

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
August 7, 2017

ATTENDANCE: Commissioners: David Brown, Chair; Charles Yost,
Debora Goldstein (arrived at 7:17 p.m.)

STAFF: Ron Scofield, Interim General Manager;
Mike Adams, General Line Foreman

OTHERS: Andrew Strauss (Norwalk Tree Alliance)
Matt Allred (Bliss Allred & Co.)

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:02 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

NORWALK TREE ALLIANCE DONATION REQUEST

Mr. Andrew Strauss from the Norwalk Tree Alliance thanked TTD for their partnership over the past two years and for allowing them the use of 215 East Avenue for their meetings.

Mr. Strauss reviewed with the Commission how the funds over the past two years were spent, where the trees were planted and why these areas were chosen within the District. This year the Tree Alliance has requested \$2,500, an increase of \$500. Mr. Strauss explained the reason for this is that they would like to be able to purchase the same number of trees, but of a heartier species which are a bit more costly. They found that some of the less heartier trees in the past did not do as well and some did not survive.

**** COMMISSIONER YOST MOVED TO APPROVE THE DONATION REQUEST FOR THE NORWALK TREE ALLIANCE IN THE AMOUNT OF \$2,500.00**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXPLANATION OF CRISTINO ENGINEERING INVOICES

Commissioner Brown asked Mr. Adams to elaborate on the line items contained in the two Cristino Associates invoices of July 2017. Mr. Adams explained that TTD had asked Cristino Associates to break out their invoices by project. The two invoices in question had to do with the East Avenue Widening Project and General Engineering. Mr. Adams reviewed the invoices with the Commission and reminded them that any of the projects having to do with the CT DOT, would be reimbursed. Commissioner Goldstein stated that even though they were reimbursable, TTD still needs to be mindful of the costs associated with the projects.

MINUTES OF MEETING

July 10, 2017 Regular Meeting

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JULY 10, 2017 REGULAR MEETING.**

**** 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 \$1,767,432, an increase of 20% over last year. Net Income Before Rate Stabilization was \$463,712, a decrease of 7% or (\$36,740) over the previous year, which was \$500,452.

Cash Balances continue to be in good shape. Capital Improvements Fund is at \$824,402 and Savings is at \$976,779. Current Fiscal Year Capital Additions to Date is at \$1,036,244, which is mostly SCADA related purchases and the office renovation.

Mr. Allred pointed out that on the P&L for June 2017 sheet an error occurred. In the June 2016 column, account 442-01 should be \$32,308.41 and account 442-02 should be \$92,037.67.

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

KPIs – Mr. Allred reviewed the KPIs with the Commission. The Total Operating Expense/Total Operating Revenue has remained constant. The outstanding Receivables slightly lower compared to June 2016.

PCA Review – The PCA still remains in over-collection.

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Update of CMEEC Equity Distribution

Mr. Allred informed the Commission that TTD had recently received a check from CMEEC for a distribution in the amount of approximately \$141,000, but was not the amount they were expecting. Originally, Mr. Jim Smith had informed the Commission that the distribution would be \$639,000 and 50% of that would be sent to TTD to deposit into the Capital Improvements Fund and the other 50% would remain at CMEEC in their Municipal Trust Fund per the motion made at the May 8, 2017 meeting by the Commission.

Mr. Scofield phoned Mr. Ed Pryor at CMEEC for an explanation of why the funds were much lower than expected. He explained to the Commission that the CMEEC Board voted to give only 40% of the distribution in order to keep cash on hand for CMEEC's debt to equity ratio. Mr. Allred will obtain further information from Mr. Pryor on what TTD would need to do in order to change the way the monies were distributed and report back to the Commission at the next meeting scheduled for August 29, 2017. At that time, the Commission will make a decision as to where they would like to deposit the 50% balance or let it remain at CMEEC in the Trust Fund.

ENBA: MEMBERSHIP & A TASTE OF EAST NORWALK PARTICIPATION

Membership

The Commission discussed the possible membership to ENBA and the different levels of membership they offer.

**** COMMISSIONER BROWN MOVED TO APPROVE MEMBERSHIP TO THE ENBA FOR \$150.00 WHICH IS FOR A HALF YEAR.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

A Taste of East Norwalk

The Commission discussed whether or not they would like to participate in A Taste of East Norwalk on Sunday, August 27, 2017 at Longshore Pavilion at Norwalk Cove from 2:00 to 7:00 p.m. The cost of a table would be \$100. Mr. Scofield informed the Commission that Mr. Rick Tavella would be willing to man TTD's table if TTD staff or the Commissioners were not able to be there. Mr. Scofield will contact Signs by Anthony to see if he can secure a banner for the table which can also be used for any future events.

**** COMMISSIONER YOST MOVED TO APPROVE TTD'S PARTICIPATION IN A TASTE OF EAST NORWALK FOR THE COST OF \$100 FOR A TABLE.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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ANNUAL OYSTER FESTIVAL PARTICIPATION

Commissioner Brown asked about payment to the Oyster Festival. Mr. Scofield informed him that we do not pay them, but rather invoice them for the crew's time which TTD has been doing over the past few years. The amount of time differs from year-to-year, but there have not been any problems with receiving payment.

**** COMMISSIONER BROWN MOVED TO APPROVE TTD'S PARTICIPATION IN THE 2017 ANNUAL OYSTER FESTIVAL AS PRESENTED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ENGAGEMENT LETTER – FYE JUNE 30, 2017 AUDIT

Commissioner Brown informed the Commission that the cost of this year's audit is up \$440 from last year and based on Mr. Allred's recommendation to stay with Hope & Hernandez, the Commission was in favor.

**** COMMISSIONER YOST MOVED TO APPROVE THE ENGAGEMENT LETTER PROPOSAL FROM HOPE & HERNANDEZ FOR FYE JUNE 30, 2017 IN THE AMOUNT OF \$21,400.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION

- Personnel Search

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION WITH ALL THE COMMISSIONERS TO DISCUSS THE PERSONNEL SEARCH.**

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

**** THE MOTION FAILED.**

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District