

FINAL

THIRD TAXING DISTRICT  
of the City of Norwalk  
Special Meeting  
July 29, 2013

ATTENDANCE: Commissioners: Charles Yost, Acting Chair; David Brown.

STAFF: James Smith, General Manager.

OTHER: Attorney Chris Hodgson (Executive Session)

MEMBERS OF THE PUBLIC: Debra Goldstein

CALL TO ORDER

Mr. Yost called the meeting to order at 6:00 p.m.

Mr. Yost requested a suspension of the rules to move the order of the agenda to have the Executive Session next in the order of business.

Executive Session

**\*\* MR. YOST MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF UNION CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS**

**\*\* MR. BROWN SECONDED.**

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

The meeting went into Executive Session at 6:05 p.m., and in attendance were Commissioners: David Brown, Charlie Yost; General Manager, Jim Smith and Attorney Chris Hodgson.

**\*\* MR. YOST MOVED TO END THE EXECUTIVE SESSION AND RECONVENE INTO PUBLIC SESSION.**

**\*\* MR. BROWN SECONDED.**

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

There was no action taken.

The meeting was reconvened into public session at 7:05 p.m.

PUBLIC COMMENT

Ms. Debra Goldstein thanked the district for the great celebration at Calf Pasture this weekend for the 100<sup>th</sup> Anniversary Celebration. She added that she did have a comment on behalf of a member of the public, Diane Cece. She spoke about receiving the agenda for this special meeting just today, and asked if the agenda was posted on the website in compliance with public notification FOI guidelines.

Mr. Smith replied that it was posted in the office, but it was not yet on the website as it was not completely operational at this time. He thanked Ms. Goldstein for her comment and stated that future agendas will be posted within the notification requirements.

Discussion of 5 Yr. Capital Budget

Mr. Smith referred to the binder that was previously distributed to the Commissioners. He explained that this is a five-year projection from current 2013-14 through 2017-18 and represents a first for the District. He added that he had researched minutes going back to 2009 and could not find any documentation that the Capital Budget was ever voted upon or agreed to by the Commissioners. There was discussion on past practices done by the former General Manager, and it was noted that this is a good budgeting procedure to follow for the future.

Mr. Brown requested that the binder tabs be labeled so that each section can be readily referred to, and Mr. Smith agreed to have that done for the Commissioner's books,

Mr. Smith outlined the summary page and explained that the format is based upon what the DPW does for the City and it is based upon the FERC chart of accounts for utility standards. He outlined the supporting documentation and referred to the Distribution section as an example of how the back up data was used as a basis for the projection. He described the circuit breaker replacement requirements for maintenance and outlined how the numbers were derived with a contingency added to build in price increases and a best guess estimate of future funding needs. There was a discussion over equipment specifications and Mr. Smith explained that the numbers include engineering costs.

Mr. Brown asked where funds are coming from for the various projects and Mr. Smith provided a cash flow projection analysis. He explained that this outlines the netted sources and uses and represents a monthly projection of the cash needed for capital additions and operating cash flows.

He highlighted that funding mechanism is derived from the following assumptions:

- Cervalis as a new customer.
- Additional dollars from the Fitch Street Substation.
- Additional funding from ISO.
- Expense reduction from CL&P transfer.
- Additional kilowatt hours to generate incremental cash.

Mr. Brown asked about the level of detail and accountability for the various sections. Mr. Smith summarized that this was a first pass for the Capital Budget and he feels comfortable that it is a realistic, best guesstimate. He added that he can provide further detail as requested.

Mr. Yost suggested that this be updated on a quarterly or semi-annual basis with each major purchase.

#### Other Items

Mr. Brown thanked all involved with the 100<sup>th</sup> Anniversary Celebration and in particular thanked Mr. Yost for all his hard work with this event. Mr. Yost noted that thank you letters to the exhibitors and sponsors should go out, and Mr. Smith replied that Jumar has already done this.

#### Adjournment

**\*\* MR. YOST MOVED TO ADJOURN.**  
**\*\* MR. BROWN SECONDED.**  
**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Marilyn Knox,  
Telesco Secretarial Services