

**CITY OF NORWALK  
FINANCE CLAIMS COMMITTEE  
JUNE 9, 2011**

ATTENDANCE: Nicholas Kydes, Chair; Douglas Hempstead; Nora King; Kelly Straniti; Andrew Conroy (7:11 p.m.)

STAFF: Thomas Hamilton, Finance Director; Diane Barry, Risk Manager; Lisa Biagiarelli, Tax Collector; Frederic Gilden, Comptroller; Kathryn Hebert, Administrative Services Manager; Gerald Foley, Purchasing Agent; Hal Alvord, Director Public Works

Mr. Kydes called the meeting to order at 7:05 p.m.

**\*\* MR. HEMPSTEAD MOVED TO APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING: MAY 12, 2011**

Page 2, third paragraph, first sentence should read: Mr. Kydes asked if Norwalk is a beta test site.

**\*\* MOTION PASSED WITH ONE (1) ABSTENTION (MS. STRANITI)**

**CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT;  
REVIEW AND APPROVE CLAIMS AS REQUIRED FOR CLAIMS REPORT  
DATED: JUNE 9, 2011**

Ms. Biagiarelli said this item was for information only.

**NARRATIVE ON TAX COLLECTIONS DATED JUNE 9, 2011- RECEIVE  
REPORT AND DISCUSS.**

**MONTHLY TAX COLLECTOR'S REPORT DATED MAY 31, 2011 - RECEIVE  
REPORT AND DISCUSS.**

Ms. Biagiarelli reviewed her written report and said that collections are slightly behind last year, but they are meeting their current goals. She has started focusing on the new tax bills. They started taking payments on June 1<sup>st</sup>. The bills will be mailed next week and the last day to pay will be August 1<sup>st</sup>.

Mr. Hamilton talked about the mandatory upgrade to the MUNIS financial system. He said that the IT department is currently working on this plan to cut over sometime around July 9<sup>th</sup>.

Mr. Conroy joined the meeting at 7:11 p.m.

The Committee discussed the dates. Ms. King asked why this upgrade was taking place. Mr. Hamilton explained that it is being done to adjust the City employee's withholding.

### **APPROVAL OF INSURANCE RENEWALS**

**\*\* MR. KYDES MOVED THE FOLLOWING ITEMS:  
AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE GENERAL LIABILITY INSURANCE PLACEMENTS FOR THE FY2011-12 FISCAL YEAR WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED \$341,792. ACCOUNT #168510-5418.**

Mr. Hamilton explained that there is a significant deductible on this policy. The purpose of this policy is to provide catastrophic coverage.

**AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE PROPERTY INSURANCE PLACEMENT FOR THE FY2011-12 FISCAL YEAR WITH THE HD SEGUR INSURANCE AGENCY IN AN AMOUNT NOT TO EXCEED \$312,200. ACCOUNT #168510-5418.**

Mr. Hamilton said that currently there is a \$50,000 deductible, but no carriers are willing to quote that. They are trying to get a \$100,000 deductible which was assumed in the budget. He said that if everyone agrees, he would hold the item, but at an amount not to exceed \$312,200.

**AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE TENANT'S/USERS LIABILITY INSURANCE PLACEMENT FOR THE FY2011-12 FISCAL YEAR WITH THE SHOFF DARBY AGENCY IN THE DEPOSIT AMOUNT OF \$1,500. ACCOUNT #168510-5418.**

Mr. Hamilton explained that this policy is for organizations that use City properties.

**\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MR. HEMPSTEAD MOVED TO APPROVE FY 2011-12 PARKING AUTHORITY BUDGET.**

Mr. Hamilton explained that the materials in the meeting packet are in response to the questions posed at the last meeting. Mr. Kydes asked if there were any questions or comments.

Ms. King asked about the waiting list at the South Norwalk Train station. Ms. Hebert said that there is a waiting list of 200 and there is an 8 – 12 month wait. For the last few

months, the garage has been full. Permits are sold on a monthly basis. She said that there is also a wait list for the Haviland Street parking lot.

Ms. King asked about parking at the Maritime garage. Ms. Hebert explained that the demand has increased. She said that there are periods when the garage is full and then people are re-directed to the Webster Street parking lot. She said that The Maritime Aquarium's parking demands increase when others decrease. Ms. Hebert said that because the train station lot is full, they did an e-mail blast and got 70 people to move to the Maritime garage. She added that there is a lot of outreach to the merchant community.

Ms. King said that small businesses are struggling in South Norwalk and a lot of the issue is the parking. Ms. Hebert said that the demand for parking at the Webster Street lot went up when Compare Foods opened. She said that they are working with the owners of 50 Washington Street about using another property for parking.

