

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
APRIL 9, 2026
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



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 Dellinger, Nicole Eaddy, Brian Bailey

At Roll Call there were six (6) Committee members present, constituting a quorum. Dajuan Wiggins was absent.

ATTENDANCE: James Frayer, Chairman; Johan Lopez; Broderick Sawyer, Richard Dellinger, Nicole Eaddy, Brian Bailey

STAFF: Jared Schmitt, Chief Financial Officer; Tom Ellis, Director of Management & Budgets; Nathan Fankhanel, TMP, Chitsamay Lam, Comptroller; Sharon Connors, Purchasing Agent

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: 03-12-26

Mr. Dellinger's name was incorrectly spelled throughout the minutes. For the record, the correct spelling is Dellinger and not Dillenger.

****MR. DELLINGER MOVED THE ITEM WITH CORRECTIONS
MOTION PASSED UNANIMOUSLY

IV. PUBLIC PARTICIPATION

There was no public participation. Chair Frayer closed public participation at 7:03p.m.

V. REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR FEBRUARY 2026

Oak Hills Park Authority has submitted their financial statements, and the committee will review those at the June 2026 meeting. Those reports are on a quarterly basis.

B. NARRATIVE ON TAX COLLECTIONS DATED APRIL 2026

There was no report on this item. March 2026 report will be discussed at the May 2026 meeting.

C. MONTHLY TAX COLLECTOR'S REPORTS DATED MARCH 2026

There was no report on this item. February 2026 report will be discussed at the May 2026 meeting.

D. CLAIMS COMMITTEE REPORT DATED APRIL 2026

The Claims Committee Report has been submitted.

****MR. SAWYER MOVED TO ACCEPT THE CLAIMS COMMITTEE REPORT DATED MARCH 2026 AS SUBMITTED
MOTION PASSED UNANIMOUSLY

E. TAX ASSESSOR REPORT

Chair Frayer gave a brief overview of the abatement. He said they want to look at what the impact will be as the abatement expires. He said that would give them a good idea of what's going to be added to the grand list in future years. Mr. Bailey asked about the process for abatement and who decides who will receive an abatement.

Mr. Schmitt answered it is set in the program. Anyone who is in the parameters of that geographical area. They have the areas mapped out. He said west of the Norwalk River between West Avenue and runs along there. A person must apply for an abatement and meet the criteria in order to receive it.

Mr. Schmitt presented the tax assessor's report. He shared his screen with the committee. He said they completed an analysis of the properties within the enterprise zone. His understanding is that technically the mall was negotiated under separate cover, but it is included in the list anyway. He began to discuss the analysis. He said they did an analysis of the assessed taxable value of the properties prior to any development related to the enterprise zone project. The total value of all the properties on the list was about \$18.9 million dollars. He explained the process for the enterprise project, stating where you are in the process determines the amount of abatement you will get. He went through some of the properties on the list, explaining how it worked and the amounts. He talked about the tax breaks as well. The program was designed to encourage development, grow the grand list and, in doing so, give an incentive to the developer and property owner. Property values increased, and property owners received a short-term break. A discussion ensued about abatement. The committee asked if they could receive a concise narrative on the positive takeaways of the analysis, stating it could be helpful to understand. Abatements outside the enterprise zone are approved by the council whereas in the enterprise zone, they are done by right. He said the council authorized the program, and it is set to expire in 2029 or 2030 with an option of renewing the program. It is in the ordinance. Mr. Schmitt answered all questions the committee had.

F. PURCHASING AGENT REPORT

Ms. Connors presented the purchasing agent report. She explained that before the city charter revisions, any item \$25,000 or greater went to city council committee and then city council for review and authorization. As of January 1, 2024, the threshold was changed to \$100,000 and greater. There are a few caveats, such as grant related, use of city funds longer than a year, and sole source. Sole source is \$20,000 or greater and goes before the city council committee and then city council for review and authorization. For transparency, they present those items on a quarterly basis to the Finance and Claims Committee, which was reviewed and authorized by the Purchasing Department. Ms. Connors reviewed those items with the committee. She also explained

sole source procurement and its process. She answered all the questions the committee had.

