

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
VIA TELECONFERENCE
APRIL 13, 2023**

ATTENDANCE: Greg Burnett, Chair; Nora Niedzielski-Eichner, Edwin Camacho,
Diana Revolus

STAFF: Lisa Biagiarelli, Tax Collector, Chitsamay Lam, Comptroller;
Paul Gorman, Deputy Tax Assessor; Henry Dachowitz, Chief Financial Officer;
Tom Ellis, Budget Director; Joyce Liu, IT; Craig Schmidt, Risk Mgmt.;
Jim Travers, Dept. Public Works; Vanessa Valdares, Ralph Kolb, WPCA;
Sirak Legesse;

CALL TO ORDER

Chairman Burnett called the meeting to order at 7:00 p.m., and called the roll. He acknowledged the above members in attendance, and stated that a full quorum was present.

Mr. Burnett noted a change in the order of the agenda to move item 8 to after #4 in the order.

PUBLIC PARTICIPATION

Mr. Burnett reported there were no emails or correspondence for requests for participation.

There were no public comments.

ACCEPTANCE OF MINUTES

March 9, 2023 – Regular Meeting

**** MS. REVOLUS MOVED TO ACCEPT THE MINUTES OF MEETING OF
MARCH 9, 2023 AS SUBMITTED.**

**** THE MOTION PASSED WITH ONE ABSTENTION (CAMACHO).**

Tax Assessor update on the Revaluation process

Mr. Paul Gorman, Deputy Tax Assessor provided an update on the revaluation process with 30% of properties visited which is 8,100 properties that is tracking well in line with expectations.

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He gave explained the revaluation process and reviewed historical trends of past revaluations and the impact on the City's grand list.

Mr. Burnett thanked Mr. Gorman for a thorough and comprehensive report.

Claims Committee: Receive the Monthly Claims Report;

Review and approve claims as required for Claims Report dated April 14, 2023.

Ms. Biagiarelli presented the report and highlighted there were no special requests and nothing outstanding that required approvals.

**** MS. REVOLUS MOVED TO ACCEPT THE CLAIMS REPORT AS
SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY**

Narrative on Tax Collections dated April 14, 2023 – Receive Report and discuss.

Ms. Biagiarelli presented the report and highlighted collections and referred to the Narrative as contained in the agenda packet. She reported all was going well operationally with enforcement activities on target. She reported there is a staff shortage and they are working hard with HR to fill vacancies that new personnel should be on board by May. They are working through new software issues and are in communication with the vendor and the department appreciates the Board's patience as they work through this process.

Ms. Niedzielski-Eichner asked about the burden faced by individuals during financial hardship and if there was a process to waive collection practices. Ms. Biagiarelli explained that there are options such as partial payments and gave examples of adjustments that can be made and negotiated based on circumstances that are acceptable within state law guidelines.

Monthly Tax Collector's Reports dated March 2023– Receive Report and discuss.

Ms. Biagiarelli referred to the report as contained in the agenda packet. There were no further questions.

10. Receive Oak Hills Authority Monthly Financial Statements January-February 2023.

Mr. Allan Dutton reviewed the reports as provided and highlighted the financials, emphasized the debt repayments, operations and recent improvements. There was discussion on the new objectives in the marketing plan to promote the food and beverage operations, tennis courts, and nature trail programs.

Mr. Dutton reported that they are in negotiations with Dry Dock to modify the payment schedule of the rental agreement to twelve months to help with annual cash flow management. He added they are in a good cash on hand position due in part to the mild winter and the good weather now.

**Authorize the Purchasing Agent to issue Purchase Order to GovConnection for 3 CISCO Core Switches for a total amount not to exceed \$110,721.77
Account # 09201370-5777-C0375**

Ms. Joyce Liu, IT Director gave an overview of the item and described the rationale for the equipment upgrade.

**** MS. REVOLUS MOVED TO APPROVE AND FORWARD ON TO THE
COMMON COUNCIL FOR APPROVAL:
AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDER TO
GOVCONNECTION FOR 3 CISCO CORE SWITCHES FOR A TOTAL AMOUNT
NOT TO EXCEED \$110,721.77 ACCOUNT # 09201370-5777-C0375**

**** THE MOTION PASSED UNANIMOUSLY.**

**11. Authorize the Purchasing Agent to issue Purchase Order to Gov Connection, Inc. for Palo Alto Firewall for a total amount not to exceed \$154,274.58
Account # 09231370-5777-C0375.**

Ms. Liu gave an overview of the item and the rationale for the equipment upgrade.

