FINANCE/CLAIMS COMMITTEE MEETING
Thursday December 9, 2010 7:00P.M.

CITY HALL
Room 231
125 East Avenue
Norwalk, Connecticut
AGENDA

1. Approve the Minutes of the following Finance Committee Meeting: November 18, 2010

2. Claims Committee: receive the monthly Claims report; review and approve claims as required for Claims Report dated:
   December 9, 2010

3. Narrative on Tax Collections dated December 9, 2010- Receive Report and discuss.

4. Monthly Tax Collector's Report Dated November 30, 2010 - Receive Report and discuss.

5. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for personal computers workstations, laptops, printers, mobile data terminals, and obsolete asset disposal according to City IT Department technical specifications, for an amount not to exceed $180,241.64 account 09110600-5777-C0375 (approved IT Capital item; no special appropriation required).

6. Resolution Appropriating $400,000 For Capital Projects Of The Sixth Taxing District And Authorizing The Issuance Of $400,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose.

7. Authorize the Mayor, Richard A. Moccia, to execute any and all documents necessary to secure the repayment of a loan in an amount not to exceed $400,000 from the City of Norwalk to the Sixth Taxing District for the renovation of the Rowayton Community Center, and $300,000 for a fire truck, which was first authorized as part of the FY 2009-10 Capital Budget.

8. Receive Board of Estimate and Taxation Appropriations from December 6, 2010.

CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
SPECIAL MEETING
NOVMBER 18, 2010

ATTENDANCE: Nicholas Kydes, Chair; Douglas Hempstead, Andrew Conroy (7:20 pm); Nora King.

STAFF: Thomas Hamilton, Finance Director; Fred Gilden, Comptroller; Lisa Biagiarelli, Tax Collector.

OTHERS: Karen Del Vechio, City of Norwalk Information/Technology
Tom Schadlich, Library Information/Technology

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:10 p.m. He stated that in view of the lack of a quorum, the order of the agenda would be changed to have discussion items first, then action items once other members arrived.

Monthly Tax Collector's Report Dated October 30, 2010 - Receive Report and discuss.

Ms. Biagiarelli submitted the Tax Collector's Report Dated October 30, 2010 which tracks current fiscal year grant list collections, versus the original and corrected levy, with comparisons versus last fiscal year to date. There were no questions or comments by the committee members.

Narrative on Tax Collections dated November 18, 2010- Receive Report and discuss.

Ms. Biagiarelli submitted her written report and highlighted the following points:

- Collections remain slightly behind last year (.38%) and slightly ahead in current sewer use collections.
- An additional $2million in back taxes, interest and lien fees was collected, which was lover versus prior year by $383,457.
- Over $1 million in past due business persona property taxes has been collected in concert with state marshal and delinquent tax collector's personal efforts.
- Currently 43 Alias Tax Warrants have been served since the last report.
- With 2011 being a non-tax sale year, the primary focus is on business personal property delinquencies.

Ms. King asked if the flyer will be included in the seniors' tax bills, and Ms. Biagiarelli responded that an informational flyer will accompany the December 2010 tax billing to include basic information on state and local property tax relief programs, Ms. Del Veccia added that it also will be included on the City's website

Mr. Conroy entered the meeting at 7:20 p.m.

** **MR. HEMPSTEAD MOVED TO RECEIVE THE NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 18, 2010 AND THE MONTHLY TAX COLLECTOR'S REPORT DATED OCTOBER 30, 2010 AS SUBMITTED.**
** **THE MOTION PASSED UNANIMOUSLY**.

Mr. Kydes requested to address the original order of the agenda, as follows:

<u>Approve the Minutes of the following Finance Committee Meeting: October 14, 2010.</u>

** **MR. CONROY MOVED TO APPROVE THE MINUTES OF THE OCTOBER 14, 2010 MEETING AS SUBMITTED.**
** **THE MOTION PASSED UNANIMOUSLY**.

Claims Committee: Receive the Monthly Claims Report;
<u>Review and approve claims as required for Claims Report dated: November 11, 2010</u>

Ms. Biagiarelli said that there was only one special claim request, as follows:
Laidlaw Transit Inc. ($41,889.31) filed this month - BAAD/Adjustments.

Mr. Kydes stated that this is seems to be an unusually high amount and asked for further information, and a discussion ensued. Mr. Hamilton gave an overview that Laidlaw Transit is now First Student, which is the contracted school bus transportation vendor for Norwalk Public Schools. Ms. Biagiarelli responded that this is most likely the result of multiple bills that had been paid prior to lowered vehicle assessments.

Mr. Conroy asked if there is a commonality with this error and if the assessment appeal process needs to be reviewed, and who is on the Appeal Board. Mr. Hamilton replied that the Board of Assessment Appeals is an independent review board, not associated with the Tax Assessor's office. Ms. Biagiarelli added that the Assessor's Office cannot do inspections and must rely on tables and assumptions, and most likely this amount is a proration credit caused by value adjustments on multiple vehicles.

** **MR. HEMPSTEAD MOVED TO APPROVE THE SPECIAL CLAIM REQUEST FOR LAIDLAW TRANSIT, INC. IN THE AMOUNT OF ($41,889.31)**
** **THE MOTION PASSED UNANIMOUSLY**.

