

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
JUNE 12, 2025**

ATTENDANCE: Greg Burnett, Chair; Heather Dunn; Johan Lopez; Anne Wennerstrand

OTHER: Alan Dutton, Oak Hills; Gina Gatto, Fire Chief; James H; Jared Schmitt. CFO; Joyce Liu; Lisa Biagiarelli, Tax Collector; Mark Conte; Paul Gorman, Tax Assessor

CALL TO ORDER

Chair Burnett called the meeting to order at 7:07 P.M. There was a quorum present.

ROLL CALL

A Roll Call of those present was performed.

ACCEPTANCE OF MINUTES

REGULAR MEETING: 04-10-25 AND 05-08-25

**** MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF 04-10-25 AS CORRECTED.**

Please make the following changes:

- Page 2, Paragraph 6: Change 'Close out the books' to 'Close out the books for the month'.
- Page 3, Paragraph 2: Correct the spelling of 'Moved'
- Page 3: change 'It was not uncommon at all for a firm' to 'It was not uncommon at all for a firm to be'.

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. LOPEZ MOVED TO APPROVE THE MINUTES OF 05-08-25 AS CORRECTED.**

Please make the following changes:

- Page 2, Paragraph 3: Change the final sentence to 'The City is shifting from paper filing to online filing.'
- Page 2, Paragraph 4: Change 'MPS' to 'MTS'.

- Page 2, Paragraph 6: Change 'Mr. Burnett asked about the grant list' to 'Mr. Burnett asked regarding the grant list'

**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC PARTICIPATION

There was no Public Participation at this time.

REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR APRIL 2025

Mr. Dutton came forward to deliver his report. He provided a report of their year-to-date expenses and income. They are \$175,000 over their budgeted income and are only \$3,000 over on their expenses. He reviewed their expected net income and budget for next year. He also provided an update on their ongoing projects. They have fulfilled their membership expectations for paying in advance and Mr. Dutton provided more information regarding the membership details. He said there were a lot of volunteers to help with the trails at the park.

B. NARRATIVE ON TAX COLLECTIONS DATED JUNE 2025

C. MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2025

D. CLAIMS COMMITTEE REPORT DATED JUNE 2025

These items were handled together. Ms. Lisa Biagiarelli came forward to provide her report. The claims report does not have to be voted on this month. She said they were currently trying to wrap up the current fiscal year. She said that they wanted to get their bills out to the taxpayers as early as possible. She provided more information regarding the current bills. They will be ready by the second week of June. Motor vehicle bills are going down due to assessment method changes. She provided further details regarding the billing process. Discussion followed.

E. TAX ASSESSOR REPORT

Mr. Gorman came forward to deliver his report. They have been working with MTS and have sent out their first batch of letters to potential tax liabilities. They have sent out letters to vehicles that are also potential tax liabilities. He reviewed the status of current tax liabilities as well. They are currently going out to do permit inspections. They have been working with the DPW regarding the new garbage/recycling program. He also brought up the use of pod homes. Certificates of Correction will need to be issued.

Chair Burnett asked if any new eligible seniors had been added to the list. Mr. Gorman said there was new people every year. Further discussion followed regarding assessment and approval.

OLD BUSINESS

There was no Old Business at this time.

NEW BUSINESS

A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOFTCHOICE CORPORATION, IN THE AMOUNT OF \$95,099.99 ANNUALLY FOR THREE YEARS, NOT TO EXCEED A TOTAL OF \$285,299.97, FOR THE VARONIS DATA SECURITY PLATFORM. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)

**** MR. LOPEZ MOVED TO APPROVE ITEM AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOFTCHOICE CORPORATION, IN THE AMOUNT OF \$95,099.99 ANNUALLY FOR THREE YEARS, NOT TO EXCEED A TOTAL OF \$285,299.97, FOR THE VARONIS DATA SECURITY PLATFORM. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)**

