

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
February 6, 2017

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

**STAFF:** Jim Smith, General Manager; Ron Scofield, Assistant General Manager;  
Mike Adams, General Line Foreman

**OTHERS:** William Andriopoulos and Maria Genovese (ADA Architects)  
Judi Virgulak and Marie Jablonski (Jumar Marketing)

**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 to comment.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO ADD AN  
AGENDA ITEM, REPRESENTATIVE TO EAST AVENUE DESIGN COMMITTEE.  
\*\* COMMISSIONER BROWN SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**REPRESENTATIVE TO EAST AVENUE DESIGN COMMITTEE**

A discussion took place about having a TTD representative at the meeting of the East Avenue Design Committee to be held on Tuesday, February 7, 2017 at 8:00 a.m. at City Hall.

**\*\* COMMISSIONER GOLDSTEIN MOVED THAT MR. JIM SMITH FORMALLY  
REPRESENT THE COMMISSION AT THE MEETING.  
\*\* COMMISSIONER BROWN SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**215 EAST AVENUE – PRESENTATION OF PROPOSAL**

Mr. William Andriopoulos and Ms. Maria Genovese of Andriopoulos Design Associates, LLC, located in Norwalk, CT for 30 years, presented their proposal to the Commission for 215 East Avenue. Their proposal is based on office space for the current site. He indicated that any type of structure designed for the site will need to go before the Zoning Board. He said that he would need an updated map of the property, which will be provided to him.

Mr. Andriopoulos explained that the property is currently in two different zones; the front 95 ft. is NB (Neighborhood Business) and the rear 124 ft. is Industrial 1. He explained all the zoning regulations for any type of structure that would be built there, i.e., retail, office, or parking garage.

Discussion took place around the current DOT projects and how it could impact any new structure being built on the site, specifically the widening of East Avenue. Mr. Andriopoulos believes the bigger cuts of frontage will be taken from the west side. He also stated that no matter what type of structure is built, a traffic evaluation will need to be conducted. The discussion continued around the different options for the property and any limitations that could be incurred.

Mr. Andriopoulos will provide a feasibility study for any type of structure that the Commission has in mind for the property.

The Commission will review all the information and be back in touch with Mr. Andriopoulos in the near future.

**LIBRARY AWARENESS & COMMUNICATIONS**

Judi Virgulak and Marie Jablonski from Jumar Marketing were present to discuss with the Commission how best to communicate to the ratepayers about the Library prior to the Annual Meeting of March 1, 2017.

Jumar's recommendation was to release a formal statement to the ratepayers through direct mail, TTD emails, ad in The Hour (both paper and online), Library emails, other media outlets and the East Norwalk Association.

Jumar will work on drafting a statement and send it out to the Commission through the TTD office for any comments. The release of the statement is targeted around April 20, 2017 in order for the ratepayers to receive it prior to the Annual Meeting.

**MINUTES OF MEETING**

January 9, 2017 Regular Meeting

- \*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JANUARY 9, 2017 REGULAR MEETING.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

January 26, 2017 Special Meeting

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JANUARY 26, 2017 SPECIAL MEETING.**
- \*\* COMMISSIONER YOST SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE**

Mr. Smith reviewed the financials with the Commission. Total Revenues are just about the same as last year. Total Expenses are up 2% compared to last year. Other Income is up 37% due to the Norden Generators, which are running more frequently this year. Other Expense is down 31%. Rate Stabilization is at \$941,340 which is almost double from last year at \$464,750. Net Income is \$829,338 vs. last year's \$464,750, which is up 78%. Cash balances remain stable.

KPI's – Remain consistent. Bad Debt Ratio is down. Energy Loss Percentage and System Load Factor are heading in the right direction.

PCA – Remains in an over-collection mode, but should start to shift downward since the rate was decreased effective January 1, 2017.

**EXCHANGE CLUB DONATION**

The Commission reviewed the donation request from Dr. Intriери from the Exchange Club in the amount of \$250 for a half page ad to run in their program for their upcoming recognition dinner.

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE REQUESTED \$250.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

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## **DISTRICT BUDGET AND AGENDA PRESENTATION TO COMMISSION**

Mr. Scofield began by presenting the proposed 2017-18 District Budget to the Commission and explaining the Expenditure line items. Mr. Scofield answered all of the questions asked by the Commission.

