

**CITY OF NORWALK
FINANCE/CLAIMS COMMITTEE
REGULAR MEETING
OCTOBER 13, 2022**

ATTENDANCE: Greg Burnett, Chair; David Heuvelman, John Kydes, Bryan Meek, Nora Niedzielski-Eichner, Diana Revolus

STAFF: Chitsamay Lam, Comptroller; Lisa Biagiarelli, Tax Collector; Henry Dachowitz, Finance Director; Joyce Lui, IT Director; Gabe Assante, IT.

OTHERS: Joe Andrasko, Oak Hills Chair; Fortunato Capomolla, Norwalk Police Department; Mark Conte, Norwalk Fire Department

I. CALL TO ORDER

Mr. Burnett called meeting to order at 7:00 p.m.

II. ROLL CALL

Mr. Burnett called the roll; a quorum was present.

III. PUBLIC PARTICIPATION

There was no action on this item

IV. APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETING

**Throughout change spelling to “Docimo”

**Throughout change spelling to “Liu”

September 8, 2022- Regular Meeting

****MS. NIEDZIELSKI-EICHNER MOTIONED TO APPROVE MINUTES OF SEPTEMBER 8, 2022, AS AMENDED**

**** THE MOTION PASSED UNANIMOUSLY. W/ ONE ABSTENTION (REVOLUS)**

V. CLAIMS COMMITTEE: SEPTEMBER 2022

Ms. Biagiarelli said that the claims report was informational, that none of the claims had been in excess of \$10,000.

**VI. NARRATIVE ON TAX COLLECTIONS DATED
OCTOBER 2022 – RECEIVE REPORT AND DISCUSS.**

Miss Biagiarelli said as of the end of September 2022, the end of the first quarter of the fiscal year, they'd collected in excess of \$194 million against the \$362.6 million adjusted levy, or **53.58%**. We also collected **50.64%** of our sewer use levy, more than \$8.9 million, and **74.23%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. She said that they were where they needed to be for the end of September.

She said they'd sent delinquent reports in September and had had a robust income after those letters. She said that in November--a short month with three holidays—they would begin to run the files for the second installment billing. She said they would aim to have bills in the mail by December 10 . She noted that this was dependent on the work schedules and progress in the assessor's division, as they needed to coordinate.

She said that in November they would start working on a tax sale to be held on July 17, 2023. She said they continued to pursue the health permit initiative for business establishments owing back taxes that have been delinquent for at least one year. She said they expected working with the collection agency approved by the Common Council earlier this year in the next four to six weeks.

She noted that the department was still short staffed and with two vacancies out of eight positions, but she said she expected them to be filled in the next few months.

Mr. Burnett read a letter whereby Miss Biagiarelli had been appointed to the Certified Municipal Tax Collector Committee beginning December 2022 through November 2028, he said it was prestigious and the committee congratulated her.

**VII. MONTHLY TAX COLLECTOR'S REPORTS DATED
SEPTEMBER 2022– RECEIVE REPORT AND DISCUSS.**

This item was covered above.

**VIII. RECEIVED OAK HILLS AUTHORITY MONTHLY
FINANCIAL STATEMENTS FOR AUGUST 2022**

Mr. Andrasko said that through August they were doing well with rounds and keeping up carts. He said that there was a cost for irrigation due to the dry weather.

He said they were doing well through August and September because of the rest of the rain. He said they had ended August with almost \$650,000 in cash. He noted they would stop making money in winter and would then do capital improvements as planned.

He said that they'd paid \$14,500 repayment to the City in September and that they'd completed the financial audit which he would share at the November meeting.

Mr. Heuvelman asked about what Oak Hills' policies were in the drought conditions. Mr. Andrasko said they'd invested in an item called a Weather Station which would make them more efficient with the water, he said they had also gotten a lot of water from a pond onsite but had had to purchase some. He said that the superintendent was cognizant of the guidelines and was careful.

Mr. Meeks asked how much of the water they used from the collection pond and how much they got from the city. Mr. Andrasko said he would get that information and bring it back.

IX.

- A. RESOLUTION: Requesting a Special Capital Appropriation in the amount of \$195,000 to increase the appropriation to fund the Fire Station 5 Roof Replacement Account # 0923110-5777-C0796. The \$195,000 of bonds or notes of the City shall be issued in accordance with the provisions and terms set forth in the original bond resolutions that authorized the issuance of bonds or notes of the City for Project # 0923110-5777-C0796 (Fire Station 5 Roof Replacement).

Mr. Burnett read the resolution.

