

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
JUNE 8, 2017**

ATTENDANCE: Bruce Kimmel, Chair; Shannon O'Toole-Giandurco,
John Kydes, John Igneri

STAFF: Robert Barron, Finance Director; Fred Gilden, Comptroller

OTHERS: Lisa Biagiarelli, Tax Collector; Karen DelVecchio, IT
Director; Police Chief Thomas Kulhawik; Bruce
Chimento, DPW Director; Craig Schmidt, Risk Manager

CALL TO ORDER

Mr. Kimmel called the meeting to order at 7:00 p.m. A quorum was present. Mr. Kimmel said that Mr. Hempstead and Mr. Sacchinelli were unable to attend the meeting.

**** MR. KIMMEL MOVED TO SUSPEND THE RULES TO ADD AN ITEM REGARDING SCHEDULING A PUBLIC HEARING REGARDING THE PARKING AT THE NORWALK PUBLIC LIBRARY MAIN BRANCH.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Kimmel said that he would like to schedule a joint public hearing with the Land Use and Building Management Committee on June 27th at 6:15 p.m. in the Chambers prior to the Council Meeting about the issue. There was an excellent discussion regarding the six year option for the Main Library on Belden Avenue the previous night at the Land Use and Building Management Committee meeting. The goal is to have this before the BET in their July 10th meeting to consider a special appropriation on the current six year proposal. He added that because of the timing involved, he has already indicated his willingness to have this bypass the Finance Committee because it would involve scheduling a special meeting for a fairly straight forward issue.

**** MR. KIMMEL MOVED TO SCHEDULE A JOINT PUBLIC HEARING ON JUNE 27, 2017 AT 6:15 P.M. IN THE COUNCIL CHAMBERS REGARDING THE PARKING AT THE NORWALK PUBLIC LIBRARY MAIN BRANCH BEFORE THE COUNCIL MEETING.**

**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC PARTICIPATION

There was no one present who wished to address the Committee at this time.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE
COMMITTEE MEETING:**

May 11, 2017

**** MR. KYDES MOVED THE MINUTES OF MAY 11, 2017.**

**** THE MOTION TO APPROVE THE MINUTES OF MAY 11, 2017 AS
SUBMITTED PASSED UNANIMOUSLY.**

**Claims Committee: receive the monthly Claims report; review and approve claims
as required for Claims Report dated: June 8, 2017**

Narrative on Tax Collections dated June 8, 2017- Receive Report and discuss.

Monthly Tax Collector's Reports - Receive Reports and discuss: May 31, 2017.

Ms. Biagiarelli said that there were no special requests this month. She then gave a summary of her reports and the details of how a recent warrant was served on a business that had 8 years of outstanding back taxes for personal property.

Mr. Barron commented that in the past, there have been problems with the updating of the property transfers so that the tax bills are sent to the proper addresses. Ms. Biagiarelli said that the staff has been working with the Assessor's Office to insure they have most accurate data possible. She asked the Council to let her know when they received their tax bills so she can track the mailings.

Mr. Kydes asked if there were taxes on boats. Ms. Biagiarelli said that they do not. Mr. Barron commented that there have been proposals to tax both boats and airplanes, but these proposal have never passed.

Local Area Network Switch Refresh: Authorize the Purchasing Agent to issue purchase orders to ePlus Technology (State of CT contract 12PSX0431) for the procurement of Cisco LAN switches for Fire Stations and Public Works Garage for an amount not to exceed \$30,727.36, account 09180600-5777-C0375 (budgeted IT capital item; no special appropriation required)

**** MR. KIMMEL MOVED THE ITEM.**

Ms. DelVecchio came forward and gave an overview of the LAN switches that her department was proposing to replace due to their age and increased incidents of failures. The locations of these replaced switches include Fire Stations 1, 2, 3, 4 & 5 along with and some switches at the DPW garage . The department has already replaced switches at the Police Department, the Health Department and City Hall.

Mr. Kimmel asked about the amount of \$30,727.36. Ms. DelVecchio explained that it was an exact quote on the price.

