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**CITY OF NORWALK  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
MAY 3, 2021  
VIA TELECONFERENCE**

ATTENDANCE: Edwin Camacho, Chair; Ed Abrams; Mayor Harry Rilling;  
James Frayer; Troy Jellerette; Artie Kassimis;  
Sheri Brown (6:43 p.m.)

STAFF: Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Chief Financial Officer; Lamond Daniels, Chief of Community Services; Angela Fogel, Director of Management and Budgets; Bill Ireland, Chief Building Officer; Donna King, City Clerk; Steven Kleppin, Director of Planning and Zoning; Chief Thomas Kulhawik, Norwalk Police Chief; Jessica Vonashek, Chief of Economic and Community Development

OTHERS: Joe Andrasko, Oak Hills Park Authority; Bruce Chudwick, Bond Counsel

Mr. Camacho called the meeting to order at 6:30 p.m.

Ms. King called the Roll. A Quorum was present.

## 1. APPROVAL OF MINUTES

April 5, 2021 - Regular Meeting

- \*\* **MR. JELLERETTE MOVED TO ACCEPT THE MINUTES AS PRESENTED**
- \*\* **MOTION PASSED UNANIMOUSLY**

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

## 3. TRANSFER AGENDA (Section B)

### **Police Department**

Chief Kulhawik explained the transfer requests. He said that due to Covid restrictions, many initiatives, trips, conferences and training could not take place. As a result, the Department has a surplus and would like to replace a piece of antiquated equipment. He described the “throw phone” and how it would be used.

Chief Kulhawik explained that with the hiring of an Assistant Dog Warden and their shifts overlapping a second van was required. He noted that with warmer weather coming, it was essential to have two Wardens on during prime time. He noted that the purchase of an Animal Control van was approved in the capital budget, but they are short of being able to purchase the van. The current van is a 2012 and they do not have a back-up vehicle. The basic van costs around \$30,500, but the cost with upgrades is \$38,000. He said that purchasing the two items will not put them in a deficit.

- \*\* **MR. KASSIMIS MOVED TO APPROVE THE TRANSFER REQUESTS FROM THE NORWALK POLICE DEPARTMENT FOR \$66,523 AND \$25,708.26 AS DETAILED BELOW**

**CITY OF NORWALK  
BUDGET TRANSFER REQUEST**

TO PROCESS A BUDGET TRANSFER PLEASE COMPLETE THIS FORM AND EMAIL TO:

[afogel@norwalkct.org](mailto:afogel@norwalkct.org)

PLEASE NOTE: Any accounts that have cumulative transfers exceeding \$5000 must be approved by the BET.

