

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, June 20, 2017 – 7 pm**  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

**Members Present:** First Selectman Carmen Vance; Deputy Selectman Steven Everett; Selectman William O'Brien; Selectman Robert Hellstrom; Selectman Robert Bogue.

**Also Present:** Town Administrator Mark Walter; Bryan Tarbell, Environmental Advisory Committee (EAC) Chair; Carole Williamson, EAC member; Carol Coley, EAC member; Andrea Drabicki, EAC member; Dan O'Neill, Lake Management Advisory Committee (LMAC) member; Ann Dunnack; Rec Director Marc Volza; Tom Currier; Judy Ortiz.

**CALL TO ORDER:** C. Vance called the meeting to order at 7 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS Regular Meeting Minutes of May 2, 2017 and BOS Special Meeting Minutes of May 23, 2017 and BOS Special Meeting Minutes of June 8, 2017:** R. Bogue MOVED to approve the BOS Regular Meeting Minutes of May 23, 2017. MOTION CARRIED 5:0. R. Bogue MOVED to approve the Regular Meeting Minutes of May 2, 2017. R. Bogue MOVED to approve the BOS Special Meeting Minutes of June 8, 2017. MOTION CARRIED 5:0.
- 3.
4. **AUDIENCE OF CITIZENS:** Bryan Tarbell of West Street spoke on behalf of EAC stating that the Committee has been approached by a resident regarding the issue of fracking waste. He explained that local towns are creating fracking waste bans and the EAC would like to look into pursuing a fracking waste ban for Columbia as well. B. Tarbell stated that the EAC is seeking permission from the BOS to move forward with this, and feels that citizen awareness should be the first step. He suggested holding a public presentation which would allow input and discussion from residents. C. Vance feels this is a good idea and supports this. R. Bogue agrees with C. Vance. B. Tarbell stated that Jen Siskind of the Food and Water Watch met with EAC. She has been canvassing many towns presenting fracking waste bans.

Andrea Drabicki of Route 87 stated that they had an open discussion to get best practices, she feels it is very important to fact gather, educate and present everything to the town before presenting ordinance language to the BOS. Carole Williamson of Gaulin Road stated that this was brought to the BOS a couple of years ago. She explained that fracking has been banned from gas wells, but not oil wells. The EAC would like to see it banned completely. She stressed the importance of protecting our drinking water in town and stated that a ban would help eliminate the risk of having to import water from Willimantic or another outside town. C. Williamson stated that passing a fracking ban will help protect the community and the taxpayers. Tom Currier of Columbia Landing passed out information pertaining to fracking to the BOS and spoke in favor of a ban. Carol Coley of West Street expressed her support for a fracking ban, as well.

S. Everett stated he looks forward to a public presentation. He asked that the EAC be prepared to answer a variety of questions when the time comes for public input and that they be as thorough as possible with the information they gather.

C. Vance MOVED to add the following items to the agenda:

5.2 entitled, "Bid Waiver Request"

5.3 entitled, "LMAC request for Wx Station"

5.4 entitled, "Liability Insurance for Town Facilities"

7.1 entitled, "Appointment of Don Cianci as alternate to Open Space Committee"

MOTION CARRIED 5:0.

4. **OLD BUSINESS:**

- 4.1 **Oberlander Purchase and Sales Agreement:** C. Vance MOVED to approve the amended agreement as presented at the Town Meeting on June 1, 2017. MOTION CARRIED 5:0.

5. **NEW BUSINESS:**

- 5.1 **Fund Raising Car Washes:** C. Vance explained that the Department of Energy and Environmental Protection (DEEP) is recommending municipalities “cease and desist” fund raising car washes. (typically held by the Boy Scouts) due to environmental concerns. C. Vance stated that she does not want to ban the car washes seeing as they are so infrequent and are one of the biggest fundraisers for the Boy Scouts. W. O’Brien spoke on behalf of the Youth Services Committee, also supporting the car washes. He stated that these fundraisers are something positive that youths take part in and he would like to see them continue. Discussion followed. Consensus of the BOS is to allow the car washes to continue, with the discretion of what type of soap will be used. This will be addressed when applicants seek Administrative approval.

- 5.2 **Bid Waiver Request:** M. Walter stated that Mike Sylvester, BOE Facilities Manager is requesting bid waivers for a window replacement project and a painting project at Porter School. He explained that M. Sylvester was unable to obtain three bids per project, instead was only able to get one bid per project. R. Bogue would like to see at least one more credible bid. S. Everett would like more time to review this type of request. W. O’Brien is concerned because they have nothing to compare the bid to. C. Vance feels M. Sylvester is knowledgeable when it comes to pricing in cases such as this. R. Hellstrom wonders how many companies will provide bids for these types of projects. The BOS questioned why this is the first they are hearing about this. M. Walter explained that the request was brought to him this afternoon by M. Sylvester. Discussion followed. M. Walter called M. Sylvester to seek further clarification for the BOS.

M. Sylvester explained that he would like approval to hire “All-Time Manufacturing Co.” for a window replacement project at Porter School. This is the same company who did the windows last time. He stated that the current extremely heavy and difficult to open. He has asked other companies to replace the valences and they are not able to. R. Bogue asked how many windows will be replaced and if they are thermopane. M. Sylvester said 16 units will be replaced and they are thermopane. The new units will be smaller and will be sliding windows versus double hung. S. Everett asked M. Sylvester when he began the bidding process. M. Sylvester stated he began sometime in early April. He explained that he would need written specs in order for another company to bid and he does not have them. If he has to get specs he will not be able to complete the project prior to the students returning from summer vacation. R. Hellstrom stated one that it bothers him that the two other companies didn’t have specs to bid on and would like this addressed. M. Sylvester explained that he would like permission for “Hans Hackner and Co.” to paint 12 classrooms, 2 entry ways and the hallway in the F wing are in need of painting. Discussion followed. The BOS would like M. Walter to speak with the Superintendent to see that bids are received in the future and not brought to them last minute. C. Vance MOVED to approve the bid waiver request for All-Time Manufacturing Co. to perform the replacement of 16 window units at Porter School. MOTION CARRIED 4:1:0 with R. Bogue opposed.

S. Everett MOVED to approve the bid waiver request for Hans Hackner and Co. to paint 12 classrooms, 2 entry ways and the F wing hallway at Porter School. MOTION CARRIED 5:0.

- 5.3 **LMAC request for Wx Station:** M. Walter explained that LMAC would like to purchase a Wx Station for collecting data but need BOS approval since they do not have enough money budgeted for this purchase. Dan O’Neill of LMAC spoke to the BOS regarding the request for the weather station. He explained that the main reason for the station would be to collect accurate rainfall data. C. Vance asked if the Public Works Director feels this is necessary. M. Walter stated the George Murphy doesn’t feel it will provide more information than the current weather application offers. Discussion followed. C. Vance does not feel as though it is necessary since Columbia has operated all these years without it and has not had any issues to speak of. R. Hellstrom concurred. R. Hellstrom stated that if LMAC really wants the Wx Station, they may want to consider holding a fundraiser. C. Vance would like more conversation with G. Murphy prior to approving the purchase for the Wx Station. M. Walter will follow up with G. Murphy and LMAC.

**5.4 Liability Insurance for Town Facilities:** M. Walter explained the Rec Director has brought it to his attention that the requirement for liability insurance at the Rec Park Pavilion and the Beach has been discouraging people from renting due to the cost. He stated that the town's insurance (CIRMA) told him that although the town is covered they prefer a supplemental policy naming the town as additionally insured. After researching this, other towns all have different rules and requirements. CIRMA stated that ultimately, it is up to the town to decide whether or not liability insurance is required. R. Hellstrom feels that if it is a small party, then the town's coverage should be sufficient. W. O'Brien agreed. Discussion followed. The BOS will leave it up to the Rec Director to decide on how many people will consist of a "small event." W. O'Brien MOVED to allow private residents to hold functions at Rec Park and the Beach without purchasing a separate liability insurance certificate. MOTION CARRIED 5:0.

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

**7. APPOINTMENTS / RESIGNATIONS:**

**7.1 Appointment of Don Cianci as alternate to Open Space Committee:** R. Hellstrom MOVED to approve D. Cianci as an alternate to the Open Space Committee. MOTION CARRIED 5:0.

**8. TOWN ADMINISTRATOR REPORT:**

M. Walter presented a revised Bid and Purchase Policy to the BOS. Discussion followed. C. Vance MOVED to approve the policy as presented with the understanding there may be a change to the section entitled Local Contractor Bid Preference. MOTION CARRIED 5:0.

