

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
MARCH 12, 2020**

ATTENDANCE: Greg Burnett, Chair; David Heuvelman, Tom Keegan,
John Kydes

OTHERS: Lisa Biagiarelli, Tax Collector; Chisamay Lam, Comptroller;
William Ford, Tax Assessor; Sharon Conners, Purchasing Agent;
Anthony Carr, Chief of Operations and Public Works

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:03 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**

January 9, 2020 – Special Meeting

**** MR. KYDES MOVED THE MINUTES OF THE JANUARY 9, 2020 SPECIAL MEETING AS SUBMITTED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE JANUARY 9, 2020 SPECIAL MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

January 9, 2020 – Regular Meeting

**** MR. KYDES MOVED THE MINUTES OF THE JANUARY 9, 2020 REGULAR MEETING AS SUBMITTED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE JANUARY 9, 2020 REGULAR MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

February 20, 2020 – Public Hearing and Special Meeting

**** MR. KEEGAN MOVED THE MINUTES OF THE FEBRUARY 20, 2020 PUBLIC HEARING AND SPECIAL MEETING.**

The following corrections were noted for the **Public Hearing**:

Page 1, under **ATTENDANCE**: please change the following from:

- ATTENDANCE:** Gregory Burnett, Chair; David Heuvelman, Thomas Keegan, Thomas Livingston; Kadeem Roberts, George Theodoris, Nicholas Sacchinelli (6:46 p.m.)
- STAFF;** Henry Dachowitz, Chief Financial Officer
- OTHERS:** Dominique Johnson and Barbara Smyth, Common Council

To:

- ATTENDANCE:** Gregory Burnett, Chair; David Heuvelman, Thomas Keegan, George Theodoris, Nicholas Sacchinelli (6:46 p.m.)
- STAFF;** Henry Dachowitz, Chief Financial Officer
- OTHERS:** Dominique Johnson and Barbara Smyth, Common Council; Thomas Livingston, Common Council; Kadeem Roberts, Common Council

Page 1, under **Public Hearing, ROLL CALL**: please change the following from:

Mr. Burnett called the Roll as indicated above.

To:

Mr. Burnett called the Roll as indicated above. A quorum was present.

The following corrections were noted for the **Special Meeting**:

Page 1, under **ATTENDANCE**: please change the following from:

- ATTENDANCE:** Gregory Burnett, Chair; David Heuvelman, Thomas Keegan, Thomas Livingston; Kadeem Roberts, George Theodoris, Nicholas Sacchinelli (6:46 p.m.)
- OTHERS:** Lisa Biagiarelli, Tax Collector

To:

- ATTENDANCE:** Gregory Burnett, Chair; David Heuvelman, Thomas

Keegan, George Theodoris, Nicholas Sacchinelli

OTHERS: Lisa Biagiarelli, Tax Collector; Council Member Thomas Livingston, Council Member Kadeem Roberts

**** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 20, 2020 PUBLIC HEARING AND SPECIAL MEETING AS CORRECTED PASSED WITH THREE (3) IN FAVOR (BURNETT, HEUVELMAN AND KEEGAN) AND ONE (1) ABSTENTION (KYDES).**

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

- **March 12, 2020**

Ms. Biagiarelli came forward and said that there were no items which required a vote of approval by the Committee this month.

Narrative on Tax Collections dated March 12, 2020- Receive Report and discuss.

**Monthly Tax Collector's Reports - Receive Reports and discuss:
February 2020.**

Ms. Biagiarelli presented her reports to the Committee. In her report, Ms. Biagiarelli noted that Norwalk's City officials have determined that City Hall will have restricted opening hours for the next two weeks in response to corona virus concerns with the health and safety of the taxpayers and staff in mind. The Tax Payer's Office intends to be open from 10 a.m. to 4 p.m. on Tuesdays, Wednesdays and Thursdays. They will be closed to the public on Mondays and Fridays. She added that taxpayers can still pay by mail or over the telephone or online 24/7. Additional information is available on the Tax Collector's home page at the City website, www.norwalkct.org Updates and changes and the hours of operation will be posted there.

