

**BOARD OF SELECTMEN
FINANCIAL MEETING MINUTES
FEBRUARY 5, 2025**

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

Staff: Tom Robinson (Finance Director)

Others Present: 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

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

4. APPROVE MINUTES: (Regular) January 22, 2025

Jim Tripp made a motion, seconded by Tim Lavoy, to approve the January 22, 2025 minutes, all were in favor, motion carried.

5. COMMUNICATIONS/CORRESPONDENCE

None reported.

6. PUBLIC COMMENT

Ben Srb, 139 West Cotton Hill Rd., told of an exchange between he and Tim Lavoy regarding Tim, having served on BOE, possibly being made a member of the SCIC. Ben also told of his mailbox being knocked down in a storm. Michael Lastrina took care of it in just one day.

7. MONTHLY BUDGET REPORT

Tom Robinson presented the monthly budget report. He reported on the revenues and the expenditures and indicated the accounts that they need to keep an eye on.

8. RESOLUTION SUPPLEMENTAL APPROPRIATION FOR SUPPLEMENTAL APPROPRIATIONS FOR TRANSFER OUT – CAP NON RECURRING TOWN: SET

PUBLIC HEARING DATE (2/13/25 AT 6:50 P.M.); SET SPECIAL TOWN MEETING DATE (2/13/25 AT 6:55 P.M.)

Ryan O’Halpin gave some background on the STEAP grant and how the money will be used. The work was started on January 16.

Jim Tripp read the resolution Supplemental Appropriations for Transfer Out – Cap Non Recurring Town into the minutes.

**RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut
February 5, 2025**

SUPPLEMENTAL APPROPRIATIONS FOR TRANSFER OUT-CAP NON RECURRING TOWN

WHEREAS, the Small Town Economic Assistance Program (STEAP) grant guidelines were released January 9, 2025; and

WHEREAS, the highest potential total grant award from STEAP in any year is \$1,000,000 with a 20% match preferred; and

WHEREAS, the Town intends on submitting a grant for the second phase of the High Street Watermain Replacement including road reconstruction for \$1,000,000 with a 20% match of \$200,000; and

WHEREAS, funds are needed to be set aside for the match; and

WHEREAS, \$200,000 is needed for the match to be allocated from unassigned fund balance of the General Fund.

NOW, THEREFORE, BE IT RESOLVED the Board of Selectmen hereby approves a supplemental appropriation in line item #01-093-000-90012 Transfer Out – Cap Non Rec Town in the amount of \$200,000 funded from unassigned fund balance of the General Fund of \$200,000; and be it further

RESOLVED, that the Board of Selectmen hereby approves an increase in estimated revenues #08-141-000-00501 Transfers in – General Fund Town of \$200,000 and increase in Supplemental Appropriation to expenditure line item #08-141-000-89090 Public Works – Highway Division/Vehicle Maintenance – Road Construction/Drainage of \$200,000; and be it further

RESOLVED that Michael A. Pelton, First Selectman, and/or his designee, may sign and execute any required documents for the grant process.

NOTE: In accordance with Chapter XII Section 1203.4 requires a public hearing and requires approval at a Special Town Meeting. This Special Town Meeting also in accordance with Section 503.

Jim Tripp made a motion to hold a public hearing on February 13, 2025 at 6:50 p.m., it was seconded by John Dillon, all were in favor, motion carried.

Jim Tripp made a motion to hold a special town meeting on February 13, 2025 at 6:55 p.m., seconded by John Dillon, all were in favor, motion carried.

9. RESOLUTION LEASE AGREEMENT: DISCUSSION AND SET SPECIAL TOWN MEETING DATE (2/19/2025 AT 6:50 P.M.)

Michael Hernandez made a motion to hold a special town meeting for the resolution lease agreement on February 19, 2025 at 6:50 p.m., seconded by Rick Sharr, all were in favor, motion carried.

<p style="text-align:center">RESOLUTION BOARD OF SELECTMEN Town of Portland, Connecticut February 4, 2025</p> <p style="text-align:center">Land Lease Agreement Between the Town of Portland and 47 Main LLC</p> <p>WHEREAS, the proprietor of 47 Main LLC has requested to lease 1.9 acres of the Town of Portland’s land on Main Street (Map/Lot No. 019-0083) adjacent to 5 Main Street (Map/Lot No. 019-0085) for the sole purpose of providing no more than 60 parking spaces for customers and employees; and</p> <p>WHEREAS, said Agreement will be for a period of ten (10) years, 2025 to 2035, with the option to terminate the Agreement following the fifth year (2030); and</p> <p>WHEREAS, 47 Main LLC assumes sole cost and expense for work performed to improve the Parking Lot Parcel but no work shall be performed without the written consent of the Town. Ongoing maintenance costs for the Parking Lot Parcel will be the responsibility of 47 Main LLC, including but not limited to snow and ice removal and pavement repairs.</p> <p>NOW THEREFORE, BE IT RESOLVED, that Michael A. Pelton, First Selectman, is hereby authorized to sign the lease agreement with 47 Main LLC for the use of the land on Main Street (Map/Lot No. 019-0083) adjacent to 5 Main Street parking areas for motor vehicle parking only, for a period of ten (10) years, with the terms and conditions set forth in the Agreement.</p> <hr/> <p>*In accordance with Chapter V, Section 503(f) of the Portland Town Charter, this action requires approval at a Special Town Meeting</p>

