

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Regular Meeting  
April 7, 2014

**ATTENDANCE:** Commissioners: Charles Yost, Chair; Debora Goldstein, David Brown, Dr. Michael Intrieri, Treasurer

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

**OTHERS:** Sarah Amato Mills, Marvin PTO; Mr. Stan Siegel, the Executive Director of the East Norwalk Library; Marie Jablonski, Jumar Marketing; Judi Virgulak, Jumar Marketing; Jim Anderson, East Norwalk Association President.

**CALL TO ORDER.**

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

**PUBLIC COMMENT.**

Ms. Amato Mills from Marvin Elementary School PTO came forward to address the commissioners. She stated that the school had applied for a grant in the past and that someone else was 'handling it' on the PTO. Ms. Amato Mills said she was coming before the commission to see if it was too late to apply for the grant. She stated that the prior grant had been for \$6,000 and said that the money had been used to fund various science programs for the students, which she reviewed for the commission. Ms. Amato Mills said that the new grant she was applying for was also for \$6,000 and, when the grant had not happened in the past, the programs either did not happen or required alternate fund-raising. A brief discussion followed. Commissioner Goldstein asked if there was a formal presentation available. She was told that there was. Commissioner Goldstein stated that since the item was not on the agenda, no vote could be undertaken at this meeting.

Mr. Stan Siegel, the Executive Director of the East Norwalk Library, came forth to talk about the Library. Mr. Siegel then distributed copies of a document to the Commissioners, which he then read into the record. (See Attached).

Commissioner Brown asked for a list of board members. Mr. Siegel then recited the following list:

**OFFICERS**  
Jim Anderson - President

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Kevin Emro - Vice President  
David Park - Secretary  
Katherine Cray - Treasurer

MEMBERS  
Nancy O'Connor  
Marlene DeBellis  
David Castle

**MINUTES OF MEETINGS –**

**FEBRUARY 3, 2014**

- \*\* COMMISSIONER YOST MOVED THE MINUTES OF FEBRUARY 3, 2014.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**

Commissioner Brown asked if the Library Capital budget projects had ever been included on the March agenda for a vote. Commissioner Goldstein replied that it had been in the March 18th minutes.

- \*\* THE MOTION TO APPROVE THE MINUTES OF FEBRUARY 3, 2014 PASSED UNANIMOUSLY.**

**SPECIAL MEETING MARCH 18, 2014.**

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES.**

The following corrections were noted:

Page 2, under RFP Process and Calendar: paragraph 1, line 2: please change the following from : “downloaded several RFP plans from neighboring towns”

to:       downloaded budgets and strategic plans from libraries from neighboring towns”

Page 2, under Executive Assistant Need: paragraph 3, line 5: please change the following from; “Both Commissioner Yost and Dr. Intieri said”

to:       “Both Commissioner Yost and Dr. Intriери said”

Page 2, under RFP Process and Calendar: Paragraph 1, line 3: please change the following from: “plans from neighboring towns. Dr. Intieri said”

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to: “plans from neighboring towns. Dr. Intrieri said”

**\*\* COMMISSIONER YOST SECONDED THE MOTION TO APPROVE AS AMENDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES AS AMENDED WAS APPROVED WITH THREE IN FAVOR (YOST, GOLDSTEIN AND INTRIERI) AND ONE ABSTENTION (BROWN).**

Commissioner Brown noted that in the second paragraph on page 2, the following statement was made: “Mr. Smith said he would like to have someone hired for this within the next 45 days. He wished to know when the discussion on this would be held. It was agreed that this would be discussed at the next meeting.

#### **UPDATE ON ELECTRIC VEHICLE CHARGING FACILITY.**

Mr. Smith delivered a summary of the updates on the Electric Vehicle Charging facility. He clarified a question delivered prior to the meeting about the funding for the project and the location of the funding for the project. He stated that they were looking at a DC charger for the facility and passed out papers showing what a DC charger looked like to the Commission. Discussion followed on the merits of a DC charger.

#### **RENEWAL OF JUMAR MARKETING SERVICE CONTRACT.**

The details of the Jumar contract that had been in place since April of 2013 was up for renewal. Mr. Smith stated that Jumar had exceeded the expectations for the contract based on the original scope of services. It was also stated that there were still areas of improvement though. Commissioner Yost said that a good job had been done with the website, branding, and PR marketing. Discussion followed regarding the details of the contract. There was no indication of the cost of the contract.

Judy Virgulak of Jumar Marketing was present to speak about the contract. She said that the suggested improvements would happen as well as having the website translated into Spanish. She then gave an overview of the required process for doing so. Following that, the representative went into further detail on what the contract would cover and the details for improving services along with an outage map. Compensation for the contract was also discussed.

**CMEEC WINTER MARKET ANALYSIS – PROJECTS AND IMPACT.**

A handout was provided for the commissioners. It outlined the details on the cost of energy, the impact of the weather on the cost of energy, as well as a graphical representation of the cost. Discussion followed on the various costs incurred over the winter. Of particular note was the price of gas transportation, hedging, and futures.

**UPDATE ON LIBRARY MASTER PLAN.**

Commissioner Yost suggested that the commissioners hold off on the Library Master Plan until after they have discussed Mr. Siegel's input.