Mr. Burnett asked what would happen if there was an extensive delay. Ms. Biagiarelli explained that the situation was changing on a daily basis and that her current focus was on preparing the tax bills. The Tax Sale properties are posted in the main atrium of City Hall during the first week in May and they are also posted online at the City website.

Mr. Burnett thanked Ms. Biagiarelli for her reports.

**** MR. HEUVELMAN MOVED TO CONSIDER THE PURCHASING DEPARTMENT REQUEST, THE ELDERLY HOMEOWNER SENIOR TAX RELIEF PROGRAM AND THE REQUEST FROM PUBLIC WORKS BEFORE THE OAK HILLS REPORTS.**

**** THE MOTION PASSED UNANIMOUSLY.**

Authorize the Mayor, Harry W. Rilling, to exercise the first and second extensions of the (2) additional (1) one year extensions of the agreement between the City and Canon Solutions America, Inc. for the City and Board of Education Centralized Mail Room Services at Norwalk City Hall. Project No. 3748, for an amount not to exceed \$261,471.04. Account # 01-100-013-13620-0-5259.

**** MR. KYDES MOVED THE ITEM.**

Ms. Conners came forward and stated that the City has been very pleased with the services provided by Canon Solutions America, Inc. The company has proposed acceptable rate increases for continued service and she recommended that the Committee approve the proposal.

**** THE MOTION PASSED UNANIMOUSLY.**

Elderly Homeowner Senior Tax Relief Program.

Mr. Ford, the Tax Assessor, came forward and reviewed the details of his memo dated March 11, 2020 with the Committee members. He explained that his staff tracks the senior population and there has been an increase in the number of senior residents leaving Norwalk recently. Previously, that number had been consistent. His proposed changes would add approximately 65 new households to the programs with potential savings in the range of \$50.00 to \$700.00 per recipient. The additional cost to the other taxpayers would be \$132,600.00.

Mr. Ford also noted that due to the fact that Norwalk did not have a Tax Assessor for a period of time, the State has approved extending the deadline.

Mr. Kydes asked how the information was being disseminated to the seniors. Mr. Ford said that they were working with the Norwalk Senior Center and other organizations to provide the information to the seniors.

Mr. Burnett thanked Mr. Ford for his report.

Public Works Special Capital Appropriation-Fleet Replacement

1. RESOLUTION: Approve Special Capital Appropriation totaling \$275,000 to increase the available funds in Public Works Capital Project number 90-20-4031-577-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car “Key Valet” software.

2. RESOLUTION: Authorize the issuance of \$275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

**** MR. KYDES MOVED THE ITEM.**

Mr. Carr, the Chief of Operations and Public Works, came forward and explained that the various departments currently had specific vehicles assigned to them. This results in certain departments using their vehicles more than other departments. By using the new vehicles and Key Valet software, the vehicles will have more consistent mileage. The program can be set to select the vehicles with the lowest mileage for the next assignment or use a number of other indicators for vehicle assignments. There are certain department that do require vehicles with specialized equipment but the remaining departments will simply be assigned to a vehicle as needed upon request. He reviewed the information contained in the memo dated December 2, 2019 from Mr. Dachowitz, the Chief Financial Officer, sent to the Mayor, the BET, the Planning Committee and the Common Council with the Finance/Claim Committee members.

Mr. Kydes asked if this was a State contract. Mr. Carr said that it was.

**** THE MOTION PASSED UNANIMOUSLY.**

Receive Oak Hills Authority Monthly Financial Statements for December 2019 and January 2020.

Receive Oak Hills Authority Independent Auditors' Report for the Year Ended June 30, 2019.

Mr. Burnett stated that he would be contacting Mr. Mark Gartner via conference call to discuss the Oak Hills reports. He called Mr. Gartner twice with no response. Mr. Burnett then announced this item would be tabled to the next meeting.

ADJOURNMENT

**** MR. KEEGAN MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

City of Norwalk
Finance/Claims Committee
Regular Meeting
March 12, 2020