



Town of Portland, Connecticut

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071
www.portlandct.org ■ Phone: (860) 342-6715 ■ Fax: (860) 342-6714
 Equal Opportunity Provider and Employer
Office of the First Selectman

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 policies which ensure equal housing opportunities for all persons and families.

The Town of Portland will take affirmative action to ensure that all tenants, applicants, and residents are treated fairly without regard to their race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, political beliefs, mental disabilities, learning disabilities, physical disabilities (including blindness), lawful source of income, or because the individual has children.

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 may be available to all qualified applicants.

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

The Fair Housing Officer, First Selectman Michael Pelton, or his designated representative is responsible for the implementation of the Fair Housing Policy Statement and the enforcement of this policy. The Fair Housing Officer may be reached at 860-342-6715.

Complaints pertaining to discrimination in any program funded by the Town of Portland may be filed with the Fair Housing Officer. The Town's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Housing Discrimination Unit, 450 Columbus Boulevard, Suite 2, Hartford, Connecticut 06103, telephone 860-541-3403; fax 860-541-4701 (1-800-477-5737 ext. 3403).

Readopted this 16th day of April in the year 2025.

Town of Portland, Connecticut
 County of Middlesex

Michael A. Pelton
 First Selectman

Proclamation

FAIR HOUSING MONTH

WHEREAS, April 2025 marks the 57th Anniversary of Title VIII of the Civil Rights Act of 1968, known as the Civil Rights Fair Housing Act; and

WHEREAS, this Act provides equal housing opportunity for all Americans regardless of race, color, religion, sex or national origin, as well as to ensure fair practice in the sale, rental or financing of property; and

WHEREAS, the Fair Housing Amendments Act of 1988 added new rights, remedies, monetary penalties, and strengthened its enforcement procedures; and

WHEREAS, the Fair Housing Amendments Act seeks to provide equal housing opportunities, to affirmatively further housing choices, to eliminate legal barriers to equal housing and to emphasize equal housing as a fundamental human right for all; and

WHEREAS, recipients of funds from the Town must carry out an affirmative marketing program to attract prospective buyers or tenants of all majority and minority groups, without consideration of race, color, religion, sex, disability, age, gender identity, familial status or national origin; and

WHEREAS, the Town of Portland, Connecticut fully supports the intent and purpose of the Federal Fair Housing Act, local fair housing laws and follows policies and practices in order to achieve its goal.

NOW, THEREFORE, BE IT RESOLVED that I, Michael A. Pelton, First Selectman of the Town of Portland Connecticut, do hereby proclaim the month of **April 2025** as **"Fair Housing Month."**

IN WITNESS WHEREOF, I do hereby set my hand, and cause the seal of Portland to be affixed this 16th day of April in the year two thousand and twenty-five.

By,

Michael A. Pelton

Michael A. Pelton
First Selectman
Town of Portland, Connecticut

Portland Board of Selectmen:

John H. Dillon
Michael S. Hernandez
Robert W. Hetrick, Jr.
Edward J. Sharr Jr.
Timothy E. Lavoy
James K. Tripp



RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut

April 16, 2025

**Adoption of the Water and Sewer Budgets for the
2025-2026 Fiscal Year**

RESOLVED, that the Water and Sewer Budgets for the Fiscal Year 2025-2026 as outlined on the attached, in the amount of \$1,997,422 in the Water Budget and \$1,339,582 in the Sewer Budget, be and are hereby adopted.

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2025-2026 - Sewer Department
As of April 2, 2025

Sewer Department		2022-2023 Actual Revenue	2023-2024 Actual Revenue	2024-2025 Budgeted Revenue	2025-2026 Estimated Revenue
Charges for Services					
00350	User charges	\$ 1,275,251	\$ 1,146,165	\$ 1,248,170	\$ 1,304,182
00351	User charges - interest & lien fees	48,332	22,962	35,000	35,000
00352	Sale of nitrogen credits	37	-	-	-
00353	Process material	50	-	50	50
00354	Other revenue sources	31,746	200	250	250
00355	PILOT payment	-	-	-	-
00406	Demand Response	-	-	-	-
Total Charges for Services		<u>1,355,416</u>	<u>1,169,327</u>	<u>1,283,470</u>	<u>1,339,482</u>
Investment Income					
00401	Investment income	<u>100</u>	<u>106</u>	<u>100</u>	<u>100</u>
Total Investment Income		<u>100</u>	<u>106</u>	<u>100</u>	<u>100</u>
Interfund Transfers In					
00502	Transfer in - Other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Interfund Transfers In		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Sewer Department Revenue		<u>\$ 1,355,516</u>	<u>\$ 1,169,433</u>	<u>\$ 1,283,570</u>	<u>\$ 1,339,582</u>

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2025-2026 - Sewer Department
As of April 2, 2025