AUTHORIZING SIGNATURE: \_\_\_\_\_

REQUESTING MANAGER: *M A J*

FISCAL YEAR 2020-21

4/26/21

Department: *Police Dept.*

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"From" Account AVAILABLE Budget	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
1 01-3010-5225	Typing	\$ 1,050	01-3053-5731	Cars & Vans	\$ 1,050
2 01-3010-5286	Business Exp.	\$ 2,079	01-3053-5731	Cars & Vans	\$ 1,959
3 01-3022-5292	Boarding Prisoners	\$ 6,041	01-3053-5731	Cars & Vans	\$ 2,000
4 01-3022-5322	Chemical, Lab	\$ 11,471	01-3053-5731	Cars & Vans	\$ 1,000
5 01-3023-5326	Clothing	\$ 708	01-3053-5731	Cars & Vans	\$ 200
6 01-3024-5251	Medical, Dental, Vet	\$ 7,950	01-3053-5731	Cars & Vans	\$ 5,100
7 01-3024-5329	Other Operating	\$ 3,000	01-3053-5731	Cars & Vans	\$ 1,100
8 01-3026-5221	Printing & Duplicating	\$ 900	01-3053-5731	Cars & Vans	\$ 900
9 01-3026-5235	Membership & Dues	\$ 275	01-3053-5731	Cars & Vans	\$ 200
10 01-3026-5326	Clothing	\$ 2,657	01-3053-5731	Cars & Vans	\$ 2,650
11 01-3026-5631	Awards	\$ 2,316	01-3053-5731	Cars & Vans	\$ 816
12 01-3030-5324	Household	\$ 408	01-3053-5731	Cars & Vans	\$ 408
13 01-3035-5272	Training & Education	\$ 5,000	01-3053-5731	Cars & Vans	\$ 5,000
14 01-3035-5326	Clothing	\$ 1,622	01-3053-5731	Cars & Vans	\$ 1,622
15 01-3036-5741	IT Hardware	\$ 4,225	01-3053-5731	Cars & Vans	\$ 2,000
16 01-3037-5295	Seminars	\$ 300	01-3053-5731	Cars & Vans	\$ 250
17 01-3037-5298	Other	\$ 5,552	01-3053-5731	Cars & Vans	\$ 5,552
18 01-3037-5322	Chemical, Lab	\$ 3,797	01-3053-5731	Cars & Vans	\$ 1,500
19 01-3034-5329	Other Operating	\$ 2,174	01-3053-5731	Cars & Vans	\$ 500
20 01-3037-5742	IT Software	\$ 400	01-3053-5731	Cars & Vans	\$ 400
21 01-3038-5235	Membership & Dues	\$ 800	01-3053-5731	Cars & Vans	\$ 800
22 01-3038-5295	Seminars	\$ 1,500	01-3053-5731	Cars & Vans	\$ 1,500
23 01-3038-532B	DARE	\$ 2,045	01-3053-5731	Cars & Vans	\$ 2,000
24 01-3042-5286	Business Exp.	\$ 2,048	01-3022-5329	Other Operating	\$ 1,400
25 01-3057-5311	Supplies	\$ 300	01-3022-5329	Other Operating	\$ 300
26 01-3059-5214	Messenger	\$ 1,064	01-3022-5329	Other Operating	\$ 1,064
27 01-3059-5237	Advertising	\$ 1,600	01-3022-5329	Other Operating	\$ 1,600
28 01-3059-5298	Other	\$ 600	01-3022-5329	Other Operating	\$ 600
29 01-3059-5323	Food	\$ 996	01-3022-5329	Other Operating	\$ 647
30 01-3059-5324	Household	\$ 804	01-3022-5329	Other Operating	\$ 804
31 01-3059-5329	Other Operating	\$ 1,116	01-3022-5329	Other Operating	\$ 500
32 01-3061-5271	Clothing	\$ 9,365	01-3022-5329	Other Operating	\$ 9,365
33 01-3061-5276	Purchasing Uniform	\$ 18,925	01-3022-5329	Other Operating	\$ 2,000
34 01-3061-5286	Business Exp.	\$ 1,000	01-3022-5329	Other Operating	\$ 1,000
35 01-3061-5327	Firearms	\$ 8,736	01-3022-5329	Other Operating	\$ 8,736
<b>TOTAL</b>		<b>\$ 112,824</b>			<b>\$ 66,523</b>

Explanation:

**During this year there were many initiatives, trips, conferences & training that could not take place due to COVID-19  
The surplus in the accounts being drawn from are a result of that situation**


*see attached*

**CITY OF NORWALK  
BUDGET TRANSFER REQUEST**

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PLEASE NOTE: Any accounts that have cumulative transfers exceeding \$5000 must be approved by the BET.

AUTHORIZING SIGNATURE: \_\_\_\_\_

REQUESTING MANAGER: 

FISCAL YEAR 2020-21

4/26/21

Department: Police Dept.

	"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"From" Account AVAILABLE Budget	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
1	01-3025-5235	Membership & Dues	\$ 540.00	01-3025-5329	Other Operating	\$ 540.00
2	01-3025-5269	Other Repair	\$ 4,001.02	01-3025-5329	Other Operating	\$ 4,001.02
3	01-3025-5272	Training & Education	\$ 669.05	01-3025-5329	Other Operating	\$ 669.05
4	01-3025-5286	Business Expense	\$ 4,464.00	01-3025-5329	Other Operating	\$ 1,700.00
5	01-3025-5295	Seminars	\$ 6,600.00	01-3025-5329	Other Operating	\$ 6,600.00
6	01-3025-5322	Chemical, Lab	\$ 1,855.16	01-3025-5329	Other Operating	\$ 1,855.16
7	01-3025-5326	Cothing & Uniforms	\$ 1,221.65	01-3025-5329	Other Operating	\$ 1,211.00
8	01-3025-5327	Firearms	\$ 9,132.03	01-3025-5329	Other Operating	\$ 9,132.03
9						
10						
11						
12						
13						
	<b>TOTAL</b>		\$ 28,482.91			\$ 25,708.26

Explanation:

Transfer 1-8: **See Attached**

**\*\* MOTION PASSED UNANIMOUSLY**

**Economic and Community Development**

Ms. Vonashek was joined by Mr. Ireland and Mr. Kleppin. She explained that Planning and Zoning is experience a high number of permit requests, resulting in a back log. They are requesting a transfer into the temporary employment line to support part time staff to process the back log.

