

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
February 1, 2016

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

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager

OTHERS: Liz Lyons, Peter Murphy (Benefit Planning)

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 was in attendance.

MINUTES OF MEETING – JANUARY 19, 2016

The following changes were noted:

Page 2 – Second paragraph under “Vote on Implementation Plan Proposal Recommendation,”
line 1, remove the word “the.”

Page 4 – Title “Review of Editorial Replay” should be “Review of Editorial Reply.”

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF JANUARY 19, 2016 WITH THE ABOVE CHANGES.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

CYBER SECURITY INSURANCE

Mr. Murphy of Benefit Planning presented a follow-up from the December 7, 2015 Commission Meeting with regard to Cyber Security Insurance. Per the request of the Commission to obtain additional information including updated quotes, Benefit Planning presented quotes from three vendors (Beazley Insurance, Chubb and Hiscox Insurance).

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Mr. Murphy explained to the Commission why it was difficult to obtain quotes from insurance carriers due to the fact that TTD is a utility/municipality. Discussion took place about the three quotes and what they cover.

Ms. Lyons told the Commission that Mr. Scofield was sent a Data Breach Calculator (small survey) to complete in order to determine what TTD's risk would be. The calculator is an evaluation of what TTD's initial cost would be if there was a breach. By using this figure, one can determine how much coverage should be purchased.

**** COMMISSIONER BROWN MOVED TO ACCEPT THE CYBER SECURITY INSURANCE PROPOSAL FROM HISCOX INSURANCE IN THE AMOUNT OF \$2MM FOR AN ANNUAL PREMIUM OF \$6,013.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

STRATEGIC PLANNING BIDS

Mr. Smith reviewed the four proposals he received for Strategic Planning, which are recapped in the Strategic Planning Matrix provided to the Commission. In his opinion, the selection of the right facilitator is critical to the overall strategic planning process at TTD, as the development will lay out both a short and long term vision for the department to follow in future years. It is Mr. Smith's recommendation that APPA Hometown Connections be selected based on their experience with small public power utilities, overall approach and general cost effectiveness.

Commissioner Brown asked why TTD needs a strategic plan. Mr. Smith said a strategic plan gives you a short and long term roadmap as to where you want to go. In Mr. Smith's opinion, TTD and the Commission need to determine what the long-term vision is of the utility, i.e., where does TTD want to be in five years.

**** COMMISSIONER BROWN MOVED TO ACCEPT THE APPA HOMETOWN CONNECTIONS PROPOSAL IN THE AMOUNT \$18,000.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

AGENDA AND DISTRICT BUDGET PRESENTATION

Mr. Scofield presented the proposed Annual Meeting Agenda to the Commission for review. Mr. Scofield reviewed the agenda items and what happens at each stage during the meeting. Mr. Scofield mentioned that we need to put a mechanism in place to have time to review with the Elected Chair how the meeting should be handled. It was suggested that we add a line to the Agenda indicating a "pause" during the meeting.

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Another concern was what to do about the Minutes from last year's Annual Meeting. Ms. Lyons (who had remained for the meeting) spoke and reviewed how Robert's Rules would work with this. It was determined that the agenda should include the "Reading and Acceptance of the Annual Meeting Minutes of March 23, 2015." Mr. Smith is going to check with Atty. Bove to see where in the agenda the Minutes should be placed.

Further discussion took place about the Agenda. It was decided that Dr. Intriери would give a brief "District Year in Review" to the ratepayers, letting them know what events took place during the year and how well-received they were.

The Financial Report of the East Norwalk Improvement Association given by Stan Siegel will be removed from the Agenda. Instead, after the presentation of the District Budget by Commissioner Brown, representatives of the Library, Firehouse and Cemetery will be invited to speak and give a brief summary.

The Agenda and packet for the Annual Meeting will be revised accordingly and sent out to the Commission for their final review.

District Budget

Mr. Scofield presented the District Budget to the Commission for their recommendations or changes. After discussion, the only change made to the District Budget presented was to add \$8,000 to line 26 – Library Masterplan/Improvements.

UPDATE ON ANNUAL MEETING PROCEDURES

Mr. Scofield presented his recommendation for the transcribing of the Annual Meeting Minutes. He explained the dilemma that was encountered when researching individuals/companies that specialize in transcription. Some of the individuals are able to do full transcripts, but not Corporate Minutes. Others would do Corporate Minutes, but not the full transcript. It was Mr. Scofield's recommendation to hire two individuals (Karen Birck and Andrea Kingsley) for an approximate fee of \$586.50. Each has their own specialty and between the two we would have both the full transcript and Corporate Minutes. This would be a savings of approximately \$1,000 from the original suggestion of Stamford Court Reporter.

SUMMER DISTRICT CONCERTS

Mr. Scofield presented a list of bands for the 7 summer concerts with his recommendations. He also presented the Commission with optional bands if they would like to switch any out of the mix. The Commission will take the lists with them and submit their recommendations to Mr. Scofield by Friday, February 5th. Mr. Scofield will then take the top 7 from all the submissions.

GENERAL MANAGER'S REPORT

Library Implementation Plan

Commissioner Yost reviewed the letter from the TTD Commission to the East Norwalk Association Library Board with the recommendation for the Implementation Plan provided by Aaron Cohen & Associates. The Commission awaits a response from the Board with a future meeting date recommendation.

Commissioner Yost signed the letter and it will be mailed to Jim Anderson, President of the Board on Tuesday, February 2nd.

April 4, 2016 Commission Meeting

Mr. Smith asked the Commission if they would please consider moving the April 4th meeting to Thursday, April 7th. The Commission requested that Mr. Smith send out an email to the Commission so they may check their calendars and let him know.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith started by stating that December turned out to be a better month than anticipated and Total Income was up 3.1% over December 2014 due to the fuel adjustment being higher. The first six months in the fiscal year Total Income is up by 14% mostly due to the fuel adjustment. Expenses appear to be about 5% above last year which is mainly due to uncontrollable expenses.

Other Income is down a bit over last year because the Norden units have not been running as much. Other Expenses is just about even. Rate Stabilization is \$456,248, up \$80,712 vs. \$375,536 for the same period last year. Net Income is \$843,169, up \$463,236 vs. \$379,933 last year.

Principle balance with CMEEC continues to come down. Capital Additions are at \$689,035 which is mostly the SCADA project. Power Supply costs are just about even over last year.

KPI's – In January there should be some movement shown as there were write-offs on the receivables during the month. For the month of December the PCA shows an under-collection of \$37,089 based on weaker than expected costs.

PROJECT SUMMARY

There were no questions on the Project Summary.

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EXECUTIVE SESSION

- ** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND THE MAPLEWOOD CLAIM.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield entered into Executive Session at 9:02 p.m.

- ** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield returned to public session at 9:25 p.m.

ADJOURNMENT

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

The meeting adjourned at 9:26 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District