

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JULY 13, 2017**

ATTENDANCE: Bruce Kimmel, Chair; John Kydes, Douglas Hempstead (7:14 p.m.)

STAFF: Sal Iannacone, Comptroller's Office

OTHERS: Lisa Biagiarelli, Tax Collector; Karen DelVecchio, IT Director; Ben Luce, Purchasing Director; Deputy Fire Chief Al Bassett; Craig Schmidt, Risk Manager

CALL TO ORDER

Mr. Kimmel called the meeting to order at 7:05 p.m. A quorum was not present. Mr. Kimmel said that Mr. Igneri, Mr. Simms, Ms. O'Toole-Giandurco and Mr. Sacchinelli were unable to attend the meeting. Mr. Kimmel said that he would be bringing the various agenda items before the full Council for approval.

PUBLIC PARTICIPATION

Ms. Danielle Figarello, of State Street, Bridgeport, came forward and said that she wanted to talk about the outsourcing of the mailroom services. She said that she has worked in the mailroom for 18 years first as the Assistant Clerk and then she took over the driver's position and continued to work as the Clerk. She said that she was told that this would be put out to bid and has heard nothing about it. Ms. Figarello said that the two interviewees came and they have no idea what her duties really are. Under her current contract with NPS, she is the Mail Truck Driver and Mail Clerk. If the services were outsourced, Ms. Figarello would not qualify for the positions. She said that her salary was critical to her family and that she has some medical issues. She pointed out that they would be asking the taxpayers to cover her costs and those of the two new employees.

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

June 8, 2017 & June 27, 2017

Mr. Kimmel said that due to the lack of quorum, the minutes will be held over to the next scheduled meeting.

Claims Committee: receive the monthly Claims report; review and approve claims

as required for Claims Report dated: July 13, 2017

Narrative on Tax Collections dated July 13, 2017- Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss: June 30, 2017.

Ms. Biagiarelli said that there were no special requests this month. She then gave a summary of her reports.

She said that the books have been closed for the fiscal year 2016-2017 and there has been a 98.93% collection rate/. She reviewed why the numbers changed from the May report to the June report. Collections are currently underway. The mailing went out June 20th and the department is working on delinquent collections.

Mr. Hempstead joined the meeting at 7:14 p.m.

The staff is working on doing seizures for business and personal property. She explained that the more they are aggressive with having people paying on time is because delinquent payments result with people who pay on time paying a tiny bit more than they should because of the delinquencies.

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Tyler Technologies, a sole source provider, for Tyler Hosting and Software as a Service for the MUNIS Financials, Human Capital Management, Revenue, and Productivity Modules, for the City and Board of Education, for a five year period commencing January 1, 2018 for amounts as follows: Year 1, \$243,000; Year 2, \$262,900; Year 3, \$298,794; Year 4, \$298,794; Year 5, \$307,757. Sole Source Procurement.

Ms. DelVecchio came forward and explained that the City had servers for the various City departments including the Police and Fire Departments. She said that Tyler Hosting was offering cloud storage and back up. The principal storage site is in Maine while the back up site is in Texas. She reviewed the details and pointed out that the City would not have any hardware on site. While the City has the best systems it can afford, the Tyler Hosting has Grade A hardware. Right now, if something happens in Norwalk, Tyler Hosting technology can run payroll from either location. Westport, and New Canaan both have used this service without a problem.

Mr. Kimmel asked about the Cubes capability for the Board of Education. Ms. DelVecchio said that she would have to ask Mr. Gilden to check on this and get back to Mr. Kimmel. Mr. Hempstead asked how the funds would be allocated. Ms. DelVecchio explained that she carries about \$125,000 for the BOE services in her budget but the break out would have to be explained by Mr. Barron. She said that she did not have visibility into their operating budget.

Mr. Kimmel said that he would present this to the full Council for a vote.

Authorize the purchasing agent to issue purchase order to Andrews Technology HMS, Inc. replacement of Timeclocks for the City's Time and Attendance System. (Account 0111340- 5741) (Sole Source Procurement).

Mr. Luce Said that the City has 50 time clocks in the various City buildings. Right now they want to replace 13 of the older units. There are some clocks located at the beach, at the police department and the DPW garage.

Mr. Kimmel asked where the actual finance figures were. Mr. Luce said that he would ask Mr. Gilden to forward that information to Mr. Kimmel.

Mr. Kimmel said that he would present this to the full Council for a vote.

Authorize the Mayor to execute a three (3) year agreement for mailroom services for City and Board of Education locations with Canon Solutions America, Inc. for a total amount not to exceed \$352,142.33.

A staff member came forward and spoke about the mailroom outsourcing. He said that Canon was very enthusiastic about doing the job. The City outsourced the mail services several years ago. There is only one BOE mailroom employee. There is one employee who handles the City mail and is not a City employee. The staff member said that the current mail person would be repositioned into a Custodial position.

Mr. Hempstead asked if they could get more information about the cost savings.

Mr. Kimmel asked for clarification regarding the City mailroom employee. He was told that the City mail staff was an employee of Rekko. Mr. Kimmel asked for more information on the cost savings before the next Council meeting. It will be important to have a complete picture before a decision is made.

Mr. Kimmel suggested that the city consider moving to electronic devices to reduce the amount of paper.

Mr. Kimmel said that he would present this to the full Council for a vote.

Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection for grant funds for Emergency Management Performance Grant which is approximately \$46,500.

Deputy Fire Chief Al Bassett came forward to speak about the grant application. They are requesting that the City be a fiduciary for the Fire Department grant for the regional

Emergency Management Performance program. The City was able to do this last year and it worked out well. There are no costs other than generating the reports by Finance Department. There are 14 towns involved in this and the area ranges along the shoreline from Greenwich to Stratford and includes towns that are located one town north of the shoreline communities, such as Wilton, Weston, Trumbull, etc.

Mr. Kimmel said that he would present this to the full Council for a vote.

Discuss requested information on insurance from June 2017 meeting.

Mr. Schmidt, the City Risk Manager, came forward to present an analysis of the insurance for Veteran's Park. He said that there were high deductibles and the premiums were 10 times higher than what the City has now.

Regarding the insurance costs for the school construction, Mr. Schmidt explained that those insurance costs would become clearer once the project started.

Discuss sewer billing requested from June 2017 meeting.

Mr. Kimmel said that he wanted Mr. Chimento to walk the Committee through this issue and Mr. Chimento was not present. This will be included in the next agenda.

Mr. Hempstead asked about scheduling an executive session for a discussion for IT security. Mr. Kimmel requested that a potential executive session regarding IT security be included on the next agenda also.

ADJOURNMENT.

Mr. Kimmel announced that the meeting was adjourned at 7:51 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services