

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

Present: Councilman Thomas Serra, Councilwoman Hope Kasper, Councilwoman Mary Bartolotta, Councilman David Bauer, Councilwoman Sandra Russo-Driska, Attorney Brigham Smith, Carl Erlacher, Lynda McPherson, Donna Imme, William Russo, Dr. Joseph Havlicek, Cheryl McClellan

Absent: Councilwoman Deb Kleckowski

1. Councilman Serra began by asking for an approval of the minutes from the May 27, 2015 Finance & Government meeting. Councilman Bauer made the motion to approve and Councilwoman Bartolotta seconded, approved unanimously.

2. Public Comments on the Agenda:

Councilwoman Russo-Driska discussed the Retirement Board invoice for \$26,215 from Robinson & Cole. She explained that the committee felt it needed to hire outside Counsel because the city attorney was part of the process in the firing of these officers and felt that there was a direct conflict. She is disputing the amount and the level in which they got involved and who they communicated with. She believes 25% of the invoice is justifiable.

3. Conferences and Training:

Registration approval requested for Rick Romano to attend the CT Tree Protective Association Summer meeting on July 16, 2015 for \$70.00. Councilman Bauer made the motion to approve the education of the Deputy Tree Warden, seconded by Councilwoman Bartolotta, unanimously approved.

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

- Discussion of Purchasing Ordinance (Chapter 78)

Councilman Bauer discussed the selection process for Professional Services. He referred to pages 8-9; 78-10 Contracts for professional services, paragraph A. His suggestions along with Councilwoman Kasper were to add:

- Three quotations
- No contract shall be for a period greater than 3 years (vendors would still able to take part in a new proposal)
- If the amount when written up is over \$5K, then attach a narrative

Donna Imme provided to each member a list of Professional Services in which the City has entered into over the last fiscal year. She explained that the Professional Service Committee consists of the Mayor, Finance Director and the Department Head and they make the selection on who they are going to hire. Donna also asked if this commission would consider raising the threshold to mimic the state statute for municipalities, which is currently \$25,000. This would allow us flexibility in hiring for Professional Services and we would still give us the option to go out to bid.

Attorney Brigham Smith asked for clarification to change the wording in the ordinance to read; \$9,999 in section B to \$24,999 and include the procedures and less than the \$25,000 elsewhere. Councilman Serra also mentioned having the standardization part of the ordinance be changed as well. Attorney Smith also clarified the best efforts interpretation, "meaning everything within your power as to why it wasn't possible."

Councilman Serra requested that this remain on the agenda for the next meeting.

- Health - Resolution requesting approval of Public Health Block Grant for FY15-16

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

- Unanimously approved to send the Council Floor -

- Recreation - Resolution requesting approval to allocate \$53,600 of the Youth Grant FY15-16 to various youth sports programs; Resolution requesting approval to receive donated used van from MAT; Resolution requesting approval to amend the language of the Middletown Senior and Community Center Rental Policies & Procedures and the Event Space Rental Agreement

Councilman Bauer made the motion to approve and Councilwoman Bartolotta seconded, unanimously approved. Councilman Bartolotta requested an itemized breakdown and/or proposals from the various youth teams for the above Youth Grant as well as the removal of the BOE rental fees.

Councilman Bauer made a motion to receive the used van from MAT, Councilwoman Bartolotta seconded, unanimously approved.

Councilwoman Bartolotta requested tabling the resolution amending the language change until the next Finance & Government meeting on July 29; Councilwoman Kasper seconded.

- Unanimously approved to send to Council Floor -

- Committee - Resolution requesting Finance to create budget reporting format to include current FY, previous five FYs, and projected next four FYs; Resolution requesting establishment of Katchen Coley Open Space and Land Acquisition Fund in Ordinance 47, new sections 44-48

Carl Erlacher said it wouldn't be a problem to give this committee the last 5 years but as far as projecting the next 4 would almost be impossible due to the fact that it depends on the State budget. Councilman Serra gave an example of what he is looking for, "a report stating these expenditures are predicated on X and the revenues are projected on us receiving 2% more." Councilman Serra also requested Carl to provide for the next meeting the job study projected cost as proposed and the Police contract cost as proposed. Councilman Bauer motioned to engage in having this report done so this commission can use this tool in the future, Councilwoman Kasper seconded, unanimously approved.

Councilwoman Bartolotta made the motion to approve the resolution requesting establishment of Katchen Coley Open Space and Land Acquisition Fund, Councilwoman Kasper seconded, unanimously approved.

- BOE - Administrator and Teacher negotiations fiscal authority representative; potential refinance of Honeywell equipment

Councilman Serra asked who would like to be our representative and sit in on the Teacher negotiations. Councilwoman Kasper was chosen to do so.

Lynda McPherson discussed the refinancing of the Honeywell equipment. Old National currently is their finance company and is charging them 5.1% on their loan. Lynda has found another company to refinance the loan with who will charge us 2.03% over the next ten years and ultimately save the taxpayers \$436,000. Councilwoman Bartolotta made the motion to approve and Councilwoman Kasper seconded, unanimously approved.

- Common Council - Appropriation Request totaling \$26,215.21 for Retirement Board legal services

Attorney Brigham Smith stated that the invoice from Robinson & Cole was indeed standard legal billing. He informed this committee that the Office of the General Counsel was paying for the Charter Revision portion of the bill and the council already approved the \$40,000 for the revisiting of the Ordinances. Councilman Serra supported paying this invoice one time only, the next time the Retirement Board will be held responsible. Councilwoman Bartolotta will not support this and abstained from the vote. Councilman Bauer motioned to send the request for payment to the council floor, Councilwoman Kasper seconded and Councilwoman Bartolotta abstained. Vote 3-1

- Discussion of proposed new Ordinance 23-22 Common Council City's Naming Authority

Attorney Smith informed this committee that the Ordinance Study had to hear this before Finance & Government.

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
5. **Other** – William Russo requested that the standardization of services with BG Mechanical Services continue to be utilized by the City. Councilman Bauer motioned to approve the request and Councilman Serra seconded, unanimously approved. The second request made by Director Russo was for the replacement of the LED lighting on the boardwalk at Harbor Park. Councilwoman Bartolotta made the motion to approve and Councilman Bauer seconded, unanimously approved. The final request was the budget approval for Bulky Waste Fund for Fiscal Year 15-16. Councilman Bauer motioned to forward the Bulky Waste Fund Budget with the Finance & Government approval to the Council Floor, Councilwoman Kasper seconded, unanimously approved.

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

Meeting Adjourned
Tracks: MZ000001-30

Respectfully
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher