

**BOARD OF SELECTMEN  
FINANCIAL MEETING MINUTES  
MAY 7, 2025**

Present: Michael Pelton-First Selectman, John Dillon, Michael Hernandez, Robert Hetrick, Jr., Tim Lavoy, Rick Sharr, Jim Tripp

Others Present: Michael Lastrina-Supervisor of PW Operations, Tom Robinson-Finance Director, Michael Tierney-Town Clerk, Members of the Public and Media

**1. FIRST SELECTMAN CALL MEETING TO ORDER**

First Selectman Michael Pelton called the Financial Meeting to order at 7:00 p.m. in the Buck-Foreman Community Room located at 265 Main Street, Portland, Connecticut.

**2. PLEDGE OF ALLEGIANCE**

**3. ACCEPT AGENDA**

Changes: Add 6A, *Presentation regarding the condition of the High School Parking lot.* Robert Hetrick made a motion to accept the amended agenda, seconded by John Dillon. Vote unanimous, motion carried. Further amendment: add Item 9A, *Request for Waiver of Bid Requirements Info Quick Solutions, Inc. (IQS).* John Dillon made a motion to further amend the agenda, seconded by Tim Lavoy, all were in favor, motion carried.

**4 APPROVE MINUTES: (Regular) April 16, 2025**

Jim Tripp made a motion, to approve the regular April 16, 2025 BOS minutes, seconded by John Dillon, all were in favor, none opposed, no abstentions, motion carried.

**5. COMMUNICATIONS/CORRESPONDENCE: Proclamation – James Lynch; National EMS Week; National Police Week; Public Works Week**

Michael Pelton received a letter from Liz Hibino expressing her support of the budget. He also received a letter from Melissa Kelley regarding the speeding on Portland roads, particularly Main Street and Cox Road. He received a letter from DOT advising that the time to cross the street at the intersection of Main Street and Marlborough Street has been extended to allow pedestrians more time to cross.

John Dillon read the Certificate of Congratulations to James Lynch on his retirement. Robert Hetrick waived the reading of the National Emergency Medical Services Week Proclamation, the National Police Week proclamation, and the National Public Works Week Proclamation. John Dillon said we have one of the greatest police forces in the area and extended congratulations on behalf of the BOS. John Dillon expressed appreciation for Michael Lastrina and Michelle Ceppaglia for all they do.

## 6. PUBLIC COMMENT

### 6A. *Presentation regarding the condition of the High School Parking lot*

Michael Lastrina introduced Jeff Makela who presented on his company's paving maintenance process that could be used at the High School parking lot rather than ripping up the pavement and repaving it. This will save the town a lot of money instead of paving. It is less expensive than chip sealing and you get the same result. The process could also be used for the tennis courts. Michael Hernandez said he knows the process and it is great. In a demonstration of the product, a snowplow was run across it just three hours after the process was completed and it didn't damage it at all. Robert Hetrick suggested that a quote be put together for both the high school parking lot and the tennis court to be presented at a subsequent BOS meeting.

## 7. MONTHLY BUDGET REPORT

Tom Robinson gave the monthly budget report pointing out the accounts that they need to keep an eye on. The revenues are doing pretty good. He explained the expenses that are going over and explained why.

## 8. RESOLUTION: FOURTH QUARTER TRANSFERS – BOE SCHOOL LUNCH FUND (\$35,000)

John Dillon read the Fourth Quarter Transfers - BOE School Lunch Fund resolution and made a motion to approve it, seconded by Tim Lavoy. Vote unanimous, motion carried.

RESOLUTION  
BOARD OF SELECTMEN  
Town of Portland, Connecticut  
May 7, 2025

### **Fourth Quarter Transfers – BOE School Lunch Fund**

WHEREAS, the Board of Education has identified funds within its General Fund Budget to transfer to the School Lunch Fund.

NOW, THEREFORE BE IT RESOLVED, that the Board of Selectmen hereby approves the transfer of up to but no more than \$35,000 to the School Lunch Fund (Fund 5) from available Fiscal Year 2025 Board of Education Appropriations.

## 9. RESOLUTION: FOURTH QUARTER TRANSFERS – BOE (\$150,000)

Jim Tripp read the Fourth Quarter Transfers – BOE (\$150,000) and made a motion to approve it, seconded by John Dillon. Vote:

Aye: John Dillon, Robert Hetrick, Tim Lavoy, Michael Pelton, Rick Sharr, Jim Tripp

Nay: None

Abstained: Michael Hernandez.

