

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
AUGUST 11, 2022**

ATTENDANCE: Greg Burnett, Chair; David Heuvelman, John Kydes, Nora Niedzielski-Eichner

OTHERS: Chitsamay Lam, Comptroller; Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Finance Director, Tom Ellis, Budget Director; Alan Dutton, Oak Hills Vice Chair; William Ford, Tax Assessor

CALL TO ORDER

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

ROLL CALL

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

PUBLIC PARTICIPATION

There was no one from the public who wished to comment at this time.

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

• July 14, 2022 – Regular Meeting

The following corrections were noted:

Page 1, under **ATTENDANCE**: please remove “David Heuvelman” and “Tom Keegan”.

Page 1, under **STAFF**: please change “Tom Ellis, Chitsamay Lam”; to: “Tom Ellis, Budget Director; Chitsamay Lam”

Page 2, under **Monthly Claims Report Items 5 through 7**, paragraph 1, line 3:
please change the following from:

“as the committee with oversight” to “as the committee has oversight”

Page 2, under **Monthly Claims Report Items 5 through 7**, paragraph 2, line 4: please change the following from:

“ Some persons taxes went up in light of last years’ taxes on the owners’ car being older”

to: Some person’s taxes went up in spite of the cars being older.”

Page 2, under **Monthly Claims Report Items 5 through 7**, paragraph 2, line 8: please change the following from:

“short-handed in the department by two positions. Office hours are being maintained during the work week.”

to: “short-handed by two positions . Office hours are being maintained during the work week in spite of the shortage.”

Page 2, under **Monthly Claims Report Items 5 through 7**, paragraph 4, line 1: please change the following from:

“the effect between the raised car taxes”

To: “the effect of the raised car taxes”

Page 3, paragraph 2, line 1: please change the following from: “the assessed value does not increase” to: “the assessed values do not increase”

Page 3, paragraph 4, line 1: please change the following from:

“interjected that she notes on the spreadsheet at the top shows the levy”

To: “interjected that spreadsheet show the levy”

Page 3, paragraph 7, line 1: please change the following from:

“property taxes and taxes reflect how things”

To: “property taxes and if those taxes reflect how things”

Page 3, paragraph 8: please change the following from:

“Ms. Biagiarelli described the time when taxes are assessed and tax due is invoiced to businesses. Business property enforcement is assisted by Health Department holding operating permits, bank accounts maybe seized, and business property may be seized and sold. Marshals also work with the tax department in this process. There is a full-time employee as Delinquent Collector, who works with on these initiatives all year round.”

To:

“Ms. Biagiarelli described the process when taxes are assessed, and when they are billed. Business property enforcement is assisted by Health Department withholding health permits, bank accounts maybe seized, and business property may be seized and sold. Marshals also work with the tax department in this process. There is a full-time employee as Delinquent Collector, who works with on these initiatives year round.”

Page 3, paragraph 10, lines 2 and 5, please change the 99.8% to 99.0%.

Page 4, paragraph 3, please change the following from:

Ms. Biagiarelli referenced her narrative on this request. This process is being asked for in order to collect pass due vehicle taxes. Taxes are collectible up to 15 years for arrears. There is a list that goes to the state of Connecticut DMV. This is outsourcing as an outside agency to locate people who are tax delinquent. Five companies submitted proposals and two were chosen. The chosen agency is active in other areas of the state. The city will continue to collect taxes, the agent does not collect the money. There is no cost to the city. The 15 percent recovery is added to what the taxpayer owes. Sharon Connors, purchasing, was helpful in on creating the proposal for the submission to be the service providers. It is a win-win situation.

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99.8% ,-- should be 99.0%

**** MS. NIEDZIELSKI-EICHNER MOVED THE MINUTES OF THE JULY 14, 2022 REGULAR MEETING AS CORRECTED.**

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (BURNETT, KYDES AND NIEDZIELSKI-EICHNER) AND ONE (1) ABSTENTION (HEUVELMAN).**

Claims Committee: No claims to report for August 2022.

Narrative on Tax Collections dated August 2022 – Receive Report and discuss.

Monthly Tax Collector’s Reports dated July 2022– Receive Report and discuss.

Ms. Biagiarelli presented her report. She stated that the numbers were preliminary numbers since July 31st was a very busy day. They are still processing payments. As of August 5th, they are at 50%. She said the separate report with the previous year’s levy was for 13 months showed a 99.3% collection rate. This report is used by the Finance Department when they apply with the bond rating agencies.

Ms. Biagiarelli said that there were a number of individuals that no longer appeared on the Grand List due to a lapse during COVID. The department is working with these individuals on getting their vehicles back on the rolls. The delinquent notices that the Department sends out are called a “Demand For Payment” and the residents will receive these by the end of August or in early September.

The next Tax Sale is Scheduled for July of 2023.

Mr. Burnett asked if there were any enhancements to the tax collection process that she could suggest. Ms. Biagiarelli said that the earlier the bills are mailed out to the residents allows the residents more time to pay their bills. They also encourage residents to submit their payments through some of the local banks.

Report of the Tax Assessor's Office

Mr. Ford greeted the Committee. He said the Department had been asked to provide regular updated status on the Assessments. He suggested that the Department report three times a year and displayed a schedule of potential times and subject matters on screen.

A discussion followed regarding when inspections are done. Mr. Ford noted that all the properties are inspected on a 10 year cycle.

Mr. Burnett asked if it would be possible to add information regarding the re-valuations process and notifying the public. Mr. Ford said that they work with Public Relations on updating the public. The RFPs have been published and they are waiting for the evaluations of the responses.

Mr. Burnett said that the Committee was looking forward to receiving the September report on the Elderly Assistance in Norwalk.

Received Oak Hills Authority Monthly Financial Statements for April 2022; May 2022 June 2022 and Fiscal Year 23 Budget information

Mr. Dutton greeted the Committee and displayed financial highlights from April, May and June 2022. He then reviewed the spreadsheets online and gave an overview of the key points.

Mr. Burnett asked for a brief update on the restaurant. Mr. Dutton said that they have been meeting with the management to increase golf patronage along with the normal diners. Mr. Burnett suggested creating some type of customer feedback. Discussion followed.

Mr. Burnett asked if there was any impact on the course due to the drought. Mr. Dutton said that he was not aware of any issues, but that Mr. Schell would have more details. However, Mr. Dutton noted that the greens seem to be in great shape.

Both Mr. Burnett and Mr. Heuvelman welcomed Mr. Dutton to the Committee.

Mr. Dachowitz said that they had received a triple A bond rating by one of the bond rating agencies. There are two more agencies that will review their bond rating.

ADJOURNMENT

**** MR. HEUVELMAN MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:46 p.m.

Respectfully submitted,

S.L. Soltes
Telesco Secretarial Services