

**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 S. Everett Rescinded his MOTION.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 13th 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.

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C# DESCRIPTION
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.

AMOUNT	FROM	TO
\$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

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, August 20, 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 add under Columbia Lake/Dam/Beach, 6.1 - Update Regarding Algae on Columbia Lake. MOTION CARRIED 5.0. S. Everett MOVED to Approve the Agenda for August 20, 2019 as revised with the addition of 6.1. MOTION CARRIED 5.0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **Approval of BOS Regular Meeting Minutes for August 6, 2019.** J. Viens MOVED to Approve the BOS Regular Meeting Minutes for August 6, 2019. MOTION CARRIED 3.0 with S. Everett and W. O'Brien abstaining.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
 - 5.1 **Schedule Public Hearing re: Ordinance Pertaining to Publication of Notice of Newly Proposed or Adopted Ordinances.** S. Everett explained that it can be expensive to post a notice in the paper because the language can be extensive. The ordinance pertaining to publication of notice of newly proposed or adopted ordinances would allow us to publish a summary of the ordinance reducing the cost. M. Walter explained at the next BOS meeting we will set the date for the public hearing.
 - 5.2 **Revised Standard Guidelines for Granting Permission for the Construction and Maintenance of Structures on Columbia Lake.** S. Everett explained that LMAC put together updated guidelines for Granting Permission for the Construction and Maintenance of Structures on Columbia Lake to add secondary dock space for people who have a certain amount of frontage and putting in watercraft lifts. S. Everett asked that the BOS take home the new guidelines and review them and bring their questions to the next BOS meeting.
 - 5.3 **Policy Regarding Columbia Lake Water Levels and Dam Management.** S. Everett explained last spring we had a lot of rain and the lake filled up quickly causing the lake level to rise. S. Everett said that the staff that monitor the lake water levels and dam management have been doing a great job. This policy was reviewed and updated by LMAC for the BOS consideration.

- 5.4 **Approval of Frogtoberfest Half Marathon & 10k.** S. Everett MOVED to Approve the Frogtoberfest to utilize Columbia Airline Trail and roads as outlined in their plan. MOTION CARRIED 5.0.

6. COLUMBIA LAKE / DAM / BEACH:

- 6.1 **Update Regarding Algae on Columbia Lake.** M. Walter read an update from Robert Kortmann, Ph.D. the towns lake consultant regarding the algae patches on Columbia Lake. *"I received the identification of the phytoplankton patches from the taxonomist I use. Very unusual for Columbia Lake. The primary genera was Oscillatoria (probably rubescens). Although it wasn't a quantitative sample (Mary was trying to collect as dense a sample as possible-she was successful) the count was very high, 600,000 cells/ml.*

My investigation regarding what caused this very unusual event in Columbia Lake, how to monitor for it in the future, and how to manage to avoid a recurrence continues. No "patches" have been reported for several weeks and lake conditions continue to be excellent, transparency increased from July to August. The lake is safe to use. If someone observes a "suspicious patch" it should be avoided and reported."

7. APPOINTMENTS / RESIGNATIONS:

- 7.1 **Appointment of Joseph Napolitano to the Columbia Board of Education.** S. Everett MOVED to Approve the appointment of Joseph Napolitano to the Columbia Board of Education. MOTION CARRIED 4.0 with Lisa Napolitano abstaining.

8. TOWN ADMINISTRATOR REPORT:

- 8.1 **Cindee Hodge Memorial Bench.** M. Walter explained that we would like to dedicate a bench in honor of Cindee Hodge. M. Walter's recommended placement of the bench would be by the Beech overlooking the Vietnam Memorial. S. Everett MOVED to Approve the purchase of a bench in honor of Cindee Hodge memorial and MOVED to Approve the recommend placement on the Town Green. MOTION CARRIED 5.0.

9. CORRESPONDENCE:

- 9.1 EastConn Thank you letter to Bernadette Derring, Senior Center Director.
9.2 Troop K CT. State Police Monthly Report for July 2019.
9.3 Eastern Equine Encephalitis virus (EEE).

10. BUDGET:

10.1 Transfers:

TRANSFER #/AMOUNT	FROM A/C# DESCRIPTION	TO A/C# DESCRIPTION
2020 #004 / \$10.00	10-4130-300 / General Supplies	10-4132-720 / Professional Dues
2020 #004 / \$6.00	10-4670-500/ Professional/Tech	10-4670-720 / Professional Dues

S. Everett MOVED to Approve Transfers totaling \$16.00. MOTION CARRIED 5.0.

10.2 Refunds:

AMOUNT	FROM	TO
\$16.13	TOWN OF COLUMBIA	BAXTER HEALTHCARE CORPORATION
\$44.58	TOWN OF COLUMBIA	COYLE KAREN
\$40.47	TOWN OF COLUMBIA	CT PRO INSPECTION LLC
\$320.87	TOWN OF COLUMBIA	A-1 GUTTER AND FENCE LLC
\$808.04	TOWN OF COLUMBIA	ACAR LEASING LTD
\$452.27	TOWN OF COLUMBIA	ACAR LEASING LTD
\$136.09	TOWN OF COLUMBIA	AHEART ROBERT L
\$38.13	TOWN OF COLUMBIA	HASSETT MICHAEL P
\$645.85	TOWN OF COLUMBIA	HONDA LEASE TRUST
\$253.70	TOWN OF COLUMBIA	HONDA LEASE TRUST
\$237.04	TOWN OF COLUMBIA	HOOVER JAMES A
\$194.46	TOWN OF COLUMBIA	MATHIEU EDWARD F
\$106.76	TOWN OF COLUMBIA	RUBB DONALD E
\$260.16	TOWN OF COLUMBIA	TOYOTA LEASE TRUST

S. Everett MOVED to approve the Refunds totaling \$1,762.79. MOTION CARRIED 5.0

11. APPROVE PAYMENT OF BILLS: S. Everett MOVED to Approve the Payment of Bills totaling \$248,144.53 consisting of 2018-2019 Regular, 2019-2020 Emergency, 2019-2020 Regular, Credit Card and Paychex. MOTION CARRIED 5.0.

12. AUDIENCE OF CITIZENS: None

13. BOARD MEMBER COMMENTS: W. O'Brien asked about the new building at 130 Pine and what is the height of the building. M. Walter said he would check into it. S. Everett mentioned that he will be having the first monthly First Selectman meet and greet meeting on Tuesday, September 10, 2019 at Town Hall (323 Route 87) in the conference room. Residents are welcome to stop in anytime between 7:00 pm to 8:30 pm with any questions, comments or concerns to address to the Selectman. Meet the Selectman events will be held monthly at various locations and times.