**9. CORRESPONDENCE:**

**9.1 Monthly Prescription Card Savings March and April 2017**

**9.2 Monthly Police Activity – May 2017**

**9.2 Thank you letters from C. Vance re: May 10, 2017 Town Meeting**

**10. BUDGET:**

**10.1 Transfers:** S. Everett MOVED to approve the following transfers:

TRANSFER # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
2017-057 / \$100	10-4133-500, Tax Collection Prof/Tech	10-4133-130, Tax Collection Legal Notices
2017-058 / \$608	10-4112-020, Admin Payroll Taxes	10-4110-130, Town Meeting Legal Notices
2017-059 / \$60	10-4350-600, Lake Management Services Repairs/Maintenance	10-4350-120, Lake Management Services Telephone
2017-060 / \$200	10-4410-011, DPW Salaries OT	10-4410-630, DPW Rental
2017-061 / \$1,100	10-4520-500, IWWC Prof/Tech	10-4520-010, IWWC Salaries
2017-062 / \$160	10-4570-100, Land Use Postage	10-4570-515, Land Use Contracted Services

MOTION CARRIED 5:0.

**10.2 Refunds:** S. Everett MOVED to approve the following refunds:

AMOUNT	FROM	TO
\$119.37	Town of Columbia	Vault Trust
\$130.39	Town of Columbia	Vault Trust
\$86.85	Town of Columbia	Vault Trust
\$370.75	Town of Columbia	Vault Trust

MOTION CARRIED 5:0.

**11. APPROVE PAYMENT OF BILLS:** R. Bogue MOVED to approve the payment of bills in the amount of \$55,213.33 including emergency bills, regular bills, credit cards and paychex. MOTION CARRIED 5:0.

**12. BOARD MEMBER COMMENTS:** W. O'Brien expressed concern with the amount of new business added to this evening's agenda and would like to see more material in the BOS books on business items. C. Vance let the BOS know that there has been ongoing

discussions with Jim Thompson related to disabled individuals use of the beach. It was agreed that as the beach renovations go forward we will review means for actual access to the water.

**13. EXECUTIVE SESSION:**

**13.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A); None.**

**14. ADJOURNMENT:** C. Vance MOVED to ADJOURN at 8:57 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, July 11, 2017 at 7 pm.

Respectfully submitted by Kimberly A. Bona



RECEIVED JUN 26 2017

STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
LEGAL AFFAIRS UNIT

June 16, 2017

Carmen Vance, First Selectman  
Town Office Building  
323 Jonathan Trumbull Hwy.  
Columbia, CT 06237

Dear First Selectman Vance:

Enclosed please find a proposed renewal of the Resident Trooper Contract, for the period July 1, 2017 through June 30, 2019. Please note in addition to minor edits, the following revisions were made to the contract language:

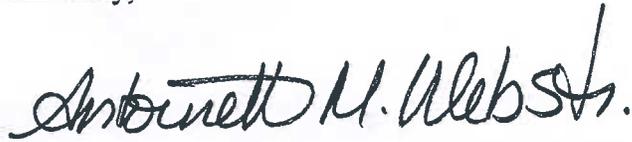
1. Under section **I., D. Reports and Records**, the following language has been added regarding the Town's response to Freedom of Information requests for police investigative records: The Town shall respond to any Freedom of Information requests for such records by informing the requester that such records are under the sole custody and control of DESPP State Police.
2. Under section **I., D. Reports and Records**, the following language has been added to address interoperability of records management systems: The Town shall be responsible for and shall fully support interoperability of the records management system and the initiatives impacting such technology systems between the Town and DESPP State Police.
3. Under section **I., E. Technology**, the following language has been added: Such technologies include, but are not limited to body-worn cameras, license plate readers, and electronic defense weapons.

Please review the enclosed contract, including the proposed Resident Trooper allocation, execute where indicated, and return to this office.

We look forward to our continued working partnership.

1111 Country Club Road  
Middletown, CT 06457  
Phone: (860) 685-8150/Fax: (860) 685-8611  
An Affirmative Action/Equal Opportunity Employer

Sincerely,

A handwritten signature in black ink that reads "Antoinette M. Webster". The signature is written in a cursive, flowing style.

Antoinette M. Webster, Esq.  
Senior Administrator and Special Counsel  
Department of Emergency Services and Public Protection

Enclosure

cc: Commissioner Dora B. Schiro  
Colonel Alaric Fox  
Lt. Col. David Rosado  
Christine P. Plourde, Esq.  
RoseMarie Peshka, DESPP Fiscal

**CONTRACT BETWEEN THE STATE OF CONNECTICUT DEPARTMENT OF  
EMERGENCY SERVICES AND PUBLIC PROTECTION, DIVISION OF STATE  
POLICE AND THE**

**TOWN OF:** Columbia

**TOWN ADDRESS:** 323 Jonathan Trumbull Hwy.  
Columbia, CT 06237

**FOR THE SERVICES OF RESIDENT STATE POLICE TROOPERS**

**TOWN FEIN#:** 06-0849153 **AGREEMENT NUMBER:** 2000/464

**CONTRACT PERIOD:** July 1, 2017 to June 30, 2019

In consideration of the Town of Columbia (hereinafter the "Town"), acting through its Chief Executive Officer (hereinafter the "Town CEO"), duly authorized, paying all costs pursuant to Connecticut General Statutes Section 29-5, as may be amended, and other good and valuable consideration, the Department of Emergency Services and Public Protection ("DESPP"), Division of State Police (hereinafter the "State Police"), acting through its Commissioner, duly authorized, hereby agrees to provide the Town of Columbia with the services of one (1) Resident State Police Trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

**I. Law Enforcement Operations and Activities**

**A. Authority Over Police Operations.** The Town hereby delegates to the State Police the authority to supervise and direct the law enforcement operations of appointed constables and police officers in the Town as set forth below.

1. Except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act (hereinafter "the MERA") and/or are contained within any collective bargaining agreement between the Town and the town police officers' or constables' collective bargaining representative, all town police officers and constables shall be subject to applicable provisions of the current Resident State Trooper Program Administration and Operations Manual of the Department of Emergency Services and Public Protection (hereinafter the "Manual"). Copies of the Manual shall be provided to the Town CEO and each police officer or constable of the Town who shall be responsible for compliance therewith. The Town shall ensure that each police officer or constable in the Town provides a signed copy of the form attached hereto as Exhibit A evidencing such town police officer's or constable's

receipt of the Manual and his or her understanding that he or she is responsible for adhering to its provisions, excepting only those terms and conditions that conflict with the Town's obligations under the MERA and/or are contained within any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative.

2. The Town shall promptly advise the State Police in writing of any terms and conditions of the current Manual which the Town reasonably believes conflict with any provision of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative and shall provide a copy of any such agreement to the State Police.
3. During collective bargaining, the Town shall attempt to negotiate terms and conditions consistent with the performance standards and other provisions of the Manual.

#### **B. Patrol Activities and Assignments**

The Resident State Police Supervisor or Trooper, as applicable, assigned to each Town shall be solely responsible for making all patrol and special activity assignments for Town police officers or constables, including the law enforcement duties to be performed, taking into consideration the needs of the Town after consultation with the Town CEO, sound police practices, and any rights of the Town police officers or constables as specified in any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative and the Town's obligations under the MERA.

Prior to submission, the Town shall confer with the Troop Commander regarding anticipated grant applications related to law enforcement activities including as examples, DOT enforcement initiatives, equipment, or technology. The DESPP Grant Unit is available as a resource to assist the Town with the application process. It is understood that the Town, and not a Trooper, shall be the sole signatory on grant applications. Additionally, the Town shall be responsible for compliance with all grant terms and conditions and shall administer said grant funds in accordance with any grant approval. Any law enforcement technology or equipment purchases resulting from grant approvals shall be compatible with DESPP State Police systems in accordance with the technology interoperability identified in Section I, paragraph E below.

#### **C. Investigative Methods**

The use of investigative methods, including but not limited to the conduct of all criminal investigations, application for and execution of all arrest and search warrants, use of force, vehicular pursuits, related activities, and reporting procedures, in the Town shall be in accordance with the provisions of the Manual.

1. Serious crimes, serious injury crimes and most complex incidents that involve in-depth, follow-up investigation, crime scene processing, seizure of evidence, application for and execution of search warrants, and out-of-town investigative work shall be conducted by the Resident State Police Supervisor or Trooper, as applicable, by State Police personnel assigned to the area State Police Troop, respective State Police major crime unit or any other State Police investigative unit deemed appropriate by the State Police. The State Police may, in its sole discretion, make exceptions to this policy on a case-by-case basis. A serious or complex investigation may be assigned to a town police officer or constable by the State Police after taking into consideration the nature of the case, requirements of the investigation, the shift resources, response time, and the experience and training of the Town police officer or constable.
2. Every effort will be made by the State Police to allow a Town police officer or constable to remain involved in self-initiated, serious criminal investigations to the extent consistent with sound law enforcement investigative principles and practices.

#### **D. Reports and Records**

All police investigative records generated by Town officers shall be the property of DESPP State Police and shall be prepared, formatted and submitted to DESPP State Police in the manner approved by DESPP State Police. The Town shall respond to any Freedom of Information requests for such records by informing the requester that such records are under the sole custody and control of DESPP State Police. The Town may direct requests for motor vehicle accident reports to the Troop for processing in accordance with DESPP State Police policy.