Motion carried.

RESOLUTION  
BOARD OF SELECTMEN  
Town of Portland, Connecticut  
May 7, 2025

**Fourth Quarter Transfers – BOE**

WHEREAS, there is a need for various repair projects at the various school locations; and  
WHEREAS, the repairs/improvements projects may include, but are not limited to, HVAC repairs/upgrades Districtwide, security repairs/upgrades Districtwide, exterior/interior door repairs/replacements and roof repairs/replacements Districtwide.

NOW, THEREFORE BE IT RESOLVED, that the Board of Selectmen hereby approves the transfer of up to but no more than \$150,000 to the Board of Education Maintenance Fund account (Fund 11) from available Fiscal Year 2025 Board of Education Appropriations.

**9A. REQUEST FOR WAIVER OF BID REQUIREMENTS INFO QUICK SOLUTIONS, INC. (IQS)**

Town Clerk Michael Tierney explained the system currently being used and the need to update it. They will need a product conversion. The software is reaching its end of life, we can't have a lapse in recording land records. The software and hardware is \$1900/month. John Dillon read the request for waiver of bid requirements Info Quick Solutions, Inc. (IQS) and made a motion to approve it, seconded by Jim Tripp. Vote unanimous, motion carried.

RESOLUTION  
BOARD OF SELECTMEN  
Town of Portland, Connecticut  
MAY 7, 2025

**Request for Waiver of Bid Requirements  
Info Quick Solutions, Inc. (IQS)**

WHEREAS, the Town of Portland's current contract for record keeping services in the Town Clerk's Office is expected to be expiring on April 30, 2026; and

WHEREAS, the Town Clerk's Office is looking for an updated software solution to meet the existing State of Connecticut regulations and anticipated future changes; and

WHEREAS, Info Quick Solutions, Inc. (IQS) currently is used by fifty-five Connecticut towns, offering the features and service required in the Town Clerk's Office, and

WHEREAS, Info Quick Solutions, Inc. (IQS) is currently booking system conversions in spring 2026.

NOW THEREFORE BE IT RESOLVED that in the best interest of the Town, pursuant to Section 1208 §7 of the Portland Charter the Board of Selectmen hereby waives the bidding requirements of Section 1208 of the Portland Charter as it pertains to entering into a five-year contract with Info Quick Solutions, Inc. (IQS) the Town Clerk's Office record keeping software, support services, and possibly related hardware.

BE IT FURTHER RESOLVED, the Board of Selectmen authorizes the First Selectman, Michael A. Pelton or his designee, Town Clerk Michael V. Tierney, to act on behalf of the Town of Portland to enter into any and all agreements with Info Quick Solutions, Inc. (IQS).

**10. RESOLUTION AUTHORIZING THE FIXING OF REAL PROPERTY ASSESSMENTS:  
Chris & Donna Cote – Cote Range LLC, 1101 Main Street**

Tim Lavoy read the *Resolution Authorizing the Fixing of Real Property Assessments: Chris & Donna Cote – Cote Range LLC, 1101 Main Street*, and made a motion to approve it, seconded by John Dillon. Vote unanimous, motion carried.

RESOLUTION  
BOARD OF SELECTMEN  
Town of Portland, Connecticut

May 7, 2025

**RESOLUTION AUTHORIZING THE FIXING OF REAL PROPERTY ASSESSMENTS**

WHEREAS, the Town has an existing policy to encourage the growth and expansion of commercial and industrial parcels by allowing for the fixing of real property assessments where a proposed development meets the requirements of CGS Section 12-65b; and

WHEREAS, Chris and Donna Cote d/b/a Cote Range LLC has built a covered tee-off driving range at 1401 Main Street [Map 68, Lot 0001] (the "Property") an existing business; and

WHEREAS, it is in the Town's best interest and is consistent with its economic development policies and its Policy on Fixing Real Property Assessments ("Policy"), in particular, to encourage this proposed development; and

WHEREAS, Chris and Donna Cote, the owners of the Property, submitted a Fixed Assessment Application to the Town, dated December 20, 2024, to fix its real property assessment for the proposed development of the Property in accordance with CGS Section 12-65b and the Town's Policy (the "Application"); and

WHEREAS, Town staff has reviewed the application and confirmed that it appears to meet the eligibility requirements for a fixed tax assessment as set forth in the general statutes and the Town's Policy.