The Commission made the following changes to the District Budget:

Line 10 – Added \$40,000, making the new Transfer figure \$288,429.

Line 25 – Added \$40,000 to Library Building Major/Capital, making it \$40,000

Line 29 – Reduced Other District Services by \$5,000, making it \$10,000

**\*\* COMMISSIONER BROWN MOVED TO APPROVE THE DISTRICT BUDGET AS AMENDED.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

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

The Commission then reviewed the Outline for the Annual Meeting. Revisions included re-ordering of items and adding two new items – Library Vision & Commitment (Charlie Yost) and Presentation of Library Budget (Sarah Mann).

A revised Outline will be sent to the Commission prior to the next scheduled meeting of February 20, 2017 for their review.

## **ANNUAL MEETING PROCEDURES**

Mr. Scofield reviewed the procedures for the Annual Meeting. Some new additions for this year will include having an American Flag put on the stage. Commissioner Brown will be at The Marvin in the afternoon to assist with setting up, i.e., placing projectors, screens and tables.

The Commission would like to have two postcard mailings – one to arrive February 21<sup>st</sup> and the other to arrive February 27<sup>th</sup> at the homes of the ratepayers. An email reminder will go out to ratepayers on Monday, February 27<sup>th</sup>. Mr. Scofield will work with Jumar for placement for their display ad.

TTD staff has made two attempts to contact Liz Lyons with regard to her attendance at the Annual Meeting, but has not received an answer as of February 6<sup>th</sup>.

The Commission agreed to give The Marvin a stipend of \$300 for the use of the auditorium for the Annual Meeting.

## **UPDATE ON SUMMER CONCERTS**

Mr. Scofield informed the Commission that all bands have been booked for the 2017 Concert Series per their recommendations. He asked the Commission to submit to him any of the concerts that they would like to host. The Commission will review the list and let Mr. Scofield know which concert(s) they would host. Commissioner Brown responded and said he did not want to host any concerts.

## **GENERAL MANAGER'S REPORT**

### Update on East Avenue Roadway Project

Mr. Adams told the Commission that he attended a meeting in Bridgeport at A. DiCesare Associates P.C. (State contracted Engineer) on January 30<sup>th</sup> to discuss the roadway projects. In attendance was the DOT, Cristino Associates and himself. They reviewed the plans for TTD's proposed re-routing of infrastructure coming out of the East Avenue substation as part of the project and wanted to learn how it would impact the project.

It is anticipated that by late-February or early March 30% of the design will be released. They are projecting the bridge project to begin in 2018 with a completion in the year 2020. The project is estimated to cost \$2.5 million and is 100% reimbursable from the State.

### Time of Use Rates – Vets Park

Mr. Smith has met with Mr. Hughes from The Rinks at Vets Park to assist him with his high electric bills. Mr. Hughes is insistent that TTD's rates are higher than the charges he receives from Eversource for his facility in SONO.

Mr. Smith said the issue is whether or not TTD should design a special rate for him. Mr. Smith asked the Commission if they would like him to pursue this issue.

**\*\* COMMISSIONER BROWN MOTIONED TO DENY MR. HUGHES' REQUEST TO DESIGN A SPECIAL RATE.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

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

## **PROJECT SUMMARY**

Radio-Read Meters – Commissioner Brown asked the cost to date for this project. Mr. Smith will need to get back to him with the answer.

Security Light Cost of Service – Commissioner Brown asked who the customers were and what do they pay? Mr. Smith will get the list for Commissioner Brown.

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Public Relations – Commissioner Brown asked who the RFP would be going out to. Mr. Smith, no companies have been chosen as yet, as the RFP is still being revised per the Commission’s request to add more detail to it.

Annual Revenue/Expense Budget – Commissioner Brown asked for the 2016 figures for the budget. Mr. Smith told him that the Commission received the 2016 figures back in June 2016.

Solar Projects – Commissioner Brown asked who the solar customers are. Mr. Smith indicated that there are none right now and that the subject matter is a place holder.

SCADA Project – Commissioner Brown asked how the new contractor was working out. Mr. Smith replied that it is has been much better and less costly.

### **ADJOURNMENT**

**\*\* COMMISSIONER YOST MOVED TO ADJOURN.**

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

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

The meeting adjourned at 9:54 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District