All police investigative records generated by Town officers shall comply with the retention requirements of the regulations adopted by the State Librarian under the authority of section 11-8 of the Connecticut General Statutes and shall comply with the record storage requirements outlined by the Department of Administrative Services, Bureau of Enterprise Systems & Technology.

The Town shall be responsible for providing network connection and interoperability to DESPP State Police Records Management System in accordance with the requirements of DESPP State Police. The Town shall be responsible for and shall fully support interoperability of the records management system and the initiatives impacting such technology systems between the Town and DESPP State Police.

#### **E. Technology**

The Town shall be responsible for and shall fully support interoperability of information technology systems and initiatives impacting technology systems between the Town and DESPP State Police. In order to fully support interoperability, the Town shall inform DESPP State Police of all anticipated technology purchases

and initiatives related to law enforcement technologies before the Town purchases and/or acts on vendor agreements. Such technologies include, but are not limited to, body-worn cameras, license plate readers, and electronic defense weapons. DESPP State Police shall respond to the Town as to if the technology and/or initiative proposed can be interfaced with DESPP State Police technology systems and/or whether the technology or initiative is compatible with the DESPP State Police technology systems. Compatibility shall include, but not be limited to connectivity, storage, retrieval, security and system to system communication. It is understood that the Town shall incur any costs associated with interfacing, connecting, storing, retrieving and/or creating the proposed technology system and/or initiative.

To ensure interoperability between the technologies, the Town shall identify an information technology liaison to serve as a technical contact to address technical changes and/or upgrades relating to law enforcement technologies.

#### **F. Telecommunications**

The Town shall follow all DESPP State Police procedures regarding use, access and maintenance of State Police supplied telecommunications equipment and technology. If the Town operates its own radio system and dispatch function, Town police officers/constables, when dispatched to respond to an incident by such dispatch center, shall immediately notify the Troop State Police dispatch center of the incident to which they are responding.

#### **G. Chain of Command**

Resident State Police Supervisors or Troopers, where applicable, shall directly supervise the law enforcement operations of all Town police officers or constables. The Town CEO of a resident trooper town shall have reasonable, direct access to the area State Police Troop Commander, the Resident Trooper Supervisor and Resident State Police Troopers for regular and on-going communications regarding law enforcement in the Town.

1. In the absence of the assigned Resident State Police Supervisor or Trooper, where applicable, the chain of command for Town police officers or constables shall progress to the area State Police Troop Commander, or his duly assigned on-duty shift supervisor, and to the State Police District Commander.
2. The intent of this contract is to provide positive direction for the working relationship between Town police officers/constables and State Police personnel. All significant conflicts between Town police officers/constables and State Police personnel shall be referred to the next senior officer in the State Police chain of command.

## **H. Use of Police Canines by Town Police Officers/Constables**

The use of Town police canines by Town police officers/constables shall be consistent with State Police policies and procedures. Towns electing to use alternative programs for training and certification or recertification of police canines shall assume all costs and liabilities associated with such programs. In the event a Town police canine is employed in a manner inconsistent or contrary to policies and procedures of DESPP, the Town assumes all liability for any injuries or damages caused thereby.

## **I. Overtime**

The State Police retains the right to make overtime assignments of State Police personnel in accordance with the prevailing State Police collective bargaining agreement and state law. Overtime assignments in the Town that require State Police services outside the scope of this contract and Connecticut General Statutes Section 29-5 such as those that fall within the scope of Connecticut General Statutes Section 7-284 shall be assigned in accordance with the prevailing State Police collective bargaining agreement and paid for by the Town in accordance with the prevailing rates for private contractor extra duty overtime assignments. This provision is intended to apply only to overtime performed by State Police personnel and is not intended to limit the rights of local officers or constables under any applicable local collective bargaining agreement.

## **II. Administrative Responsibility**

- A.** The Town shall retain administrative responsibility for its personnel, including but not limited to, ensuring compliance with entry level standards for newly hired police officers or constables and training and certification requirements established by the Police Officer Standards and Training Council (POSTC) in accordance with the provisions of Connecticut General Statutes Section 7-294a *et seq.* and associated Regulations of Connecticut State Agencies or as otherwise required by law, compensation for services rendered, hours or shifts to be worked, and provisions of uniforms and equipment.
  - 1. Resident State Police Supervisors or Troopers, as applicable, shall cooperate with the Town by scheduling Town police officers and constables so as to enable them to meet these requirements in a timely manner.

### **B. Administrative Investigations/Discipline**

All misconduct or performance issues on the part of Town police officers or constables which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however

minor, or the need for additional remedial training, shall be promptly reported to the Town CEO. The Town CEO shall be kept apprised of any counseling or the issuance of any Performance Observation Reports.

1. Allegations of misconduct on the part of Town police officers or constables which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however minor, shall be investigated by the State Police in a manner consistent with the provisions of the Manual and with any collective bargaining agreement between the Town and the constables'/officers' collective bargaining representative, if any. The State Police may recommend the imposition of appropriate disciplinary measures and/or remedial training for Town police officers/constables. Imposition of discipline, if any, upon Town police officers/constables, or assignment for additional training to remedy performance deficiencies on the part of Town police officers/constables, shall be the responsibility of the Town.

### **C. Evaluations**

In accordance with its obligations under the MERA and consistent with the terms of any collective bargaining agreement between the Town and constables' or police officers' bargaining representative, the Town shall implement a work performance evaluation system for all of the Town's police officers or constables. Such work performance evaluations shall be issued at least annually.

1. The Town recognizes that evaluations are: 1) an effective supervisor's tool; and 2) that they identify superior or substandard work performance.
2. Consistent with the terms of any collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, the Resident State Police Supervisor or Trooper, if applicable, and DESPP shall provide recommendations to the Town CEO concerning the periodic evaluation of the work performance of Town police officers or constables.
3. The Town shall make the final disposition on all work performance evaluations. Copies of completed work performance evaluations shall be filed in each Town police officer's/constable's official personnel files which shall be available to Resident State Police Supervisors and Troopers, as applicable, upon request.

## **III. Payment for Services Rendered**

### **A. Costs and Schedule of Payments**

The Town agrees to reimburse the State Police for the cost of compensation, maintenance and other expenses, including reasonably necessary overtime costs, for

its assigned Resident State Police Supervisor or Trooper(s), as applicable, consistent with the provisions of Connecticut General Statutes Section 29-5, as may be amended, in accordance with the following:

1. The State Police shall invoice the Town on an annual basis, in arrears, for the accrued costs of services rendered under this Contract with the exception of overtime which shall be invoiced on a quarterly basis, in arrears.
2. The Town shall pay the State Police for the invoiced costs of services rendered under this Contract within thirty (30) days of receipt of each invoice. If the Town disputes all or a portion of a pending invoice, it shall be the responsibility of the Town CEO to notify the State Police in writing before payment is due.
3. The State Police shall have the right to assess a late fee in the amount of five percent (5%) of the unpaid balance of each invoice for which undisputed amounts remain unpaid after sixty (60) days. In calculating unpaid amounts, partial payments shall first be applied to the oldest outstanding balances, and then to each successive outstanding balance until fully paid.

#### **IV. Risk of Loss and Indemnification**

- A. The Town assumes the risk of loss for any and all activity involving full or part-time Town constables, municipal police officers, other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, and Town police canines, and hereby agrees to hold harmless the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any cause or action arising out of the activity of such full or part-time Town constables, police officers or other municipal employees providing police services, or if applicable, the activity of any town police canine, and to indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, from any liability resulting from the same.

The Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from a cause or action founded either upon respondeat superior or supervisory liability arising from the acts or omissions of full or part-time Town constables, police officers or other municipal employees providing police services, or, if applicable, the activity of any town police canine, made pursuant to a provision of the collective bargaining agreement between the Town and the constables' or officers' collective bargaining representative, that is in conflict with a provision of the Manual.

Additionally, the Town shall hold harmless and indemnify the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents, and employees, from any liability resulting from any cause or action founded either

upon respondeat superior or supervisory liability arising from the acts or omissions of a constable or officer that has refused or failed to execute Exhibit A, attached hereto.

1. For the period covered by this Contract, the Town will insure itself and its employees with a \$1,000,000.00 combined single limit police professional liability or law enforcement liability insurance policy, or its equivalent, naming the State of Connecticut and the Department of Emergency Services and Public Protection, its officers, agents and employees, as an additional insured with respect to any liability for acts of Town constables, municipal police officers or other municipal employees providing police services, law enforcement officers providing police services pursuant to a mutual aid agreement with the Town, or, if applicable, the activity of any town police canine, and submit a certificate of insurance (or self-insurance) to the Department of Emergency Services and Public Protection prior to the effective date of this Contract.
2. It is understood and agreed by the parties that each Resident State Police Supervisor or Trooper, as applicable, exercising his or her police power or performing services pursuant to this Contract is an employee of the State of Connecticut and not of the Town and that, except to the extent limited by law, the State of Connecticut, and not the Town, is responsible for such Resident State Police Supervisor or Trooper's actions while in the performance of their assigned duties.

