

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
December 1, 2014

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

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

**OTHERS:** Pete Murphy and Liz Lyons (James P. Murphy & Associates)

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no one from the public present to comment at this time.

**MINUTES OF MEETING**

**November 6, 2014 Regular Meeting**

The following change was noted:

Page 3: Add the following paragraph after the first paragraph under Health Insurance Renewal:

“Commissioner Goldstein questioned why the existing plan needed to be transitioned. Mike Imbrogno stated the existing plan was not compliant with the ACA.”

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 6, 2014 REGULAR MEETING AS CORRECTED.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 6, 2014 PASSED UNANIMOUSLY.**

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**November 11, 2014 Special Meeting**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 11, 2014 SPECIAL COMMISSION MEETING.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 11, 2014 SPECIAL MEETING PASSED UNANIMOUSLY.**

**November 20, 2014 Special Meeting**

The following change was noted:

Page 12, Line 5: Remove the word "issues".

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 20, 2014 SPECIAL MEETING AS CORRECTED.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 20, 2014 PASSED UNANIMOUSLY.**

**LIBRARY SURVEY**

**\*\* COMMISSIONER GOLDSTEIN MADE A MOTION TO ADD AN AGENDA ITEM AS #3 ENTITLED LIBRARY SURVEY.**

**\*\* COMMISSIONER BROWN SECONDED.**

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

The Commissioners placed a phone call to Kevin Coughlin and Patrick Romano of DNA Campaigns in order to discuss their credentials for the library survey. Commissioner Yost explained who TTD was and how the library fits under our realm. He then asked DNA Campaigns for their background. DNA Campaigns has been in business for approximately 2-1/2 years as a full-service consulting firm with considerable experience in the political arena.

Commissioner Brown asked if DNA Campaigns is more of a political firm, would they be able to assist TTD with their needs. DNA Campaigns replied that they would need to flesh out specifics, but believes they would be able to assist TTD with their needs.

Dr. Intrieri asked if DNA Campaigns had any experience with library surveys and what types of surveys do they conduct, i.e., paper, phone, etc. Their response indicated that a survey is a survey. They indicated that surveys can be done via phone, direct mail with a phone follow-up or even door-to-door to get the best contact, but this could be more expensive.

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Commission Goldstein asked how long would it take to conduct the survey. They replied, if a call center was used, it could take a couple of days to a week depending on the number of questions being asked.

Dr. Intrieri asked who would provide the questions for the survey and how would TTD receive the feedback. The questions would be developed as a combination of both DNA Campaigns and TTD. Once complete, the analysis can be presented in written form or in person.

Commissioner Yost asked DNA Campaigns to please send along some materials, examples and pricing for further review.

### **INSURANCE RENEWAL**

Pete Murphy and Liz Lyons from James P. Murphy & Associates presented the Property & Casualty Insurance Renewal Proposal to the Commission. Overall, the renewal coverage went down approximately \$7,200 over last year. The decrease in the coverage was mainly due to the Workers Compensation Policy's Mod Rate which decreased from 1.29 to .90 and the property revaluations with the City of Norwalk.

There was an increase in the Total Umbrella Premium and Commissioner Yost asked if there was any way to reduce the increase. The only way to reduce this would be to reduce coverage and it was recommended not to do this.

Liz Lyons indicated to the Commission that it's possible that the Workers Compensation could go down even lower due to the potentially new AIG lower rates, but she would not have that answer until at least mid-December.

**\*\* COMMISSIONER YOST MOVED TO ACCEPT THE RECOMMENDED 2015 INSURANCE RENEWAL AS PRESENTED BY OUR CONSULTANT, JAMES P. MURPHY & ASSOCIATES, INC., AND THE MANAGEMENT OF THE DEPARTMENT, WITH THE UNDERSTANDING THAT THE TOTAL WORKERS COMPENSATION POLICY PREMIUM MAY BE ADJUSTED DOWNWARD DUE TO THE POTENTIALLY NEW AIG LOWER RATES.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

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

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## **GENERAL MANAGER'S REPORT**

### **Car Donation to J.M. Wright Technical School**

Mr. Smith told the Commission that we are still working on getting the Aveo donated to the school and have been in touch with Tom Horvath, the Auto Mechanics Shop Teacher. We are planning to set up a photo session for Sunday, December 14<sup>th</sup> at 4:00 p.m. at the TTD offices.

### **Status of Audit**

Mr. Smith stated that the audit is almost finished, but is in need of two more items: 1) the East Norwalk Library Audit and 2) a copy of the actuarial report from Hooker & Holcomb. He expects the report to be completed by mid-December and will review it at the January 2015 Commission meeting.

### **Holiday Party**

Mr. Smith told the Commission that Wednesday, December 17<sup>th</sup> at 6:00 p.m. seems to be the date that works for all and will be in touch with John Bove to confirm the South Norwalk Boat Club for the event. He will let everyone know once it has been confirmed

## **CHRISTMAS TREE LIGHTING**

Mr. Scofield reviewed the draft program for the upcoming Christmas Tree Lighting to be held on Sunday, December 14<sup>th</sup>. The Commissioners and Treasurer went through each part of the program and changed their roles in the program. Once the changes have been incorporated into the program, a final program will be sent to the Commission later in the week.

## **2015 YEARLY PLANNING CALENDAR**

Mr. Smith went through the upcoming 2015 Yearly Planning Calendar with the Commission and indicated the changes that were made over last year's calendar. In addition to those changes, the Commission asked to add a few more items, i.e., Library Project, Customer Service Survey, Person-to-Person Program and Chowdafest. A revised calendar will be sent to the Commission once all changes are made.

## **DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS**

Mr. Smith reviewed the October financials with the Commission and informed them that October sales were down due to the weather and explained that September and October are considered "shoulder" months. Expenses appear to be in good shape versus last year. Discussion ensued and all questions were answered satisfactorily.

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Commissioner Goldstein expressed concern about the continuing downward trend with sales. Mr. Smith responded that we are trying to hold rates steady for as long as possible.

Maplewood – Mr. Smith informed the Commission that Mr. Scofield is working on a potential solution to the problem. Mr. Scofield has opened up a dialogue with Nick Gullusci, Assistant Project Manager, and is hopeful that they can resolve the issue sometime during the first week of December.

### **LIBRARY PROJECT**

Commissioner Yost asked Commissioner Goldstein if there was any update to the RFP. She is currently working on it. The question was raised as to who it should be sent to in order to get it back in a timely fashion. They are hoping to have it out by the end of December.

Commissioner Yost asked to schedule a Special Commission meeting for next week to finalize the RFP and made a bidder selection. The meeting has been scheduled for Thursday, December 11<sup>th</sup> at 7:00 p.m.

### **ADJOURNMENT**

- \*\* COMMISSIONER YOST MOVED TO ADJOURN.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District