

**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

**REGULAR MEETING MINUTES  
COLUMBIA BOARD OF SELECTMEN  
Tuesday, September 3, 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, Selectman.

**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 as written for September 3, 2019. MOTION CARRIED 5.0.
3. **APPROVAL OF MINUTES:**
  - 3.1 **Approval of BOS Regular Meeting Minutes for August 20, 2019.** S. Everett MOVED to Approve the Minutes for August 20, 2019. MOTION CARRIED 5.0.
4. **OLD BUSINESS:**
  - 4.1 **Policy Regarding Columbia Lake Water Levels and Dam Management.** S. Everett MOVED to Approve the revised policy governing Columbia Lake Water Levels and Dam Management as presented. S. Everett Rescinded his MOTION. R. Hellstrom referred to the Hurricane and Flood Guidelines and asked if there is one person who will be making a decision in an emergency or is it a decision that must be made jointly by the Chief Gatekeeper, Chair of LMAC, and First Selectman. S. Everett recognized Town Council and asked H. Beck to respond. H. Beck stated that the guidelines are in the anticipation of a major storm, of 1 or 2 days and not during the middle of a storm. S. Everett asked Town Council if he could double check the State filed plan. H. Beck stated that he will look into clarifying the process in advance of a storm and during a storm. W. O'Brien asked to hear from LMAC as to why the guidelines were updated. M. Gnazzo, Chair of LMAC responded that overall LMAC tried to improve and clarify the policies while moving forward. H. Beck stated that there was a need to improve coordination between George Murphy, DPW Director and the assistants, issues of climate change, and a more flexible approach to closing the dam in the winter regarding ice issues and the refilling of the lake.
  - 4.2 **Discussion Regarding Standard Guidelines for Granting Permission for the Construction and Maintenance of Structures on Columbia Lake.** S. Everett asked H. Beck why LMAC decided to update the guidelines. H. Beck stated that LMAC decided that definitions needed tightening throughout the guidelines and that new material needed to be added to deal with the addition of boat lifts that are either stand-alone or alongside a dock, or underneath a boat cover. Additional issues included

public safety relating to how close docks are to swimming areas and site lines from adjoining properties. He stated that people were coming in with applications for boat lifts and we did not have guidelines on how to deal with this issue. He stated inflatables that stay in the water (i.e. rafts) were also addressed in the new guidelines. M. Gnazzo said the added creativity of manufacturers that make lifts, docks and rafts using advanced technology have gone beyond current guidelines and that with the new guidelines it was a way to improve and clarify them. H. Beck stated the goal was to clarify the permitting and application process and revise it to fit with the current process. He added that it is important to remember they are guidelines; LMAC can recommend variation to the guidelines and the BOS can vary them.

D. Vanderbilt of 213 Rte. 87 stated he is not speaking for LMAC. He explained he has a small property with 51 ft. of frontage that the setbacks are confusing.

S. Everett had several questions for LMAC on the revised guidelines. He asked why we are letting residents use pressure treated wood on the lake. H. Beck stated that this is a special condition and has not changed from the current regulations. He stated that LMAC could review this and that this would require more guidance from an engineer.

J. Viens asked about the provision of lighting on docks not being permitted. H. Beck stated that the concept is a preventative public safety issue (electrifying docks with appropriate electrical codes and properly designed systems) and preventing light pollution.

S. Everett asked about no construction equipment allowed on the lakebed. H. Beck stated nothing had changed from the previous guidelines. S. Everett asked about the special exceptions in regarding excavation below the mean high-water level. M. Gnazzo stated that there are special exceptions only allowed to move over rock, not over soft lakebed.

A. Dunnack of 103 Lake Rd. stated that the guidelines pertaining to docks as written discriminate against right-of-way owners. H. Beck stated that this has been the existing guideline for some time and the current right-of-way docks were grandfathered. H. Beck stated that the person who owns the land has the rights and the person who has the right-of-way does not have the right to go onto somebody's land to build a dock. He added that Associations are slightly different, but those are most likely grandfathered.

