

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
OCTOBER 12, 2017**

ATTENDANCE: Bruce Kimmel, Chair; John Igneri; Shannon O'Toole; Douglas Hempstead; Nick Sacchinelli

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

OTHERS: Karen DelVecchio, Director of IT

CALL TO ORDER

Mr. Kimmel called the meeting to order at 7:06 p. m. A quorum was present.

1. PUBLIC PARTICIPATION

No member of the public came forward.

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

September 14, 2017

**** MR. IGNERI MOVED TO APPROVE THE SEPTEMBER 14, 2017 MINUTES AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

**3. CLAIMS COMMITTEE: RECEIVE THE MONTHLY CLAIMS REPORT; REVIEW AND APPROVE CLAIMS AS
REQUIRED FOR CLAIMS REPORT DATED: OCTOBER 12, 2017**

4. NARRATIVE ON TAX COLLECTIONS DATED OCTOBER 2, 2017- RECEIVE REPORT AND DISCUSS.

**5. MONTHLY TAX COLLECTOR'S REPORTS - RECEIVE REPORTS AND DISCUSS:
SEPTEMBER 30, 2017.**

Mr. Kimmel brought items 3, 4, and 5 forward. Mr. Barron noted that Ms. Biagiarelli was not present, but that she submitted her written report to the committee. Mr. Barron stated that as of the end of September, we collected \$162.9 million, which is 52.84% of our \$308.2 million adjusted tax levy. He stated that we also collected in excess of \$7.9 million of our sewer use levy. He stated that we collected 77.92% of the year's Industrial Pretreatment Program fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly ahead with regard to current taxes and current sewer use collections.

6. RECEIVE OAK HILLS AUTHORITY MONTHLY FINANCIAL STATEMENTS FOR AUGUST 2017.

Mr. Barron stated that in the first two months of this Fiscal Year, revenues exceeded last year by \$12 thousand, mainly due to Golf Fees. Expenses exceeded last year by \$7 thousand. Our Gross Operating Profit for the first two months of the year is \$5 thousand better than last year.

Mr. Barron stated that the Authority went before the Board of Estimate & Taxation this month. They reported that the course looks great. They lost more rounds than they anticipated due to the construction. The construction will be finished by the end of this calendar year. The course currently has 18 holes open.

Mr. Barron stated that the signed contract for the current restaurant vendor called for \$9 thousand per month payments. It turned out to be way too much for the amount of volume the lessee was getting. As a result, the monthly payment was reduced to \$6 thousand per month. The \$6 thousand payments have been received on time and are up to date.

Mr. Barron stated that the current vendor is trying to sell his business but the lease finishes at the end of this calendar year. Mr. Barron stated that he believes the Authority will be seeking out other vendors at the conclusion of the lease.

Mr. Barron stated that he will invite the Authority to come before this committee at the December meeting.

7. RESOLUTION: APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$509,000 TO INCREASE THE AVAILABLE FUNDS FOR PHASE II ROOFING PROJECT (09187100-5777-C0439). THE FUNDS WILL BE DRAWN FROM THE BALANCE IN THE CAPITAL FUND.

**** MR. IGNERI MOVED TO APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$509,000 TO INCREASE THE AVAILABLE FUNDS FOR PHASE II ROOFING PROJECT (09187100-5777-C0439). THE FUNDS WILL BE DRAWN FROM THE BALANCE IN THE CAPITAL FUND.**

Mr. Barron stated that the funds will be drawn from the balance in the Capital Fund and we will not have to bond for the project. Money that was not spent on other projects can be put towards other projects, and that is what we are doing here. \$581 thousand of available balances are being returned to the Capital Fund and will then be used for this project.

**** THE MOTION PASSED UNANIMOUSLY.**

8. AUTHORIZE THE DIRECTOR OF FINANCE TO EXECUTE AN UP-TO THIRTY-SIX (36) MONTH AGREEMENT WITH THE QUALIFIED LOW-BIDDER(S) FOR PROJECT #3794: ELECTRICITY GENERATION SUPPLY SERVICE FOR CITY LOCATIONS.

**** MR. KYDES MOVED TO AUTHORIZE THE DIRECTOR OF FINANCE TO EXECUTE AN UP-TO THIRTY-SIX (36) MONTH AGREEMENT WITH THE QUALIFIED LOW-BIDDER(S) FOR PROJECT #3794: ELECTRICITY GENERATION SUPPLY SERVICE FOR CITY LOCATIONS.**

Mr. Barron stated that when we go out to bid for electrical prices, the prices are only good for a two hour window. This necessitates us getting authorization in advance. Bids will be received on October 25th. We hope to see 15 -17% savings over our current rate.

**9. RESCIND THE COUNCIL APPROVAL OF MAY 23, 2017:
AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE AN AGREEMENT WITH CDR SOLUTIONS FOR
EMAIL (BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION REQUIRED).**

APPROVE AS REVISED:

**AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE AN AGREEMENT WITH MIMICAST NORTH
AMERICA, INC., FOR EMAIL ARCHIVING SYSTEM FOR AN AMOUNT NOT TO EXCEED \$34,200.00,
ACCOUNT 09150600-5777-C0375 (BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION
REQUIRED).**

**** MR. KYDES MOVED TO RESCIND THE COUNCIL APPROVAL OF MAY 23, 2017: AUTHORIZE THE
MAYOR, HARRY RILLING, TO EXECUTE AN AGREEMENT WITH CDR SOLUTIONS FOR EMAIL
ARCHIVING SYSTEM FOR AN AMOUNT NOT TO EXCEED \$34,250.00, ACCOUNT 09150600-5777-
C0375 (BUDGETED IT CAPITAL PROJECT; NO SPECIAL APPROPRIATION REQUIRED) AND
APPROVE AS REVISED: AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE AN AGREEMENT
WITH MIMICAST NORTH AMERICA, INC., FOR EMAIL ARCHIVING SYSTEM FOR AN AMOUNT
NOT TO EXCEED \$34,200.00, ACCOUNT 09150600-5777-C0375 (BUDGETED IT CAPITAL
PROJECT; NO SPECIAL APPROPRIATION REQUIRED).**

Ms. DelVecchio came forward and requested a Technical Correction of Common Council action of May 23, 2017. She stated that CDR Solutions was the winning bid reseller of the Mimecast Email Archiving Product. After review of the contract terms, it was determined that Mimecast's, and not CDR's, Terms and Conditions would comprise this Agreement. As a result, the Law Department is recommending a revised authorization.

**** THE MOTION PASSED UNANIMOUSLY.**

10. EXECUTIVE SESSION: DISCUSSION ON CYBERSECURITY.

**** MR. KIMMEL MOVED TO ENTER EXECUTIVE SESSION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting entered Executive Session at 7:29 and returned at 8:24 p. m.

ADJOURN

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

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

City of Norwalk
Finance/Claims Committee
October 12, 2017
Page 3 of 3