

**CITY OF NORWALK  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
DECEMBER 5, 2011**

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

**STAFF:** Tom Hamilton, Finance Director; Bob Barron, Finance Department; Erin Halsey, City Clerk

**OTHERS:** Michael Moccia, Recreation & Parks Director; Karen Doyle Lyons, Republican Registrar of Voters; Robert Virgulak, Oak Hills Authority Chairman; Martha Lemmon, Oak Hills Authority Board Member; Shannon Giandurco, Oak Hills Authority Board Member; and Thomas Vorio, Oak Hills Supervisor

**CALL TO ORDER**

Mr. Wilms called the meeting to order at 7:30 p.m

**APPROVAL OF MINUTES**

**\*\* MR. FEIGENBAUM MOVED TO APPROVE THE MINUTES OF OCTOBER 3, 2011.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**SPECIAL APPROPRIATIONS AGENDA**

**# 1. RESOLVED, that a sum not to exceed \$30,000 be and the same is hereby transferred from Increased Estimate Revenues to the Department of Public Works to pay for tree removal due to recent storms. (Account No. 01-4029-5298)**

Mr. Barron and Mr. Hamilton reviewed the details about the FEMA reimbursement for Tropical Storm Irene damage. Mr. Hamilton announced that the more recent snowstorm had been declared a disaster by the President and there were also funds coming in from that.

**#2. RESOLVED, that a sum not to exceed \$4,197 be and the same is hereby transferred from Increased Estimate Revenues to the Recreation and Parks to pay for tree removal due to recent storms. (Account No. 01-6031-5298)**

Mr. Hamilton said that this item was very similar to the first request and that the Parks and Recreation Department had worked hard to remove the downed trees from City Property.

**\*\* MR. WILMS MOVED THE FOLLOWING RESOLUTIONS:**

**# 1. RESOLVED, THAT A SUM NOT TO EXCEED \$30,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATE REVENUES TO THE DEPARTMENT OF PUBLIC WORKS TO PAY FOR TREE REMOVAL DUE TO RECENT STORMS. (ACCOUNT NO.: 01-4029-5298); AND**

**#2. RESOLVED, THAT A SUM NOT TO EXCEED \$4,197 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATE REVENUES TO THE RECREATION AND PARKS TO PAY FOR TREE REMOVAL DUE TO RECENT STORMS. (ACCOUNT NO. 01-6031-5298)**

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

**#3 RESOLVED, that a sum not to exceed \$70,000 be and the same is hereby transferred from Contingency to the Recreation and Parks Department to pay for engineering services to repair damages to the Pier, Sea Wall and Jetty at Calf Pasture Beach due to Tropical Storm Irene. (Account No. 01-6033-5254)**

Mr. Mocciae said that the largest area of damage that the City had was to the jetty, the fishing pier and the sea wall at Calf Pasture. Until the engineering portion is completed, the numbers can not be firmed up. It is important to move this project along. Mr. Hamilton said that he would appreciate knowing if the BET would approve this since he felt fairly confident that FEMA would reimburse 75% of the cost. He recommended going forward to start the engineering so that the pier could be repaired quickly. He hoped that the pier would be completed by next summer.

Mr. Mocciae said that the time table on this project was tight because it would not get on the Council agenda before mid January. Bids will have to go out and contracts will have to be drafted. The underwater work would only start in March.

Repairing the seawall and jetty could take several months. This would be mitigation work. Mr. Mocciae detailed the work that would need to be done; what would be covered by FEMA and what is currently up to code. This number is a placeholder figure and the companies will be interviewed in the near future.

**\*\* MR. CLARK MOVED THE FOLLOWING RESOLUTION:**

**RESOLVED, THAT A SUM NOT TO EXCEED \$70,000 BE AND THE SAME IS HERBY TRANSFERRED FROM CONTINGENCY TO THE RECREATION AND PARKS DEPARTMENT TO PAY FOR ENGINEERING SERVICES TO REPAIR DAMAGES TO THE PIER, SEA WALL AND JETTY AT CALF PASTURE BEACH DUE TO TROPICAL STORM IRENE. (ACCOUNT NO. 01-6033-5254)**

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

**#4 RESOLVED, that a sum not to exceed \$11,655 be and the same is hereby transferred from Contingency to the Registrar of Voters Dept. to pay for the Republican Third Taxing District Primary in September 2011 and the General Election Re-Canvass in November 2011 ( Account No. Various)**

Mr. Barron stated that these items were not included in the budget and therefore needed a special appropriation. Ms. Doyle Lyons said that some funds had been saved by using paper ballots in one district. She also reviewed the process that was used for the recanvassing.

**\*\* MR. LYONS MOVED THE FOLLOWING RESOLUTION:**

**RESOLVED, THAT A SUM NOT TO EXCEED \$11,655 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE REGISTRAR OF VOTERS DEPT. TO PAY FOR THE REPUBLICAN THIRD TAXING DISTRICT PRIMARY IN SEPTEMBER 2011 AND THE GENERAL ELECTION RE-CANVASS IN NOVEMBER 2011 ( ACCOUNT NO. VARIOUS)**

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

### **TRANSFER AGENDA**

#### **Human Relations & Fair Rent Dept.:**

**The sum of \$11,000 from Account Number 01-1000-5110 (Regular Wages) to Account Number 01-1000-5298 (Contractual Services)**

Mr. Bovilsky came forward to explain the process for the ADA compliance. He said that there was existing funding in the budget from a vacancy in the Field Representative position and would like to use this funding for a self evaluation consultant to work on ADA compliance and upgrade the current City policy.

