

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MAY 15, 2024**

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

Absent: Michael Hernandez

Others Present: Ryan O’Halpin (Public Works Director); Richard Desrosiers (GZA), 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. ACCEPT AGENDA

Insert under New Business: “D) Sidewalk Repair,” and renumber “Refunds of Excess Payments.” Shaun Manning made a motion to accept the amended agenda, seconded by John Dillon. Vote unanimous, motion carried.

4. APPROVE MINUTES: (Regular) May 1, 2024

John Dillon made a motion, seconded by Shaun Manning, to approve the May 1, 2024 minutes, all were in favor, motion carried.

5. COMMUNICATIONS/CORRESPONDENCE:

Ryan Curley shared the following:

- Michael Hernandez had surgery yesterday, Ryan wished him well.
- A 14-year old male was hit on Main Street. He was transported to CT Children’s Medical Center. He is in stable condition with non-life-threatening injuries; he was to have surgery today. Ryan wished him well.
- Resignation of Democrat Registrar of Voters – Kristy Fuller (term: 1/4/2023-1/6/2027). Ryan congratulated Maureen O’Doherty, (who has been serving as the Deputy Registrar of Voters), as the Registrar of Voters and thanked Kristy for her service.
- Update on Jobs Pond. Some good news, the Federal Government will cover 75% of the correction. The remaining \$187,500 is still to be determined. Ryan met with State officials to see if funds are available to cover the 25% match. He thanked DEEP, the State and all involved for their support. Eight residents were forced to leave. The water continues to rise. We will need access agreements for three properties. The pump(s)

will run 24 hours a day, faster than in 1984. They are also talking about a permanent solution.

6. PUBLIC COMMENT

Joe Engel, 2 Highland Avenue, commented on the use of fertilizer on town property, particularly on the baseball fields. He asks if they are putting down a chemical that doesn't need to be applied. He asked if we could refrain from using fertilizers on public areas, baseball fields and places where kids play.

7. OLD BUSINESS

A) Monthly Report – Committee on Solidarity -

Cindy Tyler gave a report on the activities of the Solidarity Committee, and thanked the town for updating their budget. She told of the upcoming PRIDE parade, Juneteenth, a project with the Historical Society and the committee's work with Law Enforcement.

B) GZA Richard Desrosiers Water Presentation

Ryan O'Halpin laid the groundwork as to the status of the well and then turned it over to Richard Desrosiers. The goal is to be water independent. The well is high yielding and the water quality is exceptional. The first well will yield 1-2 million gallons/day; the second one ½ million gallons per day. The water quality in the second well is good but with some contaminants. A plan must be submitted as to how we will move forward. There is a compressed timeframe to get things done. When asked if it is possible to meet a January completion, Mr. Desrosiers said "never say impossible." The water quality found was said to be the best they have seen in a long time and will require a minimum amount of treatment. Ryan Curley said that the funding is not yet in place. The BOS must come up with options. They are seeking funding opportunities and are waiting to hear back.

C) Appointments/Reappointments to Boards and Commissions: None

8. NEW BUSINESS

A) Set Mill Rate for Fiscal Year 2024-2025

Ryan thanked all who came out on Monday to vote as well as Finance Director Tom Robinson for his work on the budget. The referendum was successful. Shaun Manning read the resolution and moved that it be adopted, seconded by Jim Tripp. Vote unanimous, motion carried.

RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut
May 15, 2024

Adoption of the Mill Rate for 2024-2025 Fiscal Year

WHEREAS the 2024-2025 budget for the Town of Portland estimates that \$4,925,888 will be received from the State of Connecticut, and without this, the mill rate would be 40.19 mills.

NOW, THEREFORE, BE IT RESOLVED, that the mill rate for the Fiscal Year 2024-2025 be and is hereby set at 34.30 mills for all taxes due other than motor vehicle, due and payable on July 1, 2024 and January 1, 2025; and be it further

RESOLVED, that the mill rate for the Fiscal Year 2024-2025 be and is hereby set at the State cap of 32.46 mills for motor vehicles, due and payable on July 1, 2024.

B) Adopt Non-Union/Administration Pay Plan 2024-2025

John Dillon read the resolution and made a motion to adopt it, seconded by Shaun Manning. Vote unanimous, motion carried. (Attachment A.)

RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut
May 15, 2024

NON-UNION/ADMINISTRATIVE PAY PLAN FOR FISCAL YEAR 2024-2025

RESOLVED, that the 2024-2025 pay plan for Non-Union part-time, specialists, seasonal employees, and administrative, professional, executive and elected officials as outlined on the attached, be and is hereby adopted.

