City of Middletown  
Finance & Government Operations Commission Agenda  
Regular Meeting  
Wednesday, October 30, 2019 @ 5:30 pm  
in the Municipal Building Room 208  

1. Minutes from October 2, 2019 meeting  
2. Public Comments on the Agenda  
3. Items submitted for discussion:  
   - Youth Services – Grant Confirmation totaling $31,200 in State funds for JRB Support &  
     Enhancement Grant to support Middletown JRB staffing, programming & services provisions  
   - Recreation & Comm Svcs – 1) Grant Confirmation, renaming & repurposing existing Senior  
     Service Misc Grant, totaling $3000 in local donations to: Senior Center Misc Grant-Donations for  
     Elderly Assistance; 2) Grant Confirmation totaling $50,000, via line transfer, to support  
     department activities, supplies, wages & bussing  
   - Health – 1) Grant Confirmation totaling $52,399 in State funds for Emergency Preparedness  
     Grant for MDA 36 exercises, supplies, training & sheltering; 2) Grant Confirmation reduction  
     totaling ($1229.27) for FY 18/19 Emergency Preparedness Grant unused balance  
   - Water & Sewer – Resolution requesting approval for transfer of prior FYs unexpended Water  
     CNR line items to FY 19/20 Water CNR totaling $6234.95  
   - Public Works – 1) Resolution requesting authorization for Mayor to sign LoCIP application  
     totaling $12,000 for carpet replacement and, create new line entitled “Carpet Installation;”  
     2) Resolution requesting approval to rescind Resolution 109-16, authorize Mayor to sign LoCIP  
     application totaling $80,000 for fencing at the transfer station and, create new line entitled  
     “Transfer Station Fencing;” 3) Resolution requesting authorization for Mayor to sign LoCIP  
     application totaling $21,000 for upgrade of City Hall HVAC control system and, create new line  
     entitled “Town Hall BMS Supervisor Upgrade”  
   - Human Resources – 1) Executive Summary of 2019 UPSEU Labor Management Process;  
     2) Resolution requesting approval of proposed revision of position description & salary of Food  
     & Nutrition Manager position; 3) Resolution requesting approval of proposed revision of  
     position description & salary of Asst. Superintendent of Streets position; 4) Resolution requesting  
     approval of proposed revision of position description & salary of Superintendent of Streets &  
     Sanitation position  
   - IT – 1) Bond Ordinance totaling $446,000 for purchase of new City Information Technology  
     Systems & Devices; 2) Resolution requesting authorization for Mayor to sign LoCIP application  
     totaling $155,000 to implement a Citywide S2 Access Control System & S2 Global Centralized  
     Management Solution for (multiple) municipal buildings and, create new line entitled “Physical  
     Access Controls for Municipal Buildings”  
   - Police/Animal Control – Grant Confirmation totaling $2000 in local donations for Animal  
     Control veterinary fees related to special needs, specialized surgeries, specialized training, etc
• Police/PCD – 1) Appropriation Request totaling $300,000 for Dog Pound long-term lease with Pieper-Olsen; 2) Resolution requesting authorization for Mayor to sign all necessary documents to lease 150 Berlin Street

• PCD – 1) Resolution requesting approval of proposed lease agreement with Yu’s LLC at 220-222 Main Street and authorization for Mayor to sign all necessary documents; 2) Request to amend Ordinance 272-9 to include Tax Stabilization Agreements for: 430 Saybrook Road (272-9.6), 440 Saybrook Road (272-9.7) and, 584 Main Street (272-9.8)

• Mayor’s Office – 1) Appropriation Request totaling $4500 for HOPE Awards for Middletown Works; 2) Appropriation Request totaling $50,000 for study to determine feasibility of transforming Green Street Arts Center into North End Annex of Russell Library; 3) Resolution requesting authorization for Mayor to solicit a consulting firm and spend up to $50,000 for feasibility study of “North End Annex of Russell Library”

5. Reports

• Transfer of Funds/BOE Transfers
• General Fund Appropriations
• City’s Investments
• Tax Collector Report
• Professional Services Report
• Quarterly Reports – Senior Services and Arts & Culture checking
• Monthly Expenditure Summary Report

6. Other

The next regular meeting is Wednesday, November 26, 2019 at 5:30 pm in Room 208

If you require special accommodations for any meeting please call the ADA Coordinator/Senior Center at 860-638-4540 (voice) or 638-4812 (TDD/TTY) or the Town Clerk’s Office at 638-4910 at least ten (10) days prior to the scheduled meeting.
City of Middletown
Finance & Government Operations Commission Agenda
Regular Meeting
Wednesday, October 2, 2019 @ 5:30 pm
in the Municipal Building Room 208

Present: Councilman Sebastian Giuliano, Councilwoman Linda Salafia, Councilman
Gerald Daley, Councilwoman Mary Bartolotta (arrived late, didn’t participate in meeting),
Carl Erlacher, William Russo, Bryan Skowera, Ramona Burkey, Brian Young, Steve
Devoto, Joseph Samolis, Captain John Lozefski

Absent: Councilman Willie Cotton

1. Councilman Daley called the Finance & Government meeting to order and
   requested a motion to approve the August 28, 2019 minutes. Councilwoman
   Salafia motioned to approve, Councilman Giuliano second; unanimously
   approved.

2. Public Comments on the Agenda
   Discussion regarding the process of two items under PCD regarding city land.

3. Items submitted for discussion:
   • Youth Services – 1. Grant Confirmation totaling $12,967 in State funds for
     DCF YSB Enhancement Grant for programming aimed at enhancing and
     expanding Diversion Services; 2. Grant Confirmation totaling $27,848 in
     State funds for DCF YSB Large Grant to assist with general programming
     and support of YSB Diversion and Youth Development efforts and
     programming
     Councilman Giuliano motioned to approve the $12,967 Grant Confirmation,
     Councilwoman Salafia second; unanimously approved. Councilwoman Salafia
     motioned to approve the $27,848 Grant Confirmation, Councilman Giuliano
     second; unanimously approved.

   • Public Works – 1. Appropriation Request totaling $25,000, via budget
     transfer, for purchase of waste containers/dumpsters; 2. Bond Ordinance
     totaling $500,000 for design, construction, repair and replacement of
     sidewalks, curbing and driveway aprons
     Councilwoman Salafia motioned to approve the $25,000 budget transfer for the
     purchase of waste containers/dumpsters, Councilman Giuliano second;
     unanimously approved.
     Councilwoman Salafia motioned to approve the bond ordinance for $500,000 for
     design, construction, repair and replacement of sidewalks, curbing and driveway
     aprons, Councilman Giuliano second; unanimously approved.

   • Police – Grant Confirmation totaling $100,000 in State funds for CT Drug
     Investigation – Confiscated Funds to be used for Street Crime and
     Departmental activities and educational purposes
Councilwoman Salafia motioned to approve the $100,000 Grant Confirmation in State funds for CT Drug Investigation – Confiscated Funds to be used for Street Crime and Departmental activities and educational purposes, Councilman Giuliano second; unanimously approved.

- **PCD** – 1. Resolution requesting authorization for the Mayor to sign necessary documents to deed 30 Portland Street to Robert Pinard; 2. Resolution requesting authorization for the Mayor to sign necessary documents to lease properties on Miller Street and Hartford Avenue to NEAT
  Councilman Giuliano motioned to approve both Resolutions, Councilwoman Salafia second; unanimously approved.

- **Water & Sewer** – Resolution requesting approval of the Water Department 2019-2020 CNR Fund budget totaling $450,000
  Councilwoman Salafia motioned to approve, Councilman Giuliano second; unanimously approved.

- **Registrar of Voters** – discussion of Democratic staffing
  PULLED

- **Library** – Resolution requesting approval of proposed intra-line transfers of Full-Time budget sublines and correction of position counts
  Councilman Giuliano motioned to approve, Councilwoman Salafia second; unanimously approved.

