

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING  
MAY 11, 2017**

**ATTENDANCE:** Bruce Kimmel, Chair; John Kydes, Shannon O'Toole-Giandurco, Douglas Hempstead, John Igneri, Travis Simms (7:14 p.m.)

**ABSENT:** Nick Sachinelli

**STAFF:** Fred Gilden, Comptroller, Robert Barron, Finance Director

**OTHERS:** Lisa Biagiarelli, Tax Collector; Bruce Chimento, Public Works Director; Kathryn Hebert, DPW; Richard Brescia; Michael Harding; Ralph Kolb, WPCA; Karen DelVecchio, ITS Director; Dave Roth, ITS Department.

**CALL TO ORDER**

Mr. Kimmel called the meeting to order at 7:05 p.m. A quorum was present.

Mr. Kimmel stated that Mr. Sachinelli was not able to attend the meeting and Mr. Simms was delayed.

**PUBLIC PARTICIPATION.**

There was no one present who wished to address the Committee at this time.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE  
COMMITTEE MEETING:**

**April 13, 2017**

**\*\* MR. IGNERI MOVED THE MINUTES OF APRIL 13, 2017.**

The following corrections were noted:

Page 1, under Approve the Minutes of the March 9, 2017, please change the motion from:

**\*\* MR. KYDES MOVED TO APPROVE THE MARCH 9, 2017 MINUTES  
AS SUBMITTED.**

**\*\* THE MOTIOIN PASSED UNANIMOUSLY.**

To:

**\*\* MR. KYDES MOVED TO APPROVE THE MARCH 9, 2017 MINUTES  
AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Page 2, paragraph 2, line 2: please change the following from: "is still I bankruptcy ad there are" to: " is still in bankruptcy and there are"

Page 2, under Discuss and Approve FY 2017-18 Parking Authority Budget, paragraph 1, line 5, please change: "13% unrestricted fund position." To "13% unrestricted net position."

Page 3, Agenda paragraph header, please change the title from:

**"3. DISCUSS AND APPROVE FOI ACT LNDIGENCY POLICY."**

to:

**"3. DISCUSS AND APPROVE FOI ACT INDIGENCY POLICY."**

**\*\* THE MOTION TO APPROVE THE MINUTES OF APRIL 13, 2017 AS CORRECTED PASSED WITH FOUR (4) IN FAVOR (KIMMEL, O'TOOLE-GIANDURCO, IGNERI AND KYDES) AND ONE (1) ABSTENTION (HEMPSTEAD).**

**Claims Committee: receive the monthly claims report; review and approve claims as required for Claims Report dated: May 11, 2017**

Ms. Biagiarelli indicated that there was one special request for a refund in excess of \$10,000. She reviewed the details with the Committee.

**\*\* MR. KIMMEL MOVED TO APPROVE THE SPECIAL REQUEST FOR A TAX REFUND IN EXCESS OF \$10,000 AS INDICATED IN THE CLAIMS COMMITTEE MEETING REPORT DATED MAY 11, 2017.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Narrative on Tax Collections dated May 11, 2017 -- receive Reports and discuss: April 30, 2017.**

Ms. Biagiarelli presented her report.

*Mr. Simms joined the meeting at 7:14 p.m.*

**Receive Oak Hills authority Monthly Financial Statements**

. Mr. Barron said that for the nine months their expenses exceeded their revenues by \$44,000. He said that the financial picture was worse than last year, but reminded everyone that last year, the weather was very mild during March. He noted that Ms. Williams noted in her narrative that they had a draw down in their account but added

there was also construction going on at the course right now. The City would like to have Oak Hills build up their Fund Balance so they would not have to draw on their Credit Line. This is their goal but their current efforts have been towards investments to attract more golfers.

Mr. Kimmel said that he had questions about the impact of the poorer weather conditions. Mr. Barron repeated that the past year the weather had been mild, but that there was also work being done on the course during the winter.

Mr. Hempstead had some details questions about their credit status. Mr. Barron said that he did not know that information specifically but would find out for Mr. Hempstead.

Mr. Igneri said that he had seen a news report about the recent resurgence of golf recently.

Mr. Simms said that last year there was a major investment in new motorized stand up carts. He asked if the revenue had increased. Mr. Barron said that he would ask to see if the new carts had arrived. He said that he knew they were upgrading the carts and would ask for more details on this.

