

**CITY OF NORWALK
FINANCE CLAIMS COMMITTEE
JUNE 13, 2013**

ATTENDANCE: Carvin Hilliard, Chair; Douglas Hempstead; John Igeneri;
Bruce Kimmel; Matthew Miklave; Warren Peña (7:34 p.m.);
David McCarthy (7:52 p.m.)

STAFF: Thomas Hamilton, Finance Director; Lisa Biagiarelli, Tax Collector;
Karen DelVecchio, IT Director; Sal Iannaccone, Finance

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

**** MR. HEMPSTEAD MOVED TO APPROVE THE MINUTES OF MAY 9, 2013 AS
PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED TO RECEIVE THE MONTHLY CLAIMS REPORT DATED
JUNE 13, 2013**

Ms. Biagiarelli reported that there was a special request this month. Mr. Hamilton explained that this is Wilson Rand, LLC in the amount of \$132,297.68. He said that this property is the site of the old Norwalk Community College. He said that one of the buildings on the property was on the tax records twice. The error goes back to 2005, and has been corrected back three years.

Mr. Peña joined the meeting at 7:34 p.m.

Ms. Biagiarelli said that one of the properties was significantly delinquent when she first came to Norwalk.

**** MOTION PASSED UNANIMOUSLY**

NARRATIVE ON TAX COLLECTIONS DATED JUNE 13, 2013

MONTHLY TAX COLLECTOR'S REPORT DATED MAY 31, 2013

Ms. Biagiarelli reviewed her written report. She said that with one month left in the fiscal year, they have collected 98.52% of their current tax levy on the 2011 grand list. She said that the back year's taxes for May reflect a transfer of more than \$700,000 in tax collections that have been shifted from prior years' collections. She said that 2013 is a non-tax sale year, but next year will be a tax sale year. They are working on enforcement. Tax bills will be sent out around June 24th. Ms. Biagiarelli asked Committee members to let her know when their bill arrives. Everything is on track and there is a lot of information on the City website about tax collection.

**** MR. MIKLAVE MOVED THE FOLLOWING ITEMS:**

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE TENANT'S/USERS LIABILITY INSURANCE PLACEMENT FOR THE FY 2013-14 FISCAL YEAR WITH THE SHOFF DARBY AGENCY IN THE DEPOSIT AMOUNT OF \$1,500. ACCOUNT # 161343-541N, 165053-541N

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE GENERAL LIABILITY INSURANCE PLACEMENTS FOR THE FY 2013-14 FISCAL YEAR WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED \$406,434. ACCOUNT #161343-54N, 165053-541N

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE PROPERTY INSURANCE PLACEMENT FOR THE FY 013-14 FISCAL YEAR WITH THE H. D. SEGUR INSURANCE AGENCY IN AN AMOUNT NOT TO EXCEED \$574,823. ACCOUNT #161343-54N, 165053-541N

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE FLOOD INSURANCE PLACEMENT FOR FY 2013-14 THROUGH THE NATIONAL FLOOD INSURANCE PROGRAM FOR AN MOUNT NOT TO EXCEED \$44,739. ACCOUNT # 161343-541N, 165053-541N

AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE CRIME BOND INSURANCE PLACEMENT FOR THE FY 2013-14 FISCAL YEAR WITH THE H. D. SEGUR INSURANCE AGENCY IN AN AMOUNT NOT TO EXCEED \$3,718. ACCOUNT #161343-541N, 165053-541N

**AUTHORIZE THE MAYOR, RICHARD A. MOCCIA TO EXECUTE EXCESS WORKERS
COMPENSATION INSURANCE PLACEMENT FOR THE FY 2013-14 FISCAL YEAR
WITH THE H. D. SEGUR INSURANCE AGENCY IN AN AMOUNT NOT TO EXCEED
\$215,880. ACCOUNT # 161344-5418, 165054-5418**

Mr. Hamilton explained the items.

Mr. Miklave asked if any of these payments were substantially different than prior years. Mr. Hamilton explained that FEMA requires flood insurance in certain areas.

Mr. Hamilton said that he is looking for input regarding purchasing excess workers compensation insurance. He said that it is very expensive, but there is exposure. Mr. Hamilton reviewed the workers compensation claims over the past 20 years and said that only one was in excess of \$1 million.

Mr. Hamilton said that their risk management consultant told him about claims from other cities that were significantly over \$1 million. Mr. Hempstead asked what type of claim would break the bank. Mr. Hamilton said that a building collapse with Fire Fighters in the building. Mr. Hempstead asked Mr. Hamilton to get a quote for \$3 million deductible. Mr. Miklave noted that if there were a catastrophic situation, all of the claims would not hit in the same year.

Mr. McCarthy joined the meeting at 7:52 p.m.

Mr. Peña said that there is an exposure from a risk management perspective. He said that he would also be curious to see the cost for a \$3 million deductible.

Mr. Igneri asked if they are going to go to a \$3 million deductible if they could put the difference into a reserve fund. Mr. Hamilton said that anything not spent in the insurance fund stays there. He said that they first have to put this item in the budget. He said that he feels there is enough flexibility in the budget to accommodate the cost.