- **CNR** – Resolution requesting approval of the 2019-2020 CNR Plan totaling $300,000
  Councilman Giuliano motioned to approve, Councilwoman Salafia second; unanimously approved.

- **Common Council** – Appropriation Request totaling $720 for fees to appeal of two Freedom of Information Commission decisions
  PULLED

4. Reports

- Transfer of Funds/BOE Transfers
- General Fund Appropriations
- City’s Investments
- Tax Collector Report
- Professional Services Report
- Pride 2019 Financial Report
- Monthly Expenditure Summary Report

5. Other

The next regular meeting is Wednesday, October 30, 2019 at 5:30 pm in Room 208
CITY OF MIDDLETOWN
MUNICIPAL BUILDING
MIDDLETOWN, CONNECTICUT 06457

REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL
OF THE FOLLOWING GRANT

Grant Number: 454

Date of Request: 10/15/2019

Name of Grant: DCF JRB Support and Enhancement Grant 2019.20

Amount Requested: $31,200.00

Code: 3615-06000-59200-x-x-2C20

Grant Period: From: 7/1/2019

To: 6/30/2020

Rev Code: 3615-06000-43242-x-x-2020

Type of Grant: State

Amount Loaned from General Fund: $0.00

Department Administering Grant: Youth Services Bureau

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this Grant:

DCF JRB Support and Enhancement Grant to support Middletown's Juvenile Review Board staffing, programming and services provisions.

Signature:

Requested by: Justin Carbonella

Status:

Status Date:
REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL
OF THE FOLLOWING GRANT

Grant Number: 451
Date of Request: 10/7/2019

Name of Grant: Elderly Assistance for Residents in need

Amount Requested: $3,000.00
Code: 2110-13000-59200-x-03130-x-x

Grant Period: From: 7/1/2019 To: 6/30/2020
Rev Code 2110-13000-48195-x-x-x-x

Type of Grant: Local
Amount Loaned from General Fund: $0.00

Department Administering Grant: Recreation & Community Services

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Not-withstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this Grant:
The purpose of this grant confirmation is to request that the Common Council approve renaming and repurposing the existing expenditure line from Senior Center Misc Grant: Donation from Liberty Bank to Senior Center Misc Grant: Donations for Elderly Assistance. Donations and future donations to this grant line will be used for assisting elderly Middletown residents in need with programs fees and human need expenses. Treasury receipt code for revenue will also be renamed from Senior Center Grant Donation Liberty to Senior Center Grant Donation

Signature:
Requested by: Catherine Lechowicz
Status:
Status Date:
CITY OF MIDDLETOWN
MUNICIPAL BUILDING
MIDDLETOWN, CONNECTICUT 06457

REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL
OF THE FOLLOWING GRANT

Grant Number: 452  Date of Request: 10/7/2019

Name of Grant: Recreation & Community Services Activity Account

Amount Requested: $50,000.00  Code: 2210-32000-59022-0321-33205-x-x


Type of Grant: local  Amount Loaned from General Fund: $0.00

Department Administering Grant: Recreation & Community Services

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this Grant:

To support Recreation & Community Services Department activities, supplies, wages, and busing

Signature: [Signature]

Requested by: Catherine Lechowicz

Status:

Status Date:
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<tr>
<th>Grant Number:</th>
<th>456</th>
<th>Date of Request:</th>
<th>10/16/2019</th>
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<tbody>
<tr>
<td>Name of Grant:</td>
<td>Public Health Emergency Preparedness</td>
<td>Code:</td>
<td>3220-31000-51220-x-03485-2020-x</td>
</tr>
<tr>
<td>Type of Grant:</td>
<td>State</td>
<td>Amount Loaned from General Fund:</td>
<td>$52,399.00</td>
</tr>
</tbody>
</table>

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this Grant:**
Emergency Preparedness Grant on behalf of MDA 36 - Mass Dispensing Area 36 which includes Middletown, Cromwell, Durham, & Middlefield. Grant covers exercises, supplies, training, sheltering of communities in MDA 36

**Signature:** [Signature]

**Requested by:** Joseph Flavicek

**Status:**

**Status Date:**
CITY OF MIDDLETOWN
MUNICIPAL BUILDING
MIDDLETOWN, CONNECTICUT 06457

REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL
OF THE FOLLOWING GRANT

Grant Number: 450

Date of Request: 10/7/2019

Name of Grant: Public Health Emergency Preparedness Grant

Amount Requested: ($1,229.27)

Code: 3220-31000-51220-x-03485-2019-x

Grant Period: From: 7/1/2018 To: 6/30/2019


Type of Grant: State

Amount Loaned from General Fund: $0.00

Department Administering Grant: Health

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this Grant:

reduce original grant amount by $1,229.27 for unused balances

Signature: ____________________________

Requested by: Joseph Havlicek, MD

Status: ____________________________

Status Date: ____________________________
RESOLUTION

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN THAT: that the line items, as submitted by the Water Pollution Control Authority for the Water Department’s Fiscal Year 2019-2020 Capital Non-Recurring Fund, and which total $6,234.95, are approved as follows:

Water CNR Account

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Description</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
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<tr>
<td>5010-60000-79798-0000-00000-2013-000</td>
<td>Water Depreciation: Adjustment to Grid 1</td>
<td>$ 700.00</td>
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<tr>
<td>5010-60000-79567-0000-00000-2014-000</td>
<td>Water Treatment/Pump Station: Repair/ Replace/ Improve</td>
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<td>5010-60000-79574-0000-00000-2014-000</td>
<td>Water Distribution System: Repair/Replace/ Improve</td>
<td>$ 575.03</td>
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<td>5010-60000-79501-0000-00000-2015-000</td>
<td>Water Depreciation: Well Redevelopment 1</td>
<td>$1,200.00</td>
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<tr>
<td>5010-60000-79567-0000-00000-2015-000</td>
<td>Water Treatment/Pump Station: Repair/ Replace/ Improve</td>
<td>$1,616.64</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$6,234.95</strong></td>
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<tr>
<th>Transfer To:</th>
<th>Description</th>
<th>Remaining Balance</th>
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<tbody>
<tr>
<td>Account Number</td>
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<tr>
<td>5010-60000-79567-0000-00000-2019-000</td>
<td>Water Treatment/Pump Station: Repair/ Replace/ Improve</td>
<td><strong>$6,234.95</strong></td>
</tr>
</tbody>
</table>

Financial Impact:  As per budgetary plan. No fiscal impact.

Submitted by:  Councilman, Gene Nocera  
Joseph S. Fazzino, Director of Water and Sewer Dept.

Reviewed by:  Water Pollution Control Authority, approved at the regular meeting of October 3, 2019.  
Finance & Government Operations Commission, regular meeting October 30, 2019

Status:  
By Common Council, City of Middletown  
at its meeting held on:

K: submit/resolution/Water CNR FY19-20 – Nov 2019
Resolution No.
Date: October 18, 2019

RESOLUTION

WHEREAS, carpeting is damaged and worn at the Oddfellows building as well as the Assessor and Purchasing Offices in the Municipal Building; and

WHEREAS, carpeting replacement is an eligible expenditure under the LOCIP guidelines; and

WHEREAS, replacement is estimated to cost $12,000 for all three locations.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Mayor Daniel T. Drew be authorized to sign an application to the State of Connecticut for $12,000 from the Local Capital Improvement Program (LoCIP) for the carpet replacement at the Oddfellows Building and in the Offices of the Assessor and Purchasing in the Municipal Building; and

AND BE IT FURTHER RESOLVED: That a new Capital Improvement line item, 3560-22000-57030-0000-30184-2019-000, Carpet Installation, in the amount of $12,000 be authorized.

Fiscal Impact: The cost for replacement of carpeting will be funded through the State of Connecticut LOCIP grant and City funds will not be needed.

