

THIRD TAXING DISTRICT  
of the City of Norwalk  
December 3, 2012

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: November 12, 2012

Mr. Smith asked about page 4, paragraph 4 and Mr. Brown clarified that the after parking area it should read "for the railroad station."

- \*\* **MR. BROWN MOVED TO APPROVE THE MINUTES FROM THE MEETING OF NOVEMBER 12, 2012 AS AMENDED WITH CORRECTION.**
- \*\* **MR. YOST SECONDED THE MOTION.**
- \*\* **MOTION PASSED UNANIMOUSLY.**

Presentation of 2013 Insurance Renewals

Mr. Peter Murphy and Ms. Liz Lyons of James P. Murphy & Associates presented the Property & Casualty renewal proposal and fielded questions from the Commissioners. Mr. Murphy noted that the Boiler Machinery renewal was incomplete as there were questions about the replacement values and deductible. Mr. Murphy stated that they were hoping to keep the deductible for boiler machinery at \$15,000 with a premium between \$10,000 - \$15,000 (maximum) for the same coverage as last year.

Mr. Smith stated that his concern is that the equipment at the substation is old and outdated some back to the 1960's and late 50's origination, and the old equipment is subject to failure. He stated that there needs to be a replacement program with a planned schedule and that he would come back with a recommendation.

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A discussion ensued regarding the elimination of Rowan Street and Mr. Smith stated that he will come back with a phase out plan in answer to this question.

- \*\* **MR. YOST MOVED TO APPROVE THE PROPERTY & CAUSUALTY INSURANCE RENEWAL PROPOSAL ON THE ASSUMPTION THAT THE BOILER MACHINERY RENEWAL PREMIUM WILL BE BETWEEN \$10,000 - \$15,000 (MAXIMUM) WITH A DEDUCTIBLE OF \$15,000.**
- \*\* **MR. BROWN SECONDED THE MOTION.**
- \*\* **MOTION PASSED UNANIMOUSLY.**

#### General Manager's Report

Mr. Smith stated that the audit report is in progress and will be completed and available by the end of the month, December 31, 2012.

He stated that the other pending item is the long overdue breaker maintenance, and Pete Johnson is now out doing this and has completed 12 of the 30 breakers. He added that the breakers need to be cleaned, oil drained, lubricated and tested and they are taking advantage of the mild weather and hope to have this done by the end of the month.

#### Christmas Tree Lighting – December 9, 2012

Mr. Scofield presented an outline of the program and reviewed the roles of the Commissioners. He mentioned that the Show Mobile was being repaired and consequently he has been unable to find a stage affordably, and most likely they would have plywood for the stage. It was agreed that Mr. Brown would do a brief welcome, recognition and thank you to the TTD staff then introduce Mr. Yost as the Emcee. It was agreed that Mr. Yost would go over the specifics of the program independently with Mr. Scofield.

#### Analysis of Financials

Mr. Smith referred to the summary report and reviewed the financial highlights for the month of September. He referred to the detail report provided to track expenses year to date with comparisons versus prior year, the Profit & Loss Statement, he reviewed the footnote explanations of major variances and fielded questions and comments.

A discussion ensued on the decrease in fuel adjustment and purchase power, Mr. Smith stated that he needs another month of data to absorb the impact and to do a complete

analysis. He added that overall he recommends keeping the rates steady as it is a better practice than increase/decrease.

Mr. Yost asked about industry averages for comparison and Mr. Smith replied that there are some common ratios, but it is very hard to have standard comparisons as much is based on philosophy and individual circumstances for the District.

#### Discussion of 215 East Avenue Home Repairs

Mr. Smith stated that as a follow up to the discussions of prior meetings, he contacted the inspector from Pro Check that performed the work, and asked him to prioritize the repair items, assign “ballpark” estimates to replace/repair elements, and referred to the list as listed in the memo.

Mr. Kokias asked for Mr. Smith’s recommended priorities and he ranked the following items listed as the high priorities:

1. Roof	32,000.00
2. Siding	21,800.00
3. Windows/Doors	19,800.00
4. Foundation/Framing	15,200.00
5. Security Fencing	13,200.00

Mr. Smith stated that he would provide more detail on the estimates for the work required, and it was agreed to table any decision on the item.

**\*\* MR. KOKIAS MOVED TO TABLE ANY ACTION ON THE 215 EAST AVENUE REPAIRS UNTIL THE JANUARY 2013 MEETING.**

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

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

#### Substation Development Update

Mr. Smith that all is on track, and the timing should remain on target. He mentioned that he had sent some technical information on one-line diagrams to the Commissioners to review.

#### Cervalis Data Center Update

Mr. Smith stated that they are meeting with the attorneys this week, they are working on a bill for Cervalis, and he hopes to have this wrapped up in a few weeks.

#### Discussion of TTD Policy Manual

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Mr. Smith referred to the list of policies that he has compiled that represents a consolidation of high level policies. He added that his intention was to simplify and combine the many day-to-day operational guidelines into major policy categories. He added that he would come back with the policy details for review and feedback.

Executive Session

- \*\* MR. KOKIAS MOVED TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE LOCAL UNION.
- \*\* MR. BROWN SECONDED.
- \*\* MOTION PASSED UNANIMOUSLY.

The meeting went into Executive Session at 8:10 p.m. and in attendance were David Brown, Paul Kokias, Charlie Yost, Jim Smith, Ron Scofield, and Labor Atty. Christopher Hodgson.

The meeting was reconvened back into public session at 8:43 p.m. with no action taken.

Mr. Yost asked about a Christmas gathering for the employees, and this matter was discussed among the Commissioners.

- \*\* MR. YOST MADE A MOTION TO HOLD A HOLIDAY SOCIAL GATHERING IN JANUARY FOR THE EMPLOYEES.
- \*\* MR. BROWN SECONDED.
- \*\* MOTION PASSED WITH TWO VOTES IN FAVOR NONE OPPOSED AND ONE ABSTENTION (KOKIAS)

Adjournment

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

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Marilyn Knox

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Telesco Secretarial Services