

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
July 10, 2017

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

STAFF: Ron Scofield, Interim General Manager

OTHERS: Sarah Mann (ENIA) and Sylvia Archibald (Dir., East Norwalk Library)
Michael Cassella (Willow Brook Energy Partners)
Susan Rubinsky (Susan Rubinsky Marketing Consulting)
Matt Allred (Bliss Allred & Co.)

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public was in attendance to comment.

INTRODUCTION OF SYLVIA ARCHIBALD

Ms. Mann started off by giving the Commission an update on the 2017 Summer Programs scheduled for the Library. She then introduced Sylvia Archibald to the Commission and told them about her background and achievements, which included successfully obtaining a total of \$400,000 in grants since 2012, as well as winning awards for early literacy, technology and construction.

Ms. Archibald opened herself up to the Commission for Q&A. She also told them what her first three weeks at the library has entailed, including cleaning out and creating a “flow” to the library. She has finished reorganizing the Children’s Room and has invited everyone to come to the library to see her accomplishments. As she continues to improve the library, she is trying to maintain the “old world charm” while at the same time introduce new technology. Her biggest challenge in the role will be marketing, but has started to reach out to the community to inform them of the new programs taking place at the library and asking for their support. As for fundraising, Ms. Archibald does not view this as a challenge, but as a major priority for the library.

LIBRARY WINDOW SHADING PROPOSALS

Mr. Michael Cassella of Willow Brook Energy Partners spoke to the Commission about the recent request that Mr. Smith (former General Manager) had made with regard to the windows at the East Norwalk Library. Mr. Cassella has researched the alternatives to provide shading for the windows in order to cut down the glare and effect the sun has had on the books over the years. The three options included motorized shades, manual shades and window film. Mr. Cassella recommended that the best option for the library would be to install 3M Window Film on eight windows. This would be an easy installation, low cost, no maintenance and would yield energy savings. This measure qualifies as an approved application under the municipal C&LM program and therefore is reimbursable.

Mr. Cassella informed the Commission that one of the windows is cracked and needs to be replaced prior to the installation of the film and estimates the replacement to be approximately \$1,350 as it is a custom made window. There are also a four more windows in the Children's Room that should also have the film applied to them. Mr. Cassella estimates the cost for these windows to be approximately \$1,000.

The total estimated cost for the project is \$4,850.

**** COMMISSIONER YOST MOVED TO APPROVE \$4,850 ± 10% FOR THE INSTALLATION OF THE 3M WINDOW FILM.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Commissioner Goldstein asked about the air conditioning in the library. Mr. Cassella's first recommendation is to have a Home Energy Savings audit performed on the library, which is already in progress. Mr. Cassella continued to discuss the A/C and recommended that the Commission look into three possible options – new A/C units, ductless heat pumps, or install Central A/C.

At this time, Commissioner Brown introduced Stephen Studer from Berchem, Moses & Devlin, TTD's new attorney, to the Commission.

DISTRICT BANNERS

Commissioner Brown introduced Susan Rubinsky to the Commission. Ms. Rubinsky has been working closely with Commissioner Brown on designing new district banners. Ms. Rubinsky, whose clients include Greater Bridgeport Transit, Norwalk Transit, Milford Transit, and various Government agencies, presented to the Commission several designs for new district banners. Some of the designs were illustrated while some were photos of various locations in the District.

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Ms. Rubinsky and the Commission discussed at length the different designs and gave their opinions on their likes and dislikes. Commissioner Yost said that he liked the sailboat concept, but thought an oyster boat design might work. Commissioner Goldstein offered to send Ms. Rubinsky some photos that she has of different areas in the District, as well as some oyster boats.

The Commission discussed how many banners should be made up and whether or not they would be various designs or all of one design. The consensus leaned toward 100 banners that would all be the same.

Further discussion took place about the different vendors that submitted quotes to Commissioner Brown. Ms. Rubinsky informed the Commission that she had worked with several of the vendors and highly recommended Minuteman Press located in Norwalk.

Ms. Rubinsky will rework some new designs as illustrations and come back to the Commission in the near future with another round of designs.

MINUTES OF MEETING

June 19, 2017 Regular Meeting

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JUNE 19, 2017 REGULAR MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

June 27, 2017 Special Meeting

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JUNE 27, 2017 SPECIAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

June 30, 2017 Special Meeting

Noted correction on page 2, first paragraph. Motion should read as follows:

**** COMMISSIONER GOLDSTEIN MOVED TO APPOINT RONALD SCOFIELD AS THE INTERIM GENERAL MANAGER FOR THE PERIOD JULY 1, 2017 TO OCTOBER 1, 2017 OR UNTIL THE START DATE OF A PERMANENT GENERAL MANAGER IS HIRED. COMPENSATION FOR THE INTERIM GENERAL MANAGER RESPONSIBILITIES WILL BE \$1,200 PER MONTH FOR THE SAME PERIOD OF TIME.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JUNE 30, 2017 SPECIAL MEETING AS CORRECTED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Allred reviewed the Financial Highlights with the Commission. Net Income was \$1,493,694, an increase of 47% over last year. The contribution to the Rate Stabilization Fund was \$189,501, which is much less than last year because the billing from CMEEC was reduced from 10.5 cents to 9 cents. Net Income Before Rate Stabilization was \$189,501, an increase of 38% or \$52,228 over the previous year, which was \$137,273.

Our Cash Incomes are in good shape. Capital Improvements Fund is at \$816,622 and Savings is at \$1,027,872 which is still being impacted by the Cervalis loan which was paid off early. Current Fiscal Year Capital Additions to Date is at \$849,643, which is mostly SCADA related purchases and the office renovation.

Mr. Allred reviewed the P&L Previous Year Comparison for July 2016 through May 2017 and thoroughly went through all the Footnotes.

KPIs – Mr. Allred reviewed the KPIs with the Commission. With regard to the Bad Debt Ratio reporting, he explained how the equation actually works and feels that the current reporting process is not accurate. He will work on finding an alternate way to report this percentage for future reports.

PCA Review – Mr. Allred reviewed the current PCA with the Commission. He explained to the Commission that since the Rate Stabilization contribution has been lowered and ultimately affects the revenue on the P&L, he recommends the Commission keep the PCA at its current rate of 2.3 cents and review it again in the future.

**** COMMISSIONER YOST MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, EXECUTIVE SESSION – SALARY REVIEW.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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EXECUTIVE SESSION

- Salary Review

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS SALARY REVIEW.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Mr. Scofield entered into Executive Session at 8:56 p.m.

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Mr. Scofield returned to public session at 9:24 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE JIM SMITH'S RECOMMENDATION THAT THE CONTRACT CHANGES BE RECOMMENDED AND APPROVED BY THE COMMISSION, WHICH ARE AN ADDITIONAL TWO YEARS ON MR. SCOFIELD'S CONTRACT, A 4% INCREASE IN HIS BASE SALARY AND A CHRISTMAS BONUS EQUIVALENT TO ONE WEEK'S SALARY.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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of the City of Norwalk
July 10, 2017