J. Viens MOVED to Appoint William O'Brien to the Economic Development Committee. MOTION CARRIED 5.0.

- 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).**
- 14.1 Pending Litigation.** S. Everett MOVED to enter into Executive Session at 7:46 pm for Pending Litigation with M. Walter. MOTION CARRIED 5.0. S. Everett MOVED to end the Executive Session with no action taken at 7:50 pm. MOTION CARRIED 5.0.
- 15. ADJOURNMENT:** S. Everett MOVED to ADJOURN 7:51pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie

**TOWN OF COLUMBIA
BOARD OF SELECTMEN**

**POLICY REGARDING COLUMBIA LAKE WATER LEVELS
AND DAM MANAGEMENT**

SUBJECT:

1. The Board of Selectmen shall direct the Chief Gatekeeper, who shall be the Director of Public Works, to implement the following guidelines. In the absence of the Chief Gatekeeper, the Selectmen in the order of their established chain of command shall assume responsibility and control. The Board of Selectmen may also designate Assistant Gatekeeper(s), who shall be recommended by the Lake Management Advisory Committee ("LMAC") from amongst its membership. In such a case, a clear chain-of-command shall be established. That is, the First Assistant shall perform the normal functions of the Chief Gatekeeper in the latter's absence or as delegated; the Second Assistant shall perform the normal functions of the First Assistant in the latter's absence or as delegated, etc., with the approval of the First Selectman.

2. A recorded log for the purpose of reference shall be maintained by the Town Administrator. Said log will serve to answer questions about the Lake and its level at specified times, as well

as the operational management of the gate. The person responsible for a change in gate position shall provide the following information for the log on the next business day following any action taken at the dam or on the gate:

- a. date and time
- b. opened - closed or adjusted gate opening. The amount of change in inches
- c. weather for the past 48 hours
- d. conditions in the watershed - dry, moist, frozen, approximate inches of snow
- e. degree of water flow at inlet and culverts emptying into the Lake - low, moderate, high, very high
- f. height of water, measured against base water level (BWL)
- g. any other pertinent information or remarks concerning the action taken.

3. From the log referenced above, the Gatekeeper(s) shall maintain a tracking system and/or charts, showing the height of water in the lake and approximate rainfall or snow amounts. Water height readings shall be taken at least twice each month and recorded. The Town shall retain this information permanently to provide Gatekeeper(s), LMAC, and Board of Selectmen historical data. This data will also aid in making decisions concerning lake levels

at various time of the year.

4. "Base Water Level" (BWL) is defined as the level at which the surface waters begin to flow over the present spillway. See paragraph 14 for measurement methods.
5. Each year the gate shall be opened for the Fall draw-down (13") on the 15th of October during even-numbered years or on the 1st of November during odd-numbered years, and held there until the surface level is lowered to 6' below BWL at which time the gate will be closed. Allow water to rise to 5'6" below BWL.
6. After Fall draw-down is complete, the level of the Lake will not be allowed to rise higher than 4' 6" below BWL nor be drawn down lower than the 5' 6" below the BWL mark before lake-fill process commences. The purpose of this range is to protect (a) aquatic life that followed the receding water out from the shoreline and is wintering in the 6" aquatic zone, (b) to protect private property from ice damage.
7. After January 1, depending on varying ice conditions, and extended climatic forecast, the lake filing process may begin. At such time, the Lake may be allowed to rise to 3' 6"- 4' 0" below BWL until all ice is essentially gone. However, once the lake is

allowed to rise, it will be not drawn below 4' 6" below BWL. This is to allow the lake to fill to capacity during the maximum run-off months in the first quarter of the year. During this time the Gatekeeper(s) must be sensitive to general weather conditions, long range weather forecasts, wind, and the total amount of moisture in the watershed and shall seek recommendations from LMAC and the First Selectman as to generally when to start the process of filling the Lake.

8. Each year when the surface of the Lake is essentially free of ice, the gate shall be closed and the Lake allowed to return to BWL. In the event that a substantial ice sheet (more than 2" in thickness) re-forms on more than one-half of the Lake and lasts more than 72 hours, the Lake level is to be held at least 3'6" below BWL (as defined in paragraph 14) until the new ice sheet is no longer substantial.
9. HURRICANE AND FLOOD GUIDELINES - In anticipation of a major storm, the gate at the dam may be opened reasonably in advance of the storm (generally not more than two days before) but only after the Chief Gatekeeper or delegate has consulted with the Chair of LMAC (or of the Chair's designees) and/or First Selectman (both if possible). Factors to be considered when estimating whether a drop in lake level for a storm event include:

current lake level, state of water shed moisture and drainage, and predicted rain and wind (likelihood and amount). The maximum storm-induced lowering of the lake level shall not be more than 6” below BWL, other than under exceptional circumstances, in order to avoid, if possible, lowering the level of the Lake to a point that may enhance the risk of undermining of the dam and Lake seawalls from storm waves and increased turbulence. Diligent effort shall be made to alert the public and the Columbia Lake Association President or Vice President of a decision to lower the Lake below BWL due to a predicted storm threat. Prior to, during, and after a severe storm, changing climate predictions and conditions must be regularly and closely monitored by the Gatekeeper(s) and the First Selectman and gate adjustments made accordingly with similar public alert if a material change is made. After a hurricane has passed, it is recommended that the gate be left open with a 13” opening, until the Lake again nears BWL to remove phosphate laden water from the lake, as the water is generally in a riled up condition. Once the Lake level returns to near BWL, the extent of gate opening shall be governed by achieving and sustaining DWLR.

10. When the Lake reaches BWL in the Spring, the gate shall be closed. Until Fall draw-down, Lake level shall be maintained

within a Desired Water Level Range ("DWLR") between 2" and 6" above BWL. DWLR shall be maintained as much as possible by allowing natural spillway flow. However, the gate may be used in accordance with Paragraph 9, and shall be used if the lake water level rises above 6" over BWL. If the gate is to be used in a corrective manner it shall be actively managed to hold the level within the desired range.

11. If the gate has not otherwise been opened for a period of three months, it shall be opened a reasonable amount and promptly closed for purposes of confirming proper function and movement.

12. The Gatekeeper(s) upon the decision of the town's Chief Executive Officer or the acting Chief Executive Officer is empowered to open or close the gate for any reason which, in the judgment of the Chief Executive Officer, is necessary to protect the public safety or enhance general welfare of town residents.

13. GATE WHEEL ADJUSTMENT - The water level of Columbia Lake is regulated by passive flow of water over the spillway at times the lake is at or above BWL and by mechanical gate adjustment at any time regulation is required.