**\*\* COMMISSIONER GOLDSTEIN MOTIONED TO TABLE THE DISCUSSION OF THE LIBRARY MASTER PLAN UNTIL THE NEXT AVAILABLE AGENDA.**

**\*\* COMMISSIONER INTRIERI SECONDED THE MOTION.**

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

**GENERAL MANAGER'S REPORT.**

Mr. Smith presented his report. He then suggested a cut-off of the Commission meeting agenda in order to give him some time to put together the monthly agenda package without issues. Mr. Smith stated that this had been a problem in the past that resulted in having to recreate agendas with more items and additional back-up material. Having the cut-off point as the Friday before the information packet is distributed would be optimal. Anything submitted after that would go onto the next meeting agenda. Discussion on the details followed.

Cervalis has scheduled an Open House from 10 a.m. to 2 p.m. on April 10th. Discussion followed about the details.

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS / KEY PERFORMANCE INDICATORS – (KPI'S).**

A recap of the financial highlights was given to the Commission by Mr. Smith. It was stated that both income and expenses had increased, but the expenses more-so resulting in a reduced income. A detailed review of the analysis followed.

Mr. Smith stated that there would be an effort to gain additional revenue sources such as a customer located in the Norden facility. The discussion then moved to the service area map and whether the Norden facility was within the boundaries. Last week, Mr. Smith met with someone from one of the companies in the Norden facility that is interested in entering into a ten-year contract.

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Commissioner Goldstein had several questions about the footnotes, particularly footnote Number 5 that showed an expense had gone up. She wanted to know if this was due to unexpected equipment failure or routine maintenance. Mr. Smith explained that it was routine maintenance. Commissioner Goldstein wished to know if the credit-card processing fees in Number 6 were negotiable. Mr. Smith said that the administration tried to negotiate the best deal possible every year. Regarding Number 7, Commissioner Goldstein also asked whether the marketing website details were built into the retainer. Mr. Smith explained that the figure was actually part of the total expenses and just added as a separate footnote.

**EXECUTIVE SESSION.**

There was no business to conduct in Executive Session.

**ADJOURNMENT.**

**\*\* COMMISSIONER GOLDSTEIN MOTIONED TO ADJOURN.**

**\*\* COMMISSIONER INTRIERI SECONDED.**

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

The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Ian A. Soltes  
Telesco Secretarial Services

# EAST NORWALK ASSOCIATION

51 Van Zant Street – East Norwalk, CT 06855

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## STATEMENT TO TTD COMMISSIONERS / REGULAR MEETING / APRIL 7, 2014

This has reference to the Minutes of the East Norwalk Electrical Department ( Third Taxing District) Annual Meeting, March 5, 2014.

Item 9, 3<sup>rd</sup> paragraph: “Chairman Yost said the largest component of the budget is the East Norwalk Library which has served the community for the past 100 years. They believe that in order to be a good steward of the library they should provide a focus and a study of its history versus its potential of what it can be so they are planning on doing a master plan for the East Norwalk Library....”

In speaking for the East Norwalk Improvement Association I must point out, the *East Norwalk Electrical Department* is NOT the steward of the East Norwalk Library – that responsibility lies alone with the East Norwalk Improvement Association since it’s founding and management of the East Norwalk Library since 1915.

In its stewardship of the East Norwalk Library, the East Norwalk Improvement Association has in place and will continue to have various benchmarks and procedures which measure the usefulness and effectiveness of the East Norwalk Library for its cardholders, and other patrons of every age on a regular and continuing basis. This monitoring enables changes and improvements of the services provided as deemed necessary including the institution of new “extension services” to support its total East Norwalk marketplace.

We do not object to seeking a review of the Library via a Master and/or Strategic Plan as may be provided by a professional consultancy. As “stewards” of the Library, however the determination of what and when such a review is or becomes necessary lies with the Board of Directors of the East Norwalk Improvement Association in concert with East Norwalk Library management and staff.

Therefore we feel that the holding of a “Public Hearing” under the auspices of the East Norwalk Electrical Department is premature and not in keeping with the Department’s authority when it comes to the East Norwalk Library.

It should noted too, that the approval at the Annual Meeting for “Master Plan funding” was not tied to the approval of Line Item 34 of the Department’s Budget which was “given” to the East Norwalk Improvement Association (for library operations).

RESPECTFULLY SUBMITTED:

**ADDITIONAL REMARKS / REGULAR MEETING / APRIL 7, 2014**

During a conversation regarding the District's support of the East Norwalk Improvement Association and the Library, as recorded in the Minutes of the "Third Taxing District of the City of Norwalk" held March 4, 1998, the following was stated:

**"The Association deeded the library to the District but they retained control."**

"Mr. Knopp read the warranty Deed which said that:

***"the grantors reserve to the grantor, for the purpose of a public library, two rooms for now used for such purpose provided that the location of the library space may be changed with the grantor. In which case the reservation should attach to the new location."***

***There is a provision stating that if the Third District ever gives up the property, title reverts back to the Association grantor."***

It should be noted that in the Fiscal Year 1997-98 the requested appropriation from the Third Taxing District to the East Norwalk Improvement Association was \$142,850. **This coming Fiscal Year's approved request is only \$24,271 more than sixteen years ago,** while the Library's service to the community during those same years has grown exponentially.

**This furthers the contention of the East Norwalk Improvement Association that the purpose, work, and operation of the East Norwalk Association Library resides with the Board of the Association as its steward and governing management.**

RESPECTFULLY SUBMITTED.

**Grantor definition**, a person or organization that makes a grant

**Granter definition**, someone from whom the title of property is transferred