

**CITY OF NORWALK  
FINANCE /CLAIMS COMMITTEE  
REGULAR MEETING  
SEPTEMBER 14, 2017**

**ATTENDANCE:** Bruce Kimmel, Chair; John Igneri, Shannon O'Toole-Giandurco; Douglas Hempstead, Nick Sacchinelli (7:08 p.m.)

**STAFF:** Fred Gilden, Comptroller

**OTHERS:** Lisa Biagiarelli, Tax Collector; Chimento, DPW Director; Karen DelVecchio, IT Director; Tom Little, Permit Engineer

**CALL TO ORDER**

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

Mr. Kimmel said that there was an oversight on his part regarding adding an item to the agenda about IT security. He said that he would like to put the item off to the October agenda.

**PUBLIC PARTICIPATION**

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

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

**\*\* MR. IGNERI MOVED TO SUSPEND THE RULES TO ADD THE MINUTES OF JUNE 8, 2017 AND JUNE 27, 2017 TO THE AGENDA.**

**\*\* THE MOTION TO ADD THE MINUTES OF JUNE 8, 2017 AND JUNE 27, 2017 TO THE AGENDA PASSED UNANIMOUSLY.**

*Mr. Sacchinelli joined the meeting at 7:08 p.m.*

**June 8, 2017 Minutes –**

**\*\* MR. KIMMEL MOVED THE MINUTES OF THE JUNE 8, 2017 MEETING.**

**\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

**June 27, 2017 Minutes –**

**\*\* MR. KIMMEL MOVED THE MINUTES OF THE JUNE 27, 2017 MEETING.  
\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI,  
O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION  
(SACCHINELLI).**

**July 13, 2017 Minutes –**

**\*\* MR. KIMMEL MOVED THE MINUTES OF THE JULY 13, 2017 MEETING.  
\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI,  
O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION  
(SACCHINELLI).**

**Claims Committee: receive the monthly Claims Report; review and approve claims  
as required for Claims Report dated:**

**August 10, 2017  
September 14, 2017**

Ms. Biagiarelli stated that there were no special requests and the Claims Reports were for information only.

**Narrative on Tax Collection dated September 14, 2017 – Receive Report and  
discuss.**

Ms. Biagiarelli presented her report to the Committee.

Mr. Ignieri asked if there was any way to shorten the time period for the taxpayer to pay. Ms. Biagiarelli said that right now the bills go out in the middle of June and the residents have seven weeks to submit a payment. There are some issues with the processing of the checks from third party locations, such as local banks. Discussion followed.

**Monthly Tax Collector's Reports – Receive Reports and discuss: August 31, 2017**

Ms. Biagiarelli presented her report to the Committee.

**Authorize the Purchasing Agent to issue purchase orders to Total Communications, a sole source provider, for the supply, installation, training and maintenance to upgrade the existing Cisco VoIP distributed telephones and voice mail system for all of City Hall, six fire locations, Police Department, DPW Garage, Health Department, Marine Base, Animal Control, Central Office, three high schools, four middle schools and Libraries (service for a total of 1,600 users) for an amount not to exceed \$152,491.00. Account 09120600-5777-C0375 (\$42,210); 09150600-5777-**

**C0375 (\$40,281) and 19185010-5777-C0112 (\$70,000 [BOE]) (budgeted capital expense; no special appropriation required).**

Ms. DelVecchio came forward and said that the proposal underscores how many buildings the system serves. She said that Norwalk first introduced the VoIP system when the new police headquarters and BMHS were upgraded to VoIP in 2005. The City shares the system with the Board of Education, but the system has maxed out. The VoIP system has reduced the cost by \$80,000 for both the City and the BOE. Total Communications is located in Hartford and they can provide local service and support.

**\*\* MR.IGNERI MOVED THE ITEM.**

Mr. Sacchinelli asked if there would be any benefits for other systems. Ms. DelVecchio said that it would allow the users to utilize Jabber on the iPad via a cellular connection.

Mr. Kimmel had some questions about when this was included in the Capital Plan. Ms. DelVecchio said that the BOE had tried to include it in the capital budget for two years but they had not received funding approval. The BOE carries the lion's share of the phone service and they will be bringing on two new facilities in the coming years. They have to upgrade because they are at capacity now. Discussion about the details followed.

