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**CITY OF NORWALK
BOARD OF ESTIMATE
REGULAR MEETING
VIA TELECONFERENCE
DECEMBER 5, 2022**

ATTENDANCE: Edwin Camacho, Chair; Al Abrams; Troy Jellerette; Artie Kassimis

STAFF: Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Chief Financial Officer; Irene Dixon, City Clerk; Thomas Ellis, Director of Management and Budgets; Stephen Kleppin, Director of Planning and Zoning

OTHERS: Alan Dutton, Oak Hills Park Authority

Mr. Camacho called the meeting to order at 6:30 p.m.

Ms. Dixon called the Roll as indicated above.

1. APPROVAL OF MINUTES

November 7, 2022 – Regular Meeting

**** MR. ABRAMS MOVED TO APPROVE THE MINUTES AS PRESENTED**
**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. KASSIMIS)**

2. SPECIAL APPROPRIATIONS AGENDA (Section A) None

3. TRANSFER AGENDA (Section B)

TAX COLLECTOR:

Ms. Biagiarelli reviewed the following request.

**** MR. ABRAMS MOVED TO APPROVE THE TRANSFER REQUEST FOR \$27,100 AS SUBMITTED**

FROM	TO	AMOUNT
01-1330-5130 WAGES & SALARY – TEMP. 01-1330-5120	WAGES & SALARY – OVERTIME	\$7,500
01-1330-5110 WAGES & SALARY – F/T 01-1330-5120	WAGES & SALARY – OVERTIME	9,500
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5281	MILEAGE REIMBURSEMENT	1,000
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5272	TRAINING & EDUCATION	1,000
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5286	BUSINESS EXPENSE	600
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5294	MACHINERY EQPT. RENTAL	3,000
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5295	SEMINAR & CONFERENCE	3,300
01-1330-5259 PROFESSIONAL SERVICES 01-1330-5311	OFFICE SUPPLIES/MATERIALS	1,200
		<u>\$27,100</u>

1. This transfer is to replenish the Overtime account due to two staff vacancies since prior to the beginning of the Fiscal Year.

2. Also transfers to Mileage, Business expenses, training/education and seminar accounts are to cover anticipated shortfalls. Senior staff members need to earn credit hours for certification in the 2023 and lost 12+ months of time due to COVID-19.

3. Transfers to Office Supplies/Materials account to cover current shortfall (original purchase order almost wiped out entire account).
Finance recommends approval.

**** MOTION PASSED UNANIMOUSLY**

PLANNING & ZONING:

Mr. Kleppin reviewed the following request.

Mr. Abrams noted that the back up materials indicated that the request was for \$40,000 and not \$50,000. Mr. Kleppin said the actual request was for \$50,000. The goal is that they will not have to come back to the Board of Estimate and Taxation for additional funds.

**** MR. ABRAMS MOVED TO APPROVE THE TRANSFER REQUEST FOR \$50,000**

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From	To	Amount
01-3730-5110 Wages & Salary – F/T	01-3730-5254 Architectural Landscaping	\$50,000

This transfer is to cover additional funds for Zoning Regulations Rewrite.
Finance recommends approval

**** MOTION PASSED UNANIMOUSLY**

4. **OTHER BUSINESS** (Section C) None

5. **ADDITIONAL INFORMATION** (Section D)

Financial Reports

• Oak Hills Park Budget – September 2022

Mr. Camacho commented that there was no mention about the restaurant in the memo provided by Oak Hills.

Mr. Dutton summarized Oak Hill's financials and said they were doing quite well four months into the fiscal year. They are currently in strong negotiations with Mr. Mastronardi. He noted the restaurant needs to be open on a consistent basis and if not, they will not be able to continue. He added that people want to have breakfast and in addition, they need to be able to provide an inexpensive golfers' menu. They have a meeting scheduled for tomorrow with Mr. Mastronardi.

Mr. Dutton said they are looking at hiring a general manager to run the restaurant. In addition, they are looking at pricing for the next calendar year. He noted that it was important to hold firm for Norwalk residents.

Mr. Dutton said they will see what happens at tomorrow's meeting, but added that they will not proceed further until the rent is paid.

- Year-to-date Capital Budget Report – FY 2022-23
- Year-to-date Operating Expenditure Report – FY 2022-23
- Year-to-date Operating Revenue Report – FY 2022-23
- Police Wages FY 2022-23
- Fire Wages FY 2022-23

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- Public Works Wages FY 2022-23
- Year-to-date BOE Operating Expenditure Report FY 2022-23
- Tax Collector's Narrative – September 2022
- Tax Collector's Report – September 2022

Ms. Biagiarelli reviewed her report. She noted they had a software upgrade that created problems. As a result of those issues, they have not sent their tax collection files to the printer. The good news is that they are moving forward with the software conversion in February, and it is going very well. The mailing from the collection agency that was approved by the Common Council will go out shortly.

Mr. Dachowitz went into further detail about the software upgrade. He said it went live in October, but impacted the Tax Office the most. In addition, there have been problems getting the data from the Motor Vehicle Department for motor vehicle taxes.

Mr. Dachowitz reported that the Mr. Ellis and the Deputy have done a great job getting ready for the budget season. Packages went out to every department in late October. On the operations side, they reconciled the head counts. They also looked at every line item and based on historical reference, came up with a figure. The Mayor gave them a 3 ½% threshold. In early February he and Mayor Rilling will come up with a recommended budget. He described the process for creating the capital budget. Mr. Dachowitz noted that last year's recommended budget threshold was a little over 4%.

Mr. Dachowitz said there are some increases that they have to afford. In order to meet these increases, he said he would volunteer to take a rainy day draw down to moderate a tax increase.

Mr. Dachowitz expressed concern about the economy and tax payers losing their jobs. He said he hopes for the best, but plans for the worst. He noted that this has been communicated to the department Chiefs. Mr. Dachowitz reported that there have been three to four budget meetings with the Board of Education.

**** MR. ABRAMS MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:07 p.m.

Respectfully submitted,

Rosemarie Lombardi

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Telesco Secretarial Services