

Finance and Government Operations Commission Meeting Minutes
Middletown, Connecticut
April 1, 2015
Municipal Building Room 208
7:00 P.M.

Present: Councilman Thomas Serra, Councilwoman Hope Kasper, Councilwoman Mary Bartolotta, Michiel Wackers, Faith Jackson, Guy Russo, Janice Gionfriddo, Carl Erlacher, Linda Bettencourt, Arthur Meyers, Alex Gecan (Middletown Press), Sean Beals (Hartford Courant)

Absent: Councilman David Bauer, Councilwoman Deb Kleckowski

1. Councilman Thomas Serra began the meeting by asking for an approval of the February 26, 2015, Finance & Government minutes. Councilwoman Mary Bartolotta made the motion to approve and Councilwoman Hope Kasper seconded, approved unanimously.
2. Public Comments on the Agenda: Linda Bettencourt spoke briefly regarding the Registrars' Office certification program. Janice Gionfriddo discussed the ROVAC Convention and stated that the Registrars' Office only needs \$780.00 for their staff to attend the April 22 – April 24, 2015 convention located in Cromwell. Councilman Serra asked if there were any others who would like to speak, seeing no others he closed the Public session.
3. Conferences and Training – Councilwoman Kasper made the motion to approve the ROVAC Convention for the Registrars' Office for \$780.00, Councilwoman Bartolotta seconded, approved unanimously.
4. The following Departments have submitted items to be discussed:

Human Relations - Appropriation Request totaling \$600.00 to cover contractual services for copier maintenance through end of the fiscal year.

- Faith Jackson discussed the \$600.00 request for the copier in the Human Relations office. This copier was previously used in the Human Resources Department and given to the Human Relations office. Unfortunately no funds were transferred to cover the contractual maintenance agreement. Councilwoman Kasper motioned to approve the \$600.00 appropriation request and Councilwoman Bartolotta seconded, unanimously approved.

- Approved to send to Council Floor -

Library – Resolution requesting authorization for Mayor Drew to sign LoCIP application totaling \$93,080 and creation of new line in Capital Improvement Plan entitled Russell Library Repairs and Improvements

- Councilwoman Kasper motioned to approve and Councilwoman Bartolotta seconded, unanimously approved.

- Approved to send to Council Floor -

BOE- Request to re-appropriate \$36,886.79 of unexpected CNR funds to new expenditure line for maintenance repairs and improvements

- Superintendent Pat Charles discussed the re-appropriation of \$36,886.79 of unexpected CNR funds to a new expenditure line for the purpose of oil tank repairs. Councilwoman Bartolotta motioned to approve and Councilwoman Kasper seconded, unanimously approved.

- Approved to send to Council Floor -

Town Clerk – Resolution requesting authorization for Mayor Drew to sign LoCIP application totaling \$40,000.00 and creation of new line in Capital Improvement Plan entitled Town Clerk Vault Repairs and Improvements

- Linda Bettencourt discussed the ongoing water leakage problem since last year and is ready to complete the last portion of the reconstruction project. She informed this committee that the project has been determined to be eligible for Local Capital Projects Improvement Program Funds. Linda also informed this committee that she should be returning \$15,701.00 back to the General Fund from the original appropriation. Councilwoman Kasper motioned to approve and Councilwoman Bartolotta seconded, unanimously approved.

- Approved to send to Council Floor -

PCD – Grant Confirmation totaling \$229,247.00 of federal funds for the design of the Wesleyan Hills to Wesleyan University Multi-Use Trail project; Grant Confirmation totaling \$2,600,000.00 for Urban Act Grant for predevelopment activities of riverfront

- Michiel Wackers discussed the Grant Confirmation totaling \$229,247.00 for the design of the Wesleyan Hills to Wesleyan University Multi-use Trail. Councilwoman Kasper motioned to approve the Grant Confirmation and Councilwoman Bartolotta seconded, unanimously approved. Michiel also discussed approval of the Urban Act Grant totaling \$2.6M. Once this has been approved he can begin to put together an RFP. Councilwoman Kasper motioned to approve and Councilwoman Bartolotta seconded, unanimously approved.

- Both requests were Approved to send to Council Floor -

Water & Sewer – Resolution requesting approval of acquisition of three parcels of land, being quit claimed to the City, to be used in construction of water storage

- Guy Russo explained the acquisition of three parcels of land being quit claimed to the City and stated that it has been approved through the WPCA. The Water Department will be allowed to utilize Parcel ID3 15326 for construction purposes only and not for permanent structures. Councilwoman Kasper motioned to approve, Councilman Serra seconded; Councilwoman Bartolotta abstained.

- Approved to send to the Council Floor -

Finance – Grant Confirmation totaling \$313,567.00 of state funds for Local Capital Improvement Program (LoCIP) 2015

- Councilman Kasper motioned to approve and Councilwoman Bartolotta seconded, unanimously approved.

- Approved to send to the Council Floor -

Discussion of Ordinance 78-10 Contracts for Professional

- Councilman Serra asked to have this item stay on the agenda until Councilman Bauer is in attendance. Councilwoman Kasper motioned to table, Councilwoman Bartolotta seconded.

Tabled

AUC Financial Software update

- Eldon Bailey discussed the AUC update. He stated that the contracts have been signed, payment milestone has been put in place and purchase orders have been issued for the software modules and software services for BOE and City side. The last component that needs to be resolved is the issue of the crosswalk for the new chart of accounts for the BOE. Admins has agreed to take on this task, all we need to do is make a slight amendment to the existing paperwork that we currently have. We already have the existing funds to start the implementation. Implementation of this project will begin shortly. The BOE will store their information on their own network, with the City having access to look-up screens of their uniform chart of accounts. The City will own the server, software and licenses for BOE as well as our own. Councilman Serra requested all BOE data be backed up. As well as requested that all grant funds received by the BOE be itemized, as well as where the funds are spent. Councilman Serra referenced to the \$14M in grants for the BOE, page 62 of the Financial Report from the Auditor.

Informational Only -

Discussion of Pension Ordinance

- Councilwoman Kasper discussed the \$15,000 paid out so far regarding the Pension Board but still hasn't received the information requested. Carl Erlacher said that they have met internally and have answered all questions and hopes that by the next Finance & Government meeting all Pension Board members will be satisfied as well as he. Councilman Serra asked to leave this item on the agenda.

Regular Reports – Information Only

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

6. Other – Councilman Serra motioned to adjourn, Councilwomen Kasper and Bartolotta so moved.

The next meeting is Wednesday, April 29, 2015 at 7pm in Room 208

Meeting Adjourned
Tracks: MZ000059-67

Respectfully
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher