

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
June 5, 2017

**ATTENDANCE:** Commissioners: David Brown, Chair; Charles Yost, Debora Goldstein,

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

**OTHERS:** Steve Kleppin, City of Norwalk P&Z Director  
Diane Cece and Sarah Hunter (ENNA)  
Rick Tavella and Judith Dominguez (ENBA)  
Sarah Mann (ENIA)

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Ms. Sarah Mann spoke to the Commission and thanked them for the recent work TTD has done at the library, i.e., painting columns, repairing front steps, having cases of books removed. They are making great progress at the library with the clean-up. There is still more work to be done. Files cabinets need to be moved and more items need to be taken to the transfer station or put in a rented dumpster. Other items which have no bearing on the history of East Norwalk were donated to the Fire Department and the Norwalk Historical Society, where they will be curated and well taken care of in the proper hands.

Ms. Mann has spoken with Stephen Hill (auditor) and is getting everything lined up for the upcoming audit, but it has been a challenge without a Director.

The new Director, Sylvia Archibald, is scheduled to begin on June 19<sup>th</sup>. She is full-time and has an MLS. Ms. Mann would like to introduce her to the Commission at the July 10<sup>th</sup> meeting.

Ms. Mann has set up a meeting with Building Maintenance to discuss what services they can provide the library besides general cleaning, i.e., changing light bulbs, moving bulky items, etc.

Mr. Rick Tavella offered his services/manpower to the library to assist with any of the clean-up needs, i.e., moving of heavy items. Ms. Mann was very grateful for his offer.

Ms. Diane Cece was concerned that TTD was filtering information about the Walk Bridge project before communicating to the Commission. She suggested that all information go before

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the Commission. Mr. Smith stated that he was not withholding information, but sifting through as to not give the Commission too many technical details (information from engineers). Mr. Smith said he would gladly give all technical information to the Commission moving forward.

### **APPLICATION FOR TOD PLANNING GRANT**

Mr. Steve Kleppin, Director of Planning & Zoning from the City of Norwalk, is proposing to submit a planning grant application on behalf of the City to study two areas in more depth: East Avenue TOD Analysis and Wall Street Train Station Viability & Location Analysis. The State of Connecticut is strongly encouraging the development of strong urban centers in order to attract residents and employment alike.

He is asking for TTD's support with the grant, as well as the support of the East Norwalk Business Association (ENBA) and the East Norwalk Neighborhood Association (ENNA). He asked TTD if they would submit a letter of support for the grant. He explained how the filing for the grant takes place and what it encompasses.

Discussion took place about the East Norwalk train station, its surrounding area and possibilities for future development. The Commission made mention of 215 East Avenue and what they hoped they could do in the future with the property.

Ms. Diane Cece (ENNA) asked if the two pieces were separated (E. Norwalk Train Station vs. Wall Street) if this would give each a better chance of receiving the grant. Mr. Kleppin believes that the TOD is part of an overall plan and is stronger as a single entity, then if it were divided.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE JIM SMITH, GENERAL MANAGER, TO DRAFT FOR A REVIEW OF THE COMMISSION, A LETTER OF SUPPORT FOR THE APPLICATION AS PROPOSED BY MR. KLEPPIN.**

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

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

Each of the letters should mention the other organizations involved with the support of the grant application. Mr. Kleppin will need all letters of support by June 22, 2017.

Ms. Diane Cece indicated that she could get the support letter from ENNA rather quickly over the next few days. Ms. Judith Dominguez (ENBA) stated that she will be in touch with their Board and believes they will give full support to this grant.

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**MINUTES OF MEETING**

May 8, 2017

- \*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF MAY 8, 2017 SPECIAL COMMISSION MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

May 16, 2017

- \*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF MAY 16, 2017 SPECIAL COMMISSION MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

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

Mr. Smith said April was a good month. Net Income was \$118,157, an increase of 97% over last year. The contribution to the Rate Stabilization Fund was \$19,746, which is much less than last year because the billing from CMEEC was reduced from 10.5 cents to 9 cents. Future reports will start to show a lesser contribution based on the 9 cents. Net Income Before Rate Stabilization was \$98,411, an increase of 489% or \$123,710 over the previous year, which was at a negative. Revenues were up 6.2%. The Purchase Power Cost was down due to a sizable transmission credit through the ISO and lower overall gas prices for the month of April. The Purchased Power cost was down around 7 cents for April.