Ms. King asked about rescheduling the special meeting regarding The Elderly Tax Relief Proposal. Mr. Hamilton replied that a special meeting was not required, and explained that state law states that the legislative body may make adjustments based upon Board of Estimate and Taxation recommendation. He added that in this case the process started with the BET recommendation and was then brought to the Finance Committee for review.

Mr. Kydes added that he had spoken to Mr. Wilms, the Chairman of the Board of Estimate and Taxation regarding this and he was very open to the idea, and he will follow up with him at the next BET meeting. Mr. Hamilton added that the process for require moving the item forward to the Ordinance Committee for a modification to the ordinance, then on to the Common Council for approval.

<u>Replacing the Norwalk Public Library's Phone and Voice Mail System</u>

Specific Action Requested:
Authorize the Mayor, Richard Moccia, To Execute all amendment to the agreement between the City and Total Communications, Inc. for equipment, training, installation and engineering services for the telephone and voice mail system at the Norwalk Public Library for an amount not to exceed $69,000, acct. 09110600-5777-c0375 and to forward such authorization on to the Common Council for further action.

Ms. Del Vecchio presented a memo outlining the background and gave an overview of recommendation of the following key points:

- Replacing the Library's antiquated phone system with a system that meets both staff and patron needs, including multi-language support.
- The City-wide telephone and voice mail system was identified as a capital initiative in 2008; however, as the economy began to decline, the decision was made to postpone this project until the following fiscal year.
- During the 2009/2010 [illegible] Capital Budget Development, again recognizing the age and the limitations of the [illegible]0-year old phone system used by the Library, funding was approved for the replacement of the phone system with the City-wide standard as a critical need.
- The City has a contract in place with Total Communications, a Cisco Certified Partner, for the supply, installation, training and support for the City-wide Cisco phone and voice mail system and negotiated a 37.5% discount on the equipment portion of this project which is reflected in the final proposal from the vendor.

Mr. Kydes asked how many handsets are included, and Ms. Del Vecchio replied sixty and improved efficiency was the guideline used with the recommendation. Mr. Schladlich, Information and Technology Director for the Library added that they did reduce the number of phones at certain desks from four to two and looked to make the system more efficient. Ms. Del Vecchio added that installation of the City-wide telephone system at the Library will provide operating costs savings by consolidating equipment and systems such as the Library stand-alone telephone service with the City's, will provide 5-digit dialing between the Main and South Norwalk branch libraries, eliminating the need for 11 digit dialing.

Mr. Hamilton added that the high schools are also included in this voice-over internet system that has worked out very well for the city in cost saving measures.

Mr. Kydes asked if there was any residual value of the old phones, and Ms. Del Vecchio replied that there was actual little value in keeping the phones, but that some elementary schools may be able to use them in certain areas.

**** MS. KING MOVED TO AUTHORIZE THE MAYOR, RICHARD MOCCIA, TO EXECUTE ALL AMENDMENT TO THE AGREEMENT BETWEEN THE CITY AND TOTAL COMMUNICATIONS, INC. FOR EQUIPMENT, TRAINING, INSTALLATION AND ENGINEERING SERVICES FOR THE TELEPHONE AND VOICE MAIL SYSTEM AT THE NORWALK PUBLIC LIBRARY FOR AN AMOUNT NOT TO EXCEED $69,000, ACCT. 09110600-5777-C0375 AND TO FORWARD SUCH AUTHORIZATION ON TO THE COMMON COUNCIL FOR FURTHER ACTION.**

**** THE MOTION PASSED UNANIMOUSLY**.

<u>Other Business</u>

Mr. Hempstead asked Ms. Del Vecchio for an update on the progress with upgrading the City Hall meeting room technology system and she stated that up until now her primary focus was the City's website, and now that it is up and running, she will devote time to working on this request. She added that they are about at 50% of an evaluation of the problems and developing a comprehensive recommendation of requirements and improvements to the systems. She gave a background overview for the members and stated that they have identified problems in Council Chambers, such as feedback from microphones due to the placement of speakers, the location of screens and placement of podiums limit the filming angles for the cameras, etc. She added that City Hall Room 231 has been upgraded with a different layout and she hopes to have other rooms modernized, including the Community Room to have filming access and presentation capabilities.

Mr. Hempstead asked for her projected timetable, and she responded that she is hoping to have the issuance of an RFP by the end of the year. Mr. Kydes suggested that a free design consultation could be negotiated with one of the City's many vendors. Ms. Del Vecchio replied that this was a good idea, and that her overall goal was to keep things simple so that presenters could operate any equipment without the need for a technician.

**** MR. HEMPSTEAD MOTIONED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY**.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Services

