

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
December 5, 2016

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

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

OTHERS: Peter Murphy (James P. Murphy & Associates)

PUBLIC: Sarah Mann (ENIA)
Marianne Johansson (East Norwalk Resident) – arrived late

CALL TO ORDER

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

PUBLIC COMMENT

At this time, no one from the public was in attendance to comment.

INSURANCE RENEWAL

Peter Murphy from James P. Murphy & Associates, Inc. reviewed the insurance renewal for the 2017 calendar year with the Commission. One of the main line items that will need to be re-evaluated is the office building at 2 Second Street due to the fact that it was recently renovated. Mr. Murphy believes the cost increase for the re-evaluation will be approximately \$100 to \$200. Overall, the cost of the yearly insurance program renewal has decreased approximately \$6,000.

One item that is not listed on the policy that will be coming up for renewal in a few months will be the Cyber Security insurance. Mr. Murphy believes the cost will be approximately \$6,000 for the policy year. He is going have this insurance written as a short-term policy in order to get it aligned with the yearly renewals of all the insurance policies.

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**** COMMISSIONER YOST MOVED TO ACCEPT THE RECOMMENDED 2017 INSURANCE RENEWAL IN THE AMOUNT OF \$141,522.64 AS PRESENTED BY OUR CONSULTANT, JAMES P. MURPHY & ASSOCIATES, INC., AND THE MANAGEMENT OF THE DEPARTMENT, AND TO INCLUDE APPROXIMATELY \$6,000 IN PREMIUM FOR CYBER SECURITY LIABILITY INSURANCE BASED ON THE SHORT-TERM QUOTE RECEIVED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER BROWN MOTIONED TO SUSPEND THE RULES AND MOVE AGENDA ITEM #7, DISCUSSION OF LIBRARY BUDGET, TO ITEM #3.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION OF LIBRARY BUDGET

Commissioner Brown stated his issue with the Library Budget is the additional monies that need to be funded for the new full-time Director that the library is looking to employ at a salary of \$60,000 plus benefits. Ms. Mann confirmed that this will be the highest increase on the budget. She explained the reasons why the Board would like a full-time Director, including being able to assist with soliciting funds in both the private and public sector.

Commissioner Brown continued his concern about the increase in the budget. In years past, the budget was just “rubber stamped” and never really scrutinized. He would like to try and work out a plan that would allow TTD to match a certain percentage of the grants/fundraising that the library raises.

Ms. Mann responded that the Board is currently working on fundraising and has approached some of the local clubs, i.e., Exchange Club and Rotary Club, to raise funds for the Children’s Programs.

Further discussion took place on the library’s proposed budget. Commissioner Yost noticed that the funds for marketing do not appear to be substantial enough to get them started. Ms. Mann will have Ms. Cray go back and rework the numbers and see if they can re-allocate funds to increase the marketing budget. Commissioner Yost also suggested that the library might be able to utilize TTD’s marketing firm, Jumar, to get them started.

Commissioner Brown noted that for the past three years the audit was exactly the same. He would like to have them reviewed. Ms. Mann will provide the Commission will all pertinent information, i.e., copies of the audits, names of auditors and years they conducted the audit.

PUBLIC COMMENT

Commissioner Brown recognized Marianne Johansson to come forward and speak to the Commission. Ms. Johansson wanted to know what TTD is doing regarding solar energy as she is interested in installing residential solar. Mr. Smith responded to her and said that he would be happy to set up a meeting with her to discuss her solar options.

MINUTES OF MEETING

November 7, 2016 Regular Meeting

One noted correction – Page 4, Paragraph 2 should read:

“The Outstanding Principal Balance with CMEEC remained the same as no transfer of funds has been made.”

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 7, 2016 REGULAR MEETING AS CORRECTED.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

November 15, 2016 Special Meeting

Commissioner Goldstein asked that the Recording Secretary go back and re-listen to the Minutes to clarify the content written on page 2, first paragraph under “Library.”

- ** COMMISSIONER BROWN MOVED TO TABLE THE MINUTES OF NOVEMBER 15, 2016 SPECIAL MEETING TO THE MEETING OF JANUARY 9, 2017.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith reviewed the October 2016 financial highlights with the Commission. October is considered to be a shoulder month and revenues are generally flat due to weather conditions. Total Income is down 1% and Total Expense is up 1% over last year. Net Ordinary Income is down 45%. Other income is up 54% at \$206,207 vs. last year at \$133,721. Other Expense is down 25% at \$28,821 vs. last year at \$36,297. Rate Stabilization continues to grow. Net Income is \$684,224, which is doubled over last year at \$341,169.

Cash balances continue to be in good shape. The Outstanding Principal Balance with CMEEC still remains the same as no transfer of funds has been made. Power Supply is consistent with last year.

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KPI's – Operating Ratio's Industry Average needs to be adjusted as the numbers are too low. Bad Debt Ratio is down. System Load Factor is down, but should increase with the addition of the ice rinks.

PCA – Still in an over-collection. The PCA number should be revisited in January and adjusted accordingly at that time.

SUMMER CONCERT SCHEDULE

Mr. Scofield reviewed with the Commission the calendar for the 2017 summer concert series. The Commission reviewed the calendar and selected the following dates for the concerts:

Tuesdays

June 20th
July 25th
August 8th

Sundays

June 25th
July 9th
July 30th
August 13th
August 27th

The following are the bands that the Commission is interested in having perform.

Tim Currie's Motown Band
Fairfield Counts
Last Call Experience
Billy & The Showmen

Tim Currie's Magical Mystery Tour
Summertime
Memphis Soul Spectacular
Pocket Full of Soul

The Commission would like to see the concert series open and close with Tim Currie's bands.

With regard to sound being provided for the bands, the Commission asked Mr. Scofield to please check into other sound companies to see if they would be more cost-efficient. Mr. Scofield will also speak to Performance Audio to see if he could get cancellation fees reduced vs. having to pay full price should a concert need to be cancelled due to weather conditions.

BYLAWS

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE BYLAWS TO THE DECEMBER 19, 2016 REGULAR MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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GENERAL MANAGER'S REPORT

Discussion of 215 East Avenue Architect Proposals

Mr. Smith recapped the plan for 215 East Avenue and that Commissioner Yost was going to contact architects and obtain some proposals. Two proposals were submitted – David Moore Architecture & Design LLC and Andriopoulos Design Associates, LLC. Commissioner Yost would like the architects to come to a Commission meeting and present their proposals to the Commission.

Commissioner Brown spoke about his proposal to turn the property into a parking garage. He showed the Commission his preliminary drawings indicating 30 parking spaces per level. He has been in contact with the City of Norwalk and has set up a meeting with Mayor Rilling, Laoise King and Elizabeth Stocker for Thursday, December 8th at 10:00 a.m. in the Mayor's office. If the City is interested in the project, the Commission should then seek out an architect for the project.

PROJECT SUMMARY

Commissioner Goldstein asked Mr. Smith when the Marketing/PR is going to go to bid. Mr. Smith stated that he has begun work on the draft RFP and will send it to the Commission for their feedback.

ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:21 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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December 5, 2016