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

STAFF: Henry Dachowitz, Chief Financial Officer; Lisa Biagiarelli, Tax Collector;  
William Ford, Tax Assessor; Craig Schmidt, Risk Manager

OTHERS: Bruce Chudwick, Shipman & Goodwin; Carl Dickens, Oak Hills Park  
Authority Chair

## AGENDA

### 1. CALL TO ORDER

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

### 2. ROLL CALL

Mr. Burnett called the Roll as indicated above.

### 3. PUBLIC PARTICIPATION

No members of the public wished to speak this evening.

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

June 11, 2020 – Regular Meeting

\*\* MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS PRESENTED  
\*\* MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. HEUVELMAN; MR. KEEGAN; MR. SACCHINELLI; MR. KYDES AND MR. BURNETT)

Ms. Biagiarelli reviewed the following items.

### 5. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT DATED: JULY 9, 2020

### 6. NARRATIVE ON TAX COLLECTIONS DATED JULY 9, 2020 – RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli provided an update on tax collections dated July 9, 2020. She explained that they are at 98% of collection and they budgeted for 98.6%. They are slightly below budget, but believe they will achieve budget.

### 7. MONTHLY TAX COLLECTOR'S REPORTS DATED JUNE 2020 – RECEIVE REPORT AND DISCUSS.

Ms. Biagiarelli explained that this year they were able to mail the tax bills by June 18<sup>th</sup> and took in \$10 million by the end of June. She said collections were off to a good start. They have been

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very busy collecting at the new window at City Hall. In addition, some bank branches are accepting tax payments through their drive up windows through August 3<sup>rd</sup>.

Ms. Biagiarelli said that going forward, their department is considered essential and the collection window will be kept open. She said they are working in shifts and a lot of work is being done on site. Ms. Biagiarelli said she is in the building most days.

Mr. Heuvelman asked if there has been any conversation about getting the department more space, so they can bring more staff back into the office at the same time. Ms. Biagiarelli said they are very anxious to do that. Mr. Dachowitz added that collecting tax revenue is a major priority; Ms. Biagiarelli and her team have done an amazing job and came up with the idea of collecting taxes at the window. In addition, while Covid has been going on, Ms. Biagiarelli and her team updated the computer platform to make it more customer friendly.

Ms. Biagiarelli noted that with the building closed, the DMV closed and the tax payment extension they fell short on their collections. Usually by the end of June, they are at 99%. In addition, people are paying other bills rather than paying their tax bills. The pandemic is impacting tax collection.

Mr. Dachowitz said that compared to other cities, Norwalk is ahead in collections. He said he was pleased with the numbers.

#### **8. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MAY 2020.**

Mr. Dickens reviewed Oak Hill's financials dated July 9, 2020. Their bank balance as of July 6<sup>th</sup> is \$163,000. This week they paid out \$73,085 and as of yesterday, they paid back their line of credit. The total debt paid back since they opened in May is \$668,892.

Mr. Dickens reported that reservations have been coming in and t-sheets are full. The clubhouse opened on July 4<sup>th</sup> weekend and they are following Covid restrictions. They have been handing out masks to players if they are not wearing one.

**\*\* MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE A CONTRACT FOR MANAGEMENT AND ADMINISTRATION OF THE CITY'S WORKERS COMPENSATION AND HEART & HYPERTENSION PROGRAM FOR THE THREE YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2023 AT A COST PER CLAIM BASED ON THE FOLLOWING SCHEDULE: REPORT ONLY CLAIMS - \$27 PER CLAIM COST; MEDICAL ONLY CLAIMS - \$215 PER CLAIM COST; INDEMNITY CLAIMS - \$1,175 PER CLAIM COST; AND HEART & HYPERTENSION CLAIMS - \$1,175 PER CLAIM COST. TOTAL ESTIMATE ANNUAL COST IS \$104,747 AND TOTAL ESTIMATE THREE YEAR COST IS \$314,241. ACCOUNTS: 16-1344-5258 AND 16-5054-5258.**

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Mr. Schmidt explained the item. He said the City of Norwalk self-insures Workers Compensation and pays benefits directly to the injured worker.

