

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
OCTOBER 13, 2016**

ATTENDANCE: Bruce Kimmel, Chair; John Kydes, Shannon O'Toole-Giandurco, Nick Sacchinelli; Douglas Hempstead (7:06 p. m.), John Igneri,

ABSENT: Travis Simms

OTHERS: Lisa Biagiarelli, Tax Collector; Robert Barron, Finance Director; Tom Schadlich, Director of Library Technology, Norwalk Public Library

CALL TO ORDER

Chairman Kimmel called the meeting to order at 7:00 p. m. A quorum was present.

PUBLIC PARTICIPATION

No member of the public came forward to comment.

APPROVAL OF MINUTES

September 8, 2016

**** MR. SACCHINELLI MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 8, 2016 MEETING AS SUBMITTED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 8, 2016 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

CLAIMS COMMITTEE

Receive the monthly claims report; review and approve claims as required for Claims Report dated: October, 13, 2016.

**** MR. KIMMEL MOVED THE ITEM.**

**** THE MOTION TO RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: OCTOBER, 13, 2016 PASSED UNANIMOUSLY.**

Narrative on Tax Collections dated October 13, 2016- Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss: September 30, 2016.

Ms. Biagiarelli came forward to present both of the items. She stated that through the end of September, 2016, the first three months of the fiscal year, the City collected more than \$158 million or 52.42% of our 302 million adjusted tax levy. As of the end of September, 2016, we collected more than \$7.8 million of our sewer use tax levy, or 50.82%.

Ms. Biagiarelli stated that delinquent notices called “demand notices” were mailed in mid-September. It is required by law to demand payment before pursuing collection enforcement. She stated that we also do a semi-annual mandatory payroll garnishment for City and Board of Education employees for back taxes. Federal regulations prevent City Council members from having their stipends garnished.

Ms. Biagiarelli stated that as a result of the data and systems conversion that the DMV undertook last summer, some Connecticut taxpayers received Motor Vehicle tax bills from the wrong municipality this summer, and others are expected to face the same problem this coming winter. She stated that we will identify more accounts going forward, as more and more taxpayers who were improperly billed face compliance issues at the DMV, when their registrations failed to renew.

Mr. Hempstead arrived at 7:06 p. m.

Discussion on Senior Tax Relief.

Discussion on Senior Tax Relief was postponed until next month.

Receive Oak Hills Authority Monthly Financial Statements for August 31, 2016.

Mr. Baron came forward to speak on the item. He reviewed the August 2016 Financial Commentary on Oak Hills Park Authority. He stated that cash is \$35,000 higher than the prior-year. He stated this is a decrease of \$35,000 from the prior month. However, accounts payable is \$30,000 lower than the prior year, which accounts for the cash decrease. He stated that on the budget comparison Year-to-Date, Year-to-Date revenue is on budget. Personnel expenses are exceeding budget by \$16,000 primarily due to Operations personnel. Administrative expenses are on budget. Park maintenance exceed budget by \$48,000 due to Ag & Chem, which is being researched. Operating income is \$63,000 under budget. This should improve with the correction of AG & Chem expenses.

Mr. Baron stated that work will begin soon on the golf course. Nine holes will be shut down at a time. This is significant work to the course that will be completed around late March. The goal is for Oak Hills Golf Course to become a “Jewel of the City.” Ms. O’Toole stated that mass emails have been sent out on a regular basis to update golfers on the status of the course, and the changes that are being made.

Resolution, authorizing the Mayor, Harry W. Rilling, to execute any and all documents to secure the repayment of a loan in the amount of Three Hundred Thousand dollars (\$300,000) from the City of Norwalk to the Sixth Taxing District for the purpose of paying capital expenses related to the renovation of the District’s Community Center for Fiscal Year 2016-2017.

**** MR. IGNIRI MOVED THE ITEM.**

Mr. Barron came forward to speak on the item. He stated that in the FY 2016 - 2017 Capital Budget, an appropriation of \$300,000 was made for the Sixth Taxing District Community Center Project. The funds for the project have been bonded, and before transmitting the funds to the Sixth Taxing District, a loan agreement is necessary. He stated that \$300,000 is to be given to the district on November 1, 2016. The first payment is due 12 /1/2016. The last payment is due November 1, 2031. The interest rate is 2.23% (City of Norwalk's 2016 new money interest rate of 1.88 plus an administration fee of 0.35%.) The term is 15 years and the type is Level Principal.

