

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING  
JANUARY 10, 2019**

**ATTENDANCE:** Greg Burnett, Chair; Ernest Dumas, Douglas Hempstead John Igneri, Nick Sacchinelli Darlene Young

**ABSENT:** John Kydes

**OTHERS:** Robert Barron, Finance Director; Lisa Biagiarelli, Tax Collector; Karen DelVecchio, IT Director; Jeff Oduro, Sr. IT Engineer; Michael Lozano; Adam Bovilsky, Norwalk Housing Authority Director

**CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:01 p.m.

**ROLL CALL**

Mr. Burnett called the roll. A quorum was present.

**PUBLIC PARTICIPATION**

There was no one present from the public that wished to address the Committee at this time.

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

**November 8, 2018**

**\*\* MR. HEMPSTEAD MOVED THE MINUTES OF NOVEMBER 8, 2018 AS SUBMITTED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 8, 2018 AS SUBMITTED PASSED WITH FOUR (4) IN FAVOR (DUMAS, HEMPSTEAD, IGNERI AND SACCHINELLI) AND ONE (1) ABSTENTION (YOUNG).**

**December 13, 2018**

**\*\* MR. IGNERI MOVED THE MINUTES OF NOVEMBER 8, 2018 AS SUBMITTED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 8, 2018 AS SUBMITTED PASSED WITH TWO (2) IN FAVOR (BURNETT AND IGNERI) AND FOUR (4) ABSTENTIONS (DUMAS, HEMPSTEAD, SACCHINELLI AND YOUNG).**

**Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Microsoft for Government Cloud Office 365 Solution project for the City' email system (875 users) for 3 year term with 1 option 2 year extension for an annual amount not to exceed \$62,867.25. Account number 09160600-5777-C0375 and forward onto the Common Council for further action.**

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

Ms. DelVecchio came forward and introduced Mr. Jeff Oduro, an IT Senior Engineer. Ms. DelVecchio gave a brief overview of the various aspects of moving the data to the cloud. She explained that previously storing information from the Health Department or the Police Department required security measures that companies could not meet. Recently both Microsoft and Google have been able to meet the required security standards.

Mr. Oduro explained that by moving the data to the cloud, the City will be able to use the most updated software and will no longer have to manually provide software patches. Since the cloud storage is not located in Norwalk, if there is a weather catastrophe, the information is still there.

Ms. DelVecchio said that they had spoken with nearby communities who use the cloud and they have been very pleased with the service. By using the cloud, the employees who work from home will be able to access the information. After reviewing the various providers, the IT Department has decided that Microsoft would be the best vendor.

Mr. Burnett asked if this would include the BOE. Ms. DelVecchio said that the BOE had moved to the cloud three years ago.

Mr. Sacchinelli asked about the retention factor. Ms. DelVecchio and Mr. Oduro reviewed the details with the Committee members. Discussion followed.

Mr. Burnett asked for clarification on the cost. Ms. DelVecchio said that it would cost \$62,000 a year. Currently the City spends approximately \$80,000 to \$100,000 every five years to upgrade.

Mr. Burnett asked Ms. DelVecchio what kind of savings the City would be having. Mr. Barron then explained that while there was only a projected savings of \$20,000 per year from the upgrade costs. He added that it would be incremental savings. He said that

this was a Capital project that approved in FY 15-16 and would not affect the operating budget for the initial operation.

**\*\* THE MOTION TO APPROVE THE ITEM PASSED UNANIMOUSLY.**

**Authorize the Mayor, Harry W. Rilling, to execute an agreement with Connection Business Solutions, a Microsoft Gold-certified implementation partner, for deployment services related to the migration of the City's email system to Microsoft Government Cloud Office 365 Solution per quotation #345387-1.2, dated 11/5/2018, not to exceed \$19, 999.00. Account 09160600-5777-C0375 and forward on to the Common Council for further action.**

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

Mr. Barron noted that this was the same account number as the previous item. Mr. Burnett asked if this was a one time expense. Mr. Barron said that he believe that it was.

**\*\* THE MOTION TO APPROVE THE ITEM PASSED UNANIMOUSLY.**

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

January 10, 2019

**Narrative on Tax Collections dated September 13, 2018 - Receive Report and discuss.**

**Monthly Tax Collector's Reports - Receive Reports and discuss:  
December 31, 2019**

Ms. Biagiarelli came forward and said that there were no special request that needed the Committee's approval this month, but that she anticipated there would be some next month.

Ms. Biagiarelli then presented the highlights of her written reports as contained in the information packets.

Mr. Burnett thanked Ms. Biagiarelli for her presentation.

Mr. Burnett stated that the Committee members had received an email from Ms. Diane Lauricella as part of the Public Comment and that he would like to include it in the record.

**PUBLIC COMMENT CONT'D**

Please include my comments for your consideration and for the record.

