

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
REGULAR MEETING
NOVEMBER 13, 2025
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 7:00p.m.

II. ROLL CALL

Chair Frayer called the Roll: James Frayer; Anne Wennerstrand; Heather Dunn; Johan Lopez; Dajuan Wiggins

At Roll Call there were five (5) Committee members present, constituting a quorum. Doug Sutton was absent.

ATTENDANCE: James Frayer, Chair; Anne Wennerstrand; Heather Dunn; Johan Lopez; Dajuan Wiggins

STAFF: Denise Brown, Oak Hills Park Authority; Lisa Biagiarelli, Tax Collector; Paul Gorman, Tax Assessor; Sharon Conners, Purchasing Agent; Robert Stowers, Rec & Parks Director; Jared Schmitt, Chief Financial Officer

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: 07-10-25 AND 09-11-25

There was no report on the 7-10-25 minutes.

****CHAIR FRAYER MOVED THE ITEM**

****MR. WIGGINS ABSTAINED**

****MOTION PASSED WITH ONE (1) ABSTENTION**

Ms. Biagiarelli noted that on the 9-11-25 minutes, there were misspellings of the names of Sharon Conners and Joyce Liu, and it is here changed for the record to reflect the correct spelling throughout the minutes of September 11, 2025.

****CHAIR FRAYER MOVED THE ITEM AS CORRECTED**

****MR. WIGGINS ABSTAINED**

****MOTION PASSED WITH CORRECTIONS AND ONE (1) ABSTENTION**

IV. PUBLIC PARTICIPATION

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

V. REPORTS

A. OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR AUGUST AND SEPTEMBER 2025

Denise Brown reported on the Oak Hills Park Authority's monthly financial statements. She said September was over budget by \$182,000.00, and they had very strong golf rounds that contributed to that. The expenses were over \$47,000.00 more than what they budgeted for. She said to the good they are about \$145,000 strong, and they have about \$600,000 in the operating account. \$49,000 was paid into the city debt. They are in the process of the second round of their bunker project, which will cost \$180,000 to complete the project. It should be completed by the end of November. The restaurant's hours have been reduced. The hours will now be Thursday to Sunday from 11a.m. to 9p.m. The restaurant will continue with the music, and they added trivia night on Thursdays. Their golf pro, Paul Alexander, has left his position at Oak Hills, so a committee has been formed to put out an RFP to search for a new head pro. They

currently have an assistant pro that has been keeping things running. Their five-year cart lease is up in December, and they have a new lease in place. They are getting about 70 new carts. They also put out an RFP for a new vendor to run their tennis site. They received about seven (7) applicants. They narrowed it down to four (4) and interviewed them today, narrowed that down to two (2) which they will select next week. The Authority approached Chair Frayer about meeting quarterly or bi-yearly whilst still submitting a monthly report, and he brought it to the Committee. The Committee will think about it and get back to the Authority.

****CHAIR FRAYER MOVED TO ACCEPT THE REPORT**

****MOTION PASSED UNANIMOUSLY**

B. NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 2025

Lisa Biagiarelli reported that the October collections were at 53.41%, which is where they need to be. They are preparing for the second installment billing. They are working with the Assessor's Office on motor vehicle supplemental billing and that will go out first. The goal is to get all bills, motor vehicle, second installment, sewer use and business/ personal property, out by December. They are up to \$460,000 in cannabis tax receipts. There is a wage garnishment happening this week. All City and BOE employees are given an opportunity to bring their tax accounts current, otherwise they institute a mandatory wage garnishment for those taxes. The next sale of land for taxes will be in July 2026, and they are working on that. They are going to include zoning violations and blight fees in that sale. They collected more than \$200,000.00 through the September sale in zoning violation and blight fees. Ms. Biagiarelli explained the MTS system. They also discussed the cannabis revenue and how it is going to be used.

