

FINAL

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

November 7, 2016

ATTENDANCE: Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein

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

OTHERS: Mike Imbrogno (Benefit Planning)
Sarah Mann, Kathy Cray, Marlene Debellis (ENIA)
Jim Hines (Firehouse #3)

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public was in attendance.

HEALTH INSURANCE RENEWAL

Mike Imbrogno from Benefit Planning reviewed TTD's current Health Insurance Policy with the Commission. He then presented the recommended Plan to the Commission and reviewed each line item. His recommendation is for Anthem Blue Cross & Blue Shield's Gold Century PPO 2000/0%/5500. The premium for the upcoming year will save TTD approximately 5.5% or \$11,000.

**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT GOLD CENTURY PPO 2000/0%/55000 OPTION AS PRESENTED BY MIKE IMBROGNO.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISTRICT BUDGET PRESENTATIONS

Cemetery – Mr. Scofield informed the Commission that he had met with Chris Burr and Almstead to review the capital budget recommendations for the cemetery for the 2017-2018

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District Budget. The recommendation was for pruning, removal of trees, new sprinkler heads and a soaking hose in the amount of \$3,210.

Commissioner Goldstein asked why Chris Burr does not come to the Commission meetings to present the capital budget items for the cemetery. Mr. Scofield responded that Mr. Burr works evenings and is not available, and therefore, works through Mr. Scofield to present the items. He will contact him and ask him if he would be able to come to a future meeting in order to meet the Commission.

Firehouse #3 – Jim Hines spoke to the Commission about the upcoming need for the Firehouse. Now that most of the renovation has been completed at the Firehouse, the one item that is left to be done is to remove the lead paint from the brick walls of the apparatus floor. Three bids were obtained from certified vendors and Mr. Hines agreed to submit the lowest bid in the amount of \$14,840.

Library – Sarah Mann and Kathy Cray presented the upcoming Library budget for 2017-2018 in the amount of \$251,875. Ms. Cray explained that the budget for the upcoming year is inflated because of the changes taking place at the Library. The bulk of the increase is for hiring a full-time Director which will need to include health insurance and payroll taxes. The hiring of this new Director will allow the Library to expand their current programs and extend the working hours of the Library. The Library is asking the District for \$190,000 for the upcoming 2017-2018 District Budget, an increase of \$22,879. The Library is planning on funding the balance of their needs in the amount of \$60,000 through hall rentals, contributions, fundraising and grants. Ms. Mann and Ms. Cray continued to discuss the new ideas that the Library would like to put in place for the future and how they plan to raise the needed funds.

Commissioner Goldstein asked what the plan for the “gap” between Directors was going to be. Ms. Mann said that Board members will be filling in as needed until a full-time Director is on board.

Ms. Mann asked the Commission’s permission to hold a book sale at the upcoming tree lighting next month. The consensus was to allow the book sale. Ms. Mann will be in touch with Mr. Scofield to firm up the details.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND MOVE ITEM #6, LIBRARY ROOF BIDS – EMERGENCY REPAIR, TO FOLLOW ITEM #3.
** COMMISSIONER BROWN SECONDED.
** THE MOTION PASSED UNANIMOUSLY**

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LIBRARY ROOF BIDS – EMERGENCY REPAIR

Mr. Smith told the Commission that three bids were obtained from local roofers for an emergency repair to the Library roof. The problem started with a leak about a month ago in the corner of the roof which was repaired by Rick’s Main Roofing at no cost. The bids range from \$15,000 to \$36,000 and are not consistent with each other. Mr. Smith is not comfortable using these bids to move forward with the replacement of the roof. Mr. Smith is suggesting that TTD hire Gill & Gill to spec out the roof and place the job out for bids. Mr. Smith said Gill & Gill had been used in the past for the roof to the TTD garage and did an excellent job. Mr. Smith is recommending putting this project on hold until the specs can be written.

Commissioner Goldstein asked if there were enough funds in the District Budget to cover this expense. Mr. Smith informed her that there was.

- ** COMMISSIONER GOLDSTEIN MOVED TO TABLE THIS ITEM TO A FUTURE MEETING WHEN THE NEW BIDS WILL BE READY FOR COMMISSION REVIEW.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

MINUTES OF MEETING

October 11, 2016 Special Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF OCTOBER 11, 2016 SPECIAL MEETING.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

October 17, 2016 Regular Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF OCTOBER 17, 2016 REGULAR MEETING.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith passed out a corrected Financial Highlights page to the Commission and explained that all the figures in the “% Change” column were not accurately reported. There had been an error in the formula used and apologized for the mistake.