Submitted by: Public Works & Facilities Commission
Councilman Carl Chisem, Chair
Councilman Eugene Nocera
Councilman Philip Pessina

Reviewed by: Public Works & Facilities Commission, approved at the regular meeting of October 9, 2019
Finance & Government Operations Commission, regular meeting October 30, 2019

Status:
by Common Council, City of Middletown
at its meeting held on:

K: submit resolution. PW LoCIP carpet revised– Nov 2019
Resolution No.
Date

RESOLUTION

Whereas, on September 6th, 2016, the Common Council approved Resolution 109-16, authorizing the Mayor to apply for LOCIP funding for the purchase and installation of fencing to enclose all areas at the Transfer Station to keep trespassers out and safe from moving vehicles and operations, while also reducing the amount of material (construction debris, refuse, etc.) which currently migrates beyond the transfer station perimeter and onto the landfill, down to the Coginchaug River, and

Whereas, after review and confirmation that the City of Middletown will not install fencing along the floodway, whereby any chain-link fence is not considered to be open to flood-flow as it collects debris and easily becoming an obstruction, and

Whereas, the need to obtain any permits from the Department of Energy and Environmental Protection (DEEP) is no longer necessary, and

Whereas, the initial request for the purchase and installation of fencing to enclose all areas at the Transfer Station be amended from $40,000.00 to $80,000.00 for fencing to enclose landfill areas, and

Whereas, these needs meet the guidelines for projects eligible for Local Capital Projects Improvement Program funds, costing $80,000.00 in the following detail.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That resolution 109-16 be hereby rescinded; and Mayor Daniel T. Drew be authorized to sign and submit an application to the State of Connecticut for a grant in the amount of $80,000.00 in Local Capital Projects Improvement Program funds, for the cost of the work.

BE IT FURTHER RESOLVED: That a new line item be created in the Capital Improvement Plan entitled “Transfer Station Fencing” in the amount of $80,000.00.

FISCAL IMPACT
Funds for these needs are available through the Local Capital Projects Improvement Program (LoCIP).

Submitted by: Council Members

Status:
By Common Council, City of Middletown
At its meeting held on:
RESOLUTION

Whereas, it is necessary for the City of Middletown Office of Public Works Department to upgrade the HVAC (Heating, ventilation, and Air Conditioning) Control Systems, and

Whereas, currently, the HVAC Control Systems uses proprietary Honeywell software on a legacy windows based computer work stations, leaving City Hall vulnerable to a commitment failure, and

Whereas, a new Building Management Systems (BMS) supervisory software (WEBS N4 4.8) will be installed in coordination with the Information Technology Department and will provide an open source solution including maintenance integration of all systems points, graphical interface, alarming and remote access for trouble-shooting, and

Whereas, these needs meet the guidelines for projects eligible for Local Capital Projects Improvement Program funds, costing $21,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Mayor Daniel T. Drew be authorized to sign and submit an application to the State of Connecticut for a grant in the amount of $21,000.00 in Local Capital Projects Improvement Program funds, for the cost of the work.

BE IT FURTHER RESOLVED: That a new line item be created in the Capital Improvement Plan entitled “Town Hall BMS Supervisor Upgrade” in the amount of $21,000.00.

FISCAL IMPACT
Funds for these needs are available through the Local Capital Projects Improvement Program (LoCIP).

Submitted by: Council Members ______________________________

Status:
By Common Council, City of Middletown
At its meeting held on:
MEMORANDUM
FROM THE OFFICE OF THE GENERAL COUNSEL,
HUMAN RESOURCES DIVISION

TO: COMMON COUNCIL
FROM: JUSTIN RICHARDSON, DIRECTOR OF HUMAN RESOURCES
CC: MAYOR DANIEL T. DREW
BRIG SMITH, GENERAL COUNSEL
KORI WISNESKI, DEPUTY GENERAL COUNSEL
CARL ERLACHER, DIRECTOR OF FINANCE
GEEN THAZHAMPALLATH, UPSEU LOCAL #6457 UNION PRESIDENT

DATE: October 18, 2019
RE: EXECUTIVE SUMMARY OF 2019 UPSEU LOCAL #6457 LABOR MANAGEMENT PROCESS

The resolutions, job changes, and upgrades contained herein are the result of the 2019 UPSEU Labor-Management process.

This process began in August of 2019 with the distribution of applications to all USPEU union members. Employees filled out applications, which were then reviewed and signed off by the relevant Department Head. Six applications were submitted by employees to the Human Resources Division. Pursuant to the language in the CBA, no more than 3 job titles may be considered by the Review Committee in any annual review.

The 3 positions selected for review were:

- Food & Nutrition Manager
- Assistant Superintendent of Streets
- Superintendent of Streets & Sanitation

Interviews were held in late September. Once concluded, the Review Committee discussed the applications and the relevant employees were interviewed. At this point, the Committee went over the various duties of each position and the information provided to clarify any changes that were to be made to the job descriptions moving forward in the process. Job
descriptions were than considered according to the criteria listed in Article XXI, Section 3, of the contract:

(A) The criteria for review shall be:

1. Change in the job duties and/or reorganization or technological development that significantly changes job responsibilities; or
2. The job description does not reflect the current duties and responsibilities of the assignment; or
3. Concerns that inadequate or incomplete information may have been provided to the evaluator; or
4. The alignment between jobs does not appear to reflect their appropriate relative value under the classification review.

Job descriptions are then evaluated through the Maximus Scoring system to determine if a salary change is warranted. Once the rubric is complete and a position score generated, a number scale determines the appropriate salary grade for the position. The Committee met once more to go over the proposed revisions and to review the final documents.

The resolutions presented tonight request an effective date of July 1, 2019, for approval of retroactive pay. The financial impact resulting from this process for fiscal year 2019-2020 will be a retro payment back to July 1, 2019 of $11,671.20, - $3,974.40 of which is Board of Education related. The total remaining fiscal year impact is $22,045.60, - 7,507.20 of which is Board of Education related.

It must be noted that the language of the contract requires a Common Council vote on individual job descriptions presented before them and not as a group.
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<td>City Positions</td>
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<tr>
<td>Assistant Superintendent of Streets</td>
<td>Joseph Augeri</td>
<td>Grade 12, Step 6 ($43.93)</td>
<td>No Change</td>
<td>Grade 14, Step 6 ($49.27)</td>
<td>$5.34/hr</td>
<td>$3,844.80</td>
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<td>Superintendent of Streets &amp; Sanitation</td>
<td>Robert Russo</td>
<td>Grade 14, Step 6 ($49.27)</td>
<td>No Change</td>
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<td>Food &amp; Nutrition Manager</td>
<td>Janet Calabro</td>
<td>Grade 12, Step 5 ($41.08)</td>
<td>Food Services Manager</td>
<td>Grade 13, Step 6 ($46.60)</td>
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Resolution Number:  
Date:  October 21, 2019

RESOLUTION

WHEREAS, the City of Middletown and UPSEU Local #6457 have an agreement to implement a Labor Management Committee to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Food & Nutrition Manager job description are approved to reflect the revised duties with a recommended salary increase from to UPSEU Local #6457 Salary Grade 12 to UPSEU Local #6457 Salary Grade 13, 40 hours ($31.50- $46.60) and a reclassified title to Food Services Manager. These changes shall take effect retroactive from July 1, 2019 upon adoption

BE IT FURTHER RESOLVED, that the salary grade for the employee who holds this position is hereby approved to UPSEU Local #6457 Salary Grade 13, Step 6 ($46.60/hr) 40 hours per week. These changes shall take effect July 1, 2019 upon adoption.

Fiscal Impact:  
Retroactive payment from July, 1, 2019 in $3,974.40.
Fiscal impact for this the remainder of FY 2019-2020 is $7,507.20.

Submitted by:  
Councilman Gerald Daley

Reviewed & Approved By:  
Finance & Government Operations Commission
At Its Regular Meeting on:  
October 30, 2019

Status:
by Common Council, City of Middletown
at its meeting held on:
City of Middletown, Connecticut
Position Description

Title: Food & Nutrition Services Manager
Department: Board of Education
Date: July, 2004
Salary Grade: 132 - UPSEU
Revised—April, 2017
October 2019

Purpose of Position

The purpose of this position is to plan, supervise and direct multi-unit food services for eleven public schools and to develop and plan menus that ensure Food Services for school children in accordance with district policies and procedures, as well as, local, state and federal regulations and guidelines. Instruct Food Services workers and managers in proper sanitation practices. The work is performed under the direction of the Director of Fine Arts and Operations Superintendent or his/her designee.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, supervises and directs food services operations; prepares, administers and monitors budget. Oversees union contract compliance and compliance with health and safety regulations and requirements. Develops specifications for the purchase of foods, equipment, commodities and supplies consistent with federal (USDA) and state guidelines.

- Develops and analyzes menus, in collaboration with cafeteria managers, to ensure they are nutritionally sound and conform to federal and state regulations; facilitates healthy food choices; and is aware of opportunities to use organic, vegetarian, and local nutritional options. Plans and coordinates preparations for all catering events. Plans and coordinates food service preparations for all after school programs, and summer feeding programs for the school district. Ensures programs are in compliance with a federal and state regulations.

- Purchases and maintains all food and supplies used in the Food Services programs; monitors inventory; compiles specifications and purchases all equipment. Develops and prepares formal state bids.

- Supervises food service personnel; assists in the selection of new employees and promotional candidates; provides instruction, training and orientation to food service personnel consistent with state and federal regulations; plans, coordinates, assigns, and reviews work. Administers and recommends progressive discipline in accordance with relevant union contract and the City’s Personnel Rules. Instructs courier on deliveries for government orders.

- Implements, monitors and supervises practices and procedures to ensure the safety of employees and students; supervises and enforces sanitation and proper handling procedures; performs spot checks
and inspections of all school kitchens to ensure compliance with all food sanitation codes and practices. Ensures kitchen meets all food production and service needs.

- Prepares a variety of reports, documents and correspondence; develops and reviews food production records; prepares government orders; develops and adapts recipes. Prepares production specification sheets.

- Educates students and parents on menus, nutrition, and meal component requirements.

- Oversees the administration of the district’s free and reduced price meal program according to federal regulations; reviews state free and reduced meal applications and verifications.

- Attends Executive Board meetings for the state School Food Service Association; attends School Lunch Advisory Council meetings and food shows; attends other meetings, conferences and training programs. Conducts periodic staff meetings. Attends Middletown Schools Association and PTO meetings as requested. May be requested to attend a Board of Education meetings.

- Resolves complaints from teachers, students, parents and the public.

- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in Nutrition or a related field* with three (3) years of Food Service Management experience in an educational field. Registered Dietician or Dietetic Technician preferred. Position requires a current Qualified Food Operator (QFO) Certification recognized by the State Department of Public Health. The individual must maintain this certification throughout the course of employment. Valid Connecticut Driver’s License within 60 days of hire. Must comply with all state and federal training and educational requirements during course of employment.

*Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumers sciences, nutrition education, culinary arts, business, or a related field.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as menus, production records, invoices, training materials, recipes, payroll documents, state, local and federal health and safety requirements, contracts, manuals, handbooks, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent, Associate Superintendent, all food service staff, teachers, students, parents, outside agencies and associations, principals, caterers, inspectors, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, cash registers, food service equipment, and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing ten to twenty pounds.

- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Status: **APPROVED**
by Common Council, City of Middletown
at its meeting held on: **MAY 1, 2017**
Resolution Number: 51-17
Date:

RESOLUTION

Be it resolved by the Common Council of the City of Middletown, that the job description for the Food & Nutrition Manager position with corresponding job description revisions and change in salary to Maximus Grade 12 ($27.56 – $40.80), Local #6457 UPSEU, is hereby approved and shall become effective upon adoption.

Fiscal Impact: None, Board of Education has budgeted for position

Submitted by: Councilwoman Mary Bartelotta
Reviewed & Approved by: General Counsel Committee
At its regular meeting on: April 13, 2017

Status: APPROVED by Common Council, City of Middletown at its meeting held on: MAY 1, 2017
Resolution Number:  
Date:  October 21, 2019

RESOLUTION

WHEREAS, the City of Middletown and UPSEU Local #6457 have an agreement to implement a Labor Management Committee to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Assistant Superintendent of Streets job description are approved to reflect the revised duties with a recommended salary increase from to UPSEU Local #6457 Salary Grade 12 to UPSEU Local #6457 Salary Grade 14, 40 hours ($33.30 - $49.27). These changes shall take effect retroactive from July 1, 2019 upon adoption.

BE IT FURTHER RESOLVED, that the salary grade for the employee who holds this position is hereby approved to UPSEU Local #6457 Salary Grade 14, Step 6 ($49.27/hr) 40 hours per week. These changes shall take effect July 1, 2019 upon adoption.

Fiscal Impact: Retroactive payment from July, 1, 2019 in $3,844.80.

Fiscal impact for this the remainder of FY 2019-2020 is $7,262.40.

Submitted by: Councilman Gerald Daley

Reviewed & Approved By: Finance & Government Operations Commission
At Its Regular Meeting on: October 30, 2019

Status: by Common Council, City of Middletown
at its meeting held on:
City of Middletown, Connecticut
Position Description

Title: Assistant Superintendent of Streets
Department: Public Works Highway
Date: March 2001
Grade: UPSEU
Revised October 2019

Purpose of Position

The purpose of this position is to assist the Superintendent in managing and supervising the construction, repair and maintenance of City streets and bridges and other division operations. The work is performed under the direction of the Superintendent of Streets and Sanitation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

• Assists in managing and overseeing all highway and garage division operations; evaluates work methods and procedures; provides on-site supervision of work crews. Ensures compliance with health and safety regulations and requirements.

• Supervises department personnel; provides instruction and training; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel, and evaluates performance. Administers contracts and oversees the work of contractors.

• Plans and schedules snow and ice control and removal operations.

• Oversees transfer station operations. Oversees city-wide bulk waste pickup.

• Schedules and supervises the construction, repair and maintenance of roads, bridges and catch basins.

• Schedules and oversees street sweeping, storm damage repair, masonry, carpentry and painting work; street and sign painting, mowing and trimming, leaf and brush pickup, etc.

• Oversees all City evictions including the posting of eviction notices. Schedules all eviction auctions; collects and deposits money.

• Oversees the removal of dead animals from City streets.

• Prepares a variety of statistical and narrative reports.

• Conducts research and prepares budgetary information in relation to CNR and the acquisition of new equipment. Coordinates the purchase of new equipment with the Fleet Manager; coordinates refuse pickup with the Assistant Superintendent of Sanitation.
• Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate’s degree in Highway Maintenance or a related field with seven years of highway maintenance or construction/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A Commercial Drivers’ License, and Confined Space certification. Position also requires a State Landfill Certification, Transfer Station/Volume Reduction Certification, and Public Weigher License, and Confined Space certification or the ability to obtain such licenses and certifications within one year of appointment, which may be extended by the City.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

• Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

• Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, reports, time cards, invoices, eviction notices, inventories, drawings, diagrams, maps, correspondence and general operating manuals.

• Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments, contractors, surveyors and the public.

Mathematical Ability

• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

• Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

• Ability to work under conditions that require exposure to environmental factors such as temperature extremes. This exposure may cause some discomfort and presents a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
Resolution Number:  
Date:  October 21, 2019

RESOLUTION

WHEREAS, the City of Middletown and UPSEU Local #6457 have an agreement to implement a Labor Management Committee to consider changes in salary grade placement for bargaining unit members; and

WHEREAS, the following represents the recommendations of the Labor Management Committee and the Committee respectfully requests the approval from Common Council;

NOW, THEREFORE, Be it resolved by the Common Council of the City of Middletown: that effective upon passage by the Common Council, the following changes to the Superintendent of Streets & Sanitation job description are approved to reflect the revised duties with a recommended salary increase from UPSEU Local #6457 Salary Grade 14 to UPSEU Local #6457 Salary Grade 16, 40 hours ($36.89 - $54.62). These changes shall take effect retroactive from July 1, 2019 upon adoption.

BE IT FURTHER RESOLVED, that the salary grade for the employee who holds this position is hereby approved to UPSEU Local #6457 Salary Grade 16, Step 6 ($54.62/hr) 40 hours per week. These changes shall take effect July 1, 2019 upon adoption.

Fiscal Impact: Retroactive payment from July, 1, 2019 in $3,852.00.
Fiscal impact for this the remainder of FY 2019-2020 is $7,276.00.

Submitted by: Councilman Gerald Daley

Reviewed & Approved By: Finance & Government Operations Commission
At Its Regular Meeting on: October 30, 2019

Status: by Common Council, City of Middletown at its meeting held on:
City of Middletown, Connecticut
Position Description

Title: Superintendent of Streets and Sanitation

Department: Public Works Highway Grade 16

Date: December 2000 Revised – October 2019

UPSEU

Purpose of Position

The purpose of this position is to manage and supervise the construction, repair and maintenance of City streets and bridges, to oversee rubbish collection and disposal, the Recycle Center, Transfer Station, and Paint Department Division, and to monitor emerging conditions, and any other division operations. The work is performed under the direction of the Director of Public Works or Deputy Director of Public Works.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages and administers the operations of the Streets and Sanitation Division; develops and evaluates work methods and procedures. Ensures compliance with all health and safety regulations and requirements. Identifies problems and recommends solutions to the Director.

- Supervises all Highway, Sanitation, Paint and Transfer Station and Garage divisional personnel; provides instruction and training; plans, schedules, coordinates, assigns and reviews work; allocates personnel, maintains standards and evaluates performance. Administers contracts and oversees the work of contractors.

- Oversees the response to emergency situations including storms and natural disasters; coordinates operations with other City departments.

- Manages and oversees snow and ice control and removal. Coordinates towing vehicles to respond to snow storms.

- Manages and oversees maintenance, construction, and repair of streets, bridges, unimproved roads, catch basins and storm sewers; schedules street sweeping program, mowing and brush cutting, leaf pick up, sign and street painting, etc.

- Manages and oversees Sanitation Department division operations including bulk waste program, rubbish collection and disposal, Recycle Center operations, etc.

- Prepares a variety of statistical and narrative reports.
• Recommends purchases and coordinates vehicle repair with the Fleet Manager; oversees vehicle emissions requirements.

• Assists in preparing annual and CNR budgets; maintains records of all inventories; edits time cards; orders supplies for winter and summer operations. Coordinates radio purchases and repair.

• Oversees City-wide evictions.

• Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor’s degree with eight years of progressively responsible streets and sanitation/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A Commercial Driver’s License, a Landfill/Recycle Center Certificate, State Transfer Station/Volume Reduction Certification, Public Weigher License, Confined Space, and OSHA Competent Person certification.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

• Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

• Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

• Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as time cards, invoices, accident reports, evictions, guidebooks, drawings, diagrams, contracts, regulations, codes, procedures, guidelines and non-routine correspondence.

• Requires the ability to communicate orally and in writing with the Director and all division personnel, other City personnel, contractors, engineers, vendors and the public.

**Mathematical Ability**

• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, light and heavy vehicles and equipment, radios, monitoring systems, and/or related materials used in performing essential functions.
• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

• Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

• Ability to work under conditions that require exposure to environmental factors such as temperature extremes. This exposure may cause some discomfort and presents a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
AN ORDINANCE APPROPRIATING $446,000 FOR THE PURCHASE OF NEW CITY INFORMATION TECHNOLOGY SYSTEMS AND DEVICES AND AUTHORIZING THE ISSUE OF $446,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of $446,000 is hereby appropriated for the purchase of new City information technology systems and devices, including, without limitation, a wired and wireless network upgrade for City offices and the conversion of paper documents to a digital format, and for all related services, improvements and costs, including, without limitation, hardware components, software systems, backup systems, document management systems, other related equipment, installation, configuration services, training, support, consultants, testing, equipment warranty and vendor support, and all other costs necessary or appropriate for the project, as well as administrative, advertising, printing, legal, and financing costs related thereto (hereafter the "Project"). Said appropriation shall be inclusive of state and federal grants in aid of thereof.

Section 2. The expected useful life of the Project is ten (10) years. The total estimated cost of the Project is $446,000, no portion of which is expected to be paid from sources other than the proposed bond issue.

Section 3. To meet said appropriation, $446,000 bonds of the City, or so much thereof as may be necessary for said purpose, may be issued, maturing not later than the tenth (10th) year after their date, or such later date as may be allowed by law. The bonds may be issued in one or more series as shall be determined by the Mayor and the City Treasurer, and the amount of bonds of each series to be issued shall be fixed by the Mayor and the City Treasurer. The bonds shall be issued in an amount necessary to meet the City’s share of Project costs determined after considering the estimated amounts of grants in aid of the Project and will provide funds sufficient with other funds available for such purpose to pay the principal and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of $1,000 or a whole multiple thereof, or, be combined with other bonds of the City and such combined issue shall be in the denomination per aggregate maturity of $1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company designated by the Mayor and the City Treasurer, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Mayor and the City Treasurer, and be approved as to their legality by Bond Counsel. The bonds shall bear such rate or rates of interest (whether fixed or floating) as shall be determined by the Mayor and the City Treasurer. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon and paid from property taxation to the extent not paid from other funds available for the payment thereof. The aggregate principal amount of the bonds of each series, the annual installments of principal, maturity dates, prices, redemption provisions, if any, time of issue and sale, and other terms, details and particulars of such bonds, including the terms of any reserve that might be established as authorized herein, shall be determined by the Mayor and the City Treasurer in the best interests of the City and in accordance with the requirements of the General Statutes of Connecticut, as amended.
Section 4. Said bonds shall be sold by the Mayor and City Treasurer in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City, or comparable method. If the bonds are sold by negotiation, the purchase contract shall be approved by the Mayor and City Treasurer.

Section 5. The Mayor and the City Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of any series of said bonds. Notes evidencing such borrowings shall be signed by the manual or facsimile signatures of the Mayor and the City Treasurer, have the seal of the City or a facsimile thereof affixed, be payable at a bank or trust company designated by the Mayor and the City Treasurer, be certified by a bank or trust company designated by the Mayor and the City Treasurer pursuant to the General Statutes of Connecticut, as amended, and be approved as to their legality by Bond Counsel. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of said bonds the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such temporary borrowings then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the City Treasurer, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Common Council.

Section 7. With respect to the receipt of original issuance premium or bid premium upon the sale of the bonds or notes herein authorized, the Mayor and City Treasurer are authorized, but not required, to apply original issuance premium and bid premium, if applicable, to fund future debt service payments on such bonds or notes or to fund any purpose for which bonds of the City are authorized to be issued, and such application shall reduce the amount of authorized and unissued bonds of the purpose to which the premium was applied, in the amount so applied.

Section 8. In order to meet the capital cash flow expenditure needs of the City, the Director of Finance, with notice to and advice from the Mayor and the City Treasurer, is authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the City outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes and Project herein authorized.

Section 9. The issue of the bonds aforesaid and of all other bonds or notes of the City heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the City to exceed any debt limit calculated in accordance with law as shown by the “Debt Statement” attached hereto.
Section 10. The Mayor is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the purposes set forth herein, and the Mayor is specifically authorized to make, execute and deliver any contract or contracts, and any other documents necessary or convenient to complete the improvements authorized herein and the financing thereof.

