

FINAL

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

June 20, 2016

ATTENDANCE: Commissioners: David Brown, Chair; Debora Goldstein

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager;
Mike Adams, General Line Foreman

PUBLIC: Susan Wallerstein (Norwalk Arts Commission)

CALL TO ORDER

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

PUBLIC COMMENT

Ms. Susan Wallerstein from the Norwalk Arts Commission was in attendance to invite the Commission to participate in the development of the content for a mobile guide to feature art, history, culture and recreational assets of the City of Norwalk. There are 5 tours planned to launch throughout the summer and into the fall.

If Third Taxing District chooses to participate, the Arts Commission is asking that the Commission come up with points of interest in East Norwalk (i.e., Roger Ludlow Statue, Mill Pond, Library, etc.), as well as five photos to coincide with the dialogue. They are also asking if anyone is interested in narrating the text, which can be written by either someone from Third Taxing District or the Arts Commission. Ms. Wallerstein would like to have an answer during the next 4 to 6 weeks. This project is being funded and will be at no cost to Third Taxing District.

MINUTES OF MEETING

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE MINUTES OF JUNE 6, 2016 TO THE NEXT MEETING.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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**REVIEW AND APPROVAL OF 2016-17 OPERATING BUDGET
AND 5-YEAR CAPITAL BUDGET FORECAST**

Mr. Smith presented the Operating and 5-Year Capital Budgets to the Commission and said that he would like to get approval at this meeting in order to put the budget in place for July 1, 2016. Mr. Smith said he had a conversation with Commission Yost prior to the meeting and stated that Commission Yost was on board with the budgets as presented.

Operating Budget

Mr. Smith told the Commission that he believes both budgets are realistic and feels that the majority of the work can be completed as presented. The current budget (2015-16) is approximately 60-70% complete to date. Mr. Smith expects that 75% of the projects in the Capital Budget will be completed this year and the reason for it not being closer to 100% is that the SCADA project fell behind.

Commissioner Goldstein asked why Third Taxing District is not using cost centers for their accounting. Mr. Smith said Third Taxing District uses FERC Chart of Accounts which is the preferred accounting standard for municipal utilities across the country.

Mr. Smith told the Commission that he is currently negotiating with CyrusOne to get the 20-year construction loan in the amount of \$1.3 million paid off in full within the next couple of weeks. When paid, these monies can then be placed in the Construction Account to draw upon for the upcoming Capital Budget.

Commissioner Goldstein brought up the Purchasing Policy that is currently in place and expressed that even though the budget gets approved, there are still some items that will exceed the limits of the policy and will need to get approval from the Commission, including items that go out to bid. Mr. Smith confirmed this policy and said it will continue to work this way.

Further questions were asked by the Commission, which were answered satisfactorily by Mr. Smith and/or Mr. Adams.

**** COMMISSIONER BROWN MOVED TO APPROVE THE ANNUAL OPERATING BUDGET FOR FY 2016-17.
**COMMISSIONER GOLDSTEIN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

5-Year Capital Budget

Mr. Smith presented the Capital Expense Budget for FY 2016-17 to the Commission. Mr. Smith said he would like to request the "Middle" scenario under the Capital Projects List for the upcoming year. The total request is \$1,502,700 which includes SCADA.

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Discussion of the capital budget items took place, specifically focused on the Distribution Structures & Improvements category and the Trap Rock for 215 East Avenue, as well as the Oil Circuit Breakers.

Mr. Smith then presented to the Commission a new item for the Capital Budget due to the completion and submission of materials subsequent to the completion and distribution of the budget package to the Commission. It is the Office Renovation for 2 Second Street and is the last phase of improvements for the building. The cost of this renovation phase is \$264,692 and includes having the HVAC system replaced which is 35 years old.

Discussion took place about the renovation and how it would be funded. The additional monies for the renovation would be spread across two of the accounts that are currently in place for funding the Capital Budget. The new request for the Capital Budget is now \$1,767,700.

**** COMMISSIONER GOLDSTEIN MOVED TO AMEND THE FY2016-17 CAPITAL PROJECTS MIDDLE CASE LEVEL BUDGET TO INCLUDE AN ADDITIONAL \$265,000 WHICH WILL BE CHARGED AGAINST ACCOUNT 390-01 FOR THE 2016 OFFICE RENOVATION PROJECT AS PROPOSED BY THE GENERAL MANAGER IN THE RFP FROM MAGGIORE CONSTRUCTION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE THIRD TAXING DISTRICT FY2016-17 CAPITAL PROJECTS BUDGET AT THE MIDDLE CASE LEVEL AS AMENDED WHICH WILL BE AT \$1,767,700 INCLUDING THE SCADA ITEMS.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion took place on how to divide the additional \$265,000 among the three accounts used for the Capital Budget funding. The consensus was to split \$265,000 into two equal portions and add each portion to the Capital Improvement Account and the CMEEC Rate Stabilization Fund requests.

**** COMMISSIONER GOLDSTEIN MOVED TO AMEND THE THIRD TAXING DISTRICT FY2016-17 CAPITAL PROJECTS FUNDING SCHEDULE TO REFLECT \$382,500 AGAINST THE CAPITAL IMPROVEMENT ACCOUNT, \$300,000 AGAINST THE SHORT-TERM DEBT ACCOUNT AND \$1,085,200 AGAINST THE CMEEC RATE STABILIZATION FUND, TO REFLECT A TOTAL OF \$1,767,700.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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ADJOURNMENT

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

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District