Overall, September was a good month. Total Income was up 3%, Total Expense was flat and Other Income was up 47%. Net Income was up \$349,500 (150%) over the same period last year.

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Cash balances continue to be healthy. The funds in the Savings account are from CyrusOne paying off their loan early. These funds will be shifted in the future into other accounts as new projects move forward.

The Outstanding Principal Balance with CMEEC remained the same as no transfer of funds has been made.

PCA is in over-collection and needs to have an adjustment made in the very near future, i.e., January 2017. Mr. Smith will work with the accountant to run some numbers to see how much the PCA should be reduced.

KPI's – The Operating Ratio Industry Average appears to be too low and needs to be recalculated. Bad Debt Ratio continues to go down which is a reflection of the hard work that Mr. Scofield has been doing. All other items are in line.

2017 COMMISSION MEETING SCHEDULE

The Commission reviewed the upcoming meeting schedule for 2017. Two changes were made:

- Tuesday, February 21, 2017 was changed to Monday, February 20, 2017
- Monday, November 6, 2017 was changed to Wednesday, November 8, 2017

**** COMMISSIONER BROWN MOVED TO ACCEPT THE 2017 COMMISSION MEETING SCHEDULE AS AMENDED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

PURCHASING POLICY – APPROVAL OF MOTION - ITEM #6

Mr. Smith told the Commission that after the Purchasing Policy Item #6 was approved at the October 17, 2016 meeting, Commissioner Yost contacted Mr. Smith and requested to change the verbiage in Item #6 to make it clearer. The request was to replace “Any line item in the Capital Budget that exceeds 20% of the original budgeted amount for that item must be sent back to the Commission at a special or regular meeting for approval” with “Any line item in the Capital Budget which is approved by the Commission and is bid out formally at project time, and exceeds the budgeted amount by 20% or more, must be presented and approved by the Commission at a special or regular meeting.”

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE CHANGE.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT

Holiday Party Date – Mr. Smith asked the Commission when and where they would like to have the 2016 Holiday Party. The consensus was to have the Holiday Party at the South Norwalk Boat Club with a start time of 6:00 p.m. The first choice of dates is Wednesday, December 14, 2016 with a back-up date of Thursday, December 15, 2016. Mr. Smith will contact John Bove and make the arrangements.

Financial Audit – Mr. Smith informed the Commission that the completed financial audit was received on October 28, 2016. He is expecting bound copies shortly and will forward them out to the Commission once received. Mr. Smith indicated that this was the earliest the audit had been received since he was General Manager. The staff worked very hard on putting it together in a timely fashion.

PROJECT SUMMARY

There were no questions on the Project Summary.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND ADD TWO AGENDA ITEMS: 1) BRIEFING OF CMEEC KENTUCKY DERBY CONTROVERSY BY JIM SMITH AND 2) BRIEF DISCUSSION ON THE WALK BRIDGE FORUM.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

BRIEFING ON CMEEC BOARD RETREATS

Mr. Smith explained that a few years back the CMEEC Board began to have a retreat for the Board members only that coincided with the Kentucky Derby. It was a retreat for the Board members only and the purpose would be to discuss strategy for the Board. Mr. Smith did attend in the past, but has not gone in the last several years. In the past several years, the retreat became more of a social event and attendees went beyond the Board members. It was noted that the funds for this event did not come from the ratepayers, but rather the Member Margin.

In recent months, the situation was brought to light and the media has now been involved and there has been bad publicity in the Norwich area newspapers. It has been a topic of great concern with the CMEEC Board. John Bilda, General Manager of Norwich, has suggested that a Public Relations firm be retained in order to try and mitigate the situation.

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BRIEF DISCUSSION ON THE WALK BRIDGE FORUM

The Commission discussed the upcoming forum that was originally planned at the October 11, 2016 Special Commission meeting. Due to circumstances, it was the consensus of the Commission to cancel the forum which was scheduled for Saturday, November 12, 2016.

The Commission will still be writing a position paper to be published and read into record at the upcoming public hearing on November 17, 2016. Commissioner Goldstein will be attending the hearing and will read the statement on behalf of the Commission.

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:14 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District