

FINAL

**CITY OF NORWALK
THIRD TAXING DISTRICT
REGULAR MEETING
OCTOBER 7, 2013**

ATTENDANCE: Charles Yost, Chair; David Brown

STAFF: James Smith, General Manager; Ron Scofield, Assistant General Manager

OTHERS: Atty. John Bove, District Council; Deborah Goldstein, Ted Vandekamp, Pat Vandekamp, Jim Anderson; Larry Brownell, NEPPA

CALL TO ORDER.

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT.

Ms. Goldstein said that she was not noted as attending last month's meeting although she arrived after public comment.

Ms. Goldstein said that the TTD logo on CMEEC website had not been updated. Mr. Smith made a note of this.

EXECUTIVE SESSION.

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS LEGAL CONTRACTS AND EMPLOYMENT ISSUES.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Mr. Smith, Mr. Scofield and Atty. Bove entered into Executive Session to discuss legal contracts and employment issues at 7:12 p.m. They returned to public session at 7:50 p.m.

**** COMMISSIONER YOST MOVED TO PURCHASE THE BENTO PROPERTY FOR \$275,000.00. 50% WILL BE FUNDED OUT OF THE CAPITAL IMPROVEMENT ACCOUNT AND 50% OUT OF THE PATRIOT BANK LINE OF CREDIT AND APPROVE THE HIRING OF HYGENIX TO DO THE ENVIRONMENTAL AUDIT FOR APPROXIMATELY \$2,000.00 AND APPROVAL OF THE DEMOLITION OF THE STRUCTURE FOR APPROXIMATELY \$20,000.00 THIS IS ALL CONTINGENT UPON SATISFACTORY DUE DILLIGENCE.**

FINAL

**** COMMISSIONER BROWN SECONDED**

**** THE MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER YOST MOVED TO ELIMINATE THE POLICY REQUIRING A FIVE YEAR WAIT BEFORE ALLOWING EX-COMMISSIONERS TO BE CONSIDERED FOR EMPLOYMENT/CONSULTING**

**** COMMISSIONER BROWN SECONDED**

**** THE MOTION PASSED UNANIMOUSLY**

100th ANNIVERSARY CERTIFICATE FROM NEPPA.

Mr. Brownell came forward and said that there was a new training facility for NEPPA in Littleton, MA. He listed the various facilities for training including a degenerated substation. The mutual aid program is being modified to provide better assistance. Agreements with New York and Pennsylvania. Once the agreement is signed, copies will be sent to all the members.

Mr. Brownell then presented the Commissioner with a plaque.

Mr. Brownell said that there had been testimony given in Washington about the power outages following Irene, the October snow and Superstorm Sandy.

Mr. Brownell added that on November 1st there would be a membership meeting held at the new facility from 9:00 to noon. He said that with the new training facility, the organization has been able to create standards for climbing or change outs along with the previous testing.

MINUTES OF MEETINGS.

September 9, 2013 Regular Meeting

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 9, 2013 REGULAR MEETING AS SUBMITTED.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 9, 2013 REGULAR MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

September 17, 2013 Special Meeting.

City of Norwalk
Third Taxing District
Regular Meeting
October 7, 2013

FINAL

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 17, 2013 SPECIAL MEETING AS SUBMITTED.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 17, 2013 SPECIAL MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT.

Review of Project Summary Report -

Mr. Smith then gave a brief overview of the various projects underway included in the information packet. He requested the Board members give him feedback on how frequently they would like to see this report updated and other suggestions.

Update on Rate Study -

Mr. Smith said that the rate study was completed and the final report is expected shortly. Once it arrives, it will be used for negotiation with the waste water treatment plant.

Fitch St. – Cervalis Projects -

The Third Taxing District is still providing the Norden project with temporary service. Currently the Norden project is expecting to convert over to permanent service on October 27th.

The Fitch Street project is moving forward. Possibly the energizing will be the first week of December. There is a small issue with CL&P and the parking spaces.

Project Summary - Mr. Brown asked about the Payroll System. Mr. Scofield said that the previous payroll program had not worked out and now the TTD was using Allred who is working through ADP. Mr. Smith then reviewed the details with the Commissioners.

Ms. Goldstein asked if the payroll will be accelerated on the same schedule as the internal audits. Mr. Scofield said that they would be on the same schedule.

Mr. Brown asked about "A-base" meters. Mr. Smith said they were old meters.

Mr. Brown asked about the lease on the new bucket truck. Mr. Smith said that when the contract was signed, the four year lease terms were very favorable.

Mr. Brown asked about the repainting of the vehicles. Mr. Smith said that at the present time, the District had not repainted any vehicles, but there might be some repainting in the future. It will help with consistency and branding.

FINAL

Mr. Brown asked why the emergency plan was not completed. Mr. Smith said that it needs to be filed with the State.

Mr. Brown asked about the Update Terms/Conditions of Service/Fees. Mr. Smith said that some of the fees would be service activations and shut offs.

Mr. Brown asked about the IT update. Mr. Smith replied that the District would be evaluating the IT system. A potential vendor has been identified.

Mr. Brown asked what the “rebranding collateral” covered. Mr. Smith explained that this would include letterhead, envelopes, business cards and other items.

Mr. Brown asked about the pole attachments billing. Mr. Smith said that he would be contacting the cable company about their amplifiers and other items attached to the poles. This has not been done for several years.

PR/Marketing update.

Mr. Brown asked about some of the wording on the bills. Mr. Scofield explained that the term "Fuel Adjustment Charge" and "Power Cost" referred to the same item. Mr. Smith said that this monthly summary sheet would update the Commissioners on the work that Jumar has been doing during the month. Mr. Brown asked what the difference between Registered Customers who will be receiving e-bills and paper bills. Mr. Smith explained that currently only 44 customers had signed up to received their bills via only email. The remaining customers received either e-bills and paper bills or only paper bills.

Mr. Brown asked about the update on the District addressing the incident at the Oyster Festival. Mr. Smith explained that this statement was clarifying the fact that the ride failure had happened in East Norwalk and it was not related to TTD service.

Mr. Brown asked about the Website Traffic. Mr. Smith said that the new website had been attracting new visitors. Mr. Anderson asked if there was a link to the East Norwalk Library. Mr. Smith made a note of this.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENT

Mr. Smith reviewed the finances included in the information packet with the Commissioners. He reminded everyone that CMEEC debt refinancing will result in significant savings for the District. Mr. Smith said that the Norden project brought in \$68,175.18 in August. Fuel costs were up. A discussion followed about these costs.

SIDING PROPOSALS.

FINAL

Mr. Scofield said that he had been asked to have the building trim painted white along with other changes. When the painter arrived, he suggested that the areas that were to be changed should be sided instead. Mr. Scofield said that the low bidder was U.S. Home Services in the amount of \$6,500. Mr. Yost asked where the company was located. Mr. Scofield replied they were in Stamford, New England Exterior is located in Norwalk and Montanaro Carpentry is located in Trumbull. Discussion followed about this project being routine maintenance. Mr. Scofield said that painting the building would actually cost more than the siding. Discussion followed.

Mr. Yost asked if the signs could be done independently. Mr. Scofield said that they could be done and would cost \$1,800 for the signs.

**** COMMISSIONER BROWN MOVED TO APPROVE ORDERING THE SIGN FROM SIGNS BY ANTHONY.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

METER UPGRADE PROJECT.

Mr. Smith said that there had been a small pilot meter project which produced unsatisfactory results. Four of the meters were okay, but the other two failed. This equipment is being returned to the vendor.

The District was recently contacted by Jewett City regarding an AMR system for sale at a considerable discount. This is proven technology and the software is compatible with the standard Itron software. Jewett City upgraded their equipment through a Federal grant and a significant portion of their AMR system is still in the original packing boxes. Mr. Smith recommended the District purchase this equipment, which would provide new meters for approximately one third of the district. Mr. Yost asked for a rough estimate on the savings. Mr. Smith said that there currently was one meter reader for the District, but this would save time. Mr. Scofield said that Jewett City saved approximately 50% with their increased efficiency. Discussion followed about the financial details.

**** COMMISSIONER BROWN MOVED TO APPROVE THE PURCHASE OF AMR METERS FROM JEWETT CITY AS DESCRIBED, WHICH NOT TO EXCEED THE NUMBER OF \$55,000 FOR 1,100 METERS PLUS HANDHELD, CRADLES AND CASES AFTER THE PURCHASE AGREEMENT IS REVIEWED BY ATTY. BOVE.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF COMMISSION MEETING SCHEDULE FOR 2014.

Mr. Scofield said that this item would be on the November agenda for approval in order to file it with the State.

FINAL

**** COMMISSIONER BROWN MOVED TO SUSPEND THE RULES TO ADD A DISCUSSION ITEM.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Smith explained that the week of October 6-12 is Public Power Week in the U.S. He said that some utilities sponsor a major celebration. He said that next year, the District might want to sponsor some kind of event during Public Power Week.

ADJOURNMENT.

**** COMMISSIONER BROWN MOVED TO ADJOURN.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:08 p.m.

Respectfully submitted

Sharon L. Soltes
Telesco Secretarial Services