

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
May 8, 2017

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

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager;
Mike Adams, General Line Foreman

OTHERS: Marissa Mangone, Sarah Mills (Marvin PTO)

PUBLIC: Diane Cece, Alan Botens

CALL TO ORDER

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

PUBLIC COMMENT

Ms. Diane Cece commented on the donation requests on the agenda for the meeting. Her concern was that TTD not maintain an “open door” policy for the donation requests. It was her feeling that any of the requests should be directly related to the businesses or ratepayers of the district and fall under the categories of science, conservation or electricity/power. She also said that some of the requests which do not meet the criteria should not even be put on the agenda; they should be vetted before they reach the Commission level.

Ms. Cece also spoke about The Rink at Vets Park and was hoping that TTD was not extending any special courtesies to them, as many of the residents of East Norwalk are opposed to the business being in Vets Park.

Ms. Cece thanked Mr. Scofield for providing her with the information she requested about the additional expenses which were incurred by moving the Annual Meeting date. She informed the Commission that the additional expense was \$1,800. It was her suggestion that if the Commission were going to do Charter revisions that they consider adding something in the revision to the effect of the date for the Annual Meeting cannot be changed unless by an act of God or weather-related or if it needs to be changed that it can only be done by unanimous vote of the Board.

MARVIN SCHOOL PTO DONATION REQUEST

Ms. Sarah Mills presented the donation request from the Marvin School PTO in the amount of \$4,600. She explained to the Commission that the funds would be used for two programs for the next school year – High Touch, High Tech Session “Currently Attracted” (4th grade) and CT Science Center trip (5th grade). The programs are science and electricity related.

Ms. Marissa Mangone thanked the Commission and TTD staff for their past support and presented them with a book of “thank you” letters from the students, which will be displayed in the TTD front lobby.

**** COMMISSIONER YOST MOVED TO GRANT \$4,600 TO THE MARVIN SCHOOL PTO FOR THE TWO PROGRAMS FOR THE NEXT SCHOOL YEAR.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

N.I.C.E. FESTIVAL DONATION REQUEST

Ms. Janet Evelyn, requestor for the N.I.C.E. Festival, was not present at the Commission meeting.

Commissioner Goldstein stated that the festival is not being held in the District and does not meet the criteria of the donation policy.

**** COMMISSIONER BROWN MOVED TO DENY THE REQUEST FOR THE N.I.C.E. FESTIVAL.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXCHANGE CLUB DONATION REQUEST

Commissioner Goldstein stated that TTD does have an existing partnership with the Exchange Club with regard to the tree in the Roger Ludlow Park. The request is not so much a donation request, but more in the line of a sponsorship. Commissioner Goldstein would not be opposed if the Electric Department sends a foursome on behalf of TTD, just like the events that are held through the Chamber of Commerce and others in the City. The request does not meet the criteria of a donation from the District Budget.

It was the consensus that Dr. Intrieri have the sponsorship go through the Electric Department’s Operating Budget in the amount of \$700.00

MINUTES OF MEETING

April 10, 2017 Special Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF APRIL 10, 2017 SPECIAL COMMISSION MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

April 17, 2017 Regular Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF APRIL 17, 2017 REGULAR COMMISSION MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith said that Total Income and Total Expense for March 2017 are about the same as compared to 2016. Net Ordinary Income is (\$189,988) compared to (\$110,670) last year. Other Income is \$374,327, which is up 21% from the previous year. Other Expense is \$72,840, which is up 15% or \$9,238 from last year. Net Income before Rate Stabilization is \$111,499, down 17% from last year. Net Income on a cash basis is \$1,301,060 which is up 55% from the previous year.

Cash Balance account is in good shape. Construction WIP account is down normally as the monies have been used for current projects. The Outstanding Principal Balance with CMEEC continues to go down as debt is paid off. Current Fiscal Year Capital Additions to Date is at \$679,456. There are a few more items totaling approximately \$75,000 that still need to be purchased.

Mr. Smith made mention of the Bad Debt Ratio and the reason for it being up is that we are at the tail-end of the shut-off period. It also reflects monies owed from Maplewood and the Rink at Vets Park which have since been collected.

Commissioner Yost asked about accounts 540 and 580. Mr. Smith reviewed the two accounts and directed him to the Footnotes on page 23 and explained it in detail.

PCA – The new amount of 2.5 cents has been in effect for three months and the over collection continues to go up. The Commission would like Mr. Smith to bring this back to them next month to review in order to keep a watchful eye on it.

UPDATE ON 18 ROWAN STREET BUILDING PROJECT

Mr. Mike Adams spoke to the Commission about what is now taking place at the property of 18 Rowan Street. He said an architectural firm (Gill & Gill) had been secured to assist in the design of the building. Once designed, it will be taken to legal counsel who will present it to Planning and Zoning of the City of Norwalk. Once approved by P&Z, it will go out for bid. Gill & Gill will continue to work with TTD through the bidding process. The Commission will receive the results of the bidding, hear the recommendations and a final decision will be made.

Mr. Smith wanted the Commission to see the drawings and see if they had any questions with regard to the process and the new building in general. Commissioner Goldstein asked about any noise (i.e., whines, buzz, banging, etc.) and lighting that may need to be mitigated that could be intrusive within the area and whether or not it was taken into consideration when designing the building. Mr. Adams responded that TTD has always tried to keep the “good neighbor” policy with regard to the property since its purchase. The wall that will be closest to a residential dwelling will be a one-hour fire rated wall and there should not be any lighting on that side of the building.

Mr. Adams said there was also a traffic study conducted for P&Z. It should not have any more traffic than the substations.

GENERAL MANAGER’S REPORT

Excess Equity Distribution

Mr. Smith informed the Commission about CMEEC’s Excess Equity. TTD’s proportionate share is approximately \$639,000. He has reviewed the options with Matt Allred (accountant) and the recommendation is to split the funds 50/50 between the Capital Improvements Fund and the CMEEC Municipal Trust Fund. The CMEEC Municipal Trust Fund would yield approximately 1 - 1.5% higher interest rate than if placed in the Rate Stabilization Fund. The Capital Improvements Fund would allow for a cushion and easier access to current funds should the need arise.

Discussion took place around whether or not 50% of the funds should be placed in the Capital Improvements Fund, in another account, i.e., Savings or if 100% of the funds should be placed in CMEEC’s Municipal Trust Fund.

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**** COMMISSIONER YOST MOVED TO ALLOCATE THE EXCESS EQUITY DISTRIBUTION 50/50 AS RECOMMENDED BY THE GENERAL MANAGER, JIM SMITH.**

**** COMMISSIONER GOLDSTEIN MOVED TO AMEND AND HAVE 50% OF THE FUNDS BE PLACED INTO SAVINGS.**

**** THERE WAS NO SECOND TO THE AMENDMENT.**

**** COMMISSIONER BROWN SECONDED THE ORIGINAL MOTION.**

**** 2 IN FAVOR; 1 OPPOSED.**

**** MOTION PASSED 2 TO 1.**

Follow-Up on Rate Stabilization Recommendation

Mr. Smith gave a follow-up on the previous month's Rate Stabilization recommendation, which was to reduce the contribution from 10 cents to 9 cents per KWH. He gave the Commission back-up information to support his recommendation, which was based on CMEEC's power cost projections over the next five years.

**** COMMISSIONER GOLDSTEIN MOVED TO CHANGE THE RATE STABILIZATION CONTRIBUTION FROM 10 CENTS TO 9 CENTS AS RECOMMENDED BY THE GENERAL MANAGER, JIM SMITH.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

New Marketing Firm Update

Mr. Smith informed the Commission that TTD and Greyskey had an initial meeting in late April to review what was expected of them. Greyskey (David Riss and Skye Riss) is now on board and the transition from Jumar went smoothly. Mr. Riss has received all files from Jumar, as well as passwords, and has been working on the website. He has suggested that the software for the website be updated as an older version of Wordpress is currently running.

He has secured a date of May 19th with Marvin School for the Touch-A-Truck program and will be working on press around this event.

Monthly meetings have been put in place and the Commission was invited to attend in order to get a gauge as to what is taking place, ask questions and make any necessary suggestions. Mr. Smith suggested that if the Commission had any specific issues they would like to see addressed to please send the information over to Mr. Smith in an email and he will be sure to discuss them with Mr. Riss.

At this time, Commissioner Brown welcomed a comment from Mr. Alan Botens. Mr. Botens just wanted to say that with regard to Greyskey, the ideas for the newsletter and website is good information for Greyskey to think about.

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ADJOURNMENT

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

The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District