

**BOARD OF SELECTMEN  
FINANCIAL MEETING  
February 3, 2010 at 7:30 PM**

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

Absent: Mark Finkelstein

Others: Tom Robinson-Finance Director; Richard Kelsey-Director of Public Works; Raymond Sajdak-Fire Marshal; Lt. Ronald Milardo-PPD; Robert Howard and Michael VanDeventer-CCR, LLC

**1. FIRST SELECTWOMAN CALL FINANCIAL MEETING TO ORDER**

Mrs. Bransfield called the meeting to order at 7:30 pm. There was a motion by Kathy Richards, seconded by Brian Flood, to enter into executive session. Vote unanimous, motion carried. The meeting went into executive session at 7:30 pm.

**2. EXECUTIVE SESSION: Police Security Matters**

There was a motion by Kathy Richards, seconded by Brian Flood, to resume the regular meeting. Vote unanimous, motion carried. The regular meeting was resumed at 7:55 pm. Mrs. Bransfield requested a brief recess. After a short recess, the meeting was resumed at 8:00 pm.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVE MINUTES:**

There was a motion to approve the minutes of the January 20, 2010 meeting by Sharon Peters, seconded by John Anderson.

Ayes: Carl Chudzik, John Anderson, Susan Bransfield, Sharon Peters

Nays: none

Abstain: Kathy Richards, Brian Flood

There was a motion by Sharon Peters, seconded by Kathy Richards, to approve the minutes of the January 8, 2010 special meeting.

Ayes: Carl Chudzik, John Anderson, Susan Bransfield, Sharon Peters, Kathy Richards

Nays: none

Abstain: John Anderson

There was a motion by Kathy Richards, seconded by Carl Chudzik, to approve the minutes of the January 13, 2010 meeting.

Ayes: Carl Chudzik, John Anderson, Susan Bransfield, Sharon Peters, Kathy Richards

Nays: None

Abstain: Sharon Peters

There was a motion to approve the minutes of the January 6, 2010 meeting by Brian Flood, seconded by Sharon Peters. Vote unanimous, motion carried.

**5. ACCEPT AGENDA**

Mrs. Bransfield requested that Item # 8: "Resolution: CR3 Agreement," be added after # 7. All other items will be renumbered accordingly. There was a motion by Sharon Peters, seconded by Brian Flood, to accept the agenda as amended. Vote unanimous, motion carried.

**6. COMMUNICATIONS / CORRESPONDENCE:**

- **Auditors CCR**

Robert Howard and Michael VanDeventer, from the firm CCR, LLC reviewed for the Selectmen the scope of work done and reports issued with regard to the most recent audit. Mr. VanDeventer reviewed financial statements and general fund financial highlights. Management recommendations were reviewed for the Selectmen.

- **Raymond Sajdak, Fire Marshal**

Mr. Sajdak reviewed a production report from the Fire Marshal's office. There is currently a budget shortfall. An additional \$4,000 is being requested to cover this shortfall and to meet payroll thru 6/30/10. There are several ordinances that will be required in order to comply with state mandates in 2010. For the budget in 2010-2011, a request will be made to increase the number of hours per week from 18 to 24 hours to meet the demands of the office's ever increasing workload.

**7. PUBLIC COMMENT: NONE**

**8. RESOLUTION: AGREEMENT BETWEEN CR3 AND THE TOWN OF PORTLAND FOR DESIGN AND CONSULTANT SERVICES FOR THE TOWN CENTER VILLAGE DISTRICT.**

*WHEREAS, upon the recommendation of the Planning and Zoning Commission the Town plans to hire CR3; and*

*WHEREAS, the role of CR3 will be to act as an agent for the Town, as design professionals reviewing proposed design by the owners of properties located within the Town Center Village District, and make suggestions to further enhance and reinforce the community character; now therefore be it*

*RESOLVED, that the First Selectwoman be and is hereby authorized to enter into an agreement with CR3 of 571 Hopmeadow Street, Simsbury, Connecticut for an initial term ending January 1, 2011.*

Sharon Peters made a motion, seconded by Kathy Richards to waive the reading and approve the resolution. Vote unanimous, motion carried.

**9. Proposed Transfer Station Fees**

Tom Robinson, Finance Director, reviewed the fund balance for Resource Recovery Operations as of 2/3/2010. This resolution proposes to change the transfer station permit fee from \$25.00 to \$20.00, effective July 1, 2010.

Discussion:

John Anderson, Carl Chudzik: no change is needed, keep at \$25.00 and review in 6 months.

