

Finance and Government Operations Commission Meeting Minutes  
Middletown, Connecticut  
March 30, 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, Faith Jackson, William Russo, Eldon Bailey, Shawn Beals, Police Chief William McKenna

Absent: None

Councilman Serra opened the Finance & Government meeting. He requested approval of the minutes dated March 02, 2016; unanimously approved.

1. Public Comments on the Agenda:

None

2. Conferences and Training:

Faith Jackson requested \$110.00 to cover her attendance cost at the 37<sup>th</sup> Fair Housing Conference on April 28, 2016.

Councilman Giuliano motioned to approve and Councilwoman Salafia seconded, unanimously approved.

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

- Recreation & Community Services – Grant Confirmation totaling \$80,000 to support department activities, wages, supplies and transportation

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

- PCD – Request to refund Inland Wetlands application fee totaling \$120 to applicant; Resolution requesting approval of Bid Waiver to purchase six electric vehicles from Tasca Ford

Councilman Giuliano motioned to approve the return of the \$120 application fee, Councilwoman Salafia seconded; unanimously approved.

Councilwoman Salafia motioned to approve the request for the Bid Waiver to purchase the six electric cars, Councilman Giuliano seconded; unanimously approved.

- Both items were approved to send to the Council Floor -

- Police – Proposal to increase Private Duty rates effective July 1; Request to create expenditure line for Capital Expenses, to be funded by Private Duty revenues

Police Chief McKenna explained the request for the proposed increase in Private Duty rates. He began by saying that they haven't had a rate increase since 2009. Chief McKenna suggested regular jobs be charged \$76.80 per hour; non-profit organization \$70.00 per hour; and if a police cruiser is required than an extra \$13.00 per hour be added. He explained that this had gone before the Public Safety Committee and was unanimously approved. Councilwoman Bartolotta asked to have the breakdown cost of the vehicles wear and tear be provided. Councilman Daley put forth a motion to increase the Private Duty rates to the following:

\$80.00- regular jobs  
\$76.50- non profit  
\$13.00- if cruiser is needed

Councilwoman Bartolotta seconded; unanimously approved.

- Approved to send to Council Floor -

- Parking - Appropriation Request totaling \$25,000 for emergency repairs to Arcade lower level parking area

Carl Erlacher informed the committee that he spoke with the Parking Director earlier and was told that he could find the \$25,000 in his budget so you can vote the appropriation down. Councilman Serra asked if the Parking Director had a plan in place with a consultant and asked if the cars going back under.

Councilwoman Bartolotta motioned to reject the above appropriation per the information provided by the Finance Director, Councilman Giuliano seconded; unanimously approved.

- Public Works/Parks – Resolution requesting approval to include Donovan Park (at Macdonough School) in Ordinance 19-15, for the Redesign, Renovation, Replacement, Reconstruction, Construction and Improvements at Athletic Fields, Parks and Trails City-wide; Appropriation Request totaling \$25,000 for Middletown Historic Monument and Plaque cleaning

William Russo discussed Ordinance #19-15 which was adopted by the Common Council on September 2, 2015 appropriating \$33,450,000 for the Redesign, Renovation, Replacement, Reconstruction, Construction and Improvements at athletic Fields, Parks and Trails City-wide done by Milone & Macbroom. The resolution did not include Donovan Park located at Macdonough School. He is requesting \$200,000 to improve and enhance recreational opportunities for the children who attend Macdonough School as well as those who live in the neighborhood. Bill also mentioned that he didn't ask Milone & Macbroom to study things that he thought could be done in house. The proposal that we have for Macdonough School was done by our engineering staff. City yard employees will take out the existing basketball courts and we will be contacting a contractor to pave the area. Bill also mentioned that Milone & Macbroom quoted half a million dollars to redo Spear Park, but he is having his men/women demo the entire area and redoing it as a flat area with a water feature, total cost of \$43,000. This request came forth from Michiel Wackers.

Councilman Daley motioned to approve the \$200,000 request and Councilman Giuliano seconded; unanimously approved. Councilman Daley as well as other members asked for a copy of the Public Works Director's plans prioritizing time wise and rough dollar amount the allocation for the \$33,450,000. Once they have that in place then a building committee can be formed and this will be their draft to go by.

Councilman Daley withdrew his motion granting the appropriation request for \$25,000 for the Historic Monument and Plaque cleaning and recommended that it be added as a line item for next year, per the recommendation of the Finance Director, Councilman Giuliano seconded; unanimously approved.

Bill discussed the purchasing of two heavy duty laptops for the mechanics at the garage. These laptops are used to for the vehicles computer diagnostic system. They currently have one in the department which is being used between seven people. The IT Department will be purchasing one and Public Works Department will purchase the other with funds from their miscellaneous department CNR.

Councilman Daley motioned to approve and Councilwoman Salafia seconded; unanimously approved.

- Finance – Resolution requesting approval to close Funds that have met obligations and transfer any remaining monies to Debt Service or cash needs from Debt Service

Councilman Daley motioned to approve and Councilman Giuliano seconded, unanimously approved.

- Committee Chair report on changes to Non-Bargaining Personnel Rules

Carl Erlacher briefly discussed the proposed Personnel Rule changes for the Non-Bargaining members regarding; raises, health insurance, concessions, vacation time and maximum sick time cash-out.

Councilman Daley discussed the Administrative Assistant position in the Mayor's Office. He informed this committee that it wasn't that long ago that an ex-Mayor had two part-time Administrative Assistants. This position has no job description, no qualifications, the Mayor can select whomever he/she wants into that roll then it's up to the Council to budget the dollar amount. He does agree that this position needs to be pegged to some group regarding benefits but does not agree with the position placed at a salary grade.

Councilman Daley made a motion to approve as long as any reference to a paygrade has been removed from the proposed contract. Councilman Giuliano seconded and Councilwoman Bartolotta abstained.

- Discussion of Standard & Poor's Ratings Report

Carl Erlacher stated that Standard & Poor's Rating Services has upgraded the city of Middletown from an 'AA+' to 'AAA'. The upgrade is due to improved economic indicators and the city's stable financial performance supported by its recently adopted policies.

#### **Regular Reports -- Information Only**

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

The next meeting is Wednesday, April 27<sup>th</sup> at 7pm in Room 208

Meeting Adjourned

Tracks:

Respectfully Submitted by,

Tracy Vess on behalf of Carl R. Erlacher