

**BOARD OF ESTIMATE & TAXATION MEETING ACTIONS**

**JANUARY 3, 2006**

ATTENDANCE: Mayor Richard Moccia; Randall Avery; Fred Wilms; Michael W. Lyons; James Clark; Stuart Wells; Ron Coley.

STAFF: Mary Roman, City Clerk; Thomas Hamilton, Director of Finance

OTHERS: Chief Harry Rilling, Norwalk Police Department

CALL TO ORDER

Mayor Moccia called the meeting to order at 7:04 p.m.

1. APPROVAL OF MINUTES

December 5, 2005 – Regular Meeting

Corrections to the December 5, 2005 Regular Meeting minutes are as follows:

Page 3, after Item 4: add the following sentences: The Board returned from Executive Session at 7:45 p.m. Mr. Avery made a motion to accept the Special Appropriation; all were in favor. The meeting ended at 7:50 p.m.

**\*\* MR. WILMS MOTIONED TO ACCEPT THE MINUTES OF THE DECEMBER 5, 2005 REGULAR MEETING WITH CORRECTIONS AND ADDITIONS.**

**\*\* MOTION PASSED WITH ONE ABSTENTION (MR. LYONS).**

December 19, 2005 – Special Meeting

Corrections to the December 19, 2005 Special Meeting Minutes are as follows:

Mr. Wells pointed out that his first name is spelled “Stuart” not “Stewart.”

**\*\* MR. WILMS MOTIONED TO ACCEPT THE MINUTES OF THE DECEMBER 19, 2005 SPECIAL MEETING AS AMENDED.**

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

**\*\* MR. LYONS MOTIONED TO SUSPEND THE CURRENT RULES AND TAKE UP ADOPTION OF THE MOST CURRENT VERSION OF MASON’S MANUAL OF LEGISLATIVE PROCEDURE AS THE RULES FOR THE BOARD OF ESTIMATE & TAXATION MEETINGS.**

Mr. Avery said they would need copies at some point of the current manual to review, and asked if this would be provided. Mayor Moccia said that Corporation Counsel could provide the copies if needed.

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

**\*\* MR. LYONS MOVED TO ADOPT THE MOST CURRENT VERSION OF MASON'S MANUAL OF LEGISLATIVE PROCEDURES AS THE RULES FOR THE BOARD OF ESTIMATE & TAXATION MEETINGS.**

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

## 2. SPECIAL APPROPRIATIONS AGENDA (SECTION A)

### LIST OF RESOLUTIONS

#### ADVERTISED ITEMS - 4

Ms. Roman read the first resolution into the record.

Mr. Hamilton stated that this appropriation will come from Increased Estimated Revenue and not the Fund Balance. He explained that the funds are needed to continue to operate flu shot clinics, as the activity this season was higher than anticipated, but it also means that the revenue was also higher than anticipated.

RESOLVED, THAT A SUM NOT TO EXCEED \$40,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATED REVENUES FROM HEALTH CLINICS FEES TO THE HEALTH DEPARTMENT TO PAY FOR VACCINES AND MISCELLANEOUS SUPPLIES FOR THE CLINICS. (ACCOUNT NO. 01-2070-5322).

**\*\* MR. WILMS MOTIONED TO APPROVE THE RESOLUTION AS READ.**

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

Ms. Roman read the second resolution into the record.

Mr. Hamilton explained that employees make pension payments, which are then put into the DROP account and there is a lump sum to access when the employee leaves the department. He said this appropriation is for termination or severance that an employee is entitled to upon terminating their employment. It is not a new liability but an existing liability. Mr. Hamilton explained that DROP only affects the City's cash flow, which is not budgeted for severance payments.

Chief Rilling explained how employees become eligible for the DROP plan. He stated that currently there are thirty-four employees who have opted for the plan, and that

nineteen more will become eligible for it shortly. He said that in 2006, only four more employees will be come eligible for the plan and that they have to become eligible first in order to retire.

Mr. Wilms asked if this was supposed to be a revenue-generating plan. Chief Rilling responded that an employee in the plan is unable to be promoted once they are in the plan. Mr. Lyons asked Mr. Hamilton whether the City did not budget for severances, and asked if they pay severances out of a special severance fund. Mr. Hamilton said that in 60-70% of cases, they paid into the fund, but in 30% of the cases, additional funds are needed. A brief discussion followed.

RESOLVED, THAT A SUM NOT TO EXCEED \$488,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO THE POLICE DEPARTMENT TO PAY FOR SEVERANCE PAYMENTS DUE TO DROP. (ACCOUNT NO. VARIOUS).

\*\* MR. WILMS MOTIONED TO APPROVE THE RESOLUTION AS READ.  
\*\* MOTION PASSED UNANIMOUSLY.

Ms. Roman read the third resolution into the record.

RESOLVED, THAT A SUM NOT TO EXCEED \$414,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO THE POLICE DEPARTMENT TO PAY FOR AN EXPECTED SHORTFALL IN OVERTIME WAGES. (ACCOUNT NO. VARIOUS).

\*\* MR. LYONS MOTIONED TO ACCEPT THE RESOLUTION AS READ.  
\*\* MOTION PASSED UNANIMOUSLY.

Ms. Roman read the fourth resolution into the record.

RESOLVED, THAT A SUM NOT TO EXCEED \$307,357 BE AND THE SAME IS HEREBY TRANSFERRED FROM FUND BALANCE TO THE COMBINED DISPATCH AND EMERGENCY PREPAREDNESS PLANNING DEPARTMENT TO PAY FOR AN EXPECTED SHORTFALL IN OVERTIME WAGES. (ACCOUNT NO. VARIOUS).

\*\* MR. WILMS MOTIONED TO ACCEPT THE RESOLUTION AS READ.  
\*\* MOTION PASSED UNANIMOUSLY>

### 3. TRANSFER AGENDA (SECTION D)

There was nothing to be discussed at this time.

### 4. OTHER BUSINESS (SECTION C)

1. ADOPT TENTATIVE MEETING SCHEDULE – BOARD OF ESTIMATE &  
TAXATION – CALENDAR YEAR 2006

\*\* MR. LYONS MOTIONED TO ADOPT THE TENTATIVE SCHEDULE WITH THE  
JULY 3RD MEETING DATE CHANGED TO JULY 5TH BECAUSE OF THE  
FOURTH OF JULY HOLIDAY.

\*\* MOTION PASSED UNANIMOUSLY.

5. ADDITIONAL INFORMATION (SECTION D)

Mr. Hamilton wanted to mention the Health Department budget that was originally adopted for this year and said that the Board might not be aware that the numbers adopted for this year had been reduced by \$140,000 in anticipation of a savings from the Health District consolidation but that was not now going forward, and we are looking at the Health Department to find out how much of that can be covered through internal transfers. He wanted the Board to know he may need to come back with appropriations. He said it may be less than \$140,000 but they don't yet know for sure. He said they would wait until later in the fiscal year to make a determination.

Mr. Avery said he wanted to suggest that they have the benefit of the summary of where we stand with Contingency and draws from Contingency, and along with Mr. Lyons' observation regarding the options, he was suggesting a similar summary of what we have taken out of the funds. Mr. Hamilton agreed.

ADJOURNMENT

\*\* MR. LYONS MOTIONED TO ADJOURN THE MEETING.

\*\* MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Linda J. Hayes  
Telesco Secretarial Services

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