

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
August 29, 2017

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

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

**OTHERS:** 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.

**MINUTES OF MEETING**

August 7, 2017 Regular Meeting

**\*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF AUGUST 7, 2017 REGULAR MEETING.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

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

**ADDITION TO CAPITAL BUDGET**

Mr. Adams reviewed the events of the 2017-18 budget approval process with the Commission and informed them that during the allocation process, a line item for the two vacuum breakers at the Rowan Street substation was overlooked. He is asking the Commission to approve additional funds in the amount of \$49,087 to cover the cost for an additional breaker which is in TTD's possession and in use, but has an outstanding invoice for payment.

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Commissioner Goldstein asked for clarification on how many breakers there were in total, how many had been purchased and what was left to purchase. Mr. Adams reviewed the history of the purchases going back to the budget year 2013/14 and gave a breakout of how many were purchased each year as follows: 2014/15 – 2 breakers; 2015/16 – 2 breakers; 2016/17 – 3 breakers and 2017/18 – 1 breaker. Mr. Adams also informed the Commission that he was going to look into selling off the old breakers, which are in acceptable working condition, and recoup some of the funds to offset the purchase price.

**\*\* COMMISSIONER BROWN MOVED TO AMEND THE 2017/18 CAPITAL BUDGET TO INCLUDE THE OUTSTANDING INVOICE FROM EATON IN THE AMOUNT OF \$49,087 FOR THE PURCHASE OF THE ROWAN STREET VACUUM BREAKERS.**

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

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

Mr. Adams informed the Commission that while he was reviewing the Capital Budget for the Rowan Street vacuum breakers, he realized that there was a similar situation with regard to the eight East Avenue vacuum breakers. The intent was to purchase the breakers over two fiscal years (four and four). He explained that this project should not wait until next fiscal year to purchase the breakers because the current style breaker prohibits employees from safely operating the equipment while energized. This would require TTD to completely de-energize the East Avenue station to operate existing breakers which would result in widespread outages. The new breakers, once purchased and installed, would eliminate the situation and allow TTD employees to operate the equipment safely without outages. Also, in order to realize the savings from the vendor in the approximate amount of \$17,000, all eight breakers would need to be ordered in the immediate future. The Commission and Mr. Adams continued to discuss the situation.

**\*\* COMMISSIONER YOST MOVED TO ADD \$67,000  $\pm$  5% TO THE 2017/18 CAPITAL BUDGET FOR THREE ADDITIONAL EAST AVENUE VACUUM BREAKERS TO REALIZE A SAVINGS OF APPROXIMATELY \$17,000.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

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

### **CMEEC EQUITY DISTRIBUTION**

Mr. Allred reviewed his discussion with Ed Pryor (CMEEC) which was outlined in the memo sent to the Commission. He explained how the funds from the Trust Fund and the Rate Stabilization Fund (aka non-Trust Fund) can be used and how long it takes to obtain those funds. He then reviewed CMEEC's financial reports to the utilities for the past several years – how much was taken from each account and how the funds were used. The sum of the two funds equals the Rate Stabilization Fund.

Mr. Allred said that he and Mr. Scofield have placed another call in to Ed Pryor and is waiting to hear back from him on a couple of items. On August 5, 2015 there was a distribution in the

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amount of \$1MM taken from the non-Trust Fund and placed it into TTD's Savings account. Per Mr. Pryor the only use for these funds would be to offset TTD's power bill. Mr. Allred is waiting to hear back from Mr. Pryor to clarify how TTD was able to receive these funds if not used for the purchase of power.

The other question for Mr. Pryor has to do with a \$1.5MM transfer from the non-Trust Fund to the Trust Fund in March 2017. Mr. Allred is not clear whether or not this was a CMEEC transfer or something that Mr. Smith had done.

Mr. Allred and/or Mr. Scofield will wait to hear back from Mr. Pryor and request supporting documentation for the two transactions and report back to the Commission.

It was requested that Mr. Allred reflect the proper names of the accounts on future financials reported to the Commission.

Mr. Allred addressed a question he received from Commissioner Goldstein prior to the meeting with regard to whether or not the monies in the CMEEC account are pooled, thus allowing anyone to use any of the funds. He clarified that that all the monies held at CMEEC from all of the municipalities is in one account, but tracked on an individual basis. No other municipality would be able to use funds from another municipality. They only have access to their own funds.

After discussion, no action was taken to alter the recent equity distribution (\$141,000) in the Trust Fund at CMEEC. Should there be another distribution in the future, the Commission will make a decision as to where the funds should be placed.

### **APPROVAL OF DISTRICT BANNER PRINTING**

Commissioner Brown said that he had received a total of five quotes for the printing of the new District banners. From those five, he culled out three and is presenting the two final quotes to the Commission. They are from Technical Reproductions (\$11,337) and Minuteman Press (\$11,895). The price quotes differ by only \$558. Both vendors are very reputable.

The Commission discussed whether or not they could split the printing job between the vendors and print 200 banners instead of 100, thereby having extra banners to use as replacements over time. It was decided that only 100 banners should be printed and one vendor chosen. Each vendor is willing to split up the 100 banners into however many groups TTD would like to have, i.e., 25 each of four designs, etc.

The final banner(s) design is still pending and will be brought to the Commission in the near future.

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**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE BID FROM TECHNICAL REPRODUCTIONS TO PRINT 100 DISTRICT BANNERS IN THE AMOUNT OF \$11,337 +5% SUBJECT TO CONFIRMATION THAT THE PRINTING SPECS ARE THE SAME OR BETTER AS THE ONES PRESENTED IN THE MINUTEMAN PRESS BID.**

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

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

**ADJOURNMENT**

**\*\* COMMISSIONER BROWN MOVED TO ADJOURN.**

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

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

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District