

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

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

II. ROLL CALL

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

At Roll Call there were four (4) Committee members present, constituting a quorum. Dajuan Wiggins and Heather Dunn were absent.

ATTENDANCE: James Frayer, Chairman; Doug Sutton; Anne Wennerstrand; Johan Lopez

STAFF: Lisa Biagiarelli, Tax Collector; Paul Gorman, Tax Assessor; Jared Schmitt, Finance Director; Joyce Liu, IT Director

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: 11-13-25

There was no report on this item.

****MS. WENNERSTRAND MOVED THE ITEM**

****MR. SUTTON ABSTAINED**

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

IV. PUBLIC PARTICIPATION

There was no public participation. Chairman Frayer closed public participation at 7:03p.m.

V. REPORTS

A. NARRATIVE ON TAX COLLECTIONS DATED DECEMBER 2025

Lisa Biagiarelli stated the MTS (Municipal Tax Service) billing of those out-of-state motor vehicles had a bit of an increase. There should be another billing going out within the next couple of months. They are working on changing their online provider. The Law Department is working on the contracts now. She said this will allow the taxpayers to pay a lower fee to use a credit or debit card online. They are trying to get this implemented prior to the end of the collection cycle. The committee began a brief discussion on cannabis sales. The cannabis sales have not changed much and has been very consistent month to month. The committee would like a year-to-date report on the cannabis sales.

B. MONTHLY TAX COLLECTOR'S REPORTS DATED NOVEMBER 2025

Lisa Biagiarelli said that at the end of November's report, it looks like they have dropped percentage wise even though they have collected more money. The reason for that is the infusion of the supplemental billing, which is \$3 million in receivables and is due by February 2, 2026. This was added to the system in November and increased receivables. Ms. Biagiarelli commented that they are where they are supposed to be for the month of November. They are at 53.27% of their combined levy. The second installment billing is going out this month for real estate, business, personal property, delinquent billing for motor vehicles and the motor vehicle supplemental. The supplemental motor vehicle is for bills that were not on the original 10/1/24 grand list

but came on later because they were newly registered after 10/1/24 but still within the 24-month period of that grand list, so the bills are prorated. The levy is about \$3.1 million that was added. The State has made a few changes to how billing is done for supplementals. So, they are sending out the bills with a due date of January 1, 2026, payable by February 2, 2026.

C. APPROVE CLAIMS COMMITTEE REPORT DATED DECEMBER 2025

Lisa Biagiarelli reported there is a special request that requires the committee's vote due to the dollar amount exceeding \$10,000.00. The special request is for a motor vehicle refund for multiple vehicles over multiple grand list years for Toyota Lease Trust in the amount of \$24,234.04.

The special request was unanimously approved by the Committee.

D. TAX ASSESSOR REPORT

Paul Gorman reported that the online VGSI (Vision Government Solutions Inc) has been down or at least has not been updated for years because of data issues. VGSI is their KMA system provider for real estate evaluation. The part of the system that has been down is the online system that would allow people to look up the value of any property in town that has a field card associated with it. Mr. Gorman explained what a field card is. He said that VGSI can no longer support the size of their database or how it was constructed. VGSI tried to get their system to support the city's database but could not. VGSI purchased a new company called Data Scout which is more geared toward online presences for municipalities, but they are geared towards much larger municipalities. They have been working with them for the past four (4) months to develop a new online website for the Norwalk field cards to go live with. There was a glitch that should have been corrected today. He will check tomorrow morning to ensure the glitch has been corrected, and then the go live date should be no later than next Friday and this should be much better than what they had. During the time the system was down, if someone requested information via email, phone or in person, the office would assist with the request for information. They will continue to assist anyone requesting information even when the system is running. Mr. Gorman will inquire if a tutorial will be available to anyone using the system. Once he has a definite go live date, they will put that information on the website and other various channels the city uses. They are working on finalizing the 2025 grand list. They have compiled an RFP for personal property audits and will bring that before the committee next month for approval.

VI. OLD BUSINESS

There was no report on Old Business

VII. NEW BUSINESS

A. APPROVAL FINANCE AND CLAIMS COMMITTEE 2026 MEETING CALENDAR

There was no report on this item.

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

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO STREAMLINE SOFTWARE, INC. FOR A THREE-YEAR AGREEMENT FOR SUBSCRIPTION PRO PLAN IN AN AMOUNT NOT TO EXCEED \$13,440 ANNUALLY. ACCOUNT # 011370-5742

Ms. Liu reported that they would like to move forward with DocAccess. She said it is a tool that helps them to comply with the new federal digital accessibility requirement. Under the ADA (American with Disabilities Act) title for state and local governments must ensure all digital content including website and PDF's that is accessible to people with disability. She explained the city's content and what is needed to comply. She said DocAccess provides an automated and cost-effective solution to cover large numbers of PDF's in real time. It also integrates smoothly with their existing website workflow.

She stated that she is also working with the city's ADA Coordinator on this for a solution. She said any related ADA questions she will forward to Bill. She said that anytime the Department of Justice changes the ADA requirements, DocAccess would be able to update their software, staying on top of compliance and making sure they are always legal and available to provide a service to the residents. They were able to receive this low rate because they locked in for three (3) years.

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

C. APPROVE ARPA TRANSFER REQUEST FROM 133710-5796-AEC04 PROJECT MANAGER IN THE AMOUNT OF \$156,506.66 TO THE FOLLOWING ARPA ACCOUNTS: 130100-5796-AMD01 MAYOR INITIATIVE ARPA \$103,451.34; 133710-5796-AEC16 EVENT IMPLEMENTATION PROGRAM \$40,526.42; AND 134010-5796-ARP04 PARKS AND RECR ARPA PROJECTS \$12,528.90.

Mr. Schmitt reported that ARPA funding was allocated and obligated as required by law at the end of last year. They are halfway to the next deadline which is spending the money. He explained that there may be a few more of these types of requests as they get to the finish line for each project. That is when they could really know exactly how much they're going to need for each project so they could make some transfers to use up all the ARPA money they can. There is one (1) project that will be coming in under

budget, so they want to transfer funding from there to three (3) other projects that relate to different positions. They want to use the remaining funds to cover five (5) positions through the end of the current fiscal year, June 30, 2026. The committee went into a brief discussion about the five (5) positions and the ARPA funding. The funds must be spent by December 31, 2026.

****MS. WENNERSTRAND MOVED THE ITEM**

****MOTION PASSED UNANIMOUSLY**

VIII. ADJOURNMENT

Mr. Lopez moved to adjourn.

Motion passed unanimously.

The meeting was adjourned at 7:39p.m.