CITY OF NORWALK
BOARD OF ESTIMATE & TAXATION
REGULAR MEETING MINUTES – AUGUST 4, 2025, AT 6:30 PM
VIA ZOOM VIRTUAL MEETING

I. CALL TO ORDER

Mr. Ed Camacho called the meeting to order at 6:30 PM.

II. ROLL CALL

Ms. Irene Dixon performed the roll call.

Board Members Present:	Ed Camacho, Kendrick Constant, Troy Jellerette, Mayor Harry Rilling.
Staff and Guests:	Irene Dixon (City Clerk), Tom Ellis (Chief Financial Officer), Jared Schmitt (Finance Director), Kimberlee Kinsella (Assistant Budget Director), Deputy Chief Terry Blake (NPD), Alan Dutton (Oak Hills Park Authority).

A quorum was declared.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: July 7, 2025

Mr. Camacho requested a motion to accept the minutes of July 7, 2025.

Motion: Mayor Rilling moved to accept the minutes.
No corrections or amendments were offered.
Vote: Unanimously approved.

IV. SPECIAL APPROPRIATION AGENDA

Mr. Ellis reported there were no operating or capital special appropriations to present at this meeting.

V. TRANSFER AGENDA

Mr. Ellis summarized three transfers for Board review:
1. Typing Services – Department Budgets to City Clerk's Part-Time Salaries
Mr. Ellis explained the transfer of approximately $49,000 from various department typing services line items to the City Clerk's part-time salary account.

The City recently brought minute production in-house, utilizing both part-time staff and a mix of automated and manual tools.

Ms. Dixon highlighted that this new internal process results in faster and more accurate minutes, greater FOIA compliance, and cost savings for the City.

Board members discussed cost and quality improvements, potential savings for future budgeting, and expressed appreciation for staff efforts.

Motion: Mr. Camacho moved to approve the transfer.
No corrections or amendments were offered.
Vote: Unanimously approved.

2. GIS Budget Consolidation with Information Technology
Mr. Ellis detailed a transfer combining the Geographic Information Systems (GIS) budget (approximately $207,000) into Information Technology for streamlined oversight, with the ability to track GIS expenses independently. This action is consistent with similar recent departmental consolidations.

Motion: Mayor Rilling moved to approve the consolidation.
No corrections or amendments were offered.
Vote: Unanimously approved.

3. City Surplus Accounts to Board of Education
Mr. Ellis and Mr. Schmitt detailed a $3.5 million transfer from city-side surplus accounts to the Board of Education to address budget shortfalls for FY25, with a forthcoming State grant providing future support.

Mr. Schmitt explained the need for prompt action (as outlined in previous meetings), the source of the surpluses, phased allocation per State compliance, and anticipated implications for the Minimum Budget Requirement and city budget cap.

Mayor Rilling emphasized the Board's commitment to maintaining essential programs, thanked staff and city departments for responsible budgeting, praised the strong public engagement (including hundreds of parents), and recognized the ongoing successful partnership between the City and Board of Education. Stipulations from previous agreements, such as protection of music and student-facing positions, remain in effect.

Motion: Mr. Camacho moved to approve the transfer.
No corrections or amendments were offered.
Vote: Unanimously approved.

VI. OTHER BUSINESS

A. Section C

1. **Contingency Tracker – July 2025**
   Mr. Ellis provided an update on contingency funds. He reported the fire department's engine replacement cost came in $10,000 under the prior quote, leaving the current contingency at approximately $2 million for fiscal year 2025 and $1.25 million for fiscal year 2026 for retro wage payouts. The remaining balance will be used to reconcile year-end overruns.

2. **NPS School Construction – Monthly Project Update July 2025**
   Mr. Ellis introduced Ms. Kinsella, the new Assistant Budget Director, who outlined her experience in municipal and public school finance. Board members welcomed Ms. Kinsella and emphasized the department's critical responsibilities.

   Mr. Ellis replied to a previous question on Social Security expense projections. He clarified a one-time error caused by yet to be unprocessed allocations. Going forward, tracking has been corrected; the overage is now expected to be minor ($150,000–$200,000), pending final retro wage adjustments.

   Deputy Chief Blake provided a summary regarding the 911 Dispatch Capital Project. Due to technological advances and the strategic use of the State's regional radio system, the City realized multimillion-dollar savings, completing the project far under budget.

   Mr. Ellis reviewed how the $4.7 million leftover authorizations previously included police vehicles and fire equipment from the 9-11 dispatch project transfers.

VII. ADDITIONAL INFORMATION

A. **Financial Reports**

1. **Oak Hills Park Authority Monthly Financial Statements for June 2025**
   Mr. Dutton reported Oak Hills Park exceeded budget projections, with $2,717,000 in annual revenue ($292,000 over budget); expenses were essentially on target.

   The Authority produced $706,000 in operating income, funded $133,000 in City debt repayment, $157,000 in equipment leases, and invested $300,000 in capital projects (including bunker renovations). Year-end cash reserves stood at $866,000.

   Mr. Dutton noted upcoming focus on water conservation and phasing of further capital upgrades. Mr. Jellerette and Mayor Rilling praised Oak Hills Park's operations and condition.

2–10. **Other Reports**
(Narrative on Tax Collections, Tax Collector Reports, Year-to-Date Capital, Expenditures,

Revenues, Police/Fire/Public Works/Board of Education Wage Reports: Reviewed and accepted as distributed.)

VIII. ADJOURNMENT

Mr. Camacho asked for a motion to adjourn.

Motion: Mayor Rilling moved to adjourn the meeting.
No corrections or amendments were offered.
Vote: Unanimously approved.

The meeting adjourned at 7:06 PM.

Next Meeting is Monday, September 8, 2025.

Respectfully submitted,
Courtney Baldwin