

**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
AUGUST 6, 2012**

ATTENDANCE: James Feigenbaum, Acting Chair; Leo Mellow, John Federici, Michael Kolman (via conference call); Mayor Richard A. Moccia (7:50 p.m.)

STAFF: Erin Halsey, City Clerk; Thomas Hamilton, Finance Director; Robert Barron, Finance Department

OTHERS: Robert Virgulak, Oak Hills Authority Chair; Clyde Mount, Oak Hills Authority Board; Shelly Guyer, Oak Hills Interim Director

CALL TO ORDER.

Acting Chair Feigenbaum called the meeting to order at 7:32 pm. A quorum was present.

APPROVAL OF MINUTES.

June 25, 2012 – Special Meeting

The following corrections were noted:

Page 1, under **ATTENDANCE**, please change “John Federici” to “John Federici”.

Page 5, under **Update of the Board of Education’s \$4M Deficit**, paragraph 1, line 1: please change “Mr. Hamilton aid that” to “Mr. Hamilton said that”

July 11, 2012 – Special Meeting

Page 1, under **Call to Order**, paragraph 2, line 3: please change “ the following the letter from” to “the following letter from”

Page 2, under **Impact of Planned Incremental \$4.0 million**, paragraph 2, line 4: please change “statues, the do set the cap” to “statues, they do set the cap”

**** MR. MELLOW MOVED TO APPROVE THE MINUTES OF THE JUNE 25, 2012 SPECIAL MEETING AND THE JULY 11, 2012 SPECIAL MEETING AS CORRECTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

SPECIAL APPROPRIATIONS (SECTION A)

Fiscal Year 2011-2012

1. RESOLVED, that a sum not to exceed \$6,419 be and the same is hereby transferred from Increased Estimated Revenues to the Police Department to cover overtime reimbursement. (Account #01-3035-5120).

2. RESOLVED, that a sum not to exceed \$28,556 be and the same is hereby transferred from Increased Estimated Revenues to the Police Department to cover overtime reimbursement. (Account #01-3035-5120).

Mr. Barron reported that a check has been received from the Department of Justice for \$6,419.00 to cover the overtime reimbursement and a second check had been received from the Department of Justice for \$28,556 resulting from the participation of the Norwalk Police Department with the Federal authorities on joint cases.

**** MR. FEDERICO MOVED TO APPROVE THE FOLLOWING RESOLUTIONS:**

1. RESOLVED, THAT A SUM NOT TO EXCEED \$6,419 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATED REVENUES TO THE POLICE DEPARTMENT TO COVER OVERTIME REIMBURSEMENT. (ACCOUNT #01-3035-5120).

2. RESOLVED, THAT A SUM NOT TO EXCEED \$28,556 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATED REVENUES TO THE POLICE DEPARTMENT TO COVER OVERTIME REIMBURSEMENT. (ACCOUNT #01-3035-5120).

**** THE MOTION PASSED UNANIMOUSLY.**

Fiscal Year 2012-13

3. RESOLVED, that a sum not to exceed \$20,000 be and the same is hereby transferred from Increased Estimated Revenues to the Parks and Recreation Department to purchase supplies and other product for the Seasonal Coffee Shop at Calf Pasture Beach. (Account #01-6033-5325)

Mr. Barron then gave a brief overview of the new cafe. It is run by the city. Mr. Moccia estimated 100% markup on the product. Mr. Federici said that he had visited the site and it was great.

**** MR. FEDERICO MOVED TO APPROVE THE FOLLOWING RESOLUTION:**

RESOLVED, THAT A SUM NOT TO EXCEED \$20,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM INCREASED ESTIMATED REVENUES TO THE PARKS AND RECREATION DEPARTMENT TO PURCHASE SUPPLIES AND OTHER PRODUCT FOR THE SEASONAL COFFEE SHOP AT CALF PASTURE BEACH. (ACCOUNT #01-6033-5325)

**** THE MOTION PASSED UNANIMOUSLY.**

TRANSFER AGENDA (SECTION B)

Mr. Barron said that there had been no meeting in July and that the major transfers had been approved in June. The remaining ones are the ones that will close out the year. Most of the transfers are within the same department. Fire and Public Works had some surpluses that were used to cover other departments. There were no requests from the contingency account. Once the fiscal year is over, the departments no longer have access to the funds, so transferring funds from one department to another is not a problem.

Mr. Barron indicated that there were two errors on the summary, one having to do with the Fire Department request for training and that there had originally been a problem with the years for the Youth Services.

Mr. Barron then stated the following transfer request from the Fire Department should be withdrawn.

FISCAL YEAR 2012-13

FIRE DEPARTMENT

The sum of \$15,000 from Account # 01-3120-5110 (Salary and Wages – Reg.) to Account #01-310-5237 (Advertising) for the purpose of extraordinary recruitment and advertising activities for an entry fire fighter test that will be conducted in December 2012.

Mr. Barron then explained that the transfer listing for the Youth Services reorganization transfers had been previously approved under the incorrect fiscal year.

YOUTH SERVICES

The sum of \$21,600 from Account #01-1100-5620 (Grants) to Account 01-1100-5140 (Wages & Salary – P/T) and the sum of \$10,700 from Account #01-1100-5620 (Grants) to Account 01-1100-5110 (Wages & Salary – Reg) for a total of \$32,300.

**** MR. FEDERICO MOVED TO APPROVE THE TRANSFERS 2011-2012 WITH THE FOLLOWING MODIFICATIONS:**

THE WITHDRAWAL OF THE FOLLOWING REQUEST FROM:

FISCAL YEAR 2012-13

FIRE DEPARTMENT

THE SUM OF \$15,000 FROM ACCOUNT # 01-3120-5110 (SALARY AND WAGES – REG.) TO ACCOUNT #01-310-5237 (ADVERTISING) FOR THE PURPOSE OF EXTRAORDINARY RECRUITMENT AND ADVERTISING ACTIVITIES FOR AN ENTRY FIRE FIGHTER TEST THAT WILL BE CONDUCTED IN DECEMBER 2012.