NOW, THEREFORE, BE IT RESOLVED, after due consideration and review, the Town of Portland hereby approves the Application and authorizes the First Selectman to execute a tax assessment fixing agreement for the purpose of fixing the real property tax assessment

on the Property in accordance with the terms and conditions set forth in CGS 12-65b and the Town's Policy.

**11. DISCUSSION: PROPOSED MODIFICATION/REVISION TO BLIGHT ORDINANCE [SECTION 12-66(a)]**

Michael Pelton told of a couple of instances where people hesitated to register a formal blight complaint because of fear of retribution and asked if the BOS would like to consider modifying it. If kept this way, it will kill the whole process. The person who files the complaint should be anonymous and should be taken completely out of the picture. It should be between the Town and the property owner. Michael will gather additional information to distribute to the BOS members for discussion at a future meeting.

**12. APPOINTMENTS TO BOARDS AND COMMISSIONS:** No action.

**13. REFUNDS OF EXCESS PAYMENTS:** None

**14. STATUS REPORTS**

John Dillon gave an update on the recent BOE meeting: students doing on-sight reporting for a TV station; the student enrollment is stable; it is teacher appreciation week. Dr. Britton gave a detailed explanation of the surplus. The Steering Committee is looking at AI but they want to approach it intelligently. John gave an update on the SCIC meetings. They hope to have a decision by mid-June. They have questions for Friar before making a decision. Their next meeting is to be the first week of June. After that, they would like a joint meeting with the BOE and the BOS.

**15. PUBLIC COMMENT**

Jose Otero, 5 Gloria Heights spoke regarding a blight issue with his neighbor. He hasn't got satisfaction regarding his blight complaint. There's no reason to change the blight ordinance if you're not going to enforce it. The situation has worsened. His daughter is afraid to get off the bus. They can't have visitors or parties because of the blight issue next door.

Elwin Guild, Middle Haddam Road, asked about the planning for the Plan of Conservation and Development. What about the RFP? It's getting close to the date when it needs completed. Michael Pelton will give Elwin an update.

**16. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION**

Robert Hetrick asked for the latest status of the engine. Michael said he just saw the invoice for it. Will the town keep or get rid of the food recycling program at the transfer station. Also, since we are out of the heating season, can we look at where we have excess money for heating the buildings and maybe transfer some to the Senior Center to provide

more rides. Regarding the blight ordinance maybe Dan Bourret can give us some guidance on the ordinance.

Michael gave an update on the river access and said it hasn't been staked yet. It had been staked but someone pulled the stakes out. Rick Sharr said we will need enforcement because that is public land and we don't want to keep people from using it because of a homeless situation. Rick told of a recent meeting where others wanted to know how Portland accomplished what they did to date to get a public access to the river.

- Regarding the sewer department now that Jim is retired, Michael told of an upcoming meeting with the State regarding certification. We plan to get the department fully staffed but in the meantime, we have his full support. Michael invited other BOS members to join him at the meeting if they are available.
- Michael told of the celebration for Ruth Maio on April 27 and the grand opening for Starbucks was on the 29<sup>th</sup>. Brainerd Place is well on their way, the first building is 100% complete. The second building will probably be complete about a year from now.
- Michael attended the Middlesex Chamber Small Business Award Ceremony on May 1<sup>st</sup>. Saavy Swap won the retail business of the year.
- Birdon is doing a Junior Achievement Maritime event at their place on May 30.
- May 8<sup>th</sup> an event is scheduled at the Portland Library discussing a book about the author's experiences in the Japanese concentration camps during World War II.
- Nordic Spa: The contract is signed. Michael will get update.

Rick Sharr asked about Sean Hayes and is he looking for a 10-year extension. A discussion will be an agenda item at the next BOS meeting.

#### **17. FOLLOW-UP ITEMS**

- Review Town Charter (June 4, 2025)
- Ethics Ordinance

#### **18. ADJOURN MEETING**

Robert Hetrick made a motion to adjourn the meeting, seconded by John Dillon, all were in favor; the meeting adjourned at 9:12 p.m.

Respectfully submitted,

*Sharon Hoy*

Sharon Hoy, Board Clerk