

THIRD TAXING DISTRICT
of the City of Norwalk
January 7, 2013

ATTENDANCE: Commissioners: Paul Kokias, Chair; David Brown, Charles Yost.

STAFF: James Smith, General Manager; Ron Scofield, Assist. General Mgr.

CALL TO ORDER

Mr. Kokias called the meeting to order at 7:00 p.m. and stated that the Commissioners as listed above were in attendance and that there was a quorum present.

PUBLIC COMMENT

None

MINUTES OF MEETING: December 3, 2012

Mr. Brown noted that on page 3, paragraph 6, add the word "said" after Mr. Smith. Mr. Brown clarified several points in the minutes, and Mr. Smith noted that the points were accurate and follow up items would be addressed later on in the agenda.

- ** **MR. BROWN MOVED TO APPROVE THE MINUTES FROM THE MEETING OF DECEMBER 3, 2012 AS AMENDED WITH CORRECTION.**
- ** **MR. YOST SECONDED THE MOTION.**
- ** **MOTION PASSED UNANIMOUSLY.**

Mr. Smith requested to move the order of items on the agenda to have the next item be Cervalis Data Center update as a courtesy to Attorney Bove.

- ** **MR. BROWN MOVED TO CHANGE THE ORDER OF AGENDA ITEMS TO HAVE ITEM 9 PRIOR TO THE GENERAL MANAGER'S REPORT.**
- ** **MR. YOST SECONDED THE MOTION.**
- ** **MOTION PASSED UNANIMOUSLY.**

Cervalis Data Center Update

Mr. Smith said Attorney Bove stated that they are meeting with the attorneys at 8:00 a.m. tomorrow and are going through all the documents from a technical standpoint to bring them into final form.

He stated that they met with Joe Christino and there is a change in the layout that requires an easement due to power line location changes. He explained that this was done with Cervalis Engineers and it is a change that saves in trenching and conduit with a simplified configuration, but changes the easement.

Mr. Kokias asked the amount of the bill, and Mr. Smith explained that it depends on the usage and energy conservation, gross receipts tax, variable charges, etc. Attorney Bove explained that the CLP issue with Cervalis is in compliance with this agreement, and there will be a report issued following tomorrow's meeting.

General Manager's Report

Update on Sub-Station Testing

Mr. Smith referred to documents provided in the packet, including schedules on the Substation Transformer and Breaker Inventory, 2013 Maintenance Program and Long Term Substation Repair and Replacement Program. He reviewed the schedules and expressed his concern that replacing the T1 Transformer is a key issue as it has had maintenance problems that have been nursed along by shifting loads. He presented the top priorities that are estimated to cost approximately \$250,000. The discussion ensued over shifting the load to Fitch Street, and the lead time for new equipment. Mr. Kokias suggested that there are other options such as finding a new or rebuilt unit that may have an efficiencies compared to a new purchase. Mr. Smith explained that he recommends switching in November to balance the load and to look at replacement options. He agreed to come back with a five-year capital improvement plan and recommendations at the next meeting.

CMEEC – RPSC Update: Mr. Smith stated that this has been done and there will be an update on Thursday's meeting on what they have to do to tie in the membership agreement.

Christmas Lighting Contest

The following photos were selected as prize winners:

1. Strawberry Hill – "Feliz Navidad"
2. Third Street "Reindeer, Tree, Star of David"
3. Roxbury "Bulbs in Trees; Reindeer"

Ft. Point Trees

Mr. Smith stated that he met with Mr. Alvord of DPW and they are planting trees in Constitution Park that are fairly good sized mature trees. Mr. Yost expressed concern with the view of the Harbor being blocked, and Mr. Smith replied that the trees are being planted at no cost to the District.

**** MR. BROWN MOVED TO APPROVE THE PROPOSED OUTLINE OF THE PLANTING TREES ON FT. POINT STREET.**

- ** MR. KOKIAS SECONDED THE MOTION.
- ** MOTION PASSED UNANIMOUSLY.

Analysis of Financials

Mr. Smith referred to the summary report and reviewed the financial highlights for the month of November. He referred to the detailed report provided to track expenses year to date with comparisons versus prior year; the Profit & Loss Statement; reviewed the footnote explanations of major variances and fielded questions and comments. Mr. Yost again said they should carry over the columns on the Financial Highlights page to compare \$-% Chg. Vs. year ago. Mr. Brown stated that the last footnote (#5) does not make sense and Mr. Smith explained that there are funds remaining that have not been spent on energy conservation.

Annual Financial Audit – FYI June 30, 2012.

Mr. Smith referred to the audit report as of the year ending June 30, 2012 as contained in the packet. He reported that financially, the district has a very clean and accurate report. Mr. Kokias asked Mr. Smith to evaluate his experience with the auditing firm, and he replied that it is too soon to comment, that going forward he would like to have them report more on the operations auditing, not just the financial.

Mr. Smith noted that rather than 25 bound copies, he reduced that to 5 and saved \$500 in printing/binding charges.

Follow-up on 215 East Avenue Inspection Results

Mr. Smith stated that as a follow up to the discussions of prior meetings, he asked for thoughts on the continued use or disposition of the house. Discussion ensued and it was agreed to keep the house, not to have it demolished and to begin with the necessary repair bids on a 2-3 year plan of improvement. It was agreed to get a bid on the roof.

Mr. Brown noted that he would like to make a presentation on his ideas for future use of the property.

Substation Development Update

Mr. Smith that all is on track, and the timing should remain on target. He stated that layouts and drawings have been issued to Mr. Christino for review and approval leading up to construction. He added he had preliminary information for ground-breaking plans and he will discuss this next month.

FINAL

Review of Credit & Collections Policies

Mr. Kokias requested that this item be tabled until the next meeting. Mr. Brown noted that he will provide his input by e-mail.

- ** **MR. KOKIAS MOVED TO TABLE REVIEW OF CREDIT & COLLECTION POLICIES UNTIL THE NEXT MEETING.**
- ** **MR. BROWN SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Old Business / New Business

Mr. Kokias requested that this item be removed from the agenda as he had a discussion with Mr. Smith that placing new items on the agenda by suspension of the rules does not coincide with public information guidelines of transparency and freedom of information.

Discussion ensued over the acceptable procedure in compliance with rules of order for meeting content. Mr. Brown stated that he had items to add for discussion including Sikorsky generator, an error in the previous minutes and the business trip in February. A discussion ensued over this trip being previously approved and money in the Operations Manager's budget.

Mr. Yost stated that he had wanted to discuss the holiday gathering item that was approved at last month's meeting. Mr. Kokias stated that he was not in agreement with this.

- ** **MR. BROWN MOVED TO SUSPEND THE RULES TO ADD ITEMS TO THE AGENDA.**
- Mr. Kokias stated that he would not accept this motion and there would be no discussion of new items on the agenda.**

Mr. Smith noted that he would provide clarification of procedure in accordance of Roberts Rules of Order for discussion at the next meeting.

Executive Session

- ** **MR. KOKIAS MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF CONTRACT MATTERS.**
- ** **MR. BROWN SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

The meeting went into Executive Session at 8:25 p.m. and in attendance were David Brown, Paul Kokias, Charlie Yost, Jim Smith, Ron Scofield.

FINAL

The meeting was reconvened back into public session at 8:30 p.m. with no action taken.

Adjournment

**** MR. KOKIAS MOVED TO ADJOURN.**
**** MR. BROWN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Marilyn Knox
Telesco Secretarial Services