

**BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
NOVEMBER 20, 2024**

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

Others Present: Members of the Public and Media

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

First Selectman Ryan Curley called the Regular 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. APPROVE MINUTES:**

Shaun Manning made a motion, seconded by John Dillon, to approve the November 6, 2024 minutes, all were in favor, motion carried.

A motion was made by Michael Pelton, seconded by Jim Tripp, to approve the November 12, 2024 Special Meeting minutes, all were in favor, motion carried.

**5. COMMUNICATIONS/CORRESPONDENCE:**

**6. PUBLIC COMMENT**

Darcy Parmelee, 18 Foley Road, said after she spoke the last time, she was approached by about 30 people who thanked her for speaking on their behalf. When forming the next committee, please make sure it represents all the people including those who are uncomfortable about speaking in public so they feel they are part of the process. There is a lot of concern regarding where the students will go, including the custodians, nurses, teachers, etc. Is it necessary to wait until May to have these things ironed out?

**7. OLD BUSINESS**

**A) Monthly Report – Committee on Solidarity –**

Cynthia Tyler reported on activities of the committee. They meet monthly at the Waverly Center on the second Tuesday of the month. There will be a presentation at the Portland Middle School on February 22<sup>nd</sup> with a podcast interview prior to that event. They continue to solicit for community members. A recent event was not well attended, probably because it was scheduled during Yom Kippur. However, the Library bought the DVD. They are still doing follow-up from Juneteenth. They continue outreach sessions to keep solidarity in people's minds.

**B) Resolution: Strategic Capital Improvement Committee**

Ryan read the resolution, changing the date of December 12, 2024 in the next to the last RESOLVED on the second page to December 11, 2024.

Michael Hernandez said he reviewed the Old Lyme charter and they had nine members not to exceed 15, and asked if we should include something like that. Ryan said we should have an odd number. Shaun would like 7 members with 2 alternates.

John Dillon thought it would be good to have a list of resources, like Carl Johnson [former BOE Director of Facilities] and Bob Shea [current BOE Director of Facilities], and make them available to the committee but not part of the committee membership. After the discussion, it was decided to go with a membership of nine with a list of resources devoted to the project with specific knowledge in important areas.

*The changes to the resolution include correcting the spelling of the 4<sup>th</sup> Whereas on the 1<sup>st</sup> page; the committee shall consist of nine members instead of seven; correct the December 12 organizational meeting to December 11, and delete the word "of" under the last resolved, Item 1, on Page 2.*

RESOLUTION  
BOARD OF SELECTMEN  
PORTLAND, CONNECTICUT  
November 20, 2024

RESOLUTION CREATING A STRATEGIC CAPITAL IMPROVEMENTS COMMITTEE

WHEREAS, the Town of Portland recognizes the importance of adequately maintaining its municipal buildings and properties, including schools; and

WHEREAS, capital improvement needs at all five of Portland’s schools were identified through a Sightlines study in 2020, followed by an evaluation from Friar Architecture in 2022; and

WHEREAS, millions of dollars of capital improvement needs were identified at each school property within the next five to ten years; and

WHEREAS, the Board of Selectmen believes that it is in the best interest of the Town to also explore the potential decommissioning of an elementary school provided that it not interrupt with learning; and

WHEREAS, the Board of Selectmen recognizes the need to appoint a committee of interested citizens to determine a capital improvement plan for each school with the potential for additional modifications as the committee sees fit, with a timeline for voting approval to coincide with the 2025 Budget Referendum in May; and

WHEREAS, it is in the best interests of the Town that the Board of Selectmen identify this Committee's responsibilities and establish procedures for the orderly discharge of those

responsibilities using as guidelines the rules of procedure of the Board of Selectmen and Roberts Rules of Order.

NOW THEREFORE BE IT RESOLVED that the Board of Selectmen, pursuant to Sec. 405 (5) of the Portland Charter, hereby creates a Strategic Capital Improvements Committee consisting of nine (9) members. Nine (9) members shall include one (1) member from the Board of Selectmen and one (1) member from the Board of Education and seven (7) community members; and be it further

RESOLVED that the First Selectman and Superintendent shall be *ex-officio non-voting* members of the Committee with all the rights, duties and responsibilities accorded *ex-officio* members; and be it further

RESOLVED that the Board of Selectmen retain the right to decide whether to replace any members who may resign or be removed for failure to participate in the work of the Committee, and if such members are not replaced, the actual number of members shall be those members serving at any given time; and be it further

RESOLVED that any Committee member who is absent from three consecutive meetings without notification to the Chair of sufficient cause may result in the removal of said member from the Committee by the Board of Selectmen; and be it further

RESOLVED that the Committee shall convene an organizational meeting prior to December 11, 2024; and be it further

RESOLVED, that the scope and direction of the Committee's responsibilities shall be, but not necessarily limited to the following:

1. Prioritize the capital improvements needed for each school building and compile into a total for bonding referendum.
2. Identify timeline for capital improvements with goal of decommissioning an elementary school upon completion of the project.
3. Work with Friar Architecture to identify eligible state reimbursement to coincide with the project.