Section 11. The Mayor, the City Treasurer, the Director of Finance and any other proper City official are each hereby authorized to apply for and accept any available State or Federal grant in aid of the financing of the Project, and to take all action necessary or proper in connection therewith.

Section 12. The City hereby expresses its official intent pursuant to 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid 60 days prior to and after the date of passage of this ordinance in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations authorized to be issued by the City. Such obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date as the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of any such reimbursement obligations, and to amend this declaration.

Section 13. The Director of Finance is hereby authorized to exercise all powers conferred by Section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 14. This ordinance shall become effective fifteen days after its publication in a newspaper of general circulation in the City pursuant to Section 5 of the City Charter.

SEE ATTACHED DEBT LIMITATION SCHEDULE
DEBT STATEMENT  
June 30, 2019  
CITY OF MIDDLETOWN, CONNECTICUT

ANNUAL RECEIPTS FROM TAXATION AND REIMBURSEMENTS ("BASE")  
Fiscal Year Ended June 30, 2018  
128,915,921

BORROWING CAPACITY FOR EACH CLASS 
2-1/4 times base for General Purposes  
322,289,803 
4-1/2 times base for Schools  
580,121,645 
3-3/4 times base for Sewers  
483,434,704 
3-1/4 times base for Urban Renewal  
418,976,743 
3 times base for Unfunded Past Benefit Obligations  
386,747,763 
MAXIMUM AGGREGATE BORROWING CAPACITY 
7 times Base  
902,411,447

INDEBTEDNESS BONDS AND NOTES: 
GENERAL PURPOSES  
77,824,515 
SCHOOLS  
5,353,460 
SEwers  
3,913,665 
URBAN RENEWAL  
- 
UNFUNDED PAST BENEFIT OBLIGATIONS  
- 
BONDS AND NOTES AUTHORIZED BUT UNISSUED: 
GENERAL PURPOSES  
47,299,752 
SCHOOLS  
35,553,470 
SEwers  
11,904,216 
URBAN RENEWAL  
- 
UNFUNDED PAST BENEFIT OBLIGATIONS  
- 
CLEAN WATER FUND LOANS: 
SEwers  
15,805,915 
SUB-TOTAL INDEBTEDNESS  
197,654,993 
LESS: 
FEDERAL AND STATE OF CONNECTICUT BUILDING GRANTS, COMMITMENTS AND RECEIVABLES 
GENERAL PURPOSE  
- 
SCHOOLS  
49,291,605 
SEwers  
- 
URBAN RENEWAL  
- 
TOTAL DEDUCTIONS  
49,291,605 
NET INDEBTEDNESS  
148,363,388 
TOTAL DEDUCTIONS

BALANCE OF BORROWING CAPACITY FOR EACH CLASS: 
GENERAL PURPOSE  
197,165,536 
SCHOOLS  
588,586,320 
SEwers  
451,810,908 
URBAN RENEWAL  
418,976,743 
UNFUNDED PAST BENEFIT OBLIGATIONS  
386,747,763

BALANCE OF MAXIMUM AGGREGATE BORROWING CAPACITY AVAILABLE  
754,048,059

ACTIVE/75077.1/MANDREANA/8444511v1  
4
RESOLUTION

Whereas, municipal buildings throughout the City of Middletown leverage disparate technologies for building access control that do not provide centralized management, communication, or visibility, and

Whereas, the departments responsible for maintaining these disparate systems are the Department of Technology Services, Police Department, Water and Sewer Department, and the Middletown Public Schools' Information Technology Department, and

Whereas, these departments agree on the need of Emergency Communication & Building Security Improvements and City-wide adoption of an S2 Access Control System including an S2 Global Centralized Management Solution, and

Whereas, an adoption of said solution will include a complete configuration and setup of S2 Systems for individual departments and locations, integration into a Citywide S2 Global system, and S2 Access Control System training and knowledge transfer for the City of Middletown personnel, and

Whereas, said adoption will modernize and centralize building access across the Board of Education, the Police Department, City Hall, and Water and Sewer locations, serving all City/BOE buildings while providing the ability to extend building access controls to RM Keating Historical Park, and

Whereas, these needs meet the guidelines for projects eligible for Local Capital Projects Improvement Program funds, costing $155,000.00 in the following detail:

<table>
<thead>
<tr>
<th>Access Control Location</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Building - Access Control</td>
<td>$3,975.60</td>
</tr>
<tr>
<td>Misc.</td>
<td>$4,445.80</td>
</tr>
<tr>
<td>169 Cross Street - Access Control</td>
<td>$9,156.20</td>
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<tr>
<td>Mile Lane - Access Control</td>
<td>$9,596.20</td>
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<tr>
<td>Main St. Firehouse - Access Control</td>
<td>$9,986.20</td>
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<tr>
<td>Global Interfacing and Database</td>
<td>$10,540.00</td>
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<tr>
<td>Senior Center - Access Control</td>
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<td>Water Department S2 Access Control changeover</td>
<td>$19,095.20</td>
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<td>City Hall - Access Control</td>
<td>$26,819.40</td>
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<tr>
<td>Police Department - Access Control</td>
<td>$43,633.00</td>
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<td><strong>Total</strong></td>
<td><strong>$155,000.00</strong></td>
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NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Mayor Daniel T. Drew be authorized to sign and submit an application to the State of Connecticut for a grant in the amount of $155,000.00 in Local Capital Projects Improvement Program funds, for the cost of the work.

BE IT FURTHER RESOLVED: That a new line item be created in the Capital Improvement Plan entitled “Physical Access Controls for Municipal Buildings” in the amount of $155,000.00.

FISCAL IMPACT
Funds for these needs are available through the Local Capital Projects Improvement Program (LoCIP).

Submitted by: Council Members

Status:
By Common Council, City of Middletown At its meeting held on:
CITY OF MIDDLETOWN  
MUNICIPAL BUILDING 
MIDDLETOWN, CONNECTICUT 06457  

REQUEST FOR COMMON COUNCIL CONFIRMATION AND APPROVAL  
OF THE FOLLOWING GRANT  

<table>
<thead>
<tr>
<th>Grant Number:</th>
<th>453</th>
<th>Date of Request:</th>
<th>10/9/2019</th>
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<tr>
<td>Name of Grant:</td>
<td>Animal Control Donations</td>
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<tr>
<td>Amount Requested:</td>
<td>$2,000.00</td>
<td>Code:</td>
<td>2130-18000-57030-0182-03130</td>
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<td>To:</td>
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<td>Type of Grant:</td>
<td>Local</td>
<td>Amount Loaned from General Fund:</td>
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<td>Department Administering Grant:</td>
<td>Police Department</td>
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</table>

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

Description of services to be provided by this Grant:
The Animal Control donation account is used as a special needs fund for the animals in our custody. It is used for veterinary fees not normally covered by the city such as spay/neuter, tumor removal or more specialized surgeries that used to result in euthanasia. It can also be used for behavior training to help animals get adopted quicker. Because of this fund, the number of euthanasias has been reduced.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>[Signature]</th>
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<tbody>
<tr>
<td>Requested by:</td>
<td>Chief William McKenna</td>
</tr>
<tr>
<td>Status:</td>
<td></td>
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<tr>
<td>Status Date:</td>
<td></td>
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# REQUEST FOR ADDITIONAL APPROPRIATION

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<td>Code:</td>
<td>1000-18000-56115-0182-00000-0000-000</td>
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<tr>
<td>Budget Item:</td>
<td>ANIMAL: DOG POUND RENT/LEASE</td>
<td></td>
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</tr>
<tr>
<td>Department:</td>
<td>Planning Conservation and Development / Police Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Advertised before Meeting:</td>
<td></td>
<td>Date Advertised after Meeting:</td>
<td></td>
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</table>

**Reason for Request:**
The Middletown Police Department is looking to sign a long term lease with Dr. Olsen, From Pieper-Olsen to lease kennel space annually for the City's Animal Control Divisions needs. This initial allocation will help cover the costs associated with building out the new space for the Animal Control Division and will reduce the annual allocation needed for the yearly rent.

