

**CITY OF NORWALK
FINANCE COMMITTEE
REGULAR MEETING
AUGUST 8, 2024**

ATTENDANCE: Greg Burnett, Chairman; Jim Frayer; Johan Lopez; Heather Dunn

OTHER: Amanda Cleveland; Edward McCave; Craig Schmidt; Jared Schmitt, CFO; Joann Acquarulo; Joyce Liu; Lamond Daniels; Paul Gorman, Tax Assessor; Robert Stowers; Sabrina Godeski; Tom Livingston; Nicole Eaddy; Terry Blake; Lisa Biagiarelli, Tax Collector; Diane Lauricella; Jessica Vonashek

CALL TO ORDER

Chairman Burnett called the meeting to order at 7:02 P.M. There was a quorum present.

ROLL CALL

Chairman Burnett performed a roll call of those present.

PUBLIC PARTICIPATION

Ms. Lauricella came forward for public comment. She wished to comment on the ARPA money proposals. She requested a list of prior ARPA approvals. She wished to see the money spent on direct COVID relief projects such as free masks and test kits. She also asked why they had not used Eminent Domain for 10 Butler Street. She also felt that they should look at air pollution and water quality plans instead of arts and cultural plans. She expressed further dissatisfaction with the arts and cultural plans.

There was no further public participation at this time.

APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS

JUNE 17, 2024-SPECIAL FINANCE AND CLAIMS COMMITTEE MEETING

Please make the following changes:

- Under the narrative for the Tax Collector, add a dollar sign to 4.2 million.
- Change 'The deadline was the 14th of June' to 'The deadline to pay to avoid notice of sale being filed was the 14th of June.'

**** MR. FRAYER MOVED TO APPROVE THE MINUTES OF JUNE 17, 2024 SPECIAL FINANCE AND CLAIMS COMMITTEE MEETING AS AMENDED.**

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (BURNETT, DUNN, FRAYER) AND ONE (1) ABSTENTION (LOPEZ).**

JULY 11, 2025- REGULAR FINANCE AND CLAIMS COMMITTEE MEETING

Chairman Burnett noted that it should be the minutes of July 11, 2024 and not July 11, 2025.

Please make the following changes:

- Under 'Tax Assessors Report', correct the typo for 'thrust' in the first sentence.
- Under 'Tax Assessors Report', where it indicated the initial September 9th tax sale notice was published in the paper on July 8th, change it to July 6th.

**** MR. FRAYER MOVED TO APPROVE THE MINUTES OF JUNE 17, 2024 SPECIAL FINANCE AND CLAIMS COMMITTEE MEETING AS AMENDED.**

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (BURNETT, LOPEZ, FRAYER) AND ONE (1) ABSTENTION (DUNN).**

TAX ASSESSOR REPORT-SENIOR TAX RELIEF PROGRAM

Mr. Gorman came forward to present his report. He reviewed the participation numbers for the local program and state program. He noted that there had been a reduction in the number of participants. He reviewed the reasons why some people might leave the program. Discussion followed regarding the status of the program. Appeals have been completed in May.

CLAIMS COMMITTEE REPORT: AUGUST 2024

There were no claims to report at this time.

NARRATIVE ON TAX COLLECTIONS DATED AUGUST 2024 **RECEIVE REPORT AND DISCUSS**

MONTHLY TAX COLLECTOR'S REPORTS DATED JULY 2024 **RECEIVE REPORT AND DISCUSS**

Ms. Biagiarelli came forward to present her report. Both months were presented at the same time. She provided two spreadsheets for two fiscal years for review and discussion. She felt they had done better this year than last year. She provided an update on the tax sale as well. It will be happening in appx. 4 ½ weeks due to rescheduling. They have \$5.4 million in collections. Further discussion followed. Chairman Burnett said there would be another update in September. Mr. Lopez asked how past-due tax collections were being handled and ways to reduce legal complexities. Ms. Biagiarelli answered to his satisfaction.

RECEIVED OAK HILLS PARK AUTHORITY MONTHLY FINANCIAL STATEMENTS **FOR JUNE 2024**

This item was tabled till the September meeting.