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

**Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Software License and Service Agreement between the City and Software Consulting Associates for the licensing and services of Muncity Permit System for Public Works for an amount not to exceed \$41,600.00 account 0180600-57770C0375 (approved IT Capital project; no special appropriation required) and forward onto the Common Council for further action.**

**\*\* MR. HEMPSTEAD MOVED THE ITEM.**

Ms. DelVecchio reviewed the details and said that this would allow the four departments, Planning, Zoning, DPW and Building Department to all access the same information. Mr. Chimento said that the system was cloud based and when someone takes a photo of something, everyone has access to it.

Mr. Sacchinelli asked about the licensing. Ms. DelVecchio said that right now the City pays a license fee for Trak-It, but that it would cost about \$130,000 to upgrade Trak-It. The Muncity contract locks the cost in for 5 years.

Mr. Igneri asked if the departments would have access to the archived documents, such as past inspections. Ms. DelVecchio said that they would be able to do so.

**\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

**Authorize the Mayor to execute a three (3) year agreement for mailroom services for City locations with Canon Solutions America, Inc. for a total amount not to exceed \$182,964.00.**

**\*\* MS. O'TOOLE-GIANDURCO MOVED THE ITEM.**

Mr. Kimmel noted for the record that this issue had been thoroughly discussed at previous meetings.

**\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (KIMMEL, IGNERI, O'TOOLE-GIANDURCO AND HEMPSTEAD) AND ONE (1) ABSTENTION (SACCHINELLI).**

**Resolution amending the August 25, 2015 resolution which appropriated \$1,200,000 for the payment of inverse condemnation settlement relating to the construction of a new Police Headquarters and authorizing the issuance of general obligation bonds of the city to meet said appropriation, to an amended appropriation of \$1,650,000 for the costs associated with the judgment and authorizing the issuance of general obligation bonds of the city to meet said amended appropriation.**

**\*\* MR. IGNERI MOVED THE ITEM.**

Mr. Gildea came forward and said that this involved the construction of the new police headquarters in South Norwalk. He then gave a brief overview of the appropriation increase.

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

**Receive Oak Hills Authority Monthly Financial Statement for July 2017.**

Mr. Kimmel said that they receive these reports but it is hard to assess what is going on.

Mr. Hempstead if there was a situation going on with the restaurant tenant. Mr. Gildea said that there was an issue and gave a brief overview of the details.

**Discuss sewer billing requested from June 2017**

Mr. Chimento came forward and gave an overview of the information contained in the report handout. He said that the average charge across the state was \$472. Homeowners pay a flat fee for approximately half the State's municipalities. He referred to

information from the 2009 Malcolm Pirnie report that was handed out some months earlier. On page 5-1, there is a summary of what it would take to change from a flat rate to a consumption rate. He pointed out that there would need to be major work done on:

- billing
- collections
- acquiring the information from the various water companies.

Discussion followed about the difference between a "flat rate" and a "flat fee".

The Malcolm Pirnie report indicated that it would take about 12 to 18 months to convert to a consumption rate. He added that there would be additional costs for billing and the accounting, also.

Mr. Hempstead pointed out that the costs could be rolled into the rate. Mr. Chimento agreed but pointed out that there would have to be a base rate and excessive use would increase the cost.

The discussion moved to the difference between commercial and residential uses. Mr. Chimento pointed out that some businesses produce waste water that contains items that resulted in them being charged a higher rate.

Mr. Igneri asked about the capital reserve. Mr. Chimento reminded everyone that he Marvin Beach pump station had failed this year and would have to be replaced.

The Committee then discussed the rates for the various towns as outlined in the handout.

Mr. Kimmel said that he felt that the City needed to address the conservation issue. Mr. Chimento said that it would cost to calculate the savings when people don't turn the water off while brushing their teeth or leave the automatic sprinkler system on during rainy days. He pointed out that there are commercial businesses like bakeries that use more water in their product than they discharge.

Mr. Hempstead said that he would like to see more conservation from the home owners. Mr. Chimento said that the commercial customers are paying for the amount of water they use.

Mr. Kimmel asked how many of the committee would like to pursue this. Mr. Hempstead said that he would like to have more information on the commercial rates. Mr. Chimento listed a number of resources that he would check for the appropriate information. The Committee agreed that they would discuss this in November.

Mr. Kimmel asked if they should have a discussion on IT security. The Committee members agreed that they wished to discuss this. It will be scheduled on a future agenda.

**ADJOURNMENT.**

**\*\* MR.IGNERI MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services