****MS. REVOLUS MOVED THE ITEM**

Assistant Chief. Conti said that the roof on the Meadow Street Fire Station had never had a full replacement since it was built in 1971. He said they'd bring the whole thing up to code, fixing leaking skylights, and were researching solar panels. He said there had been a price increase since the first appropriation.

Ms. Niedzielski-Eichner said that it would have been helpful to review the items sent to Planning and Zoning and requested for next time.

Mr. Burnett asked about the increase and Assistant Chief Conti said that they were doing the bare necessity to bring the roof up to code.

Mr. Heuvelman asked what drove the increase from the original \$155,000 appropriation. and asked what drove the increase. Assistant Chief Conti said that he'd come in after the original appropriation, which was not for a full replacement, and as they discussed it, they hired an architect, discovered code issues and determined they should go for the full

replacement. He said that they didn't want to waste the \$155,000, that it was smarter to get the architect and go for the full replacement.

Mr. Heuvelman asked why Building Management wasn't present for the discussion. Assistant Chief Conti said that Mr. Lo had told them that it was a straightforward project, and they should go forward. Mr. Heuvelman said he was questioning the process and why it hadn't gone through the land use committee.

Ms. Niedzielski-Eichner asked if this was a worthwhile investment and wondered if they should be looking at a building replacement in a few years. Assistant Chief Conti said they'd discussed that with the architect, who said it was a well-built building. He said they'd raised it with Alan Lo and the building is in good shape.

Mr. Meek asked if decisions were being made on a building that would be obsolete and if there was a forecast for changes coming with the new school and zoning changes coming.

**** THE RESOLUTION REQUESTING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$195,000 TO INCREASE THE APPROPRIATION TO FUND THE FIRE STATION 5 ROOF REPLACEMENT ACCOUNT # 0923110-5777-C0796. THE \$195,000 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF BONDS OR NOTES OF THE CITY FOR PROJECT # 0923110-5777-C0796 (FIRE STATION 5 ROOF REPLACEMENT) PASSED UNANIMOUSLY.**

Mr. Burnett said this would go before the full Council for final approval on October 25.

- B. RESOLUTION: Requesting a Special Capital Appropriation in the amount of \$25,000 to increase the appropriation to fund the Fire Vehicles Account #0923110-5777-C0829 to purchase three new vehicles. The \$25,000 of bonds or notes of the City shall be issued in accordance with the provisions and terms set forth in the original bond resolutions that authorized the issuance of bonds or notes of the City for Project #0923110-5777-C0829 Fire Vehicles).

Mr. Burnett read the resolution.

****MS. REVOLUS MOVED THE ITEM.**

Assistant Chief Conti said that this was to replace a vehicle from 2003 and two from 2007, used by the fire inspectors. He said that they wanted to get carcinogens out of the cabs of cars, so they were looking at pickups. He said the Ford Maverick pickup they'd identified was no longer available due to supply change issues.

He said all the vehicles they'd identified including the Ranger and the Explorer were more expensive than the Maverick. He said they original appropriation had been for \$75,000.

Ms. Niedzielski-Eichner said they needed to make the conversion to electric vehicles, and she said she wouldn't vote to replace vehicles until there was a plan for electric. She said she thought it would pay for itself. Assistant Chief Conti said they'd researched it and found it to be three times more expensive and had investigated the pricing on charging stations.

Mr. Heuvelman asked why this didn't come through the Public Safety Committee and asked if it came from last year's capital budget. Assistant Chief Conti said they had been approved last year, then Ford would not fulfill the order. Mr. Burnett said he thought it was because it was special capital appropriation it came through finance. Mr. Dachowitz said that these were items on the annual capital budget, which had been reviewed rigorously, but with the changes, it was to come through Finance.

Ms. Revolus asked if they also researched how much they spent on tires, or if they'd researched the effect on the power grid of the electric cars, and what would happen if the power grid went down. Assistant Chief Conti said they were researching carefully.

**** THE RESOLUTION: REQUESTING A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$25,000 TO INCREASE THE APPROPRIATION TO FUND THE FIRE VEHICLES ACCOUNT #0923110-5777-C0829 TO PURCHASE THREE NEW VEHICLES. THE \$25,000 OF BONDS OR NOTES OF THE CITY SHALL BE ISSUED IN ACCORDANCE WITH THE PROVISIONS AND TERMS SET FORTH IN THE ORIGINAL BOND RESOLUTIONS THAT AUTHORIZED THE ISSUANCE OF BONDS OR NOTES OF THE CITY FOR PROJECT #0923110-5777-C0829 FIRE VEHICLES) PASSED 5-1 (NIEDZIELSKI-EICHNER)**

Mr. Burnett said this would go before the full Council for final approval on October 25.

X.

