

**CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
REGULAR MEETING
JUNE 2, 2014**

ATTENDANCE: James Clark, Chair; Mayor Harry Rilling; Erik Anderson;
Gregory Burnett; Anne Yang Dwyer; Edwin Camacho (7:34 p.m.)

STAFF: Thomas Hamilton, Finance Director; Robert Barron, Director Office of Management and Budgets; Donna King, City Clerk; Michael Mocciae, Director Recreation and Parks;
Thomas Kulhawik, Police Chief

OTHERS: Dr. Manuel Rivera, Superintendent of Schools; Michael Lyons, Chair, Board of Education

Mr. Clark called the meeting to order at 7:32 p.m. Ms. King called the Roll. There were five (5) Board members present.

1. APPROVAL OF MINUTES

May 5, 2014 - Regular Meeting

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

The following corrections were made to the minutes:

Page 5 - third paragraph, last sentence should read: They requested what NEON as getting, but over the last six weeks they were able to scrub the numbers and are asking for roughly \$ million less than NEON and in the last two years, they received no funding.

Page 5 - last paragraph, second sentence should read: Mr. Anderson said that he would lean toward keeping a smaller amount in the budget and see how it looks next year for providing the Norwalk Housing Authority with an incremental increase.

Page 6 - first paragraph, delete the third sentence.

Page 7 - following the first motion, add the following: The vote failed because there was a tie.

**** MR. ANDERSON MOVED TO ACCEPT THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

2. SPECIAL APPROPRIATIONS AGENDA (Section A)

**List of Resolutions
Advertised Items - 3**

**** MR. ANDERSON MOVED THE FOLLOWING:**

- 1. RESOLVED, THAT A SUM NOT TO EXCEED \$220,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE POLICE DEPARTMENT TO COVER THE PROJECTED DEFICIT IN THE DEPARTMENT'S WAGE ACCOUNTS. (ACCOUNT #VARIOUS)**

Mr. Hamilton explained the item as detailed in the backup. He said that this appropriation is to cover the projected deficit in Police wages. He said that the appropriation is driven by overtime wages and new hires. He described the hiring process for new Officers and said that it is a lengthy process before they are on the street. Mr. Hamilton recommended a total appropriation of \$210,540.

Mr. Barron explained that the item was advertised as \$220,000.

**** MR. ANDERSON MOVED TO AMEND THE MOTION TO CHANGE
** THE AMOUNT FROM \$220,000 TO \$210,540
** MOTION AS AMENDED PASSED UNANIMOUSLY**

**** MR. CLARK MOVED TO APPROVE THE FOLLOWING ITEM:**

- 2. RESOLVED, THAT A SUM NOT TO EXCEED \$60,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO COMBINED DISPATCH TO COVER THE PROJECTED DEFICIT IN THE DEPARTMENT'S WAGE ACCOUNTS. (ACCOUNT # VARIOUS)**

Mr. Hamilton explained the item as detailed in the backup. He said that this appropriation is to cover the projected deficit in Combined Dispatch wages. He said that the recommended appropriation has been reduced to \$51,616.

**** MR. CLARK MOVED TO AMEND THE MOTION TO CHANGE THE
** AMOUNT FROM \$60,000 TO \$51,616**

**** MOTION AS AMENDED PASSED UNANIMOUSLY**

**** MR. ANDERSON MOVED TO APPROVE THE FOLLOWING ITEM:**

- 3. RESOLVED, THAT A SUM NOT TO EXCEED \$54,645 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE RECREATION & PARKS DEPARTMENT TO COVER THE PROJECTED DEFICITS IN VARIOUS UTILITY ACCOUNTS. (ACCOUNT #VARIOUS)**

Mr. Hamilton explained the item as detailed in the backup. He said that this appropriation request is to cover the shortfall in utilities in the Parks and Recreation accounts.

Mr. Mocciae explained that Parks and Recreation does not have this money in any of their budgets to cover the costs. He explained that the hearing fuel was for Cranbury Park and they were constantly irrigating the fields. In addition, electrical costs have sky rocketed. Mr. Barron said that as a whole, the City had higher electrical costs. Mr. Hamilton added that the electrical costs were locked in a few years ago, until December 2013. Since then the electrical costs are much higher than they were before. He said that the electrical costs are locked in through the end of June in the CL&P area.

Ms. Yang Dwyer asked if they will be underfunded for utility costs for the coming year. Mr. Hamilton said that is something they have to keep an eye in. He said that he built some increases in the budget, but it is a concern.

Mr. Anderson told Mr. Mocciae that he has been to every place on the list and they look great.

**** MOTION PASSED UNANIMOUSLY**

EXECUTIVE SESSION

Meet and confer meeting with the Board of Education under CGS 10-153d.

**** MR. ANDERSON MOVED TO GO INTO EXECUTIVE SESSION AT 8:02 P.M. TO DISCUSS PENDING COLLECTIVE BARGAINING WITH THE BOARD OF EDUCATION**

**** MOTION PASSED UNANIMOUSLY**

The public was excused and left the meeting room.

The Board of Estimate and Taxation members came out of Executive Session at 9:05 p.m. No votes or actions were taken.

4. **TRANSFER AGENDA** (Section B)

**** MR. CLARK MOVED TO APPROVE THE FOLLOWING TRANSFER S:**

HEALTH:

| From | To | Amount |
|---|---|---------------|
| 01-2070-5140 Wages & Salary - Part-Time | 01-2070-5322 Chemical, Lab, Medical Supplies | \$5,500 |

Mr. Barron explained that this transfer is to cover the cost of vaccines and the increase in the volume of people requesting vaccines. Mr. Hamilton said that they saw a big drop off in the number of people in the travel program because less people were traveling. As the economy gets better, they may that program may pick up.

PUBLIC WORKS - BUILDING MANAGEMENT:

| From | To | Amount |
|-----------------------|----------------------------|---------------|
| 01-3055-5241 Electric | 01-4042-5244 Gas | \$10,500 |
| 01-3055-5241 Electric | 01-4072-5241 Electric | 5,300 |
| 01-3154-5244 Gas | 01-4073-5246 Heating Fuels | 9,300 |
| 01-3055-5241 Electric | 01-4073-5241 Electric | 7,700 |
| 01-3154-5241 Electric | 01-4073-5241 Electric | 5,000 |
| 01-3154-5244 Gas | 01-4073-5241 Electric | 2,300 |
| 01-4078-5241 Electric | 01-4073-5241 Electric | 2,100 |
| 01-4079-5241 Electric | 01-4075-5241 Electric | 16,000 |
| \$58,200 | | |

Mr. Hamilton explained that the transfers will cover the projected deficits in several building utility accounts.

**** MOTION PASSED UNANIMOUSLY**

**** MR. ANDERSON MOVED TO APPROVE THE FOLLOWING TRANSFER:**

**FISCAL YEAR 2014-15:
GRANTS:**

| From | To | Amount |
|-----------------------|-----------------------|---------------|
| 01-7003-5A0620 Grants | 01-7008-5A0620 Grants | \$92,508 |

Mr. Barron explained that this transfer is not new money. It is being moved from NEON to the Carver Foundation who will be responsible for all three camps. Mayor Rilling said that Carver has experience in running camps and knows what has to be done.

**** MOTION PASSED UNANIMOUSLY**

4. OTHER BUSINESS (Section C)

1. Discussion and adoption of proposed Pension Funding Policy.

Mr. Hamilton reviewed the proposed pension funding policy, included in the backup. He said that there are four basic objectives. In order to achieve those objectives the Board of Estimate and Taxation will base its contributions to the plans on Actuarially Determined Employer Contributions (ADEC) that are prepared annually.

Under the Funding Guidelines (#4), Mayor Rilling asked Mr. Hamilton to clear up some of the language that will not be needed.

**** MR. ANDERSON MOVED TO APPROVE THE ADOPTION OF THE PENSION FUNDING POLICY AS AMENDED
** MOTION PASSED UNANIMOUSLY**

2. Approve policy regarding Board of Estimate and Taxation Transfers

**** MAYOR RILLING MOVED TO APPROVE THE POLICY REGARDING BOARD OF ESTIMATE AND TAXATION TRANSFERS**

Mr. Hamilton explained that this is standard practice and has been in place for a number of years. This allows the Finance Director to approve transfers up to \$5,000 and make emergency transfers with the proviso that the Board of Taxation is informed by their next regular meeting.

Ms. Yang Dwyer said that since the amount has not changed in a number of years, she asked if the amount should be increased from \$5,000 to \$10,000. Mr. Clark said that he would be willing to consider that increase, but would like more information. Mr. Barron said that he could pull the last 12 months. Mr. Burnett asked if \$5,000 is the standard amount or an arbitrary amount. Mr. Barron said that he believes it is the City's standard.

Mr. Hamilton said that he was not aware of any state wide policy. It has been \$5,000 for a number of years and it may be time to consider an adjustment, such as \$5,000 to \$7,500. He said that either would be ok. Mr. Clark said that unless it reduces the workload of the department significantly, he suggested keeping the amount at \$5,000. Mr. Barron suggested deferring an increase to next year, because \$5,000 has already been published.

BE IT RESOLVED , THAT ALTHOUGH THE POWER TO MAKE TRANSFERS BETWEEN APPROPRIATIONS LIES WITH THE BOARD OF ESTIMATE AND TAXATION, THE BOARD HEREBY DELEGATES THE POWER TO THE FINANCE DIRECTOR, UPON THIS LIMITED BASIS.

1. TRANSFERS OF LESS THAN FIVE THOUSAND DOLLARS (\$5,000.00) BETWEEN LINE ITEMS MAY BE AUTHORIZED BY THE FINANCE DIRECTOR WITHOUT PRIOR APPROVAL OF THE BOARD OF ESTIMATE AND TAXATION; AND,

2. EMERGENCY TRANSFERS MAY BE AUTHORIZED BY THE FINANCE DIRECTOR WITHOUT PRIOR BOARD OF ESTIMATE AND TAXATION APPROVAL, SUBJECT TO SUBMISSION TO THE BOARD FOR THE APPROVAL AT ITS NEXT REGULAR MEETING FOLLOWING THE TRANSFER.

BE IT RESOLVED , THAT THE BOARD OF ESTIMATE AND TAXATION HEREBY DELEGATES ITS POWERS TO RECOGNIZE INCREASED ESTIMATED REVENUES UP TO \$5,000 TO THE FINANCE DIRECTOR, AND AUTHORIZES THE FINANCE DIRECTOR TO CREDIT THE APPROPRIATE EXPENDITURE ACCOUNTS, SUBJECT TO SUBMISSION OF SUCH ACTION TO THE BOARD OF ESTIMATE AND TAXATION AT ITS NEXT REGULAR MEETING FOLLOWING THE FINANCE DIRECTOR 'S APPROVAL OF SUCH ITEMS.

**** MOTION PASSED UNANIMOUSLY**

5. ADDITIONAL INFORMATION (Section D)

Financial reports

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- Oak Hills Financial Status - April 2014

Mr. Anderson asked for an update on Oak Hills. Mr. Barron said that they did well this May and are ahead of last May.

- Tax Collector's Narrative - April 2014
- Tax Collector's Report - April 2014

Mr. Barron reviewed the Tax Collector's Narrative and Report included in the backup. He said that they are at 98.04% collected of the corrected levy. Mr. Hamilton said that they picked up a lot of back tax revenue during May. He said that it is attributable to the tax sale, which is effective.

Summary of Special Appropriations

Mr. Burnett asked if they anticipate any large ticket items between now and the end of the year. Mr. Hamilton said that the biggest item would be the unsettled Police contract. He said that he took a scan through and was not aware of any big items.

Status of Contingency

- Year-to-date Capital Budget Report - FY 2013-14
- Year-to-date City Operating Budget Report - FY 2013-14
- Year-to-date BOE Operating Budget Report - FY 2013-14
- Key Revenue Report - 2014

Salary accounts

- Police
- Fire
- Public Works

**** MR. ANDERSON MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 9:41 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

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