****CHAIR FRAYER MOVED TO ACCEPT THE REPORT**

****MOTION PASSED UNANIMOUSLY**

C. MONTHLY TAX COLLECTOR'S REPORTS DATED SEPTEMBER AND OCTOBER 2025

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

D. APPROVE CLAIMS COMMITTEE REPORT DATED OCTOBER AND NOVEMBER 2025

Lisa Biagiarelli said that on page 46 and 49 of the packet, there are two (2) months' worth of claims that need to be addressed, including numerous special requests. On page 49 there are two (2) special requests, one is \$42,219.40 and the other is \$90,062.60, both are prior years from the 2023 grand list. They are overpayments that are showing court stipulated judgments, properties that have changed hands, so they need to refund the former owners those amounts. On page 56, there are two (2) additional special requests. Both are for car washes, Russell Speeder Carwashes. They were paid in error. They are \$30,352.10 and \$30,995.46. The escrow agent and

the taxpayer both paid, and so they should refund the overpayments.

****MS. DUNN MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

E. PURCHASING REPORT

Sharon Connors submitted the report. She answered all questions the Committee had about the quarterly purchasing report. She informed the Committee that the report may change due to new guidelines.

****MR. LOPEZ MOVED TO ACCEPT THE REPORT**

****MOTION PASSED UNANIMOUSLY**

F. TAX ASSESSOR REPORT

Paul Gorman gave the tax assessor's report. They are working diligently to get the motor vehicle supplemental list out. They are working with MTS to get into the next phase of identifying cars that need to be taxed in the city. Assessor's office is currently in the process of receiving the exemption applications throughout the city. It is called quadrennial filing, which is done every four (4) years throughout the state. They received a farm application as well. They are working towards closing the grand list and getting it signed by the end of January. He said they are also getting as much information into the system as possible for closed permits and for all the major construction that has been going on throughout the city in the past year. He went over enterprise zones as well. They may be launching their new field card access for the public in a couple of weeks. There are a few bits of information needed before they can launch. He answered all the questions the Committee had.

****CHAIR FRAYER MOVED TO ACCEPT THE REPORT**

****MOTION PASSED UNANIMOUSLY**

VI. OLD BUSINESS

There was no report on Old Business

VII. NEW BUSINESS

A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH FAPS HOLDINGS INC. DBA AS GOVOLUTION, LLC FOR PROJECT 4446 PAYMENT PROCESSING SERVICES FOR AT TOTAL PER FISCAL YEAR \$3,500.00 ACCOUNT #: 011330- 5259

Ms. Biagiarelli reported on this item. She stated that they would like to change the provider for the online payment processing. She explained payment processing and the reasons for the change. They are also looking for a cheaper cost for the residents. An

RFP went out, and they received over 15 submissions, narrowed it down and interviewed 3 companies and ultimately chose Govolution, LLC. Ms. Biagiarelli explained how and where the savings would come from. She also explained how echecks work and the costs as well.

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

B. RESOLUTION: APPROVE A SPECIAL APPROPRIATION TOTALING \$200,000 FOR THE CITY'S CONTRIBUTION TO THE FREE MEALS PROGRAM FOR NORWALK PUBLIC SCHOOLS. FUNDS TO BE TRANSFERRED FROM THE GENERAL FUND BALANCE ACCOUNT 011310-4701 TO THE NORWALK PUBLIC SCHOOL LUNCH FUND ACCOUNT 410000-4836-67.

Mr. Schmitt reported that this is a special appropriation that goes to the BET and then the Council. The total amount the Board of Education was seeking was \$500,000.00. \$200,000.00 will come from the foundation, \$200,000.00 will come from the city and the remaining amount will come from the Board of Education. Mr. Schmitt gave some background information on how the resolution came to be. Originally, it was going to be completely funded by the Board of Education, but then they decided not to fund the entire program.

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

C. AUTHORIZE THE APPROPRIATION OF \$3 MILLION FROM THE MUNICIPAL GRANT IN AID (FUND 58) FOR THE FISCAL YEAR ENDING JUN 30, 2026 IN THE FOLLOWING AMOUNTS AND FOR THE FOLLOWING PURPOSES:

<u>TRANSIT DISTRICT GRANT</u>	<u>\$ 610,885.00</u>
<u>DPW SNOW & ICE REMOVAL -- CHEMICALS</u>	<u>\$ 450,000.00</u>
<u>DPW CENTRALIZED FLEET MAINTENANCE</u>	<u>\$ 230,000.00</u>
<u>DPW OPERATIONS FULL TIME SALARIES</u>	<u>\$ 1,709,115.00</u>
<u>TOTAL USE OF MUNICIPAL GRANT IN AID</u>	<u>\$ 3,000,000.00</u>

Chair Frayer read Item C and Item D together.