S. Everett asked about the guidelines pertaining to bringing in beach sand. H. Beck stated that LMAC does not want to see any more sand brought in because it ends up in the lake. M. Gnazzo stated that this is a dynamic problem because sand will continue to erode and has an environmental impact on the lake.

D. Vanderbilt asked if we can ask people to remove sand on their property. H. Beck stated that technically you can't dig it and remove it, but the Town can make a special exception.

S. Everett asked that the section regarding replenishing sand be made clearer.

M. Roickle of 34 Erdoni Rd. stated that LMAC and Inland Wetlands should work more closely together.

C. Vance of 1 Beach Rd. stated there should be a Town Ordinance regarding the use of fertilizer that has phosphorus.

S. Everett asked LMAC to change the title of the document to adequately describe everything in the guidelines.

C. Vance asked if you can have two docks. H. Beck said no.

J. Viens asked how many docks, rafts, and mooring would be the maximum. D. Vanderbilt stated 3 per property and an additional dock can be requested if a mooring or raft is given up.

L. Napolitano asked about the specific language stating “may be considered” in regard to secondary docks. She asked if that could be changed to “may be denied.” H. Beck stated that it can be changed to “will be denied.”

H. Beck stated that the section on rafts in relationship to extended property lines will need to be clarified.

H. Beck stated that he will look into requiring owners of rafts to include their name and address on the raft.

S. Everett asked about the change in the application process. H. Beck explained to provide more flexibility the application does not have to go immediately to the next BOS meeting. H. Beck stated it is important to note that in Section VIII, Application Process, a separate application to the Inland Wetlands Commission must also be made that involves further coordination and any emergency repairs can be made with IWWC approval.

H. Beck stated that Section VIII tries to set limits on grandfathering. S. Everett asked if LMAC can tighten this language up and make it clearer. H. Beck said he would follow-up on making the language clearer.

H. Beck stated that the new regulations are designed for looking at good practices for the lake going forward for both existing and future owners. H. Beck said the present regulations don't deal with lifts, covers, or further structures to be built on the lake.

M. Roickle of 34 Erdoni Rd. stated that of the 161 properties on the lake, 8 or less, or 5%, have under 50 ft of frontage.

B. Powell stated that Marine Patrol inspected about 215 boats/jet skis on the lake this year.

H. Beck asked BOS to put a moratorium for boat lifts for one season.

S. Everett MOVED to Amend the Agenda to add under Old Business 4.4 to set a moratorium on adding watercraft lifts on Columbia Lake until new regulations are passed. MOTION CARRIED 5.0.

S. Everett stated that the discussion is tabled for two weeks until the next BOS meeting on 9/17/19.

Shirley King of 31 Woodland Terrace stated that lakefront owners may not know what the regulations are and asked would there be a way to communicate the rules and regulations to lakefront owners. S. Everett stated that we are currently working on a new website that will be easier for residents to use and find information, but in the meantime, we will communicate the rules and regulations through the Town Administrators monthly newsletter and Columbia View's Magazine.