Mr. Kydes asked if they had spent the grant funding. Mr. Barron said that he would check into how much had been completed with the \$1.5 million funding and how much was left to do. He said that the major work should have been done over the winter and would generate a status report.

**Discuss and approve FY 2017-18 Parking Authority budget as revised.**

Mr. Kimmel said that originally the Committee had forwarded this to the full Council because they thought the Board of Estimate and Taxation already had a discussion about this budget. Mr. Gildea later informed Mr. Kimmel that the BET had not yet discussed it and was offered a choice to bring it back to the Committee for discussion or to forward it to the full Council. Since there were changes made in the budget, Mr. Kimmel stated that he had decided to bring it back to the Committee.

Mr. Hempstead asked about the Personnel increase from \$176,489 to \$2,049,235. Ms. Hebert replied that the Customer Service had expanded and there was an office in the Yankee Doodle garage. This also included extended customer service hours.

Mr. Hempstead asked if the parking authority had considered what would happen when the Walk Bridge project gets underway and the parking will be very restricted in South Norwalk. Mr. Brescia said that they had not put a strategy together at this time, but anticipated it would start in three or four years down the road. Ms. Hebert said that they had attended all the Walk Bridge meetings and were in discussions with the State about this.

Mr. Brescia said that at random times and locations during the week, the enforcement officers would be putting tokens in the meters for those vehicles where the time had run out. The enforcement officers will leave a note on the vehicle windshield letting the owner know what was done. This is to help improve the Parking Authority's image with the public.

Mr. Brescia went on to speak about the Fund Balance concerns. He said that when budgets are done in the future, they might want to have actual costs for various projects. In the past, the Finance Department had told them that they had too many assets and too many projects underway, so that the Fund Balance needed to be built up. That is what the Authority has been busy doing.

Mr. Simms said that he had noticed a number of new employees. Ms. Hebert said that the new office, which will open in July, will have some new employees but there have not been new employees. She also noted that since parking enforcement did not end at 5 p.m. there were different shifts. Mr. Simms said that he had asked some of the new faces and they said they were new employees. Ms. Hebert said that the new hires were simply filling vacant positions created by employees leaving. She said they had not created any new positions.

Mr. Kydes said that he felt that there was not enough being done to lower the amount of violations. People come to Norwalk because of SoNo and with too many tickets being handed out, it hurts the businesses. He said that there had been a 25% increase in violations. There could be more done to lower the amount of violations and it is time to think outside of the box, particularly in South Norwalk.

Mr. Kimmel said that he assumed the Capital funds line items refers to specific projects. Ms. Hebert said that there were several projects planned, such as repaving one of the railroad lots, repair of the stairs at the Haviland parking garage. There are also discussions going on with the State about the parking near the East Norwalk Railroad station and the temporary lot at Van Zant. Mr. Brescia said that there had been some research done about where the SoNo employees were parking.

Mr. Kimmel asked that next year, he would appreciate a list of projects being added to the Capital Projects.

**\*\* MR. KIMMEL MOVED TO APPROVE FY 2017-18 PARKING AUTHORITY BUDGET AS REVISED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Discuss and Approve FY 2017-18 Water Pollution Authority Budget.**

Mr. Chimento introduced Mr. Kolb to the Committee members.

Mr. Chimento said that the WPCA was working well. The reserve funds are used for maintenance and replacement. He explained that the Pumping Station at Marvin Beach was not working and that a temporary by pass had been set up. He said that the station was built in 1959 and upgraded in 1977. The station had worked well until recently. Now it is time to replace it.

Mr. Chimento explained that the shellfish bed closures are not due to the WPCA or sewer bypasses but that Bureau of Aquaculture automatically closes the beds if there is more than 1 1/2 inches of rainfall.

Mr. Kimmel asked about the Nitrogen Credits. He said that there were one or two years when the credits were low and other years when it was high. Mr. Kolb gave a brief overview of these credits. The State monitors the amount of nitrogen released. If the municipality is on the plus side, they receive money from the Fund. If the amount is in the negative column, then the municipality pays into the Fund. He added that Norwalk has been doing better than the baseline criteria. The State frequently changes the baseline criteria. Mr. Kimmel noted that this meant that the nitrogen credits did not actually reflect on how well the plant was working but on where it was in relationship to whatever the State baseline was at a given time. Mr. Kolb said that this was so. The cost per credit has gone down, but Norwalk had ranked 8th in the State in receiving credits.