I regret that I cannot attend tonight's meeting due to a sudden business obligation.

I am offering the following comments as an authorized advisor to the South Norwalk Citizens for Justice (SNC4J).

Prior to your authorization of item 10 please consider resolution of the following matters as Council members who have leverage to get answers:

For the record, we are very pleased that Washington Village is being replaced as a mixed income development.

It has come to our attention that the following matters have not been resolved, and information and reasonable questions have still not been answered.

1. Demolition: Air Quality Management plan has still not been given to me, including measures taken to reduce dust and Demolition debris, especially on windy days. I have asked for it verbally and in writing.
2. Historic industrial soil contamination: Clarification of soil contamination laying beneath the demolition area including measures to properly handle when Demolition takes place and ultimate Remediation plan.
3. Transparency: Councilman Dumas has mentioned that certain staff have attempted to withhold crucial information from him by pressuring tenants. This matter needs to be resolved going forward because as a Councilman from District B, Mr. Dumas has shined a needed light upon this important development project. Any attempts to cover up important information needs to be halted and those individuals found to be responsible need to be held accountable.

Please advise how we can resolve these matters in a productive way as soon as possible.

Thank you for your consideration.

Sincerely

Diane Lauricella  
Environmental Advisor SNC4J

**Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to execute the Tax Abatement (tax fixing) agreement between the City of Norwalk, the Norwalk Housing Authority, and entities totally controlled or owned by Trinity**

**Washington Village Phase Three Limited Partnership.**

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

Mr. Barron came forward and reminded the Council Members that the item before them was a financing request. He said that he was happy to speak about the financing terms, but Michael Lozano from Trinity was present, as was Adam Bovilsky from the Norwalk Housing Authority. They would have to address the issues Ms. Lauricella mentioned.

Mr. Barron proceeded to review the details of the financing agreement. The Phase III proposal is the same as Phase I and Phase II. Mr. Barron then gave an overview of the increasing tax percentage, which were listed in the memo dated January 3, 2019 from Mr. Barron to the members of the Finance/Claims Committee.

Mr. Barron then indicated where those figures could be found on a large spreadsheet and how the anticipated taxes would change over time. He explained that these were the figures that the City had calculated so that Trinity could go to the market for the financing.

Ms. Young asked about the ACC (Annual Contribution Contract) subsidy. Mr. Bovilsky came forward and explained that these were tax contracts.

Mr. Lozano of Trinity Partners came forward and said that there were professional contractors that were handling the demolition and the demolition is nearly complete. There are licensed professionals overseeing the work on a daily basis. There is a licensed environmental professional that is not associated with the contractor monitoring the work. The licensed environmental professional reports on both the buildings and the land. This is to ensure that all the participants know what is happening on the site.

The reports are sent to the various agencies as necessary and include documentation of the existing conditions for both the buildings and the land. They have reported to the State agencies along with any other agencies that require reports.

Mr. Lozano repeated that there are professional staff on site every day observing to make sure that all of the procedures are followed. Any issues are addressed immediately. This is a construction project so there is some dust. The site is completely fenced and they are continuing to take steps to control the dust.

Mr. Dumas said that he had been out to the site on the same day and that the high winds contributed to spreading the dust. He said that he also saw some metal flying around in the wind. He asked Mr. Lozano how they control that and what they would do if the metal went over the fence and hit someone's car.

Mr. Lozano said that this was not something he had encountered and obviously they would move to prevent debris from leaving the site.

Mr. Dumas asked again what they would do if the metal left the site. He added that the fencing should be higher.

Mr. Lozano said that they do have processes and protocols to follow if something like that were to happen. The specifications of the project outline. What needs to happen from the contractors and the contractor has their own regulations from OSHA. If something did occur they have the oversight in place and the reports would be made.

Mr. Dumas said that near Bldg. 9 part of the fence was done he wanted to know why this had not been addressed yet. The high winds have been blowing the dust down the lane to towards the family that is still in residence. Mr. Dumas wish to know why the people who were on site overseeing this project had not fixed this. The fence has been laying on the ground for a few days. Mr. Lozano said that he would make sure that this was corrected as soon as he got back to the office.

Mr. Bovilsky came forward and pointed out that this was the second time that Mr. Dumas had come before the Trinity Partnership and the Norwalk Housing Authority regarding an issue that had been going on for several days. Then Mr. Dumas would ask Mr. Bovilsky why he had not fix this. Mr. Bovilsky repeated his earlier request that Mr. Dumas not to wait several days before leading the Housing Authority or Trinity Partners know about issues that needed to be addressed.

Mr. Bovilsky then recounted how when Mr. Dumas had complained about garbage left by tenants that had moved out, Mr. Bovilsky had instructed the maintenance crew to go and clean it up which they did. Mr. Bovilsky repeated his request that Mr. Dumas notify him right away when there is an issue that needs to be addressed rather than waiting for several days.