- 4.3 **Schedule Town Meeting Regarding Ordinance Pertaining to Publication of Notice of Newly Proposed or Adopted Ordinances.** S. Everett MOVED to schedule a Town Meeting, Thursday, September 17, 2019 at 6:45pm to consider the adoption of a proposed ordinance which is entitled "Ordinance Pertaining to Publication of Notice of Newly Proposed or Adopted Ordinances." MOTION CARRIED 5.0.
- 4.4 **To Set a Moratorium on Adding Watercraft Lifts Until New Regulations are Passed on Columbia Lake:** S. Everett MOVED to Approve a moratorium on the ability to add watercraft lifts on Columbia Lake until new regulations are passed. MOTION CARRIED 5.0.
5. **NEW BUSINESS:**
  - 5.1 **Approve the Purchase Order to Install HVAC System for Maintenance Garage Workshop Areas.** S. Everett explained that we had received three bids that were not sealed, and we would like to accept the lowest bidder. He stated that we have used Charter Oak Mechanical before, and they have met all the criteria. S. Everett MOVED to waive the bid purchase policy requiring sealed bids for items over \$15,000 and accept the low bid from Charter Oak Mechanical for \$19,850.00 to install an HVAC system for the Maintenance Garage and workshop area. MOTION CARRIED 4.0. (J. Viens stepped out of the room and was absent for this vote)
6. **COLUMBIA LAKE / DAM / BEACH:**
  - 6.1 **Application for Seawall Repair for P. Dunn & W. Dunn 14 Nuhfer Dr.** W. O'Brien MOVED to Approve the application of P. Dunn & W. Dunn for seawall repair at 14 Nuhfer Dr., contingent upon the recommendation and conditions set forth by LMAC. MOTION CARRIED 4.0. (J. Viens stepped out of the room and was absent for this vote).
7. **APPOINTMENTS / RESIGNATIONS:** None.
8. **TOWN ADMINISTRATOR REPORT:**

- 8.1 **Article written by Ingrid Wood Regarding Tribute to Samson Occom and the Town of Columbia.** M. Walter explained that the article will be in the Columbia Views.
- 8.2 **Youth Basketball Registration Fees.** M. Walter explained that the fees for Grade 3 Youth Basketball are being raised by \$5.00 to cover the cost of cleaning the gym.
- 8.3 **Submission to CIRMA for Excellence Award in Risk Management.** M. Walter explained we applied for a CIRMA excellence award in risk management that reflected the town-wide safety improvements and improved handicap accessibility to certain areas in town. If we win, we may be eligible for a \$2,500 grant.
- 8.4 **Project Ideas for Lions Club.** M. Walter explained that the Lions Club has funding to provide for some projects and he presented some ideas for possible projects to the BOS for their recommendation. Suggestions included the following projects: a retaining wall at the Senior Center, lighting of the annex sidewalks and Moor’s Charity School, lighting for the trees and the signs on the Town Green, completing the Walkway of Honor, or a new girls softball scoreboard. L. Napolitano and S. Everett expressed interest in the Walkway of Honor. S. Everett asked the BOS to think about it and to share their recommendations at the next BOS meeting on 9/17/19.
- 8.5 **Employee Appreciation Lunch on September 13, 2019.** M. Walter explained that there will be luncheon served on Friday, September 13<sup>th</sup> at noon to thank the employees for all their hard work and invited the BOS to attend.

**9. CORRESPONDENCE:**

- 9.1 **September 2019 Town Administrator’s Newsletter.**

**10. BUDGET:**

- 10.1 **Transfers:** S. Everett MOVED to Approve Transfers totaling \$60.00 conservation from professional tech to professional dues.

<b>TRANSFER #/AMOUNT</b>	<b>FROM A/C# DESCRIPTION</b>	<b>TO A/C# DESCRIPTION</b>
2020-006/ \$60.00	10-4540-500/Professional/Tech	10-4540-720/Professional Dues

MOTION CARRIED 5.0.

- 10.2 **Refunds:** S. Everett MOVED to approve the Refunds totaling \$382.89.

<b>AMOUNT</b>	<b>FROM</b>	<b>TO</b>
\$23.47	TOWN OF COLUMBIA	Susan K. Morytko
\$121.63	TOWN OF COLUMBIA	Cynthia L. Anderson
\$103.98	TOWN OF COLUMBIA	Laurie J. Marks
\$133.81	TOWN OF COLUMBIA	Ashly M. Ward

