

**CITY OF NORWALK
FINANCE AND CLAIMS COMMITTEE OF THE COMMON COUNCIL MEETING
THURSDAY, NOVEMBER 14, 2024
BY ZOOM VIRTUAL TELECONFERENCE**

ATTENDANCE: James Frayer; Acting Chair, Heather Dunn, Johan Lopez, Douglas W. Sutton, Anne Wennerstrand, DaJuan Wiggins

STAFF: Chitsamay Lam

OTHER: Sharon Conners, Denise Brown; OPHA Treasurer, Paul Gorman; Tax Assessor, Lisa Biagierelli; Tax Collector, Jared Schmitt (7:22 p.m.), Troy Deering (7:59 p.m.), James Travers (8:01 p.m.), Joyce Liu 8:10 p.m.), David Hopp (8:10 p.m.)

1. CALL TO ORDER

Mr. Frayer called the meeting to order at 7:02 p.m.

2. ROLL CALL

The roll was called as reflected above.

3. PUBLIC PARTICIPATION

Diane Lauricella
21 Little Fox Lane

Ms. Lauricella was looking for clarification on item 13, the transfer of uncumbered ARPA Corona Virus state fiscal recovery funds being transferred to a DPW Pavement account. She requested a complete list of each of the ARPA expenditure by department. She then asked iof any of the uncumbered funds were being set aside for the Health Department.

Mr. Frayer stated he would follow up.

4. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:

September 12, 2025- Regular Finance and Claims Committee Meeting

**** MR. LOPEZ MOVED TO APPROVE THE MINUTES FOR THE SEPTEMBER 25, 2004 MEETING.**

**** THE MOTION PASSED WITH FOUR IN FAVOR AND ONE ABSTENTION (MS. WENNERSTAND).**

5. TAX ASSESSOR REPORT

Mr. Gorman presented his report. He discussed several contracts that are in legal and being developed to move forward. He stated they had also imported the 2023 supplemental motor vehicle list. He noted they would be getting the 2024 motor vehicle list. He said it would be the first list under the new state laws. Mr. Gorman explained the new law worked with MSRP and depreciation schedules. He pointed out the process was no longer marketplace-driven and depreciation would occur at a 5% per year rate over 20 years down to a residual value of no less than 500 assessed dollars. Mr. Gorman discussed their work on open permits for both commercial and private projects. He also stated they were working on a trackable spreadsheet containing all the cases involving assessment disputes that could be made available to all departments.

Mr. Frayer had concerns about the new tax laws, resulting in lower tax revenues. Mr. Gorman stated there would be an effect on revenues but until they received the 2024 list they could not ascertain the full impact.

Mr. Gorman added the state had created an exemption program for disabled veterans. He described the program. He stated they were in the process of gathering information on those who may qualify for the program. He noted that currently, they have 19 veterans who qualify.

Ms. Wennerstrand was interested in methods being used to engage with veterans who may qualify. Mr. Gorman noted there is no state requirement to follow up and that vets were being contacted by the VA. He stated there could be changes in the program next year.

6. CLAIMS COMMITTEE REPORT: OCTOBER AND NOVEMBER 2024

Ms. Biagierelli stated some claims needed approval. She noted the committee was handed two months' worth of claims. She indicated the claims could be found on page 41 of the special request. She then described the nature of the claims for the committee. She explained, that because of the dollar amount it required a vote. Mr. Frayer had questions about the cost and asked for clarification on how adjustments were being made. Ms. Biagierelli explained the billing process and issues that arise over the year that affect the Toyota Lease Trust.**

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MS. DUNN MOVED TO APPROVE THE TOYOTA LEAST TRUST IN THE AMOUNT OF \$27,013.07 .

**** MS. WENNERSTRAND SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

7. NARRATIVE ON TAX COLLECTIONS DATED OCTOBER AND NOVEMBER 2024 – RECEIVE REPORT AND DISCUSS.

Ms. Smith noted they had closed out the month and stated she was able to present the month of October spreadsheet. She proceeded to present the month of October narrative. She also discussed the plans for billing the supplemental and second installments. She also stated the office would start reporting on the Cannabis tax collections. Ms. Biagierelli answered Mr. Lopez's question about sales saying it was taxed at 3%.

A question was asked about where the money for the Cannabis Tax usually goes. Ms. Biagierelli stated it was turned over to the comptroller. She then turned the question over to Mr. Schmitt. Mr. Schmitt described the services the money is used for. He stated the funds were set aside in a separate account specifically for those purposes.

Ms. Biagierelli noticed typos in the minutes from the August meeting that required correction. She stated she would send a PDF with the necessary corrections.

8. MONTHLY TAX COLLECTOR'S REPORTS DATED SEPTEMBER AND OCTOBER 2024 – RECEIVE REPORT AND DISCUSS.

There was no discussion on this topic.

9. RECEIVED OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR AUGUST AND SEPTEMBER 2024.

Ms. Brown gave the reports for the months of August and September. She discussed the cash balance. She remarked the balance, which includes investments and capital reserves was slowly climbing. Mr. Frayer had questions about the monthly income. Ms. Brown responded, listing the monthly income from August and September investments and capital reserves. There was discussion about the security of investments, who offers guidance, and what choices were made. Ms. Brown indicated they had limited investment opportunities based on their 501c status. She described the reinvestment into the property in the form of Capital improvements. She noted they were trying to find ways to increase revenue via the Tennis and Nature Centers.

