

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
May 5, 2014.

ATTENDANCE: Commissioners: Charles Yost, Chair; Debora Goldstein, David Brown,
Dr. Michael Intrieri, Treasurer

STAFF: James Smith, General Manager; Ron Scofield, Assistant
General Manager.

OTHERS: Sarah Mann, Fire Chief Denis McCarthy, Sarah Amato Mills, Marvin
PTO; Tonya Gonsalves

CALL TO ORDER.

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT.

No one from the public wished to address the Commissioners at this time.

MINUTES OF MEETING.

March 3, 2014.

Commissioner Brown asked about whether the foreman's position had been completed and sent out. Mr. Smith said that he had sent it out two weeks earlier.

Commissioner Brown asked whether the existing pole agreement had been followed up. Mr. Smith said that he had found one agreement, but not the most recent.

Commissioner Goldstein reminded everyone that AT&T was going to be selling off their land lines to Frontier. She pointed out that the Third Taxing District should contact them regarding the use of the telephone poles as this could be a new revenue stream.

The following correction was noted:

Page 1, under **ATTENDANCE**, please change "Dr. Michael Intieri" to "Dr. Michael Intrieri, Treasurer"

**** COMMISSIONER YOST MOVED THE MINUTES OF MARCH 3, 2014.**
**** COMMISSIONER GOLDSTEIN SECONDED.**
**** THE MOTION TO APPROVE THE MINUTES OF MARCH 3, 2014 AS CORRECTED PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
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April 7, 2014.

A discussion about the Jumar contract followed. Mr. Smith reported that Atty. Bove had spoken with Jumar about the contract and the correction was made. Mr. Smith said Atty. Bove signed off on the legal language.

Page 1, under **ATTENDANCE**, please change “Dr. Michael Intrieri” to “Dr. Michael Intrieri, Treasurer”

- ** COMMISSIONER YOST MOVED THE MINUTES OF APRIL 7, 2014.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF APRIL 7, 2014 AS CORRECTED PASSED UNANIMOUSLY.**

April 9, 2014.

- ** COMMISSIONER YOST MOVED THE MINUTES OF APRIL 9, 2014.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF APRIL 9, 2014 AS SUBMITTED PASSED UNANIMOUSLY.**

April 15, 2014.

- ** COMMISSIONER GOLDSTEIN MOVED TO HAVE THE MINUTES SENT BACK TO TRANSCRIPTION SERVICE FOR A VERBATIM TRANSCRIPT.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION TO HAVE THE MINUTES SENT BACK TO TRANSCRIPTION SERVICE FOR A VERBATIM TRANSCRIPT PASSED UNANIMOUSLY.**

- ** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO CONSIDER THE VAN ZANT STREET HVAC BID AS THE NEXT AGENDA ITEM.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION TO SUSPEND THE RULES TO CONSIDER THE VAN ZANT STREET HVAC BID AS THE NEXT ITEM PASSED UNANIMOUSLY.**

HVAC Bid – Van Zant Street Firehouse.

Chief McCarthy came forward and said that the HVAC system for the East Norwalk Firehouse and the first round of bids came back extremely high. He said that a second bid had gone out and an acceptable bid had been submitted. He said that he was present to request additional funding.

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Commissioner Goldstein said that the TTD would have to go into the reserve fund since this request was not included at the annual meeting. She said that she hoped that in the future the schedules would be in sync. Chief McCarthy said that he was not familiar with the District process. He said that he had been requested to provide back-up information for the bathrooms and had done so. He said that he would work with the General Manager to correct the problem.

Dr. Intrieri asked who sits down with the contractors. Chief McCarthy said that the Department does not get involved in the sealed contract process. The Department will be involved in work, but not the bidding process.

**** COMMISSIONER YOST MOVED TO APPROVE THE ADDITIONAL FUNDING OF \$4,841.00 FOR THE EAST NORWALK FIREHOUSE HVAC SYSTEM.
** COMMISSIONER BROWN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Smith commented that one of the problems was that this project had extended over a number of years. He suggested that in the future there be a timeline established for the use of the funds.