Mr. Schmitt gave a brief explanation about the transfer of grant funds from DPW to BOE. He stated that this was part of a larger deal with the BOE to get \$3 million dollars

more into the BOE budget. To do that, they needed to use state grant money. That grant money has restrictions on its use and can only be used for roads, public transportation and the like. The listed accounts were identified as being eligible for the grant funds. They took funds from the general operating fund out of that budget and instead paid for those out of the \$10 million grant. This frees up \$3 million out of the budget and transferred to the Board of Education. Mr. Schmitt and others met with the funding source in Hartford to ensure the usage of the funds and the understanding of that. They also spoke with their auditor as OPM suggested. The Committee asked how the funds will be used by the BOE and if they have complete discretion to use those funds. It was stated that there was a commitment made and an agreement on how those funds would be used. A discussion ensued about possible overages in the Board of Education’s budget and what happens with the next year’s budget and how the overage would possibly be used.

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

D. AUTHORIZE TO ALLOCATE \$3,000,000 TO NORWALK PUBLIC SCHOOLS ACCOUNT 015050-5050 FOR THE FISCAL YEAR ENDING JUN 30, 2026 FROM THE FOLLOWING GENERAL FUND ACCOUNTS:

<u>TRANSIT DISTRICT GRANT-017002-5B020</u>	<u>\$ 610,885.00</u>
<u>DPW SNOW & ICE REMOVAL -- CHEMICALS-014025-5322</u>	<u>\$ 450,000.00</u>
<u>DPW CENTRALIZED FLEET MAINTENANCE-014045-5462</u>	<u>\$ 230,000.00</u>
<u>DPW OPERATIONS FULL TIME SALARIES-014021-5110</u>	<u>\$ 1,709,115.00</u>
<u>TOTAL TRANSFER</u>	<u>\$ 3,000,000.00</u>

Mr. Schmitt reported on this under Item C.

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

E. RESOLUTION: TO AUTHORIZE THE ESTABLISHMENT OF THE RECREATION & SPORTS ACTIVITIES ACCOUNT(RECREATION & PARKS FUND). THE ACCOUNT SHALL INCLUDE REVENUE SOURCES AND PROGRAM EXPENDITURES AS DEFINED IN THE RECREATION & SPORTS ACTIVITIES PROGRAM DOCUMENT DATED OCTOBER 30, 2025. ACCOUNT FUNDS SHALL NOT LAPSE AND SHALL BE AVAILABLE EXCLUSIVELY FOR THE PURPOSES IDENTIFIED IN THE

PROGRAM DOCUMENT. THE DIRECTOR OF RECREATION AND PARKS SHALL REPORT TO THE BOARD OF ESTIMATE AND TAXATION AND THE COMMON COUNCIL ON THE STATUS OF THE ACCOUNT PRIOR TO APRIL 1ST OF EACH YEAR.

Mr. Schmitt stated that this would provide a lot of transparency and predictability for the related programs in recreation, sports, learning programs and aquatics. This account already exists in a different format which they are expanding to include other programs. He explained the accounting. He said that this would be a self-sustaining program. They anticipate having a surplus revenue at the end of each year that would go into the general fund. He briefed the Committee on how that would work. Mr. Stowers discussed the Recreation & Sports Activities Program. He said there would be more accountability in the budget process. Expenses and revenue would be reported annually. He said that these funds will also cover some staffing costs. They will be able to generate revenue through fees from the programs. He answered all the questions the Committee had. He said it would be a welcoming community for all.

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

VIII. ADJOURNMENT

Ms. Wennerstrand moved to adjourn.
Motion passed unanimously.
The meeting was adjourned at 9:01p.m.