The cost is per claim and the estimate is based on claims over the past five years. Mr. Schmidt noted that if they had an insurance policy, the cost would be higher.

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

**10. RECEIVE INFORMATION ON TAX RELIEF PROGRAMS FOR THE ELDERLY AND DISCUSS.**

Mr. Ford reviewed the Tax Relief Program. He noted that the Common Council increased the income level last year. Tier one increased to \$57,000 and Tier two increased to \$70,200.

**\*\* MR. KEEGAN MOVED TO APPROVE THE FOLLOWING RESOLUTION:**

**11. RESOLUTION: GENERAL OBLIGATION REFUNDING BONDS OF THE CITY OF NORWALK (THE "CITY") IN A PRINCIPAL AMOUNT NOT EXCEEDING \$53,000,000 ARE HEREBY AUTHORIZED TO BE ISSUED, AND THE PROCEEDS THEREOF APPROPRIATED, IN SUCH AMOUNT OR IN SUCH LESSER AMOUNT AS SHALL BE NECESSARY TO REFUND ALL OR ANY PORTION OF THE CITY'S OUTSTANDING GENERAL OBLIGATION BONDS AND CLEAN WATER FUND PROJECT LOAN OBLIGATIONS AND INTERIM FUNDING OBLIGATIONS.**

**THE BONDS, OR ANY PORTION THEREOF, MAY BEAR INTEREST WHICH IS INCLUDABLE IN THE GROSS INCOME OF HOLDERS THEREOF FOR FEDERAL INCOME TAX PURPOSES PURSUANT TO THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, AS THE ISSUANCE OF SUCH TAXABLE BONDS IS HEREBY DETERMINED TO BE IN THE PUBLIC INTEREST.**

**THE COMMON COUNCIL HEREBY DELEGATES TO THE MAYOR AND DIRECTOR OF FINANCE, SUBJECT TO THE FINAL APPROVAL OF THE PRESIDENT OF THE COMMON COUNCIL, THE MAJORITY LEADER OF THE COMMON COUNCIL, THE MINORITY LEADER OF THE COMMON COUNCIL AND THE CHAIRMAN OF THE FINANCE COMMITTEE OF THE COMMON COUNCIL, OR ANY TWO OF THEM (THE "COMMITTEE"), THE AUTHORITY TO DETERMINE THE NUMBER OF SERIES TO BE ISSUED, THE PRINCIPAL AMOUNT OF THE REFUNDING BOND OF EACH SERIES TO BE ISSUED, THE ANNUAL INSTALLMENTS OF PRINCIPAL, REDEMPTION PROVISIONS, IF ANY, OTHER TERMS, DETAILS AND**

**PARTICULARS OF SUCH BONDS, INCLUDING THE RATE OR RATES OF INTEREST PAYABLE THEREON, TO MAKE APPOINTMENTS AND EXECUTE SUCH OTHER AGREEMENTS, INSTRUMENTS, DOCUMENTS AND CERTIFICATES NECESSARY OR DESIRABLE FOR THE ISSUANCE OF THE BONDS.**

Mr. Dachowitz explained the item. He compared this action to a house refinancing. He said they will see a \$2.9 million savings over the life of the bond.

Mr. Chudwick explained that they tailored this resolution the same as prior refunding resolutions. This is a recommendation to the Common Council. If interest rates stay where they are, they will see significant savings. He noted that many other municipalities are doing this as well.

Mr. Heuvelman asked how quickly this can happen, if approved. Mr. Dachowitz said if this is approved, he did not see any problem in achieving this in September.

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

12. **ADJOURNMENT**

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

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

There was no further business and the meeting was unanimously adjourned at 8:00 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services