**Signature:**

**Requested by:** Joseph Samolis and Capt. John Lozefski

**Status:**

**Status Date:**
Resolution Number:
Date: October 21, 2019

RESOLUTION

WHEREAS, the City of Middletown Animal Control Division for the Middletown Police Department needs space daily to house animals that are reported to them; and

WHEREAS, the City of Middletown has leased space from the Town of Portland’s Animal Shelter in order to meet the Animal Control’s needs; and

WHEREAS, the City’s animal sheltering needs have changed over the past few years; and

WHEREAS, the Animal Control Officer is in need of additional space for animals and safer kennels for the staff in the Animal Control Division to operate; and

WHEREAS, Dr. Olsen from Pieper Olsen Veterinary Hospital is looking to update their facility on Berlin Street; and

WHEREAS, Dr. Olsen has agreed to lease the City kennel space for 15 years at 150 Berlin Street, Middletown; and

WHEREAS, The City of Middletown will have an upfront buy in for $300,000.00 so that the space can be renovated for the City’s needs; and

WHEREAS, the City of Middletown will then have a reduced monthly rent, significantly lower than what they currently are paying now to the Town of Portland; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: The Mayor is hereby authorized to sign all documents necessary to lease subject to review by the Office of General Counsel as to content and form.

Commission Review:   PUBLIC SAFTEY COMMISSION on September 16, 2019
                      FINANCE & GOVERNMENT on October 30, 2019

Submitted by:        Councilman Robert Santangelo
                      Captain John Lozefski, Middletown Police Department
                      Joseph Samolis, Director of Planning, Conservation and Development

FISCAL IMPACT:  Initial $300,000 appropriation and an annual payment for 15 years.
Total cost for the 15 year lease will be: $705,667.95

Status:

By Common Council, City of Middletown

At its meeting held on:
Resolution Number:  
Date: October 21, 2019

RESOLUTION

WHEREAS Yu’s LLC ("YUS") is a Connecticut company which operates a restaurant; and,

WHEREAS YUS seeks to lease approximately 7,230 square feet of space at the City’s building at 220 Main Street, Middletown to operate a restaurant; and,

WHEREAS, at the October 8, 2019 Meeting of the Economic Development Committee, the members present agreed to move forward to the Common Council a proposed lease at 220/222 Main Street to Yu’s LLC

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: approving the proposed agreement with YUS for leasing approximately 7,230 square feet at 220-222 Main Street at the rate of $12.45 per sq. ft., increasing 1.25% per year over a 5-year term with three additional five year renewal options; and authorizing that Mayor to sign all documents necessary to implement said lease.

FINANCIAL IMPACT: The lease will generate an estimated $461,391 over the 5-year term of the lease.

Submitted by: Councilman Gerald Daley  
Joseph Samolis, Director of Planning, Conservation, and Development

Commission Review: Economic Development Commission at its regular meeting on October 8, 2019  
Finance & Government Operations Commission at its special meeting on October 24, 2019

Referral: Planning & Zoning Commission for CGS Sec. 8-24 review on October 21, 2019

Status:  
by Common Council, City of Middletown  
at its meeting held on:  

K: submit/resolution/PCD Yu LLC lease 220 Main St – Nov 2019
ORDINANCE NO.
DATE: October 21, 2019

ORDINANCE

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF
MIDDLETOWN: That Section 272-9.6 be added as follows:

§ 272-9.6. Tax Stabilization Agreement for 430 Saybrook Road, in favor of Medical
Development Associates (the "Developer").

A. Purpose.

1. The Developer is seeking to construct a new medical facility at 430
Saybrook Road, on the campus of Heritage Medical Park in Middletown,
Connecticut.

2. The cost of the real estate improvements to be constructed will be
approximately $7,500,000, which qualifies the Developer for a tax
stabilization agreement pursuant to Section 272-9 of the Middletown Code
of Ordinances.

B. Non-Assignment of Agreement.

1. The benefits and incentives authorized pursuant to this Ordinance,
providing the Developer with a tax stabilization agreement inure only to the
Developer and/or the current property owner, not to any successors or
assigns thereof without approval of the Common Council, nor do such
benefits inure to an affiliate entity without approval of the Common Council
of any changes to its membership, ownership, principals, or management
personnel.

C. Authorization Agreement.

1. The Mayor is authorized to effectuate an agreement for a 10-year tax
stabilization agreement for real estate taxes, in accordance with Section
272-9 of the Middletown Code of Ordinances, for real property
improvements located at 430 Saybrook Road, upon review and approval by
the Office of the General Counsel as to content and form.

2. The tax stabilization agreement approved by this Ordinance shall be as
follows:

Year 1- 5% of the Deferred Assessment will be assessed in addition
to the Base Assessment;
Year 2- 5% of the Deferred Assessment will be assessed in addition
to the Base Assessment;
Year 3- 10% of the Deferred Assessment will be assessed in addition
to the Base Assessment; and
Year 4- 15% of the Deferred Assessment will be assessed in addition
to the Base Assessment.
Year 5- 30 % of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 6- 30 % of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 7- 50 % of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 8- 75 % of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 9- 85 % of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 10- 85 % of the Deferred Assessment will be assessed in addition to the Base Assessment.

3. The Agreement will be contingent upon adherence to the above taxing schedule and the obligations contained within the Agreement itself, including the description of the project itself.

**FISCAL IMPACT:** This project will add an estimated $843,631.43 in tax revenue over 10 years and approximately $233,100 annually thereafter.

**Submitted by:** Councilman Gerald Daley

**Approved by:** Economic Development Committee at its regular meeting held on October 8, 2019.

General Counsel Commission at its special meeting held on October 24, 2019

Finance and Government at its regular scheduled meeting on October 30, 2019.

**Status:**
By Common Council, City of Middletown
At its meeting held on

*K: submit/ ordinance/ 430 Saybrook Rd tax fix – Galluzzo REVISED– Nov 2019*
ORDINANCE NO.
DATE: October 21, 2019

ORDINANCE

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF
MIDDLETOWN: That Section 272-9.7 be added as follows:

§ 272-9.7. Tax Stabilization Agreement for 440 Saybrook Road, in favor of Medical
Development Associates (the “Developer”).

A. Purpose.

1. The Developer is seeking to construct a new medical facility at 440
Saybrook Road, on the campus of Heritage Medical Park in Middletown,
Connecticut.

2. The cost of the real estate improvements to be constructed will be
approximately $5,000,000, which qualifies the Developer for a tax
stabilization agreement pursuant to Section 272-9 of the Middletown Code
of Ordinances.

B. Non-Assignment of Agreement.

1. The benefits and incentives authorized pursuant to this Ordinance,
providing the Developer with a tax stabilization agreement inure only to the
Developer and/or the current property owner, not to any successors or
assigns thereof without approval of the Common Council, nor do such
benefits inure to an affiliate entity without approval of the Common Council
of any changes to its membership, ownership, principals, or management
personnel.

C. Authorization Agreement.

1. The Mayor is authorized to effectuate an agreement for 10-year tax
stabilization agreement for real estate taxes, in accordance with Section
272-9 of the Middletown Code of Ordinances, for real property
improvements located at 440 Saybrook Road, upon review and approval by
the Office of the General Counsel as to content and form.

