

Finance and Government Operations Commission Meeting Minutes  
Middletown, Connecticut  
October 1, 2014  
Municipal Building Room 208  
7:00 P.M.

**REGULAR MEETING:**

**Present:** Councilman Thomas Serra, Councilman David Bauer, Councilwoman Hope Kasper, Councilwoman Deb Kleckowski, Councilwoman Mary Bartolotta, Carl Erlacher, William Russo, Dr. Joseph Havlicek, Arthur Meyers, Eldon Bailey, Deputy Chief Michael Timbro, Stephan Allison, Deb Stanley, Linda Bettencourt, Mikiel Wackers, Joseph Kask, Tony Jaskot, Gionne Ladora, Philip Pessina, Shawn Beals – Hartford Courant

**Absent:** None

1. Councilman Serra called the meeting to order and requested a motion to approve the minutes from the August 27, 2014 Finance and Government meeting. Councilman Bauer made the motion to approve, Councilwoman Kasper seconded, unanimously approved.
2. Public Comments from items on the agenda.

The Presidents from Middletown Little League and Youth Soccer along with others discussed the \$22,500 additional youth sports grant on the agenda. They expressed the ongoing need for scholarship funding as well as the need to purchase safety equipment, uniforms and pay for the game officials.

Linda Bettencourt discussed the 40 year upload to the COTT system for the Town Clerks' records; she also suggested that the Vitals Records housed in the Health Department vault also begin the transformation to the COTT system. Total cost for both to complete these updates would be \$108,442. (Informational Only)

3. Conferences and Training:

PCD-eCon Planning Suite & CDBG Entitlement Training for Deputy Director – conferences free, approx. travel costs \$1495; Northeast Economic Developer's Association Conference for Economic Development Specialist \$854.24.

Michiel Wackers stated the funding for the conferences was budgeted for and not coming out of the General Fund. He also explained the Bruce Driska had already completed the HUD Training program last week. As well as stated that Tom Marano will be the attendee for the Northeast Economic Conference. Councilwoman Kasper made the motion to approve both requests and Councilwoman Bartolotta seconded with a reminder that all conference and training requests were to be approved by this commission before attendance.

Councilman Serra then asked Michiel to discuss the Grant Confirmation totaling \$350,000 for 645 Main Street – Brownfield Municipal Grant from CT Department of Economic & Community Development, Remedial Action & Re-development Municipal Grant; planning update. Councilman Bauer made the recommendation to forward to the counsel floor, Councilwoman Kasper seconded.

Michiel updated this commission regarding the \$2.6M awarded from the Governor for the Riverfront Project and mentioned that he only had a 30 day window in order to get the full grant

package back to the state. Councilman Bauer stated that he would like to include this in the motion to forward to the counsel, Councilwoman Kasper seconded, approved unanimously.

Senior Services – ADA Training for Senior Services Manager & Specialist - \$200  
Conferences and Training:

Councilwoman Kasper made the motion to approve, Councilwoman Kleckowski seconded, unanimously approved.

Recreation – CT Recreation & Parks Assoc. Conference – one day session for three staff - \$540

Councilwoman Kleckowski made the motion to approve and Councilman Serra seconded, unanimously approved.

IT – Global Software User Training Conference for 4 employees, related to Public Safety – conference & travel expenses paid by vendor, (three day conference) approx. per diem \$50/day per employee

Eldon Bailey informed the committee that the training was negotiated in the original contract 2 or 3 years ago. He is just estimating that there might be an out of pocket expense for the employees for transportation and food. Councilman Bauer made the motion to authorize up to \$600 to cover incidental expenses, Councilwoman Kleckowski seconded, unanimously approved.

Parking – Geen Thazampallath requested the approval to attend the annual Municipal Forum in Hartford CT, the cost of attendance is \$80.00. Councilwoman Kasper asked if the cost could be covered by the Parking Fund, if so she would make a motion to approve. Geen agreed that it could. Councilman Bauer seconded, unanimously approved.

**-Approved to send to the Council Floor-**

**4. The following Departments have submitted items to be discussed:**

**Auditor – Joe Kask from BlumShapiro discussion of “Auditor’s Communication with Those Charged with Governance” memo in regards to the annual audit.**

Joe Kask explained this is just a standard letter that is sent out to all of their clients. It basically states that if you are aware of foul play and do not report it than you could also be held accountable. Councilman Serra asked that next fiscal year the auditors be in house at the Board of Education to verify a hard cut-off date of 6/30/15 on purchase orders and determine if they are valid as well as on the City side.

**-Informational Only-**

**Health – Appropriation Request totaling \$10,000 to perform communicable disease surveillance (required per CT General Statute); Grant Confirmation totaling \$3374.58 for Safe Kids Health Fair**

Councilman Bauer made the motion to accept both grants and forward to the counsel floor, Councilwoman Kleckowski seconded.