10. APPOINTMENTS TO BOARDS AND COMMISSIONS

- Resignations:
 - D) Nancy Brault, Conservation Commission-Alternate (resigned 1/30/2025)
 - D) Nancy Brault, Inland Wetlands Commission (resigned 1/30/2025)

- Appointments: First Selectman to Estuary Transit District; Brownfield Area Steering Committee; America 250|PortlandCT Committee
- Reappointments

Robert Hetrick nominated Sarah Rutter to the America 250 Committee, seconded by John Dillon, all were in favor, motion carried.

Robert Hetrick nominated Chris Donahue to the Riverfront Access Committee, seconded by Jim Tripp, all were in favor, motion carried.

Jim Tripp nominated John Dillon to the Strategic Capital Improvements Committee as the BOS rep, seconded by Tim Lavoy, all were in favor, motion carried.

Jim Tripp nominated Jay Asikainen to the Brownfield Area Steering Committee, seconded by John Dillon, all were in favor, motion carried.

Tim Lavoy nominated First Selectman Michael Pelton to the Estuary Transit District, seconded by John Dillon, all were in favor, motion carried.

Tim Lavoy nominated First Selectman Michael Pelton to the Chatham Health District, seconded by John Dillon, all were in favor, motion carried.

11. REFUNDS OF EXCESS PAYMENTS

Robert Hetrick made a motion, seconded by Jim Tripp, to reimburse Giuliano, Marra C [\$48.18]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Jim Tripp, to reimburse F S Dell LLC [\$4.02]. Vote unanimous, motion carried.

12. STATUS REPORTS

John Dillon reported on BOE: A presentation was given for the Portland Halfway Transition Program; for ages 18-22. It focuses on skills needed to get out into the workforce.

Jim Tripp reported on Water & Sewer: he visited the site, it is progressing well. They got down to over 300 feet and hit something solid and had a break. They started pulling pipe yesterday. The 16" casing is where they had the problem. They extracted the pipe and are ready to go back down with 16" casing. They lost about a week's time.

Rick Sharr reported on the River Access: They won't have to do an archeological study. When a study was done about 25 years ago, they explored the area and found no native American artifacts so we got a pass. Waiting to hear from DEEP on the application that was submitted in December. Maybe we will hear this month.

John Dillon will introduce the panel at the presentation “Voices of Portland” sponsored by the Historical Society to be held on February 22nd at 1:00 p.m. followed by a reception at the Portland Middle School.

Michael Pelton shared the following:

- Brainerd Place: Starbucks’ opening will be tomorrow night (2/6/2025) with the grand opening on Saturday morning. A couple of tenants have moved in on the third floor
- Nordic Spa: The start is tentatively scheduled for April. Permits are in place for the ground work.
- The Air Line Trail and Eversource are working to get a way to bypass the DQ.
- Re: suggestion to move the location of BOS meetings: Details are being worked out and the move will probably be in the Fall. Michael encouraged the BOS members to review the layout and send him their feedback. Another concern is slowing down traffic on Main Street.
- Connectivity Grant: Michael met with several groups and would like to invite other BOS members to join him in the future at these meetings.
- There are many seasonal summer jobs for young people available at the town parks.
- Michael thanked BOE for getting their budget done. Budget workshops will be starting in March.

Regarding the river access grant, Rick Sharr said he wants to make sure the money is still available. He is waiting to hear back.

13. PUBLIC COMMENT

14. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION

Robert Hetrick asked the status of the Main Street sidewalks. Ryan O’Halpin responded that the bid will go out in the Spring. They will finish the west side north of Gildersleeve School. The funding left over will be used for the East side going north from Walgreens up to Police Headquarters.

Robert Hetrick asked if the money from the lease gets put into land acquisition or the general fund. Tom Robinson explained the process.

15. FOLLOW-UP ITEMS

- Review Town Charter
- Ethics Ordinance
- Discussion: First Amendment to Extension of Lease Agreement between Brownstone Exploration and Discovery Park, LLC and the Town of Portland (To be included on next meeting agenda)

16. EXECUTIVE SESSION: Police Security Matters

At 8:40 p.m., John Dillon made a motion, seconded by Robert Hetrick, to enter the Executive Session. Captain Scott Cunningham and Sgt. Daniel Knapp were invited. They entered the session at 8:48 p.m.

The Executive Session was exited at 9:45 p.m.

17. ADJOURN MEETING

Jim Tripp made a motion to adjourn the meeting, seconded by John Dillon, all were in favor; the meeting was adjourned at 9:48 p.m.

Respectfully submitted,

Sharon Hoy

Sharon Hoy
Board Clerk