

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
October 15, 2018

ATTENDANCE: Commissioners: David Brown, Chair; Debora Goldstein;
Pamela Parkington; Treasurer: Johnnie Mae Weldon

STAFF: Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.;
Mike Adams, General Line Foreman

OTHERS: Peter Johnson (CMEEC Ratepayer Representative)

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

October 1, 2018 Regular Meeting

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 1, 2018 REGULAR MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

Discussion

Commissioner Goldstein went through the Minutes and asked that the following corrections be made:

- Executive Session Motion – had the incorrect title of the agenda item within the motion.
- Under the Financial Statements/Key Performance Indicators, 4th paragraph – The legal title for the ice rinks at Veteran’s Memorial Park and Marina should be used, as well as the legal name for “Vets Park.”
- CMEEC Ratepayer Representative – Clarifying Resolution – “Ratepayer Representative” should be initial caps throughout the text.

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- Joint Meeting of Public Works Committee and Recreation, Parks and Cultural Affairs Committee – Correct the title through the text. Also, “walk bridge” should be initial caps.

**** COMMISSIONER BROWN WITHDREW HIS MOTION TO APPROVE THE MINUTES OF OCTOBER 1, 2018.**

Due to the number of corrections that needed to be made, the Minutes of October 1, 2018 were tabled to the next Commission Meeting of November 5, 2018 so they could be reviewed again before approving.

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE MINUTES OF OCTOBER 1, 2018 TO THE NOVEMBER 5, 2018 COMMISSION MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Commissioner Goldstein asked whether or not Norwalk 2.0 had been contacted. Mr. Barber stated that he spoke to Chairman Brown about this and was told that he would get back to him about the matter. Discussion took place about Norwalk 2.0 and the complaints received from a restaurant owner with regard to the summer concerts that were held in Constitution Park. TTD staff was directed to call Jackie Lightfield of Norwalk 2.0 and see what her availability is to attend a future Commission meeting.

Commissioner Goldstein asked the status of the agreement between The Rinks at Veterans Park LLC and Third Taxing District. Mr. Barber stated that he has discussed the issue with Atty. Studer.

Commissioner Goldstein asked whether or not Ms. Georgette Salander had received the full Donation Policy at the time she requested the form to obtain a donation for the tiles that would go around the mural at Calf Pasture Beach. She was told that she had received everything in full. Mr. Johnson informed the Commission that the mural at the beach had been donated by the Bloom family in honor of their parents and that there was a plaque indicating this. To his knowledge, the mural was finished and Ms. Salander is removing the tiles and adding names of donors around the mural. Commissioner Parkington was of the understanding that the tiles around the mural was to complete the project. In order to complete the mural Ms. Salander was asking entities for donations. Mr. Johnson is going to speak with Mr. Norman Bloom about the matter and have him contact Mr. Hughes at Parks & Recreation to see if he can find out why Ms. Salander is adding these tiles around the mural.

APPA LEADERSHIP WORKSHOP REPORT

Mr. Barber stated that per the request of Chairman Brown, he has submitted to the Commission a report on his trip to Orlando, Florida to attend the 2018 APPA Leadership Workshop. The workshop gave him the opportunity to network with 45 industry professionals from utilities of varying sizes, with Third Taxing District being the smallest. He thanked the Commission for the opportunity to attend.

Mr. Barber told the Commission that he would be happy to obtain any of the presentations that the Commission might be interested in seeing. Commissioner Goldstein requested all of the presentations.

Commissioner Parkington was interested in whether or not there were forms that went along with the Working Effectively with Your Governing Body session. Mr. Barber said there were evaluation forms and could provide them to the Commission.

UPDATE ON T3 TRANSFORMER

Mr. Barber provided the Commission with a memo in their packet on the status of the T3 transformer. Three issues were identified:

- Delay in the manufacturing due to a shortage of “core steel.”
- Delay in the manufacturing process due to a problem installing the core and coil assembly in the tank.
- Once the T3 arrived and was set in place, SNEET (Southern new England Electric Testing Co.) performed testing on the transformer and the results showed a failure of the multi-ratio current transformer (CT) on the 4,160-volt center phase bushing. The results were sent to ABB and confirmed. Discussions have begun with ABB on having the problem resolved.

Mr. Barber stated that they also experienced some difficulties on the engineering side of the project. Along with the purchase of the new T3 transformer, the project also included a new circuit switcher that was to be installed on the transformer. Information required by Third Taxing District for the installation of the new switch was difficult to receive and design of the installation became difficult and expensive.

After extensive consideration, Messrs. Barber and Adams concurred that they should change engineering firms. The new firm has proposed a different switch to be installed. After reviewing the specifics of their recommendation, both Messrs. Barber and Adams agreed to proceed with the change in switch.

Mr. Adams spoke to the Commission and explained the situation in more detail and why he and Mr. Barber made the decision to change engineering firms and purchase a new switcher.

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The original switch would be put into a Works In Progress (WIP) account for a future project at Rowan Street with a value of \$90,000. The cost of the new switches would be less than \$40,000. Commissioner Goldstein asked that the \$90,000 appear in next year's capital budget. Mr. Barber confirmed that it would be reflected in the budget for future use.

2019 COMMISSION MEETING SCHEDULE

**** COMMISSIONER BROWN MOVED TO ACCEPT THE 2019 COMMISSION SCHEDULE AS PRESENTED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

Discussion

Commissioner Parkington noted that there was no second meeting listed in either February or March. Mr. Scofield explained why this occurred. One of the meetings in February was moved to the end of January as the second meeting in February always seemed to conflict with the holiday.

