

Board of Selectmen
FINANCIAL MEETING MINUTES
Wednesday April 2, 2008

Present: Susan Bransfield-First Selectwoman, Carl Chudzik, John Anderson, Kathy Richards, Sharon Gibala, Mark Finkelstein, Brian Flood

1. First Selectwoman Bransfield called the Financial Meeting to order at 7:42 P.M.
2. Pledge Of Allegiance
3. Approve Minutes:

There was a motion by John Anderson, seconded by Sharon Gibala to approve the minutes of the Financial Meeting on March 5, 2008.

AYES: Carl Chudzik, John Anderson, Susan Bransfield, Kathy Richards, Sharon Gibala, Brian Flood

NAYS: none

ABSTAIN: Mark Finkelstein

Motion carried.

There was a motion by John Anderson, seconded by Mark Finkelstein, to accept the minutes of the March 19, 2008 Regular Meeting and Budget Workshop. Vote unanimous, motion carried.

There was a motion by Mark Finkelstein, seconded by Kathy Richards to accept the minutes of the March 18, 2008 Budget Workshop. Vote unanimous, motion carried.

4. Accept Agenda

Mrs. Bransfield asked that the agenda be amended to include:

7: Resolution: Application for FEMA Grant Assistance to Firefighters (AFG) Program Portland Volunteer Fire Department

#8: Fair Housing Policy Statement

All other agenda items will be numbers accordingly. There was a motion by Sharon Gibala, seconded by Brian Flood to accept the agenda as amended. Vote unanimous, motion carried.

5. Communications / Correspondence: none

6. Public Comment

7. Resolution: Application for FEMA Grant Assistance to Firefighters (AFG) Program Portland Volunteer Fire Department

Mrs. Bransfield read the resolution into the record.

RESOLUTION

Application for a FEMA Grant Assistance to Firefighters (AFG) Program
Portland Volunteer Fire Department

WHEREAS, there is an opportunity for the Town to apply for another Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) Program; and

WHEREAS, Fire Department planners have identified the need to replace/purchase Firefighting Equipment, specifically 70 sets of bunker pants, turnout coats and boots, and training each costing \$2,358 for a total of \$165,050; and

WHEREAS, there is a local match of 5% which in Portland's case would be \$8,253; now therefore be it

RESOLVED, that the Board of Selectmen hereby authorize Susan S. Bransfield, the First Selectwoman of the Town of Portland, to file a grant application to FEMA for a AFG Program Grant on behalf of the Portland Volunteer Fire Department in an amount of \$165,050, ninety-five percent (95%) of which or \$156,798 would come from federal funds while the remaining five percent (5%) of \$8,253 would be a required local match.

Chief Shea explained to the BOS that this grant is an annual FEMA grant. The match percentage has been reduced to a 5% match. The Fire Department was denied this grant last year and is reapplying.

Mark Finkelstein asked if these grant monies would replace any of the costs for gear replacement in the budget request. Chief Shea answered that in fact, the gear replacement costs in the capital budget requests would be eliminated in year 2 & 3. The Fire Department is currently non-compliant in that it does not have FPA Standardized equipment. This can result in injuries to firefighters.

There was a motion by Mark Finkelstein, seconded by John Anderson, to adopt this resolution. Vote unanimous, motion carried.

8. Fair Housing Policy Statement

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to adopt of this resolution and waive the reading of it. Vote unanimous motion carried.

Town of Portland FAIR HOUSING POLICY STATEMENT

It is both the policy and strong commitment of the Town of Portland to promote Fair Housing opportunities in all its programs and housing development activities and to take affirmative action through education and implementation of ensure equal housing opportunities for all persons and families.

The Town of Portland will take affirmative action to ensure that all tenants, applicants, residents are treated fairly without regard to their race, color, religion, sex, sexual orientation, martial status, national origin, ancestry, learning disability, mental or physical disability, including but not limited to blindness, age individuals with children, or lawful source of income.

The Town of Portland will continue to make a good faith effort to comply with all Federal and State laws and policies which speak to fair housing practices.

