

FINAL

**CITY OF NORWALK
THIRD TAXING DISTRICT
SPECIAL MEETING
MARCH 8, 2010**

ATTENDANCE: Timothy Plunkett, Chair; Paul Kokias

STAFF: George Leary, General Manager

Mr. Plunkett called the meeting to order at 7:05 p.m.

PUBLIC COMMENT

There were no public comments.

MINUTES OF MEETINGS

February 1, 2010

Mr. Plunkett commented that there was a new type font used and he liked the format prepared by the secretary.

- ** MR. PLUNKETT MOVED TO ACCEPT THE MINUTES AS SUBMITTED.
- ** MR. KOKIAS SECONDED
- ** MOTION PASSED UNANIMOUSLY.

GENERAL MANAGER'S REPORT

Mr. Leary said that his written report refers to the financial reports and a copy of the agreement between TTD, DOE and CMEEC that is nearing the final stages. Mr. Kokias asked if an individual vote is required or just an acceptance by the group, and Mr. Plunkett stated that he was not comfortable approving this if the DOE was involved without further review by CMEEC. Mr. Leary stated that CMEEC should be in charge of this for us, and said he have them look this over for us to make sure certain rights are not given away.

Mr. Leary said to refer to page 6 of the packet to review the year-to- date P&L comparison versus previous year. He pointed out that on the financial report, the costs of electrical power have gone up and he is anticipating another increase. He added that Norden Project income is down, which represents 90% of the TTD income.

He asked the Commissioners to independently review the attached charts detailing the sales report and power supply analysis reports. Mr. Plunkett stated that we need firm numbers from CMEEC, to determine further direction, as there is really no clear picture on how to establish a financial forecast. The Commissioners discussed the reasons for the reduction in sales, and Mr. Leary stated there would be further discussion during the executive session.

Annual Meeting Preparation – Capital Budget Status

Mr. Leary explained that the Commissioners had the Annual Meeting handout and there were no questions. He stated the following status of pertinent items:

- Site negotiations are in process for the 115 KV Interconnection
- The substation meter replacement is in process.
- 50 circuit relays are purchased and will be installed in the spring.
- 104R-50 Circuit Breaker replacement should be done this spring.
- Smart Grid Phase 1 is underway but FY2010 expenditures should be less than \$10,000.
- Parking lot paving will be done with the fuel tanks removed.
- Structures and Improvements: Office renovations are on hold, but the real key issue is where they are going with the proposed improvements to the building. He said that something needs to be done as there has to be a plan for where to put a computer person if one is hired, and he is waiting for Mr. Donahue's revised recommended plan. Mr. Plunkett stated that it sounds like the cart before the horse, and if there needs to be building improvements, this should be done first before hiring anyone. Mr. Leary stated that it is not a huge impact on the budget as the capital improvement could be depreciated over twenty years, which would represent only a \$5,000 impact. Mr. Kokias questioned where the cash would come from, and if this was a good financial decision, since the \$100,000 expenditure would have tax implications. Mr. Leary stated that it would be a standard depreciation method, which is fully acceptable under basic accounting standards and practices, and would not be a tax burden.

Mr. Plunkett stated that the building improvement plan became grand renovation with an architect rather than a simple general contractor's bid. Mr. Leary stated that there should be a handicapped-accessible bathroom and improvements to the ceiling, which is the floor of the room above, and the pull-down stairs are a safety issue and concern. Mr. Plunkett replied that a handicapped bathroom it is not required, but that certain improvements to the floor are necessary to make it suitable for an office. He added that the pull-down staircase can be replaced fairly inexpensively, as there are companies that make and install them. Mr. Plunkett stated that if the floor above needs to be repaired for storage, they should look at what is up there, as it may not make sense to store things just for storage sake.

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He suggested that a bid notice be done for leveling the floor, and suggested that Mr. Leary contact Jason Roberts, a company that Rings End uses that does concrete grinding. Mr. Leary said he will contact them and he may need to do a newspaper bid legal notice, and that he would keep this item on the agenda for next month's agenda for further review.

COPY MACHINE REPLACEMENT

Mr. Leary presented the Copy Machine Proposal on page 13 of the packet, and Mr. Plunkett asked why a color copier was needed. Mr. Leary replied that many charts for presentation purposes are color graphs, and Mr. Plunkett stated that those could be printed from a computer printer, and Mr. Leary said the cost of toner cartridges is very high. Mr. Plunkett answered that black & white gray scale bar coding could suffice for multiple copies, and asked if there was truly a need for a color copier. Mr. Leary explained that the maintenance contract is based on the number of copies; \$.08 per color copy and \$.05 per black and white copy, and the cost differential was minor. Mr. Plunkett stated that he was still unclear on the options for evaluation, and said that he would like better clarification of the price difference for black & white copies made on a color copier. It was decided to table the item pending a better explanation of all of the information. Mr. Leary said that he will bring this item back next month with more information and will have Mr. Scofield, who had a better understanding of the proposals present the item.

MARVIN SCHOOL SPONSORSHIP

Mr. Kokias stated that the Marvin School PTO had approached him looking for the TTD to sponsor an annual enrichment program entitled "High Tech/High Touch". He referred to the letter of request included in the agenda packet, and Mr. Plunkett questioned that it was on school letterhead, rather than from the PTO. Mr. Kokias replied that they may not have their own letterhead, but that the Principal is on board with the program, and the PTO is short with their fundraising efforts and are looking for the TTD to help sponsor the program.

Mr. Plunkett stated that he feels that the PTO may be falling short of their fundraising efforts to support programs and that it should not be an automatic annual sponsorship obligation to TTD of \$7,500. He also asked if there was any down-side or legal issues with a school-sponsoring a school event taking place in the classroom. Mr. Kokias answered that the program cost is based on a per-student rate and stated that he agreed that it should not be an annual sponsorship. He added that he felt it was a valuable program and a worthy community cause to assist with the 50% sponsorship for the second half of this school year, and would recommend it for consideration for next year after an evaluation of the program.

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- ** MR. PLUNKETT MOTIONED TO ACCEPT THE MARVIN SCHOOL FUNDING REQUEST FOR THE THIRD TAXING DISTRICT TO SPONSOR THE HIGH TECH/HIGH TOUCH PROGRAM FOR THE REMAINDER OF 2010 IN THE AMOUNT OF \$3,800.**
- ** MR. KOKIAS SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Library Parking Problems

Mr. Leary presented a copy of an e-mail from Mr. Siegel, Executive Director of the East Norwalk Library regarding an increasing number of cars parked in the lots adjacent to the Library. Mr. Plunkett asked if the cars are not to park there, and Mr. Leary stated that there was an “unofficial agreement” to allow parking in response to businesses not complaining about a prior incident regarding to noise from an equipment installation. Mr. Plunkett replied that this was not an acceptable practice, and if cars are not authorized to park in that lot, they should be asked to move. He added that with the exception of Norwalk Firemen, vehicles should not be parked there, unless there is some type of sticker of parking authorization. He stated that rather than an impersonal note, Mr. Siegel should personally visit the business owners and ask them “in a neighborly fashion” not to park there.

Mr. Leary stated that the next on the agenda was the Norden Generators and Substation Site Study, which required an Executive Session.

- ** MR. PLUNKETT MOTIONED TO GO INTO EXECUTIVE SESSION AT 7:54 P.M. TO DISCUSS THE NORDEN GENERATORS AND SUBSTATION SITE STUDY.**
- ** MR. KOKIAS SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

Executive session concluded at 8:29 p.m.

Adjournment

- ** MR. PLUNKETT MOTIONED TO ADJOURN.**
- ** MR. KOKIAS SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Marilyn Knox
Telesco Secretarial Services