

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
SPECIAL MEETING
SEPTEMBER 13, 2021
VIA TELECONFERENCE**

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

STAFF: Anthony Carr, Chief of Operations and Public Works; Henry Dachowitz, CFO; Angela Gencarelli, Budget and Data Analyst; Ken Hughes, Parks and Recreation; Donna King, City Clerk; Alan Lo, Building and Facilities Manager

Mr. Camacho called the meeting to order at 6:31 p.m. Ms. King called the Roll as indicated above. A Quorum was present.

1. APPROVAL OF MINUTES

August 2, 2021 - Special Meeting

The following corrections were made to the minutes:

Page 1: Add Ms. Brown to attendance.

Page 3 – 5th paragraph should read as follows:

Mr. Camacho said it appears Oak Hills is doing well and the City should look at that. Mr. Frayer said they need to understand how they calculate their payment to the City. He noted that golf is very seasonal and their fortune could turn on a dime. He said it would be good if they pay the City what it is owed, but suggested they set up a rainy day fund.

**** MR. KASSIMIS MOVED TO APPROVE THE MINUTES AS AMENDED
** MOTION PASSED WITH ON (1) ABSTENTION (MR. ABRAMS)**

2. SPECIAL APPROPRIATIONS AGENDA (Section A) None

3. TRANSFER AGENDA (Section B)

**** MR. ABRAMS MOVED TO APPROVE THE FOLLOWING TRANSFER
REQUEST**

SECTION B

CITY OF NORWALK TRANSFERS 2021-22
BOARD OF ESTIMATE AND TAXATION

FISCAL YEAR 2021-22:

BUILDING MANAGEMENT DEPARTMENT.

<u>From</u>		<u>To</u>		<u>Amount</u>
01-4071-5561	Bldg. Renovations & Repairs	01-4071-5561	Bldg. Renovations & Repairs	\$6,143
01-3134-5267	Plumbing Heating & Elect.	01-3154-5267	Plumbing, Heating, & Electrical	2,092
				\$8,935

The Building Management Department is requesting the following transfer be carried over into the FY 2021-2022 Operating Budget due to supply delivery delays. The funds were previously encumbered in the FY 2020-21 Operating Budget.

Finance recommends approval.

**** MOTION PASSED UNANIMOUSLY**

**** MR. ABRAMS MOVED TO APPROVE THE FOLLOWING TRANSFER**

CITY OF NORWALK TRANSFERS 2021-22
BOARD OF ESTIMATE AND TAXATION

FISCAL YEAR 2021-22:

RECREATION & PARKS DEPT.:

From		To		Amount
01-9600-5900	Contingency	01-4150-5329	Other Operating Supplies	\$25,000
01-9600-5900	Contingency	01-4150-5331	Automotive Fuel and Fluid	20,000
				\$45,000

This transfer is to cover management decision made as of July 1, 2021 to close the Fleet Fund and incorporate all of those costs to the operating budget under the Operations and Public Works Department. This is an accounting change to the way Centralized Fleet Fuel and Centralized Maintenance costs are allocated to departments.

Finance recommends approval.

Mr. Dachowitz reviewed the transfer request. Mr. Hughes explained that the department uses unique equipment. He is responsible for getting the equipment repaired.

**** MOTION PASSED UNANIMOUSLY**

Mr. Dachowitz introduced Angela Gencarelli and highlighted her background. He said that Ms. Fogel resigned in August and they are doing a search for a Director of Management and Budgets. The members of the Board welcomed Ms. Gencarelli.

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

1. Special Capital Appropriation for Rowayton Avenue over Keeler Brook Bridge Replacement Project.

Mr. Carr summarized the memo included in the meeting packet requesting \$650,000 for the repair of the Rowayton Avenue Bridge over Keeler Brook. He said the contractor will provide a tentative schedule this week.

Mr. Carr reviewed the scope of the job. He noted that the wild card will consist of the ability to get the materials for the job. They are pushing to get the culvert installed by the end of the calendar year, minus the road work.

Mr. Abrams asked how much of this project is reimbursable. Mr. Carr explained that their consultant has been tasked with finding grant opportunities. He added that nothing was offered after Hurricane Elsa.

Ms. Brown asked if they foresee similar problems with other similar bridges. Mr. Carr said they did not identify major issues. They try to address minor issues and have been very proactive with the bridge program.

Mr. Jellerette asked about the contractor. Mr. Carr said the contractor, Cianbro was selected based on their qualifications. They specialize in bridge construction. He added that this is emergency work.

Mr. Carr explained that this estimate of \$650,000 is for the hard cost of the construction. He said he will get back to the Board regarding the Freeman Company costs. He said he has capital funding available to bridge the gap for the design. He said that Freeman came up with a budget based on a similar project they worked on in a nearby municipality.

Mr. Jellerette asked Mr. Carr if his department is able to declare the bridge unsafe, or do they rely on a third party. Mr. Carr said that during their initial assessment a licensed civil engineer made a recommendation to the Mayor to close the road. He added that they do not typically prepare a structure analysis.

Ms. Brown commented that as with all construction projects, once you go in, you may see other things that need to be mitigated. Mr. Carr said they do not anticipate encountering anything above and beyond.

Ms. King read the resolution:

**** MR. JELLERETTE MOVED TO APPROVE THE RESOLUTION**

RESOLUTION: APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$650,000 TO REPAIR DAMAGE TO THE ROWAYTON AVENUE BRIDGE OVER KEELER BROOK AND AUTHORIZING THE ISSUANCE OF \$650,000 GENERAL OBLIGATION BONDS OF THE CITY TO MEET SAID CAPITAL APPROPRIATION. CAPITAL PROJECT #0921-4021-5777-C0315

**** MOTION PASSED UNANIMOUSLY**

5. ADDITIONAL INFORMATION (Section D)

Financial reports

- Oak Hills Financial Status – July 2021

Mr. Camacho reviewed the report included in the meeting packet. He said the clubhouse renovations have been completed. During the month of July, rounds were down compared to last July.

The Oak Hills Park Authority made a \$12,000 payment to the City. The FY20/21 audit had been completed and a payment will be made to the City.

Mr. Jellerette asked if someone from Oak Hills Park Authority could come to the next meeting regarding the \$2.00 per round. He added that he was at Oak Hills a lot this year and is disappointed that the restaurant is still not open.

Mr. Camacho said that the agreement is 1% of revenue in addition to the \$2.00 per round.

Mr. Jellerette said he was disappointed to hear that Ms. Fogel left. He said she was very helpful to the Board. Mr. Dachowitz said she resigned in August. Mr. Camacho said he was sorry to hear she left and wished her well.

The rest of the agenda was for informational purposes.

- Year-to-date Capital Budget Report – FY 2020-21
- 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 – July 2021
- Tax Collector's Report – July 2021

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

There was no further business, and the meeting was unanimously adjourned at 7:16 p.m.

Respectfully submitted,
Rosemarie Lombardi
Telesco Secretarial Services

Board of Estimate and Taxation
Special Meeting
September 13, 2021
Via Teleconference
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