Mr. Kydes asked about the number of employees. Mr. Kolb said that there were three current employees. Mr. Kydes asked if there was someone there 24/7 to monitor the equipment. Mr. Kolb explained that they contract out the operations of the treatment plant to OMI and it is staffed by them 24/7. There are 24 OMI employees involved in shifts.

Mr. Igneri said that he was on the Board of the WPCA. It is not an easy job. Most people do not realize the size of the job.

Mr. Hempstead asked about creating a user system. He said that the average home owner is given a flat rate while the commercial businesses are charged by the gallon. He asked how other municipalities handle this. He also wanted to know if there were any cities that had user fees. Mr. Chimento said he did not know of any municipality that has a usage fee, but there was a major conference coming up about this and he would ask around.

Mr. Kimmel said that this was an issue that had been discussed repeatedly for at least 15 years. There is a conservation issue and an equity issue. He suggested that perhaps that they should start to discuss this because there could be two identical houses side by side, but one could have 13 people living in one and only one or two people in the other.

Mr. Chimento said that the Second Taxing District had provided information on this, but the First District had not. Mr. Hempstead pointed that that the First Taxing District had used the City's bond rating to borrow a significant amount. He felt that the information should be available to the Committee. Mr. Chimento said that he had a meeting scheduled with Mr. DiGangi from the First Taxing District next week and he would check with him about this issue.

**\*\* MR. KIMMEL MOVED TO APPROVE THE FY 2017-18 WATER POLLUTION AUTHORITY BUDGET.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tyler Technologies to assist the Assessor with real property valuation for a sum not to exceed \$680,000.00. (Account 011321-5258)**

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

Mr. Barron came forward and said that the re-evaluation be awarded to Tyler Technologies. Mr. Barron said that this was done every five years. Every other inspection would be a full inspection and the off years would be based on a statistical sampling of the area. Mr. Barron said that he preferred that every property be assessed each time.

In this budget, \$1.5 million was allocated, so the rate of \$680,000 represents some savings. The last time, when the inspectors encountered "non-entries" where the residents did not answer the door, hang cards were left and repeated visits were made.

Mr. Kydes pointed that it was the outside changes, such as additions, decks, sheds, etc. which is where the money was to be made. Mr. Barron agreed and said that Tyler had a system where an overlay was done and matched with GIS aerial photos. If there are new structures or changes, it will become evident.

Mr. Igneri said that when Vision did the work, they collected data and now Tyler will be collecting data. He asked what is being done with all the information. Mr. Barron said that the information is given to Mr. O'Brien and Mr. Stewart to review. Mr. Stewart sets the final value on the parcels based on the information. It is not just the inspection information but the location and condition of the real estate.

Mr. Hempstead asked if the software was proprietary. Mr. Barron said that Tyler uses Vision and does more than the original creators of the software.

Mr. Hempstead asked how the company intended to prevent the mis-calculations similar to the ones that happened five years ago. Mr. Barron said that he did not think they would be doing anything differently and unfortunately that was the effect of a mass evaluation.

Mr. Barron said that he would asked Mr. O'Brien and Mr. Stewart about this. He went on to list a number of various factors such as vacancy rates, real estate values and other economic indicators that contribute to the situation.

Mr. Barron gave a brief overview of the assessment appeal process and noted that in Norwalk, the number of appeals were well within the parameters for other municipalities. Mr. Hempstead pointed out that multiple appeals like this cost the city due to lawyers and court costs. Mr. Barron said that both Mr. O'Brien and Mr. Stewart said that they would be spending time with the company to make sure that they were accurate.

Mr. Barron went on to speak about the data mailers, which usually generates about a 10% response rate, but Tyler was able to generate almost a 70% response. This is because the cards stated that failure to respond would result in a site visit.

Mr. Igneri pointed out that there were a number of homes that were raised because they were in the flood zone. Mr. Barron said that Mr. O'Brien teaches real estate appraisals and he had questioned the company extensively about this. Mr. O'Brien was impressed with the answers Tyler gave.

