

**REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN**

Tuesday, June 4, 2024

7:00PM

**Adella G. Urban Administrative Offices Conference Room & Virtual
323 Route 87, Columbia, CT**

Members Present: Steven M. Everett, First Selectman; Lisa Napolitano, Selectman; Christopher Lent, Selectman; William O'Brien, Selectman.

Members Absent: Judy Ortiz, Deputy First Selectman.

Also Present: Mark B. Walter, Town Administrator; Mary Roickle, LMAC Board Member.

CALL TO ORDER: S. Everett called the meeting to order at 7:01 PM.

1. **RULES OF CONDUCT FOR HYBRID VIRTUAL MEETING:** S. Everett read the rules of conduct for a hybrid virtual meeting.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA:** S. Everett MOVED to APPROVE the Agenda as Submitted. MOTION CARRIED 4.0.
4. **APPROVAL OF MINUTES:**
 - 4.1 **BOS Regular Meeting Minutes for May 21, 2024.** S. Everett MOVED to APPROVE the BOS Regular Meeting Minutes for May 21, 2024. MOTION CARRIED 4.0.
5. **AUDIENCE OF CITIZENS:** None.
6. **OLD BUSINESS:**
 - 6.1 **Update from the Horace Porter School HVAC Building Committee.** C. Lent said as was reported at the last meeting the Town did get the grant award funding of 52.4% for the HVAC project from the State of Connecticut. He said there are two positions that have been discussed in the past including the Commissioning Agent which is required by CT State Statute and the Project Manager. The HVAC Building Committee is recommending to the Board of Selectmen the lowest responsible bidder, Sustainable Engineering Solutions for the Commissioning Agent at \$63,300. The other bidder was higher than Sustainable Engineering Solutions by \$5,700.00. C. Lent said he would like to recommend on behalf of the HVAC Building Committee that we move forward with this. He said the timing is important because the Commissioning Agent will need to review the design.

S. Everett asked how we are paying for this. M. Walter explained that the Commissioning Agent was part of the original proposal and was State mandated. He said he has to confirm with the Finance Director what funds are left from the

previous referendum that funded \$500,000 to get the work started on the HVAC project.

L. Napolitano asked what does a Commissioning Agent do. C. Lent said that they have to document all levels of the project development and acceptance, they document instructions and testing activities. They make sure we create operation manuals on all the equipment and meets standards.

C. Lent MOVED to award a contract for Commissioning Services to Sustainable Engineering Solutions, LLC out of Rocky Hill, CT for the amount of \$63,300. MOTION CARRIED 4.0.

S. Everett asked that at the next HVAC meeting he would like to get some thoughts on the process and the game plan in order to work backwards from the completion date of 9/1/2025 to ensure we can meet the deadline.

M. Walter said that the Commissioning Agent was already approved in the proposal, but the Project Manager has been added at a cost of \$75,600 and the HVAC Building Committee has a recommendation for the Project Manager.

S. Everett asked when the Project Manager would need to start. C. Lent said that in a perfect world we'd already have the Project Manager on the job reviewing the documents and helping prepare the bid documents. He said that it is important to have the Project Manager on board to drive the schedule of the project. He said one of the benefits of the Project Manager is they come with a technical background and would be able to oversee the project. C. Lent said the firm that the HVAC Building Committee is recommending is located in Lebanon.

S. Everett said the school has secured a number of grants that they did not expect to get this year totaling \$300,000. The school has also had some savings in the budget due to someone taking unpaid leave, rebate on transportation and tuition that has resulted in over \$500,000. He said that this is not a town responsibility because it's a town building, this is a community endeavor. He said we could ask the school if they could pay upfront the funding for the Project Manager or we could go another route and hold off on hiring until we can have a town meeting and take the money from the General Fund. Discussion ensued about funding.

C. Lent MOVED to award a contract for Part-time Owner's Project Manager Construction Oversight Services to J. R. Russo, LLC out of Lebanon, CT for the amount of \$75,600 day time and funding source contingent upon consultation with FiPAC, Board of Education and Board of Selectmen. MOTION CARRIED 4.0.

7. NEW BUSINESS:

- 7.1 Discussion on allowing alcohol at the Summer Concert Series at Rec Park.** M. Walter said the State changed how they issue permits to serve alcohol at community events. The State does not want local retail establishment to serve or sell alcohol outside their building. Columbia Package Store will not be allowed to sponsor or sell at the Summer Concert Series at Rec Park. He said what they will

allow is an independent distributor to provide the product and we would have a certified Training for Intervention Procedures (TIPS) server serve the alcohol. M. Walter said he has talked with CIRMA and they have recommended we take out a Tenant User Liability Insurance Program (TULIP) policy. W. Obrien asked if the surplus of alcohol will go back to the distributor. M. Walter said yes. S. Everett MOVED to APPROVE the sale of beer and wine at the summer concert series at Rec Park utilizing the TIP's certified server, buying from distributor and also obtaining a TULIP Insurance Policy. MOTION CARRIED 4.0.

7.2 Approval of the Tax Collector's Suspense List. S. Everett MOVED to Approve the Tax Collector's Suspense List as presented. MOTION CARRIED 4.0.

8. COLUMBIA LAKE / DAM / BEACH:

8.1 Application for Construction of a Structure on or Over Columbia Lake, Greg Derway, 5 Lakeview Drive, Columbia, CT. S. Everett said he saw a photo of the structure and it was two boards jutting out into the lake. The boards are bolted into the seawall so a scull can be lifted up onto the boards out of the water. M. Roickle, LMAC Board Member said that LMAC recommended a scull rack that can be placed on a dock. She said the Mr. Derway's dock is very large and could accommodate the scull rack. Everett MOVED to Deny the Application for the structure at 5 Lakeview Drive upon the recommendation of LMAC. MOTION CARRIED 4.0.

8.2 Application for Construction and Placement of a Raft on Columbia Lake Karen Lewis, 214 Route 87, Columbia, CT. S. Everett said this application was withdrawn. No motion was made.

8.3 Update on Proposed Changes to Columbia Lake Ordinances. S. Everett said we are in consultation with DEEP. We submitted the ordinances and there is discussion going on over some of the wording, so at this time we are not ready to move forward.

9. APPOINTMENTS / RESIGNATIONS:

9.1 Resignation of Dan Johnson, Facilities Manager.

10. TOWN ADMINISTRATOR REPORT: M. Walter said that the Road/Culvert subcommittee went on a three hour road tour and viewed ten sites. The tour was to review some of the issues we are having in Columbia with our roads and culverts with water flow, pipe capacity, and erosion. He said that some members were unable to attend and we will be scheduling another tour soon. M. Walter said that once everyone has toured the sites the subcommittee will get together and prioritize based on the recommendations from the DPW Director, Beth Lunt, and the engineer, Barton & Loguidice. L. Napolitano said she would like to go on the next tour.

11. CORRESPONDENCE: None.

12. BUDGET:

12.1 Transfers: None.

12.2 Refunds: None.

13. **APPROVE PAYMENT OF BILLS:** S. Everett MOVED to Approve the Payment of Bills of \$157,036.40 consisting of 2023/2024 Emergency, 2023/2024 Regular, Credit Card, Paychex. MOTION CARRIED 4.0.
14. **AUDIENCE OF CITIZENS:** None.
15. **BOARD MEMBER COMMENTS:** C. Lent thanked Mark Walter and Jen LaVoie for organizing the Memorial Day event. He said it was a good turn out and the rain held off. He said we were fortunate to have Major Jimmy Locke attend the event and he presented the wreath at the Veterans Memorial.
16. **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).** S. Everett MOVED to suspend the meeting and enter into Executive Session at 7:46 PM and asked Mark Walter, Town Administrator to join. MOTION CARRIED 4.0. Executive Session ended at 7:56 PM.
 - 16.1 **Legal:** No Action Taken.
17. **ADJOURNMENT:** S. Everett MOVED to ADJOURN at 7:56 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Jennifer C. LaVoie