Ms. Vonashek explained that they are requesting a transfer into the Waterfront study. She gave an overview of the scope of work.

Mr. Frayer asked if the current consultants have a background in waterfront property. Mr. Kleppin explained that the current consultant brought in another team member with that expertise. Mr. Frayer asked if industrial sites would be included. He noted that \$30,000 was allocated to the Police to search for their Marine Unit location. Ms. Fogel said the study has not been done yet.

Ms. Vonashek said they are looking for a City owned parcel to see if it is suitable for Marine usage. Mr. Kleppin added that is not what this study will target. They are looking at what is the best location for industrial usage and their interest is in waterfront access.

Mr. Frayer said he would think the two projects could be tied together. Mr. Kleppin said they are not looking at this as the same subject. Mr. Vonashek said that the Police Department is brining on a site selection team to determine if a site is appropriate for their Marine Unit; what they are looking at is site specific.

Ms. Brown joined the meeting at 6:43 p.m.

Mr. Frayer suggested clarifying with the Police Department to determine what they are looking for and to see if the projects can be combined.

**\*\* MR. JELLERETTE MOVED TO APPROVE THE TRANSFERS  
REQUESTS FROM THE DEPARTMENT OF ECONOMIC AND  
COMMUNITY DEVELOPMENT TOTALING \$167,000 AS DETAILED  
BELOW**

Economic & Community Development

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"From" Account AVAILABLE Budget	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
01-3730-5110	Regular Wages	\$ 261,000.00	01-3730-5254	Architectural, Landscaping	\$ 60,000.00
01-3730-5110	Regular Wages	\$ 261,000.00	01-3730-5120	Overtime Wages	\$ 5,000.00
01-3730-5110	Regular Wages	\$ 261,000.00	01-3730-5130	Temporary Wages	\$ 4,000.00
01-3730-5110	Regular Wages	\$ 261,000.00	01-3730-5140	Part-time Wages	\$ 7,000.00
01-3730-5211	Postage	\$ 2,706.00	01-3730-5140	Part-time Wages	\$ 2,000.00
01-3730-5141	PT Typing Svc	\$ 3,120.00	01-3730-5140	Part-time Wages	\$ 1,000.00
01-3730-5221	Printing & Duplicating	\$ 1,482.00	01-3730-5245	Telephone	\$ 1,000.00
01-3730-5231	Public Notices	\$ 4,258.00	01-3730-5258	Other Professional	\$ 1,000.00
01-3730-5272	Training & Education	\$ 1,104.00	01-3730-5258	Other Professional	\$ 1,000.00
01-3730-5281	Mileage Reimbursement	\$ 1,300.00	01-3730-5258	Other Professional	\$ 700.00
01-3720-5110	Regular Wages	\$ 422,630.00	01-3720-5140	Part-time Wages	\$ 85,000.00
<b>TOTAL</b>					<b>\$167,700.00</b>

Transfer Explanation: Please see the attached memos.

**\*\* MOTION PASSED UNANIMOUSLY**

**Fair Rent**

Mr. Daniels explained the request. The Interim Director of Human Relations and Fair Rent resigned. These are specialized services and while they are in the process of recruiting a replacement, it is important to continue those services. Mr. Lamond said there are currently 15 open cases and is asking for \$10,000 hire a contracted attorney. He described the responsibilities of this position.

Ms. Brown asked Mr. Daniels if they have to go through an RFP process. He explained that he was advised by Corporation Counsel to retain an attorney.

**\*\* MR. JELLERETTE MOVED TO APPROVE THE \$10,000 TRANSFER FROM WAGES & SALARY PART-TIME LINE ITEM (#011000-5140) TO THE OTHER CONTRACTED SERVICES LINE ITEM (#011000-5298)**

**\*\* MOTION PASSED UNANIMOUSLY**

4. **OTHER BUSINESS** (Section C)

a. **Approval of the FY 2020-21 Suspense List**

**\*\* MAYOR RILLING MOVED TO APPROVE THE FY 2020-21 SUSPENSE LIST AS PRESENTED FOR \$806,622.36**

Ms. Biagiarelli explained the item and said that it is an annual process. This does not mean the residents were taken off the list. Part of this is an efficiency measure to accurately identify the asset. They still make collections on suspense accounts.

