

THIRD TAXING DISTRICT
of the City of Norwalk
Regular Meeting
November 6, 2013

ATTENDANCE: Commissioners: Charles Yost, Chairman; David Brown;
Deborah Goldstein

STAFF: James Smith, General Manager.

OTHER: Mike Imbrogno, Benefit Planning Administrator;
Atty. John Bove, District Counsel.

CALL TO ORDER

Mr. Yost called the meeting to order at 6:05 p.m.

Public Comment

Mr. Yost asked Town Clerk, Richard McQuaid to perform the induction for the newly-elected Commissioner of the Third Taxing District, Ms. Debra Goldstein. Mr. McQuaid performed the swearing-in of Ms. Goldstein, and she was inducted to her position on the Commission.

Introduction of New Employee

Mr. Smith introduced Mr. Scott Tracey, a new Substation Technician that will be working with Pete Johnson. He added that in working with Mr. Johnson, Mr. Tracy will transition into the position as part of his recommended staff plan for employee turnover and retirement.

Minutes of Meeting – October 7, 2013

**** MR. BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 7, 2013 AS SUBMITTED.**

**** MR. YOST SECONDED.**

**** MOTION PASSED WITH TWO VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (GOLDSTEIN).**

Insurance Review

Mr. Mike Imbrogno, Benefit Planning Administrator, presented the insurance review and provided a comparison outlining actual healthcare costs for 2012-2013 and anticipated costs from Anthem Blue Cross Blue Shield, for 2014.

He reviewed the analysis and outlined the annual increases of approximately 3.5% from Anthem, and stated that he recommended renewing early to avoid a cost increase. There was a discussion on the advantages and financial incentive of this early renewal. Ms. Goldstein asked about the scope of the savings and if there was enough of an incentive for such early renewal. Mr. Imbrogno agreed to provide an added column on the comparison chart to include the projected increase by line item and he would e-mail this information to the Commissioners. He explained that the package is cancellable if the rates significantly change compared to the analysis provided.

It was noted that the employees are extremely happy with Anthem, and they have had very few problems since they became our carrier in 2012. There was a discussion of prescription plan and deductibles, and Mr. Imbrogno noted that the plan is highly rated and very generous in comparison to current, more common high deductible plans. Mr. Brown asked about the employee names listed on the chart under rate information and Mr. Imbrogno explained that it was based on a tiered plan and reflected those employees and retirees that are in Medicare.

**** MR. BROWN MOVED TO ACCEPT THE RECOMMENDATION OF RENEWAL WITH ANTHEM IN THE AMOUNT OF \$183,981 TO INCLUDE THE ADDITION OF A NEWLY HIRED EMPLOYEE.**
**** MS. GOLDSTEIN SECONDED THE MOTION.**
**** MOTION PASSED UNANIMOUSLY.**

General Manager's Report

Update on Rate Study

Mr. Smith reported that the Rate Study has not been issued pending receipt of the final audit numbers that are due from the actuary analysis of the pension obligation liability. There was a discussion on this on-going delay and the possibility of replacing the Actuary, which may be a future recommendation.

Update on Fitch Street/Cervalis Projects

Mr. Smith reported that Fitch Street is 80% complete, and they are doing the relays and electronic work in the control house.

He reported that Cervalis is energized as of today and final hook up will be done on Friday rather than tomorrow due to the weather forecast of rain. He summarized that both projects are coming along on-time and under budget with expenses to-date versus budget as follows:

	<u>(\$000)Budget</u>	<u>Expended to Date</u>	<u>Balance</u>
Fitch Street:	\$1,712	\$1,373 -	\$358,000 left to spend
Cervalis:	6,224	\$5,734 –	\$490,000 left (pending change orders)

There was a discussion about the trees along the east side adjacent to Accurate Auto. Mr. Smith stated that there will be screening put up to block the view of the substation. He reported that the cost numbers will be in next week, and it was felt that this was a minimal expense that should be absorbed by the District as part of being a good neighbor.