****MR. BAILEY MOVED TO ACCEPT THE PURCHASING AGENT REPORT
MOTION PASSED UNANIMOUSLY

VI. OLD BUSINESS

There was no report on Old Business.

VII. NEW BUSINESS

Chair Frayer read Item A1 and A2 together.

A. 1. AUTHORIZE THE MAYOR TO EXECUTE THE ORDER FORM WITH EUNA SOLUTIONS FOR A FORTY (40) MONTH TERM, A TOTAL AMOUNT NOT TO EXCEED \$51,995.03. FUNDING AVAILABLE FROM ACCOUNT 11361-5742.

2. AUTHORIZE THE PURCHASING DEPARTMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$5,200.00. FUNDING AVAILABLE FROM ACCOUNT 11361-5742.

Ms. Conners reported that they have been using this platform since 2017. It is their purchasing solicitation platform. It is used to publicly advertise all of their solicitations, like invitations to bid, RFP's, and RFQ's. All the participating bidders and proposers submit their submissions through that portal. It allows the city to evaluate all the submissions, from reviewing to scoring proposals and sharing documents electronically. They also utilize the contract repository module. They use it for their multi-year contracts, setting reminders, when to renew, when to go out to bid, data tracking, task orders and bidding. She explained the timeframe of 40 months and the pricing.

Mr. Dellinger spoke in favor of this item. He has used this platform in the past and can see the value for the city.

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

B. RESOLUTION: AUTHORIZE A SPECIAL APPROPRIATION FOR TRANSPORTATION, MOBILITY, & PARKING DEPARTMENT IN THE AMOUNT OF \$457,868 FOR THE SOUNDVIEW AVE SIDEWALK FUNDING ACCOUNT 580000-5796-AID01

Mr. Fankhanel reported that they received the funds as part of a special appropriation from the state. He explained the need for sidewalks on Soundview Avenue. He said the project is 95% complete. They are looking for a technical correction to complete the

project.

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

C. AUTHORIZE THE MAYOR, Barbara C. Smyth, TO EXECUTE A CONTRACT WITH CLA (CLIFTONLARSONALLEN LLP) TO PERFORM THE CITY'S ANNUAL FINANCIAL STATEMENT AUDIT FOR THE FISCAL YEARS 2026 FOR AN AMOUNT NOT TO EXCEED \$123,600. ACCOUNT #011310-5253 ACCOUNTING AND 015725160-330-57 BOE OTHER PROFESSIONAL SERVICES.

Mr. Schmitt reported that this is a state reporting requirement they meet every year. Their auditor will certify with the Office of Policy and Management.

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

D. TECHNICAL CORRECTION OF THE COMMON COUNCIL ACTION OF MARCH 24, 2026 ITEM VII.A.12

AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO EXECUTE A SOLE SOURCE PURCHASE ORDER ON BEHALF OF THE NORWALK POLICE DEPARTMENT FOR THE PURCHASE OF (1) ONE POLICE RESCUE VEHICLE FOR A TOTAL NOT TO EXCEED \$361,000.00 ACCOUNT #(092-63010-5777-C0858)

Mr. Ellis explained the technical correction to the item. The dollar amount was corrected and the project number has been added.

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

E. AUTHORIZE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$361,000.00 TO BE TRANSFERRED FROM THE COMMUNICATIONS UPGRADE PROJECT (ACCOUNT # 092-13610-5777-C0638) TO THE CITY'S POLICE DEPARTMENT FOR THE PURCHASE OF A NEW POLICE RESCUE VEHICLE (ACCOUNT NUMBER # 092-63010-5777-C0858). APPROVALS FOR THE TRANSFER ARE REQUIRED FROM THE BOARD OF ESTIMATE & TAXATION, PLANNING & ZONING COMMISSION, FINANCE & CLAIMS COMMITTEE, AND CITY COUNCIL.

Mr. Ellis was available for questions. This has been previously discussed and approved.

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

VIII. ADJOURNMENT

Mr. Dellinger moved to adjourn.
Motion passed unanimously.
The meeting was adjourned at 8:14p.m.