## **V. Notices**

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Name  
Street  
City/Town, Connecticut

If to the Department of Emergency Services and Public Protection:

Commissioner  
Department of Emergency Services and Public Protection  
1111 Country Club Road  
Middletown, CT 06457-9294

## **VI. Governor's Executive Orders**

This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor

John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. This agreement may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

**VII. Amendment**

This Contract may be amended by formal written amendment signed by the Parties. Any amendment to modify DESPP State Police staffing at the Town shall comply with its collective bargaining notice requirements.

**VIII. Termination**

This Contract shall remain in full force and effect for the entire term of the Contract period stated above unless sooner terminated by either the Town or the DESPP State Police by providing thirty (30) days prior written notice of its intent to terminate the Contract.

Town of Columbia

State of Connecticut  
Department of Emergency Services  
and Public Protection

By \_\_\_\_\_

By \_\_\_\_\_

Its Duly Authorized \_\_\_\_\_

Commissioner

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

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

**Exhibit A**

**RESIDENT STATE TROOPER ADMINISTRATION & OPERATIONS MANUAL  
ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_, (print name), hereby acknowledge that on the date specified below, I received a copy of the Resident State Trooper edition of the A&O Manual CD-Rom, updated though General Order 15-03. I acknowledge that as a local officer/constable in the Town of Columbia, I am responsible for complying with the provisions of this Manual except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act and/or are contained within any collective bargaining agreement between the Town of \_\_\_\_\_ and the Town's police officers or constables' collective bargaining representatives. I further acknowledge that the term "Trooper" refers to all officers, constables or those under the auspices or direct supervision of the Department of Emergency Services and Public Protection, Division of State Police.

\_\_\_\_\_  
Signature  
Print Name:  
Title:  
Date:

Witnessed By:

\_\_\_\_\_  
Signature  
Print Name:  
Date:

Return to:     Research & Planning  
cc:             Official Personnel File

Eagle Scott Will Rood,

He is looking to do some work updating the information about the trails at Rec. Park. His project will consist of updating the mile distances of each individual trail as some are not accurate, updating the wooden sign at the trail head, and possibly re-blazing the trails themselves.



### Project Description:

The major change that I plan to make is the trailhead sign at Rec Park. In its current state, it is old and far outdated. I will not be necessarily rebuilding the sign, but modernizing it. Some parts will be reused like the labeling printed on the wood. Along with this restructuring and repainting of the sign, the trails will be measured for exact distances. From this, I will take a digital copy of the map and update it which includes the information. Another thing that I plan to do is add a couple more signs on the actual trails to make them clearer for hikers.

### How will this benefit people:

For your average person visiting Rec Park for hiking purposes, they will have a clear view of what the trails are actually like from the newer and more accurate sign. The project will also make it easier for people hiking on the trails because I plan to make new signs on the trail so it is less confusing.

### Funding:

The process of funding this project. I will be holding a car wash with my troop to get money. The troop usually gets \$300 to \$400 when doing car washes which would easily cover the materials needed for this project.

### When this project will take place:

My goal is to plan and fund in August so the project can be executed in early September.





**TOWN OF COLUMBIA**

TOWN HALL  
 323 Jonathan Trumbull Highway  
 Columbia, CT 06237  
 Tel. (860) 228-0110 Fax (860) 228-1952

**No. 8693**

THIS NUMBER MUST APPEAR ON ALL  
 INVOICES, SHIPPING PAPERS, PACKAGES, ETC.  
**PURCHASE ORDER**

DATE	DATE REC.
SHIP VIA	FCB
	TERMS

TO AMERICAN BUSINESS TELEPHONE H.W. PORTER SCHOOL  
 1651 TOLLAND TURNPIKE 3 SCHOOLHOUSE RD  
 MANCHESTER CT 06042 COLUMBIA, CT 06237

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		PURCHASE & INSTALLATION OF AVAYA IP PHONE SYSTEM AS QUOTED INCLUDING TRAINING AND LICENSING FEES	\$21,250	\$21,250

AUTHORIZED SIGNATURE



**Town of Columbia**  
**Purchase Order Worksheet**

Department Name: Columbia Board of Education Department #: BOE

Person Requesting Purchase: Loi Fearon, Superintendent

For Procurement Under \$500 Purchase order worksheet unnecessary

For Procurement Over: \$500 (3) Verbal Quotes – must document below  
\$5,000 (3) Written Quotes  
\$15,000 Requires Sealed Bids

Purchase Order Number Attached: 8693

Brief description of material or services to be purchased (including quantity, model number):  
Installation of a hybrid Voice Over IP (VoIP) telephone system at the Porter School.  
Full description attached. Installation will also connect school offices with Town  
Hall Departments.

Vendor Name	Local Vendor (circle)	Bid Quote	Attach Written Quotes if Applicable
<u>American Business Telephone &amp; Technologies</u>	<u>(Y) (N)</u>	<u>\$21,250.</u>	
<u>Genie Innovations, LLC</u>	<u>(Y) (N)</u>	<u>No Bid</u>	
<u>Intellinet</u>	<u>(Y) (N)</u>	<u>No Bid</u>	

Vendor Chosen (include justification): American Business Telephone & Technologies, LLC

Justification for less than three bids: See attached

Account from which purchase will be made: Capital Appropriations

Current account balance: \$50,000

Approved By: \_\_\_\_\_  
First Selectman or Town Administrator

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





## COLUMBIA SCHOOL SYSTEM

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

---

To: Board of Selectman  
Re: Vendor Chosen

A review committee consisting of Lol Fearon (Superintendent), Alyssa Gwinnell (Principal), Tom Doyle (IT Coordinator), Ryan DelMastro (CCAT) and Mike Sylvester (Facilities Manager), was formed to initiate the solicitation of quotes to replace the current internal and external phone system with a Voice over IP (VoIP) system. We used the CRCOG no bid list to identify vendors and invited Genie Innovations, Intellinet, and American Business Telephone and Technologies to meet with the committee to present their products.

Meetings were held on:  
February 28<sup>th</sup> (ABT & Intellinet)  
March 7<sup>th</sup> (Genie Innovations)

We requested pricing information from each vendor. Genie Innovations and Intellinet presented on conversion to a full VoIP system while ABT discussed both a hybrid system using existing internal communications hardware and incorporating a full VoIP conversion. A full VoIP conversion would require a cabling upgrade throughout the building. Based upon cost estimates, it was determined to separate the installation of the telephone system from the cabling project and to recommend the hybrid system proposed by ABT for 2017-2018. This will also make us compatible with the phone system upgrade in the town offices which was also completed by ABT in 2016.

