

City of Middletown  
Finance & Government Operations Commission Agenda  
Regular Meeting  
Wednesday, March 2, 2022 @ 6 pm via WebEx event# **2345 063 8710**

Or dial in: 408-418-9388

Present: Councilman Edward McKeon, Councilman Anthony Gennaro, Councilwoman Meghan Carta, Councilwoman Linda Salafia, Carl Erlacher, Joseph Samolis, Christopher Holden, Kevin Elak, and Wayne Bartolotta

Absent: Councilman Gene Nocera

1. Councilman McKeon called the Finance & Government meeting to order and requested a motion to approve the February 2, 2022 minutes. Councilwoman Carta motioned to approve, Councilman Gennaro second; unanimously approved.
2. Public Comments on the Agenda – none
3. Items submitted for discussion:

- **Public Works**-1.) Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$15,000 in Local Capital Projects Improvement Program Funds, for the cost to install an office in the City of Middletown Mayor’s Office and that a new line be created in the Capital Improvement Plan entitled “HR Office Install” in the amount of \$15,000; 2.) Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$20,000 in Local Capital Projects Improvement Program funds, for the cost to install a Roof Top Unit HVAC and that a new line item be created in the Capital Projects Improvement Program funds, for the cost to install a Roof Top Unit HVAC and that a new line item be created in the Capital Project Improvement Plan entitled “American Legion RTU HVAC Install” in the amount of \$ 20,000; 3.) Local Grant Confirmation in the amount of \$ 1,500 for the Rockfall foundation, Not Landfill Coffee Passport Program, to encourage the reuse of coffee mugs in lieu of paper cups

- 1.) Councilwoman Carta made a motion to approve the Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$15,000 in Local Capital Projects Improvement Program Funds, for the cost to install an office in the City of Middletown Mayor’s Office and that a new line be created in the Capital Improvement Plan entitled “HR Office Install” in the amount of \$15,000, It was seconded by Councilman Gennaro; unanimously approved.

Acting Director Holden explains to the Commission that a third person has been added to the Human Resources team the employee is currently working out of the Mayor’s office,

due to the lack of space in the HR Room. The Human Resource employee needs more privacy while they do their work due to the confidential nature of their tasks. The office space would be built right outside of the Chief of Staff's office. The other 2 Human Resource employees would remain in their current office down the hall.

Councilman McKeon stated that asking to build another office in the Mayor's office because of privacy actually decreases the amount of privacy, the person would have to go to the Mayor's office to get to the private office. He requested an explanation from the Acting Director. Acting Director Holden explained that he did not think that people would be meeting in this office, it is more so for the confidential paper work that is handled and processed by the employee.

Councilman McKeon stated that he is not inclined to support this until a better explanation as to why this office is needed and why it needs to be in the Mayor's office. Councilwoman Salafia requested that this item get tabled until the next meeting.

A motion was made by Councilwoman Salafia to table the item until the next meeting; Councilman Gennaro seconded; unanimously passed.

- 2.) Councilwoman Salafia made a motion to approve the Resolution authorizing the Mayor to sign and submit an application to the State of Connecticut for a grant in the amount of \$20,000 in Local Capital Projects Improvement Program funds, for the cost to install a Roof Top Unit HVAC and that a new line item be created in the Capital Projects Improvement Program funds, for the cost to install a Roof Top Unit HVAC and that a new line item be created in the Capital Project Improvement Plan entitled "American Legion RTU HVAC Install" in the amount of \$ 20,000; Councilwoman Carta seconded; unanimously passed.

Acting Director Holden states to the Commission that the HVAC Unit located at the American Legion Building that warms during the cold months and cools during the hot months on the Hall of Fame portion needs to be replaced. It is a City owned building that the American Legion has a lease agreement with the City of Middletown. They lease the building and we maintain the major components. The legion is responsible for the day to day maintenance of it. Councilman McKeon asked who pays the bills and Acting Director Holden explained that he believes that the legion does.

- 3.) Local Grant Confirmation in the amount of \$1,500 for the Rockfall foundation, Not Refill Coffee Passport Program, to encourage the reuse of coffee mugs in lieu of paper cups.

A motion was made by Councilwoman Carta to pass the Local Grant Confirmation in the amount of \$1,500 for the Rockfall foundation, Not Refill Coffee Passport Program, to encourage the reuse of coffee mugs in lieu of paper cups to the Common Council Councilman Gennaro seconded; unanimously passed.

Acting Director Holden made a note that the agenda has a typo, the word “Landfill” should be “Refill”.

They are looking to accept a grant that has been given to the City of Middletown by Rockfall. The Grant is to start up a program with Middletown businesses like coffee shops to have a reusable mug program. The purpose would be to minimize the amount of waste that is made up by disposable cups. Acting Director Holden expresses that they need to make sure that all the issues are taken into consideration to get the program up and running.