**** THE MOTION TO APPROVE THE LOCAL AREA NETWORK SWITCH REFRESH REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO EPLUS TECHNOLOGY (STATE OF CT CONTRACT 12PSX0431) FOR THE PROCUREMENT OF CISCO LAN SWITCHES FOR FIRE STATIONS AND PUBLIC WORKS GARAGE FOR AN AMOUNT NOT TO EXCEED \$30,727.36, ACCOUNT 09180600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.**

2017/2018 Technology Refresh Program: Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal according to City IT department specifications for an amount not to exceed \$151,205.00, account 09180600-5777-C0375 (budgeted IT capital item; no special appropriation required)

**** MR. KIMMEL MOVED THE ITEM.**

Ms. DelVecchio said that this was a routine refreshing of the older units. When they remove the older units, the staff saves what they can for future use while other pieces go to the "asset disposal program" to insure the items are cleaned to Department of Defense requirements.

Mr. Kydes asked if an RFP had been issued. Ms. DelVecchio explained that some of the items can go out for bid, but other ones are purchased from the State vendor.

Mr. Kimmel said that last night, they approved a number of items for the BOE and asked if there was any chance to purchase the items together. Ms. DelVecchio said that Apple has a special deal with the BOE that has special configurations. The City does not qualify for their programs. Ms. DelVecchio said that the IT does review the BOE requests and the prices that they are able to purchase the equipment at due to being a school district.

**** THE MOTION TO APPROVE THE 2017/2018 TECHNOLOGY REFRESH PROGRAM REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR THE SUPPLY OF PERSONAL COMPUTERS WORKSTATIONS, LAPTOPS, RUGGEDIZED DATA TERMINALS, TABLETS, AND OBSOLETE ASSET DISPOSAL ACCORDING TO CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED**

\$151,205.00, ACCOUNT 09180600-5777-C0375 (BUDGETED IT CAPITAL ITEM; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.

Police Department backup/archive system replacement: Authorize the Purchase Agent to issue purchase orders to GovConnection for the supply, installation, and 36 months of hardware and software support, for a UniTrends Recovery System per quotation 24356360.01-W1 for an amount not to exceed \$29,391.10, account 09180600-5777-C0375 (approved IT capital budget item; no special appropriation required)

Ms. DelVecchio said that this was a system that backs up the information for the police department onto disks rather than tape. She reviewed the details and said that the process will move forward more quickly. It was put out for bids and the recommendation was given to the lowest authorized reseller bid.

Mr. Kimmel said one of the Council meetings had a discussion on archival records. Ms. DelVecchio agreed but pointed out that this was a separate system. The Police information has to be handled differently because of the various confidentiality issues.

**** THE MOTION TO APPROVE THE POLICE DEPARTMENT BACKUP/ARCHIVE SYSTEM REPLACEMENT REQUEST TO AUTHORIZE THE PURCHASE AGENT TO ISSUE PURCHASE ORDERS TO GOVCONNECTION FOR THE SUPPLY, INSTALLATION, AND 36 MONTHS OF HARDWARE AND SOFTWARE SUPPORT, FOR A UNITRENDS RECOVERY SYSTEM PER QUOTATION 24356360.01-W1 FOR AN AMOUNT NOT TO EXCEED \$29,391.10, ACCOUNT 09180600-5777-C0375 (APPROVED IT CAPITAL BUDGET ITEM; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.**

Enhanced Authentication System for Norwalk Police: Authorize the Purchase Agent to issue purchase orders to CDW Government for the supply, installation, and 36 months of hardware and software support, for a RSA Authentication system per quotation HXTJ585, dated 5/22/2017, National Joint Powers Alliance Purchasing Cooperative Contract, for an amount not to exceed \$22,000 account 09160600-5777-C0375 (approved IT capital budget item; no special appropriation required).