**** MR. LOPEZ MOVED TO ADD UNDER THE 'ARPA TRANSFERS': 'AEC 15 PERMIT CO-ORDINATOR FOR THE AMOUNT OF \$15,500' AND UNDER THE TRANSFER 'AEC 04 PROJECT MANAGER POSITION FOR THE AMOUNT OF \$15,500.'**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Schmitt came forward to give a presentation on items 10, 11, 12, 13, 14, 15, and 16. He provided a slideshow detailing the following:

- ARPA Deadlines
 - December 31, 2024: All ARPA funds must be committed.
 - December 31, 2026: All ARPA funds must be expended.
- Identifying Priority Areas for Focus
 - Suggestions include POCD Outreach, Flood Mitigation Studies, and Small Business Roundtables.
- Initial ARPA Proposal
 - Breakdown of the spending on the various projects such as Fire, DPW, and Police.
- ARPA Update
 - Update involving the number of completed projects, projects in progress, and reallocated projects.
- Completed Projects
 - Completed projects include 3 Belden Avenue Purchase, Wall Street Construction, and Climate Action Plan among the 15 completed projects.
- In Progress Projects
 - In progress projects include South Norwalk School Sidewalks, General Drainage, and Playground Equipment among the 31 in progress.
- No Longer Viable Projects
- Reallocations
 - Reallocated projects include Permitting and Licensing Software, WMBE Grants to Small Business, and Administrator for ARPA.
- Additional Funding (\$5 Million)
- New Projects
 - New Projects include SCBA Air Cylinders, Oyster Shell Dog Park, and Arts and Cultural Plan among the 7 new projects.

Questions regarding the various projects followed.

RESOLUTION: REQUESTING FOR ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE PROJECT 6 BUTLER ACQUISITION IN THE AMOUNT OF \$1,400,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT 140000-5796-ACMF1 6 BUTLER ACQUISITION

**** MS. DUNN MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE PROJECT 6 BUTLER ACQUISITION IN THE AMOUNT OF \$1,400,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT 140000-5796-ACMF1 6 BUTLER ACQUISITION.**

Ms. Vonashek came forward to discuss this item. She said the lot was a connecting point and reviewed the details of the lot.

**** THE MOTION PASSED UNANIMOUSLY.**

RESOLUTION: REQUESTING FOR ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE PROJECT ARTS AND CULTURAL PLAN IN THE AMOUNT OF \$50,000 FROM THE

**AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY
FUND (CSFRF). ACCOUNT: 140000-5796-ACMF2 ARTS AND CULTURAL PLAN**

**** MS. DUNN MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE PROJECT ARTS AND CULTURAL PLAN IN THE AMOUNT OF \$50,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-ACMF2 ARTS AND CULTURAL PLAN**

Ms. Godeski came forward to discuss this item. She noted that this had been approved in the capital budget fiscal request for the fiscal year. The plan is required by the state for the Arts and Cultural district. Further discussion followed. Mr. Lopez asked if there would be further collaboration between the city and NPS when it comes to arts. Ms. Godeski pointed out that the plan involved things like implementation measures which would be both City and Board related. Ms. Dunn asked if this would be contracted out. Ms. Godeski confirmed they would put out an RFP. Further discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

**RESOLUTION: REQUESTING FOR RECREATION AND PARKS FOR THE PROJECT
NORWALK COMMUNITY RECREATION CENTER AT 98. S. MAIN ST IN THE AMOUNT OF
\$1,000,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE
FISCAL RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-ACMF3 98 S MAIN ST COMM
REC CENTER**

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR RECREATION AND PARKS FOR THE PROJECT NORWALK COMMUNITY RECREATION CENTER AT 98. S. MAIN ST IN THE AMOUNT OF \$1,000,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-ACMF3 98 S MAIN ST COMM REC CENTER**

Mr. Stowers came forward to discuss this item. The purpose of the funding is to supplement the existing funding that has been allocated for 98 Main Street. He reviewed what the funding will allow them to add.

Ms. Cleveland came forward to discuss this item. She reviewed the proposed design changes to reduce the impact on the proposed budget for the project. They still desired to meet the needs of the City. This mostly meant a reduction in square footage. She reviewed the proposed changes to bring the cost down. Discussion followed including discussion involving restrooms.

**** THE MOTION PASSED UNANIMOUSLY.**

**RESOLUTION: REQUESTING FOR INFORMATION TECHNOLOGY FOR THE PROJECT
NORWALK NETWORK SWITCH UPGRADE INITIATIVE IN THE AMOUNT OF \$250,000
FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL
RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-ACMF4 NORWALK NETWORK
SWITCH UPGRADE**

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR INFORMATION TECHNOLOGY FOR THE PROJECT NORWALK NETWORK SWITCH UPGRADE INITIATIVE IN THE AMOUNT OF \$250,000 FROM THE AMERICAN RESCUE**

**PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF).
ACCOUNT: 140000-5796-ACMF4 NORWALK NETWORK SWITCH UPGRADE.**

Ms. Liu came forward to discuss this item. The project is to update outdated network switches. She proceeded to review the details of the project. There will be no third party involved in this installation.

**** THE MOTION PASSED UNANIMOUSLY.**

**RESOLUTION: REQUESTING FOR COMMUNITY SERVICES FOR THE PROJECT
NONPROFIT COMMUNITY RECOVERY IN THE AMOUNT OF \$500,000 FROM THE
AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL RECOVERY
FUND (CSFRF). ACCOUNT: 140000-5796-ACMF5 NONPROFIT COMMUNITY RECOVERY**

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR
COMMUNITY SERVICES FOR THE PROJECT NONPROFIT COMMUNITY RECOVERY IN
THE AMOUNT OF \$500,000 FROM THE AMERICAN RESCUE PLAN ACT (ARPA) -
CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-
ACMF5 NONPROFIT COMMUNITY RECOVERY**

Mr. Daniels came forward to discuss this item. The need for the allocation is still present and he reviewed how the money would be spent for coronavirus relief and recovery. He also reviewed the focus areas and how it will be allocated. Discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

**RESOLUTION: REQUESTING FOR NORWALK PUBLIC SCHOOL FOR THE PROJECT
SCHOOLS AND OTHER EDUCATIONAL FACILITIES IN THE AMOUNT OF \$1,800,000
FROM THE AMERICAN RESCUE PLAN ACT (ARPA) - CORONAVIRUS STATE FISCAL
RECOVERY FUND (CSFRF). ACCOUNT: 140000-5796-ACMF6 SCHOOLS AND OTHER
EDUCATIONAL FACILITIES.**

**** MR. LOPEZ MOVED TO APPROVE ITEM RESOLUTION: REQUESTING FOR NORWALK
PUBLIC SCHOOL FOR THE PROJECT SCHOOLS AND OTHER EDUCATIONAL
FACILITIES IN THE AMOUNT OF \$1,800,000 FROM THE AMERICAN RESCUE PLAN ACT
(ARPA) - CORONAVIRUS STATE FISCAL RECOVERY FUND (CSFRF). ACCOUNT: 140000-
5796-ACMF6 SCHOOLS AND OTHER EDUCATIONAL FACILITIES.**

Mr. Asmani came forward to discuss this item. He said that they had reviewed the criteria in which the funds could be used for previously. They have found seven project areas to use the funding which he reviewed. He noted that there were police coverage expenses and reviewed the other programs that would be affected. Ms. Dunn asked for more information regarding licensing issues for software being used by teachers. Mr. Asami answered to her satisfaction and discussion followed. Ms. Dunn said she would need to abstain due to potential conflict of interests. Chairman Burnett asked what would happen once the funding was used up.

**** THE MOTION PASSED WITH TWO (2) IN FAVOR (BURNETT, LOPEZ) AND ONE (1)
ABSTENTION (DUNN).**

These items that were approved were moved forwards to the next meeting of the full council on August 13, 2024 for final approval.

APPROVE ARPA TRANSFER REQUEST FOR 133110-5796-AFN02 SCBA AIR CYLINDERS IN THE AMOUNT OF \$280,000; 133110- 5796-AFN03 PURCHASE OF ADMINISTRATIVE VEHICLES IN THE AMOUNT OF \$154,230; 133010-5796-APD02 HQ PARKING IN THE AMOUNT OF \$150,000; 133110-5796-ARP05 DOG PRAK (OYSTER SHELL) IN THE AMOUNT OF \$100,000; '134010-5796-AEC26 REPLACEMENT BOAT IN THE AMOUNT OF \$100,000; 133710-5796-AEC27 ARTS & CULTURE PLAN IN THE AMOUNT OF \$50,000 FROM 133710-5796-AEC05 BUSINESS COVID ASSISTANCE IN THE AMOUNT OF \$10,000; 133710-5796-AEC09 WMBE GRANTS TO SMALL BUSINESS IN THE AMOUNT OF \$247,500; 133710-5796-AEC11 PERMITTING AND LICENSING SOFTW IN THE AMOUNT OF \$400,000; 133710-5796-AEC14 ADMINISTRATOR FOR ARP IN THE AMOUNT OF \$7,483; 133110-5796-ANF01 FIRE EMERGENCY REPAIR STATION1 IN THE AMOUNT OF \$813; 130100-5796-AMD01 MAYOR INITIATIVE ARPA IN THE AMOUNT OF \$168,434.

**** MR. LOPEZ MOVED TO APPROVE ITEM APPROVE ARPA TRANSFER REQUEST FOR 133110-5796-AFN02 SCBA AIR CYLINDERS IN THE AMOUNT OF \$280,000; 133110- 5796-AFN03 PURCHASE OF ADMINISTRATIVE VEHICLES IN THE AMOUNT OF \$154,230; 133010-5796-APD02 HQ PARKING IN THE AMOUNT OF \$150,000; 133110-5796-ARP05 DOG PRAK (OYSTER SHELL) IN THE AMOUNT OF \$100,000; '134010-5796-AEC26 REPLACEMENT BOAT IN THE AMOUNT OF \$100,000; 133710-5796-AEC27 ARTS & CULTURE PLAN IN THE AMOUNT OF \$50,000 FROM 133710-5796-AEC05 BUSINESS COVID ASSISTANCE IN THE AMOUNT OF \$10,000; 133710-5796-AEC09 WMBE GRANTS TO SMALL BUSINESS IN THE AMOUNT OF \$247,500; 133710-5796-AEC11 PERMITTING AND LICENSING SOFTW IN THE AMOUNT OF \$400,000; 133710-5796-AEC14 ADMINISTRATOR FOR ARP IN THE AMOUNT OF \$7,483; 133110-5796-ANF01 FIRE EMERGENCY REPAIR STATION1 IN THE AMOUNT OF \$813; 130100-5796-AMD01 MAYOR INITIATIVE ARPA IN THE AMOUNT OF \$168,434.**

Chairman asked where the money for the transfers was coming from. Ms. Vonashek reviewed where the money was coming from and how it was being redistributed. Discussion followed regarding the redistribution.

**** THE MOTION PASSED WITH TWO (2) IN FAVOR (BURNETT, LOPEZ) AND ONE (1) ABSTENTION (DUNN).**

AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE “LETTER OF COMMITMENT FOR BUDGET STABILIZATION PROGRAM” BETWEEN THE CITY OF NORWALK, THE BOARD OF EDUCATION, AND CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA). ACCOUNTS: 161343-5414 CITY LAP SELF INSURED LOSSES AND 165053-5414 BOE SELF INSURED LOSSES

**** MR. LOPEZ MOVED TO APPROVE ITEM AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE “LETTER OF COMMITMENT FOR BUDGET STABILIZATION PROGRAM” BETWEEN THE CITY OF NORWALK, THE BOARD OF EDUCATION, AND CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA). ACCOUNTS: 161343-5414 CITY LAP SELF INSURED LOSSES AND 165053-5414 BOE SELF INSURED LOSSES.**

Mr. Schmitt came forward to discuss this item. They are looking for authorization to enter into an agreement with their insurance provider. He reviewed what the policy would do and the reduced rate that would follow. There will be a 4% cap on the amount the rate can be increased. Chairman Burnett asked if there was a dollar amount associated with this. Mr. Schmitt said that would be calculated at a later date and provided the reasoning for that.

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MR. LOPEZ MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:43 P.M.

Respectfully Submitted,
Ian A. Soltes
Telesco Secretarial Services