

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
November 5, 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
Sylvia Archibald, Executive Director, East Norwalk Library
Sarah Amato, President, ENIA

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.

LIBRARY BUDGET PRESENTATION

Ms. Archibald reviewed all the changes for the Library's expenses and income on the proposed budget for 2019/20 and provided detailed explanations for each change in the budget from the previous year's budget. The Commission gave their input on the different line item titles they are currently using and suggested some changes.

Ms. Archibald presented the capital expense item that the East Norwalk Library is requesting. They would like to have the kitchen in the hall rental (lower level) renovated, i.e., new lower cabinets and upper shelving. The quote presented was received from Express Kitchens in the amount of \$5,078.99. This is not a formal quote. It is only being used to determine an approximate cost to put in the budget. Once approved, quotes will be obtained for the project. The Library is requesting \$6,000 for the capital expense.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission. Total Income was \$2,705,458, an increase of 9.85% over last year. Total Expense was \$2,514,907, an increase of 0.65% over last year. Other Income is \$281,680, a decrease of 16%. Net Income Before Rate Stabilization was \$472,231, an increase of 57%. Net Income was \$552,317, an increase of 33% over the previous year.

Cash Balances continue to be in good shape. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,133,808. Current Fiscal Year Capital Additions to date is \$458,767.

Mr. Barber reviewed the P&L Previous Year Comparison.

KPI's – Mr. Barber reviewed the KPI's with the Commission. Everything appears to be on track.

PCA –Mr. Barber reviewed the current PCA and the forecast with the Commission. The current balance in the Rate Stabilization Fund is \$4,134,657. The forecast is for the balance to decrease over the next two years to the target balance of \$3 million.

OIL CIRCUIT BREAKER REPLACEMENT PROJECT (EAST AVE. SUBSTATION)

Mr. Barber told the Commission that a capital project was approved for the replacement of an oil circuit breaker at the East Avenue substation with a new vacuum circuit breaker. The current year's project has a budget appropriation of \$192,500. The total cost of replacing the circuit breaker and installing new lightning arresters is \$177,391, which is \$15,109 under the budgeted amount.

The proposal is from Eaton Corporation and is a turnkey project. Price quotes have been received from vendors for the equipment to be installed in this project, but after analyzing the pricing information, it was determined that the proposal from Eaton was the best for this project.

Mr. Barber informed the Commission that there are three more breakers to be replaced over the next two years, another at East Avenue Substation and two at the Rowan Street Substation.

Approval is being requested from the Commission as the cost of this project exceeds the \$100,000 threshold set forth in the recently revised Purchasing Policy.

FINAL

**** COMMISSIONER GOLDSTEIN MOVED PER THE PURCHASING POLICY TO APPROVE THE OIL CIRCUIT BREAKER REPLACEMENT WITH A VACUUM CIRCUIT BREAKER AT THE EAST AVENUE SUBSTATION AS THE PROJECT EXCEEDS \$100,000, AND RECOGNIZING THAT THE QUOTE IS \$177,391 AND SHOULD NOT EXCEED THE BUDGETED AMOUNT OF \$192,500.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

MINUTES OF MEETING

October 1, 2018 Regular Meeting

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

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

October 15, 2018 Regular Meeting

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 15, 2018 REGULAR MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CHRISTMAS TREE LIGHTING PROGRAM REVIEW

Mr. Scofield asked the Commission if they would still like to participate in the Christmas Tree Lighting Program and if so, would they like to keep their parts from the previous year, change their participation or not participate at all. The Commission would like to participate in the program and have the following parts:

Commissioner Brown – Greetings from the Commissioners & Treasurer

Commissioner Parkington – Recognition of City & State Officials/Introduce Mayor

Johnnie Mae Weldon, Treasurer – Food and Toy Drive

Commissioner Goldstein – Lighting of the Christmas Tree

UPDATE ON EAST AVENUE TOD STUDY OVERSIGHT COMMITTEE MEETING

Commissioner Goldstein reported that at the last meeting of the Committee they worked on making revisions to the Statement of Work. Once the revisions have been made, they will be presented to the Committee again for another review before going to the City Council.

EAST NORWALK HISTORICAL CEMETERY

The Commission discussed the possibility of having the East Norwalk Historical Cemetery listed on the State and National Historical Registers. Commissioner Goldstein would like to see this happen prior to the work commencing on the Walk Bridge projects in the area in order to protect the cemetery.

Commissioner Parkington recalled from a past meeting that it is possible to hire a consultant to assist with the filing. The cost was approximately \$10,000.

The Commission asked staff to reach out to either/both Tod Bryant, President of the Norwalk Preservation Trust, or David Westmoreland of the Historical Commission to see if they knew of any consultants in the area who could assist Third Taxing District with the filing for the registers.

Third Taxing District had previously been in touch with Chris Burr, who heads the Cemetery Association, and he was not in favor of being listed on the registers, as he thought it would put too many restrictions on the Association with regard to the maintenance and repairs in the cemetery. After further discussion, the Commission thought it would be best to invite Chris Burr to a future meeting to discuss this in more detail.

Commissioner Goldstein addressed the condition of the cemetery gates and that they need to be restored and repaired. Staff was instructed to obtain quotes for the restoration of the gates.

GENERAL MANAGER'S REPORT

Audit Update

Mr. Barber reported that the audit is complete and is now being finalized. The delay had to do with GASB implementing new standards relating to OPEB. He is expecting the final report some time during the week of November 12, 2018.

FINAL

Health Insurance Update

Mr. Barber reported that the health insurance renewal is usually handled at the first meeting in November, but unfortunately Mr. Imbrogno (agent for Best Planning) was not available for the meeting.

Mr. Imbrogno and management are proposing a change to the insurance plan. It is currently being reviewed by the union. Once approved by the union, it will be brought to the Commission. There is a timing issue for the approval process. The union will be meeting on November 8, 2018 to vote on whether or not they approve the change in the plan. Once the union meeting has taken place, the insurance renewal will be brought to the Commission.

Mr. Barber asked the Commission if they would schedule a special meeting to review the health insurance plan proposal. The Commission agreed to schedule a special meeting for Thursday, November 8, 2018.

Update on Walk Bridge Project

Mr. Barber referred to his memo to the Commission of October 31, 2018 giving an update on the Walk Bridge Project. As of June 28, 2018, 60% Plans and Specifications were received from the State of Connecticut.

Commissioner Goldstein asked about the undergrounding for the Osborne Avenue bridge and wanted to know if it was relocating lines already underground, or putting lines from above ground to underground. Mr. Barber indicated that the distribution system is currently underground and will only be relocated.

PROJECT SUMMARY

Mr. Barber indicated that all timelines in the Project Summary have been updated.

Verizon Small Cell – Mr. Barber has not heard back from them.

Veteran's Park Ice Rinks – Mr. Barber send a letter to Mr. Hughes to determine the status of the rinks.

FINAL

EXECUTIVE SESSION

- Union Contract Negotiations

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager and Assistant General Manager entered into Executive Session at 9:17 p.m.

The Commissioners, Treasurer, General Manager and Assistant General Manager returned to public session at 9:50 p.m.

ADJOURNMENT

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

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District