MOTION CARRIED 5.0

11. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to Approve the Payment of Bills totaling \$118,694.23 consisting of 2019-2020 Regular, Credit Card and Paychex. MOTION CARRIED 5.0.
12. **AUDIENCE OF CITIZENS:** C. Vance of 1 Beach Rd. asked about the question she brought forth previously on Roundup and the spraying in the Town Rec Park and various other areas. L. Napolitano stated that George Murphy sent her a product list and that Roundup is not used, but the chemical that is being used is a form of glyphosate. She stated that she forwarded information regarding a course on how to use other means to maintain grounds without chemicals. W. O'Brien stated that he is concerned about our employees using chemicals and applying it. S. Everett stated that DPW does not use it on the fields, but only on the stone walls and does not use it where children are playing. S. Everett asked that we have George Murphy come to the next BOS meeting to address this issue.
13. **BOARD MEMBER COMMENTS:** None.
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 Statutes Section 1-200(6)(A).** None.
15. **ADJOURNMENT:** S. Everett MOVED to ADJOURN 9:26pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie



# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR

### Director of Parks and Recreation

**General Description:** The Director of Parks and Recreation exercises considerable independent judgment in administering and managing the department, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position exercises significant responsibility administering the planning, organizing, and supervising of a comprehensive public parks and recreation program for the community, including special programs and activities, and varied seasonal indoor and outdoor activities and programs.

**Supervision Received:** The Parks and Recreation Director will report to the Town Administrator.

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented as necessary.

- Oversees and manages all aspects related to Parks and Recreation in the town including but not limited to human resources for the department, facilities, capital projects, departmental budgets, programs and community outreach.
- Develops and manages the following budgets: Recreation, Beach, Capital for Recreation, Recreation Park Operations, Recreation Programs, and Szegda Farm Management.
- Manages Capital Projects related to Recreation Park, Columbia Lake Beach, and Szegda Farm in coordination with the Director of Public Works and the Town Administrator.
- Responsible for all aspects of Columbia Lake Beach Activities including: programming, facility upkeep, and staffing.
- HR duties for department: recruiting, interviewing, hiring, training, obtaining appropriate paperwork, and evaluation of all seasonal and part time staff (Recreation Assistant, Lifeguards, Camp Counselors).
- Obtaining appropriate paperwork and supervision of all volunteers and independent contractors.
- Assure that facilities are maintained and up to industry standards, assess and correct liabilities, replace and upgrade equipment for Porter Gym, Recreation Park, Columbia Lake Beach, Szegda Farm. In coordination with Facility Tech's and Public Works.
- Coordinate schedules for Columbia Little League, CWSA, camps, and private pavilion rentals with Public Works.
- Develop, market, implement and facilitation of all Town Recreation programs, including but not limited to Youth Basketball, Men's Basketball Tournament, Autumn Classic Road Race, Classic Car Show, April Camp, Half Day Hangouts.
- Regularly evaluate department policies and procedures.
- Staff Liaison for community groups including: Columbia Little League, CWSA, Szegda Farm Management Committee, Recreation Commission, Youth Services Committee, and Juvenile Review Board.

**Knowledge, skills and abilities:** Knowledge of general principles and practices of municipal recreational activities including promoting, planning, organizing, budgeting, and evaluating recreational programs. Ability to perform technical research and comprehensive studies in areas relating to municipal recreational activities. Considerable ability to prepare technical written reports. Ability to work independently with little supervision. Considerable ability to establish and maintain effective working relationships with associates and with the public. Highly developed organizational, negotiation, interpersonal, written and oral communication skills. Demonstrated administrative experience and skills. Excellent computer skills, including, but not limited to Microsoft Office Suite, word processing, spreadsheets, email, publishing (i.e.: Microsoft Publisher) and web-based research and advertising.

**Physical and Mental Requirements / Work Environment:** (Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech. Ability to communicate effectively in oral and written form. Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities. Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned. Ability to use knowledge and reasoning to solve complex problems. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Ability to distinguish between public and confidential information and handle appropriately. Ability to conduct field inspections which may include traversing rough terrain. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field inspection work may include exposure to seasonal conditions in outside weather.

**Work Environment:** Work is mostly performed in an office environment. Work may occasionally be performed on athletic fields, at town parks, the town beach, in the Lake and on town trails.