The gate wheel controls a worm gear shaft that is connected to

the outlet pipe cover plate. The outlet pipe is 24" in diameter; however, the normal drawdown plate opening is restricted to 13". At an opening of 13", the lake level will drop at a rate of approximately 3¹/₂" per day, diminishing as head pressure is reduced.

Emergency flood condition opening can be increased to 16" and at this degree of opening approximately 4" of lake drop per day will be realized.

The extent of gate opening controlled by the current wheel and worm gear is measured from the top on the cap on top of the wheel to the lower end of the exposed gear thread. When fully closed, the bottom of the worm gear shaft cap is seated on the base plate (no worm gear exposed).

14. LAKE LEVEL MEASUREMENT

Lake level measurements are taken at a spot on the stone jetty at a point located on the east side, three feet in from the outer end.

When the lake is at BWL the surface of the water will be at an elevation above sea level of 498.63 feet and approximately 4' below the upper edge of the stone jetty at the above-referenced point and approximately 5' 8.75" below the top of the grate on the

inspection port on the gate of box of the control gate.

The gatekeeper(s) will keep in mind that in a normally saturated watershed, 1" of rain will raise the lake level by 4". Also, on average, 9" of snowfall will equal 1" of rain (when melted).

Columbia Board of Selectmen

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

STANDARD GUIDELINES FOR GRANTING PERMISSION FOR THE CONSTRUCTION AND MAINTENANCE OF STRUCTURES ON COLUMBIA LAKE

The following are the standard guidelines the Columbia Board of Selectmen shall employ in granting permission for the structures to be attached or built on or above the Town owned bottom of Columbia Lake. In granting permission, the Selectmen shall take into account issues of safety, access, aesthetics, public health, environmental concerns, views and neighborhood tranquility. The Board of Selectmen may modify these standard guidelines to meet the specific requirements of the topography but must always take into account long-term public benefits.

I. DEFINITIONS:

DOCK: a structure extending out from the shore into a body of water, to which watercraft may be moored and/or to which a watercraft covering or watercraft lift may be adjacent and which may be utilized for swimming, fishing and other reasonable uses for access to and enjoyment of the lake.

EMERGENCY REPAIR: Emergency repair means a repair to an existing structure that restores it to its original condition (including, without limitations, dimensions and location) made necessary by a weather event, age, or wear and tear to correct a condition that poses an unreasonable immediate risk to person or property so as to require expedient remedial action.

INFLATABLE: a large swimming accessory made buoyant by air sealed in pliable materials that is not removed from the water on a daily basis. Inflatables are treated as rafts by these standards unless otherwise expressly stated.

MOORING: Rope or chain and anchor with an attached buoy to secure a watercraft.

RAFT: A flat buoyant floating platform not removed from the water on a daily basis and not attached to a dock or seawall.

WATERCRAFT: A water-borne conveyance including motorized and non-motorized boats, personal watercraft, sail boats, kayaks, sail boards, paddle boards and canoes having a propulsive capability whether by sail, oar, paddle or propeller or the like and hence are distinct from a simple device that merely floats, such as a raft.

WATERCRAFT COVERING: A watercraft covering is a building structure especially designed for the protection and storage of watercraft. A watercraft covering does not include a dock but must be adjacent or attached to a dock.

WATERCRAFT LIFT: A device allowing a watercraft to be lifted out of the water when not in use.

II. GENERAL STANDARDS:

- a) The design and placement of all structures shall be such that there will be a minimal restriction to the free flow of water in the lake, and craft upon such lake.

- b) All construction and maintenance shall be of sound material that shall not adversely affect either lake water quality or aquatic life. All permitted structures will be maintained in a structurally safe condition.
- c) Placement of all structures shall be such as not to obstruct access of the lake, the use of the lake and its channels, and shall take potential hazards for swimmers, divers, watercraft and other uses of the lake in account.
- d) Property lines (extended) shall be observed so that all structures are positioned within the property sidelines (extended) of the applicant. Structures shall not interfere with access by neighbors to their property or lake.
- e) Construction of all structures, other than rafts built on shore, shall take place during low water season - fall or winter – to minimize erosion and facilitate inspection of the building process. Construction on or over the lake bed will not be permitted between March 15 to October 15 in even numbered years and March 15 to November 1 in odd numbered years.
- f) No construction equipment will be allowed on the lakebed.
- g) All excavation below the mean high-water level of the lake is to be performed by hand. (Special exceptions may be made for unusual situations and will be subject to approval by the Board of Selectmen and supervision of the Inland Wetlands Commission or its agent.)
- h) No rocks, soils or other material will be removed or deposited into the lakebed unless approved by the Board of Selectmen and the Inland Wetlands Commission. Permission for removal of rocks may be granted in certain instances, for example if they pose a hazard to swimmers, divers, watercraft, or other permitted uses of the lake, or if they interfere with dock, watercraft cover or watercraft lift construction.
- i) No sand will be deposited onto the lakebed or its immediate shoreline.
- j) No modification to existing shoreline will be allowed.
- k) The provision of lighting on any structure constructed under these standards shall not be permitted.
- l) Applicants will be required to provide a completed application, containing detailed site and/or building plans including dimensions, materials and distance to adjacent property lines of proposed structures. Applicants may also be required at the discretion of the Lake Management Advisory Committee (LMAC) or the Board of Selectmen to notify adjacent landowners in accordance with Article VII.
- m) The Board of Selectmen will inspect or request members of the LMAC to inspect the site for application accuracy and assessment of conditions prior to approval of

the application and again after construction to verify the accuracy and compliance with conditions of the applicable permit.

- n) The Board of Selectmen may approve, approve with modification, approve with conditions, or deny any application made under these standards and in the process waive strict compliance with these standards when merited.
- o) 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.
- p) The presence of any unauthorized structure, obstruction or non-permitted use of Columbia Lake is sufficient grounds for the Board of Selectmen to compel its removal.
- q) All fee-owners and owners of rights-of-way shall join in any application; however, the Town has no obligation to a right-of way owner(s) or deeded right-of-way property holder to allow watercraft to be tied to a dock or moored into the lake, nor does the owner(s) or deeded right-of-way property holders have an entitlement or right to a dock, mooring, raft, watercraft cover, watercraft lift or other structure.