Commissioner Goldstein's concern was that with double meetings in both December and January, it would leave them short of meetings as they approached the Annual Meeting. Commissioner Parkington agreed with her. It was suggested that a meeting on February 25th be added in order to give the Commission enough time to prepare for the Annual Meeting.

Commissioner Goldstein questioned the meeting in November. Past practice was that if it was an election year for the Commission, the meeting would be held the day after Election Day. Commissioner Parkington stated that for someone who is newly elected, she understands that you would like to get them on-boarded as quickly as possible, but last year when she was elected she was very overwhelmed and over-tired the day after the election. It is her suggestion to swear the person in, give them a month to get on-board and have them attend the first meeting in December. Mr. Barber suggested moving the November meeting to the third Monday of the month which would allow some time for a new Commissioner to get on board.

Mr. Barber asked if there was any problem with holding the November meeting the night before the election, especially if one of the incumbents is already on the Commission. Commissioner Goldstein agreed that it is a hardship as it is the "24-hour sprint" up to the election.

Commissioner Goldstein does not think it should be moved to November 18th as there are many standard agenda items that are addressed during November. She would favor holding the meeting the day after the election, November 6th.

Commissioner Brown suggested moving November 4th to November 18th. Commissioner Parkington concurred.

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Commissioner Goldstein went back to the issue of February and having only one meeting prior to having the Annual Meeting in March is risky because if everything is not hammered out in January and something comes up in February, staff won't know about it until the March 4th meeting and will have to scramble to get prepared for the Annual Meeting. Commissioner Parkington agreed that if there were two meetings in December she would rather see two meetings in February, not January, in order to prepare for the March Annual Meeting.

Upon further discussion, Commissioner Parkington stated that if they were to add February 25th to the list, this meeting could be used strictly for all last-minute decisions with regard to the Annual Meeting and then March 4th could be the run-through for the Annual Meeting.

**** COMMISSIONER BROWN MOVED TO AMEND HIS MOTION TO APPROVE THE 2019 COMMISSION SCHEDULE AS FOLLOWS: JANUARY 7, 2019, JANUARY 28, 2019, FEBRUARY 11, 2019, FEBRUARY 25, 2019, MARCH 4, 2019, APRIL 1, 2019, APRIL 15, 2019, MAY 6, 2019, JUNE 3, 2019, JUNE 17, 2019, JULY 1, 2019, AUGUST 5, 2019, AUGUST 19, 2019, SEPTEMBER 9, 2019, OCTOBER 7, 2019, OCTOBER 21, 2019, NOVEMBER 4, 2019, NOVEMBER 18, 2019, DECEMBER 2, 2019 AND DECEMBER 16, 2019.**

**** THERE WAS NO SECOND.**

**** THE MOTION FAILED.**

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE 2019 COMMISSION SCHEDULE AS PRESENTED WITH THE FOLLOWING CHANGES: ADD FEBRUARY 25, 2019 AND MOVE NOVEMBER 4, 2019 TO NOVEMBER 6, 2019.**

**** THERE WAS NO SECOND.**

**** THE MOTION FAILED.**

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE 2019 COMMISSION SCHEDULE AS PRESENTED WITH THE FOLLOWING CHANGES: ADD FEBRUARY 25, 2019, REMOVE NOVEMBER 4, 2019 AND ADD NOVEMBER 18, 2019.**

**** COMMISSIONER BROWN SECONDED.**

**** 2 ACCEPTANCES; 1 OPPOSED.**

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

PROJECT SUMMARY

Mr. Barber asked the Commission if they had any questions about the Project Summary.

Strategic Planning - Commissioner Parkington asked when the meeting for Strategic Planning would be rescheduled. Commissioner Brown will be reviewing the materials with Commissioner Goldstein and then would like to introduce the materials to Commissioner Parkington. Once that has taken place, a meeting can be scheduled for the full Commission to

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meet, either the second meeting in December or schedule a Special Commission in order to work solely on Strategic Planning.

Cost of Service Study – The process has begun and staff is compiling data that was requested by Utility Financial Services (UFS). Commissioner Goldstein would like the Commission to be consulted on the “plug-in” numbers used in the analysis.

Security Lights – The remaining 1% of customers that need to be upgraded have requested to keep the older style lights at this time, as they like the coloring better. Third Taxing District has not pushed the issue with them to change over to the new LED. Commissioner Goldstein has asked for a report on the security lights, i.e., number of lights, where they are and the revenue. Mr. Barber stated that the security lights would also be included in the Cost of Service Study.

The Marvin – The lighting project at The Marvin has been completed. Mr. Barber stated that The Marvin just completed a very large renovation which included lights, windows, mini-splits, hot water tanks, etc. Commissioner Goldstein asked if they had conducted any work in the Community Room and was told it was the one room they did not do any work in.

The Rinks at Veterans Park LLC – Commissioner Goldstein asked if there had been any communication with Mr. Hughes to confirm that he is not bringing the ice rinks back to the park. Mr. Barber stated that Third Taxing District has not spoken to Mr. Hughes.

ADJOURNMENT

- ** COMMISSIONER BROWN MOVED TO ADJOURN.**
- ** COMMISSIONER PARKINGTON SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
October 15, 2018