		2022-2023	2023-2024	2024-2025	2025-2026
		Actual	Actual	Original	Proposed
02-139	Sewer Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 257,673	\$ 271,044	\$ 277,500	\$ 297,000
13002	Overtime	20,723	26,665	24,000	27,500
14001	Board clerk	188	305	500	500
19001	Unused vacation pay	5,598	6,683	9,500	9,500
19002	Longevity	1,100	1,400	1,400	1,400
19003	Sick pay	9,466	9,906	14,000	14,000
21001	Medical insurance	61,673	75,942	86,000	100,000
21002	Dental insurance	1,247	1,247	1,675	1,675
21003	Life insurance	816	520	925	925
21004	Long-term disability insurance	556	623	775	850
22000	FICA/Medicare	20,590	22,356	24,175	26,500
23001	Town pension contribution	16,891	17,883	18,620	17,700
Total Personnel Expenditures		396,521	434,574	459,070	497,550
Contractual Services					
31000	Service contracts	105,518	75,818	111,000	120,000
32000	Conferences, meetings, dues	897	1,199	1,500	2,000
33001	Audit services	6,249	6,248	6,400	6,400
34001	Data processing	120	-	1,000	1,000
36008	Waste services	-	60	300	300
37013	Legal fees	575	-	2,000	2,000
38010	Miscellaneous engineering	1,556	-	5,000	5,000
Total Contractual Services		114,915	83,325	127,200	136,700
Repairs					
44003	Equipment repair/rental	46,343	16,954	50,000	50,000
Total Repairs		46,343	16,954	50,000	50,000
Utilities					
51001	Gas & diesel fuel	3,430	3,145	4,950	4,950
52001	Municipal insurance	27,119	28,010	29,550	31,482
53000	Postage	1,600	3,374	4,500	4,500
53001	Telephone	6,164	6,111	7,200	8,000
Total Utilities		38,313	40,640	46,200	48,932

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2025-2026 - Sewer Department
As of April 2, 2025

02-139 Sewer Department	2022-2023 Actual Expended	2023-2024 Actual Expended	2024-2025 Original Budget	2025-2026 Proposed Budget
Commodities				
61000 Office supplies	\$ 132	\$ 201	\$ 500	\$ 500
61001 Uniforms	1,449	1,950	1,700	1,950
62001 Electricity	111,529	123,790	133,000	137,500
62002 Water & sewer	13,719	14,774	17,000	17,500
62004 Heating fuel	20,553	15,576	22,000	22,000
65002 Sewer supplies	19,088	16,030	20,000	20,000
68000 Custodial supplies	51	-	150	150
69002 Chemicals	558	-	500	500
Total Commodities	<u>167,079</u>	<u>172,321</u>	<u>194,850</u>	<u>200,100</u>
Equipment				
73000 Equipment purchases	<u>3,227</u>	<u>6,854</u>	<u>13,000</u>	<u>13,000</u>
Total Equipment	<u>3,227</u>	<u>6,854</u>	<u>13,000</u>	<u>13,000</u>
Miscellaneous				
83006 CWF notes - principal	-	-	-	-
83007 CWF notes - interest	-	-	-	-
88016 Miscellaneous	<u>6,436</u>	<u>4,313</u>	<u>4,500</u>	<u>4,500</u>
Total Miscellaneous	<u>6,436</u>	<u>4,313</u>	<u>4,500</u>	<u>4,500</u>
Transfers Out				
90015 Transfer out - Cap Non rec Town	<u>380,000</u>	<u>380,000</u>	<u>380,000</u>	<u>380,000</u>
90016 Transfer out - Workers' comp	<u>8,500</u>	<u>8,500</u>	<u>8,750</u>	<u>8,800</u>
Total Transfers Out	<u>388,500</u>	<u>388,500</u>	<u>388,750</u>	<u>388,800</u>
02-139 Total Sewer Department	<u><u>\$ 1,161,334</u></u>	<u><u>\$ 1,147,481</u></u>	<u><u>\$ 1,283,570</u></u>	<u><u>\$ 1,339,582</u></u>
Percentage increase/(decrease)				<u><u>4.36%</u></u>

Town of Portland, Connecticut
Proposed Other Funds Revenue Budget Detail - Fiscal Year 2025-2026 - Water Department
As of April 2, 2025

