

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
MARCH 12, 2026
BY ZOOM VIRTUAL MEETING**

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Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Chitsamay Lam at clam@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

Chair Frayer called the meeting to order at 7:01p.m.

II. ROLL CALL

Chair Frayer called the Roll: James Frayer; Johan Lopez; Broderick Sawyer, Richard Dillenger, Nicole Eaddy

At Roll Call there were five (5) Committee members present, constituting a quorum. Brian Bailey and Dajuan Wiggins were absent.

ATTENDANCE: James Frayer, Chair; Johan Lopez; Broderick Sawyer, Richard Dillenger, Nicole Eaddy

STAFF: Alan Dutton, Oak Hills Park Authority; Lisa Biagiarelli, Tax Collector; Paul Gorman, Tax Assessor; Jared Schmitt, Chief Financial Officer; Chief James Walsh, NPD; Vanessa Valadares, DPW; Ben Yeung, TMP; Ralph Valenzisi, BOE

III. ACCEPTANCE OF MINUTES

A. SPECIAL PUBLIC HEARING: 02-12-26

REGULAR MEETING: 02-12-26

SPECIAL MEETING: 02-18-26

SPECIAL JOINT MEETING: 02-24-26

Special Public Hearing: 02-12-26

Chair Frayer commented that David McCarthy's email was put into the record twice. The second email will be removed from record.

****CHAIR FRAYER MOVED THE ITEM WITH DELETION**

****MOTION PASSED WITH DELETION**

Regular Meeting: 02-12-26

There were no changes, deletions or omissions to the minutes as presented.

****CHAIR FRAYER MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

Special Meeting: 02-18-26

There were no changes, deletions or omissions to the minutes as presented.

****CHAIR FRAYER MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

Special Joint Meeting: 02-24-26

There were no changes, deletions or omissions to the minutes as presented.

****CHAIR FRAYER MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

Chair Frayer called for a motion to move item VIII Executive Session-Client Privileged Communication dated March 9, 2026, re: purchase of armored rescue vehicle, and enter into Executive Session.

****VICE-CHAIR LOPEZ MOVED ITEM VIII EXECUTIVE SESSION-CLIENT PRIVILEGED COMMUNICATION**

****MOTION PASSED UNANIMOUSLY**

The Finance and Claims Committee entered into Executive Session at 7:04p.m. The Executive Session ended at 7:31p.m. There was no action taken during the executive

session.

IV. PUBLIC PARTICIPATION

There was no public participation. Chair Frayer closed public participation at 7:32p.m.

V. REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR OCTOBER 2025, NOVEMBER 2025, DECEMBER 2025, AND JANUARY 2026

Mr. Dutton reported on this item. He briefly went through the budget losses for November 2025, December 2025 and January 2026. In those three (3) months, they were budgeted to lose \$193,000.00 but only lost \$170,000.00. There was very little play in December through February. Some of the revenues were offset because they didn't have their golf professional with them. That contract ended at the end of October. On a year-to-date basis at the end of January, with their net income bottom line, they were budgeted to make \$172,000.00, and they made \$356,000.00. February will not be as good. He went through budget costs payments. They hired a new golf professional, Nick Novak. He gave a brief background of Mr. Novak. He said there is more work to be done on the car paths. He talked about other areas where there was deferred maintenance scheduled. The irrigation system may need to be updated within the next few years. The current irrigation system is 20 years old. The restaurant is holding its own.

B. NARRATIVE ON TAX COLLECTIONS DATED MARCH 2026

There was no report on this item.

C. MONTHLY TAX COLLECTOR'S REPORTS DATED FEBRUARY 2026

Ms. Biagiarelli reported that on the spreadsheet, the collections through the month of February were at 97.33% for all types combined and that is where they should be. She said they can now evaluate where they are as they have posted all the payments that came through timely through the month of February. They are working on the tax sale. The tax sale is scheduled for July 2026. Before they can proceed with the tax sale, they must file liens and prior to that they have to send out intent to lien notices and delinquent notices. They are doing that right now. They are right on schedule. They are working with the health department on health permits. Their collection agency is working on their mailings. They are working on the MTS bills. They are still working on the transition to their new online payment provider. It is their hope that it will be better for the taxpayer in terms of efficiency, because the city will absorb the cost of allowing them to use an ACH payment or echeck. They are going to try to encourage echeck

and, hopefully, over time, it will discourage the use of paper checks and envelopes and mailing the tax payment. It will reduce mail fraud. Better for the city and taxpayers. The cost of using a credit card or debit card will be less for residents. Looking forward to the second installment billing. In regard to the tax sale, they have already collected over \$1 million since sending out the first batch of letters in December to properties that owe three (3) or more years back.

Ms. Eaddy inquired about the collection of blight and zoning fees.

Ms. Biagiarelli explained the power of the Tax Collector and how some of the taxes are collected. A discussion ensued about the fees, revenue and tax collection. She also described the limited use of the cannabis funds.

Mr. Schmitt added that they go into reentry and employment programs. Streetscapes and storefronts, and mental health programs are some of the different types of uses. The funds are used mostly for social service type programs. They collect about \$30,000.00 a month in cannabis funds.

D. CLAIMS COMMITTEE REPORT DATED MARCH 2026

Ms. Biagiarelli made three (3) special request claims that are in excess of \$10,000.00, therefore needing council approval. One (1) claim was paid in error, and the other two (2) claims were duplicate payments. The difference between them is a payment made in error is when the bank pays using the wrong account. A duplicate payment is when the bank and the homeowner both pay or the husband and wife both pay, as an example.

****MR. DILLENGER MOVED TO ADVANCE THE THREE (3) SPECIAL REQUESTS CLAIMS TO COUNCIL**

****MOTION PASSED UNANIMOUSLY**

E. TAX ASSESSOR REPORT

Mr. Gorman explained their self-auditing and assessment process in respect to the grand list. He talked about personal property audits. They will send out letters next week and the results of the audits should be done by the end of June. A discussion ensued about personal property. MTS is conducting an audit of all the vehicles in the city and began issuing letters the second week of February. Mr. Gorman explained that process. He should have more information by May. The program began last spring. They are still accepting applications for the elderly and disabled homeowners' program, he explained the program. The criteria for the program are over 65 years of age, a taxpayer for five (5) years and income can't exceed \$76,500.00. The cut-off date is May 15, 2026. He said they have the Board of Assessment Appeals going on right now, and

they have 70 people applied. 15 businesses were denied. He explained the process to the committee.

VI. OLD BUSINESS

There was no Old Business

VII. NEW BUSINESS

A. RESOLUTION: AUTHORIZE A SPECIAL APPROPRIATION FOR TRANSPORTATION, MOBILITY, & PARKING DEPARTMENT IN THE AMOUNT OF \$400,000.00 FOR THE GREGORY BOULEVARD ROUNDABOUT PROJECT FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID08.

Mr. Yeung reported on this. He said they already have the feasibility study and a preliminary concept. The project is at the end of Gregory Boulevard, Marvin Street and Fifth Street. Close to Ludlow Park in East Norwalk. Upgrade the existing traffic circle. He explained the needs and concerns of the project and how they will be addressed. They want to reduce speed as well. The residents of Fifth Street have inquired about speeding and people cutting through the residential street to get to the beach. They would like to implement some traffic calming on Fifth Street. This project is part of the NRVT and a lovely upgrade to the trail for cyclists going to and from the beach. They want to upgrade the pedestrian crosswalks to and from the park. There is a need for crosswalks in the area. They will reach out to the public with the preliminary design later this year. The committee discussed the funding and design.

****MS. EADDY MOVED THE ITEM
MOTION PASSED UNANIMOUSLY

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO POWERSCHOOL GROUP LLC, FOR STUDENT INFORMATION SYSTEM, FOR AN AMOUNT NOT TO EXCEED \$241,811.96, ACCOUNT 09265010-5777-C0112.

