraise.

Connecticut municipalities can also earn points toward Sustainable CT certification from projects implemented through the Community Match Fund.

**Learn more at [ioby.org/SustainableCT](http://ioby.org/SustainableCT)**

**Ready to share your project idea? Contact Sustainable CT Community Outreach Manager Abe Hilding-Salorio at (860) 465-0256 or [hildingsalorio@easternct.edu](mailto:hildingsalorio@easternct.edu).**

REGISTRARS OF VOTERS

323 Route 87  
Columbia, CT 06237  
860-228-6843 x113  
registrar@columbiact.org

September 30, 2019

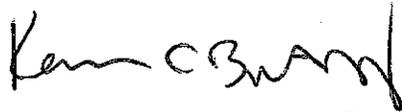
Robin Kenefick  
Town Clerk  
Town of Columbia  
323 Route 87  
Columbia, CT 06237

Re: November 5, 2019 Municipal Election

Pursuant to Section 9-168 of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that we are designating Yeomans Hall, at 323 Route 87, Columbia, CT as the polling place for the Municipal Election on November 5, 2019.

Pursuant to Section 9-147a of the Connecticut General Statutes we, the Registrars of Voters of the Town of Columbia, notify you that Absentee Ballots will be counted at the designated polling place for the Municipal Election on November 5, 2019.

Sincerely,



Karen Butzgy, Democratic Registrar



Kate Morrison, Republican Registrar

cc: Town Administrator, Board of Selectmen