

Finance and Government Operations Commission Meeting Minutes
Middletown, Connecticut
April 30, 2014
Municipal Building Room 208
7:00 P.M.

Present: Thomas Serra, David Bauer, Hope Kasper, Deb Kleckowski, Carl Erlacher, Geen Thazhampallath, William Russo, Deputy Chief Michael Timbro, Eldon Bailey, Michael Tuthill, Dr. Joseph Havlicek, John Hall, Deputy Fire Chief Krol - South Fire, Alex Gecan (Middletown Press), Sean Beals (Hartford Courant)

Absent: None

1. Thomas Serra called the meeting to order and asked for a motion to be made accepting the April 2, 2014 minutes. Hope Kasper made the motion to approve and Deb Kleckowski seconded, approved unanimously.
2. Public Comments on the Agenda: None
3. The following Departments have submitted items to be discussed:

Town Clerk – Discussion of recent water damage to the Land Records Vault.

- The Town Clerk requested her submission be removed from tonight's Finance & Government agenda.

Police – Appropriation Request for \$150,000 to cover shortage in Overtime Line for current FY due to additional school security patrols/details and other major incidents and unbudgeted events

- Deputy Chief Timbro discussed the \$150,000 appropriation request for the Police Department to cover the shortfall in their budget for this fiscal year.
- Hope made the motion to approve and Deb seconded.

- Approved unanimously to send to the Council Floor-

Parking – Review of potential revenue for FY

- Geen Thazhampallath discussed three topics this evening: Parking Arcade Renovation and Repairs update, Structural Engineer Report Summary and the Resolution to create a new line item for the purpose of a Parking and Market Study in collaboration with Economic Development Committee. The first two items are informational only and the resolution will need to be voted on by this committee tonight.
- Geen discussed the spreadsheet titled "Revenue Generation Options" unfortunately none have been endorsed by the Parking Advisory Board.
- Carl Erlacher made a statement regarding any monies earned over the \$400K delta per year is automatically placed back into a separate fund within the Parking Department, per ordinance.
- Mary Bartolotta will look into the possibility of changing the ordinance.
- Mary Bartolotta and Hope Kasper suggested closing the Parking Arcade and utilizing other parking options at this time. Hope stated that there were two claims already submitted to our insurance office and after reading what was submitted by Alfred Benesch Engineers she believes there is definite concern about the safety of the Parking Arcade.
- Geen brought forward the Resolution to create a new line and transfer the excess \$30,000 from the Arcade Repair appropriation for the Parking and Market Study in collaboration with Economic Development.
- David Bauer made a motion rejecting the reprogramming of Arcade Repair Funds and any Economic Study, Deb seconded.

- Thomas Serra moved to table the request for \$60,000 (\$30K – Parking Department and \$30K – Economic Development) and to send back to Economic Development Committee. Hope seconded and the vote was unanimous.

- Request tabled and sent back to Economic Development Committee-

Health – Appropriation Request for \$9,500 for Shelter Grant line to cover costs for relocation of displaced families due to structural damage, fire, flood, no heat, and rent subsidy

- Tom made the motion to approve and Deb seconded.

- Approved unanimously to send to Council Floor-

IT – Discussion of emergency purchase for Low Voltage Wiring for phone, data and video; discussion on financial

- Eldon Bailey explained that he was just placed into this position three days ago and is currently familiarizing himself with his new duties. He explained his awareness of the Eckersley Hall emergency purchase order for \$37,000 and noted the reason for doing so was to hire an electrician to install the data wiring system before the sheet rock walls were in place.
- Dave authorized the emergency purchase order and Hope seconded.
- NO discussion on the financial software.

- Request for the Emergency PO was Approved -

Public Works – Resolution authorizing Mayor Drew to sign a three-year lease with American Legion Post 75 for exclusive use of concession stand at Palmer

- This resolution was pulled from tonight's agenda.

Energy Conservation – Appropriation Request for \$30,000 to perform energy study at the Police Department and develop specifications for recommended improvements.

- John Hall discussed the energy intensive Police Department Headquarters. His comment was, "it's a broken building." He proposes to hire the Celtic Energy to do a complete audit of the building.
- Tom mentioned a \$15,000 grant which may be applied towards this energy audit, so in essence our cost would only be \$15,000.
- Carl stated the Celtic Energy will be hired under Professional Services; we are just asking to have the \$30K funding in place.
- Dave made the motion to approve and Deb seconded.
- Mary requested that Joseph Samolis communicate with this committee the response from Honeywell regarding Police Headquarters.
- Approved unanimously to send to the Council Floor-

South Fire District - Resolution authorizing Mayor Drew to sign and submit a \$55,000 LoCIP grant to the State of CT for replacement of mobile radios for the South Fire District also including creation of new Capital Improvement line entitled "South Fire District Mobile Radio Replacement"

- Deputy Chief Krol explained the need to replace the dated mobile radios to a digital radio system in the South Fire District which is now state mandated. He also stated that the other two Fire Departments in town already have made the switch.
- Mary made the motion to approve and Dave seconded.

- Approved unanimously to send to the Council Floor-

Other:

- William Russo requested the approval to send 8 mechanics to the 35th Annual Equipment Technical Show sponsored by CASHO. The tickets are \$40.00; 7 employees from Public Works employees and 1 from Parks. The total requested \$320.00. Deb made the motion to approve, Mary seconded and Dave abstained.
- Carl discussed our rating of AA+ from Standard & Poor's Rating Services; this is the highest rating that we can achieve in this community.
- Discussion over the Salary Grade 20 for the Planning Director. Dave and Tom discussed the Salary Grade 20 which was given to the prior Director because of special projects back in 2007. They believed that this was done as a MOU. Carl will contact Kathy in Personnel and see if in fact this job is classified as a Salary Grade 19 or 20 and inform this commission.
- Carl also asked this commission to increase his Miscellaneous CNR limit from \$1,000 to \$2,500. Deb also asked that he report all activity to Finance & Government. Dave made the motion to approve and Hope seconded; approved unanimously.

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. The next meeting is May 28, 2014 at 7pm in Room 208

Meeting Adjourned
Tracks: MZ0000139-162

Respectfully
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher