

**BOARD OF SELECTMEN
FINANCIAL MEETING MINUTES
JANUARY 5, 2022**

Note: Some attendees attended in person at the Buck Foreman Room while others participated via Zoom due to the Coronavirus-19 Pandemic

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

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 7:31 p.m. in the Buck-Foreman Community Room located at 265 Main Street, Portland, CT.

2. PLEDGE OF ALLEGIANCE

3. ACCEPT AGENDA

Robert Hetrick made a motion, seconded by Shaun Manning, to accept the agenda. Vote unanimous; motion carried.

4. APPROVE MINUTES: (Regular) December 15, 2021

Shaun Manning made a motion, seconded by John Dillon, to approve the December 15, 2021 minutes. Vote unanimous; motion carried.

5. COMMUNICATIONS/CORRESPONDENCE

Ryan Curley said he received an email from Andy Bauer, Chairman of the Clean Energy Task Force, about a meeting to be held on January 12 at 3:00 p.m. with Eversource regarding an electrical vehicle charging station. Ryan extended an invitation to attend.

6. PUBLIC COMMENT: None

7. MONTHLY BUDGET REPORT

Finance Director Tom Robinson reported on the monthly budget, copies of which he had distributed to the BOS. There were no changes to the revenue portion. He expects a larger tax revenue in January. The Technology Dept. has a part-time employee until they hire an assistant technology coordinator. Activities slow down in the winter. He told what line items may go over budget and the areas of concern that they need to watch.

8. AMERICAN RESCUE PLAN

Ryan told where the public hearing was advertised. Tom Robinson spoke of how we are allowed to use the American Rescue Fund. Bob Shea gave a powerpoint presentation telling what infrastructure improvements are to be made and why. There have been multiple pipe failures over the years, and these can affect other things like fire protection. Repairs are costly and dangerous at times. He shared the benefits of the funding. The sewer benefits are just as critical as water.

Ralph Zampano made motion to approve the resolution, as follows; Shaun Manning seconded the motion. Vote unanimous; motion carried.

RESOLUTION
BOARD OF SELECTMEN
TOWN OF PORTLAND, CONNECTICUT

January 5, 2022

**AMERICAN RESCUE PLAN FUNDS
Water/Sewer Infrastructure and Road Improvements/Restoration**

WHEREAS, the Town of Portland is in receipt of American Rescue Plan Funds; and

WHEREAS, one of the main approved uses of the ARPA funds is to make improvements to water and sewer infrastructure; and

WHEREAS, the Town has identified water and sewer infrastructure needs within its five-year capital plan that far exceed \$1 million; and

WHEREAS, the Town needs to restore and improve the road surface above the utilities; and

WHEREAS, the current estimate of these road improvements/restoration is \$150,000.

NOW THEREFORE BE IT RESOLVED, that the Board of Selectmen of the Town of Portland, hereby approves \$1,100,000 for critical water and sewer infrastructure improvements and with related road improvements/restorations.

Note: Ralph Zampano, Michael Pelton and Shaun Manning will be the liaisons for Water & Sewer Commission.

9. RESOLUTION: APPOINTMENT OF ARCHITECTURAL FIRM

The Facilities Committee is in the process of securing an architectural firm on how to move forward with the school situation: Do we repurpose, add on or remodel? We need finite information from the consultant. The goal for this is in June. We are at the point where we discussed what the options are but the consultant can tell us what they did in other situations. Covid has caused some problems. The meeting is scheduled for Monday. We

interviewed four different architectural firms and sent out RFP's and got back two quotes. Permission is needed to move forward with this resolution.

Dr. Britton gave a brief overview going back to the 2019-20 school year. The BOE and the former superintendent had the company come in and look at five schools and identify what the capital needs were; \$28 million of upkeep is anticipated across five schools. Last year an ad hoc committee put together a 5-10 year strategic plan. They did excellent work and came to the BOS in the Spring to formalize that committee. Now we need the services of a professional company to identify what the public schools will look like 10 years from now. Last night, the BOE voted unanimously for the firm and we are now asking BOS for the same acceptance. One of the approved reasons for using these funds is to improve the air handling and improvement of air quality.

John Dillon read the resolution and made a motion to approve it as follows; it was seconded by Shaun Manning. Vote unanimous; motion carried.

