

Finance and Government Operations Commission Meeting Minutes  
Middletown, Connecticut  
August 27, 2014  
Municipal Building Room 208  
7:00 P.M.

**REGULAR MEETING:**

**Present:** Thomas Serra, David Bauer, Hope Kasper, Deb Kleckowski, Mary Bartolotta, Carl Erlacher, William Russo, Lynda MacPherson, Superintendent Patricia Charles, Faith Jackson, Dr. Joseph Havlicek, Arthur Myers, Vincent Loffredo, Meg Susi - parent, Carolyn May - parent, Sheryl Wolfgram - paraprofessional, Lisa Liesencer – parent, Scott Beals – Hartford Courant, Kate Johnson - parent, Eriks Surmanis - parent, Sheila Daniels, Dr. Gene Nocera

**Absent:** None

1. Councilman Thomas Serra called the meeting to order and requested a motion to approve the minutes from the July 30, 2014 Finance and Government meeting. Councilman Bauer made the motion to approve and Councilwoman Kleckowski seconded. Councilwoman Kasper abstained. Councilman Serra stated, “the minutes should have included the BOE was instructed to come back before this commission with a plan of action (CNR) request for the \$200K surplus transfer.”
2. Public Comments from items on the agenda.

Councilman Bauer made the motion to allow public comments both on agenda items and items not currently on agenda tonight. Councilwoman Kleckowski seconded, unanimous approval.

Parents spoke about the increase in class size for the elementary schools and asked to have the \$200k surplus be given back to the BOE for the sole purpose of hiring more teachers.

3. Conferences and Training:

- Human Relations – Sexual Harassment Prevention training

Faith Jackson requested an appropriation of \$945.00 for a mandatory Sexual Harassment Prevention Training. Twenty seven employees are to attend and would each receive a Certification of Completion indicating that he/she has met the required workplace training.

Councilwoman Kasper moved to approve to stay within compliance, Councilwoman Bartolotta seconded.

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

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

- **Health – Appropriation Request for \$7000 to purchase 600 flu vaccines for 2014-2015 Flu Clinics; Grant Confirmation for \$25.51 for flu vaccine reimbursement**

Dr. Havlicek explained the last year they received federal grant money for the H1N1 vaccines. This year they will not be receiving the federal grant funding and only be vaccinating Middletown residents. Councilwoman Kasper asked if the insurance companies will be reimbursing the City. Dr. Havlicek explained that they are having difficulties in receiving the reimbursements, but should in time. Councilwoman Kasper moved for approval and Councilman Bauer seconded.

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

Councilman Serra requested to have item #6-C under “Other” be the next item on the agenda to be heard. Councilman Bauer made the motion to move item #6-C under “Other”, to the next order of business; unanimously approved.

Councilman Bauer discussed reinstating the \$200K back to the BOE. Councilman Serra stated that he would not be supporting this item, Councilwoman Kleckowski seconded; the vote was unanimous not in favor.

- **Public Works – amendment to previously approved Resolution for Public Works CNR for FY 13/14 adding a Groundmaster Diesel Mower and updating the allocation of bond proceeds accordingly**

Public Works Director William Russo is requesting the Councils approval to transfer monies from one line item to another for the purchase of a mower. The second request was updating of bond requests. Bill explained that this is time sensitive; there is a special council meeting scheduled in September and would like this to be heard at that time. He explained the process where it has to be advertised and go through two public hearing before the purchase of the new dump truck in October. Two items are to be removed from the bond list: copier and vehicle totaling \$26K.

Councilman Bauer made the motion to forward with this committees approval to the Council Floor for the appropriate hearings, Councilwoman Kleckowski seconded and Councilwoman Kasper abstained.

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

- **PCD – Resolution authorizing Mayor Drew to sign closing documents to receive \$200,000 Municipal Brownfield Assessment & Inventory**

**Grant (for Parking Garage & Metro Square blocks) from the CT Department of Economic and Community Development**

Councilman Bauer made the motion to accept this grant and send to the Council Floor, Councilwoman Kleckowski seconded; unanimously approved.

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

- **Tax Collector/Finance – discussion of consolidation of bills from Tax Office**

Finance Director Carl Erlacher explained the different scenarios regarding the combination of tax bills (real-estate, car, water/sewer and sanitation); none of which seemed to be a benefit to the Tax Payer or the Tax Collectors office.

Councilman Serra made the motion not to go forward, Councilwoman Kleckowski seconded; agreed upon unanimously not to move forward.

- **BOE – follow-up discussion of BOE grant #176 (previously discussed at 8/4 Common Council Meeting, item 8-D)**

Councilman Bauer asked the Finance Director, “What action do you take when you receive a grant from the school administration”. Carl stated that all grants have to go through the legislative body, he never receives them. Carl also strongly suggested contacting the BOE and asking the questions before they come before the Council.

Councilman Bauer still is trying to understand what the Line Item for Central Office Receipts was spent on for a third of a million dollars. Councilwoman Kasper requested that Marie Norwood give Carl a draft copy of Common Council agenda well before the meeting it to take place.

**-Informational Only-**

- **Finance/Mayor’s Office – Appropriation Request for \$355,000 to purchase AUC financial management software for the BOE**

Carl explained that the City will be paying for the shared financial management software on the AUC system that will be used by the City and the BOE per the Shared Financial Agreement. The consultant used would be Blum Shapiro; consultant fee \$75K. Councilman Serra questioned the \$75K; he requested a breakdown and timeframe before the Council meeting. Councilwoman Bartolotta made the motion to approve with the caveat that the Mayor’s Office have a representative from Blum Shapiro at the Council meeting to answer any questions, Councilwoman Kasper seconded.

**-Approved to send to 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**

- Office of the General Counsel included a monthly revenue comparison report to reports along with Attorney fees that have been paid. Councilwoman Kasper questioned the \$25K shown for the Charter Revision and stated that the money was denied. She requested to know, who the money was paid to **and** what fund did it come out of.

7. The next meeting is Wednesday, October 1, 2014 at 7:00 pm in room 208

Respectfully  
Submitted by

Tracy Vess on behalf of Carl R. Erlacher

Meeting: Track MZ000028-MZ000049