Ms. Hebert said that the Parking Authority acquired a grant for a shuttle, but very few people took advantage of that. Mr. Alvord said that they are seeing the demand for parking increasing with people going into New York City. He said that there is some interest in developing parking on Monroe Street/Chestnut Street. Ms. Hebert said that they would re-visit the shuttle from the Maritime garage to the South Norwalk railroad station.

Mr. Kydes asked about safety issues at the Webster Street parking lot. Ms. Hebert said that the bigger issue is after the bars close on Friday and Saturday nights, but that is a Police issue. Mr. Kydes said that merchants are concerned about having their staff walk to the Maritime garage. Mr. Hempstead said that if there is more Police coverage, the parking rates would have to be increased.

Mr. Kydes said that he has lived in Norwalk all of his life. He said that if he was a business owner in South Norwalk and he told his employees to park at the Webster Street lot, he would be taking a risk with their safety. He said that the Parking Authority is responsible for the safety of the people who utilize the parking areas.

Mr. Kydes said that the wait staff park on the street rather than park at the Webster Street lot, which makes it difficult for customers to park. Mr. Conroy noted that people do not have to pay to park at restaurants in Darien.

Ms. King said that she did not think the budget needed to go up \$50,000 for snow removal. She said that a better use would be for security. Ms. Hebert said that last year they spent \$430,000 on snow removal. Mr. Conroy said that they need to solve the safety issue and attractiveness of parking.

Mr. Hempstead requested Police reports from the surrounding streets. Mr. Hamilton said that the streets are not the responsibility of the Parking Authority. Mr. Kydes said that it

is everyone's responsibility. Mr. Hempstead asked for the number of incidents that take place at the parking lots/garage, time and date.

Mr. Hempstead asked if Laz employs uniformed officers. Mr. Alvord said that the staff is specifically told to only report an incident; they cannot confront anyone. Mr. Alvord said that he will look at the reports and if needed then the Parking Authority will address the issues. If the problem takes place in the street then it is a Police issue. Ms. King said that they need a holistic approach.

Mr. Hempstead asked for examples of parking garages that work well with surrounding streets.

The Committee discussed safety issues.

Mr. Alvord said that there has been an effort in the last four years to add lighting in South Norwalk.

**\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MS. KING MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN AMENDMENT TO THE CITY'S EXISTING AGREEMENT WITH RICOH PROFESSIONAL SERVICES, FOR A PERIOD NOT TO EXCEED ONE (1) YEAR, FOR CONTINUED MAILROOM SERVICES, FOR A TOTAL AMOUNT NOT TO EXCEED \$65,559.00 (ACCOUNT 011362-5269).**

Mr. Foley explained that the mailroom services are outsourced. He said that the plan is to integrate the services with the Board of Education. Mr. Hamilton said that the Board of Education has these services in-house. He said that he has had discussions about this with the Board of Education's Chief Financial Officer and he is willing to talk about consolidating this under the Board of Education; however, Mr. Hamilton would prefer to outsource this service and consolidate it under the City.

Mr. Foley said that the same company has been in City hall for the past 17 years and the staff person has been here 17 years. Mr. Kydes asked if other departments have their own mail groups. Mr. Hamilton said that this person covers the entire City. The costs cover his salary, benefits, and the cost to cover the position when he is out.

**\*\* MOTION PASSED UNANIMOUSLY**

**\*\* MS. STRANITI MOVED TO APPROVE THE RESOLUTION WITH RESPECT TO THE ISSUANCE AND SALE OF NOT EXCEEDING \$18,000,000 CITY OF NORWALK, CONNECTICUT GENERAL OBLIGATION BONDS, SERIES 2011**

Mr. Gilden explained the item. He said that this is to fund the cash needed for the next year. He said that the largest one is for the First Taxing District.

Mr. Hamilton said that he expects the bond rating to be reaffirmed. He said that the deal has about \$900,000 of present value savings attached to it.

**\*\* MOTION PASSED UNANIMOUSLY**

Mr. Hamilton distributed the State Aid – City Approved Budget vs. Final State Budget. Mr. Conroy said that he was told that \$1.4 million was not calculated in the Board of Education budget, and later was told it was in there all along. He asked for clarification. Ms. King said that the Board of Education was counting on that money. Mr. Hamilton said that until the Board of Estimate counted it, it did not exist.

Mr. Kydes said that when it comes to teachers and the classroom, he is 100% behind that.

Mr. Hamilton talked about a new grant for property tax relief for \$634,842.

**RECEIVE MONTHLY OAK HILLS PARK AUTHORITY REPORT FOR APRIL 2011**

The monthly report was included in the meeting packet.

**\*\* MR. CONROY MOVED TO ADJOURN**

**\*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:35 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services