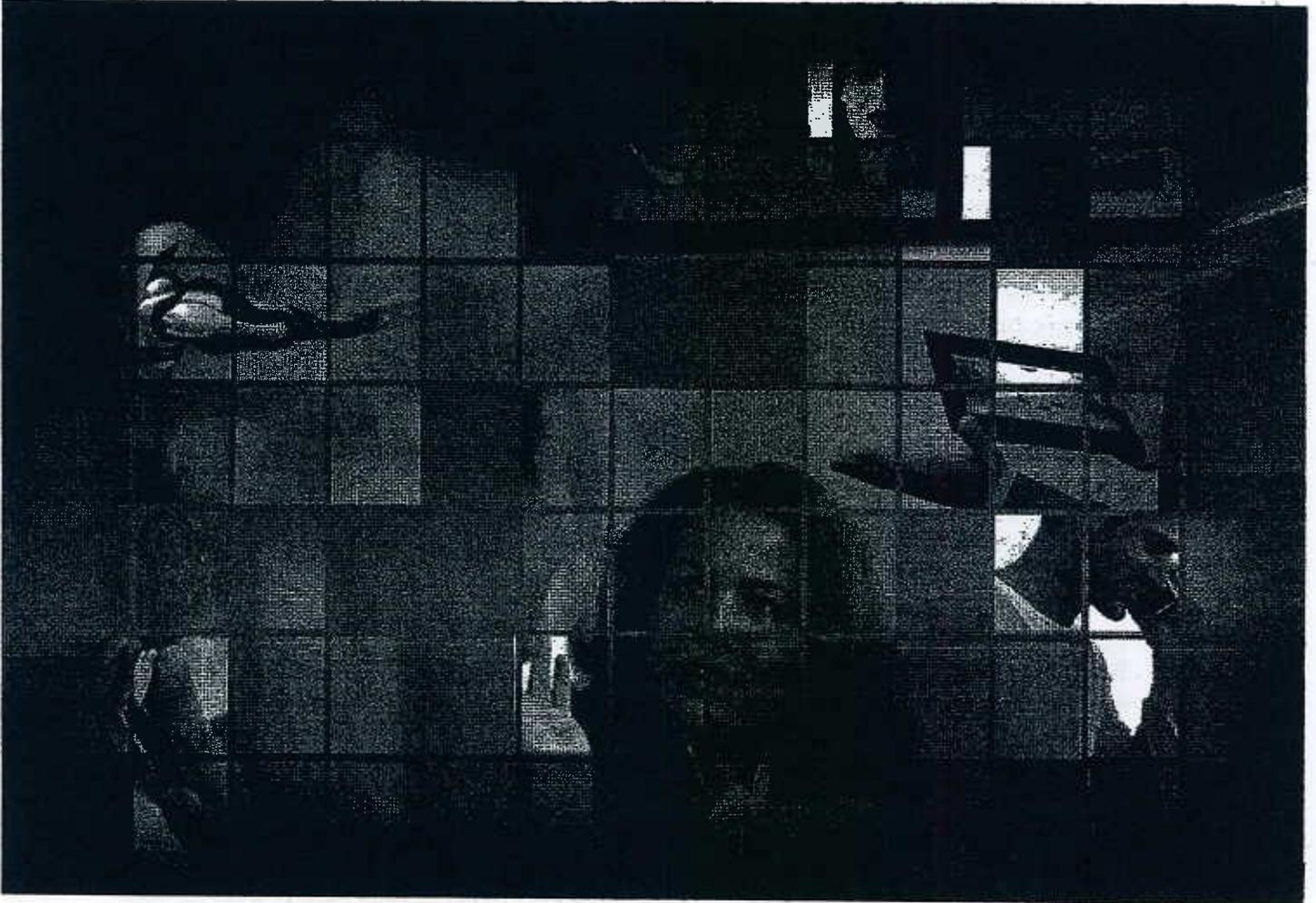


*An Avaya Solution for:*

## **Columbia School District**

Horace W. Porter Elementary School, Columbia, CT 06237  
Telephone: 860.228.8590

**Attention: Mr. Lol Fearon**    ***Configuration Finalized Quotation***



**Presented By:**

American Business Telephone &  
Technologies, LLC  
Cliff Ferguson & Howard Small

# **AVAYA**

**The Power of We™**

1651 Tolland Turnpike  
Manchester, Connecticut 06042  
Phone: 860-643-2200  
E-mail: [cliff.ferguson@abtelephone.com](mailto:cliff.ferguson@abtelephone.com)

**DUE DATE: May 17, 2017**



# American Business Telephone & Technologies

May 17, 2017

## ***FINALIZED CONFIGURATION QUOTATION***

Dear Lol,

After discussing the finalized phone system needs for the Horace W. Porter Elementary school with Mike Sylvester, we are resubmitting this quote with the finalized changes as requested. The new configuration requested is to provide 24 qty. digital phones for the administrative offices, for 12 qty. telephone lines, "All Page" integration to your existing BOGEN PA system, and the ~~29~~<sup>62</sup> qty. IP Endpoint licenses for VoIP Classroom phones as an option to purchase now with the phone system to be VoIP ready. Additionally, the option for adding SIP Trunk channel licenses (internet phone lines) is provided for review as well. Free trial for the SIP trunk is available and in no way will interfere with regular phone lines (for VOIP phone service).

It is understood the plan is to install the ~~39~~<sup>62</sup> qty. VoIP Classroom phones next year once the cabling project is completed. The provision, and installation of VoIP classroom phones will be a separate project next year. There will be no change to the BOGEN system other than the phone systems ability to conduct "All Page" over the schools PA system and speakers.

To enable extension number dialing between the Horace W. Porter School and the Town Offices will require a (SCN) Small Community Network license. This license will be needed on both School and Towns IP Office systems to function. This allows the caller to simply dial extension to be connected to any Town Office, and seamlessly transfer calls from school to the Town Offices and vice versa.

This quote is fully inclusive to the upgrade and replacement to the existing phone system for all administrative phones, maintaining all extension numbers, and teacher's voice mail boxes. A gateway will be provided for teachers to access their messages from any admin phone, calling in remotely, or by voicemail to email to approved inbox address for smartphone or PC. Please feel free to contact us with any questions you may have.

Sincerely,

*Cliff Ferguson*

Cliff Ferguson  
President

*Nancy Ferguson*

Nancy Ferguson  
CEO- Owner

*Howard Small*

Howard Small  
Project Manager



American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## Features Summary

- Avaya IP Office System provided for 12 phone lines and 24 phones
  - Administration phones provided will include 24 qty. feature Caller-ID phones
  - Classroom VoIP Ready, IP Endpoints for <sup>62</sup>~~39~~ VoIP phones (optional)
  - Automated Attendant full time answering for the Main School Lines
  - Staff Directories and Submenus (same as current recorded prompts)
  - Main Front Office Operator Console with button access to all extensions
  - Current Extension Numbering Format maintained for all phones
  - Direct dial phone numbers (DID) maintained for: *(12 Phone Lines)*
    - Phone lines programmed to ring designated extension(s) or groups
    - Answering includes extension, group mailbox, or auto attendant
    - Principal, Guidance Department, Nurse, Facilities Manager, PE Dept.?
    - Direct Dial Numbers available for other departments as needed
  - Voice Mail Boxes provided for each teacher w/vmail to email
    - Teachers Voice Mail boxes included keeping current mailbox numbers
    - Messages accessible from Admin Phones, Calling In, Vmail to Email
  - Bright Red Message waiting light for all Administrative phones
  - Caller ID Display and Caller ID Logging for call history
  - Multiple options for caller connectivity and message notification including:
    - Message Notification options
    - Cell Phone Connect Button available for those with this need
    - Voice Mail Message to Email (.wav file on PC media player)
      - Requires connection to internet and LAN network to function
  - Overhead Paging System – Connection to the schools paging system
  - Personal Settings at each available extension
  - SCN License integrates dialing/transfers between school and town (optional)
  - Brand new Avaya system supports all IP Office phones
  - Avaya IP Office System installed on wall or IT rack mounted
  - Discovery Recovery - Full backup configuration file (.cfg) to PC / USB Drive
  - Includes installation, programming, and full training program
-



The Power of We™

American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## Telephone Features

- **Operator Console**, (1 qty.) Avaya 1416 Back-Lighted Display Phones
    - Includes (1 qty.) 32 button sidecar – direct extension intercom
      - Shows phone status of each extension
      - Ease in transfer to each extension on the system
      - One button page to desired extension
  - Line Access buttons include RED and GREEN indicators for button status
  - Designation Sheets and plastic for overlays for all line button identification
    - Will be computer printed when installation is completed for neatness
  - **Administration Phones**, (<sup>23</sup>~~24~~ qty.) Avaya 9508 Back-Lighted Display Phones
    - 18 Programmable buttons, three pages for display like cell phone
    - Self Labeling Display – programmed information appears on display
    - No paper inserts required, information self labels on LCD screen
  - Fly-wheel for easy recall for Caller ID log, speed dial and feature access
  - Action Key in center of Fly-wheel fast dialing of recalled number or extension
  - Fixed Buttons for MESSAGE, MENU, CONTACTS, CALL LOG, REDIAL, FULL DUPLEX SPEAKERPHONE, MUTE MIC, HOLD, 3-WAY CONFERENCE CALL, TRANSFER, DROP, VOLUME SETTING (handset, ringer, speakerphone), HEADSET, 3 DISPLAY STATUS BUTTONS, EXIT AND KEYPAD
  - Comfortable handset, and speakerphone MIC on front of phone for clarity
  - Provision for wired or hands free wireless headsets
  - Bright Message Waiting Light Viewable from all angles
-



American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## IP Office Phone Equipment List

AVAYA IP OFFICE MODEL 500 VERSION 2 CONTROL UNIT	QTY. 01
AVAYA IP V2 SYSTEM 9.1 Essential Edition AND MEMORY CARD	QTY. 01
AVAYA IP OFFICE V2 DIGITAL STATION 8 MODULES	QTY. 01
AVAYA IP 500 V2 COMBINATION MODULE	QTY. 02
AVAYA IP 500 V2 EXPANSION MODULE DIGITAL PHONE 16	QTY. 01
AVAYA IP 500 Trunk Analog Unit	QTY. 01
AVAYA IP OFFICE 500 RACK MOUNTING KIT (for data cabinet install)	QTY. 05
AVAYA AC LINE CORDS	QTY. 05
AC RECEPTACLE POWER STRIP TO BE CONNECTED TO UPS AC	QTY. 01
AVAYA IP OFFICE REVISION MU-LAW ESSENTIAL LICENSE	QTY. 01
AVAYA IPO R9 ESSENTIAL ADD 2 VM CHANNEL ADI LICENSE	QTY. 02
AVAYA 1416 DISPLAY RECEPTIONIST DIGITAL CONSOLE PHONE	QTY. 01
• With (1) 32 Button Panels per phone (optional/included)	QTY. 01
AVAYA 9508 DISPLAY DIGITAL PHONE CHARCOAL COLOR	QTY. 24
• WALL MOUNT KITS FOR PHONES AS REQUIRED	

