

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
January 19, 2016

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

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

**CALL TO ORDER**

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

**PUBLIC COMMENT**

No one from the public was in attendance.

**MINUTES OF MEETING – DECEMBER 7, 2015**

Mr. Smith mentioned a change on page 4, under “Transcriptions,” second bullet point, 5<sup>th</sup> line – Remove the word “we” from the sentence.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF DECEMBER 7, 2015 WITH THE ABOVE CHANGE.**

**\*\* COMMISSIONER YOST SECONDED.**

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

**DISCUSSION OF STRATEGIC PLANNING PROCESS**

Mr. Smith has contacted several vendors to obtain bids for a Strategic Plan for TTD. To date, he has received four bids/proposals from an initial solicitation to six vendors. Mr. Smith would like to know where the Commission would like to go with this, i.e., timing, process, what would the Commission like to see as part of the process.

Commission Yost asked how long would this process take. Mr. Smith responded that it could take anywhere from 2 to 3 months and would probably need to have 2 additional Commission meetings solely designated for Strategic Planning. Further discussion took place and Mr. Smith

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explained some of the process to the Commission. Mr. Smith will present the bids/proposals at the next meeting in February for the Commission to review, along with his recommendation.

### **VOTE ON LIBRARY MASTER PLAN RECOMMENDATION**

Commissioner Yost said the Commission now needs to recommend the Master Plan to the Library Board, as well as the Implementation Plan, in hopes that the Library will take it forward and implement the Plan. After the Commission recommends the Plan to the Library, it will need to be made public, i.e., TTD website, publish it or however the Commission feels it needs to be publicized.

Further discussion took place about the Foundation that will be formed and what their obligation would be to the Library.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO FORMALLY RECOMMEND THE LIBRARY MASTER PLAN TO THE ENIA. AT THE SAME TIME THE COMMISSION DOES THAT, IT SHOULD BE MADE PUBLICLY AVAILABLE VIA THE TTD WEBSITE SO THE PUBLIC CAN KEEP AN EYE ON THE DEVELOPMENTS ONCE THE HAND-OFF HAS BEEN MADE.**

**\*\* COMMISSIONER YOST SECONDED.**

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

### **VOTE ON IMPLEMENTATION PLAN PROPOSAL RECOMMENDATION**

**\*\* COMMISSIONER YOST MOVED THAT THE COMMISSION MAKE A RECOMMENDATION TO THE LIBRARY BOARD TO IMPLEMENT THE MASTER PLAN THAT HAS BEEN RECOMMENDED PER THE PROPOSAL FROM AARON COHEN ASSOCIATES, WITH ONE MODIFICATION ON PAGE 7 UNDER FEE PROPOSAL, WHICH SHOULD NOW READ “UPON SIGNATURE ‘TTD’ WILL PAY A RETAINER OF 5% OF THE TOTAL FEE,” NOT THE ‘LIBRARY.’**

Discussion took place about where the funds will come from for the payment to Aaron Cohen Associates for the Implementation Plan. It was the consensus that the funds be taken from the District Budget line “Library Master Plan/Improvements.”

**\*\* COMMISSIONER GOLDSTEIN MADE AN AMENDMENT TO COMMISSIONER YOST’S MOTION – MOVED THAT IT BE CLEAR WHO IS PAYING FOR THE IMPLEMENTATION PLAN AND THE BUDGET FUNDS THAT WILL BE USED TO PAY FOR IT. THE MONEY WILL COME FROM THE “LIBRARY MASTER PLAN/IMPROVEMENTS” LINE ITEM FROM THE DISTRICT BUDGET IN THE AMOUNT OF \$9,700.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED THE ORIGINAL MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

### **GENERAL MANAGER'S REPORT**

Library Improvements – Mr. Smith asked what the Commission would like to do about the library improvements that are needed as stated in the Minutes of December 7, 2015, page 3. There was discussion about the items in question and when they should get completed. It was the consensus of the Commission that the most important item would be the repair/resurface of the front entrance steps and sidewalk as this can become a liability issue. The other items listed can possibly come under the Master Plan and be funded by the Foundation that will be formed.

CMEEC Weather Impact Report – Mr. Smith passed out a report from CMEEC which reflects TTD's loads on a monthly basis. He specifically pointed out December and what impact the mild weather has had on TTD. The overall loads for December were 24.5% lower than normal and 20.5% lower than budgeted and will have an effect on revenues.

eReliability Report – Mr. Smith passed out a report from eReliability, which TTD subscribes to. It's a tracking tool developed by APPA. The report (pie chart) shows from the period 6/1/15 to today, the number of outages the District has had and the causes for the outages. Mr. Smith explained the report to the Commission and how the outages are tracked, how many customers lost power and the duration of the outage. Outages are tracked by the number of circuits affected during the incident. This report will be handed out to the Commission approximately every six months.

During the discussion of the causes of the outages, Commissioner Yost talked about the accident on Gregory Boulevard which took down the utility pole. This area has been the scene of many other accidents in the past. He asked Mr. Smith what is planned to try to prevent future accidents occurring in the same area. Mr. Smith went on to explain that the City is working on signage for the area, as well as putting in place some bollards or flashing lights to try and prevent anyone from damaging the pole in the future.

#### Bloom & Son Solar Project

Cynthia Tenney reported to the Commission that Norman Bloom is currently in the process of installing a 22kW DC (19kW AC) solar system at his location on Edgewater Place. The solar panels will be installed on two different rooftops. Estimated completion should be the end of January or beginning of February. Once complete, he will become a net metering customer. It is anticipated that his incentive for the installation will be just under \$9K.

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Third Party Electric Phone Calls to Ratepayers

Commissioner Goldstein received a round of complaints that ratepayers are getting calls from energy companies outside of TTD. Mr. Smith explained that the Solar Garden project is supposed to be the alternative to third party energy companies. Commissioner Goldstein is asking if TTD has any legal alternative such as a Cease & Desist Letter that can be sent to these companies, so they can stop harassing the ratepayers of TTD. It was suggested that there be a conversation with Atty. Bove to see what can be done and perhaps an article about this be put in the newsletter alerting the ratepayers about the matter.

**REVIEW OF EDITORIAL REPLY**

Commissioner Brown requested Mr. Smith to please put this item on the agenda for discussion in regard to the David Park editorial. Mr. Smith had a telephone call with Mr. Park on Tuesday, January 19<sup>th</sup> about his editorial in The Hour. They spoke in great detail and Mr. Park has agreed not to place any future editorials in the paper about TTD and will call the office and speak with Mr. Smith if he has any problems or concerns with regard to TTD.

Messrs. Smith and Park talked about why Mr. Park received an estimated bill and how estimated bills are calculated. It was brought to Mr. Smith's attention that the procedure and calculation for estimating is not public knowledge. Mr. Smith agreed to have the Terms & Conditions revised to reflect this, which are posted on the TTD website.

Commissioner Brown stated that he believes the consensus is that the situation was handled properly.

**DISCUSSION OF THE HOUR INTERVIEW**

Commissioner Brown was under the impression that the recently scheduled interview with The Hour was going to be with the Commission, not just Mr. Smith, while Mr. Smith believed it was only himself to be interviewed.

Commissioner Yost asked what the purpose of the interview was. Mr. Smith stated that it was an idea developed by Jumar in order to talk about the positive things that TTD has been doing over the last six months, leading up to the Annual Meeting. Discussion took place about a future interview and what part each Commissioner could play. Mr. Smith will speak to Jumar and ask to get an interview scheduled for a future date to be published prior to the Annual Meeting.

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

November revenues are up partly due to the 2.7 cent fuel adjustment. Year-to-date revenues are up substantially from last year. Other Income is down from last year as the Norden units have not been run as much. Other Expense is just about a breakeven from last year. Net Income before Rate Stabilization is up over last year by \$260,212. Rate Stabilization is up \$71,407 year-to-date for the first 5 months. Net Income is \$798,836 which is \$331,620 over last year.

Cash accounts remain steady. Principle Balance with CMEEC has gone down to \$4.4 million. We've added \$591,562 capital additions to date and are spending it out of the accounts as was discussed. Energy cost is almost a breakeven.

Overall, TTD is in good shape financially through the first five months of the fiscal year. Mr. Smith pointed out that although we've increased expenses \$354,076 (8%), \$139,000 is purchase power, which is an uncontrollable expense. Then if you take out the emergency roof repair of \$40,000 and \$16,000 in unanticipated legal expenses, the overall change comes down dramatically to 1.8%. The bottom line is that TTD is controlling expenses that can be controlled pretty well.

TTD is in the process of writing off some receivables, which will bring the Bad Debt Ratio down as listed on the KPI worksheet.

**PROJECT SUMMARY**

Radio-Read Meters – Approximately 40-45% complete.

LED Street Lights – Should be completed in about 2 to 3 months.

Cablevision – Mr. Smith has gotten the CMEEC attorneys involved. Still waiting on payment.

Frontier – Process of negotiating agreement.

Strategic Planning Process – About a month behind as planned.

**ADJOURNMENT**

**\*\* COMMISSIONER BROWN MOVED TO ADJOURN.**

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

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

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The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District