June 10, 2024, Regular Meeting

Buck Foreman Community Center – Second Floor

265 Main Street, Portland, CT

**Members Present:** Jim Nursick, Dave Kuzminski, Rick Sharr, Dick Cote

**Absent**: Jim McCabe

**Also Present:** Ryan O’Halpin, Public Works Director; Ralph Zampano

1. **Call to Order**  
   Rick Sharr called the meeting to order at 7:06 p.m. in the Buck Foreman Community Center.
2. **Review & Approve Minutes of May 13, 2024, Meeting**  
   Two corrections were noted:  
    - Jim McCabe was not in attendance.  
    - Under Adjournment, motion to adjourn was seconded by Rick Sharr, not Dave Kuzminski.  
   A motion was made by Dick Cote, seconded by Jim Nursick to approve the corrected minutes of the May 13, 2024, meeting. Vote unanimous. Motion passed.
3. **Correspondence and Communication:** Ryan O’Halpin noted that a resident (13 Burr Street) came into the office to report a water bill that was unusually high for the third quarter. The meter is running correctly so the usage is likely accurate. The resident paid the bill but is seeking relief. The last two quarters were within the usual range. Ryan stated that he will investigate the matter further.
4. **Report from Director**

Ryan O’Halpin stated that 10 million gallons were received from MDC ($53,312) and 11.48 million gallons from the well. The well level started at 9 feet and ended at 8.5 feet. The overall monthly water usage in May is down from last year (by approximately 3 million gallons).

1. **Old Business**
2. **Development of an Alternate Water Source:** Ryan O’Halpin noted that DPH communicated information on how to develop an amended contract for the next phase to be approved by DPH with GZA. A resolution showing town support for the project is preferred by DPH to know if they fund the project, it will actually happen. A referendum (with at least a 20 percent) is required per Portland Town Charter to accept the funding. Ryan stated that he has been in contact with GZA to inform them of the need for specific cost information to develop a not to exceed contract. An RFP and an RFQ will not be needed.

**b. Maintenance:**

**i. Water System:** The Russell Avenue project is complete. Material for the Dogwood Drive project will be ordered in July, and the project will need to occur sometime in late July or early August. The cross-connection software will be updated to alleviate the need for manual input. The specific type of software is yet to be determined.

**ii. Sewer System:** The sewer plant clarifier project is in progress. The weirs and baffles were delivered last week but will not be installed until the drive work is done. Estimated completion is September.

**iii.** **Meter Updates, Budget Rates**: No update.

1. **Committee Reports/General Discussion:** None
2. **Public Comment:** Ralph Zampano stated that if a referendum is on the ballot in November to continue funding the well project, public education on the town’s options will be important.
3. **Adjournment**  
   Dick Cote made a motion to adjourn. The meeting adjourned at 8:01 pm.

**Next Meeting: July 8, 2024**

Respectfully submitted,

Jon D’Arpino

Board Clerk