

**CITY OF NORWALK
FINANCE CLAIMS COMMITTEE
REGULAR MEETING
SEPTEMBER 12, 2019**

ATTENDANCE: Greg Burnett, Chair; Ernest Dumas, John Igneri, Nicholas Sacchinelli, Darlene Young (7:15 p.m.); John Kydes (7:23 p.m.)

OTHERS: Lisa Biagiarelli, Tax Collector; Chisamay Lam, Comptroller; Karen DelVecchio, ITS Director; Henry M. Dachowitz, Chief Finance Officer; Nick Roberts, Recreation and Parks Director; Donna King, Norwalk City Clerk

CALL TO ORDER

Mr. Burnett called the meeting to order at 7:04 p.m.

ROLL CALL

Mr. Burnett called the roll. A quorum was present.

**** MR. IGNERI MOVED TO SUSPEND THE RULES TO AMEND THE AGENDA AS FOLLOWS:**

REMOVING FROM THE PUBLICLY STATED AGENDA:

AGENDA ITEM #8 AUTHORIZING THE MAYOR, HARRY W. RILLING, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT FOR GRANT FUNDS PROVIDED UNDER THE CONNECTICUT STATE PUBLIC LIBRARY INSTRUCTION GRANTS

AND ADDING THE FOLLOWING TWO ITEMS:

AUTHORIZED THE MAYOR, HARRY W. RILLING, TO EXECUTE AND AGREEMENT WITH FIS FOR THE INTEGRATED PAYABLES SERVICE TO PROCESS ELECTRONIC PAYMENTS VIA ACH AND VIRTUAL CARDS; AND

FISCAL YEAR END 2019 PRELIMINARY FORECAST.

**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC PARTICIPATION

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

4. Approve the Minutes of the following Finance Committee Meetings:

- **August 8, 2019 – Regular Meeting**

**** MR.IGNERI MOVED THE MINUTES OF THE AUGUST 8, 2019 MEETING.**

**** THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 8, 2019 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

5. Claims Committee: receive the monthly Claims Report; review and approve claims as required for Claims Report dated:

- **September 12, 2019.**

Ms. Biagiarelli came forward and presented the report. She said that there were no items on the report that required the Committee's action.

6. Narrative on Tax Collections dated September 12, 2019 – Receive Report and discuss.

7. Monthly Tax Collector's Reports dated August 31, 2019 – Receive Report and discuss.

Ms. Biagiarelli came forward and presented her reports.

Mr. Burnett asked when the January mailing would be sent out. Ms. Biagiarelli said that it goes out the second week in December.

Ms. Young joined the meeting at 7:15 p.m.

Ms. Biagiarelli said that the Council Members had requested the Tax Collector's assistance in terms of getting a Census flyer included with the upcoming mailing. This is being done.

8. RESOLUTION: Approve special capital appropriations totaling \$250,000 to fund a new capital project to complete an updated Recreation and Parks Master Plan and authorizing the issuance of \$250,000 general obligation bonds of the city to meet said appropriation.

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Nick Roberts, the Director of Recreation and Parks, came forward to present the item. He said that there had been a number of questions that the Council Members had asked at the last presentation He explained that while the Master Plan was expensive , he pointed out that the plan would be used for the next 10 years for planning projects. He gave an overview of key factors such as long range goals, and the cost. The city has not had an updated plan in 26 years.

Mr. Roberts explained that there were no specific grants for the Plan, but there were funds available.

Ms. Young asked how long the process would take. Mr. Roberts said that they were requesting \$250,000 for the updating of the Plan and then they would have to go out to bid for the plan. Once that is done, a timeline could be assembled. The Master Plan is required for the City to receive accreditation.

Mr. Igneri asked how many other cities were accredited in Connecticut. Mr. Roberts said that New London was the only one in CT and there were about 160 communities nationwide that were accreditation. Mr. Sacchinelli asked how often the accreditation would need to be renewed. it costs \$3,500 for the accreditation fee. Mr. Roberts explained that the accreditation would be separate from the Master Plan, but that a Master Plan was necessary for accreditation.

Mr. Kydes joined the meeting at 7:23 p.m.

Mr. Burnett asked why more towns were not accredited. Mr. Roberts said that it was a major commitment. Discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

9. RESOLUTION: Authorize the closure of the following projects: 09-16-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$12,976; 09-17-6030-5777-C0568, Brien McMahon Turf Fields with available balance of \$101,372; and 09-19-6030-5777-C0623, Testa Field Turf Replacement with available balance of \$133,150.

**** MR. SACCHINELLI MOVED THE ITEM.**

Mr. Burnett said that the close out of the three projects came to just under \$250,000. Ms. Lam said that there were also some unspent bond proceeds from the completed projects. Mr. Burnett asked why they were going out to bond if the funding was already available. Ms. Lam explained that while they need the language in the resolution, they have all of but \$3,000 in the funding already available.

**** THE MOTION PASSED UNANIMOUSLY.**

10. Authorize the Mayor, Harry W. Rilling, to execute a 12 month Agreement with Event Approvals, Inc., for Eproval special permit software including installation, training and configuration services, per proposal EST-000013, dated 02-September-2019, for an amount not to exceed \$28,100, account 09201370-5777-C0375 (approved IT capital project; no special appropriation required), with option to renew at same annual rate for 24 additional months, and forward onto the Council for further action.

**** MS. YOUNG MOVED THE ITEM.**

Ms. King came forward and explained that residents who are planning an event that is open to the public, the resident has to come to the City Clerk for an application. Then the resident has to drive around the City to get a number of sign offs from various departments such as the Police Department, the Fire Department and others. Ms. King said that they have been working on developing a more efficient application process. The new software program would assist the resident in acquiring all the permits and notify all the departments about the event.

Ms. DelVecchio agreed and said that the program will also assemble a Master Calendar for the administration. The administration would also have direct communication with the applicants about a variety of topics, such as road closures, maps, and insurance confirmations. After checking with a number of other municipalities across the nation, Ms. DelVecchio said that this would be a much more efficient process and keep everyone informed.

Mr. Sacchinelli asked about the work flow structure. Ms. DelVecchio said that there were numerous events, such as the Oyster Festival, or a church procession or a private party requiring a tent.

Ms. King said that the Master Calendar will be available to the public on the City website. Discussion followed.

Mr. Burnett asked how this would be different from the Library system for reserving the rooms. Ms. DelVecchio said that many of the events do not take place on City property, there are also other items such as liquor permits, road closures, recycling and garbage disposal or insurance issues that have to be considered.

Mr. Sacchinelli asked if the process would stop if someone from a particular department did not sign off. Ms. DelVecchio said that the process would not stop, but that the individual would be sent reminders to complete the form.

Mr. Igneri asked how soon it would be useful. Ms. DelVecchio said that they would like to move it forward as quickly as possible because of the contracts involved. Mr. Igneri asked if it would be ready by next spring. Discussion followed.

Mr. Sacchinelli had several technical questions about the information storage, which Ms. DelVecchio answered.

Ms. Young asked who would be responsible for signing off in the Mayor's Office. Ms. King said that she would but there would also be someone else who was authorized to do so in the event she was out of the office.

**** THE MOTION PASSED UNANIMOUSLY.**

11. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Blum Shapiro to provide a one-time technology assessment at a cost of \$39,000.

Mr. Dachowitz, the Chief Financial Officer, came forward and said that they had contacted Blum Shapiro about conducting a general technology assessment for the City. Currently the City is undergoing a cyber security review for both the City and the BOE. Blum Shapiro is one of the leading companies in the State of Connecticut.

Mr. Burnett asked why the request was only for the City rather than both the City and the BOE. Mr. Dachowitz explained that the City and the BOE have very different needs in terms of technology. Mr. Burnett said that he would prefer both the BOE and the City have the assessment at the same time. Mr. Igneri agreed with Mr. Dachowitz. Mr. Dachowitz said that having both the BOE and the City assessed had not been discussed. Discussion followed.

**** MR. KYDES MOVED TO TABLE THE ITEM TO THE OCTOBER MEETING.**

**** THE MOTION TO TABLE PASSED WITH FOUR (4) IN FAVOR (DUMAS, KYDES, SACCHINELLI AND YOUNG) AND ONE (1) OPPOSED (IGNERI).**

12. Authorized the Mayor, Harry W. Rilling, to execute and agreement with FIS for the Integrated Payables service to process electronic payments via ACH and virtual cards.

Mr. Dachowitz came forward and said that currently the City works has been working with the Bank of America and this new vendor offers something called a “vCard”, which is used for electronic payments to vendors. will allow a bigger benefit when payments are made from the City to vendors. When vCard payments are made, the City will receive a rebate on the amount. FIS has a broader electronic vendor list than Bank of America and it will reduce the amount of checks written.

13. Fiscal Year End 2019 Preliminary Forecast.

Mr. Dachowitz said that the forecast was for Information Only and these were preliminary figures. He explained that there had been a projected \$5.8 million shortfall, which would have been taken from the Fund Balance. Currently, there is a projected surplus of \$6,025,507.

Mr. Dachowitz said that the roll over column is used for the various departments that had projects that had not been funded. By encouraging the departments to generate savings, this should help avoid departments spending down their funds at the year's end. When there are surpluses, the money can be allocated towards departmental projects that had not been funded.

14. Receive Oak Hills Authority monthly Financial Statements for July 31, 2019.

Mr. Burnett said that Oak Hills representatives will be present in November. The revenues for the restaurant were up but the golf fees were down.

ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services