

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Special Meeting
February 12, 2015

ATTENDANCE: Commissioners: Charles Yost (Chair), David Brown; Debora Goldstein

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

OTHERS: Kristen Malone, Matt Allred (Accountant) and Steve Studer, Atty.

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.

INTRODUCTION OF NEW EMPLOYEE

Mr. Scofield introduced TTD's newest employee, Kristen Malone, who came on board on January 21, 2015 as the Customer Service Representative. Kristen graduated from Fairfield University and holds a degree in Psychology and worked in Special Education, and most recently worked in the family business.

EXECUTIVE SESSION

- Maplewood Claim

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

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Mr. Smith, Mr. Scofield and Mr. Studer entered into Executive Session at 7:03 p.m.

**** COMMISSIONER YOST MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

**** COMMISSIONER BROWN SECONDED.**

FINAL

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Mr. Smith, Mr. Scofield and Mr. Studer exited the Executive Session at 7:36 p.m.

MINUTES OF MEETINGS

January 5, 2015

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF JANUARY 5, 2015 REGULAR MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES PASSED UNANIMOUSLY.**

January 23, 2015

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF JANUARY 23, 2015 SPECIAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES PASSED UNANIMOUSLY.**

REPORT ON CHAMBER ECONOMIC DEVELOPMENT LUNCHEON

Commissioner Brown asked Commissioner Yost to please give a report on the luncheon he attended which was hosted by the Norwalk Chamber of Commerce. Commissioner Yost indicated that the topic was IT and it was not a typical Chamber luncheon.

DISTRICT BUDGET PRESENTATION TO COMMISSION

Mr. Scofield presented the proposed District Budget to the Commission. Mr. Allred was in attendance to answer any financial questions and update the budget first-hand. The Commission asked questions and discussed line items related to Concerts, Payroll Tax Expenses, Firehouse, Library Masterplan, Other District Services and Contingencies. All questions were answered by either Mr. Scofield or Mr. Allred to the satisfaction of the Commission. Once finalized, the Commission voted on the District Budget for 2015/16.

**** COMMISSIONER GOLDSTEIN MOVED THAT THE COMMISSION APPROVE RECOMMENDING THE 2015/16 THIRD TAXING DISTRICT BUDGET AS AMENDED AT TODAY'S MEETING AND MARKED FINAL.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
Special Meeting
February 12, 2015

GENERAL MANAGER'S REPORT

General Terms and Conditions

Mr. Smith told the Commission that the new General Terms and Conditions went into effect as of February 1, 2015. Mr. Smith said that it has been reviewed and TTD is now operating under this policy. He asked the Commission to please review it. Commission Brown did have a few questions with regard to the wording under "Applicability" and "Service Requirements and Limitations." Mr. Smith responded and gave examples which reflected the statements in question.

Review of Rate Comparisons vs. CL&P

Mr. Smith explained both the Residential and Commercial comparisons of TTD's rates vs. CL&P. Mr. Smith felt it was a good time to conduct the comparisons as CL&P had just adjusted their rates. Residential rates, on average, are about 33% less than CL&P at this time.

Mr. Smith explained that for the Commercial rates, TTD basically has one rate (Rate 2), while CL&P maintains multiple rates for their commercial customers. When TTD is compared to a "small" (Rate 30) commercial rate for CL&P, the two are about the same.

Mr. Smith informed the Commission that all CL&P rates came from their standard published rate schedules.

Performance Recap of Norden Generating Units

Mr. Smith told the Commission that the numbers are good and are up compared to three months ago, which is due in part to the units being testing more frequently, as well as the dispatch and response rate being quick (within 30 minutes). The higher the efficiency of the units, the more money we make. Maintenance has no longer become an issue and the units are run every month whether they are needed or not.

ISO

On Sunday, February 15th, ISO is asking the New England systems to voluntarily curtail their loads. The reason is because the temperatures are supposed to drop down into negative numbers. It's going to be one of the coldest days of the year. ISO is anticipating that the load is going to run into the low to mid 20's. Mr. Smith will be making calls to some of the larger commercial customers asking them to please cut back on Sunday.

FINAL

SDS Research

The 20 questions for the Customer Survey have been finalized and SDS will begin making phone calls to conduct the survey on Monday, February 16th. Random sample is approximately 300.

Concert Schedule

Mr. Scofield passed out the information that the Commission had already received with regard to the concert schedule and the bands. Discussion took place about what bands to include in this year's concert series. The Commission suggested a couple of changes and Mr. Scofield will proceed with the booking of the bands based on those suggestions.

KEY MAN INSURANCE

The Commission was presented with four policies for the Key Man Insurance, ranging from \$250,000 to \$1 million. The Commission discussed how much the insurance should be based on the costs associated with replacement of the General Manager. Commissioner Yost recommended that \$250,000 should be sufficient.

**** COMMISSIONER YOST MOVED TO ACCEPT THE POLICY FOR KEY MAN INSURANCE IN THE AMOUNT OF \$250,000.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** COMMISSIONER BROWN OPPOSED.**

WALL OF FAME

The Commission reviewed the Donation Application from the City of Norwalk for the Wall of Fame plaque that they would like to purchase to honor the veterans. To date, the City has raised only \$1,300 of the \$5,100 total they need to purchase the plaque. The Commission noted that the monies should be taken from the District Contingency Fund.

**** COMMISSIONER YOST MOVED TO DONATE \$1,000 TO THE CITY OF NORWALK FOR THE WALL OF FAME PLAQUE.**

****COMMISSIONER BROWN SECONDED.**

**** COMMISSIONER GOLDSTEIN OPPOSED DUE TO ITS NATURE AS AN EXCEPTION TO THE POLICY.**

OFFICE BUILDING ROOFING BIDS

Mr. Smith asked the Commission if we could table this item, as TTD would like to have the bidding process redone based on a bid spec form that we are trying to obtain from the City of Norwalk.

FINAL

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE OFFICE BUILDING ROOFING BIDS TO MARCH 2, 2015.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith reviewed the financials with the Commission. The first six months of this fiscal year compared to last year was very good. Revenues are fairly flat. No new businesses have been picked up. There's a good handle on the expenses. Other income is up. Operating account and Capital Improvements cash fund are stable.

Income for the month of December is down due to the fact that December was a much milder month weather-wise.

KPI's are within normal limits, with the exception of the Operating Ratio, which is a function of Operating Revenues and Expenses. Since we have negative "net income" at the present time, the ratio is "upside down" or over 100%.

PROJECT SUMMARY

A-Base Meter Replacement – Commissioner Goldstein indicated that the project summary indicates that this would be completed in the last quarter 2014. Mr. Smith responded that A-Base Meter replacement is not complete as yet and the priority right now is to complete the radio-read installations.

Succession Planning Process – Commissioner Goldstein asked if this was an on-going project and Mr. Smith indicated that it was.

Emergency Plan – Commissioner Goldstein mentioned that TTD had implemented the Emergency Plan for the blizzard of January 2015.

Commissioner Goldstein asked if the items on the Project Summary are complete, could they be archived or marked as complete. Mr. Smith will be reviewing the summary and will archive any old projects that have been completed.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED**

**** THE MOTION PASSED UNANIMOUSLY.**

FINAL

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant