

FINAL

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

November 4, 2015

ATTENDANCE: Commissioners: Charles Yost, Chair; David Brown; Debora Goldstein,
Treasurer: Dr. Michael Intrieri (arrived 7:13 p.m.)

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

OTHERS: Mike Imbrogno, Benefit Planning

CALL TO ORDER

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

PUBLIC COMMENT

There was no one from the public in attendance.

MINUTES OF MEETING

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 15, 2015 SPECIAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Smith said he would like to amend the Minutes from October 15, 2015. Mr. Smith would like to make a change on Page 3 under Approval of Bozrah Light & Power Company Membership to CMEEC. Bullets 1 and 3 should be changed to read as follows:

Bullet One

- Reduces percentage of membership share, reducing the risk in new projects.

Bullet Two

- Increases financial stability of CMEEC.

**** COMMISSIONER GOLDSTEIN MOVED TO AMEND THE MINUTES OF OCTOBER 15, 2015 SPECIAL MEETING.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE AMENDED MINUTES OF OCTOBER 15, 2015 SPECIAL MEETING.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

HEALTH INSURANCE RENEWAL

Mr. Smith presented the Annual Health Insurance Renewal to the Commission and stated that it was the recommendation of the management team of TTD to select the Anthem BCBS "Gold" plan. Mr. Imbrogno reviewed the current plan with the Commission, as well as the recommended plan and answered all questions from the Commission with regard to coverage and increase in costs.

**** COMMISSIONER BROWN MOVED TO ACCEPT THE HEALTH INSURANCE PLAN, ANTHEM BCBS BLUECARE POS GOLD PLAN, FOR THE PERIOD BEGINNING DECEMBER 1, 2015 FOR AN ANNUAL COST OF \$217,935.60.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

2016 COMMISSION MEETING SCHEDULE

The Commission reviewed the revised 2016 meeting schedule which was originally presented at the October 15, 2015 meeting. The following changes were made:

Tuesday, February 16, 2016 changed to Monday, February 22, 2016

Monday, March 7, 2016 changed to Monday, March 14, 2016

Wednesday, November 9, 2016 changed to Monday, November 7, 2016

**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE 2016 COMMISSION MEETING SCHEDULE AS AMENDED.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

TREE LIGHTING CEREMONY FOLLOW-UP

Mr. Scofield told the Commission that all preparations are well underway for the tree lighting ceremony this year. Tim Currie's band has been booked, as well as the Marvin Choral group. The choral group will be performing from the ground in the front of the Showmobile in a roped off area. The layout for the park will remain the same.

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The Food & Toy drive initiative has been revamped, as it has not been as successful as hoped in the past few years. Mr. Scofield, Cynthia Tenney, Rachel Saunders and Tricia Dennison have met and reviewed ideas on how to make the drive more successful. A new marketing plan has been developed, i.e., flyers inserted into bills, posters at locations accepting donations, TTD website, and a larger appearance in the advertisement for the tree lighting.

The list of politicians was reviewed by the Commission and finalized so invitations can be sent out for the tree lighting ceremony in December. The only politician that will be invited to speak will be Mayor Rilling. All other politicians will only be recognized.

Dr. Intriери agreed to lead the Moment in Silence and then he will introduce Pastor Mark Ellis from Advent Christian Church to give the Invocation. Commissioner Goldstein mentioned that the time of this year's event was in line with Hanukah this year and it might be nice to have a local Rabbi present as well. Mr. Scofield will look into this.

GENERAL MANAGER'S REPORT

Holiday Party Date

Mr. Smith presented to the Commission some possible dates as well as a menu from Harbor Lights for the holiday party. First choice of dates would be Thursday, December 10th and the second choice is Wednesday, December 9th.

The Commission discussed the menu Harbor Lights had prepared in detail. The feeling was that it was on the expensive side. The Commission discussed possibly going back to the South Norwalk Boat Club. Their concern was that there was not enough wait-staff to handle such a large group of people.

Dr. Intriери has volunteered to speak with Harbor Lights to see if they could either come down on the price or see if appetizers could be added for the same price. Otherwise, the Commission will check into going back to South Norwalk Boat Club provided they can ensure that there will be more wait-staff to handle a large group of people.

Follow-Up to Operating & Capital Budget Updates

Mr. Smith presented the Operating and Capital budgets for the 1st Quarter ending 9/30/15. Based on the approved funds of \$1,551,000 including SCADA, \$402,817 has been spent as of 9/30/15. A major expense to make note of is the Underground Conductors for the Waste Water Treatment Plant, which should be finalized over the next couple of weeks. This is an upgrade to the service that "feeds" them and will benefit both them and TTD.

Commissioner Brown asked about the category Street Lights & Signals, as the actual for 9/30/15 is greater than what was budgeted. The LED street light project is currently being reimbursed by

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TTD's C&LM (Conservation & Load Management) account at CMEEC and will be reflected as such at a later date.

Mr. Smith then explained the Operating Budget, showing a benchmark of 25% as a target percentage for the first quarter. Some budget items are over and some are under, but the total for the sub-categories are basically on target. Net Income for the quarter is better than what was projected. The net result of first quarter performance is that TTD's management is controlling expenses and managing to budget.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Highlights for the first quarter include a \$335,798 contribution to the Rate Stabilization Fund which is up from last year. The net income is stronger than last year by \$198,511. Sales are up approximately 16%. Expenses are up a somewhat than this time last year, but overall net income is \$641,471. The cash balances in the cash accounts are in good shape. Some of that money is being spent down with the capital projects that we are actively working on. The debt is being reduced and the energy cost is stable. Overall, everything is in good shape for the first quarter.

KPI's: Commissioner Goldstein asked why the Bad Debt Ratio is remaining closer to 5% and doesn't appear to be going down. Mr. Scofield responded and said that there are some liens in place that have not been collected. On a day-to-day basis, TTD is doing better with collections. He believes the larger debts are those that are currently protected by a lien which includes both commercial and residential. TTD has not been writing off any of the older debt and remains on the books. Mr. Smith said he would go back and review the debt and try to get a more definitive answer for Commissioner Goldstein.

PCA: The number is coming down due to the higher PCA currently in place. Once the number reaches zero, TTD will be able to adjust the number accordingly on a month by month basis.

PROJECT SUMMARY

A-Base Meters: Commissioner Goldstein asked if there were any incentives or another type of leverage that can be used to move the project along more quickly. Mr. Smith said there are approximately 250 meters in the system. The process has been to send out 3 to 5 letters each month. It's a tedious process working with the customer who will need to face a large expense. Mr. Smith said he will try to find a way to either incentivize the customer or move the process along more quickly.

Strategic Planning: Mr. Smith is prepared to start the process, but has held off until the elections were over. The Commission agreed that January would be a good month to formally start the process.

Cablevision: A bill was sent out to them mid-October. There has been no response to date.

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Fuel Tanks: Commission Goldstein asked what the impact of this would be on the 5-year plan. Mr. Smith said it would probably be approximately \$50,000.

LED Street Lights: Commissioner Goldstein asked if there was a way that we could calculate the energy savings on the new street lights being installed. Mr. Smith said he would get together with Mike Adams and work on getting the information.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District