LINE AND PATCH CORDS FOR ALL EXTENSIONS

---



American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## System Configuration

CONFIGURED FOR 12 PHONE LINES, 24 Admin phones, and <sup>59 staff</sup>~~39~~ teacher's mailboxes

\*DID numbers (direct dial numbers) equipped for 12 Lines as requested

\* VoIP classroom phones readied - with purchase of IP Endpoint Licenses

System fully expandable to 500+ extensions with additional PBX hardware

CONNECTS TO INTERNET FOR VMAIL TO EMAIL AND REMOTE PROGRAMMING

FULL TIME AUTOMATED ATTENDANT WITH AUTOMATED SCHEDULING

- Prompt programmed to play as to the time of day and holidays
- Over ride button allows for HOLIDAY or INCLEMENT WEATHER greeting
- Easy to record and change the automated prompts as desired
- Full dial by (first or last) name directory
- Sub-menus available for all department
- Special Announcements School Bulletin Board

BROADCAST PAGING THROUGH PHONES AND OVERHEAD PAGING SYSTEM

- Includes digital phones and the existing paging system

VOICE MAIL BOXES FOR ALL EXTENSIONS ON THE SYSTEM

- Messages may be phone only, vmail to email, or both (or none if desired)
  - Visual Voice shows new and old messages before listening (office)
  - Teachers will have separate VM Boxes from extensions so that parent calls will not interrupt the classroom setting
  - Messages may be transferred to any extension on the system
- Group Messaging - Messages go to all extensions in dept group (w/light)
  - One party listens the messages lights go out

MANUFACTURERS 1 YEAR WARRANTY WITH OPTION OF ADDING ADDITIONAL WARRANTY PRIOR TO EXPIRATION OF EXISTING WARRANTY

---



The Power of We™

American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## Scope of Project

- Install Avaya IP Office to the existing cabling infrastructure at Horace W. Porter Elementary School, Columbia School District
  - Provide latest software revision and available features at availability time
  - Install new fully operational Avaya IP Office 500V2 phone system
  - Perform Data Collection to install with desired functionality, lines & features
  - New Features will include Caller ID, Call Log, Message Waiting Lights, and voice mail to email (emailed as a .wav audio attachment to ant email)
  - Program new Avaya IP 500 system for the specific needs of the school
  - Install 12 phone lines into the Avaya system
  - Install 24 phones in the office, and provide ~~39~~<sup>59</sup> qty. teachers mailboxes
    - Desk or wall mount as required
  - Program all phones as desired for the need and usage of extension
  - Assigned desired phone lines and speed dial buttons to specified phones
  - Assigned phones lines to phones as currently configured
    - Includes phone lines for main hunt group
    - Maintain direct dial school department and extension lines
  - Program, Ring Groups, Automated Attendants and features desired
  - Keep the same extension numbers currently assigned for phones & mailboxes
  - Label all extensions on patch panels in phone room for ease of maintenance
  - Train all school staff and teachers as to the operation of the phone system
  - Removal and green disposal old COMDIAL phone system
  - Connect Avaya IP Office phone system to existing cabling infrastructure
  - Install new Avaya phone system in rack or wall mount as desired
  - Maintain full current .cfg file of system configuration for emergency backup
  - Preliminary quoted amount based on 3 technicians completing the installation with approximately 25 - 30 hours installation time.
-



The Power of We™

American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester , CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## System Proposal Amount

**\$15,470.00- Full Installation and Training for Administrative Phone system as outlined in this quote.**

### **OPTIONS:**

**\$18,570.00- Full Installation and Training for Administrative Phone system as outlined in this quote including 39 qty IP Endpoint licenses for classroom phones. (Readies PBX to allow addition of phones in 2018)**

**\$1,780.00- Small Community Network license + installation (required in both school and town phone systems) for call integration**

**\$75.00 for each SIP Trunk Channel License. Each license provides Voip service for 1 channel which equals one phone line. Can be purchased singly or added as needed.**

**IPitomy SIP Trunk (internet phone service) is approximately \$100 monthly + fees, 20 channels available, 5,000 long distance minutes. Free Trial available once PBX equipped for SIP Trunk Channel. Please see IPitomy SIP trunk attachment.**

**Includes Programming, and full training program and support of entire Avaya IP Office phone system.**

**No CT Sales Tax charged for Non-Profit – School**

***30-Day window for any system changes included with this project.***

**References available for similar sized and installed projects.**

---



The Power of We™

American Business  
Telephone and  
Technologies, LLC  
1651 Tolland Turnpike  
Manchester, CT 06042

[www.abtelephone.com](http://www.abtelephone.com)

## System Warranty and Maintenance

**One Year Manufacturers Warranty Included with NEW Avaya system**

**\*Optional:** \$ For additional Two Year Warranty upon the expiration of manufacturer's warranty which covers complete phone system PBX, all components, and digital phones installed at Horace W. Porter School.

***The warranty may be added at anytime during the first year of installation usage of the phone system.***





**AVAYA 1416 DIGITAL RECEPTIONIST 32 BTTN PHONE**

**QTY. 01**



**AVAYA 9508 SELF LABELING DIGITALPHONE**

**QTY. 24**



**AVAYA 1603 VoIP CLASSROOM PHONE**

**QTY. 39 (Separate Deployment 2018)**

---

## OPTIONS

### AVAYA 9608 REMOTE VoIP PHONE EXTENSION



#### **Avaya 9608 IP Deskphone**

**Enriched communications  
capabilities for everyday users**

Includes power brick and AC Power cord

Plugs into Cable Router for remote IP access

**Amount: \$ 399.00 each**



### PLANTRONICS CORDLESS HEADSET WITH LIFTER

**\$149**

***Refurbished, tested with new batteries***





The Beach Project Advisory Committee (BPAC) will meet on an as-needed basis and consist of the following seven (7) members:

Carmen Vance	First Selectman
Mark Walter	Town Administrator
George Murphy	Public Works Director
Bud Meyers	Facilities Manager
Marc Volza	Director of Parks and Recreation
Bob Powell	Marine Patrol Director
Millie Ramsey	Resident

The main purpose of BPAC will be to oversee the beach renovation project and make suggestions/recommendations they feel necessary. Other duties include, but are not limited to:

- Elect a chair, vice-chair and secretary;
- Assist in evaluating the work of contractors and advise to approve and/or disapprove payment of invoices and change orders as submitted to the town;
- Upon completion of the beach project, make a report to the Board of Selectmen.



Project Description:

The major change that I plan to make is the trailhead sign at Rec Park. In its current state, it is old and far outdated. I will not be necessarily rebuilding the sign, but modernizing it. Some parts will be reused like the labeling printed on the wood. Along with this restructuring and repainting of the sign, the trails will be measured for exact distances. From this, I will take a digital copy of the map and update it which includes the information. Another thing that I plan to do is add a couple more signs on the actual trails to make them clearer for hikers.

How will this benefit people:

For your average person visiting Rec Park for hiking purposes, they will have a clear view of what the trails are actually like from the newer and more accurate sign. The project will also make it easier for people hiking on the trails because I plan to make new signs on the trail so it is less confusing.

Funding:

The process of funding this project. I will be holding a car wash with my troop to get money. The troop usually gets \$300 to \$400 when doing car washes which would easily cover the materials needed for this project.

When this project will take place:

My goal is to plan and fund in August so the project can be executed in early September.





Kerilynn Lewis

5 Juniper Lane | Moosup, CT 06354 | Phone: 860-949-7011 | [k.slewis@sbcglobal.net](mailto:k.slewis@sbcglobal.net)

July 3, 2017

Mark Walters, Town Administrator

Town of Columbia

323 RT 87

Columbia, CT 06237

Dear Mr. Walters,

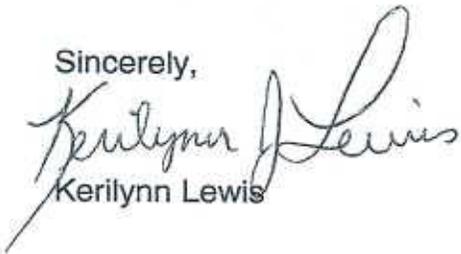
Please accept this letter as notice of my resignation from my position as Assistant Assessor. My last day of employment will be July 13, 2017.

I received an offer to serve as Assistant Assessor of The Town of East Windsor, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and all the employees that work for the Town of Columbia over the last three years. One of the many highlights of my career was working closely with Mary Lavallee. She is an outstanding mentor and teacher. I have learnt a lot from her and she has been instrumental in building my confidence, professional skills and work efficiencies while I have been her assistant. I am very thankful for the opportunities she has afforded me via schooling, networking and her unwavering support and guidance.

Mark, thank you again for the opportunity to work for the Town of Columbia. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at [k.slewis@sbcglobal.net](mailto:k.slewis@sbcglobal.net) or call me at 860-949-7011.

