

Finance and Government Operations Commission Meeting Minutes
Middletown, Connecticut
May 27, 2015
Municipal Building Room 208
7:00 P.M.

Present: Councilman Thomas Serra, Councilwoman Hope Kasper, Councilwoman Deb Kleckowski, Councilman David Bauer, Michiel Wackers, Guy Russo, Attorney Brigham Smith, Carl Erlacher, Fire Chief Robert Kronenberger, Judy Yoder – BOE, George Dunn, Arthur Meyers, Kai Smith

Absent: Councilwoman Mary Bartolotta,

1. Councilman Serra began by asking for an approval of the minutes from the April 29, 2015 Finance & Government meeting. Councilman Bauer made the motion to approve and Councilwoman Kasper seconded, approved unanimously.
2. Public Comments on the Agenda: None
3. Conferences and Training: None
4. The following Departments have submitted items to be discussed:

Library – Resolution requesting bid waiver for Wrang Builders to purchase and install replacement windows in the administrative building utilizing \$8200 in previously designated LoCIP funds

- Councilman Bauer made the motion to send to Council floor with F & G approval, Councilwoman Kleckowski seconded; unanimously approved.

- Approved to send to Council Floor -

Health – Grant Confirmation totaling \$1000 in donations for Kids Safety Expo

- Carl Erlacher stated that there was a change in the dollar figure, it should read \$1350. He stated that donations came in after the agenda was posted. Councilman Bauer moved to accept the health grant as modified to \$1350 from the original amount of \$1000. , Councilwoman Kleckowski seconded; unanimously approved. Councilman Serra instructed Carl Erlacher to notify the department that someone needs to be here from this point forward if any adjustments need to be made once the agenda has been set.

- Approved to send to Council Floor -

PCD – Resolution authorizing Mayor Drew to negotiate purchase of 21 Peck Road for purpose of additional parking for Farm Hill School

- Michiel Wackers stated that this was only step one of the process. Councilman Bauer asked what the total cost would be from start to finish. Michiel gave a rough estimate of \$400K depending on the purchase price of the property. Demo of the home would be between \$40-\$60K; parking lot roughly \$190K (\$5K per space x 38 spaces) and possibly a retaining wall. Councilwoman Kasper asked to have an appraisal done on the property. She also would like to add to the resolution that it will be coming back to this committee for their approval of the agreed upon price before purchasing the property. Judy Yoder the Facilities Director for the Board of Education also spoke regarding the above property. She stated that with the overcrowding of Farm Hill School they would be adding modular buildings on the property for additional classrooms. Councilman Bauer asked Judy if she had a document with all of the particulars. Judy will contact Dr. Charles about such document and provide it to this committee. Councilwoman Kasper moved approval with the clarification in the resolution to include this coming back to the

council for the negotiated price and to get to the negotiated price that there is an appraisal done on the property. Councilman Serra seconded; unanimously approved.

Water - Resolution requesting approval of Kleen Energy Water Fund budget for FY15-16; Resolution requesting that available Depreciation Account funds be transferred to a new line "Kleen Energy Capital Non-Recurring Account"

- Councilwoman Kasper asked Attorney Smith to look into the contract regarding including the cost of retirement. Attorney Smith said, "Yes, we could include the cost, but ultimately it's not his decision it's an issue for the arbitrators." Councilman Bauer estimates the cost be roughly \$18K. Councilman Serra asked if Councilwoman Kasper was making that a motion, she replied, yes. Councilwoman Kleckowski seconded. Guy Russo explained that they were only allowed to charge true costs under the contract and a separate fund would have to be created by the Director of Finance.
- Councilwoman Kleckowski made a motion requesting that an available Depreciation Account funds be transferred to a new line, "Kleen Energy Capital Non-Recurring Account" and was seconded by Councilwoman Kasper; unanimously approved.

Water & Sewer – Grant Confirmation totaling \$1246.87 in donations for DeBoer Estate Arboretum tree preservation

- Councilwoman Kasper motioned to approve and Councilwoman Kleckowski seconded; unanimously approved.

- Approved to send to the Council Floor -

***Councilman Serra motioned to move agenda item Emergency Management, to be heard and discussed at this time. Councilman Bauer seconded; unanimously approved.**

Emergency Management – Appropriation Request totaling \$20,000 for professional services evaluation for restoration of upper building/garage on Randolph Road

- George Dunn discussed the three major issues on this property: foundation movement, drainage and the supports located inside of the building. Guy Russo also spoke on the buildings deterioration when Water and Sewer was housed there years ago. He also mentioned the property in which the city owns located on Reno Drive which abuts this property. Councilman Bauer was unaware of the city owning this property and asked to have it brought to the City Planners attention so he can formulate a plan; either utilizing it or disposing of it to the cities financial advantage. Carl will inform Michiel of this request. Councilwoman Kleckowski seconded the motion, unanimously approved. Councilman Bauer made another motion to accept the \$20,000 Appropriation Request and forward to the Council Floor, Councilwoman Kleckowski seconded; unanimously approved.

- Approved to send to the Council Floor -

Fire – Appropriation Request totaling \$140,000 to cover short-falls in the Overtime, Medicare, Fill-in, Paid Holiday and General Vehicle Service lines

- Fire Chief Kronenberger discussed the shortfalls in the above lines. He explained that the OT line is higher due to 22 shifts lost due to workers comp, 36 due to FMLA and for a period of 2 months he was down one officer on each shift. He also stated that his budget was reduced \$100K by the Council last year. Councilman Bauer referred the Fire Departments Appropriation request go before the Public Safety Committee, Councilwoman Kasper seconded; unanimously approved to forward to PSC.

Discussion of Ordinance (78-10)

- Carl Erlacher stated that the Purchasing Department covers all purchasing except for the Board of Education. Attorney Smith, Councilman Bauer and the Purchasing Director, Donna Imme have been discussing the revisions to the ordinance. Councilwoman Kasper discussed the threshold being raised from \$7,500 to \$10,000 not the \$25,000. Attorney Smith will adjust the amount back to \$10,000 as requested by Councilwoman Kasper. Carl stated that most municipalities Purchasing Departments use the \$25,000 threshold. Councilman Serra requested Donna Imme bring the November 24, 2014 memo to the next F & G meeting and answer any questions from this committee. Carl also will have Donna bring every Professional Service sign off sheet from the month of May to the next meeting as well.

***Councilman Serra asked Carl to have the Retirement Report on the agenda for the next meeting.**

***Councilman Bauer discussed the possibility of electronic reporting.**

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 Kleckowski seconded; unanimously approved.

The next meeting is Wednesday, July 1, 2015 at 7pm in Room 208

Meeting Adjourned
Tracks: MZ000036-56

Respectfully
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher