

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
October 15, 2015

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

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

OTHERS: John Bove, Atty. and Steve Studer, Atty.

PUBLIC: Capt. Jim Hines and Stan Siegel

CALL TO ORDER.

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

PUBLIC COMMENT.

There were no comments from the public.

MINUTES OF MEETING

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF SEPTEMBER 8, 2015 SPECIAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** COMMISSIONER BROWN ABSTAINED.**

**** THE MOTION PASSED.**

FIREHOUSE/LIBRARY/CEMETERY BUDGET PRESENTATIONS

Firehouse

Captain Jim Hines thanked the Commission for all of their support with regard to the renovation of the Firehouse. He explained all the renovations that have taken place to date and stated that the men have done all the work with the exception of the plumbing and electric. For the FY 2016/17, the Firehouse is requesting funds to bring in a Structural Engineer to look at the foundation and the supports of the building to see if there are any needs for the future. He

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believes the cost would be in the range of \$3,500-4,200, but will try to get a more accurate figure and breakdown of the services to be put into the District budget.

Library

Mr. Siegel presented the budget for the library. The library is requesting \$167,121 for operating expenses, which is the same as last year (FY 2015/16). The only difference between last year and the upcoming year is within the budget categories, not the bottom line.

Commissioner Goldstein asked where the capital item expenses were. Mr. Siegel replied that the budget presented was only for operating expenses and that no capital budget was requested. The library has made recommendations/requests in the past. Further discussion took place about whose responsibility it is for initiating any work that needs to be done (tenant vs. landlord). The library is only suggesting what needs to be done to improve the building. It was decided that Mr. Siegel and Mr. Smith would get together to review the needs of the Library and TTD will get bids on the work in order to create a capital budget for the upcoming fiscal year.

Cemetery

Mr. Scofield presented the budget for the cemetery. It is projected that the normal operating expenses for the library will be approximately \$24,675.00, which includes the sprinkler system, water, landscaping and tree/shrub care. Last year's budget was \$22,000 for the same services.

Chris Burr met with Almstead to review the needs of the cemetery and has requested a capital expense item in the amount of \$2,815.00 for additional work which needs to be done, i.e., tree pruning, tree removal and stump removal/grinding. Commission Goldstein asked why the need for additional work after spending approximately \$18,000 last year for the same services, i.e., tree removal, tree replacement and stump removal and grinding – why wasn't it incorporated into last year's work and were all the monies spent? Mr. Scofield replied that all of the monies were spent last year and the work was done satisfactorily. Mr. Burr went back and took another look at the cemetery and felt that a few more trees needed to be added and some needed to be removed, which have been done last year.

The Commission asked Mr. Scofield to revisit the quote with Almstead to see if they could come down on the cost. Another suggestion was that Mr. Scofield contact David Westmoreland who is involved with the historical cemeteries in the City and see who they use for their maintenance and perhaps get a competitive bid for the additional work.

APPROVAL OF 2016 COMMISSION MEETING SCHEDULE

The meeting schedule for 2016 was presented to the Commission. Commissioner Goldstein recommended that the Commission double up on their meetings (1st and 3rd Mondays of the month) due to the high number of special meetings that have been called in the past. If the

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Commission finds they do not need a second meeting that month, it could be cancelled. The second meeting would allow for deferred and tabled items from the first meeting or for agendas that will be long. It will also help to alleviate staff from having to re-arrange personal schedules to accommodate attendance at the special meetings. There is also more flexibility during a regular meeting vs. a special meeting where FOI is concerned. Further discussion took place and it was decided that every other month should have two meetings put on the calendar. Mr. Scofield will rework the calendar and present it again at the November 4, 2015 meeting.

APPROVAL OF BOZRAH LIGHT & POWER COMPANY MEMBERSHIP TO CMEEC

Bozrah has asked to become a full member of CMEEC. Each Commission needs to sign a resolution which has been prepared. A two-thirds vote of the system is required for them to gain membership. Some benefits for allowing their membership would be:

- Reduces percentage of membership share, reducing the risk in new projects.
- Increases CMEEC margin to all members.
- Increases financial stability of CMEEC.