Kathy Richards: it is unknown at this time if there will be a deficit in this account or not. Many townspeople have been vocal about being upset with the increase that occurred 7/1/2009.

The resolution is as follows:

**RESOLUTION  
BOARD OF SELECTMEN  
Town of Portland, Connecticut**

**FEBRUARY 3, 2010**

**FEE INCREASES TO DEPARTMENT OF PUBLIC WORKS:  
RESOURCE RECOVERY FEES**

WHEREAS, the schedule of fees for Town services shall be set from time to time and a schedule of such fees shall be filed with the Town Clerk's Office; and

WHEREAS, in accordance with Section 405.3 of the Portland Town Charter, the Board of Selectmen shall by ordinance fix the charges for services rendered by the Town.

NOW THEREFORE BE IT RESOLVED, that the below listed fees for Public Works Resource Recovery be and is hereby adopted to take effect July 1, 2010:

	<u>FROM</u>	<u>TO</u>
Transfer Station Permit	\$25.00	\$20.00
Car Tires	\$5.00 each	\$5.00 each
Truck Tires	\$15.00 each	\$15.00 each
Bulky Waste	\$120.00/ton	\$120.00/ton
Antifreeze	\$1.25/gallon	\$1.25/gallon
Freon	\$15.00 each	\$15.00 each
Propane	\$10.00 each	\$10.00 each
Small Bags	\$1.00 each	\$1.00 each
Medium Bags	\$4.00 each	\$4.00 each
Large Bags	\$5.00 each	\$5.00 each

*\*A public hearing was held on January 20, 2010 at 7:00 PM regarding proposed rates at which time there were no comments from any resident regarding such rate.*

There was a motion by Brian Flood, seconded by Kathy Richards to adopt this resolution.

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

NAYES: Carl Chudzik, John Anderson

ABSTAIN: none

Motion passed.

#### **10. Low Pressure Sewer Systems Procedures & Agreement**

Rick Kelsey, Director of Public Works, presented and explained to the Selectmen the Low Pressure Sewer Systems Procedures & Agreement. The Town Attorney has reviewed this proposal. Mr. Kelsey recommends acceptance of these procedures and agreement. The Selectmen will review this proposal and it will be put on a future agenda in March.

#### **11. MONTHLY BUDGET REPORT**

Tom Robinson, Finance Director, reviewed the monthly budget report for the Selectmen.

#### **12. REFUNDS OF EXCESS PAYMENTS:**

There was a motion by Kathy Richards, seconded by Brian Flood, to refund Oliver, Vernon D & Ann N., the amount of \$3078.53. Vote unanimous, motion carried.

#### **13. APPOINTMENTS TO BOARDS AND COMMISSIONS (Re-appointments, vacancies, etc.)**

There was a motion by Kathy Richards, seconded by Sharon Peters, to appoint Alan Kenney to the Planning and Zoning Commission. Vote unanimous, motion carried.

There was a motion by Kathy Richards, seconded by Sharon Peters, to appoint Bruce Tyler as a regular to the Planning and Zoning Commission. Vote unanimous, motion carried.

There was a motion by Kathy Richards, seconded by Sharon Peters, to appoint Robert Wade to the Economic Development Commission. Vote unanimous, motion carried.

There was a motion by Kathy Richards, seconded by Sharon Peters, to appoint Frank Cavalieri to the Economic Development Commission. Vote unanimous, motion carried.

There was a motion by Kathy Richards, seconded by Sharon Peters, to appoint Jack Sterry as an alternate to the Zoning Board of Appeals. Vote unanimous, motion carried.

#### **14. PUBLIC COMMENT : NONE**

#### **15. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION**

- Mrs. Bransfield informed the Selectmen that Linda Manchester, who has served the town for 21 years in the Land Use and Planning department, will be retiring effective 4/2/2010.

She expressed appreciation to Ms. Manchester for her many years of service. In anticipation of filling this position, Mrs. Bransfield informed the Selectmen that it will be advertised in-house and that there will be some changes in the job description to include responsibility for some duties in the Assessors office.

- Mrs. Bransfield noted for the record that the grand list is up 1.16% overall, which is noteworthy given the current economic conditions.

**16. FOLLOW UP ITEMS:**

- Proposed Revisions to Ethics Ordinance (February 17, 2010)
- Goals and Objectives for Fiscal Year 2010-2011

**17. ADJOURN MEETING**

There was a motion to adjourn the meeting by Sharon Peters, seconded by Kathy Richards. Vote unanimous, motion carried. The meeting was adjourned at 9:40 pm.

Respectfully Submitted,

Laura Siena  
Board Clerk