- A. Authorize the Mayor, Harry W. Rilling, to enter into agreement with Adashi Systems, LLC., the incident command software for Fire trucks, amount not to exceed \$31,130.00 annually. Capital project Account 09231370-5777-C0375 (Fire Truck Technology upgrade)

Mr. Burnett read the item.

****MS. NIEDZIELSKI-EICHNER MOVED THE ITEM**

Ms. Liu said that they'd been working to modernize the technology for the fire department, that they'd upgraded the fire houses and now needed to extend it to the trucks. She said this funding would come from the IT Capital Budget approved for this fiscal year.

Mr. Heuvelman asked how long it would last, Ms. Liu said it was a subscription, so they would put it in the operating budget going forward. She said they didn't have the contract yet, but this was the yearly subscription price. Assistant Chief Conti said that this included training and that would not be included going forward.

****THE AUTHORIZATION FOR MAYOR, HARRY W. RILLING, TO ENTER INTO AGREEMENT WITH ADASHI SYSTEMS, LLC., THE INCIDENT COMMAND SOFTWARE FOR FIRE TRUCKS, AMOUNT NOT TO EXCEED \$31,130.00 ANNUALLY. CAPITAL PROJECT ACCOUNT 09231370-5777-C0375 (FIRE TRUCK TECHNOLOGY UPGRADE) PASSED UNANIMOUSLY**

- B. Authorize the Mayor, Harry W. Rilling, for one time purchase of Toughbooks, modems, and assorted Hardware with Telrepc (NASPO - National Association of State Procurement Officials, State of Connecticut Contract Number: 15PSX0221) for Fire Truck Technology upgrade with amount not to exceed \$90,925. Capital project Account 09231370- 5777- C0375 (Fire Truck Technology upgrade)

Mr. Burnett read the item

****MS. REVOLUS MOVED THE ITEM.**

Ms. Liu said this was the hardware and modem needed to operate the systems on the trucks. She said they did the procurement through the state, which had the lowest rate.

Mr. Asare said this complemented the software. She said they'd gone through every vehicle to determine need. He noted some accessories that was needed for the individual vehicles and modems to allow the systems to be able to be in contact with the NextGen systems. He said they were working with Adashi to ensure that everything would be durable for firefighters.

Mr. Burnett asked what they were currently using and where it was going? Assistant Chief Conti said they were using iPads which would be repurposed, some used for inspections and some inside firehouses for things like inventory checks.

****THE AUTHORIZATION FOR MAYOR, HARRY W. RILLING, FOR ONE TIME PURCHASE OF TOUGHBOOKS, MODEMS, AND ASSORTED HARDWARES WITH TELREPCO (NASPO - NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS, STATE OF CONNECTICUT CONTRACT NUMBER: 15PSX0221) FOR FIRE TRUCK TECHNOLOGY UPGRADE WITH AMOUNT NOT TO EXCEED \$90,925. CAPITAL PROJECT ACCOUNT 09231370-5777-C0375 (FIRE TRUCK TECHNOLOGY UPGRADE) PASSED UNANIMOUSLY**

Mr. Burnett said this would go before the full Council for final approval on October 25.

XI.

- A. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection Division of Emergency Management & Homeland Security Grant for the Emergency Management Performance Grant which is approximately \$75,000.

Mr. Burnett read the item.

****MS. REVOLUS MOVED THE ITEM.**

Captain Capomollo said that the grant went to the Fairfield County Hazmat Team. He said they operated regionally, which was a better use of resources noting that there was not a high volume of calls, but the calls they did get were major.

He said Norwalk had been the fiduciary of the grant for the last ten years and noted that the grant had increased by \$10,000.

He reviewed a breakdown of how the money would be spent: \$14.5 for planning, \$45.5 for new equipment, \$15.0 for training.

Shared breakdown of budget

14.5 planning—contract labor software for inventory
45.5 new equipment – AP 4C – weapons of mass destruction meters around

Ms. Niedzielski-Eichner applauded the team for the cost-saving regionalization and asked if there was a percentage for Norwalk for administering the grant and asked where the equipment would be house.

Captain Capomollo said the Norwalk vehicle and tools had been used by the Norwalk Police Department, he said he was trained on meters, and he had a lot of input into the purchase of meters.

****THE AUTHORIZATION FOR MAYOR, HARRY W. RILLING, TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY GRANT FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT WHICH IS APPROXIMATELY \$75,000 PASSED UNANIMOUSLY.**

Mr. Burnett said this would go before the full Council for final approval on October 25.

XII. ADJOURNMENT

**** MS. REVOLUS MOTIONED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:10 p.m.

Respectfully submitted,
L. Grassilli
Telesco Secretarial Services