**\*\* MR. CLARK MOVED TO APPROVE THE FOLLOWING TRANSFER OF FUNDS FOR THE HUMAN RELATIONS AND FAIR RENT DEPT.:**

**THE SUM OF \$11,000 FROM ACCOUNT NUMBER 01-1000-5110 (REGULAR WAGES) TO ACCOUNT NUMBER 01-1000-5298 (CONTRACTUAL SERVICES)**

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

### **OTHER BUSINESS**

#### **Discussion with Oak Hills Concerning Financial Status and Bond Repayment.**

Some Oak Hills Board members; Robert Virgulak, the Oak Hills Authority Chairman; along with Oak Hills Authority Board Members Martha Lemmon and Shannon Giandurcocale

forward to address the Board of Estimate and Taxation members.

Mr. Wilms said that there were several approaches that the City could take when there was a default in payments. He outlined the various options.

Mr. Virgulak stated that there have been a number of issues that need to be factored in such as 83 days of bad weather. If the note was restructured, it needs to be done in such a manner that the Association can manage to make the payments. Both the Authority Board members and Mr. Hamilton thanked Mr. Barron for his recent hard work on this issue.

Ms. Lemmon then reviewed the budget figures with the BET members. She said that the financial system will be made more streamline, have better quality control and be more transparent. Market efforts will be re-instated. Discussion followed about the infrastructure.

Mr. Barron then reviewed some of the debt restructuring considerations. He said that the Authority's goal was to have the public hearing in January and get approval for the new rates. There have been some expenses that were not included in the current budget. The Authority is now aware that the budget will be changing, and therefore has decided to wait on presenting a five year business plan. A cash flow and five year business model will be presented in February.

The discussion then moved to the unexpected expenses which had to do with personnel.

Mr. Feigenbaum had several questions about the decision to close the course at this time. He was told that based on last year's revenue, it was decided to close the course for the season. Mr. Vorio, the course superintendent, came forward to discuss the details of shutting the course down such as the chemical spray that has to be put on the greens before the greens are roped off.

Discussion followed about the current cash flow and the upcoming calendar for purchases.

Mr. Barron then reviewed the current proposal for the Authority, which was included in a handout. The discussion then moved to the current leasee's situation, which will end in 2015.

Mr. Hamilton pointed out that the while the City can bond much more easily than the Authority or a private developer. However, he felt that it was not the time to double down on the investment.

Mr. Virgulak pointed out that the current restaurant lease holder has been looking to sell the restaurant for the last five years. Without the restaurant mortgage, the course would be in good shape.

The discussion then moved to the rates on neighboring courses and how to utilize the pricing rates. There were concerns about the condition of the course and how this would affect the number of rounds played.

Tournaments was the next item discussed. There has been a major decrease in the number of tournaments held at the course.

Concerns were also expressed about the fact that the Authority would have to come to the BET for expenditures over \$5,000. Mr. Barron then clarified the details of that requirement.

Mr. Barron then reviewed the details about the proposed restructuring. Mr. Kolman pointed out that the institution of the \$5,000 BET approval requirement was to keep the City informed on expenses.

Mr. Hamilton said that the Common Council would have to approve the restructuring agreement. Previously, a recommendation was made to the Council to approve the restructuring agreement. It was also pointed out that the Authority could request funds for Capital projects.

Ms. Lemmon said that the Authority wished to have permission for for \$12,000 for drainage, T boxes and bunkers along with \$4,000 for the roof repairs.

### **RECESS**

A recess was called at 8:52 p.m. The meeting reconvened at 9:00 p.m.

### **Discussion with Oak Hills Concerning Financial Status and Bond Repayment CONT'D.**

Ms. Lemmon then requested that the BET consider approving the amount of \$16,000 for capital projects of which \$5,000 had already been spent on projects. This sum of \$16,000 includes \$12,000 for drainage, T-boxes, and bunker work and \$4,000 for roof repairs.

**\*\* MR. LYONS MOVED TO SUSPEND THE RULES TO CONSIDER THE REQUEST BY THE OAK HILLS AUTHORITY BOARD MEMBERS.**

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

**\*\* MR. WILMS MOVED TO APPROVE THE REQUEST BY THE OAK HILLS AUTHORITY BOARD MEMBERS FOR THE SUM OF \$16,000 FOR CAPITAL IMPROVEMENTS WHICH INCLUDES \$12,000 FOR DRAINAGE, T-BOXES, AND BUNKER WORK AND \$4,000 FOR ROOF REPAIRS.**

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

### **ADDITIONAL INFORMATION**

**Oak Hills Report – September, 2011  
Oak Hills Report – October, 2011  
Summary of Special Appropriations – FY 2010-11  
Status of Contingency – FY 2010-11  
Status of Contingency – FY 2011-12**

**Financial Reports**

**Year-to-date Capital Budget Report (FY 2011-12)**  
**Year-to-date Operating Budget Report (FY 2011-12)**  
**Board of Education Budget Report (FY 2011-12)**  
**Salary Account**  
**Tax Collector's Narrative – September 2011**  
**Tax Collector's Report – September 2011**  
**Tax Collector's Report – October 2011**  
**Key Revenue Report – September 2011**  
**Salary Accounts**  
**Fire Overtime**  
**Dispatch Overtime**  
**Police Overtime**

Mr. Barron reviewed the revenue report with the Board members. Mr. Barron noted that there were three months of Tax Collector's Reports, September, October and November in the packet.

The budget calendar has been updated and will be posted on the website in the near future.

**ADJOURNMENT**

**\*\* MR. FEIGENBAUM MOVED TO ADJOURN.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:15 p.m.

Respectfully submitted

Sharon L. Soltes  
Telesco Secretarial Services