- **Health Department** – Federal Grant Confirmation totaling \$4,500(NEHA-FDA RFFM), which will be used to purchase an existing food inspection software product and train employees on how to use it.

Councilman Genaro made a motion to approve the Federal Grant Confirmation totaling \$4,500(NEHA-FDA RFFM), which will be used to purchase an existing food inspection software product and train employees on how to use it. It was seconded by Councilman; unanimously approved.

Acting Director Elak explains to the Commission that the Grant funding from the FDA will be used to help purchase a digital subscription for front end digital inspection program so that we can go from current paper inspections to digital inspections on the tablets. Therefore, eventually we can get rid of the file cabinets in the office to create more space.

- **BOE-** 1.) Resolution rescinding Resolution No. 16-22 and approving the following language; 2.) Request for an Additional Appropriation from the General Fund to match funds for Farm Hill School PV panels in the amount of \$ 173,630; 3.) Resolution rescinding Resolution NO. 15-22 and approving the language; 4.) Request for Additional Appropriation from the General Fund to match funds for Snow School PV panels in the amount of \$ 69,338
  - 1.) Item 1 and Item 3 were not discussed at the meeting. Councilman McKeon was unaware that he did not have the amended agenda in front of him.
  - 2.) A motion was made by Councilman Gennaro to approve a Request for an Additional Appropriation from the General Fund to match funds for Farm Hill School PV panels in the amount of \$ 173,630; it was seconded by Councilwoman Carta; unanimously approved.
  - 3.) A motion was made by Councilwoman Carta to approve a request for Additional Appropriation from the General Fund to match funds for Snow School PV panels in the amount of \$ 69,338; it was seconded by Councilman Gennaro; unanimously approved.
- **Central Communications-** Resolution that the Inter-Local Agreement between the Town of Portland and the City of Middletown for Dispatching Services remain in effect to June 30, 2027

- A motion was made by Councilman Gennaro to approve the Resolution that the Inter-Local Agreement between the Town of Portland and the City of Middletown for Dispatching Services remain in effect to June 30, 2027; Councilwoman Salafia seconded; unanimously approved.

Wayne Bartolotta states that the Resolution has been approved on the Portland side. He explains that there has been 2 changes added to the agreement. There will be a 3% increase if the Agreement is extended and the cost of service of 3% has been changed to the following:

Year One- 10% increase  
 Year Two – 8% increase  
 Year Three – 7% increase  
 Year Four – 6% increase  
 Year Five – 4.2 % increase

By increasing this over a 5 year term, we are over \$100,000 more in services. And the town of Portland is still getting a deal. Essentially we just did what was right for our tax payers and still providing a good service to the Town of Portland.

- **ECD-** 1.) Ordinance authorizing the Mayor to effectuate the Agreement, in accordance with C.G.S 12-65b and Ord. 272-9, upon review and approval by the Office of the General Counsel as to content and form regarding Real Estate Assessment Fixing Agreement for Newfield Apartments Phase I; 2.) Ordinance authorizing the Mayor to effectuate the Agreement, in accordance with C.G.S. 12-65b and Ord. 272-9, upon review and approval by the Office of the General Council as to content and form regarding Real Estate Assessment Fixing Agreement for Newfield Apartments Phase II.

1.) A motion was made by Councilman Gennaro to approve the Ordinance authorizing the Mayor to effectuate the Agreement, in accordance with C.G.S 12-65b and Ord. 272-9, upon review and approval by the Office of the General Counsel as to content and form regarding Real Estate Assessment Fixing Agreement for Newfield Apartments Phase I; . It was seconded by Councilwoman Salafia; unanimously approved.

- 2.) A motion was made by Councilman Gennaro to approve the Ordinance authorizing the Mayor to effectuate the Agreement, in accordance with C.G.S. 12-65b and Ord. 272-9, upon review and approval by the Office of the General Council as to content and form regarding Real Estate Assessment Fixing Agreement for Newfield Apartments Phase II; it was seconded by Councilwoman Salafia; unanimously approved.

Joe Samolis states to the Commission that the developer has been working on trying to develop an agreement that would be suitable for the City and after lengthy negotiations with the Mayor's office and the developers it has been decided to look at breaking the project up into 2 phases. By breaking it up each phase would have its own separate tax stabilization agreement of up to 10 years.

4. Report

- Transfer of Funds/BOE Transfers
- General Fund Appropriations
- City's Investments
- Tax Collector Report
- Professional Services Report
- Monthly Expenditure Summary Report

5. Other – Councilman McKeon would like to suggest going back to in person meetings. He suggested that it remain hybrid for the public so they can join us if they choose. Director Erlacher stated that we would go back to meeting in room 208 and he will make sure that the room gets reserved. Councilman McKeon wants to make sure that the hybrid situation is taken care of before the next meeting.

The next regular meeting is **Wednesday March 30, 2022**, at 6:00 pm