SPECIAL CONDITION: Use of pressure treated woods, used to construct docks, watercraft coverings, watercraft lifts and rafts, do pose some environmental risk to small aquatic life. While recognized that these woods are the most commonly used building material, certain restrictions and conditions for their use are as follows:

- a) Applicants will when feasible refrain from use of pressure treated woods denoted as (CCA) Chromate Copper Arsenate, (ACZA) Ammonia cal Copper Zinc Arsenate or (ACA) Ammonia cal Copper Arsenate. These products utilize arsenic as an insecticide and while still available, the EPA has restricted distribution and sale. Any applicant intending on using these products must insure the wood is exposed to weather (leaching purposes) for a minimum of sixty days prior to the wood having contact in or over the lake waters. The cutting or sizing of pressure treated lumber is not to occur over the lake bottom and no sawdust is to be deposited into the lake.
- b) Safer alternative pressure treated woods denoted as (ACQ) Ammonia cal Copper Quaternary and (CBA) Copper Boron Azoles do not contain arsenic and minimize the risk to aquatic life in the lake.
- c) While not required, applicants should consider use of alternative building materials, such as natural pest resistant woods (redwood and cedar), products made of aluminum or the wide range of composites made from recycled polyethylene plastic, wood or other cellulose fibers and marketed as a sample (ChoiceDek) (Nexwood) (Permadeck) (Polywood) (Trex) and (CareFree).

III. DOCKS:

- a) Docks will be permitted only to the extent necessary to provide safe mooring and reasonable access to the water. Dimensions of docks will normally be granted for up to 20 feet in length and 5 feet in width. Where these dimensions are not appropriate to the site, variations of these dimensions may be granted; however, no dock shall be approved with a width of less than 3 feet and no dock may extend more than twenty (25) feet beyond the near highwater mark. A total of no more than 100 square feet will be the standard for the dock footprint. Applicant must have a minimum of 50 feet of lake frontage to qualify for any structure (dock, watercraft cover, watercraft lift, raft, or mooring) and no Applicant will be permitted to have more than three structures (excluding seawalls and secondary docks).
- b) Unless a dock is located on the centerline of a property, the dock will not be placed closer (at any point) than twenty-five feet (25') to the applicant's extended property line and will not pose an obstruction to an abutting neighbor's waterfront access.
- c) A secondary dock may be considered for applicants whose property consists of one hundred feet (100') or more of lake frontage. Secondary docks shall conform to the same standards as primary docks and such additional standards as are set forth in these guidelines for secondary docks.
- d) The sanding and staining of docks is permitted during low water season only. Emergency maintenance can be performed during high water season as long as the proper precautions are taken to collect/catch the debris/residue.

IV. WATERCRAFT COVERINGS AND WATERCRAFT LIFT STRUCTURES:

- a) There will be a maximum of one watercraft covering and one watercraft lift structure per lake front property; provided, however, that a conforming watercraft lift under a conforming watercraft covering will be counted only once. For each permitted watercraft covering or watercraft lift, the allowed capacity per structure is one watercraft.
- b) Watercraft coverings and/or watercraft lifts must be used in connection with and adjacent to docks.
- c) Watercraft coverings and/or watercraft lifts cannot be linked, coupled, connected or combined side by side on one side of a dock.
- d) Watercraft covers and watercraft lifts shall not include decks on top, storage sheds or other attachments and must have open sides to minimize visual obstruction.
- e) A watercraft lift's dimensions will fit the approved watercraft for that lift; if needed to access a watercraft on a watercraft lift there can be no more than an 24" catwalk on either or both sides of the watercraft lift. Catwalks shall not be considered or

used as docks. Catwalks may not extend out more than 25 feet from the near highwater mark.

- f) A watercraft covering's dimensions will not be larger than 10 feet by 20 feet and shall not extend out into the lake more than 25 feet from the mean high-water mark.
- g) A watercraft covering shall be constructed so that no part is more than 8 feet above the lake's mean high-water level when using a peaked roof design, or 6 feet when using a single pitch (shed) roof design.
- h) The intention of the applicant to install a mechanical watercraft lift in a watercraft covering shall not constitute reason for varying from these standards.

V. RAFTS AND MOORINGS:

Applicants/owners eligible for a raft or mooring shall be considered for one raft and one mooring, or in lieu of a raft, a second mooring. No offshore structure will be permitted beyond 100' from shore, measured at mean high water.

- a) Applications for rafts and moorings shall include measurements of distances from the nearest points on the lakeshore and the distances to extended property lines of abutting neighbors. Rafts shall not be placed more than 75 feet off shore from the center line of the applicant's property at the mean high-water level. Moorings shall be placed not more than 100 feet off shore from the center line of the applicant property, providing they are not in conflict with general standards or present a navigational obstruction.
- b) Rafts and moorings (as stated) will be placed as nearly as possible on the center line between the applicant's extended property lines.
- c) Rafts, other than inflatables, shall be constructed to float so that the top of the decking is a minimum of 10 inches and a maximum of 36 inches above the water level.
- d) Raft dimensions, other than inflatables, will be as close to square as possible and shall not exceed 12 feet by 12 feet.
- e) Rafts, including inflatables, shall have no attachments or extensions which are more than 18 inches above the decking except ladder supports
- f) A circular inflatable will be permitted as a raft providing the inflatable is no greater than 12' in diameter. 12' diameter rafts will be allowed one (1) inflatable floating attachment, used for the purpose of boarding the raft and of no greater dimensions than 4' feet by 4' feet by 18" high.

- g) Smaller inflatables may be circular, square, rectangular or oval and will be permitted to have multiple attachments, providing the raft and attachment does not exceed 12' in overall dimension in length or width and no more than 18 inches high.
- h) All raft, mooring lines, inclusive of anchors and all mooring tackle for watercraft shall be of materials that are environmentally suitable for use in the lake and do not present a danger to other users of the lake.
- i) Applicants for the constructions of rafts are responsible for any damage done to property should the raft break free for any reason.
- j) Rafts shall display a number assigned by the First Selectman.

VI. LAKE FRONTAGE WALL (SEAWALL):

- a) All seawalls shall be securely attached to the land of the applicant and be so designed and constructed to prevent erosion into the lake.
- b) Only environmentally approved materials shall be used in the constructions of seawalls.
- c) Seawall construction shall follow the contour of the lakeshore at the normal mean high water mark.
- d) Applicants shall not extend and or backfill their property behind the seawall except to the level required to complete construction.
- e) Seawalls shall not present any hazard to person(s) using the lake.
- f) New or replacement seawalls shall not be higher than 30 inches above the water level at mean high water.
- g) Repaired seawalls shall follow the current location as nearly as possible. Several points along the lake wall shall be triangulated to fixed points to verify compliance to this section. LMAC will determine the methods used to accomplish this provision during application review.
- h) Applicants seeking to have steps incorporated into a seawall will design the steps to lead back into the applicant's property and not extend into the lake.
- i) Cuts or openings in sea walls, including cuts or openings for ramps or steps will be no greater than 4 feet wide. No cut or opening that does not provide for it to be filled with an impervious or other erosion preventing surface will be allowed.