At this time, there are no foreseen problems. The only issue is that Bozrah is a subset of Groton and with the two combined would have a 57% CMEEC voting share. Bozrah has agreed to vote as one entity with Groton.

It is Mr. Smith's recommendation to proceed. This is also being endorsed by Atty. Phil Sussler of CMEEC.

**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE RESOLUTION AS PRESENTED.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASS UNANIMOUSLY.**

REVIEW OF ANNUAL MEETING PROCEDURES

Discussion took place about what changes need to happen for future Annual Meetings in order to streamline the process and avoid any mishaps.

New Recording Secretary – It is the suggestion of the Commission that a new Recording Secretary be secured. One name in particular that continually came up was Betsy Bowen. She is known by a few of the members and has an outstanding reputation. Mr. Scofield will contact her and discuss whether or not she would be interested in this and what her rates would be for the transcribing of the Minutes, both as a transcript in a corporate style and verbatim transcript (for TTD's record only).

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Chairperson – It has been requested that the Chairperson will need to slow down the meeting at critical times during the meeting, i.e., when motions are made and voting is taking place.

One question raised was what would happen if the same Chairperson, Liz Lyons (who is familiar with the process) is not elected as the Chairperson? A special prep sheet with information on each agenda item and rules of conduct would be prepared in advance of the meeting.

Voting Process –The current process is the use of cards that need to be held up for the count. A second counter is needed to establish accuracy of the count. Discussion took place about whether or not there would be a viable option to replace the use of the cards.

Motions – It was suggested that motions be projected onto a screen or whiteboard for all to see and know what is currently taking place. A couple of ways to do this would be to have someone type into a laptop which projects on the screen or investigate the possibility of voice activation typing, which would also be projected onto a whiteboard.

Other District Services Line Item – It was agreed that this line item should remain on the District Budget, but to prepare with all back-up materials as to what has been spent in the past and what monies would be carried forward.

Q&A Session – Only items on the agenda can be addressed.

Reading of the Minutes – Needs to be added to the agenda and included in the packet. It needs to be noted that there was an error in the last year's Minutes. Someone would then need to waive the reading of the minutes.

Mr. Scofield will follow-up on the above items and report back to the Commission at the December meeting.

CHRISTMAS TREE LIGHTING

The Christmas Tree Lighting is set for Sunday, December 13th at 5:00 p.m., with a rain date of Monday, December 14th at 6:00 p.m.

Mr. Scofield has already secured the Showmobile and has been in touch with the Marvin School Chorus, who has accepted to participate in the program. Mr. Scofield will contact Marvin School about the use of their risers for the chorus in front of the Showmobile.

Choice of Musical Group – First choice would be Tim Currie's Motown Band. The one provision would be that if he accepts, TTD should not secure him for two concerts in the summer. Second choice would be the band Summertime.

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Mr. Scofield asked the Commission what they would like to do within the program. The only change was that Dr. Intriери would like to be able to introduce the Reverend who will be giving the Invocation and moment of silence. All other parts should remain the same.

A list of politicians needs to be written up and sent to the Commission for approval.

Santa will arrive on the TTD Bucket Truck. It was asked if there was a way to have the truck furnished with cranked up music in order to hear when it's coming down the road.

SIGNAGE

Commissioner Brown presented a quote in the amount of \$1,700.00 from Granata Sign Co. to repair and repaint two of the sandblasted wood signs in the District (Clock Tower and Ludlow Triangle). Overall, the signs were in better shape than initially thought and that they were serviceable for many more years with some minor restoration, including putting a cap or flashing over the top to protect them. The item should be added to the District Budget and voted on at the Annual Meeting. In the meantime, Commissioner Brown will go back to Granata to see if they can come down on their price.

