

**BOARD OF SELECTMEN
FINANCIAL MEETING
December 2, 2009 at 7:30 p.m.**
Mary Flood Room – Portland Public Library
20 Freestone Avenue, Portland, Connecticut

Present: Susan Bransfield-First Selectwoman, John Anderson, Carl Chudzik, Brian Flood,
Sharon Peters, Kathleen Richards

Absent: Mark Finkelstein

1. First Selectwoman Call Financial Meeting to Order

First Selectwoman Bransfield called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Approve Minutes

First Selectwoman Bransfield made comment that the BOS appointment on October 7, 2009 to the Veterans Affairs Committee was Timothy Dickerson and not Tom Dickerson.

There was a motion by John Anderson, seconded by Brian Flood, to approve the minutes of the October 21, 2009 regular meeting. Vote unanimous, motion carried.

There was a motion by John Anderson, seconded by Brian Flood, to approve the minutes of the November 4, 2009 financial meeting. Vote unanimous, motion carried.

There was a motion by John Anderson, seconded by Brian Flood, to approve the minutes of the November 17, 2009 special meeting. Vote:

YAYES: Susan Bransfield, John Anderson, Carl Chudzik, Brian Flood, Kathy Richards,

NAYES: none

ABSTAINED: Sharon Peters

Motion carried.

4. Accept Agenda

There was a motion by Brian Flood, seconded by John Anderson to accept the agenda as presented. Vote unanimous, motion carried.

5. Communications/Correspondence

Information was provided on Alert Now, a new emergency alert system which can call anyone in town registered in the phone book. The schools will be implementing this in the event there is an

early school closing or other instance when parent notification is needed. The system is courtesy of the Chatham Health District, and both First Selectwoman Bransfield and Dr. Doyen have been trained on it.

In partnership with Quality Data Service, it is now possible for residents to access their tax information online by clicking on the Collector of Revenue's link from Portland's website. Residents can now type in their name or other identifying information, and see how much is owed or has been paid for cars, residences, etc.

First Selectwoman Bransfield indicated that the town may be applying for a SAFER (Staffing for Adequate Fire and Emergency Response) grant at some point in the future. The grant allows cities and towns to enhance public safety personnel. Grant funds can also be utilized to assist the Fire Department in terms of staffing or training. This grant is federally funded, and would be for a specific period of time.

6. Public Comment - None.

7. Hillside Association Request for Town to Take Ownership of Knollwood Road

First Selectwoman Bransfield noted that this item was previously on the agenda, and at that time a letter received by members of the Board of Selectmen was read into the record. Mr. Rick Kelsey has looked at the road at First Selectwoman Bransfield's request, and has been asked to give a report. It was noted that in addition to road regulations, the Board of Selectmen have the power to accept or not accept a road under the conditions of the town charter (Sec. 405, #8, General Powers and Duties of the Board of Selectmen).

Mr. Kelsey indicated that the town can only accept a road if it meets town standards, which Knollwood Road currently does not. Based on the road's current configuration, this would be a difficult and ultimately expensive undertaking given that there is no drainage system in place, no turnaround at the end of the road, and the pavement is in very poor condition. In terms of next steps, Mr. Kelsey suggested that a meeting with representatives from East Hampton be scheduled to see if they would be willing to provide some assistance with the drainage issue. First Selectwoman Bransfield indicated that she would be happy to assist in facilitating this meeting.

Ms. Judy Kiries questioned what the timeline would be for the meeting with East Hampton. She also questioned whether the road could be grandfathered into the town's possession since it was built prior to the establishment of the regulations. Mr. John Converse noted that representatives from East Hampton had been out to his property already, but did not have a plan as to how to address the issue. A question was also raised as to what would happen in the event taxes were not paid on the road, which would subsequently lead to the town taking possession. First Selectwoman Bransfield briefly outlined the town's foreclosure process.

First Selectwoman Bransfield indicated that she would contact East Hampton's Town Manager to arrange a meeting, and encouraged those present to contact her with any additional questions.

8. Request for MVA Claim to be Processed Through Town Insurer (by Jonathan Sundell, PVFD)

Sharon Peters and Kathleen Richards recused themselves from the discussion.

First Selectwoman Bransfield indicated that she has requested information on this matter, which has not yet been received. The details of the accident were briefly reviewed again with the Board of Selectmen, and a discussion ensued regarding whether the town's insurance carrier should pay the claim, or if it should be paid by the insurance of those involved in the accident.

First Selectwoman Bransfield indicated that no action will be taken until the information is received. A copy will be provided to the Board of Selectmen, and this item will be added to the agenda for the Board of Selectmen meeting held the third Wednesday of this month (12/16/09).

A recess was called at 8:28 p.m. The Selectmen returned to session at 8:30 p.m. Ms. Peters and Ms. Richards rejoined the meeting.

9. Community Energy Efficiency Project

Mr. Andy Bauer reported that the Portland Clean Energy Task Force has been approached to partake in a pilot program for residential community energy efficiency. The "Connecticut Clean Energy Communities Program – Community Energy Savings Project" seeks to apply for ARRA stimulus fund money to create a toolkit for homeowners to use to apply to their own homes to save money. Portland is one of ten towns which were carefully chosen for this.

First Selectwoman Bransfield read this resolution into the record.

Authorizing Participating in the "Connecticut Clean Energy Communities Program – Community Energy Savings Project" through an Application for a General Innovation Fund Grant

RESOLVED, that the Board of Selectmen hereby authorizes the First Selectwoman Susan S. Bransfield to act on behalf of the Town of Portland to sign and file all paperwork as it pertains to a grant application and grant award with the United States Department of Energy, for participating in the Project Titled: "Connecticut Clean Energy Communities Program – Community Energy Savings Project" and to provide such additional information needed to execute the program.