**\*\* THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TYLER TECHNOLOGIES TO ASSIST THE ASSESSOR WITH REAL PROPERTY VALUATION FOR A SUM NOT TO EXCEED \$680,000.00. (ACCOUNT 011321-5258) PASSED UNANIMOUSLY.**

**Resolution making appropriations for various public improvements aggregating \$120,718,000 for the 2017-2018 capital budget and authorizing the issuance of \$120,080,000 general obligation bonds for the city to meeting certain appropriations in the 2017-2018 capital budget.**

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

There were no questions or discussion on this agenda item.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Authorize the Mayor, Harry W. Rilling, to sign a Letter of Agreement regarding the agreement of Prime AE Group, Inc., The Capital Region Council of Governments (CROG), and the City of Norwalk as one of the members of IT Services Cooperative for an Electronic Document Management System, Commencing June 29, 2017 and ending June 30, 2022 with additional three year options to renew.**

**Authorize the Purchasing Agent to issue purchase orders to The Capital Region Council of Governments for base Software Licenses, implementation, and hosting services for Phase 1 Electronic Document Management Systems at a cost not to**

**exceed \$19,250.00 and additional customization interfaces and workflows not to exceed \$60,000 (total \$79,250.00) account (09160600-5777-C0375) Budgeted IT capital project; no special appropriation required.**

**\*\* MR. KIMMEL MOVED BOTH OF THE ITEMS.**

Mr. Kimmel asked if there was still money in the budget. Ms. DelVecchio said that they might have more money but would use any surplus would be used for phases of the projects.

Ms. DelVecchio said that up until the 1980's, most of the documents were kept on paper and the older documents, which date back to the 1800's are stored in the basement. If someone has to get an older document, it involves going to the basement and digging through document boxes.

Public Works was willing to partner with IT for digitalizing their documents. Ms. DelVecchio reviewed the details of the proposed program. She said that they were looking for the best bang for the buck and that they were partnering another municipality in order to reduce the costs.

Mr. Hempstead asked what would happen at the end of the five year agreement. He said that he expected that there would be some maintenance fees. Ms. DelVecchio said that the City would own the data. Ms. DelVecchio said that they were careful not to get into a proprietary situation that would lock themselves into something that they might want to change in the future.

Mr. Hempstead asked about the preparation of the documents. Ms. DelVecchio pointed out that there were many variables because some of the maps were quite large, other documents were hand written and had to be indexed. Some of the maps are on onion skin, others on linen and still others are on vellum.

**\*\* THE MOTION TO APPROVE BOTH ITEMS OF THE FOLLOWING ITEMS:**

**AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SIGN A LETTER OF AGREEMENT REGARDING THE AGREEMENT OF PRIME AE GROUP, INC., THE CAPITAL REGION COUNCIL OF GOVERNMENTS (CRCOG), AND THE CITY OF NORWALK AS ONE OF THE MEMBERS OF IT SERVICES COOPERATIVE FOR AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM, COMMENCING JUNE 29, 2017 AND ENDING JUNE 30, 2022 WITH ADDITIONAL THREE YEAR OPTIONS TO RENEW.**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO THE CAPITAL REGION COUNCIL OF GOVERNMENTS**

**FOR BASE SOFTWARE LICENSES, IMPLEMENTATION, AND HOSTING SERVICES FOR PHASE 1 ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS AT A COST NOT TO EXCEED \$19,250.00 AND ADDITIONAL CUSTOMIZATION INTERFACES AND WORKFLOWS NOT TO EXCEED \$60,000 (TOTAL \$79,250.00) ACCOUNT (09160600-5777-C0375) BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION REQUIRED.**

**PASSED UNANIMOUSLY.**

*Mr. Kydes and Mr. Igneri left the meeting at 8:45 p.m.*

**Authorize the Mayor, Harry W. Rilling, to execute an agreement with CDR Solutions for email archiving system for an amount not to exceed \$34,250.00, account 09150600-5777-C0375 (Budgeted IT capital project; no special appropriation required.)**

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

Ms. DeVecchio gave an overview of the information as stated in her memo dated April 27, 2017. She said that the FOI requests had spiked during the last 24 months. She said that this did not cover the Board of education ITS department.

Ms. DeVecchio introduced Mr. Dave Roth who handles the email along with the FOI requests.

**\*\* THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CDR SOLUTIONS FOR EMAIL ARCHIVING SYSTEM FOR AN AMOUNT NOT TO EXCEED \$34,250.00, ACCOUNT 09150600-5777-C0375 (BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION REQUIRED.) PASSED UNANIMOUSLY.**

### **ADJOURNMENT**

**\*\* MR. SIMMS MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services

City of Norwalk  
Finance/Claims Committee  
Regular Meeting  
May 11, 2017