**Qualifications:** Bachelor's degree is required, preferably recreation or a closely related subject. Also, a minimum of three years relevant experience is required. Candidates with significant relevant experience who demonstrate requisite knowledge, skills and abilities may be considered qualified. Must have a valid Connecticut Motor Vehicle Operator's License. CPR and First Aid certification required within 120 days of being hired and kept current during employment. Experience dealing with aquatics is preferred.

**Note: The above description is illustrative only. It is not meant to be all-inclusive.**

<b>PRESENTED TO THE BOS</b>	<b>8/19/2014</b>
<b>APPROVED OF BY THE BOS</b>	



# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR RECREATION ASSISTANT

*Needs to  
Go to BOS  
for Approval*

**General Description:** Performs a variety of responsible administrative, programming and 'customer service tasks within the Parks and Recreation Department.

**Supervision Received:** The Recreation Assistant shall be directly supervised by the Parks and Recreation Director.

**Examples of Duties:** The duties and responsibilities listed below are not inclusive and may be supplemented as necessary.

- Responsible for weekly exercise classes and adult sports programs.
- Exercise supervision over seasonal employees when the Director is unavailable.
- Assists Director with the planning and execution of fundraising/special events.
- Creates various flyers, pamphlets, and other marketing tools for department programs.
- Collects fees for programs, classes, rentals, etc. which involve executing credit, debit and/or cash transactions and make related fee adjustments and inputs these into accounting software.
- Responsible for completing weekly deposit for department programs.
- Responsible for maintaining various Department Social Media accounts.
- Some weeknights and weekends are required for various programs and events.
- Acts as the site supervisor in absence for the Director for various program at various town facilities. (basketball games, beach, Rec. Park events)
- Other duties as assigned.

**Knowledge, skills and abilities:** Considerable ability to establish and maintain effective working relationships with associates and with the public. Demonstrated administrative experience and skills. Excellent computer skills, including, but not limited to Microsoft Office-Suite, word processing, spreadsheets, email, publishing (i.e.: Microsoft Publisher) and web-based research and advertising. Knowledge or ability to learn graphic manipulation with Photoshop Elements for marketing purposes. Ability to work independently with little supervision. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned. Ability to distinguish between public and confidential information and handle appropriately. Ability to conduct field inspections which may include traversing rough terrain.

**Physical and Mental Requirements / Work Environment:** (Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer

monitor. Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech. Ability to communicate effectively in oral and written form. Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Work may occasionally be performed on athletic fields, at town parks and the town beach. Field inspection work may include exposure to seasonal conditions in outside weather. Must have ability to lift up to 50 pounds.

**Qualifications:** Must be a High school graduate. Must have at least two years of relevant experience. Preferred/Desirable Qualification(s). Associates degree and interest/looking into entering the field of Recreation or similar field. Must have experience with program development and working with the public. Supplemental education or training related to recreation and/or municipal government. Must possess a valid Connecticut Driver's License by hire date. Successful completion of a criminal background investigation conducted by the Connecticut State Police.

**Note: The above description is illustrative only. It is not meant to be all-inclusive.**

<b>PRESENTED TO TA</b>	
<b>APPROVED OF BY TA</b>	

Town of Columbia  
323 Jonathan Trumbull Highway, Columbia, CT 06237  
Phone: (860) 228-0110 Fax: (860) 228-1952

### Application for Constructing Structures on or over Columbia Lake

Date submitted: 9/12/19

Complete and return to the Board of Selectmen.

Property owner: Albert P. + Cheryl A. Shifrin

Address: 3 Sunnyslopes Rd

Property Location: 3 Sunnyslopes Rd

Daytime phone # 860-428-3101

Applicant if different from owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone # \_\_\_\_\_

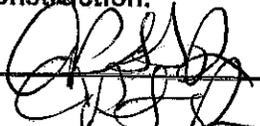
#### Structure Information:

Proposal is for:  New  Replacement  Repair

Structure Type:  Dock  Seawall  Raft  Boat Cover

Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite the process.

