

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
July 6, 2015

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

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

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 present from the public.

MINUTES OF MEETING

June 1, 2015

The following corrections were noted:

Page 1 – Under Attendance – Add Treasurer to Dr. Michael Intrieri’s name.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JUNE 1, 2015 REGULAR MEETING AS CORRECTED.**

**** COMMISSIONER YOST SECONDED.**

**** COMMISSIONER BROWN ABSTAINED.**

June 23, 2015

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE MINUTES OF JUNE 23, 2015 TO THE NEXT REGULAR COMMISSION MEETING UPON FURTHER REVIEW OF THE RECORDING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Commissioner Yost asked what Attachment A was and was told that it was the handout from Sarah Mann at the June 23rd meeting. Commissioner Brown asked, “and it comes from where?”

FINAL

Commissioner Goldstein replied that it was excerpted from the Annual Meeting Minutes that we had put up after the vote on March 23rd. Commissioner Brown asked if we, the Commission, agreed with it. Commissioner Goldstein responded with a detailed explanation of what took place at the Annual Meeting. Commissioner Brown asked about whether or not if there was a rebuttal and Commissioner Goldstein stated that Commissioner Yost did send a rebuttal to Sarah Mann on June 25, 2015 as follows:

“Regarding the excerpt of the record of the annual meeting referencing the library planning committee: if you read the record of the amendment in its entirety, we were instructed by the electors to form a committee that included public input, library input and commission input to make recommendations to the Commission for applying the \$19,500 budget item for improvements called for in the master plan.”

COMMISSION BYLAWS

Commissioner Goldstein presented a very rough draft for discussion purposes only of Commission ByLaws after reviewing the Charter. She further explained how she went about gathering the contents and ensuring that there were no conflicts with the City Charter. She took each common item and if it was dealt within the Charter, she didn't include it, but if it wasn't dealt within the Charter she wrote what she thought came closest to being a best practice.

Commissioner Brown questioned the interaction between Third Taxing District and the City Charter. Commission Goldstein explained how we fall under the City Charter and that the Third Taxing District does not have a stand-alone Charter. There is a section under the City Charter referring to the Third Taxing District. There are other sections of the City Charter that affects Third Taxing District, i.e., elections, tax collection provisions, etc.

Upon further discussion, Commissioner Yost thought it might be best to have an attorney review the draft and give their insight on the ByLaws. Discussion took place about who the best attorney might be to review the draft ByLaws. Commissioner Brown and Dr. Intrieri thought Atty. Bove would be a good candidate.

Commissioner Goldstein asked Mr. Smith if the APPA had an advisory council that could possibly give guidance on the issue. Mr. Smith indicated that Atty. Phil Sussler (CMEEC's attorney) would probably be the best candidate as he has experience with public power in Connecticut. It was agreed that Mr. Smith would contact Atty. Sussler and have him review the draft ByLaws and bring his feedback to the Commission at a future meeting.

LIBRARY MASTER PLAN DISCUSSION

The Commission placed a call to Alex Cohen, the Consultant for the Library Master Plan, to discuss the upcoming forum later in the week and a review of his meeting with the Library Board. Mr. Cohen reviewed the work to date on the Master Plan. He met with the Library

FINAL

Board and presented two options. He also explained to the Board that the definition of the Library Planning Committee, for his purposes, may have been misunderstood by the Library Board. He explained to them that the Planning Committee is a “sounding board” for assessing the library – what it looks like today, developing a building program option, but also has the potential to be a fundraising committee. They will support what will be triggered from this, which is a capital campaign, a public/private investment in the library.

After showing the Board the two options, the major feedback was that their lifeblood is the meeting room. Mr. Cohen also talked to them about the survey and the survey results. One of the questions was - what is the most important service the library provides? 66% said books; 20% said children services. This is a bit of a troubling question – what is the state of the children’s program in the library.

Commissioner Brown brought up fundraising. He felt it should be added as an option. The results of the master plan, be it putting in an elevator or adding a handicap ramp, would still be expensive items and monies need to be raised. The Commission agreed that fundraising for the library is a major task, which should be included in the end result of the Master Plan. The Library cannot expect TTD to fund all the improvements. The Commission is willing to work with them to assist in the fundraising efforts.

Mr. Cohen and the Commission then talked about the upcoming forum to be held on July 9th and how it should be presented. Mr. Cohen said he would start with an options presentation showing advantages vs. disadvantages. There would also be breakout stations which would include services, operations and fundraising, and ending the night with a roundtable wrap-up.

GENERAL MANGER’S REPORT

Department Policies

Mr. Smith wanted to raise the issue that in conjunction with working on the ByLaws, we also need to look at writing department policies once the ByLaws are in place. A few have been written to date. Mr. Smith recommended that TTD engage APPA or someone similar to develop a strategic plan in the early Fall when the Library issue is should be winding down.

Commissioner Brown asked what the definition of a strategic plan would be. Mr. Smith said it is a long-term strategy for the department, where we want to be in two years, four years or even ten years down the road. Do you want to get into other types of products or services? What are your strengths and weaknesses, what can you improve on, etc. A strategic plan will set the tone for the future of the utility.

The Commission agreed that the Strategic Planning process should probably be put on the calendar for October.

FINAL

Concert Procedures

Mr. Scofield reviewed the concert procedures with the Commission and the responsibilities of the host(ess) of the concert on a particular day, including introducing the band, paying them and answering any questions that could arise while set up is taking place. He also explained what would need to be done in case of inclement weather. He gave them handouts with all the information (contact names and phone numbers) of who would need to be notified should you need to cancel.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

May was a fairly decent month, a positive month. In terms of a cash basis we have a net income of \$19,926 vs. this time last year which was a net loss of \$124,846. The key piece is the revenue piece which is a little less than 2% under last year's YTD revenues and the reason is because of the under recovery of fuel adjustment revenues through May 2015. Right now we are approximately \$300,000 to \$400,000 under-collected on the PCA. We will be increasing gradually the PCA over the next several months to be able to minimize rate shock to the customers.

Commissioner Goldstein wanted to know what line item 980-00 General Community Expenses is. Mr. Smith told her it was all monies spent on the library forums.

PROJECT SUMMARY

Commissioner Goldstein asked if actual numbers could be provided for A-Base Meter Replacement, LED street lights and Radio-Read meters.

Commissioner Brown asked what the benefit of replacing A-Base meters is. Mr. Smith told him it provides for more accurate readings, reduces the risk of a house fire due to over-voltage conditions, and brings the house up to current safety code standards required by City Electrical Inspectors.

Commissioner Goldstein asked if we can get any readings on the EV Charging Station usage. Mr. Smith said the usage is minimal, but there is a meter on the other side of the Library parking lot fence for the charging station that can be read.

EXECUTIVE SESSION

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FINAL

The Commissioners, Dr. Intrieri, and Mr. Smith entered into Executive Session at 9:12 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO EXIT THE EXECUTIVE SESSION AND RETURN TO THE PUBLIC SESSION.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Dr. Intrieri and Mr. Smith returned to public session at 9:31 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE ASSISTANT GENERAL MANAGER'S PERFORMANCE EVALUATION BASED ON THE RECOMMENDATION OF THE GENERAL MANAGER.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:46 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District