

City of Middletown
Finance & Government Operations Commission Agenda
Wednesday, May 28, 2014
Municipal Building Room 208 at 7:00 PM

Regular Meeting

Present: Thomas Serra, Hope Kasper, Carl Erlacher, David Bauer, William Russo, Sal Nesci, Eldon Bailey, Michiel Wackers, Debbie Stanley, Janice Gionfriddo, Linda Bettencourt, Chief Kronenberger, Captain Lofeski, Alex Gecan – Middletown Press

Absent: Deb Kleckowski, Mary Bartolotta

1. Thomas Serra said the minutes have been approved, unfortunately the tape was not recording at the time so I do not know who made the motion for approval nor do I know who seconded. Tom called the meeting to order at 7:04pm.

2. Public Comments on the Agenda: None

3. Conferences and Training-

Carl Erlacher asked that all Conferences /Training requests be heard before the other departments on the agenda. He also made note that the departments' presence was needed at the meeting to answer any questions from commission if they should arise.

Janice Gionfriddo requested funds for the four Registrar's mandated training sessions: one for the Moderators with a total cost of \$650 and the second for the Register of Voters Election Administrators Spring/Summer Conference for a total of \$840. Hope made the motion to approve and Dave seconded, approved unanimously.

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

- Recreation & Community Services – Grant Confirmation totaling \$80,000 from Recreation & Community Services Activity Fund to pay for staff, supplies, activities for programs not directly funded by the City; Grant Confirmation totaling \$12,422 in matching State funds to provide dial-a-ride services for the elderly and disabled; Resolution

requesting approval of additional \$2,000 of FY 13/14 Youth Grant be allocated to Middletown Little League

Dave made the motion to approve the Grant Confirmation for \$80,000 and Hope seconded.

Dave made the motion to approve the \$12,422 matching funds grant, Hope seconded.

Hope made the motion to approve the \$2,000 Youth Grant for FY 13/14 for the Middletown Little League, Dave seconded; unanimous approval.

- All three requests were approved unanimously. -

- Town Clerk – Appropriation Request for \$50,000 to replace items and repair damage to Land Records Vault resulting from water leak

Linda discussed the emergency appropriation for the Land Record Vault due to a water leak on April 21, 2014. She explained that this was in addition to what the insurance company paid. These funds are needed to purchase shelving and a metal gutter system. The gutters would be placed under all pipes above the vault and would empty to the outside of the building. Linda also said that the State was coming to inspect the vault tomorrow and wasn't sure if they were going to mandate any changes. Linda explained \$32,000 was to re-create the vault with shelving. In the past they have been using the State Grant money to purchase the shelving which was really slated for uploading the older records to the COTT System. Dave asked what the revenue would approximately be if all of the records were uploaded to the COTT System. Linda explained upwards of \$7,000 per year and it would also save the \$25.00 charge per page from Iron Mountain. Carl said a request for LoCIP funding was going to be submitted to hopefully reduce some of the \$50,000. Tom asked Linda to put in a CNR request for updating the vault, she explained that she already had and it was not granted. Tom asked her to submit her request again to the Finance Director.

Dave made a motion to approve and send to the council floor with the provision that the State Library mandates be allowed, Tom seconded; unanimous approval.

- Approved to send to the Council Floor as stated-

- Planning & Zoning – Appropriation Request for \$15,000 to fund immediate projects and programs related to Riverfront Development; Grant Confirmation totaling \$200,000 of State funds to complete Brownfield assessment on two blocks within downtown for redevelopment

Michiel Wackers explained the need for the \$15,000 to implement the Riverfront Redevelopment Commission recommendations on the Riverfront. He explained that the funding he has in the Economic Development line was designated for the air-conditioning installation at the Canoe Club.

Hope asked if LoCIP funds could be used for the air conditioning installation.

Tom will ask Tina Gomes to look into this request.

Tom also asked if LoCIP funds covered the AC expense could the money go back into the General Fund.

