

**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
JULY 7, 2014**

ATTENDANCE: James Clark, Chair; Erik Anderson; Gregory Burnett;
Edwin Camacho; James Feigenbaum

STAFF: Thomas Hamilton, Finance Director; Robert Barron,
Director Office of Management and Budgets; Donna
King, City Clerk; Timothy Callahan, Health Director

Mr. Clark called the meeting to order at 7:30 p.m. and Ms. King called the Roll. A quorum was present.

APPROVAL OF MINUTES

June 2, 2014- Regular Meeting

The following corrections were made to the minutes:

Page 4: add the following after the second sentence: Ms. Yang Dwyer was appointed as the Board of Estimate and Taxation's observer of the Board of Education's contract negotiations.

Page 5: Last paragraph, third sentence should read as follows: Mr. Barron said that he could pull the last 12 months of transfers between \$5,000 and \$10,000.

** **MR. BURNETT MOVED TO ACCEPT THE MINUTES AS AMENDED**
** **MOTION PASSED WITH ONE (1) ABSTENTION (MR. FEIGENBAUM)**

SPECIAL APPROPRIATIONS AGENDA - Section A

There were no special appropriations this evening.

TRANSFER AGENDA - Section B

Health Department :

Board of Estimate and Taxation
Regular Meeting
July 7, 2014
Page 1

Mr. Callahan explained that this is a Health Department Education line item. He said that they received a grant and as a result were able to charge a part of a salary out of that grant. This transfer will help roll out the new Healthy Restaurant program in Norwalk as part of the Norwalk Community Health Improvement Plan. He said that this is a multi-faceted community project that is funded by either the CDC or a chronic disease out of Washington, DC. The purpose is to promote health activities and life style changes.

Mr. Callahan said that there is an obesity crisis in the Norwalk schools, so they are trying to implement programs to address obesity.

In response to Mr. Burnett’s question, Mr. Callahan said that he probably could not run this campaign if they did not receive the grant, because they do not have a marketing line in their budget.

Mr. Anderson said that this sounds like a fantastic item, and looks forward to including a marketing line in the budget. They should have a dedicated funding source.

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

From	To	
Amount		
01-2030-5110 Wage & Salary - Regular \$15,000	01-2030-5258 Other Professional Services	

**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. CAMACHO)**

Health Department

Mr. Barron explained that the following transfer is for training and education and building renovations.

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

From	To	Amount
01-2011-5211 Postage	01-2011-5272 Training and Education	\$2,000
01-2011-5211 Postage \$3,000	01-2012-561 Bldg & Renovation	
	Total	\$5,000

Mr. Burnett acknowledged that under Mr. Callahan's leadership, the Norwalk Health Department received their accreditation. Mr. Callahan added that this is the first health department in Connecticut and in New England to receive accreditation.

**** MOTION PASSED UNANIMOUSLY**

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

Fire:

FROM AMOUNT		TO	
01-3140-5298	OTHER CONTRACTUAL SVCS	01-3152-5258	OTHER PROFESSIONAL SVCS
	\$4,500		
01-3120-5251	MEDICAL/DENTAL/VETERINARY	01-3152-5258	OTHER PROFESSIONAL SVCS
	\$1,800		
			TOTAL
\$6,300			

DPW:

From Amount		To	
01-4025-5322	Chem, Lab, Medical Sup	01-4025-5233	Food
	\$8,195		
01-4010-5650	Transfers to Other Funds	01-4010-5245	Telephone
	\$4,424		
01-4010-5295	seminars & Conferences	01-4010-5212	Telephone
	\$2,334		
			Total
\$14,953			

Mr. Barron explained that the \$8,195 for food is coming from the salt account. He said that Public Works has a contractual obligation to provide food for snow plowing and support staff during certain storms. He said that \$8,195 represents about 10 days of meals provided, but last year Norwalk had 20 named storms.

**** MOTION PASSED UNANIMOUSLY**

OTHER BUSINESS - Section C

1. Approval of Tax Exempt Obligations - Post Insurance Compliance Procedures Policy

Mr. Hamilton explained the item. He said that this is a proposed policy dealing with post issuance compliance procedures. The IRS recommended the adoption of formal policies. Mr. Hamilton said that it is best practice to have this policy in place.

Mr. Hamilton reviewed the following issues:

- Record Retention
- Arbitrage Monitoring
- Private Activity Monitoring
- Reporting and Remedies for Non-Compliance

Mr. Clark presented Ms. Yang Dwyer's comments on her behalf. She said that the approach should be commended and asked if non-compliance would impact the City's ratings. Mr. Hamilton said that it could potentially impact the rating; the rating agencies look for a comprehensive full suite of policies. Mr. Yang Dwyer suggested that the Board of Estimate and Taxation be informed of any potential non-compliance and apprised of any required remedial action.

The following was added to the policy: The Director of Finance shall report said remedial actions to the Board of Estimate and Taxation.

Ms. Yang Dwyer asked if the City has ever come close to non-compliance and if so, what were the remedies. Mr. Hamilton said that the City never came close to non-compliance.

A discussion ensued.

**** MR. ANDERSON MOVED APPROVAL OF TAX EXEMPT
OBLIGATIONS - POST INSURANCE COMPLIANCE PROCEDURES
POLICY AS AMENDED
** MOTION PASSED UNANIMOUSLY**

2. Fees and Fines

Mr. Hamilton said that there is a section of the City Code that talks about fees and fines. Departments are supposed to submit their lists of fees and fines annually. He said that he put out a request to the departments and they are 90% complete. This will be discussed at a later date.

Mr. Anderson recommended working with the departments before the fees are brought to the Common Council. Having them come through the Board of Estimate and Taxation may provide more confidence in the fees.

ADDITIONAL INFORMATION - Section D

Summary of Special Appropriations

Status of Contingency

Financial Reports

- Oak Hills Financial Status - May 2014

Mr. Barron reported that through May, Oak Hill had \$150,000 more revenue and were about \$100,000 ahead of last year.

- Year to Date Capital Budget Report - FY 2013-2014
- Year to Date City Operating Budget Report - FY 2013-2014
- Year to date BOE Operating Budget Report - FY 2013-2014
- Tax Collector's Narrative - May 2014
- Key Revenue Report -2014

Mr. Barron reviewed the Key Revenue report. Mr. Anderson noted that building permits dropped substantially. Mr. Barron said that they are about half of what was estimated.

Salary Accounts

- Police
- Fire
- Public Works

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

There was no further business and the meeting was unanimously adjourned at 8:19 p.m.

Respectfully submitted,

Board of Estimate and Taxation
Regular Meeting
July 7, 2014
Page 5

Rosemarie Lombardi
Telesco Secretarial Services