Note: Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit property for the purpose of inspecting prior to and after construction.

Owner Signature:  Date: 9/10/2019

Applicant Signature: \_\_\_\_\_ Date: 9/10/2019

Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: \_\_\_\_\_  
First Selectman

Date: \_\_\_\_\_

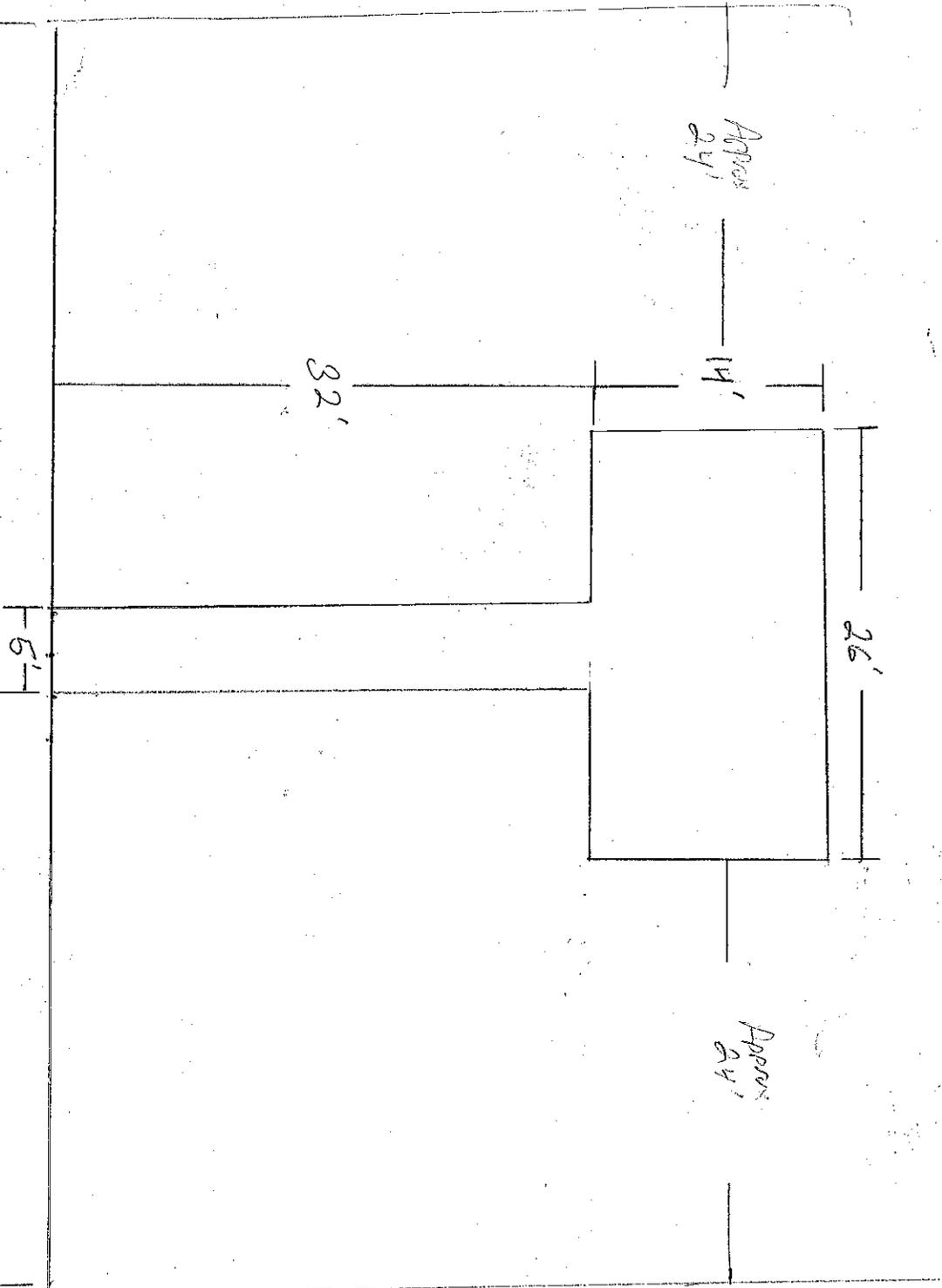
## DOCK APPLICATION

Albert P. and Cheryl A. Shifrin  
3 Sunnyslopes Rd  
Columbia, CT 06237  
860-228-0054  
[chick@columbiamarinesales.com](mailto:chick@columbiamarinesales.com)

Existing concrete dock to be capped with pressure treated and Trex type materials.  
2" pressure treated around upper perimeter to stabilize top.  
Trex type material for decking  
Existing railings to remain  
No excavation in lake bed.

Albert P + Cheryl A. Shifrin

3 Sunny slopes Rd Colubne CT



Approx 75' from house dock is central to footage

## Application for Constructing Structures on or over Columbia Lake

Date submitted: 9.7.19

Complete and return to the Board of Selectmen.

Property owner: Daniel & Kathleen O'Neill

Address: 48 Route 87

Property Location: Same

Daytime phone # 860-944-3140

Applicant if different from owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone # \_\_\_\_\_

