

**CITY OF NORWALK  
BOARD OF ESTIMATE & TAXATION  
OCTOBER 1, 2108**

**ATTENDANCE:** Edwin Camacho, Chair; James Frayer, Troy Jellerette; Artie Kassimis;  
James Page (6:40 p. m.)

**STAFF:** Robert Barron, Director of Finance; Donna King, City Clerk, Angela Fogel, Director of  
Management & Budgets

**CALL TO ORDER**

Mr. Camacho called the meeting to order at 6:36 p. m.

**1. APPROVAL OF MINUTES**

**September 4, 2018 – Regular Meeting**

- Page 1 Correct “Correct the spelling of the” to correct “he” to “the”  
Correct “Mr. page” to “Mr. Page”  
Correct “Motion passed unanimously” to “the motion passed unanimously”.
- Page 2 Correct “to bring all accounts to zero.” To “to eliminate all negative variances.”  
Correct “board of Education” to “Board of Education”  
Correct “Kristen Smith” to “Kristen Karczmit”
- Page 3 Correct “Ms. Smith” to “Ms. Karczmit”

**\*\* MR. FRAYER MOVED TO APPROVE THE SEPTEMBER 4, 2018 MINUTES AS AMENDED.  
\*\* THE MOTION PASSED WITH THREE VOTES IN FAVOR AND ONE ABSTENTION (MR. KASSIMIS).**

**2. SPECIAL OPERATING APPROPRIATIONS AGENDA (SECTION A) (NONE)**

No items were brought forward.

**3. Transfer Agenda (Section B)**

**Fiscal Year 2017-18**

**Recreation & Parks**

Mr. Barron stated that this transfer is to cover a deficit in the Recreation and Parks Plumbing, Heating and Electrical Services account due to the surplus being transferred out of the department in the August Board of Estimate & Taxation’s end-of-year transfers.

- \*\* MR. KASSIMIS MOVED TO APPROVE A TRANSFER FROM THE OTHER PROFESSIONAL SERVICES ACCOUNT TO THE PLUMBING, HEATING, & ELECTRICAL SERVICES ACCOUNT IN THE AMOUNT OF \$4,665.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

Mr. Page arrived to the meeting at 6:40 p. m.

#### **4. OTHER BUSINESS (SECTION C)**

##### **1. Special Capital Appropriation - Library**

Mr. Barron stated that the Library is requesting a special appropriation in the amount of \$75,000 for the purchase of a Mobile PopUp Library vehicle. The funds will be drawn down from the balance in the Capital Fund, so a purchase will not require bond approval. Two library capital projects will be closed to offset the expenditure. Mr. Barron stated that authorized funds for the security camera and the children's room renovation projects will be returned. These closed projects will reduce authorized but unissued funds by \$13,500 and \$66,000, respectively, for a net effect of reducing the library's authorized but unissued funds balance by \$4,500.

Mr. Alex Knopp stated that the library is a department of the City. The City has approved a plan to expand the library sometime in the next five years. He stated that we are conscious to not make capital improvements to the building when we are expecting to do a complete renovation and probably expand sometime in the next decade.

Mr. Knopp stated that in this time of interim planning, the popup library fits our situation. It is a way to expand library services without having to do any renovations to the main library building. He stated that the popup library helps in our mission to prevent the summer slide where the reading skills children had developed over the school year, slides backwards. In order to encourage children to keep reading, the library needs to reach out to where the children are. He stated that 100s of children will be reached during the summer in a cost effective manner.

Ms. Christin Bradley stated that the security camera project had design difficulties and will not be pursued in the foreseeable future. The children's room renovation was part of a larger library re-design and became infeasible within the scope of the larger main library renovation project. The larger renovation project will be re-visited without the children's room renovation.

Ms. Bradley stated that we request a special capital appropriation for the popup library so we can get the vehicle on the road for the summer of 2019. If we wait for the 2019-20 capital budget, we will lose the summer of 2019. The popup takes about 6 weeks to produce, plus the time to ship it from Ohio. If we get approval to order the truck in January, we could have it up and running for the school visits the librarians do in May and June to promote summer reading. We could also use the popup to help with kindergarten registration.

Ms. Vicki Oatis stated that the popup library will keep a regular schedule of visits throughout the spring and summer including preschools and after school and summer programs. We also hope to include the popup in special family events like the Memorial Day Parade.

Ms. Oatis stated that youth services staff made 19 visits to do 44 programs with 1458 students in attendance at camps and the Norwalk Summer Academy in 2018. These staff will be scheduled on the popup library. Staff will bring a library laptop and a wireless hot spot connection so visitors can sign up for library cards, check out materials, place items on hold and update their account information.

**\*\* MR. KISSIMIS MOVED TO APPROVE A SPECIAL APPROPRIATION IN THE AMOUNT OF \$75,000 TO PURCHASE THE MOBILE POPUP LIBRARY. THE FUNDS WILL BE DRAWN DOWN FROM THE BALANCE IN THE CAPITAL FUND.**

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

## **5. ADDITIONAL INFORMATION (SECTION D)**

### **Status of Contingency**

#### **Financial reports**

##### **Oak Hills Financial Status – August 2018**

Mr. Barron stated that in the first two months of this fiscal year vs. the first two months year prior, Oak Hills brought in \$42 thousand less revenue. Golf fees were \$22 thousand short. Tennis revenue was \$10 thousand less. Restaurant income was \$12 thousand less. However, they benefited from increased tournament fees and cart revenue.

Mr. Barron stated that Oak Hills expenses were, for the first two months vs the year prior, \$8 thousand worse. The expenses were primarily in Park Maintenance fees. He stated that the \$42 thousand less revenue and \$12 thousand more in expenses meant that they were about \$50 thousand worse in year over year.

Mr. Barron stated that on Net Operating income, Oak Hills still had \$121,000 more revenue than expense dollars. They are cash flow positive. He stated that on August 31, 2017, Oak Hills had \$208 thousand in current assets. This year they have \$9 thousand in current assets. They have not paid the debt service that was due to us in July or the two debt service payments that were due in September.

Mr. Barron stated that last year, Oak Hills owed us \$93,361. This year it is listed as \$78,523, which is a mistake. He stated that he would call them and the correction would be made.

Mr. Barron stated that the restaurant operator has been given 8 months of free rent. The City did not want a 5 year agreement without knowing what the market will bear. The Authority now owns the kitchen equipment, which it purchased for \$50 thousand. The purchase of the equipment will impact the amount of rent that will be able to be charged.

Mr. Barron stated that he has confidence in the Authority. They have hired a new controller and are better able to manage the accounting. He stated that the superintendent has been doing a good job in keeping the golf course in good shape.

**Year-to-date Capital Budget Report – FY 2018-19**  
**Year –to-date Operating Expenditure Report – FY 2018-19**  
**Year-to-date Operating Revenue Report – FY 2018-19**  
**Year-to-date BOE Operating Expenditure Report – FY 2018-19**  
**Tax Collector’s Narrative – August 2018**  
**Tax Collector’s Report – August 2018**

Mr. Barron submitted a summary of key revenue drivers with a historical comparison and projection to year-end. He stated that we are 25% into the year. He gave an overview of the large categories of expenses.

**Salary accounts**  
**Police – FY 2018-19 Pg. 150**  
**Fire – FY 2018-19 Pg. 152**  
**Public Works – FY 2018-19**

**ADJOURNMENT**

**\*\* MR. KASSIMIS PAGE MOVED TO ADJOURN.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:06 p. m.

Respectfully submitted,

Tom Blaney  
Telesco Secretarial Services