

**CITY OF NORWALK  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
JULY 6, 2010**

**ATTENDANCE:** Fred Wilms, Chair; Jim Clark, Michael Lyons, Michael Kolman

**STAFF:** Ellen Wink, City Clerk; Thomas Hamilton, Director of Finance

**CALL TO ORDER**

Mr. Wilms called the meeting to order at 7:32 p.m.

**APPROVAL OF MINUTES**

**May 3, 2010 – Regular Meeting**

**\*\* MR. CLARK MOVED THE MINUTES OF MAY 3, 2010.**

The following corrections were noted:

Page 1, under **Approval of FY 2010-11 Operating Budget and Tax Rates**: paragraph 3, line 3: please change the following from “On the revenue said, the” to “On the revenue side, the”

Page 2, paragraph 1 following the resolution, please change the following from: “Mayor Esposito” to “Mayor Moccia”

**\*\* THE MOTION TO APPROVE THE MINUTES OF MAY 3, 2010 AS CORRECTED PASSED WITH THREE IN FAVOR (WILMS, CLARK AND LYONS) AND ONE ABSTENTION (KOLMAN).**

**May 17, 2010 – Special Meeting**

**\*\* MR. LYON MOVED THE MINUTES OF THE MAY 17, 2010 SPECIAL MEETING.**

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

**SPECIAL APPROPRIATIONS AGENDA (Section A)**

**List of Resolution  
Advertised Items**

## **Report on Special Appropriations**

### **Justification/Back-up material**

Mr. Hamilton said that the City was at the end of the year with no special appropriations. Mr. Clark asked when that last happened. Mr. Hamilton said that he did not know. Mayor Moccia said that both the Police Chief and Fire Chief had worked very hard to stay within the budget. Mr. Hamilton said that he appreciated their efforts.

### **TRANSFER AGENDA (Section B)**

**\*\* MR. WILMS MOVED TO APPROVE ALL SEVEN PAGES OF THE TRANSFERS SECTION SECTION B AS PROVIDED.**

Mr. Hamilton then highlighted a few items such as severance payments that were split over two fiscal years. Mr. Hamilton said that last year, there had been a hiring freeze, but next year there will be a hiring "frost". He explained that the department knew in advance there would be a shortfall because of the split year severance payments. By keeping some positions vacant, the shortfalls were compensated for. Next year, there will be some hiring, but it will be done carefully.

Mr. Hamilton then reviewed the issues with Recreation and Parks temporary wages. He said that Mr. Moccia had a number of other accounts that still had money. Mr. Moccia was actually able to cover the over run by transferring. The department did come in under budget. Mayor Moccia said that Mr. Moccia had to call in a number of employees for the March storm clean up. Currently, the City is waiting to hear from FEMA about the reimbursements and both he and Mr. Hamilton estimate it to be around \$400,000. Mr. Hamilton said that he was not very concerned about it, but that it raised a flag.

Mr. Clark said that it was clear that there had been communication between Mr. Hamilton, the Mayor and the department heads. He said that he felt that this was good because it showed that there was accountability. If the communication had not occurred, Mr. Clark said he would have been much more concerned.

Mr. Kolman asked what would happen if a department had come in under budget. Mr. Hamilton then reviewed the encumbrance policy with the BET members. He said that the department has to maintain a balance regarding this because the departments shouldn't feel that they were being punished if they did not spend all their budget.

Mr. Clark asked about the amount of money spent for police salaries. Mr. Hamilton said that there were multiple divisions in the larger departments like the police (K-9; Marine Police, Special Crimes, etc.) which have different salary requirements and there are transfers during the year, as officers are transferred from one division to another.

However, with all the transfers, it indicates that the police department did not need any special allocations this year. Mr. Wilms pointed out that this was not new money, but money that the department was simply transferring from one departmental account to another. .

**\*\* THE MOTION TO APPROVE THE SEVEN PAGE TRANSFER LIST AS PRESENTED PASSED UNANIMOUSLY.**

**OTHER BUSINESS (Section C)**

**RESOLUTION, authorizing a Special Capital Appropriation in the amount of \$100,000 for the Roosevelt Center HVAC and Window Replacement Project**

*Mr. Wilms recused himself from the meeting and left the room. Mayor Moccia assumed the duties of the Chair.*

**\*\* MR. CLARK MOVED THE ITEM.**

Mr. Hamilton gave a brief overview of the issues surrounding the HVAC system at Roosevelt. This project was sent out to bid and the bids came back higher than the original budget estimated. It is an older building and there are many unknown aspects.

Mr. Hamilton said that the bids for the demolition of the old Police Station had come in lower than expected, so there will be some funding available from that project to cover the shortfall.

He also explained that the one tenant in the building, Tumblebugs, has a repair and replacement account as part of the lease and after discussions with them, it was decided to draw down this account. Also, this building is an energy cow in terms of efficiency, and the furnace is on its last legs. Mr. Hamilton said that Ben Franklin had their furnace replaced and that resulted in a heating bill that was 2/3<sup>rd</sup> lower than before.

The BET members had several questions about the bids that were submitted. Discussion followed. Mr. Hamilton explained that the total City money for the project would be \$250,000. The discussion then moved to Add Alternate #3, and whether or not this would be included.

**\*\* THE MOTION AUTHORIZING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$100,000 FOR THE ROOSEVELT CENTER HVAC AND WINDOW REPLACEMENT PROJECT PASSED UNANIMOUSLY.**

*Mr. Wilms rejoined the meeting.*

## **#2 Information from the Registrar of Voters – Upcoming Primary Elections**

Mr. Hamilton said that typically, the City does not budget for a primary until it is confirmed that a primary will be needed. The department has been asked to supply the Board with an estimate of the costs. Mayor Moccia said that he has been asked for the last two year for the statute as to what is required by law in terms of staffing.

Both the Mayor and Mr. Clark said that the break down was much too general. Mr. Kolman said that he believed that the Board could send a letter requesting more information. He requested that Mr. Hamilton asked the department for a itemized list where the statute is cited or the justification of the expense.

### **ADDITIONAL INFORMATION**

Mr. Hamilton said that the Tax Collector had completed the June 30, 2010 report. He added that the tax collection percentage rate had increased from last year. Mr. Hamilton attributed the improvement to the upcoming tax sale.

Mr. Hamilton said that the year end fund balance projection was included in the information packet. The reserve for encumbrances from the departments have not yet been finalized. Another unknown is the 60 day collection figures. It appears that the City will be ending the year with a balanced budget, and may even end the year with a small positive balance. There were turn backs from Parks and Rec, Police, Fire, Library and other department. The debt service was reduced by the renegotiation of the bonds on the Maritime Garage.

On the revenue side, the biggest short fall was on the tax collection rate. This is because of adjustment to the grand list.

### **ADJOURNMENT**

\*\* MAYOR MOCCIA MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services

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Board of Estimate and Taxation  
Regular Meeting  
July 6, 2010  
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