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ATTENDANCE: Gregory Burnett, Chair; David Heuvelman; Thomas Keegan; John Kydes; Nicholas Sacchinelli; George Theodoridis

STAFF: Henry Dachowitz, CFO; Lisa Biagiarelli, Tax Collector; Karen DelVecchio, Director of IT

OTHERS: Carl Dickens, Chair Oak Hills Park Authority; Matt Ritter, Shipman & Goodwin

1. CALL TO ORDER

Mr. Burnett called the meeting to order at 7:33 p.m.

2. ROLL CALL

Mr. Burnett called the Roll as reflected above. A Quorum was present.

3. PUBLIC PARTICIPATION

No members of the public wished to participate this evening.

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

May 14, 2020 – Regular Meeting

The following corrections were made to the minutes:

Correct the spelling of the following names throughout, Ms. Biagiarelli, Mr. Burnett and Mr. Heuvelman.

Correct the spelling of Mr. Brescia's name.

Page 2: second paragraph should read: The City collected 98.12% of the budgeted tax collection.

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS CORRECTED**

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS**

5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JUNE 11, 2020

Ms. Biagiarelli explained there were three claims for approval. In December 2018 there was a rush of residents paying their taxes before the law changed. These are duplicate payments.

**** MR. SACCHINELLI MOVED TO APPROVE THE CLAIMS AS REQUIRED FOR THE CLAIMS REPORT DATED JUNE 11, 2020**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. BURNETT; MR. HEUVELMAN; MR. KEEGAN; MR. KYDES; MR. SACCHINELLI; MR. THEODORIDIS)**

6. NARRATIVE ON TAX COLLECTIONS DATED JUNE 11, 2020

Receive Report and discuss.

7. MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2020

Receive Report and discuss.

Ms. Biagiarelli highlighted her reports and explained they are at 98.34% of collection. She noted they had a robust May. They collected \$2.3 million toward the tax sale. She said she has been in touch with taxpayers who are part of the sale.

The new tax levy due on July 1st, will be in the mail by the middle of next week. The taxes are due on July 1st, but the grace period has been extended to October 1st. Ms. Biagiarelli reported they transitioned to a new vendor that is more customer friendly for on-line payments.

The outside payment window at the employee's lounge is busy and working well.

Mr. Dachowitz added that while the grace period has been extended to October 1st, if the taxes are not paid by that date, interest and penalties will run from the original due date of July 1st.

Mr. Dachowitz said for this fiscal year the current collection is 98.3% which equates to \$328 million. He said that is very high and that he expects they will collect revenue in fy 2021 at or above that rate.

Ms. Biagiarelli said they are usually at 99%. They have an arrangement with Norwalk bank branches where taxpayers can make payments at the bank branches, but some of the branches are still closed. Mr. Dachowitz said that Ms. Biagiarelli is customer service oriented in her department and they want to make payments as convenient as possible.

Ms. Biagiarelli said that she thinks the City Hall building being closed is going to impact their collection rate. In addition, there are issues with the Motor Vehicle Department because they changed their registration cycle from two to three years. All those people who waited to register their cars will now wait another year.

Mr. Dachowitz said that ultimately, they will get the payments, but they can withstand the cashflow because of the rainy day funds.

Mr. Kydes asked when City Hall was going to open. Mr. Dachowitz said they are being cautious and are working on a process where no more than half of the office comes in at a time. City Hall is opening by phases. No one in the State is allowed to conduct a Tax Sale right now until the State of Emergency is lifted.

Mr. Kydes asked if there have been any cost savings by closing the building. Mr. Dachowitz said they are tracking the numbers and there have been utility and maintenance reductions; however, there are additional costs for cleaning and the installation of plexiglass.

8. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MARCH 2020 AND APRIL 2020.

Mr. Dickens gave an overview of their current financial status since re-opening. He said they re-opened on May 8, 2020. Since then, they've paid \$50,000 against the line of credit. Their current outstanding debt as of today is \$248,154. They earned \$95,000 from the sale of season passes.

Mr. Dickens reported that their Golf Pro, Mr. Ruiz was offered a new position and submitted his resignation; they are currently looking for a replacement.

Mr. Kydes asked Mr. Dickens if they are offering food at the golf course. Mr. Dickens said they opened the Half Way House on May 15th. They are looking at doing a soft opening for the restaurant for Phase II. He noted they have a new Board member who has been in the restaurant business for a number of years. There is no contract for the person currently running the restaurant. Mr. Kydes said it would be a shame to lose the season, especially since the patio is very large.