Chair Frayer read Items B, C, and D together.

Mr. Valenzisi reported on this. Powerschool is their central hub of the student information system. It is everything about the student, including but not limited to classroom and grades. Class link is a security mechanism for getting things in and out of there. Google Workspace is like the traditional chalkboard and desks. That is their digital infrastructure. Google creates a safe and creative environment for all students. All of these help to form their digital infrastructure. A discussion ensued about the funding of these items and not the BOE. These items are capital expenditures which are covered by the city.

****MR. DILLENGER MOVED THE ITEM**
****MOTION PASSED UNANIMOUSLY**

C. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CLASSLINK INC., FOR THE APPLICATION PORTAL, FOR AN AMOUNT NOT TO EXCEED \$47,918.60, ACCOUNT 09265010-5777-C0112.

Chair Frayer read Items B, C, and D together.

Please see Item B for explanation.

****MR. DILLENGER MOVED THE ITEM**
****MOTION PASSED UNANIMOUSLY**

D. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CDW GOVERNMENT, FOR STUGOOGLE WORKSPACE LICENSING, FOR AN AMOUNT NOT TO EXCEED \$61,506.00, ACCOUNT 09265010-5777-C0112.

Chair Frayer read Items B, C, and D together.

Please see Item B for explanation.

****MR. DILLENGER MOVED THE ITEM**
****MOTION PASSED UNANIMOUSLY**

E. AUTHORIZE A SPECIAL APPROPRIATION FOR DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$94,500 FOR SNOW AND ICE REMOVAL SUPPLIES DUE TO RECENT SEVERE SNOWSTORMS FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID03.

Chair Frayer read Items E, F, G, and H together.

Ms. Valadares reported on the overtime for the snow removal. She explained why the overtime accounts are negative. She said they had over 13 storms this season. Labor contracts played a part as well. She described the staff and how the work is divided as they only have one crew for the snow removal.

Chair Frayer commented that DPW did a phenomenal job in the snow removal and clearing the streets this snow season.

****MS. EADDY MOVED THE ITEM**
****MOTION PASSED UNANIMOUSLY**

F. AUTHORIZE A SPECIAL APPROPRIATION FOR DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$70,000 FOR FLEET MAINTENANCE OVERTIME DUE TO RECENT SEVERE SNOWSTORMS FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID04.

Chair Frayer read Items E, F, G, and H together.

Please see Item E for explanation.

****MS. EADDY MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

G. AUTHORIZE A SPECIAL APPROPRIATION FOR DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$557,000 FOR OPERATIONS OVERTIME DUE TO RECENT SEVERE SNOWSTORMS FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID05.

Chair Frayer read Items E, F, G, and H together.

Please see Item E for explanation.

****MS. EADDY MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

H. AUTHORIZE A SPECIAL APPROPRIATION FOR DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$60,000 FOR REC AND PARKS OVERTIME DUE TO RECENT SEVERE SNOWSTORMS FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID09 — NEW ACCOUNT.

Chair Frayer read Items E, F, G, and H together.

Please see Item E for explanation.

****MS. EADDY MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

VIII. EXECUTIVE SESSION-CLIENT PRIVILEGED COMMUNICATION DATED MARCH 9, 2026 RE: PURCHASE OF ARMORED RESCUE VEHICLE

A. AUTHORIZE MAYOR BARBARA SMYTH TO EXECUTE A SOLE SOURCE PURCHASE ORDER ON BEHALF OF THE NORWALK POLICE DEPARTMENT FOR THE PURCHASE OF (1) ONE ARMORED RESCUE VEHICLE FOR A TOTAL NOT TO EXCEED \$361,000. ACCOUNT #(09213610-5777 C0638)

The Finance and Claims Committee entered into Executive Session at 7:04p.m. The Executive Session ended at 7:31p.m. There was no action taken during the executive session.

****MS. EADDY MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

IX. ADJOURNMENT

Mr. Dillenger moved to adjourn.

Motion passed unanimously.

The meeting was adjourned at 9:15p.m.