**-Approved unanimously to send to the Council Floor-**

**Recreation – Appropriation Request totaling \$22,500 for additional youth sports grants**

Councilwoman Kasper made the motion to forward to the council floor, Councilwoman Bartolotta seconded with the caveat for the department to itemize the increases are/were to assist in the up incoming budget process.

**-Approved unanimously to send to the Council Floor-**

**Police – Resolution authorizing Mayor Drew to sign LoCIP application totaling \$4945 for replacement of five awnings affixed to the Middletown Police Department and, approval of new Capital Improvement line item for project; Appropriation Request totaling \$62,508.40 to correct negative balances remaining at close of FY13-14**

Councilwoman Kleckowski made the motion to approve the LoCIP application for \$4945 to replace the five awnings affixed to the Middletown Police Department. Councilman Bauer seconded, unanimously approved.

Deputy Chief Timbro requested \$62,508.40 to correct the negative balances remaining at close of FY13-14; Holiday Pay - OT. Councilman Bauer asked why this wasn't included with the last request when you asked for OT coverage. budgeted for and explained that they try to transfer between lines before coming to this commission for an appropriation.

Councilwoman Kasper made the motion to approve and Councilwoman Kleckowski seconded, approved unanimously.

**-Approved to send to the Council Floor-**

**Water – Resolution requesting approval of FY14-15 Proposed CNR funding and transfer of previous CNR funds to new CNR line items, totaling \$700,000**

Councilwoman Kasper made the motion to approve and Councilman Bauer seconded, approved unanimously.

**-Approved to send to the Council Floor-**

**Public Works – Resolution requesting Bid Waiver to approve standardization of Christmas Décor for South Green tree lighting through 2017 holiday season; and provide installation and removal of lighting for \$23,382 per year**

William Russo requested a bid waiver for the next four years to continue using the services of Christmas Décor for the tree lighting located on the South Green.

Councilwoman Bartolotta asked if there were other companies out there also in this business of tree lighting. Bill stated that there were but they would not do the height of the tree on the South Green.

Councilwoman Kasper made the motion to approve and Councilman Bauer seconded, approved unanimously.

**-Approved to send to the Council Floor-**

**Charter – discussion of proposed Ordinance 23-21, prescribing Additional Duties of the Treasurer and, enacting changes to Ordinance 23-8**

Councilman Bauer discussed the revision to have the Treasurer attend the monthly F & G Commission meeting, checks and balances.

Carl Erlacher made this commission aware that the Tax Collector is a division of Finance Department and the Tax Assessor is a separate department. If this commission requests the attendance of either department they shall be available for questioning upon notification.

**Finance – Appropriation Request totaling \$7500 to fund conference line**

Carl Erlacher requested an appropriation increase of \$7500 to cover conference expenses and stated that last year alone the Human Relations department used over \$6000 for sexual harassment training conferences.

Councilwoman Kasper made the motion to approve this request with a friendly amendment requiring that it be mandated training for employees. Councilwoman Kleckowski seconded, unanimously approved.

**-Approved to send to Council Floor-**

**Common Council/Mayor's Office – Appropriation Request totaling \$360,000 to fund AUC Financial Software Project**

Councilman Serra proposed bonding the \$275,000 for the AUC Software with the intent that the Mayor's Office can begin preparing the bond; timing factor for the Board of Education. Councilwoman Kasper suggested this commission pass a resolution for \$275,000 stating that they will support the bond at the next council meeting. Councilman Bauer seconded with a friendly recommendation to the Mayor's Office stating the funds are to be allocated for this project. Councilwoman Bartolotta and Councilwoman Kleckowski were not supporting this request.

**-Approved to send to the Council Floor with two nays-**

**CNR – Proposed Budget totaling \$450,000**

Councilman Serra discussed the CNR requests from the departments. Councilwoman Kasper requested the reason why one department was granted the ability to purchase a new vehicle and not another. Please clarify for Council meeting. Carl said it was a decision from the Mayor's Office. Councilman Serra mentioned that the Police Department specifically mentioned that PD was to purchase only patrol vehicles. Councilwoman Kleckowski suggested moving the CNR requests forward to the Council floor for discussion with the Directors. Councilman Serra seconded.

**-Moved to the Council Floor-**

## 5. Regular Reports

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

**-Approve to send to Council Floor as stated-**

## 6. Other

Stephan Allison discussed the 2015-ACP-SAP-21539/Arts Catalyze Placemaking-Supporting Arts in Place Grant for \$8752.07 for general operating support.

Councilman Bauer made the motion to approve and Councilwoman Kasper seconded, unanimously approved.

7. The next meeting is Tuesday, November 25, 2014 at 7:00 pm in room 208

Respectfully  
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher

Meeting: Track MZ000076-MZ000109