AND THE CORRECTION OF THE FISCAL YEAR FROM 2011-2012 to 2012-2013 FOR THE FOLLOW REQUEST FROM:

YOUTH SERVICES

THE SUM OF \$21,600 FROM ACCOUNT #01-1100-5620 (GRANTS) TO ACCOUNT 01-1100-5140 (WAGES & SALARY – P/T) AND THE SUM OF \$10,700 FROM ACCOUNT #01-1100-5620 (GRANTS) TO ACCOUNT 01-1100-5110 (WAGES & SALARY – REG) FOR A TOTAL OF \$32,300.

**** THE MOTION TO APPROVE THE TRANSFERS AS AMENDED PASSED UNANIMOUSLY.**

OTHER BUSINESS (SECTION C)

a) RESOLUTION, authorizing the closing of a Capital Project in the amount of \$150,000 for the Oak Hills Park Authority (Acct. # 0913-1340-5777-C0520)

b.) RESOLUTION, authorizing a special capital appropriation in the amount of \$150,000 for the Oak Hills Park Authority for improvements to the Oak Hills Park Golf Course for the revised scope of projects. (Acct. #TBC)

Mr. Barron directed everyone's attention to page 3 of the back up information. There were five projects approved for the golf course. Due to some infrastructure issues, there have been some material changes in the Special Capital projects.

Mayor Moccia joined the meeting at 7:50 p.m.

Mr. Virgulak came forward and greeted everyone. He said that the projects were earmarked for improvements, but some problems have developed with the infrastructure. These repairs will not increase play, but will simply maintain the course. He said that he

felt that the City should be responsible for the repairs to the infrastructure. He then outlined the details of various repairs. The work will not be used for course improvements.

Mayor Moccia said that when the separate authority had been created, it was so that the City would not have to maintain the infrastructure. Mayor Moccia said that he understood and that he had heard good things about the course. He then recommended that in the future, the minutes of the meeting for the repairs should be forwarded to Mr. Hamilton, so they can be distributed to the BET members.

Mr. Virgulak said that he did not think that every time they have to spend \$5,000, they should not have to come to the BET for approval. Mr. Barron said that the Authority has not provided a five year plan, which was requested some time ago. He said that once a plan is developed and followed, the BET could reconsider the issue. Mr. Barron added that the loan payment would be due in September. Mr. Virgulak said that he was under the impression that they had been told that the five year plan would be ready next month. Discussion followed about the covenant in the contract and emergency funding issues.

The Mayor reminded everyone that the BET and the City were governed by ordinance and procedure. Mr. Barron asked if the Authority would be able to make the September 1st payment. Mr. Virgulak said that they had the debt payment.

The discussion then moved to the scheduling of the various meetings in order to get approval.

Mr. Federici asked how the revenues were. Mr. Guyer said that last year the revenues were slightly below expectations. Shelly said that the number of rounds has remained the same. Mr. Hamilton said that it would be good to have a weekly email stating how many rounds are played each week. Mr. Guyer agreed.

Mr. Barron said that his biggest concern was that if the Course was not generating revenue, the Authority should reduce expenses. The BET and the Council should make this type of decision, particularly if the Authority feels that there will be a deficit. Mayor Moccia said that it would be important to see the five year plan. Then the Board will be able to assess the situation more accurately.

**** MAYOR MOCCIA MOVED TO APPROVE THE FOLLOWING RESOLUTIONS:**

A) RESOLUTION, AUTHORIZING THE CLOSING OF A CAPITAL PROJECT IN THE AMOUNT OF \$150,000 FOR THE OAK HILLS PARK AUTHORITY (ACCT. # 0913-1340-5777-C0520)

B.) RESOLUTION, AUTHORIZING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$150,000 FOR THE OAK HILLS PARK AUTHORITY FOR IMPROVEMENTS TO THE OAK

HILLS PARK GOLF COURSE FOR THE REVISED SCOPE OF PROJECTS. (ACCT. # TBD)

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Barron then gave Mr. Virgiuak a quick update on the loan payments terms.

ADDITIONAL INFORMATION (SECTION D)

Oak Hills Financial Status – June 2012

Summary of Special Appropriations – FY 2011-12

Status of Contingency – FY 2011-12

Status of Contingency – FY 2012-13

Financial Reports

Year-to-date Capital Budget Report (FY 2011-12)

Year-to-date Capital Budget Report (FY 2012-13)

Year-to-date Operating Budget Report (FY 2011-12)

Year-to-date Operating Budget Report (FY 2012-13)

Board of Education Budget Report (FY 2011-12)

Board of Education Budget Report (FY 2012-13)

Tax Collector's Report – May 2012

Tax Collector's Narrative – May 2012

Tax Collector's Report – June 2012

Tax Collector's Narrative – June 2012

Key Revenue Report – FY 2011-12

Salary Accounts

Fire Overtime

Dispatch Overtime

Police Overtime

Regarding the Key Revenue report, Mr. Barron stated that he had changed the format slightly.

Mr. Hamilton informed the Board that the tax collection was at 98.7%. The tax sale was held in July.

Mr. Federici asked if the Fire and Police Overtime were within budget. Mr. Hamilton said that with the transfers that had been approved earlier in the meeting, the shortfalls were covered. He then reviewed how this was accomplished. There were funds set aside for the settlement of the Police Contract.

The Mayor said that there had been some newspaper articles written about NEON. Discussion of a potential NEON request followed.

ADJOURNMENT

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

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services