AGENDA DECEMBER 09, 2010

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
BISNER MICHAEL H		08-MV-304858	($17.34)	PRORATION
CAB EAST LLC		09-MV-307576	($59.17)	PRORATION
		09-MV-307625	($29.57)	PRORATION
	($122.69)	09-MV-307887	($33.95)	PRORATION
CAB EAST LLC	($1,488.17)	09-MV-SEVERAL SEE BACK UP		PRORATIONS
CHASE AUTO		09-MV-310523	($70.77)	PRORATION
	($261.34)	09-MV-310603	($190.57)	PRORATION
CHASE AUTO FINANCE CORP		09-MV-310450	($20.99)	PRORATION
CHASE AUTO FINANCE CORP		09-MV-310447	($24.69)	PRORATION
CHASE AUTO FINANCE CORP		09-MV-310741	($285.73)	PRORATION
CHASE AUTO FINANCE CORP		09-MV-310516	($301.61)	PRORATION
		09-MV-310654	($214.40)	PRORATION
	($597.05)	09-MV-310699	($81.04)	PRORATION
CLARK GALE E		09-MV-311536	($11.05)	PRORATION
DAIMLER TRUST		09-MV-314051	($615.31)	PRORATION
	($1,006.85)	09-MV-314062	($391.54)	PRORATION
DCFS TRUST		09-MV-314919	($34.93)	PRORATION
	($68.10)	09-MV-314985	($33.17)	PRORATION
DCFS TRUST		09-MV-314939	($90.43)	PRORATION
DCFS TRUST		09-MV-314871	($177.93)	PRORATION
DCFS TRUST		09-MV-314825	($218.13)	PRORATION
		09-MV-314833	($221.15)	PRORATION
		09-MV-314847	($311.38)	PRORATION
	($1,049.64)	09-MV-314961	($298.98)	PRORATION
GAGE JEFFREY		09-MV-322577	($22.95)	PRORATION

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
HANN FINANCIAL SERVICES		09-MV-326875	($36.04)	PRORATION
HONDA LEASE TRUST		09-MV-329001	($30.37)	PRORATION
		09-MV-329375	($101.20)	PRORATION
	($297.76)	09-MV-329712	($166.19)	PRORATION
KATHAN TODD A		09-MV-332480	($34.96)	PRORATION
KOVACH ROBERT L		09-MV-333937	($26.46)	PRORATION
KOVACH TIMEA E		09-MV-114423	($2,022.10)	PRORATION
LAZARIDIS JOHN		09-MV-335573	($140.11)	PRORATION
MARCIANO SAM P		09-MV-800081	($298.17)	ABATEMENT
MCINTYRE GEORGE P OR SUSAN E		09-MV-340352	($166.31)	PRORATION
MONTENEGRO REYES RODRIGO		09-MV-342428	($161.47)	PRORATION
MURRAY THOMAS JR		09-MV-343612	($204.94)	ROWAYTON VOL FF TAX ABATEMENT
		09-MV-343614	($14.58)	ROWAYTON VOL FF TAX ABATEMENT
	($239.10)	09-MV-343616	($19.58)	ROWAYTON VOL FF TAX ABATEMENT
NISSAN INFINITI LT		09-MV-344605	($260.32)	PRORATION
	($578.47)	09-MV-344779	($318.15)	PRORATION
PORSCHE LEASING LTD		09-MV-349849	($1,227.06)	PRORATION
PRITCHARD TINA C OR JOHN		08-MV-350532	($16.59)	PRORATION
QUICK CHRISTOPHER		09-MV-350567	($50.88)	ABATEMENT
RIVERA SOBEYDA D		08-MV-408670	($34.32)	PRORATION
	($74.09)	08-MV-408671	($39.77)	PRORATION
ROE TERRENCE		08-MV-353295	($78.73)	PRORATION
RUGGIERO VITO J OR ANN V		09-MV-353939	($11.75)	PRORATION
SEQUEIRA JAY		09-MV-356286	($162.08)	ROWAYTON VOL FF TAX ABATEMENT
	($207.00)	09-MV-356287	($44.92)	ROWAYTON VOL FF TAX ABATEMENT

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE		APPROVED BY TAX COLLECTOR		REPORTED TO CLAIMS COMMITTEE
SOLUTIONS OF ALL TRADES		09-MV-358298	($21.71)	PRORATION
		09-MV-358316	($30.05)	PRORATION
	($113.23)	09-MV-358318	($61.47)	PRORATION
TOYOTA MOTOR CREDIT CORP		08-MV-362340	($294.09)	ABATEMENT
		08-MV-362419	($191.36)	ABATEMENT
	($943.20)	08-MV-362436	($457.75)	ABATEMENT
UZAR ALLISON M		09-MV-363521	($13.11)	PRORATION
VW CREDIT LEASING LTD		09-MV-365043	($214.74)	PRORATION
		09-MV-365047	($212.29)	PRORATION
	($668.19)	09-MV-365440	($241.16)	PRORATION
VW CREDIT LEASEING LTD	($1,088.53)	08 & 09-MV-SEVERAL SEE BACK UP		PRORATIONS & ABATEMENTS
BROADVIEW SECURITY INC		09-PP-200497	($202.91)	DUP BILL/PYMT XFER/OVERPAYMENT
NORWALK SENIOR CENTER		08-RE-203770	($250.00)	IPP ABATEMENT/NOT CONNECTED TO SEWER
	($500.00)	09-RE-700037	($250.00)	IPP ABATEMENT/NOT CONNECTED TO SEWER

SPECIAL REQUEST

186 WESTPORT AVE LLC DBA SPLASH CAR WASH	09-RE-100057	($21,110.00)	SEWER USE FEE ADJUSTMENT

CAB EAST LLC

BILL#	VEHICLE	PLATE#	REFUND
09-307490	2007/FORD 11 EDGEA	131WKJ	$137.11
09-307491	2007/FORD FUSION	132WOE	$109.73
09-307545	2008/FORD ESCAPE	336WXA	$59.17
09-307575	2007/FORD FUSION	436UWW	$74.57
09-307601	2008/FORD ESCAPE	532WDJ	$118.34
09-307603	2008/FORD ESCAPE	535WDJ	$95.26
09-307610	2007/FORD EXPLORER	551WBX	$56.23
09-307615	2007/FORD EXPEDIT	565WAH	$155.76
09-307617	2007/FORD EXPLORER	566WBX	$112.45
09-307620	2007/FORD EDGE	568WBX	$137.11
09-307696	2008/FORD EXPLORER	903GTL	$125.21
09-307721	2007/FORD EXPEDITI	977WBX	$73.57
09-307740	2007/FORD ECONOLIN	40CJ84	$84.14
09-307744	2008/FORD F150	74CH09	$74.95
09-307817	2007/FORD FUS	336WHJ	$74.57
		TOTAL	$1488.17

RECEIVED THOMSON
2010 NOV -2 A 1:46

VW Credit Leasing

Bill #	vehicle	plate #	Refund
08-365457	2006/Audi A4 20 T CK# 1489561	582UHG	$149.88
09-365254	2006/Audi A4 20 T CK# 1585970	582UHG	$381.85
08-365532	2066/Volks Jett CK# 1489561	714UGP	$69.68
09-365328	2006/Volks Jett CK# 1585970	714UGP	$234.31
09-365032	2007/Audi A4TQ CK# 1585969	637UYP	$252.81
		Total	$1,088.53

The City of Norwalk Connecticut
OFFICE OF INFORMATION TECHNOLOGY

Date: November 22, 2010

To: Members of the Finance Committee

From: Karen Del Vecchio, City Information Technology Director

Subject: 2010/2011 Technology Refresh Program

City Information Technology maintains an inventory database of personal computer workstations, laptops, and printers in City Hall, Norwalk Museum, Libraries (both staff and public access), Public Works Center and Police Department and Fire Stations, including mobile data terminals in police and fire vehicles.

From this inventory, IT annually assesses the condition of all the workstations relative to: equipment age, reliability, supportability, utilization, and overall performance. Based on this assessment, IT develops an annual Technology Refresh Plan and Schedule.

The 2010/2011 Technology Refresh Plan calls for the replacement of 114 personal computer workstations with new workstations or laptops, 21 ruggedized mobile data terminals, and approximately 17 printers, which are specified to the City IT equipment and software standards. *This year's request is significantly up from prior years as it now includes a new refresh program for public safety mobile data terminals and combines the Library staff and public access PCs into one request.*

The public safety mobile data terminal portion of the Refresh plan accounts for $88,368.00 of the total Plan. The mobile data terminals are now scheduled for refresh on a 3 year cycle as these units are in use 24x7x365 and installed in vehicles that are subject to extremes in temperature and other demanding conditions. This request will refresh all 9 Fire mobile data terminals and 1/3 of the Police mobile data terminals inventory (12 units). This portion of the total Refresh Plan went out to bid (*Request for Bid #3002, dated October 21, 2010)* through the City's Purchasing Department; the project will be awarded to the lowest authorized reseller bidder of the 19 responders.

IT, after discussion with the respective department heads, assigns a replacement schedule for each workstation based on its condition and performance. IT will order and deploy these workstations in manageable batches over the next 6 months. Older PCs that are replaced, but deemed having some useful life, will be "cascaded" to other uses such as training, loaner/repair, or occasional use systems.

The Technology Refresh continues the electronic asset disposal program started in 2005 which inventories, sanitizes the disk drives (erase to DoD specification), and disposes of obsolete computer equipment in accordance with City Procurement Guidelines and in an environmentally responsible manner. The City and Board of Education use the same disposal firm and pay only a nominal fee for pickup which is also included in this request.

The 2010/2011 Information Technology Capital budget (09110600-5777-C0375) requested and received approval for the funding of $185,326.00 for the Technology Refresh. No special appropriation is required. I'm requesting the Finance Committee to approve the Technology Refresh Program at a cost **$180,241.64** at this time.

This Technology Refresh Plan was unanimously approved by the ITT Committee at its October 6, 2010 meeting.

The specific action I am requesting is as follows:

1. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for personal computers workstations, laptops, printers, mobile data terminals, and obsolete asset disposal according to City IT Department technical specifications, for an amount not to exceed $180,241.64 account 09110600-5777-C0375 (approved IT Capital item; no special appropriation required) and forward to the Common Council for further action.

ATT: ITT Approval Form

City of Norwalk

Information Technology Department
125 East Ave., Rm203
Norwalk, CT 06850
Phone: 203-854-7714 Fax:203-854-7803

ITT Request Form

2010 2011 Desktop Refresh Program - PCs, Printers, Recycling

Request Number: DRF 2011 Modification Number : 0 Date of Request: 06-Oct-10

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: **YES** **CONSISTENT WITH CITY TECHNOLOGY PLAN:** Yes

BUDGET ACCOUNT: **09110600-5777-C0375**

VENDOR DATA

Various Vendors

Separate Reqs to follow over next 12 mon

Ship to Rachelle Hayes, City Hall

TO ENCUMBER FUNDS ONLY

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
104	Desktop computers	Dell	OptiPlex 780 SFF	$686.76	$71,423.04
10	Laptop Computers	Dell	Latitude E6410	$1,535.06	$15,350.60
17	Printers	HP	various		$5,100.00
21	Rugged Mobile Data Terminals	Panasonic	Toughbook CF31	$4,208.00	$88,368.00
				Shipping	
				Total Price	$180,241.64

Date Presented: 06-Oct-10 **Date Approved:**

PROJECT **2010 2011 DSKRFS** **ITT Signature:**

Desktop Refresh counts for 2010 2011 budget											
update November 19, 2010							**rugged mobile**				
	desktops		**laptops**		**printers**		**data terminals**		**totals**	**Notes**	**Division cost**
Public Safety									**54**		**$111,255.42**
Police	15		2		4				21	24 X 7 ops	
Police vehicles							12		12	1/3 of fleet	
Fire & Emergency Mgmt	5		1		1				7		
Fire Apparatus							9		9	all front line app	
Combined Dispatch	4				1				5	24 X 7 ops	
Library									**55**		**$38,308.12**
Staff	20		2		3				25		
Public Internet Access	30								30	use by public	
City Hall, DPW, Museum, all o	30		5		8				**43**		**$30,678.10**
Total Count	**104**		**10**		**17**		**21**		**152**		
Estimated Cost	**$71,423.04**	**+**	**$15,350.60**	**+'**	**$5,100.00**	**'+'**	**$88,368.00**	**"="**	**$180,241.64**		$180,241.64
Unit Costs	$686.76		$1,535.06		varies		$4,208.00				

NORWALK on the move!

OFFICE OF THE MAYOR

RICHARD A. MOCCIA

MEMORANDUM

DATE: December 1, 2010

TO: The Members of the Board of Estimate and Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Richard Moccia, Mayor

RE: Special Capital Appropriation and Authorization to Issue Bonds on Behalf of the Sixth Taxing District

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Attached is a special capital appropriation and bond resolution in the amount of $400,000. The purpose of this resolution is to permit the Sixth Taxing District to "piggyback" on the City's favorable bond rating and to allow the Sixth Taxing District to realize interest savings on a $400,000 borrowing the District plans to undertake in order to finance renovations to the Rowayton Community Center.

The Sixth District has requested that the City allow the District to "piggyback" on the City for purposes of this financing. The District would be responsible for repaying all principal and interest to the City. In addition, the District would pay an administrative fee equal to 35 basis points on the outstanding loan balance on an annual basis, and would reimburse the City for a proportionate share of the cost of issuance. At several times in the past, the City has allowed the District to borrow funds through the City, most recently when the District financed a $300,000 fire truck through the City.

Prior to the issuance of any notes or bonds, the District and City will execute a loan agreement to provide for the repayment of the debt to the City. The terms of the loan agreement are summarized on the attached Term Sheet. Since the City Tax Collector currently collects the Sixth District's tax levy, the City is in a strong position to enforce collection and remedy an instance of default, if that ever should become necessary.

The Finance Director has recommended that the most feasible means to finance this appropriation is through the issuance of general obligation bonds, which will be repaid by the Sixth District.

Cc: Thomas Hamilton, Director of Finance
John Verel, Sixth District Treasurer

125 East Avenue • Post Office Box 5125 • Norwalk, CT 06856-5125 • Telephone 203-854-7701 • Fax 203-854-7939 • rmoccia@norwalkct.org

NORWALK on the move!

DEPARTMENT OF FINANCE

OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: December 1, 2010

TO: Richard A. Moccia, Mayor
The Members of the Board of Estimate and Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Thomas Hamilton, Director of Finance

RE: Special Capital Appropriation and Authorization to Issue Bonds on Behalf of the Sixth Taxing District

---

Attached is a special capital appropriation and bond resolution in the amount of $400,000. The purpose of this resolution is to permit the Sixth Taxing District to "piggyback" on the City's favorable bond rating and to allow the Sixth Taxing District to realize interest savings on a $400,000 borrowing the District plans to undertake in order to finance renovations to the Rowayton Community Center.

The Sixth District is currently not rated by the major rating agencies, and the expense associated with bringing their own bond issue to market would be considerable, and the interest rate they would likely achieve in the market would be higher than the rate the City enjoys because they are not a well-known issuer. The District has requested, therefore, that the City allow the District to "piggyback" on the City for purposes of this financing. The District would be responsible for repaying all principal and interest to the City. In addition, the District would pay an administrative fee equal to 35 basis points on the outstanding loan balance on an annual basis, and would reimburse the City for a proportionate share of the cost of issuance. At several times in the past, the City has allowed the District to borrow funds through the City, most recently when the District financed a $300,000 fire truck through the City.

Prior to the issuance of any notes or bonds, the District and City will execute a loan agreement to provide for the repayment of the debt to the City. The terms of the loan agreement are summarized on the attached Term Sheet. Since the City Tax Collector currently collects the Sixth District's tax levy, the City is in a strong position to enforce collection and remedy an instance of default, if that ever should become necessary.

Attached is a resolution, prepared by City bond counsel, appropriating $400,000 for renovation of the Rowayton Community Center and authorizing the issuance of City bonds to meet this appropriation. These obligations will represent general obligations of the City, but the Sixth District will be responsible for reimbursing the City for all costs associated with this borrowing.

Cc: John Verel, Sixth District Treasurer

S. FRANK D'ERCOLE

280 Trumbull Street
Hartford, CT 06103-3597
Main (860) 275-8200
Fax (860) 275-8299
sdercole@rc.com
(860) 275-8246

VIA E-MAIL AND FEDERAL EXPRESS

November 29, 2010

Mr. Thomas S. Hamilton
Director of Finance
City of Norwalk
125 East Avenue
Norwalk, CT 06856

Re: Resolution Appropriating $400,000 For Capital Projects Of The Sixth Taxing District And Authorizing The Issuance Of $400,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Tom:

Enclosed please find the captioned resolution to be adopted by the Board of Estimate and Taxation and the Common Council with respect to the Sixth Taxing District capital project bonding request, including a set of proceedings with respect to its adoption by the City.