Mr. Dumas pointed out that Mr. Lozano had just stated earlier that there were people on site that were overseeing the project. He said that if there were people on site monitoring the project, then the issue should be addressed right then and there. Mr. Bovilsky replied that he appreciated Mr. Dumas' comments and was sure that Mr. Lozano was going to go back and have this issue addressed.

Mr. Dumas then said that the garbage had been laying there for a number of days and no one had noticed it. Mr. Dumas said that when people are moving out of the apartments, the maintenance crew should go to the apartment clean it out and remove all the garbage. If the maintenance crew was going through the project site every day they would see the debris and take care of it, so no one would have to contact Mr. Bovilsky about the issue. Mr. Bovilsky replied that he had gone to the site and noticed that there was an overflow

of garbage because the container was too small. That situation has been corrected and had happened sometime ago.

Mr. Dumas stated that he was monitoring the situation and looking out for the families that were still in residence. He is concerned about their health conditions. There are two units that still have families occupying them. Unit 906 and Unit 1112 still have their families living there.

Mr. Lozano said that the residents of Unit 1112 were scheduled to move out earlier in the day but needed more time to pack and we're going to be moving the following day. Mr. Dumas said that this is the type of mixed messages that they were receiving. Mr. Bovilsky said that he was sorry but he had been under the impression that the tenants had already moved out.

Discussion followed about the details of the two families who were still in residence. Mr. Bovilsky cautioned everyone that he could not go on record and speak about the families that were in residence because of privacy issues.

The discussion moved to the demolition timeline. Mr. Bovilsky said that there were five buildings plus Learning Center remaining. They are not scheduled to be demolished until October.

Mr. Bovilsky said that the Housing Authority and Trinity Partners were doing everything that they possibly can to assist the families that need to be relocated. He then listed the various resources that were involved such as the NHA paying for the move, having the case manager involved, along with the company's relocation services involved.

Mr. Lozano was then asked to respond to Ms. Lauricella's concerns.

Mr. Lozano assured everyone that all of the regulations had been followed. Extensive studies were done on the environmental conditions before the project started.

Mr. Burnett said that he would forward Ms. Lauricella's email to Mr. Bovilsky so that he could pass it on to Trinity Partnership. Mr. Bovilsky said that he would make sure that the Trinity Partnership received Ms. Lauricella's email and that the environmental concerns would be forwarded to the group that handled that aspect of the project.

**\*\* THE MOTION TO APPROVE THE ITEM PASSED UNANIMOUSLY.**

**Receive Oak Hills Authority Monthly Financial Statements for November 30, 2018.**

Mr. Barron said that the plan was still being written and the balance sheets were in the information packet. It is critical for the City to have a plan to move forward. There are issues with the lease agreement.

Mr. Barron then reviewed the figures with the Committee. He reported that earlier in the day, there was an exchange of ideas and he felt that they were getting close to finalizing a plan.

Mr. Burnett said that no action should be taken until an audit report has been signed off and submitted. Discussion followed.

Mr. Barron said that he was personally impressed with the way that the golf course had improved and was working with the Board Authority. He suggested that they create a plan that included submitting a percentage of each round played and having a check in that amount included with each monthly report.

Mr. Burnett said that he had just received a list of key Budget dates and noted that Mr. Barron would be receiving the BOE budget on the 15th. The Committee would be meeting with the BOE on the 29th. He asked everyone to mark their calendars.

Mr. Hempstead asked Mr. Barron about status of the re-evaluation. Mr. Barron said that there was a presentation on the 20th of November and there was a link posted on the Tax Assessor's. The residential neighborhoods increases are listed on page 14, while commercial properties listed on page 18 are increasing by a over 40%. Because the commercial rate increased so much, they will be providing the more of the cost of running the City.

Mr. Hempstead asked about the extending the appeals period. Mr. Barron said that the information appeals have concluded and now the data is being compiled by the Tax Assessor. He will then present that to Mr. Barron. Mr. Barron will be meeting with all the department heads about their budgets. His recommendations are presented to the BET and then the BET calls all the department to come forward to explain their request. Based on what the BET decides, the mill rate is set.

Mr. Hempstead asked if there was a way where they could extend the appeal period. Mr. Barron said that it was critical that the Tax Assessor's file by the end of January because all the other pieces of the budget process depend on it. He added that the date for the submission of the budget was set by the Charter. Mr. Hempstead said that he simply wanted the public to be able to appeal if they needed to because of the increase.

Mr. Ignneri asked if Mr. Barron thought the number of appeal would be more than in 2013. Mr. Barron said that he believe it would be more. He said that he did not think the increase in the volume was due to anything more than the ease of being able to make an appointment.

## **ADJOURNMENT**

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

The meeting adjourned at 8:27 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services