Mr. Frayer noted that this year's request is less than the previous year. Ms. Biagiarelli said it has been going down. She described the differences between the various years and said that is it hard to generalize.

Mr. Jellerette asked if they keep track of these collections. Ms. Biagiarelli said they did. Mr. Jellerette asked if going forward, a column could be added to show what was collected.

**\*\* MOTION PASSED UNANIMOUSLY**

Ms. King read the following resolution.

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

**RESOLUTION, MAKING APPROPRIATIONS, FOR VARIOUS PUBLIC IMPROVEMENTS AGGREGATING \$31,416,972 FOR THE FY 2021-22 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$31,416,972 GENERAL OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE FY 2021-22 CAPITAL BUDGET.**

Mr. Chudwick explained that this resolution is their annual resolution to gather the appropriate bond authorization.

\*\* **MOTION PASSED UNANIMOUSLY**

**c. Approval of the FY 2021-2022 Operating Budget and Tax Rates.**

\*\* **MAYOR RILLING MOVED TO APPROVE THE FY 2021-2022 OPERATING BUDGET AND TAX RATES**

Ms. Fogel explained that there is a 0% increase in the Board of Education's budget, but here is a \$52,000 increase. Any roll over they receive is included in the MBR (Minimum Budget Requirement). She said they closed the gap from the \$12.9 ARP funding. This budget fully funds every department, but with a 0% increase for the Board of Education.

Mr. Camacho asked Ms. Fogel if the additional funding will impact the NBR next year. Ms. Fogel said that will go into the MBR calculator. She noted that currently, the Board of Education has a surplus.

Ms. Brown expressed concern about the budget issue and said she felt that next year they will have an interesting conversation. Mr. Camacho explained that the funding is coming in over the course of two years and believes this will lessen the cliff significantly. Mr. Dachowitz added that they are doing an efficiency study this year as proposed.

\*\* **MOTION PASSED UNANIMOUSLY**

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

**Financial reports**

Oak Hills Financial Status – March 2021

Mr. Andrasko said that the finances in the meeting packet are through the month of March. He gave an overview of their financials and noted that rounds, season passes and membership cards are up. April was strong; however, there were extra expenses related to

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Via Teleconference



agriculture and chemicals. He said they are working on re-payments to the City. Mr. Andrasko added that they are cognizant of the lease and created a separate account for that money. Wages increased due to the increase in the minimum wage. Covid restrictions are expiring on May 19<sup>th</sup>. He said they want to see what the impact will be once the Covid restrictions are lifted.

Mr. Jellerette thanked Mr. Andrasko for the update. He asked for an update on the restaurant and who was selected. Mr. Andrasko reported that they chose the Dry Dock to be the vendor. He reviewed the qualifications and said that over time it became obvious that they were the best one.

Mr. Andrasko said that when the operator saw the condition of the kitchen in the restaurant and the Half Way House, they had to bring them both up to code. They are looking at a June 1<sup>st</sup> opening.

Mr. Jellerette commented that the course is in great shape.

Mr. Andrasko described the terms of the lease agreement and said that he believed it was 10% of the gross revenue in food and beverage, less gratuity and tax.

Mr. Andrasko said the Oak Hills Park Authority is going to remove the non-conforming construction.

Mr. Frayer asked if The Authority is going to keep track of what the operator is doing so they do not keep looking for new operators. Mr. Andrasko said they built certain things into the contract, including a stipulation that they can audit the financials.

Mr. Frayer asked about the operational standpoint. Mr. Andrasko said that one of the Authority members is in the restaurant business and they relied on his expertise quite a bit. He added that the new operator is a seasoned professional in the business.

Ms. Brown asked Mr. Andrasko that given the challenges of the restaurant before, what will happen if they are not able to meet the revenue expectations. Mr. Andrasko explained that there are no monthly minimums; it is a flat 10%. If there are problems, their first step would be to work with them. He said that this operator also operates the Silvermine Golf Course; however, their model as a private golf club is different.

Mr. Jellerette said he assumed the Authority will make sure the revenues are accurate. Mr. Andrasko said they will watch their financial closely.

The remainder of the agenda items were for informational purposes only.

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

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Via Teleconference

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 – March 2021  
Tax Collector’s Report – March 2021

**\*\* MR. JELLERETTE MOVED TO ADJOURN**  
**\*\* MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:56 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services