

**ENVIRONMENTAL PROTECTION BOARD  
CITY OF STAMFORD  
MINUTES OF THE JANUARY 3, 2019  
REGULAR MEETING**

**Members Present:**

Gary H. Stone, Chairman  
Richard Rosenfeld, Member  
Ashley Ley, Member  
Laura Tessier, Alternate Member  
Emily Gordon, Alternate Member

**Members Not Present:**

Louis P. Levine, Member  
Dr. Leigh Shemitz, Member

**Staff Members Present:**

Richard H. Talamelli, Executive Director/Environmental Planner

The Regular Meeting, which was called to order at 7:30 PM by Mr. Stone, was held in the Cafeteria, Fourth Floor, Stamford, Government Center, 888 Washington Boulevard, Stamford, Connecticut, 06904-2152. The meeting was video recorded.

**MINUTES:**

**APPLICATIONS AND PERMITS:**

**SITE PLAN REVIEWS:**

**SUBDIVISION REVIEWS:**

**ENFORCEMENT – STATUS REPORTS AND SHOW CAUSE HEARINGS:**

**OTHER BUSINESS:**

**Budget Considerations:**

Staff Member Talamelli addressed the Board on matters pertaining to the EPB's proposed Operating Budget for 2019-20. Mr. Talamelli noted that the EPB, under the provisions of the Ordinance, is expected to prepare and endorse a separate budget for its department. Mr. Talamelli stated that the proposed operating budget seeks to balance the Mayor's directive for continued fiscal responsibility with the demonstrated needs of the department. Mr. Talamelli reported that the EPB's proposed operating budget remains generally unchanged for fiscal year 2019-20, and continues to include provisions for "overtime" to enable an Environmental Analyst to attend the Board's schedule of thirteen (13) regular meetings and the mailing/copying necessary to support both the expected needs of the office and the "outreach" required under the Community Rating Service (CRS). The budget additionally provides for a part time "Land Use Clerk" and a "Seasonal Worker." Mr. Talamelli noted that dedicated clerical assistance is required to improve our commitment to serve the public in a prompt and efficient manner, and assist in the completion of mandated administrative tasks including

**Environmental Protection Board**  
**Minutes of the Regular Meeting of January 3, 2019**

the preparation of minutes, legal notice, referrals, filings, mailings, data base management, meeting scheduling and other related activities. In addition the "Land Use Clerk" shall participate in an office initiative to better manage and digitize an extensive collection of paper files that date back to the Board's inception in 1975. Many of the responsibilities are currently addressed by the Executive Director and other Staff members whose time and expertise would be better served addressing the more technical tasks associated with our regulations and required programming. The "Seasonal Worker" shall perform routine office duties to improve public response and further the efficiency of important departmental functions including basic reception, and the preparation, processing and sorting or applications, records, files and other various documents.

Further discussion ensued on issues relating to insurance and other structural requirements, expected revenue, fee revisions, and other related matters as they pertain to the EPB's proposed operating budget.

**Motion/Vote:** Upon a motion by Mr. Rosenfeld, and seconded by Ms. Ley, the Board voted to **APPROVE** the Operating Budget for Fiscal Year 2019-20 as described in the documents entitled "Fiscal Year 2019-2020 – Full Time Salary Detail Report," and "Fiscal Year 2019-2020 (Department Request) Program Detail Report," revised January 2, 2019.

In Favor: Stone, Rosenfeld, Ley, Tessier, and Gordon  
Opposed: None  
Abstaining: None  
Not Voting: None

**ADJOURN:**

**Adjourn the Regular Meeting of January 3, 2019.**

There being no further business, the Board, upon a motion by Ms. Tessier, and seconded by Mr. Rosenfeld, the Board voted to **ADJOURN** the Regular Meeting of January 3, 2019.

In Favor: Stone, Rosenfeld, Ley, Tessier, and Gordon  
Opposed: None  
Abstaining: None  
Not Voting: None

Meeting adjourned at 7:43PM.

-----  
Gary H. Stone, Chairman  
Environmental Protection Board

Minutes: Prepared from meeting notes taken by Richard H. Talamelli, Executive Director/Environmental Planner

January 31, 2019  
Revised February 18, 2019