**** MR. KIMMEL MOVED THE ITEM.**

Ms. DelVecchio said that the new system involved having a two step authorization accession for the laptops that are in the patrol cars because the units are outside of the building. This can be done by using a RSA key fob with security numbers that are typed into the computers. Mr. Gilden brought his RSA device forward for the Committee members to see. The number changes every 15 seconds. Ms. DelVecchio said that this was the most simplistic method that can be used and meets the Criminal Justice

Information Services (CJIS) security requirements. Ms. DelVecchio said that this request was originally included in the 2015 Capital Budget but CJIS issued two extensions of one year each.

**** THE MOTION TO APPROVE THE ENHANCED AUTHENTICATION SYSTEM FOR NORWALK POLICE REQUEST TO AUTHORIZE THE PURCHASE AGENT TO ISSUE PURCHASE ORDERS TO CDW GOVERNMENT FOR THE SUPPLY, INSTALLATION, AND 36 MONTHS OF HARDWARE AND SOFTWARE SUPPORT, FOR A RSA AUTHENTICATION SYSTEM PER QUOTATION HXTJ585, DATED 5/22/2017, NATIONAL JOINT POWERS ALLIANCE PURCHASING COOPERATIVE CONTRACT, FOR AN AMOUNT NOT TO EXCEED \$22,000 ACCOUNT 09160600-5777-C0375 (APPROVED IT CAPITAL BUDGET ITEM; NO SPECIAL APPROPRIATION REQUIRED) PASSED UNANIMOUSLY.**

Receive Oak Hills Authority Monthly Financial Statements for April, 2017.

Mr. Barron said that this year, the weather in March was poor in comparison to last year and there is major construction underway. The rates will be raised and they expect to close the gap soon. The expenses have decreased. He said that net to net, they have saved approximately \$8,000. Mr. Barron added that he expected the figures to look much better.

Mr. Igneri said that he had heard that golf was resurgent but that he was not seeing the increased income. Mr. Barron agreed and said that they had been told the City would like to see the Authority to work on their fund balance. He noted that they were just finishing up the capital repairs.

Mr. Kimmel said that the Committee had had a lengthy discussion about the Parking Authority's increase in rates, particularly concerning the enterprise zone. He pointed out that the golf course was subject to an uncontrollable factor of the weather. Mr. Barron said that if the Committee felt that they were not seeing the return that they expected. He said that the Committee could change out the members of the Authority, but cautioned them about doing so because the Authority was reversing the downward trend that had occurred over many years.

Authorize Mayor, Harry W. Rilling to execute General Liability, Automobile Liability, UM/UM, Employee Benefits Liability, Law Enforcement Liability, Public Officials Liability, School Leaders Liability, Umbrella Liability and Automobile Physical Damage insurance placements for the one year period beginning July 1, 2017 with Connecticut Interlocal Risk Management Agency (CIRMA) for an amount not to exceed \$525,277 for FY 17-18. Account #161343-541N, 165053-541N

Authorize Mayor, Harry W. Rilling to execute Commercial Property and Boiler & Machinery insurance placements for the FY 2017-18 with A. J. Gallagher for an amount not to exceed \$479,970. Account #161343-541N, 165053-541N.

Authorize Mayor, Harry W. Rilling to execute Excess Workers' Compensation insurance placements for the FY 2017-18 with H. D. Segur, Inc. for an amount not to exceed \$142,069. Account #161343-541N, 165053-541N

Authorize Mayor, Harry W. Rilling to execute Crime Insurance placements for the FY 2017-18 with CIRMA for an amount not to exceed \$2,874. Account #161343-541N, 165053-541N.

Authorize Mayor, Harry W. Rilling to execute Flood insurance placements for seven (7) separate locations and placements the FY 2017-18 with National Flood Insurance Program - Middlesex Mutual Assurance Co. for a total amount not to exceed \$96,939 Account #161343-541N, 165053-541N

Authorize Mayor, Harry W. Rilling to execute TULIP insurance placements for the FY 2017-18 with Shoff Darby for a total amount not to exceed \$9,000. Account #161343-541N, 165053-541N

**** MR. KIMMEL MOVED THE SIX AGENDA ITEMS CONCERNING INSURANCE ISSUES.**

Mr. Barron introduced Mr. Craig Schmidt, the Risk Manager, and explained that the insurance information was included in the information packet. Mr. Schmidt greeted the Committee members and gave a brief overview of the six different policies.