Another issue came up with regard to signs being placed in Ludlow Triangle by the businesses located in the Ludlow Shopping Center. The Commission has decided that the non-TTD/District signs be removed.

GENERAL MANAGER'S REPORT

Invoice Cloud

Mr. Scofield has been in touch with Invoice Cloud, a service that would replace PSN (Payment Service Network). PSN is currently used for payment receipt of TTD's customers from banks and the web. Some benefits of Invoice Cloud would be:

- Direct partner with Cogsdale
- Credits to accounts are in real time.
- Enables customers to review their account and history.
- Provides payment reminders to customers.
- Processing fees per item are less expensive.
- Will save time for TTD staff.

Training should take place near the end of October.

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Clean 'n Green Island

Carol from Harbor Lights has approached TTD and asked if they could please take over the Clean 'n Green Island located next to Sweet Ashley's. The Commission agreed to let Harbor Lights take over the island and maintain it.

Audit Update

Mr. Smith said the audit will be completed within the next week to ten days.

Solar Garden Update

This will replace the current Green Power currently in place. A draft of the brochure was handed out and explained. Expected roll-out is December/January. Signing up for the solar garden would include a Free Energy Assessment.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith said the month of August was an excellent month. Total Income is up and Expenses are up just a little. For the first couple of months of the fiscal year Net Ordinary Income is \$312,965. Other Income of \$78, 235 consists mostly of the Norden Generators. The Net Income before Rate Stabilization is \$390,697. There was a healthy contribution to the Rate Stabilization of \$184,625, making Net Income \$575,321 on a cash basis compared to last year at this time of \$486,560 (approximately an 18% increase).

Operating cash accounts are over \$1MM. The Construction WIP is a little over \$1MM based on the \$1MM transfer from CMEEC and the Capital Improvements Fund is \$910,000. All three accounts total approximately \$3.1-3.2MM.

The principle balance with CMEEC has gone down about \$300,000-350,000 since July 1, 2014. For the first two months of the year TTD has done \$197,641 in capital projects, which includes \$114,000 for SCADA and approximately \$85,000 for WWTP underground wire.

According to the report sent by CMEEC for energy loads, compared to their budget, we were up 10% over the budget during the month of August.

Mr. Smith will be sending the Commission over the next week or two a YTD comparison over FYE 6/30/15 for the first quarter.

Cervalis: TTD is in a holding pattern with them, waiting for some additional business to kick-in.

PCA Calculation: Over the past three months, we have been rapidly making up the difference in under-collection and hope to be at a break-even point by the end of the year.

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PROJECT SUMMARY

Succession Planning

Commissioner Brown asked why a new Lineman is expected to be hired during the Fall of 2015. Mr. Smith responded that he is trying to anticipate the retirement of Mr. Bill Ruedeman which could happen at any time. If no one is in place, Mike Adams can fill in temporarily, but we must have two Linemen.

With regard to Joe Chariott, Mr. Smith believes there is still time before he decides to retire. And if he did retire early, Scott Tracey and Peter Johnson are cross-trained to handle his position.

Fleet Vehicles

Commissioner Goldstein questioned whether or not the entire fleet has been turned over. Mr. Smith said there is still the digger truck and rack body truck, but there are no current plans to replace these vehicles.

Cablevision – Pole Attachment

Commissioner Goldstein asked where this stands as of right now. Mr. Smith said that since we had MPower come in and conduct the GIS mapping of the District, we discovered that about a mile or mile and a half of fiber has been put up on the poles. This has to be revisited to see how to handle once we have all the information from the GIS mapping. The attorneys are getting ready to bill Cablevision, and they will be back-billed to the start of the whole process.

EXECUTIVE SESSION

- Legal Matter

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A LEGAL MATTER.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith, Mr. Scofield, Atty. Bove and Atty. Studer entered into Executive Session at 9:10 p.m.

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**** COMMISSIONER YOST MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith, Mr. Scofield, Atty. Bove and Atty. Studer returned to public session at 9:38 p.m.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District