RESOLUTION
BOARD OF SELECTMEN
TOWN OF PORTLAND, CONNECTICUT

January 5, 2022

CONTRACT AGREEMENT WITH FRIAR ARCHITECTURE

RESOLVED, that the Board of Selectmen of the Town of Portland, hereby appoints the firm Friar Architecture, of 21 Talcott Notch Road, Farmington, CT 06032 for the purpose of providing architectural consulting services for the Portland Public Schools modernization master plan. Total contract amount, prior to any required change orders, is approximately \$74,500; and be it further

RESOLVED that the Board of Selectmen hereby authorizes Ryan J. Curley, First Selectman, and/or his designee Superintendent of Schools Charles Britton, to sign and execute any required documents.

10. REQUEST FOR ONE-MONTH EXTENSION TO AMENDED AND RESTATED AGREEMENT TO FIX ASSESSMENT ON REAL PROPERTY – BRAINERD PLACE

Dan Bertram gave an update of the project. He said progress has been very slow due to covid; the bond will be posted before the end of the month; filing of the building permit has been done for Building E. At the end of the month, they expect to pick up the foundation permit for Building E. A wave of covid went through their company affecting progress. Mr. Bertram will come back in two weeks with an update. The superintendent went through that morning with the procedure for utility disconnects to knock down the Perry Avenue houses. They are moving slowly but they are moving. He thinks it is very deliverable. A request will be made for a 30-day extension. This was tabled until the next BOS meeting.

11. RESOLUTION: PORTLAND AGRICULTURAL FAIR 2022

Don Bascom reviewed the layout and the plans for the 2022 Portland Fair identifying the locations of various features on a map. He thanked all involved for their efforts.

Discussion ensued regarding parcel 248 and if DEEP would approve it for the Fair's use. It is currently used for parking. It is unknown as this time when the remediation will be completed. Mr. Bascom said they need to know by the end of January whether the Fair can use parcel 248 since required reports must be filed by then. Ryan said he will look into it; Don Bascom said he, too, will contact DEEP. No motion was made; it is tabled until the next meeting.

12. APPOINTMENTS TO BOARDS AND COMMISSIONS: Appointment of Interim Town Clerk – Michael Tierney

When Ryan became First Selectman, he resigned as Town Clerk and this created a vacancy with a term ending in 2023. When there is a vacancy of elected office, it goes to the appropriate town committee to fill that vacancy. The position was posted; several candidates were interviewed and the Republican town committee nominated and voted unanimously for the endorsement of Michael Tierney. Robert Hetrick made a motion to appoint Michael Tierney as the Interim Town Clerk; it was seconded by John Dillon. Vote unanimous; motion carried.

13. REFUNDS OF EXCESS PAYMENTS:

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse Vault Trust [\$406.10] [\$594.82]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano; to reimburse CCAP Auto Lease LTD [\$94.98] [\$94.98]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by John Dillon, to reimburse Carrier, Jonathan B [\$2,109.39]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse Enterprise FM Trust [\$425.89]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Ralph Zampano, to reimburse Graham, Peter [\$143.02] [\$80.18]. Vote unanimous, motion carried.

12. STATUS REPORTS

John Dillon complimented all who participated in the distribution of the covid test kits and masks at the recent Emergency Management event.

Ryan Curley announced that Building Official Lincoln White has resigned; Friday January 7th will be his last day. The Town will be seeking the assistance of a part-time building official until a full time one is hired.

Ryan received an email from Rick Sharr regarding Rick and Lou Pear looking for a riverfront access for the Town. He asked that the BOS to consider forming a riverfront access committee (similar to the Air Line Trail Committee). They are currently looking at property that was Tomasso Field. Ryan said he will reach out to Tomasso regarding this.

Ryan told of the bridge at the Portland Reservoir which has been out for some time due to a blockage by a beaver dam. There will be a meeting on January 13 (time to be determined) to re-assess the foot bridge.

The Town is moving forward on the RFQ in the search for a water source. There are four companies on the list and the town will proceed to the next phase.

Ralph Zampano commented on the punch list for the new park. He said that a few items, i.e., the panels for the splash pad, have to be documented. Ralph will follow up with Nate Foley on the remaining items that will be completed in the Spring.

13. PUBLIC COMMENT

Norm Ward, 54 Jobs Pond Road, complimented Bob Shea on his excellent presentation. Mr. Ward expressed concern about the future. We have a serious problem and we must all work together to resolve it.

Elwin Guild, Middle Haddam Road, commented on the Rt. 66 Corridor Study which is a strategic planning instrument. The final report is significant and will occupy the focus of the town fathers now and in the future. Mr. Guild thanked Ryan and the BOS for their support.

14. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION

15. FOLLOW-UP ITEMS

- **Review Town Charter**
- **Ethics Ordinance**

16. ADJOURN MEETING

Shaun Manning made a motion, seconded by Robert Hetrick, to adjourn the meeting; all were in favor; the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Sharon R. Hoy, Recording Clerk