

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING  
SEPTEMBER 8, 2011**

**ATTENDANCE:** Nicholas Kydes, Chair; Andrew Conroy, Kelly Straniti, Nora King

**STAFF:** Thomas Hamilton, Financial Director; Lisa Biagiarelli, Tax Collector; Fred Gildea, Comptroller

**OTHERS:** Karen DelVecchio, IT Director; Andy Garfunkel, Town Clerk

**CALL TO ORDER**

Mr. Kydes called the meeting to order at 7:10 p.m.

**Narrative on Tax Collections date September 8, 2011 - Receive Report and Discuss.**

**Monthly Tax Collector's Report Dated July 31, 2011 and August 31, 2011 - Receive Reports and discuss.**

Ms. Biagiarelli came forward and presented her reports. She reviewed the 60 day figures, found in the third paragraph of her narrative. She said that currently, the City is slightly ahead of last year's collections. The delinquent notices are being generated and will go out next week. The department will start working on the Tax Sale. Properties that are three years delinquent in taxes will be considered for the sales. There is a significant amount of enforcement work to do. Discussion followed about the number of outstanding receivables and how this is calculated. The discussion then moved to the option for residents to pay their tax bill at local banks. Ms. Biagiarelli explained that the easiest way was to mail the check in, but some people want to hand the check in personally. Residents can also go to approximately 18 different banks in Norwalk to hand the check in, which helps reduce the number of people in line at the Tax Collector's Office when taxes are due.

**Claims Committee: receive the monthly Claims report; review and approve as required for Claims Report dated: September 8, 2011.**

Ms. Biagiarelli reviewed the details regarding a recent court settlement over \$10,000, which the Committee must vote on.

Ms. King asked about some of the larger refund amounts. Ms. Biagiarelli then reviewed the process regarding the Amended Declarations with the Committee members.

**\*\* MS. KING MOVED TO APPROVE THE SPECIAL REFUND REQUEST AS PRESENTED BY MS. BIAGIARELLI.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

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

**June 9, 2011**

**\*\* MS. STRANITI MOVED TO APPROVE THE MINUTES OF JUNE 9, 2011 AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Authorize the Mayor, Richard A. Moccia, to sign an amendment to the contract with New Vision Systems Corporation to upgrade and renew the existing lease agreement for the New Vision Official Record System for an additional 5 years beginning October 1, 2013 for an amount not to exceed \$3,898 a month (Account 010500-5255)**

Mr. Garfunkel said that the City has been using this indexing system and that it had been installed since 2003. In 2008, when the contract was last signed, there had been an upgrade and an expansion of the program. The latest amendment is to have all of the software programs upgraded within the next few months and add additional services including a Marriage License Application and Electronic Documents Recording Program. There is no change to the cost of the current contract, which is due to expire in October of 2013. The company is offering to have the current fees of \$3, 898.00 per month locked in for the additional 5 years. The IT and Purchasing departments have reviewed this. The Legal Department has requested that the Finance Committee review this before their department reviews it.

The discussion then moved to the issue of electronic documentation. Mr. Garfunkel explained that the State of Connecticut was considering electronic filing of mortgages. Ms. King asked how this type of program interfaces with the tax collector's office. She said that it seems to take a long time to get the C.O.s and the land record changes. Mr. Garfunkel pointed out that there were three systems feeding into the Assessor's Office from Code Enforcement and the Building Department. Discussion followed on how this would be streamlined by IT.

**\*\* MS. KING MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO SIGN AN AMENDMENT TO THE CONTRACT WITH NEW VISION SYSTEMS CORPORATION TO UPGRADE AND RENEW THE EXISTING LEASE AGREEMENT FOR THE NEW VISION OFFICIAL RECORD SYSTEM FOR AN ADDITIONAL 5 YEARS BEGINNING OCTOBER 1, 2013 FOR AN AMOUNT NOT TO EXCEED \$3,898 A MONTH (ACCOUNT 010500-5255)**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Authorize the Mayor, Richard A. Moccia, to execute all grant documents on the City's behalf for \$125,000 Special Grants for Maritime Center at Norwalk Building Improvements Special Act 05-1, June Special Session 13(j)(2) from the State of Connecticut Department of Economic and Community Development.**

Mr. Hamilton explained that this was an authorization for the Mayor to sign a contract. The State Bond Commission just approved this application and the funding will be used to repair the roof, which is a top priority. The funds will flow from the State through the City to the Maritime Center. Mr. Kydes asked if this would cover the total project. Mr. Hamilton said that he did not know, but would check into this. No City funds will be involved with the project.