Carl said yes.

Hope made the motion to approve and Dave seconded.

Michiel informed this commission that once the Council authorizes the Mayor to sign the \$200,000 Grant Confirmation contract, they can begin the work on the 2 blocks.

Hope made the motion to approve and Dave seconded; unanimously approved.

- **Both requests were approved to send to the Council Floor -**

- Fire – Appropriation Request for \$77,465 to cover OT, Longevity, Unused Sick, Holiday and Interdepartmental Services through the end of the FY; CNR Budget through FY 16/17 totaling \$387,000

Acting Chief Kronenberger said that the lines were mainly in the red due to Chief Ouellette retiring; cashing out of his time.

Hope made the motion to approve and Dave seconded.

Hope requested a list of the Fire Departments expenditures coming from the General Fund come before this commission.

Dave made the approval to adopt the lines with a friendly amendment to set up account numbers in resolution funds, Hope seconded.

- **Both requests were approved to send to the Council Floor -**

- Police – Grant Confirmation totaling \$7000 of Click-It-Or-Ticket funds to conduct seatbelt checkpoints and traffic stops related to seatbelt violations.

Dave made the motion to approve the Grant Confirmation of \$7,000 and Hope seconded; unanimously approved.

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

- Public Works – Grant Confirmation totaling \$7744 of CL & P funds for LED lighting upgrade to Harbor Park boardwalk; Resolution authorizing Mayor Drew to sign LoCIP application in amount of \$12,000 to cover remaining balance of LED lighting upgrade project on Harbor Park boardwalk and establish new Capital Improvement line “Harbor Park LED Lighting Upgrade”; Resolution to waive competitive bidding requirement and allow Prime AE Group to perform the Harbor Park boardwalk LED lighting upgrade; Resolution authorizing Mayor Drew to sign a three-year lease with American Legion Post 75 for exclusive use of Palmer Field concession stand

Dave made the motion to approve the LED lighting upgrade to Harbor Park boardwalk, and Tom seconded; unanimously approved.

The resolution to waive competitive bidding requirement for Prime AE Group was removed from the agenda.

Dave made the motion authorizing the Mayor to sign a three year lease with the American Legion Post 75 be sent to the Council Floor, Tom seconded; unanimously approved.

- **Both requests were approved to send to the Council Floor -**

- Health – Grant Confirmation totaling \$1,362 to provide Kids Health and Safety Day

Hope made the motion to approve and Dave seconded; unanimously approved.

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

- Pension Board – Appropriation Request for \$20,000 to complete review of Pension Fund Ordinance

Hope stated that a complete review of the Pension Fund Ordinance has not been done in 20 years. Carl said that there are roughly 25 areas that need to be adjusted.

Hope made the motion to approve and Tom seconded; unanimously approved.

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

- Finance/CNR – Allocation of budgeted amount \$450,000

Carl said all CNR requests listed for FY 13/14 totaled \$2.4M. He also reminded this commission that \$750,000 of it went to bond for Public Works.

Tom asked to do the same thing this FY 14/15, bond for \$750,000 not the \$1.365M for Public Works.

Tom asked to have the Mayor and the Finance Director modify the \$1M to \$450,000 which is to be allocated and then send this back to this commission.

Carl also mentioned that the lions' share of the money would be allocated for police vehicles and computers.

Hope asked for an inventory of all police vehicles.

Carl asked to have the 7 or 8 different projects which have been completed and set up in Resolution form now need to be closed by the Council.

Dave made the motion to forward the closing of zeroed out projects to the Council Floor, Tom seconded.

- Finance – update on Shared Services MOU

Carl said nothing has happened with the shared services at this time, but he believes another meeting is to be held on June 12th.

5. Regular Reports

- 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

7. The next meeting is July 2, 2014 at 7:00 pm in Room 208

-Informational Only –

Meeting Adjourned
Tracks: MZ000012-27

Respectfully Submitted by,

Tracy Vess on behalf of Carl R. Erlacher