Mr. Kimmel said that he would also like to see the quote for the \$3 million deductible. He added that if they had to, he would go with the \$1 million deductible and add the expense to the budget. He said that he feels they should not ignore this.

Mr. Igneri asked if the flood insurance placement was for one location. Mr. Hamilton explained that it is for seven different locations. He said that the property insurance premium is fairly significant; they had a few claims over the past 3 – 4 years.

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**** MOTION PASSED UNANIMOUSLY**

**** MR. MIKLAVE MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO E-PLUS TECHNOLOGY FOR THE SUPPLY OF BID PROJECT #3299 DATA CENTER CORE SWITCH EQUIPMENT NEW FIRE STATION FACILITY, PER BID RESPONSE QUOTATION 21511248 DATED 5/29/2013, FOR AN AMOUNT NOT TO EXCEED \$70,693.43, ACCOUNT 09140600-5777 - C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE FINANCE COMMITTEE FOR FURTHER ACTION**

Ms. DelVecchio explained the item. She said that a core switch is the appliance that all the servers connect to. The current one is not able to support all of the new technology that will be going into place at the new Fire Department Headquarters. This new equipment will be sufficient to meet the technology needs for the next 8 – 9 years. This will be installed in-house. Mr. DelVecchio said that this item was unanimously approved by the IT Committee at it June 5th meeting.

**** MR. MIKLAVE MOVED TO AMEND THE MOTION AS FOLLOWS:**

TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO E-PLUS TECHNOLOGY FOR THE SUPPLY OF BID PROJECT #3299 DATA CENTER CORE SWITCH EQUIPMENT NEW FIRE STATION FACILITY, PER BID RESPONSE QUOTATION 21511248 DATED 5/29/2013, FOR AN AMOUNT NOT TO EXCEED \$70,693.43, ACCOUNT 09140600-5777 - C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD ONTO THE COMMON COUNCIL FOR FURTHER ACTION

**** MOTION PASSED UNANIMOUSLY**

**** MOTION AS AMENDED PASSED UNANIMOUSLY**

**** MR. MIKLAVE MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, PRINTERS AND OBSOLETE ASST DISPOSAL ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT OT EXCEED \$130,180.00 ACCOUNT 09140600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD TO THE FINANCE COMMITTEE FOR FURTHER ACTION**

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**** MR. MCCARTHY MOVED TO AMEND THE MOTION AS FOLLOWS:**

AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, PRINTERS AND OBSOLETE ASSET DISPOSAL ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT OT EXCEED \$130,180.00 ACCOUNT 09140600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) AND FORWARD TO THE COMMON COUNCIL FOR FURTHER ACTION

Ms. DelVecchio explained that this item is part of the annual technology refresh program. She said that any equipment that is replaced is assessed for other uses. This item was approved in the capital budget and will be put out to bid according to the purchasing department guidelines.

**** MOTION PASSED UNANIMOUSLY**

**** MR. MIKLAVE MOVED TO RECEIVE THE BOARD OF ESTIMATE AND TAXATION APPROPRIATIONS DATED JUNE 3, 2013**

Mr. Hamilton said that this is a special appropriation for \$406,853 that was approved by the Board of Estimate and Taxation. It covers wage settlements from three bargaining groups, Ordinance positions and elected officials for FY 2012-2013. Mr. Peña asked about the elected officials. Mr. Hamilton said that the Registrar of Voters is the only department that needs an appropriation.

Mr. Kimmel asked about some of the other departments, such as extra work and alarm administration. Mr. Hamilton said that he would get back to Mr. Kimmel.

**** MOTION PASSED UNANIMOUSLY**

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

RESOLUTION, AUTHORIZING THE CLOSE OUT OF VARIOUS CAPITAL PROJECTS TOTALING \$2,277,666 FROM THE DPW, PARKING AND PLANNING & ZONING DEPARTMENTS. ACCOUNT NUMBERS: VARIOUS

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**RESOLUTION, AUTHORIZING THE INCREASE OF VARIOUS CAPITAL PROJECTS
TOTALING \$2,277,666 IN THE REDEVELOPMENT, DPW AND PARKING
AUTHORITY DEPARTMENTS. ACCOUNT NUMBERS: VARIOUS**

**RESOLUTION MAKING APPROPRIATIONS FOR VARIOUS PUBLIC
IMPROVEMENTS AGGREGATING \$19,684,000 FOR THE 2013-2014 CAPITAL
BUDGET AND AUTHORIZING THE ISSUANCE OF \$15,653,000 GENERAL
OBLIGATION BONDS OF THE CITY TO MEET CERTAIN APPROPRIATIONS IN THE
2013-2014 CAPITAL BUDGET**

Mr. Hamilton explained that there has been a lot of development activity in Planning and Zoning. As a result, Mr. Greene has requested that these projects be transferred to other departments.

Mr. Peña asked why Planning and Zoning was given appropriations if they are not part of the function. Mr. Hamilton said that several years ago, Mr. Greene asked for money in the capital budget to accomplish objectives listed in the master plan of development. But in terms of implementation, Planning and Zoning is not set up to construct infrastructure. Mr. Hamilton said that the objective is to help move these projects along. He said that the Board of Estimate and Taxation already approved these items.

**** MOTION PASSED UNANIMOUSLY**

**** MR. MCCARTHY MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:43 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services