

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING VIA TELECONFERENCE  
FEBRUARY 11, 2021**

**ATTENDANCE:** Gregory Burnett, Chairman; David Heuvelman, John Kydes, Diane Revolus, Nicholas Sacchinelli, Thomas Keegan, George Tsiranides

**STAFF:** Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Chief Financial Officer, Karen Del Vecchio, Acting Director of Information Technology, William Ford, Tax Accessor

**OTHERS:** Mark Gartner, Oak Hills Park Authority

**1. CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:07 p.m.

**2. ROLL CALL**

Mr. Burnett called the roll.

**3. PUBLIC PARTICIPATION**

There was no public participation.

**4. APPROVAL OF MINUTES FROM JANUARY 14, 2021**

Mr. Huevelman moved the minutes.

Mr. Huevelman made one edit.

On Page 3, seventh paragraph after Mr. Ford change “they” to “yes”.

Mr. Burnett had one edit.

On Page 3, second paragraph from the bottom change “abetment” to “abatement”.

**\*\* MS. REVOLUS MADE A MOTION 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:

February 11, 2021

Ms. Biagiarelli introduced a special request that required a vote from the Committee. It was for a refund in excess of \$10,000. The City reached a settlement with the plaintiff, Indian Hill, RE LLC 284 New Canaan Avenue for 2018 and 2019 Grand Lists. Ms. Biagiarelli said Mr. William Ford was present to answer questions.

Mr. Ford said this is the former State of Connecticut property that was an armory. He said it is a very difficult site to value because it is unique. Mr. Ford said there were a number of classrooms on the site that could not be used.

**\*\* MOTION TO APPROVE THE REFUND REQUESTS PASSED UNANIMOUSLY.**

The item will be forwarded to the Common Council meeting of February 23, 2021.

Ms. Biagiarelli proceeded to give the claims report. She said at the end of January were at 88.39% of our levy. She added we took in a lot the first week of February. The total collection is up to 95% and additional \$23 million. She said we have an extended grace period and cannot send delinquent notices, or intention to lien notices until after April 1. Ms. Biagiarelli Doing some other types of enforcement and working with Department of Health to withhold health permits if business is more than a year delinquent in taxes.

Ms. Biagiarelli said the office is open from 9-1 and no appointment is needed. A temperature check is required, everyone must present ID and wear a mask covering the nose and mouth.

She said they are a planning on having a tax sale on July 19, 2021. Ms. Biagiarelli said they are doing all the regular tax enforcement. She said this is the sale they started on in November 2019.

Mr. Huevelman asked how the 95% puts the city compared to last year. She said they are slightly ahead but the levy is bigger. She said the end of January is a tricky month because a lot of money comes in at the end of the month and does not get processed until February.

Mr. Burnett asked about the total collected. Ms. Biagiarelli said almost \$311 million plus another \$23 million between February 1 and February 9.

Mr. Huevelman asked about the tax sale and wanted to know if new properties have been added. Ms. Biagiarelli said the number could go up after April 1. She said the sale might not be as big as usual do the amount of people might attend. She said it is possible to do the sale over two days. Ms. Biagiarelli said it is all contingent upon the state.

Mr. Dachowitz said we planned to have a good year, but we prepared for the worst. He said we will be monitoring it carefully especially in April when the second deadline is met.

#### 8. Receive Oak Hills Authority monthly Financial Statements for December 2020

Mr. Mark Gartner of Oak Hills made the presentation on revenue. He said Oak Hills had 419 rounds in January and in February with all the snow will see minimal rounds. Mr. Gartner said the authority has sold 51 season passes for about \$104,000. He said they are pretty happy with the passes and will stop selling at the end of February. Mr. Gartner said regarding discount ID cards they sold 140 for \$17,000. He said most people do not purchase them until March-May and into June. He said the high-level budget for 2022 is done and is being reviewed by the Authority.

