CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
JULY 10, 2025

ATTENDANCE: Greg Burnett, Chairman; Anne Wennerstrand; Doug Sutton; Heather Dunn

STAFF: Denise Brown, Oak Hills Park Authority; Lisa Biagiarelli, Tax Collector; Joyce Lui, IT Director; Paul Gorman, Tax Assessor; Sharon Connor, Purchasing Agent; Alan Lo, Building Management, Ralph Valenzisi, Board of Education; David Hopp, Board of Education

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I. CALL TO ORDER

Chairman Burnett called the meeting to order at 7:01p.m.

II. ROLL CALL

Chairman Burnett called the Roll: Anne Wennerstrand; Dough Sutton; Heather Dunn; Greg Burnett

At Roll Call there were four (4) Committee members present constituting a quorum. Dajuan Wiggins, James Frayer and Johan Lopez were absent.

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: JUNE 12, 2025

Chairman Burnett made the following changes to the minutes.

- Page 1, under Other list of attendees, change 'Gina Gatto, Fire Chief' to 'Gino Gatto, Fire Chief' and add 'Deputy Fire Chief' to Mark Conte.

- Page 2, top paragraph, change ‘Page 2, Paragraph 6: Change ‘Mr. Burnett asked about the grant list’ to ‘Mr. Burnett asked regarding the grant list’ to ‘Mr. Burnett asked regarding the grand list’.
- Page 4, Item C: change ‘Firefighter Conte’ to ‘Deputy Fire Chief Conte’.

****MS. DUNN MOVED THE ITEM AS CORRECTED**
****MR. SUTTON ABSTAINED**
****MOTION PASSED WITH CORRECTIONS AND ONE (1) ABSTENTION**

IV. PUBLIC PARTICIPATION

There was no public participation. Chairman Burnett closed public participation at 7:05p.m.

V. REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR MAY 2025 AND FY2026 BUDGET.

Denise Brown reported on the Oak Hills Park Authority's monthly financial statements. May 2025 was a very strong month. Their revenue was over budget by approximately $241,000.00 and the expenses went over approximately $9,000. Positive feedback about the golf course. They will continue with capital improvements on the course. She gave updates on the projects they are working on. They still need to get permits from the state. The restaurant is picking up in sales. Submitted a conservative budget. They would like to get a lease on the new carts. The tennis center is up and running and doing well.

B. NARRATIVE ON TAX COLLECTIONS DATED JULY 2025

Lisa Biagiarelli reported that there are two (2) separate spreadsheets for June 2025. This is due to the wrapping up of the fiscal year at the end of June 30, 2025, and they are reporting on advance collections that were collected in June with a due date of July 1, 2025. She went over the numbers with the committee. They were able to get the new tax bills out earlier in June, and they included the suggested insert. She stated that it went well. She explained the different methods for the payment of taxes to make it easier for the residents. There is a new zoning initiative. A mini-tax sale that will be held in September on behalf of the Planning and Zoning Department. They are going to assist them in collecting delinquent zoning violation fees. This is the first time a municipality has utilized tax sales to pursue delinquent zoning violation fees. The law changed as of October 2024.

C. MONTHLY TAX COLLECTOR’S REPORTS DATE JUNE 2025

Lisa Biagiarelli reported on this during the Narrative on Tax Collections section.

D. CLAIMS COMMITTEE REPORT DATED JULY 2025

Lisa Biagiarelli stated the claims committee report includes a special request. There was a duplicate payment of $14,429.56 for a property that was made by the taxpayer's escrow agent and the attorney. She would like to make the reimbursement but needs the committee to vote on it.

Chairman Burnett asked for a motion to approve the claims committee report dated July 2025 which includes a duplicate payment of $14,429.56.

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

E. TAX ASSESSOR REPORT

Paul Gorman gave the tax assessor's report. He said the inserts may have reduced calls, but there still are plenty of calls, mostly on older vehicles. He explained the increase in evaluations. They are caught up in permits and field work. They began updating the field cards. Mr. Gorman shared his screen and explained the elderly program to the committee. He stated that he addressed the email the committee received the day before regarding the grand list and all should be fine now.