**** MS. REVOLUS MOVED TO APPROVE AND FORWARD ON TO THE
COMMON COUNCIL FOR APPROVAL:
AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDER
TO GOV CONNECTION, INC. FOR PALO ALTO FIREWALL FOR A TOTAL
AMOUNT NOT TO EXCEED \$154,274.58 ACCOUNT # 09231370-5777-C0375**

**** THE MOTION PASSED UNANIMOUSLY.**

12. Authorize the Mayor to entering into contract with Security 101 – Connecticut for Veteran's Park Camera System installation amount not to exceed \$68,949, Account # 361370-5724-G0001 (\$51,711.75), 09201370-5777-C0375 (\$17,237.25).

Ms. Liu gave an overview of the item and the rationale for the equipment upgrade.

**** MS. REVOLUS MOVED TO APPROVE AND FORWARD ON TO THE
COMMON COUNCIL FOR APPROVAL:
AUTHORIZE THE MAYOR TO ENTERING INTO CONTRACT WITH SECURITY
101 – CONNECTICUT FOR VETERAN'S PARK CAMERA SYSTEM NSTALLATION
AMOUNT NOT TO EXCEED \$68,949, ACCOUNT # 361370-5724-G0001 (\$51,711.75),
09201370-5777-C0375 (\$17,237.25)**

**** THE MOTION PASSED UNANIMOUSLY.**

13. Authorize the Mayor, Harry Rilling, to execute a contract with EnviroMed Services for assistance in complying with the OSHA Hazardous Communications Standard for the Department of Public Works, Oak Hills Golf Course, Norwalk Police Department and Norwalk Fire Department, respectively, for a period beginning on 5/1/2023 through 5/1/2024 and total annual cost not to exceed \$70,750. Account: 161344-5258.

Mr. Craig Schmidt, Risk Management Director presented the item and outlined the OSHA compliance regulatory issues. Questions and comments from the Committee members were fielded.

**** MS. REVOLUS MOVED TO APPROVE AND FORWARD ON TO THE COMMON COUNCIL FOR APPROVAL:
AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE A CONTRACT WITH ENVIROMED SERVICES FOR ASSISTANCE IN COMPLYING WITH THE OSHA HAZARDOUS COMMUNICATIONS STANDARD FOR THE DEPARTMENT OF PUBLIC WORKS, OAK HILLS GOLF COURSE, NORWALK POLICE DEPARTMENT AND NORWALK FIRE DEPARTMENT, RESPECTIVELY, FOR A PERIOD BEGINNING ON 5/1/2023 THROUGH 5/1/2024 AND TOTAL ANNUAL COST NOT TO EXCEED \$70,750. ACCOUNT: 161344-5258
** THE MOTION PASSED UNANIMOUSLY.**

14. Discuss and approve FY 2023-2024 Parking Authority Budget

Mr. Jim Travers, reviewed the proposed budget and outlined the objectives for FY 2023-2024.

**** MS. REVOLUS MOVED TO APPROVE FY 2023-2024 PARKING AUTHORITY BUDGET AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

15. Discuss and Approve FY 2023-2024 Water Pollution Authority Budget.

Ms. Vanessa Valdares, Director of DPW introduced Ralph Kolb and asked him to present the item. He reviewed the proposed budget and explained the how this self-supportive government fund of sewer use fees is derived with chargebacks and tax assessments.

**** MS. REVOLUS MOVED TO APPROVE FY 2023-2024 WATER POLLUTION AUTHORITY BUDGET AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

16. Appointment of Auditors to audit Fiscal Year 2024

Mr. Dachowitz presented memo from the BET and explained how the Finance Department has used Bloom Shapiro in the past and has performed the City's audit satisfactorily. He recommends them to be reappointed to audit fiscal year 2024.

- ** MS. REVOLUS MOVED TO APPROVE THE AUDITORS APPOINTMENT AS RECOMMENDED FOR THE FISCAL YEAR 2024.**
- ** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

- ** MS. REVOLUS MOVED TO ADJOURN.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:37 p.m.

Respectfully Submitted,
M. Knox
Telesco Secretarial Services