### Structure Information:

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Structure Type:  Dock  Seawall  Raft  Boat Cover

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Owner Signature: Daniel W. O'Neill Date: 9.7.19

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

First Selectman

Our existing seawall is tipping into the lake and there is settling and erosion behind the wall. We plan to replace the entire seawall (approximately 138 feet) so that the new wall is in the same location.

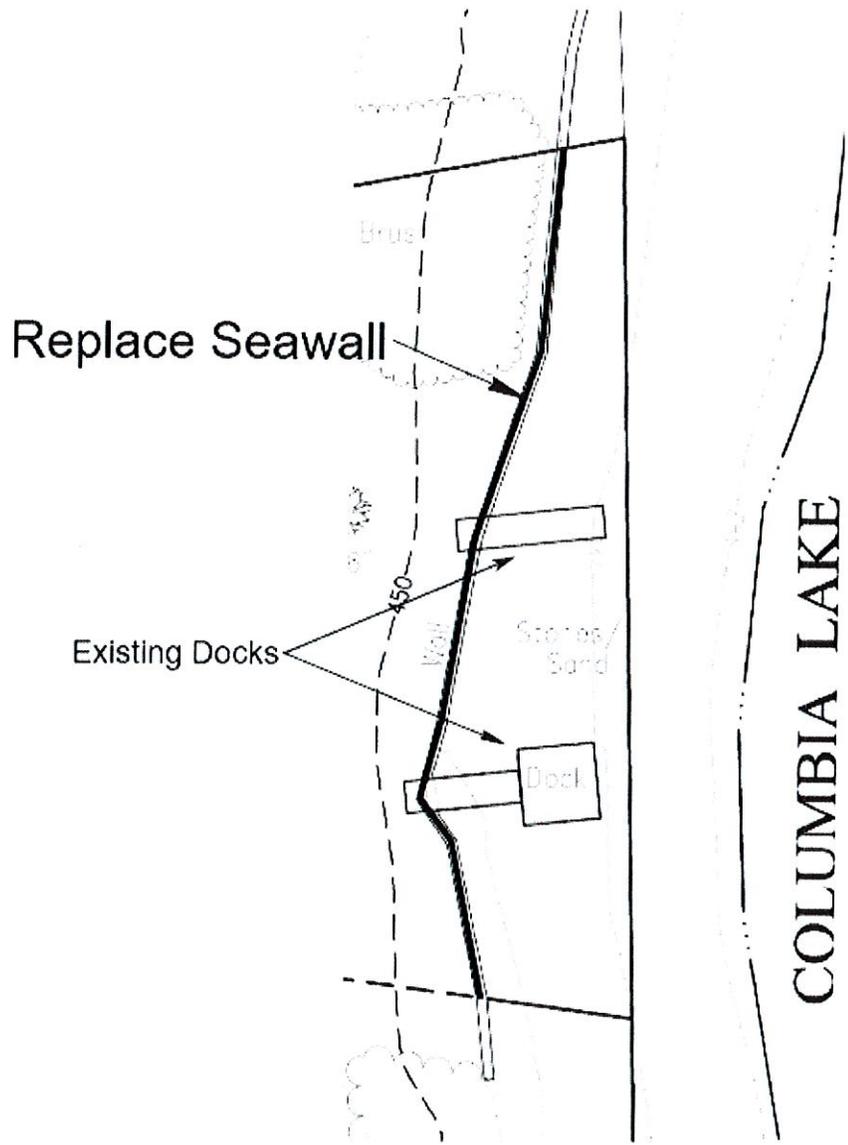
The existing wall will be dismantled, leaving large boulders in place. The earth behind the wall will be excavated and a crushed stone footing will be installed. The wall will be constructed with the existing stone, as well as with stone to be brought in. We would also like to use stone that is on the lakebed that has been pushed up by the ice and is currently a hazard to boats and swimmers. Filter fabric and crushed stone will be installed behind the wall. The wall will be built to 30" higher than mean high water, which is about 10" higher than it currently is in its settled state. The wall will be backfilled and the earth graded to match the existing grade approximately 10 to 15 feet behind the wall.