It is the policy of the Town of Portland that all Housing related personnel be trained and educated in the principles of Fair Housing and Equal Opportunity so that Equal Housing Opportunity maybe available to all qualified applicants.

This Fair Housing Policy Statement reaffirms our personal commitment to the principles of fair housing and equal opportunity housing practices.

The Fair Housing Officer, First Selectwoman Susan Bransfield, or their designated representative is responsible for the enforcement and implementation of the Fair Housing Regulations/Plan and the enforcement of this policy. The Fair Housing Officer may be reached at 860.342.6715.

Complaint(s) pertaining to discrimination in any program funded by this Town of Portland may be filed with the Fair Housing Officer. The Town's Grievance Procedure will be utilized in this case(s).

Complaints also may be filed with the Commission on Human Rights and Opportunity, 21 Grand Street Hartford, Connecticut 06106.

Dated this 2nd day of April in the year 2008

Town of Portland, Connecticut
County of Middlesex Susan S. Bransfield
First Selectwoman

9. Agreement between TOP and City of Middletown for Mutual Stand-by Animal Control Aid

Mrs. Bransfield read this resolution into the record.

RESOLUTION

Agreement between the Town of Portland and the City of Middletown for Mutual Stand-by Animal Control Aid

WHEREAS, the Town and City desire to achieve improved coverage by better utilizing existing personnel, rather than incurring the expense of retaining additional personnel; and

WHEREAS, Connecticut General Statutes 7-148(c)(1)(A) authorizes municipalities to enter into contracts, and Section 7-148(c)(7)(D) authorizes municipalities to regulate and prohibit the roaming at large of dogs and other animals in the streets and public places of a municipality, and regulate other matters with respect to the safety of dogs and other animals; and

WHEREAS, that the Town is in favor of the participating in the mutual aid agreement for a period of two years; now therefore be it

RESOLVED, that the First Selectwoman Susan S. Bransfield, be and hereby is authorized to act on behalf of the Town of Portland to sign and execute said mutual aid agreement.

There was a motion by Mark Finkelstein, seconded by Brian Flood to adopt this resolution. Vote unanimous, motion carried.

10. Resolution: 2008 Volunteer Fire Assistance Grant Program, Section 7-Cooperative Forestry Act

Mrs. Bransfield read this resolution into the record.

RESOLUTION
2008 VOLUNTEER FIRE ASSISTANCE GRANT PROGRAM
SECTION 7 - COOPERATIVE FORESTRY ACT

RESOLVED, that the Board of Selectmen hereby authorize Fire Chief Robert Shea or Deputy Fire Chief James Lynch to enter into an agreement with the State of Connecticut, Division of Forestry, for the purpose of executing the 2008 Volunteer Fire Assistance Grant Program and to provide such additional information needed to execute such an agreement.

Fire Chief Shea explained this grant to the BOS. This is the fourth year that the Fire Department has applied for this grant. It has been awarded for the three consecutive years. There is no cost to the town. The Fire Department receives a refund of 50% of what is budgeted.

There was a motion by Mark Finkelstein, seconded by John Anderson to adopt this resolution. Vote unanimous, motion carried.

11. Resolution: 2008 FM Global Fire Prevention Grant Program

Mrs. Bransfield read this resolution into the record.

RESOLUTION
2008 FM GLOBAL FIRE PREVENTION GRANT PROGRAM

RESOLVED, that the Board of Selectmen hereby authorize Fire Chief Robert Shea or Deputy Fire Chief James Lynch to enter into an agreement with the State of Connecticut, Division of Forestry, for the purpose of executing the 2008 FM Global Fire Prevention Grant Program and to provide such additional information needed to execute such an agreement.

This is a grant offered to help fund educational tools at no cost to the town. The Fire Department is looking to enhance the current program of fire prevention in the schools and for the Senior Center.

There was a motion by Kathy Richards, seconded by Sharon Gibala, to adopt this resolution. Vote unanimous, motion carried.

12. Resolution: Authorizing Participation in the Middlesex United Way Grant Application

Mrs. Bransfield read this resolution into the record.