BE IT FURTHER RESOLVED that the Committee shall continue to function until such time as the work called for in this resolution is completed, at which time the Committee shall notify the Board of Selectmen and the Committee shall be disbanded.

Shaun Manning made a motion to approve the amended Resolution Creating a Strategic Capital Improvements Committee, with the organizational meeting changed to December 11. It was seconded by Michael Hernandez. Vote unanimous, motion carried.

Robert Hetrick nominated Bob Shea to be a member of the committee, seconded by Jim Tripp. Vote unanimous, motion carried.

Robert Hetrick nominated Carl Johnson to be a member of the committee, seconded by Jim Tripp. Vote unanimous, motion carried.

Robert Hetrick nominated Shaun Manning to be a member of the committee, seconded by Jim Tripp. Vote unanimous, motion carried.

Robert Hetrick nominated Laurel Steinhauser to be a member of the committee, seconded by Shaun Manning. Vote unanimous, motion carried.

**C) Appointments/Reappointments to Boards and Commissions**

- **Resignations**
  - D) T. Maureen O’Doherty, Inland Wetlands Commission (resigned 11/13/2024)
  - D) Jillian Crawford, alternate Parks & Recreation Commission (resigned 9/17/2024)
- **Appointments**
- **Reappointments**

**D) REFUNDS OF EXCESS PAYMENTS:**

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Financial Services Vehicle Trust [\$472.52]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Soucy, Dean A [\$15.39][\$134.32]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Toyota Lease Trust [\$468.40][\$92.71]. Vote unanimous, motion carried.

**9. STATUS & COMMITTEE REPORTS**

Ryan reported on the following:

- Update on two water leaks: Both have been repaired, one by the gas station and the other on Airline Avenue.
- Letters went out to 112 property owners regarding lead connectors. They originally thought the number would be 125. Some replacements have not been included in the tally so it will be less than expected.
- There was a good meeting on the solar project at the landfill. Approval went through with the Inland Wetlands Commission.
- Ryan thanked Snyder Civil Engineering for doing the turkey drive at Adams.

Jim Tripp reported on Water & Sewer: Seven or eight more leaks were identified. Over 25 million gallons were lost just in the two leaks that Ryan reported on. The work for the monitoring wells has been completed. They are waiting for a final date. There is a hold on the Coe Avenue work. Some electrical equipment is missing. Michael Lastrina is handling it. The project is pushed back to the middle of next year. Questions were raised regarding rainwater going into the system. The correction is being worked on.

Regarding Parks & Rec, the tree lighting will take place on at 5:30 PM December 7 with a rain date of December 8. The band and chorus will participate. The parade starts at 5:00

p.m. A Portland Hall of Fame is being resurrected. They asked those who are donating a bench to contact them.

**10. PUBLIC COMMENT**

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

Shaun and his sister Kelly would like to thank all who participated in the food drive. They were blown away with the generosity and the number of people who volunteered. A record of over 770 bags were received. John Dillon thanked Shaun and his sister for doing this.

Jim Tripp asked that an item regarding the Penfield and school incidents be put on the agenda for the next BOS meeting. Ryan said he will talk to Capt. Cunningham regarding this.

Regarding a question about Marine 7, Ryan met with Bob Shea and Chief Puida. There are a couple of issues as well as a couple of options. The goal is to get Marine 7 back in operation.

Robert Hetrick asked about the construction on Payne Boulevard and Wellwyn Drive. Ryan said a production well is being drilled. It is private work and they are in charge of the road work.

**12. FOLLOW-UP ITEMS**

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

**13. EXECUTIVE SESSION: LEASE AGREEMENT QUARRIES**

At 7:52 p.m., Shaun Manning made a motion to enter the Executive Session, seconded by Michael Pelton, all were in favor, motion carried. Sean Hayes was invited to join the session. Ryan extended wishes to all for a Happy Thanksgiving.

The Executive Session concluded at 9:01 PM.

**14. ADJOURN MEETING**

John Dillon made a motion to adjourn the meeting, seconded by Shaun Manning, all were in favor and the meeting was adjourned at 9:01 PM.

Respectfully submitted,  
*Sharon Hoy*  
Sharon Hoy, Board Clerk