Water Department		2022-2023 Actual Revenue	2023-2024 Actual Revenue	2024-2025 Budgeted Revenue	2025-2026 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Charges for Services					
00351	User charges - interest & lien fees	\$ 55,062	\$ 24,078	\$ 34,000	\$ 34,000
00354	Miscellaneous	4,905	4,040	5,000	5,000
00356	Meter charges	427,170	413,908	425,000	454,000
00357	Unmetered sales	91,231	58,072	91,975	91,975
00358	Metered sales	1,081,312	908,587	1,051,305	1,239,697
00359	Private fire protection	11,380	11,780	11,900	11,900
00360	Service connections	-	-	4,000	4,000
00361	Sales to public authorities	85,096	87,670	91,000	91,000
00362	Cross connection fees	4,250	6,740	7,000	7,000
	Total Charges for Services	1,760,406	1,514,875	1,721,180	1,938,572
Investment Income					
00401	Investment income	136	141	100	100
	Total Investment Income	136	141	100	100
Interfund Transfers In					
00501	Transfer in - General Fund	58,750	58,750	58,750	58,750
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	58,750	58,750	58,750	58,750
Total Water Department Revenue		\$ 1,819,292	\$ 1,573,766	\$ 1,780,030	\$ 1,997,422

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2025-2026 - Water Department
As of April 2, 2025

		2022-2023	2023-2024	2024-2025	2025-2026
		Actual	Actual	Original	Proposed
03-135	Water Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 180,213	\$ 188,559	\$ 229,500	\$ 275,000
13002	Overtime	25,830	27,034	27,000	36,000
14001	Board clerk	274	305	500	500
19001	Unused vacation pay	3,660	1,973	5,500	5,500
19002	Longevity	550	700	700	700
19003	Sick pay	3,499	5,419	6,500	7,500
21001	Medical insurance	30,940	32,817	49,000	68,000
21002	Dental insurance	832	832	1,300	1,400
21003	Life insurance	574	359	800	800
21004	Long-term disability insurance	643	534	900	900
22000	FICA/Medicare	15,676	16,507	24,000	25,000
23001	Town pension contribution	10,972	11,283	13,800	16,400
	Total Personnel Expenditures	273,663	286,322	359,500	437,700
Contractual Services					
31000	Service contracts	20,179	24,778	32,000	33,000
32000	Conferences, meetings, dues	2,209	2,995	3,000	3,000
33001	Audit services	7,715	7,715	7,900	7,900
34001	Data processing	120	-	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	3,865	23,765	10,000	10,000
38012	MDC water contract	756,771	757,044	815,000	875,000
	Total Contractual Services	790,859	816,297	871,900	932,900
Repairs					
44003	Equipment repair/rental	3,890	6,330	13,000	13,000
	Total Repairs	3,890	6,330	13,000	13,000
Utilities					
51001	Gas & diesel fuel	5,408	4,617	6,500	6,500
52001	Municipal insurance	12,316	12,721	14,000	14,300
53000	Postage	2,144	4,361	6,000	6,000
53001	Telephone	1,861	1,886	2,500	3,000
	Total Utilities	21,729	23,585	29,000	29,800

Town of Portland, Connecticut
Proposed Other Funds Expenditure Budget Detail - Fiscal Year 2025-2026 - Water Department
As of April 2, 2025

		2022-2023	2023-2024	2024-2025	2025-2026
		Actual	Actual	Original	Proposed
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 297	\$ 201	\$ 850	\$ 850
61001	Uniforms	1,054	1,298	1,950	1,950
62001	Electricity	35,960	35,348	44,500	44,500
62004	Heating fuel	3,560	3,521	5,450	5,450
65001	Road materials	11,372	14,841	20,000	20,000
65003	Water supplies	34,444	42,140	44,000	47,000
69002	Chemicals	2,251	6,160	6,000	6,000
	Total Commodities	<u>88,938</u>	<u>103,509</u>	<u>122,750</u>	<u>125,750</u>
Equipment					
73000	Equipment purchases	3,944	12,803	7,500	7,500
	Total Equipment	<u>3,944</u>	<u>12,803</u>	<u>7,500</u>	<u>7,500</u>
Miscellaneous					
83001	Bonds - principal	-	-	-	49,900
83002	Bonds - interest	-	-	-	22,205
83006	CWF notes - principal	91,198	93,039	94,917	96,833
83007	CWF notes - interest	17,068	15,227	13,338	11,434
88016	Miscellaneous	2,288	14,915	12,000	12,000
	Total Miscellaneous	<u>110,554</u>	<u>123,181</u>	<u>120,255</u>	<u>192,372</u>
Transfers Out					
90006	Transfer out - Other	-	-	-	-
90015	Transfer out - Cap Non rec Town	235,000	250,000	250,000	250,000
90016	Transfer out - Workers' comp	6,000	6,000	6,125	8,400
	Total Transfers Out	<u>241,000</u>	<u>256,000</u>	<u>256,125</u>	<u>258,400</u>
03-135	Total Water Department	<u><u>\$ 1,534,577</u></u>	<u><u>\$ 1,628,027</u></u>	<u><u>\$ 1,780,030</u></u>	<u><u>\$ 1,997,422</u></u>

Percentage increase/(decrease) 12.21%