**\*\* MR. CONROY MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE ALL GRANT DOCUMENTS ON THE CITY'S BEHALF FOR \$125,000 SPECIAL GRANTS FOR MARITIME CENTER AT NORWALK BUILDING IMPROVEMENTS SPECIAL ACT 05-1, JUNE SPECIAL SESSION 13(j)(2) FROM THE STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for personal computer workstations, laptops, printers and public safety mobile data terminals according to the City IT Department specifications for an amount not to exceed \$126,274.16 account 09120600-5777-C0375.**

This is the annual refreshing program for the desktops. Last year, the amount was higher because of the Fire Department mobile data terminals, which withstand a significant amount of abuse and wear. Ms. DelVecchio reviewed the details of the request. The request will go out to bid and will be handled through Purchasing.

Mr. Conroy asked whether the department had everything inventoried. Ms. DelVecchio said that the department has done this and machines that are still working are put to use such as back up machines for the summer interns program and public kiosks. Discussion followed about the different programs for schools and libraries in terms of purchasing of equipment and software.

**\*\* Mr. KYDES MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS IN ACCORDANCE WITH CITY PROCUREMENT GUIDELINES FOR PERSONAL COMPUTER WORKSTATIONS, LAPTOPS, PRINTERS AND PUBLIC SAFETY MOBILE DATA TERMINALS ACCORDING TO**

**THE CITY IT DEPARTMENT SPECIFICATIONS FOR AN AMOUNT NOT TO EXCEED \$126,274.16 ACCOUNT 09120600-5777-C0375.**

Ms. King then asked whether there had been any follow up on the DPW Customer Service tracking software. Ms. DelVecchio said that currently it was not in the capital budget, because the budget was developed last October. Discussion followed about how this item would be included in the future budgets. Ms. King gave a quick overview of what the program would do in terms of tracking the course of a complaint through the system. Ms. DelVecchio said that the name of the program was CityWorks.

**Authorize a reduction in the amount of \$25,000 to the approved capital appropriation of \$50,000 for Veterans Memorial Park (Account 09116030-5777-C0367)**

**Authorize a special capital appropriation in the amount of \$25,000 for the partial purchase of a license plate reader system to increase the IT projects account 09110600 5777 C0375 from \$669,500 to \$694,500.**

Mr. Hamilton said that the two items were joined because the funds originally budgeted for benches at Veteran's Park to Calf Pasture for the license plate readers. Veterans Park Master Pan has not been completed at this time, so the bench funding is not needed at this time. Ms. DelVecchio reviewed the details of the Calf Pasture license plate reader program. Mr. Hamilton said that this would replace the printing and distribution of the beach stickers.

Ms. King asked about access to the transfer station. Ms. DelVecchio said that the transfer station permit would be a second stage. Once the beach stickers expire, the residents can print out a transfer station passes out on their computer or go to City Hall for assistance. Discussion followed about leased out of state vehicles, motorcycles, and other variations.

Ms. King asked what other towns were using the system. Ms. DelVecchio said that other towns charge for their beach stickers. Ms. Straniti and Ms. King both said that they could not support this proposal. Mr. Kydes reviewed the current process and explained that this was an attempt to get away from manual intensive labor for the City staff. Anomalies in the process, such as motorcycles or out of state leased vehicles would be handled by the department staff in the same manner that they are currently.

Mr. Kydes asked if Mr. Mocciae had the figures for how much it costs to print the stickers. Mr. Hamilton said that he believed Mr. Mocciae would have that information. Mr. Kydes asked Mr. Hamilton to get a cost analysis done. Additional discussion followed. Mr. Kydes asked Mr. Hamilton to have Mr. Mocciae present at the next meeting.

**Receive Monthly Oak Hills Park Authority Reports for June 30, 2011 and July 2011.**

Mr. Conroy asked if it would be possible to track the Authority's current financial situation against the original plan that was submitted to the Committee. Mr. Hamilton said that the Authority was continuing to struggle with declining numbers of rounds. They are reworking their budget with the current number of 36,000 rounds of golf, which was significantly lower than the projected number of rounds. Mr. Conroy pointed out that the City had previously been in a position to request an audit. Mr. Hamilton said that the Authority was reworking their numbers and there may eventually be a request to modify the agreement with the City.

**ADJOURNMENT.**

**\*\* MR. CONROY MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services