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**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
VIA TELECONFERENCE
JANUARY 4, 2020**

ATTENDANCE: Edwin Camacho, Chair; Mayor Harry Rilling; Ed Abrams;
James Frayer; Troy Jellerette; Artie Kassimis

STAFF: Henry Dachowitz, Chief Financial Officer; Angela Fogel, Director
of Management and Budgets; Donna King, City Clerk

OTHERS: Brian Smith and Stuart Wells, Registrar of Voters; Sabrina Church,
Director of Business Development and Tourism;
Jessica Casey, Chief of Community and Economic Development

Mr. Camacho called the meeting to order at 6:37 p.m.

Ms. King called the Roll as reflected above.

1. APPROVAL OF MINUTES

December 7, 2020 – Regular Meeting

The following corrections were made to the minutes:

Page 2 -correct spelling of their

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Page 4 – Mr. Jellerette said he would have been happy to keep the restaurant for another year, especially in this Covid environment.

- ** **MR. JELLERETTE MOVED TO APPROVE THE MINUTES AS AMENDED**
- ** **MOTION PASSED WITH ONE (1) ABSTENTION (MR. KASSIMIS)**

2. **SPECIAL APPROPRIATIONS AGENDA** (Section A) None

3. **TRANSFER AGENDA** (Section B)

Ms. Church reviewed the item below related to Economic and Community Development. She explained that she wants to do a leadership program with the Mayor’s Office. The guidelines were created and there will be a three week application period. Grantees will be chosen by a lottery. A small business is being defined as having 25 or fewer employees.

Mr. Frayer asked about the criteria for the grant. Ms. Church explained that the grant can be used for payroll protection costs; however, the grant can not be used for marketing. She noted that there are tens of thousands of small businesses in Norwalk. She will send a mass e-mail and this grant opportunity will be pushed out on social media.

Mr. Kassimis asked how they will weed out those who do not need the funding. Ms. Church said the applicants will need to attach their W-4 to the application, certifying they sustained a loss of 25%.

Mr. Kassimis asked Ms. Church if she has the bandwidth to review the applications. Ms. Church said she did. Ms. Casey added that Ms. Church will have a lot of support.

Mr. Jellerette asked if not for profits will be included. Ms. Church said this grant is specifically for for-profit enterprises.

Mr. Abrams asked if there were any concerns about taking this money out of the contingency. Mr. Dachowitz said he did not think it was a problem.

- ** **MR. FRAYER MOVED TO APPROVE THE TRANSFER OF \$75,000 FROM CONTINGENCY TO THE SMALL BUSINESS PROGRAM**
- ** **MOTION PASSED UNANIMOUSLY**

Mr. Wells reviewed the item below related to the Registrar’s Office. He explained that the department received grant money to cover certain items, but those accounts are short. He said that generally, they do not budget for primaries unless they are certain one is

going to be held. He said that the grants covered the cost for the Town Clerk costs associated with the absentee ballots.

- ** **MR. ABRAMS MOVED TO APPROVE THE TRANSFER OF \$20,999 FROM CONTINGENCY TO BUILDINGS AND OFFICE RENTAL, OTHER CONTRACTUAL SERVICES AND OTHER MACHINERY AND EQUIPMENT RENT**
- ** **MOTION PASSED UNANIMOUSLY**

**SECTION B
CITY OF NORWALK TRANSFERS 2020-21
BOARD OF ESTIMATE AND TAXATION**

FISCAL YEAR 2020-21

Economic & Community Development - Business Development Department

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"From" Account AVAILABLE Budget	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
01-9600-5900	Contingency	\$ 905,940	01-7057-5A0620	SMALL BUSINESS PROGRAM	\$ 75,000
TOTAL		\$ 905,940			\$ 75,000

This transfer will match \$75,000 in the Economic and Community Development budget to fund a Small Business COVID Grant Program. The total program will be \$150,000. The program will award 30 businesses with \$5,000.

Registrar

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"From" Account AVAILABLE Budget	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
01-9600-5900	Contingency	\$ 905,940	01-1210-5421	Buildings & Office Rental	\$ 600
01-9600-5900	Contingency	\$ 905,940	01-1210-5298	Other Contractual Services	\$ 4,590
01-9600-5900	Contingency	\$ 905,940	01-1210-5262	Other Machinery & Equipment Rent	\$ 15,809
TOTAL		\$ 2,717,920			\$ 20,999

Transfer 1: Needed for rental of St. Mary Hall as Polling place for both primary and general election.
 Transfer 2: Need for equipment moving expenses to and from polling places for both primary and general election.
 Transfer 3: Ballots, memory card programming, and shipping from LHS associates for primary election.

Contingency Account Balance After the Above Approved Transfers	\$ 809,941
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CONTINGENCY PRIOR APPROVALS		
Department	Explanation	TRANSFER
Health Department	Fund PT Epidemiologist	\$ 44,000
Building Department	Maintenance of 98 S. Main Bldg	\$ 40,000
IT Department	25% Match Harbor FEMA grant	\$ 71,509
Recreation & Parks	Increase exp LAZ Parking	\$ 31,509
Economic & Community Development - Code Enforcement	Fund neighborhood cleanup - Blight	\$ 23,000
Registrar	Laptop purchases for election day	\$ 7,800
Health Department	Food bank event expenditures	\$ 700
Town Clerk	Laptop purchases for election day	\$ 5,200
Library	Security Contract shortfall	\$ 38,044
Operations & Public Works	Recycling account shortfall	\$ 48,859
TOTAL		\$ 310,621

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Special Capital Appropriations Agenda (Section C) None

5. **OTHER BUSINESS** None

6. **ADDITIONAL INFORMATION** (Section D)

Mr. Camacho said that the rest of the agenda is for informational purposes. He asked Ms. Fogel for a brief summary of Oak Hills Park Authority.

Financial reports

- Oak Hills Financial Report

Ms. Fogel reported that Oak Hills is surpassing expectations. Their cash position is also doing well. They had unbudgeted restaurant revenue, but that ended in November.

On the City side, everything looks to be on track.

- Year-to-date Capital Budget Report – FY 2020-21

Mr. Frayer asked if there was anything the Board needed to do on the capital budget. Ms. Fogel explained that the next step is the Planning Commission will have their meetings.

- Year-to-date Operating Expenditure Report – FY 2020-21

- Year-to-date Operating Revenue Report – FY 2020-21

- Police Wages

- Fire Wages

- Public Works Wages

- Year-to-date BOE Operating Expenditure Report – FY 2020-21

- Tax Collector's Narrative – August 2020

- Tax Collector's Report – August 2020

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

There was no further business and the meeting was unanimously adjourned at 7:00 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services