Sincerely,



Kerilynn Lewis





**TOWN OF COLUMBIA**  
323 Jonathan Trumbull Highway, Columbia, CT 06237  
(860) 228-0110 FAX: (860) 228-1952

**OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Columbia Board of Selectmen  
**FROM:** Mark Walter, Town Administrator  
**DATE:** July 17, 2017  
**RE: PERSONNEL HIRE**

**RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR**

*I recommend that the Columbia Board of Selectmen make the following personnel hire:*

**Name:** Daved E. Lewandowski      **Tel #:** (860) 617-9028  
**Address:** 123 Valinsky Road  
Lebanon, CT 06249

**Position/Title:** Gate Monitor  
**Starting Date:** ASAP

**Benefits:**     FT (benefits)                       PT (no benefits)  
                   PT (benefits)                     Temp/Seasonal (no benefits)

**Pay Info:**        \$13.54 per hour

**Comments:**

**Signature:** \_\_\_\_\_  
Mark Walter, Columbia Town Administrator

**Date:** July 18, 2017

**AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN**

*At its regular meeting of July 18, 2017 the Columbia Board of Selectmen voted in favor of hiring Daved Lewandowski in accordance with the specifications listed above.*

**Signature:** \_\_\_\_\_  
Carmen L. Vance, First Selectman

**Date:** July 18, 2017





# TOWN OF COLUMBIA

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

## OFFICE OF THE TOWN ADMINISTRATOR

TO: Columbia Board of Selectmen  
FROM: Mark Walter, Town Administrator  
DATE: July 14<sup>th</sup>, 2017  
RE: **PERSONNEL HIRE**

### RECOMMENDATION OF THE COLUMBIA TOWN ADMINISTRATOR

I recommend that the Columbia Board of Selectmen make the following personnel hire:

**Name:** Nickolas Richardson **Tel #:** 860-942-9704

**Address:** 7 West St  
Columbia, CT, 06237

**Position/Title:** Substitute Lifeguard **Starting Date:** 7/19/2017

**Benefits:**  FT (benefits)  PT (no benefits)  
 PT (benefits)  Temp/Seasonal (no benefits)

**Pay Info:** Hourly employee. Hourly rate of pay is \$11.14. Up to 40 hours per week is required.

**Comments:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Mark Walter, Town Administrator

### AUTHORIZATION OF THE COLUMBIA BOARD OF SELECTMEN

*The Columbia Board of Selectmen hired Nickolas Richardson in accordance with the specifications listed above at its regular meeting of 7/18/17.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Carmen L. Vance, First Selectman





Commanding Officer

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer

Date: July 3, 2017

Ms. Carmen Vance  
Columbia First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Ms. Carmen Vance

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

During the month of June 2017 the Columbia Resident Trooper as well as Troop K Troopers responded to 311 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

Accidents:	5
Burglaries:	2
Larcenies:	2
Other Criminal:	1
Other Non-Criminal:	4
Non Reportable Matters:	197

Other Noteworthy Events (List): One untimely death on Pine street, Two emergency committals

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

On-Sight DWI:	0
Traffic Citations:	69
Written Warnings:	41

Sincerely,

**Lieutenant Rafael Medina**  
**COMMANDING OFFICER**  
**Troop "K" Colchester, CT**

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



## Columbia Conservation Commission

July 6, 2017

Dear Selectmen;

The Columbia Conservation Commission would like to commend the Board of Selectmen and the Town Administration for their efforts to protect the nesting Bald Eagles from disturbance during the Fourth of July Holiday weekend.

We also commend the people of Columbia for their voluntary compliance with the request to refrain from fireworks until the Eaglet can fly.

Certainly this demonstrates the sensitivity of Columbia's citizenry to the environment and the connectivity of all living things. The members of the Columbia Conservation Commission are proud to live in and serve this community.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Dunnack", with a long, sweeping horizontal line extending to the right.

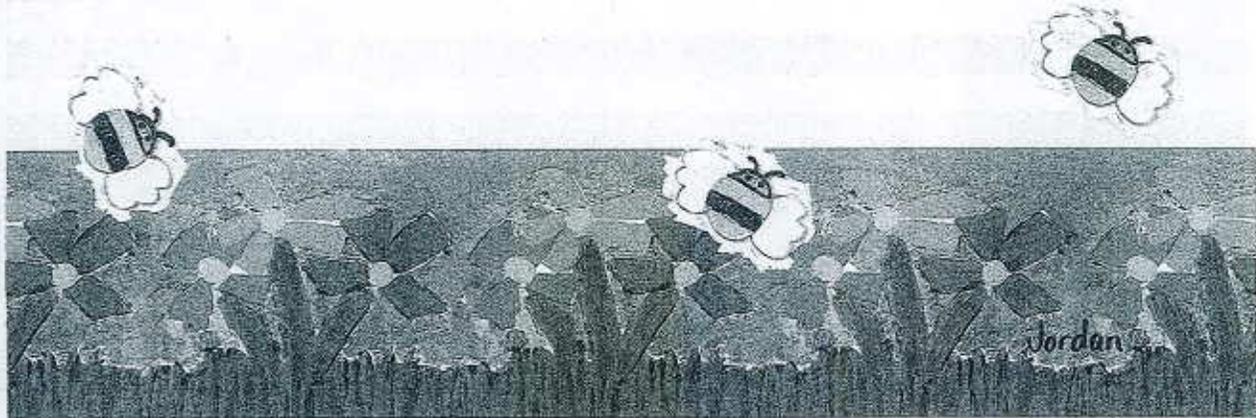
Ann Dunnack

Chairman,

Columbia Conservation Commission



Thank you



Dear City of Columbia,

Thank you for embodying kindness  
and preservation this Fourth of July.

We hope that your example causes  
other cities to follow suite in the  
protection of animals.

All the Best,  
Tyree family  
Austin, TX.



## Town keeps holiday quiet for eaglet

Associated Press

COLUMBIA, CONN. — Independence Day was unusually quiet in one small Connecticut town as residents heeded a request to protect a family of bald eagles.

Carmen Vance, the first selectman of Columbia, said nobody set off fireworks around Columbia Lake during the long holiday weekend. State officials had warned the noise could star-

tle an eaglet out of her nest before she was ready to fly.

Last summer, a pair of eagles became the first to call the lake home since the species returned to the state in 1992.

This spring, an eaglet appeared in the nest, which is located about 100 feet up in a tree.

The state Department of Energy and Environmental Protection is advising people not to visit the nest. Disturbing it, they said, could lead

the birds to leave the area for good. Eagles, which mate for life, normally return to the same nesting site for years.

Vance said residents have become protective of the eagles.

"I understand that there is a family just across the small cove from the nest that have been holding off blasting out rock for a foundation in a new house construction project so as not to frighten the eaglet," she said.

July 10, 2017

Dear Mr. Walter:

My son lives in Findlay <sup>OHIO</sup> and sent me the article about the eaglet nesting in a tree at Columbia Lake. I thought that was so interesting to try to get residents to forgo shooting off fireworks 'til a couple weeks later. I'm hoping they responded to Brian Hess's request.

Now I'm anxious to hear whether the eaglet was scared out of its nest or if it survived!! Please print a follow-up story so my son can send me an answer to my question!!