RESOLUTION
Authorizing Participation in the Middlesex United Way Grant Application

RESOLVED, that the First Selectwoman Susan S. Bransfield, be and hereby is authorized to act on behalf of the Town of Portland to sign and file a grant application with the Middlesex United Way, for participation in the Project Titled: "Healthy Communities, Healthy Youth Community Impact" grant to Portland Youth Services; up to \$13,500 during fiscal year July 2008 to June 2009 to continue the development and implementation of Asset Development programming, dependent on and appropriate to the identified needs of the community.

There was a motion by Mark Finkelstein, seconded by Kathy Richards to adopt this resolution. Vote unanimous, motion carried

13. Resolution: Police and Youth Program Grant from State OPM JJAC for FY 2008-2009

Mark Finkelstein read this resolution into the record.

RESOLUTION

Police and Youth Program Grant from State OPM Juvenile Justice Advisory Committee for FY 2008-2009

RESOLVED, that the First Selectwoman Susan S. Bransfield, be and hereby is authorized to act on behalf of the Town of Portland to sign and file a grant application with the State of Connecticut Office of Policy and Management Juvenile Justice Advisory Committee, for participation in the Project Titled: "Police and Youth Program" grant to Portland Youth Services; up to \$10,000 during fiscal year July 2008 to June 2009 to enhance or increase opportunities for youth and police to work together to benefit their community.

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to adopt this resolution. Vote unanimous, motion carried.

14. Review Monthly Budget Reports

Rob Buden, Finance Director, reviewed the monthly budget reports for the BOS. As of February 29, 2008, revenues and expenditures are as expected for this time in the budget year. Revenues that are not coming in are ones related to the economy i.e. Building permits. Mr. Buden does not anticipate the need for any additional appropriations. The tax collectors office will be implementing a lock box as of July 1, 2008. In addition, the use of online payments and credit cards is being explored as a way to make tax payments more user-friendly.

Sharon Gibala asked if the budget reports can be provided earlier in the month. The BOS will consider moving the financial meeting to another day rather than the first Wednesday of each month.

15. Refunds of Excess Payments:

There was a motion by Mark Finkelstein, seconded by Kathy Richards, to refund Justin Cartelli the amount of \$32.82. Vote unanimous, motion carried.

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to refund Rosanne Darna the amount of \$20.27. Vote unanimous, motion carried.

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to refund Pamela J. Bayha the amount of \$45.34. Vote unanimous, motion carried.

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to refund Thomas W. Hepton or Barbara A. Hepton the amount of \$21.94. Vote unanimous, motion carried.

There was a motion by Mark Finkelstein, seconded by Sharon Gibala, to refund Ford Motor Credit the amounts of \$124.78; \$184.06; \$369.28; \$101.57; \$43.94; \$106.62; \$322.02; \$147.32. Vote unanimous, motion carried.

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

There was a motion by Kathy Richards, seconded by Brian Flood, to appoint Michael Woronoff as an alternate to the Planning and Zoning Commission. Vote unanimous, motion carried.

17. Public Comment

Mr. Bill Willinsky, Veterans Affairs Committee, publicly thanked the Public Works and Grounds crews, Don Powers (Highway Supervisor), Rick Kelsey (Director of Public Works), Carl Johnson (Grounds Crew Leader) and resident Jim Landry for the installation of the brick walkway which encircles the flag pole and Veterans Memorial at the Town Hall. He informed the BOS that in May, members of the Garden Club, with the assistance of Carl Johnson, will plant flowers to enhance this site. In addition, there is a Care Package Drive underway at this time. There are boxes at all the schools and some local businesses for donations to be made. Care packages will be assembled from the donations and mailed to residents presently serving in the armed forces.

18. Board of Selectmen General Informal Discussion

19. Follow Up Items:

- P&ZC request for Selectmen to rescind the Town exemption per C.G.S. Sec. 8-2 (June)
- Update Ordinances

20. Adjourn Meeting

There being no further discussion, there was a motion by Sharon Gibala, seconded by Mark Finkelstein, to adjourn the meeting. Vote unanimous, motion carried. The meeting adjourned at 8:25 pm.

Respectfully Submitted,

Laura Siena, Board Clerk