F. PURCHASING AGENT REPORT

Sharon Connor gave the quarterly purchasing report. A discussion ensued about the library printers' item and the reason it was not in the report that was just given. The library printers are multi-year contracts. Items that are a multi-year contract, single source, or expenditures over $20,000 must go through the common council process.

VI. OLD BUSINESS

There was no report on Old Business

VII. NEW BUSINESS

Chairman Burnett called for a Suspension of the Rules to add an item to the agenda.

****MR. SUTTON MOVED TO ADD AN ITEM TO THE AGENDA**
****MOTION PASSED UNANIMOUSLY**

The following item was added to the agenda under New Business:

AUTHORIZE MAYOR, HARRY W. RILLING, TO EXECUTE A FIVE (5)-YEAR (60 MONTHS) AGREEMENT WITH CBS FOR LIBRARY PRINTERS. THE ANNUAL AMOUNT NOT TO EXCEED $7,032 FOR A TOTAL NOT TO EXCEED $35, 160 WILL COME FROM NORWALK PUBLIC LIBRARY ACCOUNT NUMBER 016200-5294, MACHINERY/EQUIPMENT RENTAL.

Sherelle Harris reported on this item. She explained they would be renting to own and gave the benefits. They will need a service plan for maintenance once the five (5) years are done.

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

Chairman Burnett read items A1 and A2 together.

A. 1.AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO MAGIC SCHOOL, INC., FOR AI TOOLS, FOR AN AMOUNT NOT TO EXCEED $25,800.00 ACCOUNT 09265010-5777-C0112.

2.AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OPENAI, LLC FOR AI TOOLS, FOR AN AMOUNT NOT TO EXCEED $34,323.29 ACCOUNT 09265010-5777-C0112.

Ralph Valenzisi from the Board of Education reported on this item. He explained that this is part of the professional development and resources for the students. They are working with four (4) different providers. A discussion ensued about what and how it works and the different tools it has to offer.

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

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO POWERSCHOOL GROUP LLC, FOR STUDENT INFORMATION SYSTEM SOFTWARE, FOR AN AMOUNT NOT TO EXCEED $232,511.50, ACCOUNT 09265010-5777-C0112.

Ralph Valenzisi from the Board of Education reported on this item. He said it is the school information system which is the heartbeat of student data. It is a Sole Source vendor.

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

C. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.(ESRI), IN THE AMOUNT OF $60,300.00 ANNUALLY FOR THREE YEARS, NOT TO EXCEED A TOTAL OF $180,900.00, FOR THE GEOGRAPHIC INFORMATION SYSTEM PLATFORM. ACCOUNT ALLOCATION: 011370-5742.

Joyce Lui reported that this is a Sole Source item. She explained GIS. The licensing agreement will be for three (3) years. They would be able to add users at no extra costs. Many city departments use this system.

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

Chairman Burnett read items D1 and D2 together.

D. 1.AUTHORIZE THE ALLOCATION OF AN ADDITIONAL $320,000 IN SPECIAL CAPITAL APPROPRIATION FUNDS FOR THE NARAMAKE SCHOOL HVAC IMPROVEMENT PROJECT. ACCT. #09245010 5777 C0844

2. AUTHORIZE THE BUDGET REDUCTION IN THE AMOUNT OF $320,000 (THE CITY'S SHARE) FROM THE BROOKSIDE SCHOOL HVAC IMPROVEMENT PROJECT. ACCT. #09245010 5777 C0840.

Alan Lo reported and gave background on school improvement projects. The State implemented a program to submit HVAC projects for possible reimbursement. The city was approved for six (6) projects by the State. A discussion ensued about the projects.

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

E. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A FIVE-YEAR CONTRACT WITH LIGHTPATH TECHNOLOGY, INC. AS SECONDARY INTERNET SERVICE PROVIDER ANNUAL AMOUNT NOT TO EXCEED $26,400, FOR A TOTAL NOT TO EXCEED $132,000 ACCOUNT #011370-5245.

Joyce Lui reported that this will be a backup server for the city, so services won't be interrupted. Lightpath Technology meets all the requirements that the city needs. The current system and this system will be running simultaneously so there will be no interruption.

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

VIII. ADJOURNMENT Ms. Dunn moved to adjourn.
Motion passed unanimously.
The meeting was adjourned at 8:21p.m.