- j) Permit applications seeking to add a decorative fascia or veneer to the front of an existing seawall may be considered with the following conditions:
1. The contour of the existing seawall is not altered
 2. The thickness of the fascia/veneer shall not exceed 2"
 3. Only one 2" thickness of fascia/veneer permitted on any seawall
 4. Materials used will be environmentally friendly
 5. Materials used for fascia/veneer shall be compatible with the character of the shoreline
 6. The fascia/veneer shall be securely attached to an existing, structurally sound seawall and not present a hazard to users of the lake.

VII. ABUTTING PROPERTY CONSIDERATIONS:

- a) No dock, watercraft covering, watercraft lift, raft or mooring shall pose a potential hazard for swimmers or other reasonable uses of the lake at abutting lake front properties including the navigation, docking and mooring of watercraft at abutting lake front properties.
- b) Watercraft coverings and/or watercraft lifts must be located so that all parts thereof are at least 15' from abutting property boundaries, including the imaginary extensions of those property boundaries over water.
- c) Abutting property owners must be notified and satisfactory proof of such notification must be attached to any application seeking any variance from these regulations. The notification shall include a copy of the application and the date of the LMAC meeting at which it will be considered.

VIII. EXISTING STRUCTURES AND IMPROVEMENTS:

- a) All structures and improvements associated with the reasonable use and enjoyment of the lake by a landowner abutting the lake that predate these standards or the first time that they are covered by an amendment to these standards shall and remain a structure or improvement permitted by these standards so long as they are properly maintained and repaired and not abandoned for a period of more than 3 years. All such structures and improvements that may not be in conformity with these standards may be replaced in their original location any time before they are considered abandoned so long as their nonconformity does not increase in any fashion and only after obtaining a permit hereunder.
- b) No existing structure or improvement covered by these standards, may be relocated without complying with these standards. Relocation of an otherwise permitted nonconforming structure or improvement may be permitted if the new location better serves the issues that these standards are designed to address.

- c) The rights of a landowner with property abutting the lake to maintain and use associated structures and improvements that have been approved per these standards or that are permitted preexisting structures or improvements shall run with said land and be deemed transferred whenever title to said property is transferred without need for further approval except with respect to future maintenance and repair activities and any relocation.
- d) The removal of any existing structure or improvement covered by these regulations, including preexisting structures and improvements shall be treated as a repair and require an application and approval hereunder before execution. All removals must restore or accommodate the natural restoration of the lake bed and must leave a reasonable protective barrier between land and water to prevent erosion and otherwise serve the goals of these regulations.

IX. APPLICATION PROCESS:

- a) A landowner seeking to build/install, repair, relocate, or modify a seawall, dock, watercraft covering, watercraft lift, mooring, or raft, shall make application for a permit to do so. Application forms shall be available at the office of the Town Administrator.
- b) The completed application shall be delivered to the Town Administrator who shall promptly forward it to the member of LMAC who shall have been designated to receive the same in order to set a date and time for LMAC review and field survey with the applicant. If all required information is included in the application and a site visit conducted, the application and LMAC's observations and recommendations will be considered promptly by the Board of Selectmen at a regular meeting of the Board, notice of which shall be supplied to the applicant, and if one or more abutting property owners were to require to receive notice of the application, to them as well.
- c) Under special circumstances, applications may be expedited at the discretion of the Board of Selectmen.
- d) A separate application to the Inland Wetlands Commission (IWWC) must also be made. It may be made prior to the approval of the Board of Selectmen, but the Board of Selectmen must approve the application made under these standards before an IWWC permit can be issued and construction commenced.
- e) Notwithstanding the foregoing provisions of this Article, emergency repairs to any dock, watercraft covering, watercraft lift, raft, or mooring, may be made [with such IWWC approval as may be needed] prior to the submission of an application covering the repairs; provided, that, such an application is made promptly after the completion of the repairs. Subsequent review and approval of such application will be based on an inspection for compliance with these regulations. Emergency repairs not found to be in compliance with these regulations will be required to be corrected or otherwise remediated as the Board of Selectmen shall determine.

Revision adopted April 1, 1997; effective immediately

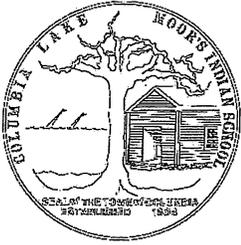
Proposed Revisions dated August 19, 2003; effective immediately

Proposed further revision dated September 16, 2003; effective immediately

Proposed further revisions adopted July 16, 2013; effective immediately

Proposed further revisions adopted October 20, 2015; effective immediately

Proposed further revisions, adopted _____, 2019; effective immediately



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237

(860) 228-0110 FAX: (860) 228-1952

APPLICATION FOR CONSTRUCTING STRUCTURES ON OR OVER COLUMBIA LAKE

Date Submitted: _____

Complete and return to the Town Administrator

Property Owner: _____

Address: _____

Property Location: _____

Applicant if different from owner: _____

Address: _____

Daytime Phone #: _____

Structure Information:

Proposal is for: New Replacement Relocation Repair Emergency Repair

Structure Type(s): Dock Seawall Raft Watercraft Cover Watercraft Lift

Application must include a sketch(s) of the structure(s) clearly indicating dimensions and placement of the structure in reference to the property and any other previously permitted dock, raft, watercraft covering or watercraft lift, 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.

Notice:

The guidelines require one or more abutting property owners to be notified. Proof that proper notice has been given is attached.

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, during and after construction.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Selectmen Approval:

This application was considered at the Board of Selectmen's meeting held on _____ and approved, subject to such additional requirements as are attached, if any.

Permission by the Board of Selectmen to construct, repair, relocate or remove, on, in or above the lake bottom of Columbia Lake shall not relieve the applicant from obtaining other required approvals. Selectmen approval is conditioned upon the applicant's obtaining all other required approvals and any Selectmen approval shall not require or influence eventual approval by other officials.

Approved: _____ Date: _____
Authorized Selectman

LMAC Review:

Pre-construction review has been completed and LMAC recommendations provided to the applicant, the Board of Selectmen and any abutting property owner required to receive notice.

_____ Date: _____
Authorized LMAC Member

All construction phase inspections have been satisfactorily completed.

_____ Date: _____
Authorized LMAC Member

Post construction phase inspection has been completed. The result is in compliance with the approved application.