Mr. Dickens reported that they are going to start paying the City on July 1st.

9. SPECIFIC ACTION FOR IT 2020/2021 CAPITAL PROJECTS:

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTER WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS AND OBSOLETE ASSET DISPOSAL, ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED \$203,349.75, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio said this is their annual desk top refresh program. She described program and said it was put place in 2005.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

**** MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF INFORMATION SECURITY SOFTWARE, SUBSCRIPTIONS, AND PROFESSIONAL SERVICES OR AN AMOUNT NOT TO EXCEED \$70,000.00 ACCOUNT 09211370-5777-C0375 (BUDGETED IT 2020/2021 CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. Mr. Dachowitz explained that this was a coordinated joint venture where Bloom Shapiro looked at the City, Board of Education and the WPCA.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

**** MR. KEEGAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO TOTAL COMMUNICATIONS, STATE OF CT CONTRACT 18PSX0202, FOR THE SUPPLY, INSTALLATION, AND TRAINING FOR CISCO CALL MANAGER SOFTWARE UPGRADE FOR AN AMOUNT NOT TO EXCEED \$60,865, ACCOUNTS 09211370-5777-C0375 (CITY: \$30,865) AND 158- 28400-430-58 (BOARD OF EDUCATION PORTION \$30,000. (BUDGETED EXPENSES; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said that this is a joint project and the telephone system serves both the City and the Board of Education. The upgrade is timed so it does not impact the Board of Education. If the upgrade can't get completed by August 15th, it will be rescheduled to the December vacation so there is no impact on the schools.

Mr. Sacchinelli asked if people will be able to work from home using this system. Ms. DelVecchio said people are able to work from home now using the existing system. She said they have been using Zoom and MicroSoft Teams for internal meetings.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

**** MR. SACCHINELLI MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO BARAMUNDI SOFTWARE, USA INC, FOR THE BARAMUNDI MANAGEMENT SUITE, 800 ENDPOINTS, INCLUDING SUPPORT, MAINTENANCE, AND SUBSCRIPTIONS SERVICES, AND TRAINING, PER VENDOR QUOTATION DATED 1/22/2020, FOR AN AMOUNT NOT TO EXCEED \$31,512.00, ACCOUNT 09211370-5777-C0375 (BUDGETED 2020/2021 IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION.**

Ms. DelVecchio reviewed the item. She said this is an efficiency tool for IT. This is for people working from home and allows them to do remote tasks. She said this is for the addition of 800 endpoints.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH CAVANAUGH MACDONALD CONSULTING, LLC TO PERFORM THE CITY'S PENSION AND OPEB ACTUARIAL VALUATIONS FOR THE FIVE-YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025 IN ACCORDANCE WITH THEIR RFP PROPOSAL AND THEIR FINAL FEE STRUCTURE PROPOSAL AS OF MAY 22, 2020 FOR AN AMOUNT NOT TO EXCEED \$318,500 ACCOUNT # 050000-5258; 060000-5258; 070000-5258; 080000-5258; 711340-5258**

Mr. Dachowitz reviewed the item. He noted the fee was very competitive.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

**** MR. HEUVELMAN MOVED TO APPROVE THE FOLLOWING RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING \$153,832,356 FOR THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$129,001,956 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE 2020-2021 CAPITAL BUDGET.**

Mr. Dachowitz explained this is the annual resolution to authorize the issuance of \$129,001,956 general obligation bonds.

Mr. Ritter reviewed the resolution.

Mr. Dachowitz said that based on information he received from Mr. Ritter they have been assured, with the City's good bond rating, they will probably not have any problems. He said there are quite a number of authorized projects that are not yet bonded.

Mr. Burnett asked about any obstacles or concerns if the City does not have a AAA bond rating. Mr. Dachowitz said that in a choppy market like this, people are not investing. Even with all the money people are receiving in unemployment, they are saving their money instead of investing.

AAA bonding lowers the interest rate and allows the City access to markets they may not have had otherwise. Mr. Ritter added that having a AAA bond rating is very advantageous.

Mr. Dachowitz reviewed investment procedures.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. SACCHINELLI; MR. KEEGAN; MR. KYDES; MR. THEODORIDIS)**

12. ADJOURNMENT

**** MR. KEEGAN MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:22 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services