

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
APRIL 11, 2019**

ATTENDANCE: Gregory Burnett, Chair; Douglas Hempstead; John Igneri; John Kydes;
Nicholas Sacchinelli (7:07 p.m.)

STAFF: Lisa Biagiarelli, Tax Collector; Angela Fogel, Director of
Management and Budgets; Kathryn Hebert, Director of
Transportation, Parking and Budgets; Ralph Kolb, WPCA;
Chitsamay Lam, Comptroller; Mobility; Michael Stewart, Tax Accessor

1. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:04 p.m.

2. ROLL CALL

Mr. Burnett called the Roll. A Quorum was present.

3. PUBLIC PARTICIPATION

There were no members of the public who wished to speak this evening.

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

March 14, 2019 – Regular Meeting

Under attendance, add comas between the names.

**** MR. KYDES MOVED TO APPROVE THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

**5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT;
REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT
DATED: APRIL 11, 2019**

6. **NARRATIVE ON TAX COLLECTIONS DATED APRIL 11, 2019** – Receive Report
and discuss.

7. **MONTHLY TAX COLLECTOR'S REPORTS DATED MARCH 31, 2019** – Receive
Report and discuss:

Ms. Biagiarelli reviewed her report. She said the list of refunds in the meeting packet are for information only. Refunds were issued to residents who paid their taxes on time, but their payments were delayed by the post office.

Mr. Sacchinelli joined the meeting at 7:07 p.m.

Ms. Biagiarelli said they are on target with 98.23% of their adjusted tax levy. This is not a tax sale year so they are focusing on enforcement. She said they are waiting for May when they will have the new mill rate and they can start the summer billing.

Mr. Hempstead suggested including a notice about the elderly tax relief program in the bills. Ms. Biagiarelli said those notices would have to go in the December bills because the application period is from February 1st to May 15th. She said she has a flyer that describes the program. Mr. Hempstead suggested placing those flyers at the libraries and the Senior Center.

8. UPDATE ON TAX RELIEF PROGRAMS FOR THE ELDERLY AND DISCUSS AND TAKE NECESSARY ACTION.

Mr. Stewart updated the Committee on the Elderly Tax Relief program. He said the requirements are based on a person's age and income. Mr. Burnett asked Mr. Stewart to send a written summary of his presentation to him and he will share that information with the Committee members.

Mr. Igneri said he had several calls from one resident who said the assessment wiped out their tax relief. Mr. Stewart explained that they are totally unrelated. Mr. Igneri suggested increasing the tax relief limits during the revaluation year. Mr. Burnett said they plan to start that process in the fall so they will be in a position to offer the program to people in the higher income limits.

Mr. Hempstead asked, that going forward, they have a more aggressive campaign to get the message out to residents. Mr. Burnett noted that under the City's re-organization one of the responsibilities of the Chief of Social Services will be to communicate to the residents.

9. RECEIVE BOARD OF ESTIMATE AND TAXATION OTHER BUSINESS FROM APRIL 1, 2019:

- a. ~~Adoption of Tentative FY 2019-2020 Operating Budget~~ - removed from agenda
- b. Discuss and approve FY 2019-2020 Parking Authority Budget as revised.**

Ms. Hebert gave an overview of the Parking Authority's initiatives and reviewed their goals for 2020. She said the Parking Authority is very involved with the SoNo Collection regarding parking for their construction workers.

Mr. Hempstead asked about the increase in salaries and benefits. Ms. Hebert explained that the numbers provided in the back up material were re-worked and came back lower. Mr. Hempstead asked for an updated budget for the next Common Council meeting.

Mr. Hempstead asked if there is a backup plan for parking during the holidays if the mall's parking garage is full. Ms. Hebert said that typically they will expect people to park at the mall and not at the Maritime garage.

Ms. Hebert said she will provide updated numbers for the next Common Council meeting.

**** MR. HEMPSTEAD MOVED TO AUTHORIZE THE CHAIR TO ADD THIS ITEM TO THE NEXT COMMON COUNCIL AGENDA ONCE THE UPDATED NUMBERS ARE RECEIVED**

**** MOTION PASSED UNANIMOUSLY**

c. Discuss and Approve FY 2019-2020 Water Pollution Authority Budget.

Mr. Kolb reviewed the memo included in the meeting packet. Mr. Hempstead asked if they are any closer to getting user fees closer to actual usage. Mr. Kolb explained that it is a significant cost to WPCA to go to consumption-based billing. The cost would likely increase for single family units and decrease to businesses and multi-family units.

**** MR. IGNERI MOVED TO APPROVE THE FY 2019-2020 WATER POLLUTION AUTHORITY BUDGET AS PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

d. Appointment of Auditors to Audit Fiscal Year 2018-19.

Ms. Lam explained that their current auditor is RSM. Per CT general statutes, they are required to report to OPM the name of the independent auditor designed to conduct the audit.

**** MR. IGNERI MOVED TO APPROVE THE APPOINTMENT OF RSM TO AUDIT FISCAL YEAR 2018-2019**

**** MOTION PASSED UNANIMOUSLY**

10. LIFE TO DATE OPEN CAPITAL PROJECT STATUS REPORT AS OF MARCH 31, 2019.

Mr. Burnett said there are various projects with funds not being utilized. Ms. Lam said that she and Ms. Fogel are working with departments to determine which projects should be closed. She said she will bring a list of projects that need to be closed to the next committee meeting.

**11. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS
FOR FEBRUARY 28, 2019.**

Mr. Burnett noted that opening day is this Saturday and said hopefully they will see a drastic increase in the number of rounds.

12. ADJOURNMENT.

**** MR. IGNERI MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:18 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services