Mr. Burnett asked about the restaurant and whether a new vendor had been found. Mr. Gartner said not that he knew of and the board is in active negotiations.

#### 9. Manage Network Services/Municipal Area Network For City, Library & Board of Education Project 363, Extension Option Execution

9a) Authorize the Mayor, Harry W. Rilling, to exercise the two, 2-year extensions options of the Agreement for Consulting Services by and then between the City of Norwalk and Advanced Corporate Network, Inc., d/b/a Digital Back Office, for Managed Network Services related to the Municipal Area Network Project to extend the Agreement for a period of 4 years from the end of the term at the current monthly rates, City accounts 011370-5245, Library account 016200-5245, Board of Education account 211122253-730-11.

9b.) Authorize the Mayor, Harry W. Rilling, to extend the Memorandum of Agreement with the Norwalk Transit District for its use of the City Municipal Area Network for a period of 4 years from the end of the initial term.

Mr. Sachinelli moved the items.

Mr. Burnett introduced Karen Del Vecchio who pointed out she is the interim IT Director and is assisting until another Director is in place.

She said it is our backbone for which all the data is driven including video cameras and education materials. Ms. Del Vecchio said this a joint project with the Board of Education, the Library and the City. She said at that time a 5-year agreement was signed back in 2015. Ms. Del Vecchio both the Library and Board of Education are eligible for 80 percent reimbursement for the project. She added the Transit District is allowed limited access to the network and pays the city an annual sum. She said the vendor Advance Corporate Network has provided excellent service. She said too many people are dependent on this network to make major changes and they request. Vendor came back with a 4 year contract. Ms. Del Vecchio said she to extend both 2-year extensions.

9a) Authorize the Mayor, Harry W. Rilling, to exercise the two, 2-year extensions options of the Agreement for Consulting Services by and then between the City of Norwalk and Advanced Corporate Network, Inc., d/b/a Digital Back Office, for Managed Network Services related to the Municipal Area Network Project to extend the Agreement for a period of 4 years from the end of the initial term at the current monthly rates, City Accounts

**\*\* THE ITEMS WERE APPROVED UNANIMOUSLY.**

10. Metropolitan Area Network Extension to the Shore Area  
Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Agreement for Consulting Services by and between the City of Norwalk and Advanced Corporate Network, Inc., d/b/a Digital Back Office, for Managed Network Services related to the Municipal Area Network Project for Managed Network Services Related to Calf Pasture Beach and Veterans Park fiber for a period of 4 years from date of network acceptance, estimated to be September 30, 2021 for a total amount not to exceed \$226,368.00, accounts 361370-5744 (Grant \$127,332), 011370-5741 (\$42,444) and 011370-5245 (\$56,592 (months 37-48)).

Mr. Heuvelman moved the item.

In April 2020, City applied for the port FEMA grant. The grant provides 75% and the municipality provides 25%. She said IT joined with police and fire for extension into the harbor and beach areas.

Ms. Del Vecchio said in August the project was fully funded. She said there is no fiber connectivity that goes into Calf Pasture Beach or Veteran's Park. She said it was brought up at ITT meeting on February 4 and they agreed to move forward.

Mr. Burnett asked if any construction needed to take place.

Ms. Del Vecchio said the fiber will go right into the existing poles. She said Veteran's Park was a little more challenging but there is an existing conduit that runs under the ball field to the street and no construction will be done.

Mr. Burnett asked if this will enhance the experience of a Norwalk resident who is at the beach. She said it is a private network but does open up other opportunities for the Board of Education and allows them to do some programming in the area.

**\*\* THE ITEM WAS APPROVED UNANIMOUSLY.**

**\*\* MOTION PASSED UNANIMOUSLY.**

#### 11. ADJOURNMENT

**\*\* MS. REVOLUS MADE A MOTION TO ADJOURN.**

**\*\* MOTION WAS GRANTED UNANIMOUSLY.**

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

G. Venuto

Telesco Secretarial Services