Renewal of Jumar Marketing Service Contract.

Commissioner Brown said that he never saw a full itemized bill. Mr. Smith said that right now, the TTD receives a monthly retainer and that this issue had been discussed with Jumar. From now on, the TTD will be receiving an itemized bill. Commissioner Goldstein said that she had been a member of the public when the 100th Anniversary bill came in and that the event had come close to paying for itself through table rentals.

**** COMMISSIONER BROWN MOVED TO APPROVE THE JUMAR MARKETING CONTRACT PENDING THE RECEIPT OF ITEMIZED MONTHLY BILLS.
** COMMISSIONER GOLDSTEIN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

General Manager's Comments.

Mr. Smith said that Mr. Scofield would be giving the Commissioners an update on the concert series. Mr. Scofield said that he had a handout for the Commissioners regarding this.

• **Policy on Donations** - Mr. Smith said that he needed some clarification on the policy. He distributed copies of a potential donation policy. He said that he could make it as general or specific as the Commission wants.

Commissioner Goldstein said that ENNA was a charitable organization. Mr. Smith said that this was a very generic, high level policy. Commissioner Yost said that the Commission should decide when donations are requested. Dr. Intrieri said that he thought that the Commissioners

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should have the flexibility to make the determination. Commissioner Yost said that he would like a value statement about how the funds would be used.

Commissioner Goldstein said that looking historically at the types of requests from the various groups, there were things that strayed from the Charter. She said that she would appreciate seeing something that would be flexible enough that would fit the mission. Commissioner Yost said that the requests need to be submitted by a set date so that the requests are before all the Commission. Commissioner Brown said that he felt Atty. Bove should be as specific as possible. He said that while the request from Marvin PTO was noble, he would be voting no. Commissioner Goldstein said that the policy would have to be grounded in what the TTD is obligated to do under the charter. Commissioner Yost said that he would like a form posted on the website. Commissioner Goldstein said that she would like to see matching funds used. Mr. Smith said that he would get a draft to the Commissioners in the next few weeks for a vote at the June meeting.

• **Bylaws-** Mr. Smith then distributed a set of draft bylaws from another organization. Commissioner Brown said that he had seen a set of bylaws that appeared to mirror the employment contracts. Mr. Smith pointed out that the document speaks about how the board runs and what processes are involved. Commissioner Yost suggested that Atty. Bove review this and draft some bylaws.

Mr. Scofield distributed a document summarizing the three bands that could be potential performers for a concert. Commissioner Goldstein said that none of the Commissioners had heard any of the three bands before. Dr. Intriери said that he would be interested in the banjo performance.

**** COMMISSIONER YOST MOVED TO BOOK THE EASTON BANJO SOCIETY FOR A CONCERT.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Smith said that because there would be seven concerts this year, he needed some of the Commissioners to introduce the groups and present the checks. The Commissioners said that they would be happy to help with this.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO CONSIDER THE MARVIN SCHOOL GRANT REQUEST AS THE NEXT AGENDA ITEM.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Marvin School Grant Request.

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Ms. Amato Mills came forward and said that when she had a grant request, she had to fill out forms, and then afterwards documents where the money went. She pointed out that most of the Marvin students were customers of the TTD, She said that it was reasonable to ask how the money was going to be used. The teachers would be happy to report back to the Commission on the use of the funds. Commissioner Brown said that in the past, the TTD had taken their trucks down to the school to demonstrate how they worked. Ms. Amato Mills said that the teachers would be happy to have the TTD do this again.

Commissioner Goldstein said that the request had been for \$6,000 but it had been reduced to \$4,400 because there were some activities that were not related to energy science, such as the trip to the Zoo.

The discussion moved to the types of school activities that the funding would cover. In the future, any requests must be compliant with the forthcoming guidelines.

Commissioner Brown said that he had not gotten the bidding policy yet and felt he had to make sure that it was within the guidelines. While he felt that this was a worthwhile request, he said that he would be voting against it.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE A GRANT SUM OF \$4,400 FOR THE MARVIN SCHOOL.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED WITH TWO IN FAVOR (YOST AND GOLDSTEIN) AND ONE OPPOSED (BROWN).**

TTD Signs.

