

FINAL

THIRD TAXING DISTRICT

Regular Meeting
of the City of Norwalk
December 2, 2013

ATTENDANCE: Commissioners: Charles Yost, Chairman; David Brown;
Debra Goldstein; Dr. Michael Intrieri, Treasurer

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

CALL TO ORDER

Chairman Yost called the meeting to order at 7:00 p.m.

Public Comment - None

Minutes of Meeting – November 6, 2013

Ms. Goldstein noted the following corrections: Page 1: Under Public Comments correct Debra to Debora; change the second on the motion to Ms. Goldstein. Page 2: Actuary should be actuary. Page 4: In the first motion, add the word of after need; in the second motion change Mr. Yost to Ms. Goldstein.

Mr. Brown questioned several sentences in the minutes and asked if these items were done as stated. Mr. Smith clarified that the items were accurately listed as noted and he would be addressing them during his report.

Mr. Yost requested that it be noted that Mr. Michael Intrieri was elected as District Treasurer following the outcome of the vote recount.

**** MR. BROWN MOVED TO APPROVE THE MINUTES OF NOVEMBER 6, 2013 AS AMENDED WITH CORRECTIONS NOTED.**

**** MS. GOLDSTEIN SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY**

Person to Person Assistance Program

Ms. Marina Thomas, Director of Social Services from Person to Person, presented the program for customers in need of financial assistance as authorized at the November meeting. She reviewed how the \$20,000 will be allocated based on identifying chronic

delinquent customers and the guidelines for qualification and notification. Questions and comments from the Commissioner were addressed.

Marketing PR Update - Jumar Presentation

Judi Virgulak presented the program review as contained in the agenda packet and gave an overview of the activities performed by Jumar Marketing. Questions and comments were addressed from the commissioners and follow up items relative to the upcoming Tree Lighting will be confirmed by e-mail to Mr. Smith as discussed. Executed copies of the Master Services Agreement and Statements of Work Plans were provided for review.

Mr. Smith requested a suspension of the rules to add the review of Property & Casualty Insurance to the agenda.

Insurance Renewal

Peter Murphy and Elizabeth Lyons from J. P. Murphy & Associates presented the insurance recommendation and reviewed the supporting documents as contained in the agenda packet. A discussion ensued regarding additional coverage required for the substation projects, and Mr. Murphy suggested that approximately \$5,000 would cover the addendum.

Questions and comments from the Commissioners were addressed relative to the details of the plan as outlined in the recommendation.

**** MS. GOLDSTEIN MOVED TO AUTHORIZE THE RENEWAL RECOMMENDATION FROM J. P. MURPHY AND ASSOCIATES FOR THE THIRD TAXING DISTRICT 2014 PROPERTY AND CASUALTY INSURANCE IN THE AMOUNT OF \$141,887.44. TOTAL AMOUNT IS TO INCLUDE AN ADDITIONAL \$5,000 OR +/- 1% INCREASE TO COVER THE SUBSTATION PROJECT IMPROVEMENTS.**

**** MR. BROWN SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

Update on Christmas Tree Lighting

Mr. Scofield provided a draft of the program for the annual Christmas Tree Lighting ceremony for Sunday, December 8 at 6:00 p.m. He reviewed the schedule, confirmed attendance, gifts, and roles of the Commissioners.

General Manager's Report

Update on Rate Study

Mr. Smith reported that the rate study was completed today, based on the actuarial analysis that was just recently received, and he will release it after a final review.

Update on Fitch Street/Cervalis Projects

Mr. Smith reported that Fitch Street is on the home stretch of completion, and they are cleaning up a few minor issues on the final substation project list. He explained they are working on CMEEC power source options then on to the permanent negotiated rate. He stated there is a two-page detailed memo from Joe Cristino of what will be completed by December 16, and he will forward by e-mail if requested. He summarized that completion represents work of multiple partners that came together with logistical coordination, and all is on track within one week of the original plan deadline.

Rain Garden

Mr. Scofield presented the program offered by Sound Keepers to plant and maintain a 5' x 8' flower/perennial garden in back of the TTD property referred to as Angelo M. Santella Park. He explained that there will be no cost to the district and volunteers will plant and maintain the garden. It was agreed by a general consensus of the Commission to proceed with the Rain Garden.

Discussion/Analysis of Financial Statements

Mr. Smith provided a review of the financial reports as of October, 2013 and included an explanation of noted major variances versus year ago. Included in the review was a summary of key performance indicators (KPI's), which measures how TTD is performing in several key areas, year over year, as well as the current month. This is a new initiative for TTD and will be enhanced by adding a column, beginning next month, which benchmarks TTD against industry averages.

Mr. Smith distributed the project status report and Mr. Yost asked that it be included in all future agenda packets for the Commissioners to review in advance.

Executive Session There was no executive session.

Ms. Goldstein asked it be noted that an executive session should only be listed on the agenda if it is scheduled and the reason should be included to be in compliance with FOI guidelines.

Adjournment

**** MS. GOLDSTEIN MOVED TO ADJOURN.**
**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Marilyn Knox,
Telesco Secretarial Services