Sharon Peters moved adoption of this resolution, seconded by Brian Flood. Vote unanimous, motion carried.

10. Resolution: Agreement between Concord Square Planning & Development, Inc. and the Town of Portland for Professional Services, as it pertains to Housing for Economic Growth Program Grant

A \$50,000 grant from the State of Connecticut was received to consider incentive housing zones for Portland. Concord Square Planning & Development, Inc. was selected from those interviewed to provide professional services. It was noted that the work to be done is expected to come in under the \$50,000 budget.

First Selectwoman Bransfield read this resolution into the record.

**Agreement between Concord Square Planning & Development Inc. and the Town of
Portland for Professional Services
Housing for Economic Growth Program Grant**

RESOLVED, that the First Selectwoman, Susan S. Bransfield, be and hereby is authorized to act on behalf of the Town of Portland to enter into an agreement with Concord Square Planning & Development Inc., of 294 Washington Street, Suite 638, Boston, Massachusetts 02108, for the purpose of providing technical assistance to perform the following tasks: analyze and identify eligible properties as potential locations for Incentive Housing Zones (IHZ), develop IHZ regulations and design standards for consideration by the Planning and Zoning Commission, and prepare a build-out analysis to determine the number of housing units that may be created based the identified site(s) and proposed regulated developed by the consultant(s).

Sharon Peters moved adoption, seconded by Kathleen Richards.

Discussion: Ms. Rhodes was asked to discuss the pros and cons associated with the grant. Mr. Anderson noted that in terms of housing, the number of bedrooms proposed and the impact to the schools should be taken under consideration. Vote:

YAYES: Susan Bransfield, Brian Flood, John Anderson, Kathy Richards, Sharon Peters

NAYES: Carl Chudzik

ABSTAINED: none

Motion carried.

11. P&ZC Request for Selectmen to Rescind Town Exemption per C.G.S Sec. 8-2

First Selectwoman Bransfield provided Selectmen with a copy of an email she received regarding this subject on September 16th. While it has been placed on several agendas to date, no action has been taken.

There was a motion by John Anderson, seconded by Carl Chudzik, to rescind the town exemption per C.G.S. Sec. 8-2. Vote:

YAYES: John Anderson, Carl Chudzik

NAYES: Susan Bransfield, Brian Flood, Kathy Richards, Sharon Peters

ABSTAINED: none

Motion failed.

12. BOS Meeting Dates for Calendar Year 2010

In accordance with Section 1-21 of the Connecticut General Statutes, the following schedule is the Board of Selectmen meeting dates for the year **2010**: Regular meetings are held on the 1st and 3rd Wednesday of the month in the Mary Flood Room of the Public Library (20 Freestone Avenue) at 7:30 PM.

| | |
|-------------|--------------|
| January 6 | July 7 |
| January 20 | July 21 |
| February 3 | August 4 |
| February 17 | August 18 |
| March 3 | September 1 |
| March 17 | September 15 |
| April 7 | October 6 |
| April 21 | October 20 |
| May 5 | November 3 |
| May 19 | November 17 |
| June 2 | December 1 |
| June 16 | December 15 |

There was a motion by John Anderson, seconded by Brian Flood, to approve the Board of Selectmen Meeting Dates for Calendar Year 2010. Vote unanimous, motion carried.

13. Fourth Quarter Transfers

Tom Robinson, Director of Finance, reviewed the fourth quarter transfers.

First Selectwoman Bransfield read this resolution into the record. ***“RESOLVED, that the fourth quarter transfers for Fiscal Year 2009 are hereby approved.”***

Brian Flood moved adoption, seconded by John Anderson. Vote unanimous, motion carried.

14. November 2009 Budget Report

No report was distributed. The next budget report will be provided in January.

15. Refunds of Excess Payments

There was a motion by Brian Flood, seconded by Kathleen Richards, to refund Burr, Lois Ann, the amount of \$27.50. Vote unanimous, motion carried.

There was a motion by Brian Flood, seconded by Kathleen Richards, to refund Ari Fleet LT, the amount of \$290.92. Vote unanimous, motion carried.

There was a motion by Brian Flood, seconded by Kathleen Richards, to refund Gary Tobler, the amount of \$10.93. Vote unanimous, motion carried.

There was a motion by Brian Flood, seconded by Kathleen Richards, to refund Lepine, Daniel G., the amount of \$27.40. Vote unanimous, motion carried.

16. Appointments to Boards and Commissions (Re-appointments, vacancies, etc.) – None.

17. Public Comment – None.

18. Board of Selectmen General Discussion

Two successful H1N1 clinics have taken place at the high school. First Selectwoman Bransfield noted the CERT team has been doing a remarkable job.

First Selectwoman Bransfield will be attending as a member of the Governor's Task Force meeting that includes representatives from other towns as well as legislators. The goal is to provide insight and suggestions for how state and local governments can cooperate in terms of meeting the deficit the state is currently facing.

19. Follow up Items

- Proposed Fee Increase to Building Permits
- Water and Sewer Fees
- Proposed Revisions to Ethics Ordinance (December 16)

20. Adjourn Meeting

There was a motion by John Anderson, seconded by Sharon Peters, to adjourn the meeting at 9:09 p.m. Vote unanimous, motion carried.

Respectfully submitted,

Susan Matterazzo, Board Clerk