_____ Date: _____
Authorized LMAC Member

Revised: 4/1/97, 12/01, 09/03, 10/03, 07/19, ____/____/19

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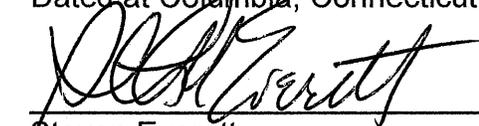
**LEGAL NOTICE
SPECIAL TOWN MEETING
COLUMBIA, CT**

The duly qualified electors and voters of the Town of Columbia, Connecticut and any other persons entitled to vote upon any of the matters contained in this warning are hereby notified to meet in the Adella G. Urban Conference Room at the Town's administrative offices at 323 Jonathan Trumbull Highway, Columbia, Connecticut, on Tuesday, September 17, 2019, at 6:45 p.m. for the following purposes:

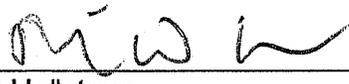
Clause 1 – To consider the adoption of a proposed ordinance, which would be entitled "Ordinance Pertaining to Publication of Notice of Newly Proposed or Adopted Ordinances" and which would automatically permit the publication of a summary of any new or proposed ordinance instead of its full text, unless 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, 325 Jonathan Trumbull Highway, Columbia during normal business hours and also on the Town's website www.columbiact.org.

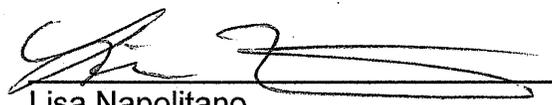
Dated at Columbia, Connecticut this 3rd day of September, 2019.



Steven Everett
First Selectman



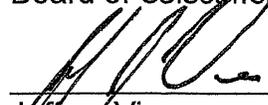
Robert Hellstrom
Board of Selectmen Member



Lisa Napolitano
Board of Selectmen Member

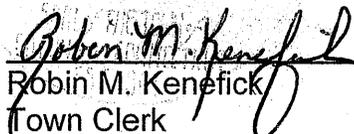


William O'Brien
Board of Selectmen Member

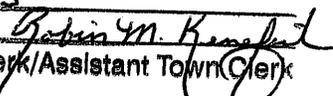


Jeffrey Viens
Board of Selectmen Member

ATTEST:



Robin M. Kenefick
Town Clerk

Received: September 4, 2019.
At 11:15
Attest: 
Town Clerk/Assistant Town Clerk

Town of Columbia Purchase Order Worksheet

For Procurement Under \$500

Purchase order worksheet unnecessary

For Procurement Over:

\$500 (3) Verbal Quotes – must document below

\$5,000 (3) Written Quotes- must attach written quotes to this form

\$15,000 Requires Sealed Bids

Purchase Order Number Attached: _____

Description of material or services to be purchased:

HVAC System for maintenance garage workshop areas.

Vendor Name	Local Vendor (circle)	Bid Quote	Attach Written Quotes if Applicable
<u>Charter Oak Mechanical</u>	<input checked="" type="radio"/> (Y) <input type="radio"/> (N)	<u>19,850.00</u>	<input checked="" type="checkbox"/>
<u>ALL SEASONS Mechanical</u>	<input checked="" type="radio"/> (Y) <input type="radio"/> (N)	<u>22,195.00</u>	<input checked="" type="checkbox"/>
<u>Emcor SERVICES</u>	<input checked="" type="radio"/> (Y) <input type="radio"/> (N)	<u>24,702.00</u>	<input checked="" type="checkbox"/>

Vendor Chosen (include justification): Lowest bidder & has done other installation work for the town.

Justification for less than three bids: _____

Approved By: First Selectman or Town Administrator _____



Charter Oak Mechanical

PO Box 1404
Manchester, CT 06045

(860) 432-8915-phone
(860) 432-3335-fax
Lic. #0398488-S1

Admin@charter oakmechanical.com

ESTIMATE

Date	Estimate #
7/26/2019	11890

Customer	Job Site
Town of Columbia Rose Lane Columbia, CT 02637	Old Firehouse 166 schoolhouse Road Columbia, CT 06237
Description	Total
Charter Oak Mechanical Services, i.e., COMS, proposes the following: To install the specified equipment at the prices quoted in accordance with standard industry practices, following all applicable federal, state and local regulations. The total cost includes labor, applicable taxes, permit fees, and equipment as described below. The installation of 4 Mitsubishi ductless Hyper- heat pump systems consisting of: (4) Mitsubishi, MUZ-FH18NA2, 1.5-ton, Hyper-Heat, condensing units mounted outside on 12" stands. (4) Mitsubishi, MSZ-FH18NA2, 1.5-ton, ductless, wall mounted air handlers (2 in back garage bay and 2 in front workshop.) (*) Refrigeration linesets from the indoor units to the outdoor units. Start and test systems to ensure proper operation. Mitsubishi 7 year compressor, 5 year parts warranty. COMS 1 year labor warranty ***Line voltage electrical wiring is NOT included in this quote and is to be done by others***	19,850.00

Note: THIS TOTAL REFLECTS A 3% CASH/CHECK DISCOUNT. THIS DISCOUNT DOES NOT APPLY TO CREDIT CARD PURCHASES. A 1/3 deposit along with this signed estimate are required to schedule work unless otherwise specified. The balance will be due upon completion. A late payment fee of eighteen percent (18%) annually will be applied to balances remaining unpaid unless otherwise specified. Reasonable attorney's fees, court fees and other collection costs may be added to delinquent accounts. This estimate is good for 30 days after original estimate date. You may cancel this transaction without penalty or obligation at anytime prior to midnight of the third business day after the date of

Acceptance of Estimate Signature/Date: _____

Subtotal	\$19,850.00
CT Tax (0.0%)	\$0.00
Total	\$19,850.00

Prepared For: Bud Myers / Town of Columbia

Date: July 28, 2019

From: Todd Hewitt - Thewitt@asmshvac.com

Quote #: 19-199

Project Location: Columbia Old Fire House

General Scope of Work: Furnish and install a new Mitsubishi PUZ Series Ductless split.

Detailed Scope of Work:

- Provide labor and material for complete installation
- Set new condenser on a wall mount support
- Drill a hole thru the exterior wall
- Use line hide to cover the line set outside
- Pull a vacuum on the system
- Charge the system with refrigerant
- Start and check out the system operations
- Adjust super heat and sub-cooling and check pressures
- Equipment and parts included (2 of each):
 - PUZ-HA36NHA5 OUTDOOR HYPER HEAT PUMP
 - PKA-A36KA7 WALL AC AND HP
 - 3/8X5/8X1/2X50 PDM LINE SET DBL INSUL
 - PAR-33MAA-J DELUXE WIRED REMOTE CONTROLLER
 - QUICK-SLING PUMP

Exclusions:

1. Electrical work

Notes:

1. We will use line hide to cover the line set
2. Drain line will be run to the bathroom drains

Total cost Not to Exceed: \$22,195.00 (Twenty Two Thousand One Hundred and Ninety Five Dollars) Plus applicable taxes and permit fees

Payment to be made as follows: Balance due upon completion of HVAC work.

Terms and Conditions: A service charge of 1.5% per month will be added to all past due balances

Purchaser agrees to pay all costs of collection, including reasonable attorney fees

I hereby accept this proposal, including the above terms and conditions and authorize you to perform the work as outlined above.

Accepted By:

Print Name:

Date:

Please return one copy of this proposal.

This proposal will remain valid for 30 days from date written.





New England Mechanical Services, Inc.
55 Gerber Road East
South Windsor, CT 06074
Phone: 860.870.1111
Fax: 866.481.3250

August 2, 2019

Mr. Michael Sylvester
Facilities Manager
Columbia Board of Education
3 Schoolhouse Road
Columbia, CT 06237

Reference: Proposal Number: Q40228486034
Town Maintenance Garage Heat Pumps
Job Location: 4 Schoolhouse Road, Columbia, CT

Dear Michael:

Thank you for giving EMCOR Services New England Mechanical (NEMSI) the opportunity to provide a quotation for the above referenced project.

The scope of our work will include materials and labor for the following:

- Install one (1) Mitsubishi MXZ4C36NAHZU1 hyper heat pump on wall mount bracket
- Install two (2) 1.5 ton wall mount units
- Install one (1) Mitsubishi MXZ8C48NAHZ hyper heat pump on 18" raised outdoor stand
- Install two (2) 2-ton wall mount units
- Install line hide for all exterior piping
- Install line hide for all vertical interior piping to protect lines up to 10' off of finish floor
- Low voltage wiring of wall mount units back to outdoor units is included and will be hidden in line hide
- Line side voltage to outdoor units is not included
- Start-up, programming, and testing is included

Exclusions:

- Quoted for normal hours 7:00 AM – 3:30 PM

NEMSI's new price on this project is \$24,702.00, not including applicable taxes.

Note: Deduct \$2,500.00 off total price if the alternative quality heat pump manufacturer, Daikin, is used for equipment, instead of Mitsubishi

Our price is valid for thirty (30) days from the date of this quote. However, due to the volatility of the commodities market, such as copper, steel, wiring, etc., some material items will be subject to re-pricing on the day of acceptance.

Continued on next page

Visit us at our Website @ www.nemsi.com

E1-0125666 S1-302974 P1-203519 F1-10498 SM1-192

Mechanical Contractor #1134

August 2, 2019

Mr. Michael Sylvester
Columbia Board of Education
Q40228486034
Page 2 of 3

Payment Terms: 30% down with Purchase Order: Balance invoiced on an "in progress" basis and payable within thirty (30) days of the invoice date. Please see reverse side for terms and conditions.

We would like to thank you for the opportunity to work with you on this project. Please feel free to call me with any questions.

Sincerely,



Caleb Fox
Electrical and Mechanical PM
Phone: 860.719-2132
Fax: 866.481.3250
e-mail: fox@nemsi.com

Approved: _____
Print Name: _____
Title: _____
Date: _____
Purchase Order #: _____

CF:tl

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: 8/12/19

Complete and return to the Board of Selectmen.

Property owner: Phyllis + William Dunn JR

Address: 14 Nuhfer Dr. Columbia, CT

Property Location: on Lake - South East Side

Daytime phone # 860-228-8168

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: Phyllis A. Dunn Date: 8/12/19

Applicant Signature: Phyllis A. Dunn Date: 8/12/19

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

COLUMBIA



UPDATE SEPTEMBER 2019

TOWN ADMINISTRATOR'S MONTHLY UPDATE

Welcome to the Town Administrator's September 2019 update. In an effort to provide timely and relevant information to residents we will be sending a monthly newsletter highlighting news, events and important information to residents. If you would like to receive the newsletter please sign up on our at [website](#).



With Labor Day and the start of the new school year, we leave summer behind and look forward to crisp fall days and busy schedules. School is in session and we would like to remind you to please show extra caution where students may be walking to/from bus stops or school or getting on or off of their school bus.



“Autumn... the year's last, loveliest smile.”

— *William Cullen Bryant*

A REMINDER: First Selectman, Steven Everett will have a Meet-and-Greet on **Tuesday, September 10, 2019** at Town Hall (323 Route 87) in the conference room. Residents are welcome to stop in anytime between **7:00 pm to 8:30 pm** with any questions, comments or concerns to address to the Selectman.

The next First Selectman meet-and-greet will be on **Friday, October 18, 2019** at the Beckish Senior Center from **12:15 pm to 1:30 pm**.

FARMERS MARKET COMMITTEE: If you would like to participate in the Farmers Market Planning Committee and/or be on the Farmers Market Committee, please contact Columbia Sustainable CT members Mary Lavalley (860.228.9555) or Robin Kenefick at (860.228.3284). Planning

Committee events will require seasonal meetings and Farmers Market Committee will meet monthly.

Eastern Equine Encephalitis (EEE) virus and West Nile virus (WNV): The Town of Columbia is in



contact with the DEEP Wetland Restoration Mosquito Coordinator and we are aware of the recent spraying for mosquito control in areas of the Pachaug State Forest considered to be at high risk for EEE virus and WNV. We will keep residents informed of any anticipated control measures for the Columbia area. Please visit the [CT Mosquito Management Program](#) for more information.

Board & Commission Openings: We would like to remind you that there are several Board & Commission openings. Involvement on our boards and commissions is important to the vitality and success of local government. Our town needs volunteers to face the challenges of the future while maintaining the quality of life that we all enjoy. Please take time to share your services with others. The list of open vacancies are below. The [Volunteer Application](#) is available on our website.

Conservation & Agriculture Commission [2 Vacancies]: Meets on the first Thursday of each month at 7:00 PM.

- **Economic Development Commission (EDC) [3 Vacancies]:** Meets on the third Monday at 7:00 PM.
- **Inland Wetlands & Watercourses Commission (IWWC) [2 Alternates]:** Meets on the first Monday of each month at 7:00 PM.
- **Planning & Zoning Commission (PZC) [1 Alternate]:** Meets on the 2nd and 4th Monday of each month at 7:00 PM.
- **Szegda Farm Management Committee [3 Vacancies]:** Meets the 2nd Wednesday of every other month at 7:00 PM.
- **Youth Services Committee (YSC) [2 Vacancies of which one is a Youth Vacancy]:** Meets the second Wednesday of each month at 5:30 PM.
- **Zoning Board of Appeals (ZBA) [1 Alternate]:** Meets on the fourth Thursday of each month at 7:00 PM.

All of the above committees meet at the Adella G. Urban Administrative Offices Conference Room.