Our Cash Incomes are in good shape. Capital Improvements Fund is at \$807,427 and Savings is at \$1,149,602 which is due to the Cervalis loan which was paid off early. Current Fiscal Year Capital Additions to Date is at \$724,308, which is mostly SCADA related purchases.

The Outstanding Principal Balance with CMEEC continues to go down as debt is paid off. Mr. Smith said there has been discussion about this type of debt around the two Senate Bills which recently passed. It's currently unclear, until the Bill is finalized, if the State is going to get involved with the CMEEC contracts and invalidate them. Mr. Smith said that CMEEC's General Counsel stated that the State cannot invalidate CMEEC's contracts. Discussion took place around this and whether or not the ratepayers should have this information communicated to them once all the facts are known. It should be communicated in the form of a letter with all the facts. In the meantime, Mr. Smith will forward to the Commission the summaries of the two Senate Bills he has received

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KPI's – Mr. Smith explained the new line added to the KPI's, Outstanding Receivables, which is a reflection on the Bad Debt Ratio. When outstanding receivables are up, the bad debt also goes up. Mr. Scofield is continuously working on this to keep it down.

PCA – The PCA is still in an over-collection cycle. Mr. Smith will review further under the General Manager's Report.

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

PCA Review – It is in a serious over-collection cycle. Mr. Smith recommends it be watched very carefully over the 2-3 months and if it continues to go up, then he recommends that the rate be lowered to 2 cents or lower in increments. Mr. Smith will review this again with the Commission at the July 10<sup>th</sup> meeting.

Library Window Project – Mr. Smith said that Commissioner Yost had asked about the library windows with regard to the problems they have encountered with sunlight. Michael Cassella, TTD's energy conservation consultant, has met with Mr. Smith and Commissioner Yost to inspect the library windows. Some of the options are to put on a window film, install motorized shades, or install manual shades. One of the first problems that will need to be addressed is some of the windows will need repair, i.e., cracks. Mr. Cassella is working on obtaining quotes for these options. He will report back to Mr. Smith once he has further information, who will in turn inform the Commission.

Further discussion took place on other projects that should be looked into for the library, i.e., Director's office, restrooms, downstairs kitchen, etc. The A/C should be investigated and perhaps install Central Air. It was suggested that Lantern Energy conduct an energy audit of the Library. Currently, exterior projects are being worked on – front columns, front steps, signs, etc.

### **PROJECT SUMMARY**

There were no questions or discussion on the Project Summary.

### **ADJOURNMENT**

- \*\* COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**
- \*\* COMMISSIONER YOST SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

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The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
June 13, 2017

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

**STAFF:** Jim Smith, General Manager

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 4:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**EXECUTIVE SESSION**

- Discussion – Temporary Appointment of Interim General Manager

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE TEMPORARY APPOINTMENT OF INTERIM GENERAL MANAGER.**

**\*\* COMMISSIONER BROWN SECONDED.**

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

The Commissioners, Treasurer and Mr. Smith entered into Executive Session at 4:01 p.m.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

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

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

The Commissioners, Treasurer and Mr. Smith returned to public session at 5:05 p.m.

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**ADJOURNMENT**

- \*\* COMMISSIONER YOST MOVED TO ADJOURN.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 5:06 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING AS CORRECTED.

COMMISSIONER \_\_\_\_\_ MOVED TO ACCEPT THE 2017-18 ANNUAL  
REVENUE & EXPENSE BUDGET AND THE FIVE-YEAR CAPITAL BUDGET FORECAST  
FOR FY 2017-18 THROUGH FY 2021-22 AS PRESENTED.

COMMISSIONER \_\_\_\_\_ SECONDED.

OR

COMMISSIONER \_\_\_\_\_ MOVED TO ACCEPT THE 2017-18 ANNUAL  
REVENUE & EXPENSE BUDGET AND THE FIVE-YEAR CAPITAL BUDGET FORECAST  
FOR FY 2017-18 THROUGH FY 2021-22 WITH CORRECTIONS AS NOTED ON JUNE 23,  
2015.

COMMISSIONER \_\_\_\_\_ SECONDED.