

**CITY OF NORWALK
FINANCE & CLAIMS COMMITTEE
SPECIAL MEETING
JANUARY 15, 2026
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

Chair Frayer called the meeting to order at 6:00p.m.

II. ROLL CALL

Chair Frayer called the Roll: James Frayer, Nicole Eaddy, Broderick Sawyer, Richard Dellinger, Brian Bailey

At Roll Call there were five (5) Committee members present, constituting a quorum. Johan Lopez arrived at 6:03p.m. and Dajuan Wiggins was absent.

ATTENDANCE: James Frayer, Chair; Nicole Eaddy, Broderick Sawyer, Richard Dellinger, Brian Bailey, Johan Lopez (6:03 p.m.)

STAFF: Paul Gorman, Tax Assessor; Jared Schmitt, Finance Director; Sharon Conners, Purchasing Agent; Joyce Liu, IT Director; Lisa Biagiarelli, Tax Collector; Ben Yeung, TMP; Chitsamay Lam, Comptroller

OTHERS: Garrett Oliver

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: 12-11-25

Chair Frayer made a correction to page 2, Item V. Reports, under the header, A. Narrative on Tax Collections Dated December 2025. It should read: "A. Narrative on Tax Collections Dated *November* 2025".

Ms. Biagiarelli reported a correction to page 2, 24-month should be changed to 12-month. Item B. Monthly Tax Collector's Reports Dated November 2025, the last sentence, 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. Should read: "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 *12-month* period of that grand list, so the bills are prorated."

Ms. Biagiarelli reported a correction to page 3, KMA should be changed to CAMA. Item D. Tax Assessor Report, second sentence, VGSI is their KMA system provider for real estate evaluation. It should read: "VGSI is their *CAMA* system provider for real estate evaluation."

****CHAIR FRAYER MOVED THE MINUTES WITH CORRECTIONS**

****MS. EADDY, MR. SAWYER, MR. DELLINGER AND MR. BAILEY ABSTAINED**

****MOTION PASSED WITH CORRECTIONS AND FOUR (4) ABSTENTIONS**

IV. PUBLIC PARTICIPATION

There was no public participation. Chair Frayer closed public participation at 6:05p.m.

V. REPORTS

A. NARRATIVE ON TAX COLLECTIONS DATED JANUARY 2026

Lisa Biagiarelli gave an overview of the Narrative.

B. MONTHLY TAX COLLECTOR'S REPORTS DATED DECEMBER 2025

Lisa Biagiarelli gave a brief overview of the report. The report is provided in a spreadsheet and narrative form. She discussed motor vehicles, real estate, levies and business properties. They consistently hit their targeted collection rate, which is approximately 98.6%. The total tax collected was \$20 million more this year than last even though this year's collection rate percentage is lower. She explained the collections they make for WPCA, tax sales, cannabis tax and blight fees.

C. APPROVE CLAIMS COMMITTEE REPORT DATED JANUARY 2026

Lisa Biagiarelli gave a brief explanation about the claims committee. She stated that the tax collector's office issues tax refunds when taxpayers have overpaid. Part of the oversight function of the Finance and Claims Committee of the City Council is to approve claims that are more than \$10,000.00. Those claims must be approved by the committee and sent to the full council for approval. Where there is a refund of over \$10,000, the tax collector makes a special request for the refund, and the committee votes on it. She said that there is a list of refunds in the packet that are under \$10,000.00 that they have processed over the past month or time since their prior meeting. She explained the motor vehicle taxes and lease vehicle taxes as well as property assessment appeals. They have a special request for Toyota Lease Trust for \$13,765.43, which is a compilation of numerous vehicles that were owned by them and the taxpayers got rid of those vehicles. There is another special request for a taxpayer to appeal their property assessment. The case went to court. The city was represented by Corporation Counsel, and the case was settled, and the court stipulated a judgement, and it ended up the taxpayer overpaid their taxes, and their assessment was reduced significantly. The amount overpaid is \$78, 665.54 for a prior year bill. They would normally issue a credit, but since the property is being sold, they have to issue a check to the taxpayer that paid the taxes. Ms. Biagiarelli prepared a two-page overview of the tax collector's relationship with the Finance and Claims Committee for the members. She said that property taxes comprise approximately 90% of their operating revenue. She would like to keep them updated and prepared for what they are doing. They also do a lot of enforcement and mailings.

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

****MOTION PASSED UNANIMOUSLY**

****MR. LOPEZ MOVED TO APPROVE THE SPECIAL REQUESTS**

****MOTION PASSED UNANIMOUSLY**

D. TAX ASSESSOR REPORT

Paul Gorman reported that VGSI which stands for Vision Government Solutions Inc. is their mass appraisal system software provider and it was their website that they posted

their field cards to. That system could no longer support their data. VGSI recently acquired a new company called Data Scout that has the ability to handle larger data packets. They have transitioned to Data Scout's website and that launch happened shortly after last month's meeting. He explained the website features to the committee and its glitches. This new system was advertised, there were a couple of press releases and an article about it. This is also on their website. It is ready for public use. They are in the process of getting the grand list signed. They will also be sending out the mailings to the participants of the Elderly Homeowners Program who are due to renew this year and those who would like to participate.

E. PURCHASING AGENT REPORT

Ms. Conners stated that during the first round of city charter changes that went into effect in January 2024, the city charter changed the threshold up to 100k where the city council would authorize agreements and contracts. The other threshold is if any service provided by a vendor goes beyond a year, it would require city council authorization. She reviewed last quarter's report for the committee. She explained the procurement process.

****MS. EADDY MOVED TO APPROVE THE REPORT
MOTION PASSED UNANIMOUSLY

VI. OLD BUSINESS

There was no report on Old Business

VII. NEW BUSINESS

A. RESOLUTION: AUTHORIZE A SPECIAL APPROPRIATION FOR TRANSPORTATION, MOBILITY, & PARKING DEPARTMENT IN THE AMOUNT OF \$500,000.00 FOR THE SONO ROUNDABOUT PROJECT FROM THE MUNICIPAL GRANT-IN-AID FUNDING ACCOUNT 580000-5796-AID07.

Mr. Yeung reported that they intend to fix the intersection of Meadow Street, Wilson Avenue and South Main Street. He described the area to the committee. They would like to realign South Main Street so that it is more of a straight north/south shot with Wilson Avenue. They want to improve the mobility capacity of the intersection overall by creating a modern roundabout. The intersection is adjacent to the South Norwalk Elementary School. There are two (2) phases to this project. Phase one construction consists of removal of the rail spur burn and then phase two construction, which is the actual construction of the roadway and the surrounding sidewalks. They will have some public outreach shortly for the full roundabout design. The public meeting will be at the school on February 2, 2026, at 5:30 p.m. He went over the funding for this project.

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

B. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION, INC, IN AN AMOUNT NOT TO EXCEED \$112,733.13 FOR MICROSOFT OFFICE 365 LICENSES RENEWAL. ACCOUNT ALLOCATION: 011370-574C

Ms. Liu briefly shared the role of the IT Department for the City. She said IT supports the city's day-to-day operations by maintaining the security system and network application that enable employees to communicate, collaborate and deliver services to residents. They are responsible for cybersecurity, email systems, any of the collaboration tools and business applications, data protection and overall system reliability across all departments. She would like to renew and purchase Microsoft Office 365 licenses for the City of Norwalk Employees. The license is essential for their daily operations and supporting email document creation, data sharing and security access to the city system. The license covers a large number of employees so the total cost exceeds \$100,000.00. To get the most competitive price, they go through Gov Connection. She explained how that works. The licenses expire at the end of February 2026. This is an annual renewal license. This is only for city employees. The BOE uses a different network.

C. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO EXECUTE A FIVE (5) YEAR AGREEMENT WITH CHARLES B. FELDMAN & ASSOCIATES, LLC FOR PROJECT 4477 PERSONAL PROPERTY AUDITS FOR A TOTAL NOT TO EXCEED \$165,000 FOR THE 5 YEAR PERIOD.FUNDING AVAILABLE FROM ACCOUNT # 11320-5253

Mr. Gorman reported that the purpose of the audits is to get an accurate account of the business/personal property declarations. He gave some background information on how the audits work and some of the returns they received through the audits and additional assessment. A discussion ensued about the audits. He answered all the committee's questions.

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

VIII. ADJOURNMENT

Ms. Eaddy moved to adjourn.
Motion passed unanimously.
The meeting was adjourned at 7:25p.m.