C) Adopt "Other Budgets

Jim Tripp read the resolution and made a motion to adopt the Other Budgets for the Fiscal Year 2024-2025, seconded by Shaun Manning. Vote unanimous, motion carried.

RESOLUTION
BOARD OF SELECTMEN
Town of Portland, Connecticut
May 15, 2024

ADOPTION OF THE OTHER OPERATING BUDGETS FOR THE FISCAL YEAR 2024-2025

RESOLVED, that the other operating budgets for the Fiscal Year 2024-2025 as listed below and further outlined on the attached, be hereby adopted.

ANIMAL CONTROL FUND.....	\$104,962
TOWN AID ROAD FUND.....	\$239,813
YOUTH SERVICES FUND.....	\$142,295
RESOURCE RECOVERY FUND.....	\$410,945

BUILDING MAINTENANCE FUND.....\$82,000
PARKS AND RECREATION FUND\$548,060

BE IT FURTHER RESOLVED, that the Capital Improvement Budget for the Fiscal Year 2024-2025 as outlined on the attached, in the amount of \$1,276,827 with \$516,500 being Town Source Funded Projects, \$250,000 Water Source Fund Projects, \$380,000 Sewer Source Fund Projects, and \$130,327 State of Connecticut Funded Projects, be and is hereby adopted.

D) Sidewalk Repair

Ryan O’Halpin briefed the BOS on two problem areas that has caused drainage problems in excessive rains at 21 Freestone Avenue and 55 Fairview Avenue. Ryan explained the problems with each of the properties and told of the quote from Garofalo & Saraceno to fix the problems. Jim Tripp made a motion, seconded by John Dillon, to contract with Garofalo and Saraceno to do the repair work at 21 Freestone Avenue and 55 Fairview Avenue, all were in favor, none opposed, no abstentions, motion carried.

E) Refunds of Excess Payments:

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Vault Trust [\$237.57] [\$326.61]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Amendola Seth C & Alisa [\$2.00]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Toyota Lease Trust [\$461.67] [\$509.23] [\$256.27] [\$399.48] [\$199.95] [\$284.02]. Vote unanimous, motion carried.

Robert Hetrick made a motion, seconded by Michael Pelton, to reimburse Hyundai Lease Titling Trust [\$818.79]. Vote unanimous, motion carried.

9. STATUS & COMMITTEE REPORTS

Ryan Curley shared the following:

- Good questions were raised at the School Facilities Plan meeting last night. It is always difficult to get the word out to everyone regarding the status of things in order to avoid comments after the fact. He told of some not realizing that there was a vote on the budget on Monday.
- Thursday May 26th is the next P&Z meeting on Brainerd Place to be held at the Portland HS auditorium.
- Birdon has been doing some exciting work. There are six cutters on the production floor. It is great to see this business flourishing. They have invited the BOS on a boat ride in June. Ryan will send out an email of the dates. He thanked Birdon for their hospitality.

- Quarry Day is June 8. Ground breaking for Nordic Spa will take place then as well.

Jim Tripp reported the following: Parks & Rec are on track for the fall festival on Sept. 28. They are making some changes to the facility rental policy, then send it to the attorney for review and then to the BOS for comment and approval. There was a problem with the light switch at Agogliati Field, they plan to move forward with the proposal to fix it. Water & Sewer: The repave work on Russell Avenue is to start on Monday. High Street is still in design. They are working on a solution for Dogwood. Sewer: Clarifier #2 is on line. They are working Clarifier #1 is in process and it is going better than #2. They are waiting for materials for the Coe Avenue pump station.

10. PUBLIC COMMENT

Don Gouin via Zoom asked if wells would be affected. Ryan said no but that will be monitored frequently during the process.

11. BOARD OF SELECTMEN GENERAL INFORMAL DISCUSSION

Michael Pelton reminded all of the Memorial Day parade at 2:00 p.m. on Sunday, May 26, as well as the runathon on June 1st.

John Dillon, regarding the lack of desire for businesses to come to Portland, suggested that the BOS should have a discussion to tweak the process of reaching out to businesses in a more formalized process. One concern is the need for water and sewer in Portland.

Ryan will provide an update on Engine 3 for the next BOS meeting. Ryan responded to a question about the auctioning of town equipment, the Town auctions items on GovDeals, the proceeds go into the General Fund.

12. FOLLOW-UP ITEMS

- **Ethics Ordinance**
- **Review Town Charter**
- **MAC Fire Truck**

13. ADJOURN MEETING

At 8:47 p.m. a motion was made by Shaun Manning, seconded by Michael Pelton, to adjourn the meeting; all were in favor and the meeting was adjourned.