THE ECONOMIC DEVELOPMENT COMMISSION

will be planning its agendas and events for the upcoming year at their September 16th meeting at 7:00 PM in the Adella G. Urban Administrative Offices Conference Room. The Chairman, Robert Hellstrom would like to extend an invitation for all business' that would be interested in providing their input to please attend AND if you are interested in volunteering on the EDC please

contact Robert Hellstrom at 860.228.0465, robbs44@aol.com, or the Town Administrator, Mark Walter at 860.228.0110, townadministrator@columbiact.org.



YWCA IS HIRING IN THE HARTFORD REGION: YWCA Hartford Region is looking for energetic people interested in a professional growth opportunity in early childhood education. YWCA are currently offering college students paid training along with hands-on-experience working with infants and children enrolled in their Early Learning Centers and Before & After school programs. To find out more visit the [YWCA](#) website.

WHERE TO GO FOR NEWS AND INFORMATION: Please Find us on 

We also encourage residents to please sign up for [email notification](#) and the [Emergency Alert Program](#).



Image by Pixabay

UPCOMING TOWN MEETINGS

- Board of Selectmen (BOS) - Conference Room, Tuesday, September 3, 2019 at 7:00 PM
- Lake Management Advisory Commission (LMAC), Wednesday, September 4, 2019 at 7:30 PM
- Open Space (Special Meeting)- Conference Room, Thursday, September 5, 2019 at 8:00 AM
- Szegda Farm Management Committee Meeting - Conference Room, Thursday, September 5, 2019 at 6:00 PM
- Rec Commission - Conference Room, Thursday, September 5, 2019 at 6:00 PM
- Columbia Conservation and Agriculture Commission - Conference Room, Thursday, September 5, 2019 at 7:00 PM.
- IWWC Meeting - Conference Room, Thursday, September 5, 2019 at 7:00 PM
- Board of Education - H. W. Porter Cafetorium, Monday, September 9, 2019 at 7:30 PM
- Fiscal Policy Board - H.W. Porter Conference Room, Wednesday, September 11, 2019 at 8:30 AM
- Youth Services Committee (YSC) - Conference Room, Wednesday, September 11, 2019 at 5:30 PM
- Board of Assessment Appeals - Conference Room, Thursday, September 12, 2019 at 7:00 PM
- Board of Selectmen (BOS) - Conference Room, Tuesday, September 17, 2019 at 7:00 PM
- Open Space - Conference Room, Thursday, September 19, 2019 at 8:00 AM
- Planning and Zoning Commission (PZC) Conference Room, Monday, September 23, 2019 at 7:00 PM

UPCOMING TOWN MEETINGS CONTINUED

- Environmental Advisory Committee Meeting - Conference Room, Tuesday, September 17, 2019 at 5:30 PM
- FiPAC Meeting - Conference Room, Wednesday, September 18, 2019 at 7:00 PM
- Zoning Board of Appeals (ZBA) - Conference Room, Thursday, August 22, 2019 at 7:00 PM
- Planning and Zoning Commission (PZC) Conference Room, Thursday, September 26, 2019 at 7:00 PM
- Commission on Aging (CONA) Beckish Sr. Center, Wednesday, September 25, 2019 at 9:00 AM

Please go to our website for the [Community Calendar](#).

COMING EVENTS

9/8/19 (RAIN DATE 9/15/19): 4TH ANNUAL COLUMBIA CLASSIC CAR SHOW CRUISE-IN: Sunday, September 8th (rain date September 15th) from 10:00 AM to 2:00 PM at the Horace W. Porter School, Rte's 66 & 87 (across from the Fire Station). Join us for a great family event

with food and beverages, 50/50 Raffle/goodie bags, face painting, animal balloons and music by Columbia's own Barry Cavagnaro. Benefit for Columbia Recreation Field Fund, CT Cystic Fibrosis Foundation and Columbia



Historic Preservation. For car show information: RecDirector@columbiaCT.org or 860.228.8513 ext. 17 and on Facebook at [Columbia CT Classic Car Show](#).

9/10/19: Meet-and-Greet the First Selectman: The First Selectman, Steven Everett will have a meet-and-greet on **Tuesday, September 10, 2019** at Town Hall (323 Route 87) in the conference room. Residents are welcome to stop in anytime between **7:00 pm to 8:30 pm** with any questions, comments or concerns to address to the Selectman.

9/12/19 & 9/26/19: MOBILE FOODSHARE: Thursday, September 12th and 26th from **1:15 pm to 1:45 pm** COLUMBIA-BAPTIST FELLOWSHIP, 195 US-6. An outdoor food distribution service for persons of low income. Please bring your own grocery bag. Text FOODSHARE to 85511 to receive the mobile schedule and cancellations directly on your phone. More [info](#).

9/14/19: COLUMBIA CONGREGATIONAL CHURCH (323 CT-87)- COMMUNITY BREAKFAST: Saturday, September 14, 2019 at 8:00 AM – 11:00 AM, Parish Hall. Bring a friend! Breakfast Buffet Menu: Belgian waffles, omelets, eggs, toast, bacon, sausage, ham, potatoes, juice, milk, coffee, tea, fruits, homemade muffins & coffee cakes. Suggested free will offering: \$10.00 per person, Senior Discount \$1.00, \$28.00 – 2 adults and 2 children.

9/17/19: COLUMBIA HISTORY: Tuesday, September 17th @ 6:30 pm, SAXTON B. LITTLE LIBRARY Learn about the history of your town, and find out who to contact to seek more information on your local history and genealogy questions! Program presenters: Ingrid Wood - Town Historian, Judy Ortiz - Columbia Historical Society President, Jeanne Nuhfer - Columbia Historical Society Secretary. Registration requested. Please call 860-228-0350 or [email Cait](mailto:Cait) to sign-up! Please check out all the other activities happening at the [Saxton B. Little Library](#)

9/19/19 THE TRUST FOR PUBLIC LAND AND THE COLUMBIA OPEN SPACE COMMITTEE

FUND-RAISER AND PRESENTATION: The Trust for Public Land and the Columbia Open Space Committee are hosting a fund-raiser and presentation at Heartstone Farm and Winery on **Thursday, September 19th from 5 – 7 pm.** Come join the conversation about this collaboration to preserve Wells Woods, unlock an eight-mile



network of trails, and link Mono Pond State Park to the Air Line State Park Trail. Hors d'oeuvres will be served; cash bar. **RSVP by September 12th** to june.sgobbo@tpl.org or 203-815-1015.

9/21/19: CHURCH SHRED-A-THON Old Fire House on Rt. 66, **Saturday, September 21st at 9:00 AM-1:00 PM.** Please call ahead if you have large amounts of paper to dispose to the Church Office: (860)228-9306. The Shred-A-Thon is a fund-raiser for Columbia Congregational Church and a free will offering is appreciated! Suggested donation \$5.00/per bag.coming events