By copy of this letter to the City Clerk, I am requesting that we receive two complete copies of the proceedings as they appear in the City Record Books.

If you have any questions, please do not hesitate to call me.

Very truly yours,

/s/ Frank

S. Frank D'Ercole

SFD/sk
Enclosures
cc: Honorable Richard Moccia, Mayor
Frederic J. Gilden, Comptroller
Robert Maslan, Corporation Counsel
Ellen G. Wink, City Clerk
Susan Kreutzer

10747066-v1

RESOLUTION APPROPRIATING $400,000 FOR CAPITAL PROJECTS OF THE SIXTH TAXING DISTRICT AND AUTHORIZING THE ISSUANCE OF $400,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of $400,000 is appropriated for capital projects of the Sixth Taxing District of the City of Norwalk (the "District") consisting of repair and restoration of the Rowayton Community Center, including repairs to the slate roof, gutters and wood trim, and for administrative, printing, legal and financing costs related thereto, and for the loan to the District of the proceeds of bonds authorized hereby for the project, said loan to be contingent upon the execution of a loan agreement by and between the District and the City, satisfactory in all respects to the Mayor and Director of Finance of the City, providing for the repayment by the District of the principal of and interest on any bonds of the City issued for such purpose and pledging the full faith and credit of the District.

Section 2. To meet said appropriation $400,000 bonds of the City or so much thereof as shall be necessary for such purpose are authorized to be issued in one or more series as determined by the Mayor and the Director of Finance, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of $5,000 or a whole multiple thereof, mature not later than the twentieth year after their date, be issued in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor, Comptroller, City Clerk and Director of Finance, bear the City seal or a facsimile thereof, be payable at a bank or trust company, be certified by a bank or trust company, which bank or trust company may also be designated the registrar and transfer agent, and be approved as to their legality by nationally recognized bond counsel. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of each series of bonds to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including approval of the rate or rates of interest payable thereon, shall be determined by the Common Council, or such other persons as the Council shall designate, in accordance with the General Statutes of the State of Connecticut, as amended. Prior to the issuance of any notes or bonds under this resolution, the District and the City shall enter into a loan agreement (the "Agreement") for the payment of the principal of and interest on such notes or bonds, including any administrative and related fees and costs of issuance payable to the City. The Agreement shall be secured by the full faith and credit of the District. The Mayor and the Director of Finance are hereby authorized to execute and deliver on behalf of the City, the Agreement and other related documents and their signatures thereon shall evidence their approval of the Agreement and any such related documents.

Section 3. Said bonds shall be sold by the Mayor in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be subject to the approval of the Common Council, or such other persons as the Council shall designate.

Section 4. The Mayor and Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and Director of Finance, have the seal of the City affixed, be payable at a bank or trust company designated by the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the Director of Finance pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project described in Section 1. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the project described in Section 1 with the proceeds of bonds or notes authorized to be issued by this resolution. The bonds or notes shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of the bonds or notes.

Section 6. The Mayor and Director of Finance are hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 7. This resolution shall take effect upon its approval by the Common Council.

TERM SHEET – Rowayton Community Center Project

Project Description: Repair and restoration of the Rowayton Community Center, a historic structure built in 1911. Phase 1 of the project will involve repairs to the slate roof, gutters, and wood trim. The estimated cost of the Phase 1 work is $475,000.

Summary of Financing Request: The Sixth Taxing District is requesting to finance a portion of this project ($400,000) through the City of Norwalk, thereby taking advantage of the low interest rates the City of Norwalk can achieve on its borrowings. The project would be financed in two phases; phase one would be a short term note in the amount of $125,000; phase two would be a twenty-year fixed rate financing, which would be used to repay the short-term note and would close when the City finances the FY 2011-12 capital budget anticipated in July 2011.

Short-Term Note:

1.	Amount of Loan	$125,000
2.	Term	7 months (1/1/2011 – 7/31/2011). Principal and interest due in full upon maturity of the note.
3.	Interest Rate	2.5% per annum (.208333% per month)

Long-Term Loan:

1.	Amount of Loan	$400,000
2.	Term	20 years, subject to annual principal payments and semi-annual interest payments.
3.	Interest Rate	To be determined based on True Interest Cost achieved by The City in the bond financing transaction anticipated summer 2011.
4.	Fees	The Sixth District will pay to the City an annual administrative fee each year equal to .35% on the outstanding loan balance
5.	Cost of Issuance	The Sixth District will pay a proportionate share of the cost of issuance associated with the City's July 2011 bond financing transaction.
6.	Prepayment	The Sixth District shall be permitted to prepay the loan without penalty. In the event that the Sixth District secures grant funds to reimburse any portion of this project, the District will pre-pay such portion of the loan to the City at the time these grant reimbursements are received.

Repayment Security:

1. The Sixth Taxing District will execute a Loan Agreement and Promissory Note to secure repayment of the loan.

2. In event of default, the City is authorized to suspend all payments by the City to the Sixth District until the event of default is cured to the satisfaction of the City. This includes the right to suspend payment of the Tax Levy collected by the Norwalk Tax Collector on behalf of the Sixth District.

SIXTH TAXING DISTRICT
CITY OF NORWALK, CONNECTICUT

Commissioners:
Michael Barbis
Tamsen C. Langalis
John E. Igneri
District Clerk:
Andrea Woodworth

TEL: (203) 854-5066
FAX: (203) 857-4467

BOX 246
ROWAYTON, CONNECTICUT 06853

District Treasurer:
John P. Verel
Treasury Phone:
(203) 854-5427
Treasury Fax:
(203) 854-9404

District Administrator:
Jack Robson
(203) 246-7434

October 25, 2010

Thomas S. Hamilton
Director of Finance
City of Norwalk
Finance Department
P.O. Box 5215
125 East Avenue
Norwalk, CT 06856-5125

Dear Mr. Hamilton,

It was a pleasure meeting with you last week to discuss the Sixth District's plans to restore its historic Rowayton Community Center. As you requested, this letter is intended to comprise a formal request for financing in respect of this project.

Summary

The Sixth Taxing District is commencing a three phase project to restore its Community Center. Phase One, as recently authorized by the electorate, comprises restoration of the Center's roof and gutters. Phase One is anticipated to be financed through a combination of currently available District capital funds, grant monies from the State of Connecticut Commission on Culture and Tourism, Historic and Preservation Division and newly borrowed funds. The authorized maximum expenditure for this Phase One is $475,000. The District proposes to borrow $400,000 via the City of Norwalk's regular public bond borrowing program as a source of funds for this project.

The Project

The Rowayton Community Center is an historic building, constructed 1911-16. It was purchased by the District in 1967 and has been named to the National Register of Historic places. The building has a number of issues to be addressed in the three phases of the project, including slate roofs, gutter, windows, wood trim, stone work and stucco, energy management, ADA compliance and fire safety upgrade.

A planning committee appointed by the Sixth District Commissioners developed a set of long range goals over the past 18 months. Restoration and preservation of the Community Center roof and gutters, the subject of this request, is identified as the first priority.

The Financing

The State of Connecticut Commission on Culture and Tourism, Historic and Preservation Division has a program of awarding matching funds for qualified preservation projects. The program matches applicant expenditures dollar for dollar, to a maximum of $200,000. The District is filing an application for this grant. Based on conversations with the State, the District believes there is a high probability of its being awarded such a grant. Upon award of the grant, the District will spend its $200,000 that is to be matched, plus the State's $200,000 that is to be subsequently reimbursed.

The District's $200,000 that is committed to this project is composed of $75,000 allocated to the project in the District's capital budget plus internal borrowings from other District capital project funds, effectively an internal "bridge" financing.

The district proposes to borrow monies as follows:

Date	Amount	Use
1/1/2010	$125,000	Repayment of District internal "bridge" financing
7/1/2010	$400,000(gross)/ $275,000 (net)	• $125,000 repayment of 1/1 loan from City • $275,000 net borrowing to fund project

The District proposes that the 1/1/2010, $125,000 borrowing be in the form of a loan from the City of Norwalk to the District and that the 7/1/2010 $400,000 borrowing be in the form of a participation in the City's regular public bond offering in the fourth quarter of this fiscal year.

The District proposes to repay these borrowed monies as follows:

Date	Amount	Source
Borrower's Option	$200,000	Receipt of grant from State of Connecticut, currently anticipated to be two years after commencement of construction: July 2013.
TBD	$200,000	Agreed upon amortization with City of Norwalk.

The District has obtained voter authorization for this project and wishes to move ahead as quickly as prudently possible.

Very truly yours,

John P. Verel
Treasurer

NORWALK on the move!

DEPARTMENT OF FINANCE

OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: December 1, 2010

TO: Richard A. Moccia, Mayor
The Members of the Common Council

FROM: Thomas Hamilton, Director of Finance

RE: Authorization to Enter into Loan Agreements with the Sixth Taxing District

Attached are two Term Sheets that outline the terms of two loans requested by the Sixth Taxing District.

The District is requesting to borrow funds through the City both short-term and long-term to finance renovations to the Rowayton Community Center. The short-term financing would be in the amount of $125,000 and would commence on January 4, 2011, and mature on July 28, 2011. Interest on the short-term loan would be at a rate of 2.5% per annum, or .208333% per month. These funds are needed during the early stage of this project primarily to demonstrate to the State that required matching funds are in place for a grant application that the Sixth District has applied for on this project, and to finance the initial expenses associated with the project.

The long-term financing would be in the amount of $400,000. The City would include these funds in its normal, annual bond issue used to finance on-going City capital projects. This financing is expected to close in July, 2011. The term of the loan with the Sixth District is twenty years, with annual principal repayment, and semi-annual interest. The interest rate on the loan would be based on the True Interest Cost achieved by the City in the July 2011 bond transaction. In addition to repaying principal and interest, the Sixth District would also pay an annual administrative fee to the City of 35 basis points on the outstanding loan balance at the beginning of each fiscal year, and would reimburse the City for a proportionate share of the cost of issuance associated with the July 2011 bond issue.

The repayment of this loan will be secured by an executed loan agreement and promissory note. In addition, in the event of default, the City will be authorized to suspend all payments by the City to the District until the event of default is cured to the satisfaction of the City.

In addition to the proposed loan agreement for the Rowayton Community Center project, the City is seeking authorization from the Common Council to formalize an agreement from 2009 when the Sixth Taxing District borrowed $300,000 from the City for the purchase of a new fire

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truck. While this transaction was authorized by the City with the approval of the FY 2009-10 Capital Budget, we would like to take this opportunity to formalize the loan agreement.

Action Requested: Authorize the Mayor, Richard A. Moccia, to execute any and all documents necessary to secure the repayment of a loan in an amount not to exceed $400,000 from the City of Norwalk to the Sixth Taxing District for the renovation of the Rowayton Community Center, and $300,000 for a fire truck, which was first authorized as part of the FY 2009-10 Capital Budget. Term Sheets for such loans are attached.

Cc: John Verel, Sixth District Treasurer

TERM SHEET – Rowayton Community Center Project

Project Description: Repair and restoration of the Rowayton Community Center, a historic structure built in 1911. Phase 1 of the project will involve repairs to the slate roof, gutters, and wood trim. The estimated cost of the Phase 1 work is $475,000.

Summary of Financing Request: The Sixth Taxing District is requesting to finance a portion of this project ($400,000) through the City of Norwalk, thereby taking advantage of the low interest rates the City of Norwalk can achieve on its borrowings. The project would be financed in two phases; phase one would be a short term note in the amount of $125,000; phase two would be a twenty-year fixed rate financing, which would be used to repay the short-term note and would close when the City finances the FY 2011-12 capital budget anticipated in July 2011.

Short-Term Note:

1.	Amount of Loan	$125,000
2.	Term	7 months (1/1/2011 – 7/31/2011). Principal and interest due in full upon maturity of the note.
3.	Interest Rate	2.5% per annum (.208333% per month)

Long-Term Loan:

1.	Amount of Loan	$400,000
2.	Term	20 years, subject to annual principal payments and semi-annual interest payments.
3.	Interest Rate	To be determined based on True Interest Cost achieved by The City in the bond financing transaction anticipated summer 2011.
4.	Fees	The Sixth District will pay to the City an annual administrative fee each year equal to .35% on the outstanding loan balance
5.	Cost of Issuance	The Sixth District will pay a proportionate share of the cost of issuance associated with the City's July 2011 bond financing transaction.
6.	Prepayment	The Sixth District shall be permitted to prepay the loan without penalty. In the event that the Sixth District secures grant funds to reimburse any portion of this project, the District will pre-pay such portion of the loan to the City at the time these grant reimbursements are received.

Repayment Security:

1. The Sixth Taxing District will execute a Loan Agreement and Promissory Note to secure repayment of the loan.

2. In event of default, the City is authorized to suspend all payments by the City to the Sixth District until the event of default is cured to the satisfaction of the City. This includes the right to suspend payment of the Tax Levy collected by the Norwalk Tax Collector on behalf of the Sixth District.

TERM SHEET – Fire Apparatus Replacement

Project Description: Purchase of a new fire truck for the Rowayton Volunteer Fire Department. The estimated cost of the truck is $300,000.

Summary of Financing Request: The Sixth Taxing District requested $300,000 under the City of Norwalk's FY 2009-10 capital budget in order to finance the purchase of fire apparatus replacement for the Rowayton Volunteer Fire Department. The Sixth District agreed to repay the City for the cost of this borrowing. This request was approved by the Common Council on April 14, 2009.

Long-Term Loan:

1. Amount of Loan	$300,000
2. Term	20 years serial bonds, subject to annual principal payments and semi-annual interest payments.
3. Interest Rate	Interest rate yields range from 1.10% to 4.10% depending on maturity. Rates are consistent with the rates achieved by the City in a bond financing transaction which closed on July 15, 2009.
4. Fees	The Sixth District will pay to the City an annual administrative fee each year equal to .35% on the outstanding loan balance.
5. Cost of Issuance	The Sixth District will pay $1,264 as its proportionate share of the cost of issuance associated with the City's July 2009 bond financing transaction.
6. Prepayment	The Sixth District shall be permitted to prepay the loan without penalty.

Repayment Security:

1. The Sixth Taxing District will execute a Loan Agreement and Promissory Note to secure repayment of the loan.

2. In event of default, the City is authorized to suspend all payments by the City to the Sixth District until the event of default is cured to the satisfaction of the City. This includes the right to suspend payment of the Tax Levy collected by the Norwalk Tax Collector on behalf of the Sixth District.

Payment Date	PRINCIPAL	INTEREST	TOTAL
Fiscal Year	**FIRE TRUCK**		
	Principal	**Interest**	**Total**
2010	-	-	-
2011	-	14,451	14,451
2012	-	9,634	9,634
2013	15,000	9,465	24,465
2014	14,902	9,129	24,031
2015	14,852	8,795	23,647
2016	17,016	8,436	25,452
2017	17,016	8,040	25,056
2018	17,016	7,611	24,627
2019	17,016	7,143	24,159
2020	17,016	6,645	23,661
2021	17,016	6,126	23,142
2022	17,016	5,581	22,597
2023	17,016	5,011	22,027
2024	17,016	4,424	21,440
2025	17,016	3,811	20,827
2026	17,016	3,173	20,189
2027	17,016	2,510	19,526
2028	17,016	1,808	18,824
2029	17,016	1,085	18,101
2030	17,022	362	17,384
Total	300,000	123,240	423,240