Respectfully submitted,

Sharon Hoy, Board Clerk

**TOWN OF PORTLAND, CONNECTICUT
FISCAL YEAR 2024-2025 PAY PLAN**

Hourly, Specialists, and Seasonal Employees

	Rates			
<u>Professional Full-time Hourly Positions</u>				
Assistant Technology Coordinator	25.00	minimum	37.12	maximum
<u>Professional Part-time Hourly Positions</u>				
Fringe Benefit Administrator	25.00	minimum	37.12	maximum
Development Planner	25.00	minimum	37.12	maximum
Land Use Administrator	25.00	minimum	37.12	maximum
<u>Hourly/Part-Time Positions</u>				
Board/Comm. Clerk	22.70			
Clerk	22.70			
Drivers for Senior Van	22.70			
Substitute Librarian	24.70			
Temporary Assistant Town Clerk	31.15			
Zoning Enforcement Officer	35.79			
<u>Town Tech - Summer</u>				
	<u>As of 7/1/24</u>			
Worker I	15.69			
Worker II	17.08			
<u>Parks & Rec/Youth Services</u>				
Counselor I	15.69			
Counselor II	16.00			
Counselor III	16.50			
Counselor IV	17.00			
Counselor V	17.46			
Counselor VI	18.42			
Counselor VII	19.52			
Counselor VIII	20.69			
Counselor IX	22.05			
Counselor X	23.36			
Ass't. Animal Control Officer	22.98	per hour when working		
Ass't. Animal Control Officer - weekend	\$181 for weekend coverage on call and care and feeding of animals			
Police Officer - Part Time	32.38			
Police Officer - Part Time - Private Duty	48.57			
Public Safety Chaplain	1,000.00	Annual Stipend		
Highway Nonunion Maintainer	32.94			
Grounds Maintenance Crew Leader	4.46			
Grounds Maintenance Worker	19.11			
Fire Marshal	38.92			
Deputy Fire Marshal	28.20			

**Approved by
Board of Selectmen**

**TOWN OF PORTLAND, CONNECTICUT
FISCAL YEAR 2024-2025 PAY PLAN**

Administrative, Professional, Executive, and Elected Officials

<u>Quarterly Payments</u>	<u>Annual</u>		<u>Quarterly</u>
Emergency Management Dir	5,250.00	\$36.76	1,312.50
Dispensing Clinic Volunteer Coord.		\$19.15 5 hrs mnth	
Registrars of Voters	6,410.00		1,602.50
Fire Chief	22,120.00		5,530.00
Deputy Fire Chief	9,078.00		2,269.50
EMS Coordinator	1,524.00		381.00
EMS Assistant Coordinator	1,252.00		313.00
Assistant Chief	5,428.00		1,357.00

<u>Professional Employees</u>	<u>Minimum</u>	<u>Maximum</u>
Youth Services Administrator	60,000	77,000
Senior Services Administrator	60,000	77,000
Parks & Recreation Director	62,000	87,000
Executive Secretary First Selectman	62,000	87,000
Librarian III - Assistant Director	62,000	87,000
Building Official/Blight Official	79,250	103,000

<u>Executive Employees</u>	<u>Minimum</u>	<u>Maximum</u>
Library Director	79,000	105,000
Town Planner	79,000	105,000
Technology Director	80,000	123,000
Assessor - 35 hour position	74,000	105,000
Public Works Director	87,000	138,500
Director of Finance	92,000	149,000

<u>Elected Officials</u>	<u>July 2024</u>	<u>Minimum</u>
First Selectman	89,493	85,000
Town Clerk	79,730	75,000

(Per Sec. 302 of Town Charter)

Miscellaneous Payments

Board Assessment Appeals - Chairman	405.00	Annually for a non-reval year
Board Assessment Appeals - Chairman	505.00	Annually for a reval year
Board Assessment Appeals - Member	355.00	Annually for a non-reval year
Board Assessment Appeals - Member	455.00	Annually for a reval year
Election/Voting - Set-up/Breakdown	125.00	Per primary, referendum, or election
Election Moderator	615.00	Per primary, referendum, or election
Election - Deputy Moderator	548.00	Per primary, referendum, or election
Election Workers	15.69	Hourly - State Minimum Wage
Deputy Registrars of Voters	16.65	Hourly - for primary, referendum, or election
Registrars of Voters	615.00	Per primary, referendum, or election
Registrars of Voters	18.00	Special hourly duty (audits, canvassing, early voting, etc.)
Election Moderator - Early Voting	18.00	Special hourly duty (early voting)