Sincerely,  
Mrs. Lillian K. Schies

Letter sent  
7-13-17  
WJW



**Town of Columbia CT**  
**Savings Report by Month**  
**5/31/2017 12:00:00 AM -**

Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2013	Mar-13	3	2	\$29.78	\$9.93	\$17.94	\$5.98	38%
2013	Apr-13	8	5	\$322.40	\$40.30	\$131.88	\$16.49	29%
2013	May-13	12	8	\$500.08	\$41.67	\$141.25	\$11.77	22%
2013	Jun-13	12	7	\$357.18	\$29.77	\$181.46	\$15.12	34%
2013	Jul-13	16	9	\$570.56	\$35.66	\$1,447.48	\$90.47	72%
2013	Aug-13	12	9	\$384.81	\$32.07	\$1,933.57	\$161.13	83%
2013	Sep-13	20	7	\$729.59	\$36.48	\$1,118.59	\$55.93	61%
2013	Oct-13	19	10	\$712.18	\$37.48	\$2,575.35	\$135.54	78%
2013	Nov-13	7	5	\$173.51	\$24.79	\$1,272.68	\$181.81	88%
2013	Dec-13	12	5	\$474.25	\$39.52	\$713.72	\$59.48	60%
2013	<b>Year Total:</b>	<b>121</b>	<b>67</b>	<b>\$4,254.34</b>	<b>\$35.16</b>	<b>\$9,533.92</b>	<b>\$78.79</b>	<b>69%</b>
2014	Jan-14	11	7	\$527.21	\$47.93	\$1,672.48	\$152.04	76%
2014	Feb-14	16	10	\$515.77	\$32.24	\$1,270.31	\$79.39	71%
2014	Mar-14	4	3	\$126.09	\$31.52	\$105.98	\$26.50	46%
2014	Apr-14	18	9	\$519.85	\$28.88	\$729.38	\$40.52	58%
2014	May-14	13	7	\$1,073.45	\$82.57	\$1,264.05	\$97.23	54%
2014	Jun-14	7	6	\$124.40	\$17.77	\$213.46	\$30.49	63%
2014	Jul-14	5	4	\$67.80	\$13.56	\$111.94	\$22.39	62%
2014	Aug-14	12	9	\$526.22	\$43.85	\$995.70	\$82.98	65%
2014	Sep-14	6	4	\$191.18	\$31.86	\$338.31	\$56.39	64%
2014	Oct-14	10	6	\$226.94	\$22.69	\$420.98	\$42.10	65%
2014	Nov-14	10	6	\$377.81	\$37.78	\$229.43	\$22.94	38%
2014	Dec-14	8	4	\$346.66	\$43.33	\$205.58	\$25.70	37%
2014	<b>Year Total:</b>	<b>120</b>	<b>75</b>	<b>\$4,623.38</b>	<b>\$38.53</b>	<b>\$7,557.60</b>	<b>\$62.98</b>	<b>62%</b>
2015	Jan-15	13	6	\$182.65	\$14.05	\$138.36	\$10.64	43%
2015	Feb-15	11	7	\$152.14	\$13.83	\$490.96	\$44.63	76%
2015	Mar-15	8	5	\$364.50	\$45.56	\$75.83	\$9.48	17%
2015	Apr-15	8	4	\$112.32	\$14.04	\$463.51	\$57.94	80%
2015	May-15	8	5	\$96.86	\$12.11	\$535.49	\$66.94	85%
2015	Jun-15	9	6	\$179.16	\$19.91	\$172.36	\$19.15	49%
2015	Jul-15	11	5	\$449.47	\$40.86	\$389.73	\$35.43	46%
2015	Aug-15	10	6	\$218.89	\$21.89	\$426.94	\$42.69	66%
2015	Sep-15	9	7	\$411.09	\$45.68	\$323.65	\$35.96	44%
2015	Oct-15	14	6	\$299.09	\$21.36	\$599.59	\$42.83	67%
2015	Nov-15	14	7	\$210.48	\$15.03	\$443.38	\$31.67	68%
2015	Dec-15	9	7	\$524.35	\$58.26	\$888.07	\$98.67	63%
2015	<b>Year Total:</b>	<b>124</b>	<b>71</b>	<b>\$3,201.00</b>	<b>\$25.81</b>	<b>\$4,947.87</b>	<b>\$39.90</b>	<b>61%</b>
2016	Jan-16	7	5	\$189.98	\$27.14	\$382.61	\$54.66	67%
2016	Feb-16	6	5	\$152.28	\$25.38	\$477.96	\$79.66	76%
2016	Mar-16	2	3	\$92.41	\$46.21	\$5.17	\$2.59	5%
2016	Apr-16	8	3	\$192.90	\$24.11	\$492.02	\$61.50	72%
2016	May-16	4	3	\$45.44	\$11.36	\$5.04	\$1.26	10%
2016	Jun-16	6	5	\$582.34	\$97.06	\$103.81	\$17.30	15%

2016	Jul-16	3	3	\$108.34	\$36.11	\$24.44	\$8.15	18%
2016	Aug-16	6	5	\$146.43	\$24.41	\$29.75	\$4.96	17%
2016	Sep-16	3	3	\$317.81	\$105.94	\$59.76	\$19.92	16%
2016	Oct-16	5	3	\$237.47	\$47.49	\$87.87	\$17.57	27%
2016	Nov-16	10	4	\$567.67	\$56.77	\$423.91	\$42.39	43%
2016	Dec-16	2	2	\$30.17	\$15.09	\$59.41	\$29.71	66%
2016	<b>Year Total:</b>	<b>62</b>	<b>44</b>	<b>\$2,663.24</b>	<b>\$42.96</b>	<b>\$2,151.75</b>	<b>\$34.71</b>	<b>45%</b>
2017	Jan-17	1	2	\$9.28	\$9.28	\$2.71	\$2.71	23%
2017	Feb-17	2	2	\$250.68	\$125.34	\$9.30	\$4.65	4%
2017	Mar-17	2	2	\$25.44	\$12.72	\$5.04	\$2.52	17%
2017	Apr-17	3	1	\$21.76	\$7.25	\$14.21	\$4.74	40%
2017	May-17	4	2	\$369.44	\$92.36	\$96.92	\$24.23	21%
2017	<b>Year Total:</b>	<b>12</b>	<b>9</b>	<b>\$676.60</b>	<b>\$56.38</b>	<b>\$128.18</b>	<b>\$10.68</b>	<b>16%</b>
<b>Total</b>		<b>439</b>	<b>266</b>	<b>\$15,418.56</b>	<b>\$35.12</b>	<b>\$24,319.32</b>	<b>\$55.40</b>	<b>61%</b>



June 29, 2017

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

**RE: Historic Documents Preservation Grant # 030-OI-18, Cycle 1, FY 2018**

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant Application for the **Town of Columbia** in the amount of **\$4,000.00** has been approved.

To receive the grant, the municipality must now enter into a contract with the State Library.

Please find the following two documents enclosed:

1. **Targeted Grant Contract**
2. **Instructions for Returning the Grant Contract**

The Grant Contract must be signed by the Municipal CEO and returned no later than **July 28, 2017**. After it is signed by the State Librarian, a copy of the fully executed contract will be returned to the municipality.

Grant work and expenditures may begin only **after** the contract has been fully executed and must be completed by **June 30, 2018**.

Grant award payments will be processed within **30 days** after the contract has been fully executed.

The final report should be submitted immediately upon completion of the grant.

For complete grant administration requirements, including grant amendment requirements, see the *FY 2018 Grant Guidelines*.

For questions, please contact Kathy Makover at [kathy.makover@ct.gov](mailto:kathy.makover@ct.gov) or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power, CRM  
Public Records Administrator

Enclosures (2)

cc: First Selectman Carmen Vance



## TOWN HISTORIAN

This past year's Town Historian's activities and accomplishments focused on moving and reorganizing the Town of Columbia Historical Archives and Collection into the original 1903 Saxton B. Little Library, now renamed "The History Place". One of the responsibilities of the Town Historian has also been to provide background research support for Town of Columbia initiatives and Board of Selectmen, as requested. The Town of Columbia, together with Columbia Historical Society, implemented new and up-to-date cataloguing software, PastPerfect 5.0, to which both entities will transition their catalogs. This application will serve to better identify, cross reference, and locate all of the historical holdings in a new, standardized cataloguing methodology. We will be working on this project over the coming months.

The Town Historian now maintains an office, a non-circulating history archive, and collections at 314 Route 87, "The History Place". This renovated, climate-controlled 1903 library building, also houses Columbia Historical Society's collections. The Society signed a memorandum of understanding with the Town for shared use of the facility for ten years. The Society is currently reorganizing its collections into this new smaller home with the expectation of having an Open House in the near future.

As Town Historian, I am open for business by appointment, until all collections are better situated. Please contact me at 860-228-0110 x-128 or at [Townhistorian@columbiact.org](mailto:Townhistorian@columbiact.org) if you would like to meet or see this renovated building and Town's Historical Archives and Collection. I will gladly show you our work in process and how the Town's archives and collections are stored and organized. If you don't reach me right away, please be assured I will get back to you.

Highlights of my public outreach this past year included preparation of early 20<sup>th</sup> century family history information for a visit by the Paul Shuldiner family to the Wells Woods district; an investigation of early Columbia's agricultural history of 18<sup>th</sup> and early 19<sup>th</sup> century Hyde/Granny Hyde apple growing and Pinneo pear growing experiments for a local homeschool student's science project; genealogical and land record information regarding the early Columbia Brown families and others; and various 18<sup>th</sup> century house research questions.

In March we opened Moor's Indian Charity School to Horace Porter School second grade classes for an afternoon history lesson in an antique schoolhouse. In late June we organized a three-day archaeological survey of the John Little Homestead site (c.1740) in Recreation Park with Horace Porter School students, Columbia STEM students, and Horace Porter School teachers. This survey was conducted by Connecticut State Archaeologist, Dr. Brian Jones with the help of members of the Friends of the Office of State Archaeology. The research results from this survey will be analyzed at UCONN this fall and presented to Columbia students, teachers, their families, and Columbia Historical Society later this fall or spring.

Over the course of the year we received the James Henry Richardson Smith Collection (a joint gift to the Town of Columbia and Columbia Historical Society) in its entirety. The Town received several other archival gifts including materials pertaining to the historic Columbia Grange and former Council on the Arts, as well as a special issue of the Hartford Courant marking the end of WWII, the 19<sup>th</sup> century history of Lyon Lodge in Columbia, 19<sup>th</sup> century song books from Columbia Congregational Church, and local Connecticut genealogical source materials. Many thanks go to Columbia residents for their interest, generosity, and for their gifts of Columbia's history and technology. It is a pleasure and honor to continue to serve as your Town Historian.

Respectfully submitted, Ingrid Wood

