

**CITY OF NORWALK
BOARD OF ESTIMATE AND TAXATION
REGULAR MEETING
JANUARY 6, 2014**

ATTENDANCE: Mayor Harry Rilling; Erik Anderson; Gregory Burnett;
James Clark; James Feigenbaum

STAFF: Robert Barron, Assistant Finance Director; Thomas Hamilton,
Finance Director; Donna King, City Clerk

OTHERS: Stuart Wells, Democratic Registrar of Voters;
David Westmoreland, Chair, Norwalk Historical Commission

Mayor Rilling called the meeting to order at 7:30 p.m. and called the Roll.

1. APPROVAL OF MINUTES

December 2, 2013 – Regular Meeting

The following corrections were made to the minutes of December 2, 2013:

Page 1 – delete “quorum”

Page 2 – 15 million should read “\$15 million”

**** MR. CLARK MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MR. BURNETT)**

2. SPECIAL APPROPRIATIONS AGENDA (SECTION A)

List of Resolutions

***RESOLVED, THAT A SUM NOT TO EXCEED \$45,000 BE AND THE
SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE
REGISTRAR OF VOTERS DEPARTMENT TO COVER COSTS
ASSOCIATED WITH THE SEPTEMBER 2013 DEMOCRATIC
MAYORAL PRIMARY (ACCOUNT # VARIES)***

Mr. Barron explained the item and said that the department budget is based upon known activities. Mr. Clark asked about the transportation costs. Mr. Wells explained that they hire movers to move the cabinets with the tabulators and other equipment to and from the

voting places. The tabulators and ballots are locked until voting day.

Mr. Anderson asked about the costs for part time staff. Mr. Wells explained that they were the poll workers. He suggested that in the future, they appropriate funding before the primary.

Mr. Feigenbaum asked if the \$19,000 cost for poll workers is consistent for a primary. Mr. Barron said that the numbers reflected what was paid in the past. Mr. Wells added that it also depends on the number of polling places.

Mr. Burnett asked if it would be appropriate to amend the motion to add the recount for the Board of Education.

**** MR. ANDERSON MOVED TO APPROVE THE FOLLOWING RESOLUTION AS AMENDED**

***RESOLVED*, THAT A SUM NOT TO EXCEED \$45,000 BE AND THE SAME IS HEREBY TRANSFERRED FROM CONTINGENCY TO THE REGISTRAR OF VOTERS DEPARTMENT TO COVER COSTS ASSOCIATED WITH THE SEPTEMBER 2013 DEMOCRATIC MAYORAL PRIMARY AND THE NOVEMBER 5, 2013 MANDATORY RECOUNT (ACCOUNT # VARIES)**

**** MOTION PASSED UNANIMOUSLY**

Advertised Items - 1

Report on Special Appropriations

Justification/Back-up material

3. TRANSFER AGENDA (Section B)

**** MR. CLARK MOVED THE FOLLOWING TRANSFERS:**

FROM				TO	AMOUNT
06-6300-5620	Historical Grants & Donations	01-620-5140		Library Part Time Wages	\$25,000.00
01-6000-5620	Historical Grants & Donations	01-6300-5130		Historical Temporary Wages	\$14,236.25
01-6300-5140	Historical Part Time Wages	01-6300-5130		Historical Temporary Wages	\$10,000.00
01-6300-5620	Historical Grants & Donation	01-6300-5258		Historical Other Prof. Svcs.	\$ 7,617.18

Mr. Barron explained the transfers. Mr. Anderson asked how the move was going. Mr. Westmoreland said that the move was completed and they were able to inventory and catalogue everything. Every item has also been archived and stored properly. He said

that he was pleased to report that the Historical Commission has been active with loaning out items from the collection and keeping it in circulation.

Mr. Hamilton said that the archives at the Norwalk Library are open and available to the public. He said that the next step is to get the Lockwood House ready for the collection. Mr. Clark thanked Mr. Westmoreland for preserving Norwalk's history.

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling appointed Mr. Clark as chairman of the Board of Estimate and Taxation.

4. OTHER BUSINESS (Section C)

5. ADDITIONAL INFORMATION (Section D)

Oak Hills Financial Status – November 2013

Mr. Barron reviewed the fiscal year to date financial status. He said that this year's total revenue rounds were \$98,000 more than last year. Assets were down by \$17,000, but they are non-cash assets. The liabilities are down by \$143,000; the biggest drivers are accounts payables and accrued expenses. Mr. Barron said that Oak Hills appears to be on target.

Mayor Rilling asked what Golf Now Rounds are. Mr. Barron said that he will find out. Mayor Rilling said that he was happy to see Oak Hills moving along nicely and has heard that the course is in remarkable shape. Mr. Anderson said that it gets recognition in the golfing community.

Summary of Special Appropriation - FY 2012-13

Status of Contingency – FY 2013-14

Financial reports

- Year-to-date Capital Budget Report – FY 2013-14

Mr. Barron explained that over the last two years, he has worked to clean up the capital report. The largest amount was for the demolition of the former police station, which came in under budget.

- Year-to-date Operating Budget Report – FY 2013-14

Mr. Barron gave a general overview of the operating budget.

- Year-to-date BOE Operating Budget Report – FY 2013-14

Mr. Barron explained that spending year to date is at 50.7%, which is where they expect the Board of Education to be. He said that the reason they are at 56.7% and not at 50.7% is because it includes encumbrances. Their spending without encumbrances is still 50.7%.

- Tax Collector's Report – November 2013

Mr. Barron reviewed the Tax Collector's report. He said that she collected over \$147 million, which is about 52% of the original tax levy. They anticipate that back tax collection will exceed last year's collection.

- Tax Collector's Narrative – November 2013
- Key Revenue Report – YTD December 2013

Mr. Barron highlighted the four key revenue drivers:

- Real Estate Conveyance Tax
- Building Permits
- Investment Income
- Recording Fees

Mayor Rilling asked about the recording fees. Mr. Hamilton said that they were impacted by the mortgage and refinancing activity. Mr. Anderson noted that refinancing has been dropping off. Mr. Barron said that he will check to see if the number has changed. Mr. Hamilton said that he will check to see if the 95/7 fees have been recorded.

Salary accounts

- Fire Overtime
- Dispatch Overtime
- Police Overtime

Mr. Barron reviewed the salary accounts and said that the big takeaway is that Police and Fire are roughly on budget.

Mr. Hamilton highlighted the audit report and said that it was a clean audit. The City is in a solid financial position.

**** MR. ANDERSON MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:36 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services