

Finance and Government Operations Commission Meeting Minutes  
Middletown, Connecticut  
March 2, 2016  
Municipal Building Room 208  
7:00 P.M.

Present: Councilman Thomas Serra, Councilwoman Mary Bartolotta, Councilwoman Linda Salafia, Councilman Gerald Daley, Councilman Sebastian Giuliano, Carl Erlacher, Dr. Joseph Havlicek, Faith Jackson, William Russo, Eldon Bailey, Shawn Beals, Marco Gaylord, Faith Jackson, Linda Bettencourt, Kathy Morey, Pam Frost, Jay Jayanthan, Nathan Diller, Carrie Carella

Absent: None

Councilman Serra opened the Finance & Government meeting. He requested approval of the minutes dated January 27, 2016. Councilman Daley moved to approve, Councilwoman Salafia seconded, approved unanimously.

1. Public Comments on the Agenda:

Pam Frost representing the Complete Streets Committee discussed the importance of approving the Mayor's request for \$500.00 to purchase display materials for the Complete Streets Committee.

2. Conferences and Training:

None

3. The following Departments have submitted items to be discussed:

- Councilman Serra began the meeting by asking fellow members of this commission to allow the Departments with representation here this evening to go first. Unanimously approved to do so.
- Michiel Wackers asked to have this commission approve the Resolution authorizing Mayor Drew to sign all documents necessary to implement a lease for NORA Cupcake at 180 Johnson Street. Carrie Carella owner of NORA Cupcakes discussed her request to expand her business by leasing a portion of the Remington Rand building for production purposes. Councilman Daley motioned to approve the Resolution request, Councilman Giuliano seconded, unanimously approved.

-Approved to send to the Council Floor-

- Health – Grant Confirmation totaling \$2500 in local donations for Kids Health & Safety Grant

Councilman Giuliano motioned to approve, Councilwoman Bartolotta seconded, unanimously approved.

- Town Clerk – Appropriation Request totaling \$5100 to cover Presidential Primary costs and reimburse budget line for funds transferred for Municipal election costs; Grant Confirmation totaling \$4000 in State funds for Historic Document Preservation

Linda Bettencourt discussed the \$5100 appropriation request; \$800 will return to her contractual line and the balance will be to cover the Presidential Primary costs. Councilwoman Bartolotta motioned to approve, Councilwoman Salafia seconded, unanimously approved. The Grant Confirmation request for \$4000 was also unanimously approved.

- Mayor's Office – Appropriation Request totaling \$500 for Complete Streets Committee purchases

Councilman Daley moved to approve to show support for the Complete Streets Committee and also mentioned that this should be a separate line for next year. Councilman Giuliano seconded, unanimously approved.

– Approved to send to Council Floor –

- Public Works – Appropriation Request totaling \$10,000 to cover Cooley Avenue property demolition costs

William Russo explained the appropriation request for the demolition of a garage at the bottom of Cooley Avenue. Councilman Daley motioned to approve, Councilman Giuliano seconded, unanimously approved.

– Approved to send to Council Floor –

- OGC – Appropriation Request totaling \$9400 for Prime AE Group HR software solution discovery of City HR

Kathy Morey explained the need for the updating HR System. Eldon Bailey stated that the City already purchased the hardware and software approximately 4 years ago for approximately \$325K. This purchase was included in the bond for \$750K. The request for the \$9400 is to allow a consultant from PRIME to develop a complete package to cover HRs' needs. Eldon also explained that the OGC and Public Works Departments are currently utilizing this system. Councilman Daley asked to see the RFP for the next F & G meeting and also suggested that they look into possibly piggybacking what the BOE Human Resource department is currently using for their hiring process. Councilman Serra also asked Eldon to supply this committee with a snapshot of the cost for all departments to be on this system. Councilman Serra asked to have this item remain on the agenda for discussion next month.

- PCD -- Grant Confirmation totaling \$13,111.20 in Federal funds for supplemental funding of Wesleyan Multi-use Trail; Appropriation Request totaling \$3277.80 to supplement Federal Grant for Wesleyan Multi-use Trail; Grant Confirmation correction totaling (\$26,847) of State Grant for Wesleyan Multi-use Trail; Appropriation Request totaling \$1000 to purchase two Wadsworth Street parcels from State; Appropriation Request totaling \$90,000 to demolish two blighted Wadsworth Street parcels being purchase from State; Resolution authorizing Mayor Drew to sign all documents necessary to implement a lease for NORA Cupcake at 180 Johnson Street

Councilman Daley motioned to approve all of the above Appropriation Requests and Grant Confirmations, Councilwoman Bartolotta seconded, unanimously approved.

- BOE – discussion of Macdonough and Farm Hill parking lot projects; revised plan for remaining BOE CNR balance

Marco Gaylord discussed the Alliance Grant opportunity and the revised plan for the \$250K. He explained the complete breakdown of how they will be utilizing the funds; and included a copy in each of the committee members' packets. He also informed this committee that they would like to utilize the \$137,000 which the City allowed them to carry over for the installation of AC for the second floor of WWMS. He also asked this committee how should they go about securing the funds, since most of these projects will be done over the summer. The committee suggested encumbering the purchase orders before June 30. Marco will give this committee an update at the end of the year. Councilman Daley motioned to approve and Councilman Giuliano seconded, unanimously approved.

- Finance – Appropriation Request totaling \$20,000 to increase allocation of purchase and pay down of BOE rowing shells and aluminum boats

Councilman Serra and Councilwoman Bartolotta informed this committee that the rowing team had raised half of the funds through fundraisers. Councilman Daley motioned to approve and Councilwoman Giuliano seconded, unanimously approved.

- CNR Update

Councilman Serra commented on the Police Vehicles, the highest mileage patrol vehicles are the ones which need to be replaced first. Carl Erlacher will forward this information to the Police Chief.

Eldon Bailey asked to speak about the CNR regarding Admins programming. He stated that his department had some outstanding purchase orders made out to Admins for software programming which were never utilized. He would like to know if those outstanding purchase orders can be reassigned. Carl Erlacher stated that they could be reassigned out of the miscellaneous line. Roughly \$10,000 plus the \$5,000 from the IT CNR budget will be put towards the installation of this new HR system. Faith Jackson spoke highly about this new system; more flexibility and it will also tie in HR, Payroll and BOE information which is required for her state reporting. Councilwoman Bartolotta motioned to approve and Councilman Daley seconded, unanimously approved. Carl also mentioned that the old Aetna property was sold today to Fedex for approximately \$18M.

#### **Regular Reports – Information Only**

- Transfer of Funds/BOE Transfers
- General Fund Appropriations
- City's Investments
- Professional Services Report
- Monthly Expenditure Summary Report
- Tax Collection Recap Report
- Monthly Expenditure Summary Report
- Department Over-Time Reports

The next meeting is Wednesday, March 30<sup>th</sup> at 7pm in Room 208

Meeting Adjourned

Tracks:

Respectfully Submitted by,

Tracy Vess on behalf of Carl R. Erlacher