

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
January 5, 2015

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

STAFF: James Smith, General Manager (late arrival – 7:50 p.m.); Ron Scofield, Assistant General Manager

OTHERS: John Bove, Atty.; Stan Siegel, East Norwalk Library; Brian Forshaw, CMEEC

CALL TO ORDER

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

**** COMMISSIONER YOST MADE A MOTION TO MOVE AGENDA ITEM #8 EXECUTIVE SESSION TO AGENDA ITEM #1.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER YOST MADE A MOTION TO ENTER INTO EXECUTIVE SESSION.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Dr. Intrieri, Mr. Scofield and Mr. Bove entered into Executive Session at 7:02 p.m.

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

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Dr. Intrieri, Mr. Scofield and Mr. Bove exited the Executive Session at 7:16 p.m.

**** COMMISSIONER YOST MADE A MOTION TO MOVE AGENDA ITEM #3 CMEEC ENERGY UPDATE BRIEFING TO AGENDA ITEM #2.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CMEEC ENERGY UPDATE BRIEFING

Brian Forshaw, Chief Regulatory and Risk Officer for CMEEC gave an Energy Update Briefing presentation to the Commission. He outlined the need for regulatory reform in the New England wholesale electric markets and the impact it is having on the New England utilities, specifically in Connecticut. Mr. Forshaw indicated his concerns that wholesale power costs will increase dramatically over the next five years. Costs are being closely monitored and all projections are being updated monthly by CMEEC staff.

Commission Yost asked what can be done to improve the system. Mr. Forshaw said that the first steps would be to get the word out about the problems and alert state officials and Congress, which is a continuous process and will be followed up by CMEEC staff.

PUBLIC COMMENT

There was no one from the public present to comment at this time.

MINUTES OF MEETINGS

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF DECEMBER 1, 2014 REGULAR MEETING, DECEMBER 16, 2014 SPECIAL MEETING AND DECEMBER 17, 2014 EMERGENCY MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION TO APPROVE THE ALL THE MINUTES PASSED UNANIMOUSLY.**

LIBRARY, FIREHOUSE & CEMETERY BUDGET FOLLOW-UP

Mr. Siegel informed the Commission that they received the incorrect revision of the Library Budget and that no changes had been made to the bottom line numbers, but revisions had been made in category items. There were no questions or comments from the Commission.

The Firehouse and Cemetery Budgets had no revisions.

GENERAL MANAGER'S REPORT

Customer Service Survey

Mr. Smith informed the Commission that TTD had signed a contract with SDS Research to begin the Customer Service Survey. He expects to receive preliminary information in late January or early February.

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Commission Brown asked whether or not the Commission will have the opportunity to review the questions prior to the survey taking place. Mr. Smith informed him that they will have the opportunity to review the questions for input.

TTD Rooftop Solar Project

Mr. Smith and CMEEC are in the process of contacting vendors about the rooftop solar project and will report back when more information is in place.

Commissioner Brown asked why we would need to convert over to solar. Mr. Smith replied that it would set a good example to the community, as well as be a good energy efficiency model. Also, we have the state-mandated energy conservation funds and they need to be spent before we lose them.

Commissioner Brown asked how much could TTD potentially lose. Mr. Smith informed him that it could range between \$100,000 and \$150,000.

Wall of Fame Donation to the City of Norwalk

Mr. Smith asked the Commission if they had any interest in getting involved with this project. Commission Yost suggested that it should be considered since the City of Norwalk is a large customer of TTD's and we do have an obligation to the City. Discussion took place as to whether or not this type of donation should follow the recently instituted Donation Policy. It was decided that it should and that the form should be sent off to the City for completion.

Number of Summer Concerts

Mr. Smith asked the Commission how many summer concerts they would like to book for 2015. The question was raised as to how many the budget could handle. Mr. Scofield informed the Commission that the budget is created depending on the number of concerts. The Commission agreed to 7 concerts for the season.

Mr. Scofield suggested having Tim Currie open and close the season. It was decided to wait and see whether or not all available dates could be filled with other bands before making this decision.

General Terms and Conditions

Mr. Smith passed out the newly developed General Terms and Conditions that were created over the past few months. He informed the Commission that the last time this was updated was 2005. He explained what it entailed (both residential and commercial) and that it did match up with our new rate brochures.

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REVIEW OF 6/30/14 AUDIT

Mr. Smith passed out copies of the completed audit to the Commission. He was not able to go into great detail at this time since the final audit was just received the prior week.

Mr. Smith directed the Commission to pages 3, 4 and 5, indicating that there were no negative findings and that TTD received a clean audit.

Mr. Smith expressed concern over a couple of timing issues and hopes to alleviate this in the future.

Mr. Smith also noted the jump in capital assets due to the investment in Fitch Street and Cervalis. The asset position also increased due to Fitch Street and Cervalis and that our cash position has decreased.

Mr. Smith will review the audit over the next few days and send a representation letter out to the Commission. In the meantime, if the Commission has any questions, they should address them in an email to Mr. Smith.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Smith reviewed the November financials with the Commission and informed them that November had been a better month. He also mentioned that it was the first real month since the rate changes took place in terms of revenues and no customer comments/issues were handled by staff.

Norden is still strong and is running more efficiently. Mr. Smith has been trying to negotiate an extension of a lease, but has not had any response from Norden. He will continue to pursue with representatives from Norden.

Overall, expenses through November are in check. Administrative costs are up due to new employees that came on board in the Fall.

PROJECT SUMMARY

Maplewood – Payment has been received and they are up-to-date with their bill, but the deposit of \$14,000 still remains outstanding.

Key Man Insurance – Mr. Smith informed the Commission that everything has been completed and a policy should be forthcoming very soon.

Hand-Held Radios – Commission Goldstein asked whether they had seen any changes in the billing. Mr. Smith said no changes have shown up.

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Pole Attachment – Mr. Smith stated that the Pole Attachment Agreement had been sent to Cablevision along with information that they requested. TTD is waiting to hear back from them. The cost is \$10.30 per attachment per year. Once Cablevision is in place, TTD will be contacting Frontier.

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District