2. The tax stabilization agreement approved by this Ordinance shall be as
follows:

- Year 1- 5% of the Deferred Assessment will be assessed in addition
to the Base Assessment;
- Year 2- 5% of the Deferred Assessment will be assessed in addition
to the Base Assessment;
- Year 3- 10% of the Deferred Assessment will be assessed in addition
to the Base Assessment; and
- Year 4- 15% of the Deferred Assessment will be assessed in addition
to the Base Assessment.
Year 5-  30% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 6-  30% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 7-  50% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 8-  75% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 9-  85% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 10- 85% of the Deferred Assessment will be assessed in addition to the Base Assessment.

3. The Agreement will be contingent upon adherence to the above taxing schedule and the obligations contained within the Agreement itself, including the description of the project itself.

**FISCAL IMPACT:** This project will add an estimated $1,406,052.38 in tax revenue over 10 years and approximately $388,500 annually thereafter.

Submitted by:  Councilman Gerald Daley

Approved by:  Economic Development Committee at its regular meeting held on October 8, 2019.

General Counsel Commission at its special meeting held on October 24, 2019

Finance and Government at its regular scheduled meeting on October 30, 2019.

Status:
By Common Council, City of Middletown
At its meeting held on

*K: submit/ordinance/440 Saybrook Rd tax fix – Galluzzo REVISED- Nov 2019*
ORDINANCE NO.
DATE: October 21, 2019

ORDINANCE

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Section 272-9.8 be added as follows:

§ 272-9.8. Tax Stabilization Agreement for 584 Main Street, in favor of DFC of Middletown, LLC (the “Developer”).

A. Purpose.

1. The Developer is seeking to construct a Mixed-Use (Commercial and Residential) Development at 584 Main Street.

2. The project will require approximately $100,000 in acquisition costs, $217,500 in new construction, $30,000 in rehabilitation, and $227,500 in equipment, which qualifies the Developer for a tax stabilization agreement pursuant to Section 272-9 of the Middletown Code of Ordinances.

B. Non-Assignment of Agreement.

1. The benefits and incentives authorized pursuant to this Ordinance, providing the Developer with a tax stabilization agreement inure only to the Developer and/or the current property owner, not to any successors or assigns thereof without approval of the Common Council, nor do such benefits inure to an affiliate entity without approval of the Common Council of any changes to its membership, ownership, principals, or management personnel.

C. Authorization Agreement.

1. The Mayor is authorized to effectuate an agreement for a 10-year tax stabilization agreement for real estate taxes, in accordance with Section 272-9 of the Middletown Code of Ordinances, for real property improvements located at 584 Main Street, upon review and approval by the Office of the General Counsel as to content and form.

2. The tax stabilization agreement approved by this Ordinance shall be as follows:

   Year 1- 5% of the Deferred Assessment will be assessed in addition to the Base Assessment;

   Year 2- 5% of the Deferred Assessment will be assessed in addition to the Base Assessment;

   Year 3- 10% of the Deferred Assessment will be assessed in addition to the Base Assessment; and

   Year 4- 15% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 5- 30% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 6- 30% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 7- 50% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 8- 75% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 9- 85% of the Deferred Assessment will be assessed in addition to the Base Assessment.
Year 10- 85% of the Deferred Assessment will be assessed in addition to the Base Assessment.

3. The Agreement will be contingent upon adherence to the above taxing schedule and the obligations contained within the Agreement itself, including the description of the project itself.

**FISCAL IMPACT:** This project will add an estimated $69,696.90 in tax revenue over 10 years and approximately $17,871 annually thereafter.

Submitted by: Councilman Gerald Daley

Approved by: Economic Development Committee at its regular meeting held on October 8, 2019.

General Counsel Commission at its special meeting held on October 24, 2019

Finance and Government at its regular scheduled meeting on October 30, 2019.

Status:
By Common Council, City of Middletown
At its meeting held on

K: submit/ordinance/584 Main Street tax fix – DiMartino REVISED - Nov 2019
REQUEST FOR ADDITIONAL APPROPRIATION

Appropriation Number: 0  Date of Request: 10/10/2019

Amount Requested: $4,500.00

Fund: general fund

Code: 1000-27000-5546

Budget Item: Hope Awards

Department: Mayor’s Office

Date Advertised before Meeting:  

Date Advertised after Meeting:  

Reason for Request: To support the inaugural year of H.O.P.E. Awards for Middletown Works. Middletown Works is a movement of individuals, community members and busineses working together to increase the prosperity and decrease poverty among Middletown's single parent families. Awards will be offered in several rounds, and the award contest is open to all Middletown residents and/or businesses. Project ideas must benefit single parents and their children who live with poverty. Project ideas must also fall into one or more categories; H=Health & Well-being O=Economic Opportunities P=Physical environment E=Empower neighbors & build leadership.

Signature: 

Requested by: Mayor Daniel T. Drew

Status: 

Status Date: 
**REQUEST FOR ADDITIONAL APPROPRIATION**

<table>
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<th>Appropriation Number:</th>
<th>Date of Request:</th>
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<tbody>
<tr>
<td>0</td>
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**Amount Requested:** $50,000.00

**Fund:** General Fund

**Code:** 1000-27000-55376-0000-00000-00000-000

**Budget Item:** 51 Green Street Feasibility Study

**Department:** Mayor’s Office

**Date Advertised before Meeting:**

**Date Advertised after Meeting:**

**Reason for Request:** The City of Middletown seeks to perform a feasibility study to determine whether transforming Green Street Arts Center at 51 Green Street, Middletown, CT 06457 into a North End Annex of Russell Library is technically and financially viable. The study would review the Green Street Arts Center Existing Conditions, all existing library infrastructural needs, Structural Integrity, Space Optimization, to include Technical Services, Children Department, Staff Building Renovation, Staff Spaces, Meeting Spaces, and other transformative initiatives of the building that are conducive to renovating the current square footage into a North End Annex of Russell Library.

**Signature:**

**Requested by:** Mayor, Daniel T. Drew

**Status:**

**Status Date:**
RESOLUTION

Whereas, City of Middletown seeks to perform a feasibility study to determine whether transforming Green Street Arts Center at 51 Green Street, Middletown, CT 06457 into a “North End Annex of Russell Library” is technically and financially viable, and

Whereas, a feasibility study would review the Green Street Arts Center Existing Conditions, all existing library infrastructural needs, Structural Integrity, Space Optimization, to include Technical Services, Children Department, Staff Building Renovation, Staff Spaces, Meeting Spaces, and other transformative initiatives of the building that are conducive to renovating the current square footage into a North End Annex of Russell Library, and

Whereas, an Annex of Russell Library within the North End, allows individuals and families, no matter their socioeconomic status, offers an essential role in providing safe, accessible, and 100% free educational resource centers for every member in community, and

Whereas, libraries help entire communities succeed at boosting their economy and growing their local wealth, the North End Annex of Russell Library may provide a work space for telecommuters, supply free internet access for people looking for employment opportunities, and offer job and interview training for those in need; and

Whereas, providing free access to educational, news, and historical resources, libraries help keep the public informed with facts. Libraries act as a hub of information, and their leaders, the librarians, torch bearers for facts.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That Mayor Daniel T. Drew be authorized to spend up to $50,000 to solicit a Consulting Firm to conduct a Feasibility Study to determine whether transforming Green Street Arts Center at 51 Green Street, Middletown, CT 06457 into a “North End Annex of Russell Library” is technically and financially viable.

BE IT FURTHER RESOLVED: That a new line item be created under the General Fund entitled “North End Annex Feasibility Study” in the amount of $50,000.

FISCAL IMPACT
North End Annex of Russell Library Feasibility Study will require allocation of $50,000 to cover potential consulting cost.

Submitted by: Daniel T. Drew, Mayor
              Eugene Nocera, Councilmember
              Carl Chisem, Councilmember
              Philip Pessina, Councilmember
              Sebastian Giuliano, Councilmember
              Gerald Daley, Councilmember
              Robert Santangelo, Councilmember

Status:
By Common Council, City of Middletown
At its meeting held on: