

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
November 15, 2016

**ATTENDANCE:** Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein;  
Michael Intrieri, Treasurer

**STAFF:** Jim Smith, General Manager

**OTHERS:** Steve VanderMeer, Hometown Connections

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 7:07 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**STRATEGIC PLANNING**

Mr. Smith introduced Mr. VanderMeer once again and told the Commission that the purpose of the evening's meeting was to recap what has been done to date and to discuss the staff level items of the Strategic Planning process.

Mr. VanderMeer gave the Commission a brief recap of their past meetings and the issues that had been discussed. He stated that he wanted to now focus the Commission on the future of the utility.

Mr. VanderMeer began with a recap of what work had been done to date.

Governance – Messrs. Smith and VanderMeer had a meeting with Atty. John Bove and discussed how Charter revisions would need to be handled. Atty. Bove indicated that Charter revisions could possibly be voted on at a District election and not at the Annual Meeting, but was going to research this further in order to get more clarification.

Items that were discussed for Charter revision include the Treasurer and District Clerk positions, changing the number of Commissioners from three to five, adding term limits for Commissioners and possibly any Library issues.

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Library – Discussion took place about the Library and the new developments which have recently come to light from ENIA and how they are planning to proceed for the future.

With regard to seeing the Library become successful, Commissioner Goldstein talked about her desire to see TTD become a municipal broadband utility in the community with assistance from the State. The Library could possibly become an integral part of this for providing the broadband to the community.

ByLaws – The Commission has a desire to develop ByLaws which would provide more clarity on the governance issues. To date, there has been a draft set of ByLaws, but no action has been taken. The ByLaws will be sent to Mr. VanderMeer for his review and he will send his comments to Mr. Smith. The decision to adopt ByLaws is entirely up to the Commission.

215 East Avenue – Mr. VanderMeer asked the Commission what their ideal outcome would be for the property. The consensus was to make the property more desirable to increase its value. Currently, Commissioner Yost is waiting on bids from local architects to determine the best use for the property.

#### Strategic Planning Process

Mr. VanderMeer reviewed the 8-step process with the Commission. Commissioner Yost stated that he thought the process should be set up as two entities, District and Utility, as they are separate operations. After further discussion of this idea, the Commission thought three Mission statements would be needed. Corporate, which would encompass the Utility and District, and separate Mission statements for both the Utility and District.

Mr. VanderMeer presented the draft Mission statement to the Commission that the staff had been working on over the past few months for their input. After reviewing and tweaking, the following is the draft statement:

“TTD is a proud partner of the community providing a reliable, low-cost, responsive utility, with value added services and programs in an efficient, personalized manner to the neighborhoods of East Norwalk.”

Mr. VanderMeer then continued with the staff’s values of TTD and the Commission provided their input.

Mr. VanderMeer continued and presented the staff’s draft Vision statement for the Utility. It was decided that he would send the Commission the questions which prompted the staff to draft their version. It was left that the Commission would work on the Vision statement until the next Strategic Planning meeting.

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There was a brief discussion on what additional products and/or services TTD could provide to the District in the future.

**ADJOURNMENT**

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

**\*\* COMMISSIONER BROWN SECONDED.**

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

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District