

# **Board of Selectmen**

## **FINANCIAL MEETING MINUTES**

### **March 5, 2008**

Present: Susan Bransfield-First Selectwoman, Carl Chudzick, John Anderson, Brian Flood, Kathy Richards, Sharon Gibala  
Absent: Mark Finkelstein  
Others: Rob Buden (Finance Director), Rick Kelsey (PW Director), and Robert Howard, Michael VanDeventer (Town Auditors)

1. First Selectwoman Bransfield called the Financial Meeting to order at 7:31 PM in the Mary Flood Room of the Public Library.

2. Pledge Of Allegiance

3. Approve Minutes: (Financial) February 6, 2008; (Regular) February 20, 2008

There was a motion by John Anderson, seconded by Sharon Gibala, to approve the minutes of the February 6, 2008 meeting. Vote unanimous, motion carried.

There was a motion by John Anderson, seconded by Carl Chudzick, to approve the minutes of the February 20, 2008 meeting. Vote unanimous, motion carried.

4. Accept Agenda

There was a motion by Sharon Gibala, seconded by Kathy Richards, to accept the agenda. Vote unanimous, motion carried.

5. Communications / Correspondence:

Rick Kelsey presented figures for the costs of the service of brush pickup. Mrs. Bransfield is recommending to the BOS that this service be eliminated as a cost saving measure. Fuel costs are the biggest portion of the costs for this service. Total costs for the annual brush pickup is approximately \$7,000. The budget was set up without leaf pickup. It is the consensus of the BOS to eliminate brush pickup this year.

Introduction of New Senior Services Administrator: Mary H. Flood

Mary Flood was introduced to the BOS. There will be a reception for Ms. Flood to meet people in town on March 25, 2008 at 11:00 am at the senior center.

6. Public Comment: None

7. Town Auditor's (Carlin, Charron, & Rosen, LLP) Report for FY 2006-2007

Robert Howard and Michael VanDeventer from, Charron, & Rosen, LLP, summarized the 2007 Audit Results for the BOS.

8. Set Date for Special Town Meeting for Lease Agreement between Town and Northern Middlesex County YMCA

Sharon Gibala made a motion, seconded by Brian Flood, that the lease agreement with the Northern Middlesex County YMCA be adopted, with a special town meeting set for March 19, 2008 at 6:45 pm. Vote unanimous, motion carried.

#### 9. Resolution: Adoption of TOP and BOE Cafeteria Plan

Brian Flood made a motion, seconded by Kathy Richards, to waive the reading of this resolution and to adopt it. Vote unanimous, motion carried.

#### ADOPTING RESOLUTION

The undersigned Principal of Town of Portland and Board of Education (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on March 5, 2008, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Cafeteria Plan effective February 1, 2008, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Town of Portland and Board of Education Premium Conversion Plan and the Summary Plan Description approved and adopted in the foregoing resolutions.

Principal: Susan S. Bransfield  
First Selectwoman

Date: March 5, 2008

#### 10. Planning & Zoning Commission request for BOS to rescind Town exemption per C.G.S. Section 8-24

Mrs. Bransfield explained the reasoning behind this request from P&Z. This item will be put on the agenda for a future meeting after the budget process has been completed.

#### 11. 2008-2009 Proposed Budget

Mrs. Bransfield reviewed the proposed budget figures for 2008-2009. There is a public hearing set for March 11, 2008 at 7:00 pm at Portland High School.

#### 12. Review Monthly Budget Reports

Rob Buden reviewed his monthly budget report for the BOS. To date, \$18,000 from the \$60,000 contingency fund has been allocated. There is a new agreement for internet and long distance phone service which provides a net savings of \$300 month to the Town.

#### 13. Refunds of Excess Payments:

There was a motion by Brian Flood, seconded by John Anderson, to refund Brian Taylor the amount of \$1,908.20. Vote unanimous, motion carried.

There was a motion by Brian Flood, seconded by Kathy Richards, to refund Nissan Infiniti LT the amount of \$134.14. Vote unanimous, motion carried.

#### 14. Appointments to Boards and Commissions (Re-appointments, vacancies, etc.)

- Board of Assessment Appeals - David O'Brien

Brian Flood made a motion, seconded by Sharon Gibala to appoint David O'Brien to the Board of Assessment Appeals. Vote unanimous, motion carried.

#### 15. Public Comment

Mike Kirchberger, 18 Stonegate Drive, asked if the grand list includes the property assessments recently increased. The answer is that with the outcome of appeals, the grand list will be adjusted.

#### 16. Board of Selectmen General Informal Discussion

- Mrs. Bransfield issued RFQ for Town and Labor attorneys. The consensus of the BOS is that the entire board should be involved in the selection process.
- The BOS acknowledged the Proclamation that March 9-15 is Girl Scout Week.
- St. Clements Marina received a grant to build a marina which will be a great addition and resource for residents of East Hampton and Portland.
- Project Graduation sent a thank you letter to town for its donation.
- Brownstone Quorum sent a thank you letter for money donated.
- Mrs. Bransfield read into the record a letter from a resident who was upset that a bill was sent for snow clean up on sidewalks. Homeowners are required to clear the sidewalks in front of their residences. This bill was necessary to enforce the ordinance.
- Mrs. Bransfield has gotten a number of complaints from people regarding telephone books littered in front yards.
- Sharon Gibala attended meeting of the P&Z and shared with BOS some concerns that came out of this meeting.
- March 17, 2008 at 10:00 am there will be a meeting of the Economic Development Commission and Fair Housing to provide local businesses with a chance to learn about what town is planning.
- March 24, 2008 at 7pm: There will be a meeting of the Brownstone Quorum and the Director of Parks and Recreation and Mrs. Bransfield to discuss the actions being considered for development along the riverfront.

#### 17. Follow Up Items:

- Update Ordinances

#### 18. Adjourn Meeting

There was a motion to adjourn the meeting by Sharon Gibala, seconded by Kathy Richards. Vote unanimous motion carried. The meeting adjourned at 8:58 pm.

Respectfully Submitted,

Laura Siena, Board Clerk