The seawall replacement is part of a larger project that includes cutting a retaining wall into the embankment behind the house, and building a patio under our deck, along with a supporting retaining wall, and stone steps down the side of the embankment. The total project will be submitted to the Inland Wetlands Commission, as well as Zoning if necessary.

This project will be done by Creative Exteriors, LLC who I believe have completed at least two similar projects on the lake.



Location



Seawall Replacement





Commanding Officer  
Lt. Marc Petruzzi #037

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck  
#085

Date: 09-01-2019

Mr. Steve Everett  
Columbia First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Mr. Steve Everett

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Columbia.

During the month of August 2019 the Columbia Resident Trooper as well as Troop K Troopers responded to 280 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	2
Burglaries:	1
Larcenies:	0
Other Criminal:	2
Other Non-Criminal:	3
Non Reportable Matters:	147
Other Noteworthy Events (List):	
<i>One domestic disturbance</i>	
<i>One untimely death investigations</i>	
<i>One reported assault</i>	

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	0
Traffic Citations:	94
Written Warnings:	30

Sincerely,

*Lt. Marc Petruzzi #037*

Lt. Marc Petruzzi #037  
COMMANDING OFFICER  
Troop "K" Colchester, CT

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 537-7500  
FAX (860) 537-7550



# Thames Valley Council for Community Action, Inc.

Partnering for Prosperous Communities Since 1965

August 26, 2019

*Programs located throughout  
New London, Windham and  
parts of Tolland Counties*

**Administrative Office**

1 Sylvandale Road  
Jewett City, CT 06351  
P: 860.889.1365 F: 860.376.8782

**Norwich Office**

401 West Thames Street, Unit 201  
Norwich, CT 06360  
P: 860.889.1365 F: 860.885.2738

**New London Office**

83 Huntington Street  
New London, CT 06320  
P: 860.444.0006 F: 860.444.0059

[www.tvcca.org](http://www.tvcca.org)

Steven Everett  
First Selectman, Town of Columbia  
323 Route 87  
Columbia, CT 06237

Dear Mr. Everett,

This is to acknowledge your contribution to TVCCA's Senior Nutrition Program in the amount of \$1,100 which represents the 2019-2020 fiscal year.

Your continued support is greatly appreciated. If at any time you have any questions or concerns regarding TVCCA, its services or programs, please feel free to call upon me.

Thank you for allowing TVCCA to be of service to your community.

Sincerely,

Deborah Monahan

*Thank you!*