

**BOARD OF SELECTMEN
FINANCIAL MEETING MINUTES
JANUARY 4, 2023**

Present: Ryan Curley-First Selectman, John Dillon, Michael Hernandez, Robert Hetrick, Jr., Shaun Manning, Michael Pelton (zoom), Ralph Zampano

Staff: Tom Robinson, Director of Finance

Others Present: Members of the Public and Media

1. FIRST SELECTMAN CALL MEETING TO ORDER

First Selectman Ryan Curley 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

Shaun Manning made a motion to accept the agenda, seconded by John Dillon. Vote unanimous, motion carried.

4. APPROVE MINUTES: (Regular) December 21, 2022

Shaun Manning made a motion, seconded by Ralph Zampano, to approve the December 21, 2022 minutes. Vote unanimous, motion carried.

5. COMMUNICATIONS/CORRESPONDENCE

6. PUBLIC COMMENT

7. MONTHLY BUDGET REPORT

Tom Robinson, Director of Finance, reported that the month of December had not yet been posted. He reported on the revenue and expenditures, summarizing that the revenue is doing well and that they must keep an eye on the expenses.

8. APPOINTMENTS TO BOARDS AND COMMISSIONS: None

9. REFUNDS OF EXCESS PAYMENTS

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse Peters, Patricia G [\$170.08]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse Gambacorta, Jennifer [\$340.62]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse CCAP Auto Lease LTD [\$715.73]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano to reimburse Source4 Document Imaging Products LLC [\$46.39]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano to reimburse Reinhart, Karen M [\$119.87]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse VW Credit Leasing LTD [\$540.51][\$546.19]. Vote unanimous, motion carried.

10. STATUS REPORTS

Ryan Curley reported on the December 23rd storm that started as wind and then turned to ice. There were several downed trees in town. Eversource had a liaison that was appointed to Portland and stayed in contact with the Public Works Director. There were around 300 customers who lost power and with the low temperatures, it could have been troublesome. Ryan said the Portland CERT, with little notice, organized and opened up the warming center at the High School. He thanked the CERT members and the Fire Department, under the leadership of Bob Shea, for giving their time at a moment's notice on a holiday.

- GZA continues to do preliminary work on water. They are gathering more information on properties in town and existing wells. They are getting close to when they will make a presentation to the town.
- The Brownstone Avenue project continues to move along. Clean fill will be coming in.
- We are waiting more details on the STEEP grant for sidewalks
- The Russell Avenue project is out for bid.
- Brainerd Place is seeking another site plan modification for the drive-through for the Starbucks building. It must go through P&Z. Plans for the first building is in the review process. Re the Fixed Assessment Agreement, Dan Bertram has promised to get something for review by the end of January.
- The RFP went out for the solar project at the transfer station. There will be a virtual meeting tomorrow (1/5). Five bids were received for the project.

John Dillon complimented the Fire Department on their service during a recent fire.

11. PUBLIC COMMENT

12. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION

Robert Hetrick expressed the need to budget to take down old and dead trees in anticipation of a bad storm. We should be proactive instead of waiting for a storm to hit and then apologizing to residents. This would also eliminate overtime for the cleanup. He was referring to the other side of the street than what Eversource maintains.

Robert Hetrick also suggested that the BOS may want to eliminate the committee that has no members. Ryan will research what the intent was for having this committee and whether we should eliminate it and instead have a committee for each project.

13. FOLLOW-UP ITEMS

- **Review Policy on Fixing Real Property Assessments**
- **Review Town Charter**
- **Ethics Ordinance**

14. ADJOURN MEETING

Shaun Manning made a motion to adjourn the meeting, seconded by Ralph Zampano, all were in favor; the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Sharon Hoy
Board Clerk