IT Update Discussion

Mr. Smith stated that Mr. Brown asked for this to be on the agenda to give an overview of the situation with the consultant. Mr. Smith explained that the past technical consultant was a single-person vendor located in Westchester County, New York and there were performance issues. He described the arrangement as not financially effective or time-efficient due to the off-hour limited support availability. He added that when the consultant was asked to provide back –up support, he replied that he would have to double his fee in order to train another person on the account.

Mr. Smith explained that a new local firm has now been hired and they are very pleased with them. He stated that it is both financially better, approximately \$40,000 less per year, and the arrangement includes an up-to-date technology system with 24/7 technical support. Mr. Brown asked about deals on hardware and Mr. Smith replied that they deal with Dell products and equipment upgrades are very reasonable. He added that the goal is to make the technology effective and to spend the least amount of money, and this is a tremendous value improvement.

Discussion/Analysis of Financial Statements

Mr. Smith provided a review of the financial reports as of September, 2013 and included an explanation of noted major variances versus a year ago.

Update on Discussion with Person to Person Agency

Mr. Smith referred to an e-mail from Person-to-Person that outlined how they provide help with securing financial assistance to the community and are now a partner in social service provision in Norwalk. There was a discussion on how they determine the selection criteria

and how they provide financial emergency assistance and administer funds that are made available.

It was suggested to allocate an amount from \$20,000 to \$25,000 as a set aside for customers in need of financial assistance and then meet with the Person to Person agency to review their guidelines. Ms. Goldstein suggested that this could be used as good public relations and there may be a potential of donor matching. Mr. Yost recommended that Jumar be made aware of this for a press release to the media.

**** MR. YOST MOVED TO APPROVE THE ALLOCATION OF \$20,000 TO BE USED FOR CUSTOMERS IN NEED OF FINANCIAL ASSISTANCE.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Update on Substation Cyber Security

Mr. Smith referred to e-mail correspondence from APPA outlining cyber-related activities, a Fact Sheet on cyber security standards in the electric industry, and new and proposed legislation in response to the increasing threats posed to the nation's bulk power system. He explained that TTD will come under NERC (North American Electric Reliability Corporation) standards once the Fitch St. substation becomes operational, which subjects TTD to rules and regulations which we will have to follow to insure compliance. He added that an expert has been retained in order to comply with these cyber security best practices and guidelines through CMEEC.

Mr. Yost requested this be added to the project list so it can be tracked.

Approval of Commission Meeting Schedule for 2014

It was noted that the schedule of meeting dates for the calendar year of 2014 was presented for discussion at the last meeting, as follows:

Monday, January 6; Monday, February 3; Monday, March 3; Monday, April 7;
Monday, May 5; Monday, June 2; Monday, July 7; Monday, August 4;
Monday, September 1; Monday, October 6; Wednesday, November 5;
Monday, December 1: Annual Meeting: Wednesday March 5 at 7:00 p.m.

Atty. Bove commented on the ADA compliant issue with the handicap access limitations of the Library and the complaint that was made after the annual meeting. It was noted that arrangements are being made to hold next year's annual meeting at Marvin School.

**** MS. GOLDSTEIN MOVED TO APPROVE THE SCHEDULE OF MEETING DATES FOR 2014 AS SUBMITTED.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Approval of Fitch Street Project Change Orders

Mr. Smith referred to change orders #5-6 submitted by Eaton Corporation for items which were not included in the original scope of work under the contract for a total of \$40,601. He outlined the details of the change orders and explained that a review was done by both Joe Cristino and himself. He explained that this leaves approximately \$200,000 remaining in contingency, and he recommended processing the change orders as presented.

**** MR. YOST MOVED TO APPROVE THE EATON CHANGE ORDERS #5-6 AS SUBMITTED NOT TO EXCEED A TOTAL OF \$40,601.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Executive Session – There was no Executive Session

Adjournment

**** MR. YOST MOVED TO ADJOURN.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Marilyn Knox,
Telesco Secretarial Services