Ms. Liu came forward to discuss this item. This agreement will last for three years if approved. She reviewed what the contract would allow them to do and the technical aspects of it. She provided more information regarding the City's IT structure.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION LLC. FOR VMWARE LICENSING AND SUPPORT SERVICES IN THE FOLLOWING AMOUNTS: \$77,875.60 FOR YEAR 1, \$91,616.80 FOR YEAR 2, AND \$105,366.80 FOR YEAR 3, FOR A TOTAL NOT TO EXCEED \$274,859.20 OVER THREE YEARS. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)

**** MS. WENNERSTRAND MOVED TO APPROVE ITEM AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION LLC. FOR VMWARE LICENSING AND SUPPORT SERVICES IN THE FOLLOWING AMOUNTS: \$77,875.60 FOR YEAR 1, \$91,616.80 FOR YEAR 2, AND \$105,366.80 FOR YEAR 3, FOR A TOTAL NOT TO EXCEED \$274,859.20 OVER THREE YEARS. ACCOUNT ALLOCATION: 011370-574C (CYBERSECURITY)**

Ms. Liu came forward to discuss this item. She recapped them transitioning from a physical environment to a digital one and how important the proper support and security was. Ms. Dunn

asked about the cost increase. Ms. Liu explained that it was due to things such as restructuring. Further discussion followed regarding the pricing.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

C. RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND REPLACEMENT FLOOR AT NORWALK FIRE STATION #1 BE IT RESOLVED, THAT A SPECIAL CAPITAL APPROPRIATION OF \$660,064.80 IS HEREBY TRANSFERRED FROM THE COMBINED DISPATCH CAPITAL PROJECT FOR THE COMMUNICATIONS UPGRADE (ACCOUNT # 092-13610-5777-C0638) TO THE CITY'S FIRE DEPARTMENT FOR THE FLOOR REPLACEMENT PROJECT AT STATION #1 (LOCATED AT 90 NEW CANAAN AVENUE). PROJECT SPECIFICS ARE DETAILED AND DESCRIBED IN EXHIBIT A, ATTACHED HERETO. A NEW ACCOUNT NUMBER WILL BE CREATED UPON FINAL APPROVAL OF THIS TRANSFER.

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION TO TRANSFER UNEXPENDED FUNDS TO FUND REPLACEMENT FLOOR AT NORWALK FIRE STATION #1 BE IT RESOLVED, THAT A SPECIAL CAPITAL APPROPRIATION OF \$660,064.80 IS HEREBY TRANSFERRED FROM THE COMBINED DISPATCH CAPITAL PROJECT FOR THE COMMUNICATIONS UPGRADE (ACCOUNT # 092-13610-5777-C0638) TO THE CITY'S FIRE DEPARTMENT FOR THE FLOOR REPLACEMENT PROJECT AT STATION #1 (LOCATED AT 90 NEW CANAAN AVENUE). PROJECT SPECIFICS ARE DETAILED AND DESCRIBED IN EXHIBIT A, ATTACHED HERETO. A NEW ACCOUNT NUMBER WILL BE CREATED UPON FINAL APPROVAL OF THIS TRANSFER.**

Fire Chief Gatto and Firefighter Conte came forward to discuss this item. He said the floor in question was the original floor. There have been issues with settling and movement in the floor. They will need to vacate the building during the construction as well. He reviewed the two options they currently have for repairs. Chair Burnett asked if there was any guarantee that this fix would work. Firefighter Conte said that the methods were industry standard and went into detail about how they worked. He said that the methods were permanent. Further discussion followed regarding slabs and the foundation. He said that there would be plenty of room for staging on both sides. Ms. Dunn asked questions regarding the water flowing and potential situations regarding the water flowing towards the firehouse which Firefighter Conte answered to her satisfaction. Chair Burnett asked if the requested amount accounted for contingency. Firefighter Conte said it included a 10% contingency.

**** THE MOTION PASSED UNANIMOUSLY.**

The item will go before the Common Council for final review and approval.

ADJOURNMENT

**** MS. DUNN MOVED TO ADJOURN.**
**** MR. LOPEZ SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:18 P.M.

Respectfully submitted
Ian A. Soltes
Telesco Secretarial Services