**** THE MOTION AUTHORIZING THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS TO SECURE THE REPAYMENT OF A LOAN IN THE AMOUNT OF THREE HUNDRED THOUSAND DOLLARS (\$300,000) FROM THE CITY OF NORWALK TO THE SIXTH TAXING DISTRICT FOR THE PURPOSE OF PAYING CAPITAL EXPENSES RELATED TO THE RENOVATION OF THE DISTRICT'S COMMUNITY CENTER FOR FISCAL YEAR 2016-2017 PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to enter into a contract with Midwest Microfilm & Optical Storage Systems, d/b/a Midwest Micro Imaging of Golden Valley, MN, for the digitization of the Library's South Norwalk Sentinel microfilms pursuant to the specifications of Bid Project #3662, for a cost not to exceed \$17,600.00 accounts 09166210-5777-C0571 and 09176210-5777-C0571 (approved capital budget; no special appropriation needed).

**** MR. KIMMEL MOVED THE ITEM.**

Mr. Schadlich came forward to speak on the item. He stated that the Norwalk Public Library is cooperating with the Connecticut State Library to digitize historic Norwalk newspapers and make them available to the general public through the State's Library's Newspapers of Connecticut Project, which is itself an offshoot of the Library of Congress's National Digital Newspaper Program. He stated that digitization of physical copies of the Norwalk Gazette has been completed. The next phase is to digitize the South Norwalk Sentinel, which is currently on 199 reels of microfilm. With the help of the Purchasing Department, this was put out to bid in the spring of 2016. He stated that we have decided to go with Midwest Microfilm & Optical Storage Systems d/b/a Midwest Micro Imaging of Golden Valley, MN.

**** THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH MIDWEST MICROFILM & OPTICAL STORAGE SYSTEMS, D/B/A MIDWEST MICRO IMAGING OF GOLDEN VALLEY, MN, FOR THE DIGITIZATION OF THE LIBRARY'S SOUTH NORWALK SENTINEL MICROFILMS PURSUANT TO THE SPECIFICATIONS OF BID PROJECT #3662, FOR A COST NOT TO EXCEED \$17,600.00 ACCOUNTS 09166210-5777-C0571 AND 09176210-5777-C0571 (APPROVED CAPITAL BUDGET; NO SPECIAL APPROPRIATION NEEDED) PASSED UNANIMOUSLY.**

Resolution, authorizing Capital Appropriation reductions of accounts 09167100-5777 -C011 9 and 091571 00-5777-c0119 by \$70,000 and \$20,000 respectively.

Resolution, authorizing a Special Capital Appropriation in the amount of \$90,000 to increase the appropriation in account 091771 00-5777-C011 9 for the Department of Public Works to renovate the Public Works workspace at City Hall.

**** MR. HEMPSTEAD MOVED TO AUTHORIZE CAPITAL APPROPRIATION REDUCTIONS OF ACCOUNTS 09167100-5777 -C011 9 AND 091571 00-5777-C0119 BY \$70,000 AND \$20,000 RESPECTIVELY, AND TO AUTHORIZE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$90,000 TO INCREASE THE APPROPRIATION IN ACCOUNT 091771 00-5777-C011 9 FOR THE DEPARTMENT OF PUBLIC WORKS TO RENOVATE THE PUBLIC WORKS WORKSPACE AT CITY HALL.**

Mr. Barron stated that the Director of Public Works is requesting that the city approve a special capital appropriation of \$90,000 to renovate the Public Works workspace in City Hall. No bonding authorization is required because the source of funding will come from existing capital account surpluses. On July 5, 2016, the Public Works Committee authorized the issuance of a purchase order to begin the renovation project which was later approved by the Council on July 12, 2016. However this project number's \$295,000 appropriation was for the removal of three storage tanks, and cannot be used without an increase to its appropriation. Surpluses in the prior year's projects were the intended source of funding.

Mr. Barron stated that Practice and Policy for capital appropriations will be updated and released by the end of the month. A Finance Authorization Form will be put in place to ensure that surpluses from one project are not used for other projects. This should improve the process going forward.

**** THE MOTION PASSED UNANIMOUSLY.**

Receive Board of Estimate and Taxation Appropriations dated October 3, 2016

The Board of Estimate and Taxation Appropriations dated October 3, 2016 were received.

**** MR. HEMPSTEAD MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:57 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services
City of Norwalk
Finance/Claims Committee
Regular Meeting
October 13, 2016
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