Mr. Frayer asked about the restaurant. Ms. Brown indicated their decision to cut their hours back to match the golfer's schedules now that golf season is quieting down.

10. PURCHASING AGENT REPORT ON APPROVED CONTRACTS LISTING.

Ms. Connors presented her report on contracts above \$25,000 but under \$100,000. Mr. Frayer noted they had a few close to the \$100K mark. Ms. Connors stated there were about twenty projects in total and listed the status of the various contracts. Mr. Frayer requested to know the reason Gengras was selected for vehicle purchases rather than Colonial Ford. Ms. Connors indicated there was a cooperative agreement with other municipalities in the state. She answered Mr. Frayers question about selling off vehicles slated for replacement in the affirmative.

11. APPROVE ARPA TRANSFER REQUEST FOR 133710-5796-ATM01 SOUNDVIEW PROJECT IN THE AMOUNT OF \$150,000 FROM 133110-5796-APD02 PD HQ PARKING FOR THE PURPOSE OF ERECTING A RETAINING AN INSTALLING A VITALLY MISSING SECTION OF SIDEWALK ALONG SOUNDVIEW AVENUE.

Mr. Schmitt indicated the ARPA money needed to be spent by the end of the year. He noted that several projects came in under budget resulting in the ARPA funds needing reallocation. He stated Items 11, 12, and 13 were to address the need to reallocate the ARPA funds.

Mr. Travers joined the meeting at 8:01 p.m. He supplied background on the project.

Mr. Deering described the project and how it will be handled. He noted the project was out to bid and would be closing by Thanksgiving. He stated they hoped to get everything signed and sealed in December.

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

12. RESOLUTION: REQUESTING AUTHORIZATION TO TRANSFER AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF) FUNDS IN THE AMOUNT OF \$350,000 FROM (ACCT #134010- 5796- APW01) TO THE DEPARTMENT OF PUBLIC WORKS FOR PAVEMENT MANAGEMENT PROGRAM (ACCT #134010- 5796- APW10), PROVIDED THAT THE TRANSFER AND EXPENDITURE OF SUCH FUNDS OCCUR NOT LATER THAN DECEMBER 31, 2026.

**** MR. LOPEZ MOVED TO PUT FORWARD THE MOTION.**

Mr. Frayer described the project that came in under budget and would be transferred to paving projects no later than December 31st.

**** THE MOTION PASSED UNANIMOUSLY.**

13.RESOLUTION: REQUESTING AUTHORIZATION TO TRANSFER ANY UNENCUMBERED AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF) FUNDS TO THE DEPARTMENT OF PUBLIC WORKS FOR PAVEMENT MANAGEMENT PROGRAM (ACCT #134010-5796- APW10), PROVIDED THAT THE TRANSFER AND EXPENDITURE OF SUCH FUNDS OCCUR NOT LATER THAN DECEMBER 31, 2026.

**** MR. SUTTON MOVED TO PUT FORWARD THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

14. AUTHORIZE THE MAYOR TO ENTER INTO A THREE-YEAR PURCHASE AGREEMENT WITH TOTAL COMMUNICATION, INC. FOR CISCO PHONE LICENSES, WITH AN ANNUAL COST NOT TO EXCEED \$92,095.14 AND A TOTAL COST NOT TO EXCEED \$276,285.44. CITY ACCOUNT # 0924 1370 5777 C0375/BOE ACCOUNT # 0924 5010 5777 C0112

**** MS. WENNERSTRAND MOVED TO PUT FORWARD THE MOTION.**

Mr. Hopp described the current phone system. He noted they were looking for a new license so they could move forward with upgrades. He stated they were looking to purchase a three-year subscription paid yearly. H explained the cost would be split by the city and the BOE.

**** THE MOTION PASSED UNANIMOUSLY.**

15. AUTHORIZED THE MAYOR TO ENTER INTO A THREE-YEAR PURCHASE AGREEMENT WITH BLACKWOOD ASSOCIATES, INC. FOR ZSCALER VPN LICENSES. THE ANNUAL AMOUNT SHALL NOT EXCEED \$27,154, WITH A TOTAL AMOUNT NOT TO EXCEED \$89,262. ACCOUNT # 011370-574C, CITY IT CYBERSECURITY.

**** MR. SUTTON MOVED TO PUT FORWARD THE ITEM**

Ms. Liu described the situation around acquiring a new secure remote access solution. She described the elements they were looking for in a system. She explained the advantages of the provided by the chosen system.

Ms. Liu answered Mr. Lopez's question about decommissioning, early termination, or transitioning fees. She stated there would be no fees.

Mr. Frayer inquired about a global contract with the BOE. Ms. Liu said she was happy to explore the option but the contract was a per-user base. Mr. Hopp said he would look into possible options.

**** THE MOTION PASSED UNANIMOUSLY.**

16. ADJOURNMENT

**** MS. DUNN MOVED TO ADJOURN THE MEETING.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting ended at 8:19 p.m.

Respectfully submitted
China Mayhew
Telesco Secretarial Service