Commissioner Brown then distributed documents with color photos of three different signs. Two of the signs had a nautical theme and one had a U.S. flag background. Mr. Scofield said that people had been using the park as a dog park. The old wooden sign was falling apart. A sign was included with last year's budget request and approved. Mr. Scofield said that the staff had chosen the sign design. Commissioner Brown said that this was a decision that the Commissioners should be making, not the staff. He said that the sign did not match the nautical theme of the others. Discussion followed.

Narrative/Motion on Rate Study.

Mr. Smith said that he had compiled the comments from the Commissioners. Commissioner Yost said that there was time to make this decision. This will be discussed again at a future meeting.

Five Year Commission Planning Calendar - Calendar Year 2014-2018.

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Mr. Smith said that this was a basic month by month calendar for the next five years. The routine items are indicated and the unique items would be inserted as needed. Dr. Intrieri said that he thought this was great and was clear on the guidelines.

Construction Work in Progress – Motion to Deposit Excess Funds.

Commissioner Brown said that he would like clarification on where the excess funding came from. He said that the TTD had borrowed some funds from the Rate Stabilization account and other funds. He said that the first funds from Cervalis should be used to replenish the funds that had been drawn down for the project. He wished to know why the funding was being deposited into the Capital Funds account. Mr. Smith said that this was funding that was used for construction projects. Discussion followed.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE DEPOSIT OF THE BALANCE OF THE EXCESS FUNDS OF \$39,421.68 INTO THE CAPITAL IMPROVEMENT ACCOUNT.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO REOPEN THE PUBLIC COMMENT PORTION OF THE MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT CONT'D.

Ms. Tonya Gonsalves of 25 Cottage Street, who is a tenant of Jim Cunningham, came forward to address the Commissioners. She said that she came to Norwalk two years ago. She came to TTD and did not know about the deposit of \$300. Now the deposit is \$500 and Ms. Gonsalves explained she is retired and on a fixed income. She said that she had been paying the bills with her debit card. She said that the electric had been turned off and she had appealed to Person-to-Person, but they were not able to help much. Commissioner Goldstein asked whether the Alternative Credit Report had been checked. Mr. Scofield said that TransUnion had pulled her credit rating down with repeated inquiries. Commissioner Goldstein said that the Alternative Credit Report would take her timely payments and build a credit report. Discussion followed. It was the consensus of the Commission that this could be worked out by the staff.

Dedication Ceremony.

Mr. Smith said that the majority of the landscaping had been completed. The project should be finalized in the next week to 10 days. He said that he would like to have a formal dedication. Discussion followed about potential dates for the ceremony, Mr. Smith said that he would confirm the date of June 6th with the Commissioners tomorrow.

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Dr. Intrieri left the meeting at 8:55 p.m.

Discussion/Analysis of Financial Statements/Key Performance Indicators.

Mr. Smith gave an overview of the Financial Highlights from July 2013 to March 2014. Commissioner Brown had a number of detailed questions about the footnotes.

Commissioner Goldstein asked why the actuaries were done every two years. Mr. Smith said that was when the audit was done on the pensions.

Commissioner Yost asked for an update on Cogsdale. Mr. Scofield said that there was a lengthy report. He said that there were items like the budget plan that would now be done in the system and be more efficient. There will also be a way to estimate routes and provide more flexibility for the staff. Once the business process is completed, there will be numerous new functions that will be activated. The results came in late last week. Mr. Smith said that he would provide the Commissioners with a complete update once things are in place. Discussion followed.

Commissioner Goldstein asked for some follow-up on Maplewood. Mr. Smith said that TTD had contacted the vendor who was going to do an upgrade on the lighting.

Commissioner Yost asked about the Conley issue. Mr. Smith gave a brief update.

ADJOURNMENT.

**** COMMISSIONER YOST MOVED TO ADJOURN.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services