

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
SEPTEMBER 11, 2025
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

Chairman Frayer called the meeting to order at 7:03p.m.

II. ROLL CALL

Chairman Frayer called the Roll: James Frayer; Anne Wennerstrand; Johan Lopez

At Roll Call there were three (3) Committee members present. There was no quorum. Dajuan Wiggins, Heather Dunn, and Doug Sutton were absent.

ATTENDANCE: James Frayer, Chairman; Anne Wennerstrand; Johan Lopez
STAFF: Alan Dutton, Oak Hills Park Authority; Lisa Biagiarelli, Tax Collector; Paul Gorman, Tax Assessor; Jared Schmitt, Finance Director

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: 07-10-25

Due to the lack of a quorum, there was no action taken on this item.

IV. PUBLIC PARTICIPATION

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

Chairman Frayer took a Moment of Silence to recognize Greg Burnett's significant contributions for many years as chairman of the committee and his many other accolades.

The meeting resumed at 7:06p.m.

V. REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR JUNE AND JULY 2025

Alan Dutton gave a brief overview of the end of their fiscal year report. They did quite well this quarter as revenue went over budget and expenses were only \$3,000 under budget. He explained the debt payment to the city and other line items of debt. He said overall it has been a good year. A discussion ensued about capital improvements. Mr. Dutton will provide a capital needs analysis for the committee. He reported on the July statement. Mr. Dutton explained the tennis program and its process for a new contract.

B. TAX ASSESSOR REPORT

Paul Gorman reported they issued a request for income and expense statements in April, and they are due June/July 1st. In August, approximately 655 bills were sent to organizations that did not complete those forms. He explained that process. A discussion ensued. He reported on the Municipal Tax Service. All exempt organizations in the city received the renewal form for exemption status.

C. NARRATIVE ON TAX COLLECTIONS DATED AUGUST AND SEPTEMBER 2025

Lisa Biagiarelli reported that they had not yet closed the month of August when the narrative was written. She updated the percentages for the committee since the month is now closed. They were able to get the invoices out early and, because the invoices

were sent out early, the lines were not as long, and collections went well. Delinquent notices went out early for all tax types. They received approximately \$30,000 from MTS invoices. She reported on the Planning and Zoning fee. They had 15 properties and now only two (2) remaining properties, zoning and blight. The blighted property went into bankruptcy. They have collected over \$200,000 in blight and zoning fees due to the tax sale. They are up to over \$400,000 in cannabis fees and those funds must be spent in a certain capacity by law. Ms. Biagiarelli went over the process for zoning and blighted property violations.

D. MONTHLY TAX COLLECTOR'S REPORTS DATED JULY AND AUGUST 2025

Lisa Biagiarelli reported and answered all the questions the committee had.

E. CLAIMS COMMITTEE REPORT DATED AUGUST AND SEPTEMBER 2025

Lisa Biagiarelli reported. There were three (3) special requests from August on page 33 of the backup. On page 48 there is one (1) special request from September. She explained all of the requests. These special requests will be passed along to the council.

VI. OLD BUSINESS

There was no report on Old Business.

Due to the lack of a quorum, there was no action taken on New Business items.

VII. NEW BUSINESS

A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND MUNISTAT SERVICES, INC. TO PERFORM FINANCIAL ADVISORY SERVICES FOR A SUM NOT TO EXCEED \$370,500 – ACCOUNT # 301340-5523

Jared Schmitt reported on this item. This is for a contract renewal. It would be a 5-year contract. Munistat Services has been the city's financial advisor for at least 10 years. He explained what they do for the city. There were two (2) bids. The committee would like a presentation on their services and possibly a joint meeting with the BET.

B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND SHIPMAN & GOODWIN LLP TO PERFORM BOND COUNSEL SERVICES FOR A SUM NOT TO EXCEED \$477,500 – ACCOUNT # 301340-5523

Jared Schmitt reported on this item. This is for a contract renewal. It would be a 5-year

contract. There were four (4) bids. He went over the decision. A discussion ensued among the committee members.

VIII. **ADJOURNMENT**

The meeting was adjourned at 8:28p.m.