There was a brief discussion regarding the steep increase in the Flood Insurance Policy for the six pump stations and the Meadow Street Fire House that are located in high rate flood zones. Ms. O'Toole-Giandurco asked whether property like the fishing pier at the beach would be included. Mr. Schmidt said that it was covered under a different category.

The discussion moved to whether or not the marina at Veteran's Park would be covered. Mr. Schmidt said that he had actually asked about this and was told that it would cost \$10,000. Additional discussion followed about what type of damage this kind of policy would cover. Mr. Barron said that they would research this and provide additional information at the next meeting.

Mr. Igneri had a question regarding the details of the building insurance. A discussion followed about what would be covered by worker's comp and what would be covered by building insurance.

**** THE MOTION TO APPROVE THE FOLLOWING ITEMS:**

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE GENERAL LIABILITY, AUTOMOBILE LIABILITY, UM/UM, EMPLOYEE BENEFITS LIABILITY, LAW ENFORCEMENT LIABILITY, PUBLIC OFFICIALS LIABILITY, SCHOOL LEADERS LIABILITY, UMBRELLA LIABILITY AND AUTOMOBILE PHYSICAL DAMAGE INSURANCE PLACEMENTS FOR THE ONE YEAR PERIOD BEGINNING JULY 1, 2017 WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR AN AMOUNT NOT TO EXCEED \$525,277 FOR FY 17-18. ACCOUNT #161343-541N, 165053-541N

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE COMMERCIAL PROPERTY AND BOILER & MACHINERY INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH A. J. GALLAGHER FOR AN AMOUNT NOT TO EXCEED \$479,970. ACCOUNT #161343-541N, 165053-541N.

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE EXCESS WORKERS' COMPENSATION INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH H. D. SEGUR, INC. FOR AN AMOUNT NOT TO EXCEED \$142,069. ACCOUNT #161343-541N, 165053-541N.

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE CRIME INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH CIRMA FOR AN AMOUNT NOT TO EXCEED \$2,874. ACCOUNT #161343-541N, 165053-541N.

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE FLOOD INSURANCE PLACEMENTS FOR SEVEN (7) SEPARATE LOCATIONS AND PLACEMENTS THE FY 2017-18 WITH NATIONAL FLOOD INSURANCE PROGRAM - MIDDLESEX MUTUAL ASSURANCE CO. FOR A TOTAL AMOUNT NOT TO EXCEED \$96,939 ACCOUNT #161343-541N, 165053-541N.

AUTHORIZE MAYOR, HARRY W. RILLING TO EXECUTE TULIP INSURANCE PLACEMENTS FOR THE FY 2017-18 WITH SHOFF DARBY FOR A TOTAL AMOUNT NOT TO EXCEED \$9,000. ACCOUNT #161343-541N, 165053-541N.

PASSED UNANIMOUSLY.

Discussion of switching from fixed rate to consumption based sewer fees.

Mr. Kimmel said that while he found this item interesting, he wondered whether this committee would be the appropriate one for this discussion. Mr. Chimento said that the WPCA could consider this but the Council will ultimately have to approve it. There are many different aspect to consider because some of it would concern fixed financial stability, the effect on the home owners, the effect on businesses, and the fact that there are two different water companies involved. He cautioned everyone that it could be an arduous process.

Mr. Barron said that he had heard that the First District Water Department charges the City to obtain First District Water Department user information. However, he pointed out that the City acts as a fiduciary when the First District needs to bond and suggested that this issue might be something to discuss at that time.

Mr. Chimento said that one of the consultants, Tighe and Bond, analyzes sewer reports from across the State. Mr. Kimmel asked when Mr. Chimento would receive the report. Mr. Chimento said that he should have it within a month. He said that there would have to be a base and a rate of consumption before moving forward. Mr. Kimmel asked Mr. Chimento to inform the Committee on this next month. He said that while the current system works well, he wanted to consider this information. Mr. Chimento encouraged everyone to read the summary.

ADJOURNMENT

**** MR. IGNERI MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services