



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectman**

### Board Clerk

Town of Portland, CT (EOE)

**Deadline: 6/5/2026 or until filled**

Send application to: First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071

*Email: [mceppaglia@portlandct.org](mailto:mceppaglia@portlandct.org)*

Board Clerk needed for Conservation Commission, Inland/Wetlands Commission and Water & Sewer Commission. Hourly rate: \$23.40 minimum pay 2 hours for attending meeting + time it takes to type minutes. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

- CC meets monthly 2<sup>nd</sup> Wednesday @ 6:00 PM;
- IWC meets monthly 1<sup>st</sup> Tuesday @ 7:00 PM;
- W&SC meets monthly 2<sup>nd</sup> Monday @ 7:00 PM

Qualifications: High School diploma or equivalent, strong computer skills essential, experience preferred. Must be available evenings, have personal computer & access to internet.

Distribution (05/26/2026):

Animal Control  
Assessor  
Building Maintenance  
Finance  
Grounds Maintenance  
Highway Division  
Land Use: Building/Planning/Zoning  
Landfill / Transfer Station  
Library  
Parks & Recreation  
Police  
Public Works  
Senior Center  
Sewer Division  
Town Clerk  
Town Technology  
Water Division  
Youth Services  
MEUI Rep – Cheryl Creem / Bill Lynch  
MEUI Library Rep – Patty Ballou/Patti LaMalfa  
PW's Union Rep – Mike Olayos/Brian Steffman