



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Third Taxing District of the City of Norwalk Commission Meeting

Monday, April 15, 2019 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – March 29, 2019 Special Meeting (Pgs1-9) and April 1, 2019 Regular Meeting (Pgs. 10-17) – A/R
3. Strategic Planning Session (Pgs. 18-20)
4. Executive Session
 - Real Estate – 215 East Avenue – CGS: 1-200(6)(D)
5. Adjourn

*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

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District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkington	203-858-4261	Commissioner	Ed Holowinko	203-858-5750	Treasurer

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THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
March 29, 2019

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

STAFF: Kevin Barber, General Manager
Ron Scofield, Asst. General Manager/District Clerk
Mike Adams, General Line Foreman (departed at 11:08 a.m.)

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Mayor Harry Rilling, City of Norwalk (departed at 11:00 a.m.)
Lisa Burns, City of Norwalk
Anthony Carr, City of Norwalk
Laoise King, City of Norwalk

CALL TO ORDER

Commissioner Weldon called the meeting to order at 10:02 a.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

EAST AVENUE DESIGN PROJECT

Mr. Barber said that as follow-up to an email from Mayor Rilling to the Commission, the Commission did meet at a Special Commission meeting on March 20, 2019. At that meeting, the Commission requested to have a meeting with the Mayor and his staff to discuss the issues that were raised in the Mayor's email and to help the Commission understand the whole scope of the project in order for them to be able to make determinations on how Third Taxing District would like to move forward.

Mayor Rilling: "First of all, we appreciate the opportunity to come before the Commission. Thank you for having the meeting and for inviting us. What we're looking to do is bring you up-to-date on the status of the East Avenue Project. The project team is here, ready to answer any questions that you may have. I think what we're ultimately looking for now, obviously not looking for a commitment for you to underground your utilities. We're not looking for that.

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We're looking for the opportunity to meet with your staff so that they can tell us where your infrastructure is, where the best places for our infrastructure might be and help us with the design process. Should, in the future, you decide to become a partner and go underground with us, then you'd have that opportunity. We can accommodate that in advance knowing that here's what you'll need perhaps at some day in the future. We're not looking for you to say, okay, we're ready to go underground. We're not looking for that. We're just looking for you to work with us or have your staff work with us and kind of give us an idea where your infrastructure is, what your needs are in the event that you do wish to partner with us in the future. That's pretty much it. Like I said, we do appreciate the fact that you're meeting with us." Mayor Rilling then turned the meeting over to his staff.

Project Status

Ms. Burns indicated that Mr. Adams has been working on the project quite a bit with the Walk Bridge portion. The road is being reconstructed, it is being widened from Myrtle Street down to Van Zant Street. All utility poles on East Avenue need to be moved regardless of who owns the poles, i.e., TTD, Frontier, Altice, etc. to accommodate the road widening. Most of the poles on East Avenue in this area belong to SNET or Frontier.

As of now, they are at 90% design for the bridge portion of the utility relocation. Ms. Burns has yet to see the final plans. Third Taxing District electric lines are going underground to accommodate the bridge construction from Fort Point Street to Winfield Street. What the City is looking to do is explore the opportunity to continue south to Van Zant Street and north to Myrtle Street. The City has had Utility Coordination meetings with Frontier, Altice and Crown Capital. Proposals are being submitted to the City from these vendors for an underground option by mid-May.

This project will be done as part of an Advanced Utility Coordination Contract, so the utilities will be relocated before the bridge construction commences to accommodate the lowering of the road under the Metro North bridge before the bridge is demolished and the abutments are widened. The new bridge will be 58 feet from abutment to abutment.

Since attending the Visioning meeting on March 23, 2019, Ms. Burns took away some of the following information. This project alleviates a lot of the concerns which were congestion on East Avenue, vehicles are using other neighborhoods to try and bypass the congestion. People do not feel it is a friendly place to walk on East Avenue. They felt it was dangerous. The pedestrian crossing at the railroad station was identified as a concern for safety. Residents are looking to feel protected walking. The design is proposing a 7 foot wide sidewalk and street trees which would put a buffer between the roadway and the walkers. The poles also become an ADA issue. You don't get as wide a sidewalk when there are poles. The project is being mindful to accommodate those residents who have mobility issues. Lighting was another topic, specifically for the night hours, while crossing at the railroad station.

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The City has talked to Hariman (facilitators of the East Norwalk Study) and suggested that at a subsequent meeting the City do a brief update to the public about the project and what the plans are to solve some of the issues.

Ms. Burns reminded the Commission from the meeting in January that there will be a new traffic signal at Fort Point Street and hopefully a realigned driveway at 215 East Avenue.

Commissioner Goldstein asked for clarification as her understanding is that the ask right now is just to Fitch. Ms. Burns stated that the City's project limits are from Fort Point Street to Myrtle Street and from Winfield Street to Van Zant Street, which is Project #102-297. The middle part is the walk bridge. Both of the projects are being handled by the same contractor and all the work will be done at the same time.

Commissioner Goldstein raised the issue of pole attachment revenue for all the poles that are planned to be removed plus the cost of the lighting that TTD provides.

Commissioner Goldstein asked about the snow shelf on the sidewalks and whether or not the snow shelf is included in the 7-foot wide sidewalk. Ms. Burns replied that the snow shelf is still an issue that's open to be decided by the Design Committee.

Mr. Barber asked if there will be sidewalks on both sides underneath of the reconstructed bridge. Ms. Burns stated, yes.

Commissioner Goldstein would like to request the most current version of the bridge because it is her understanding that there was supposed to be a way to get from platform to platform. It is her understanding that there would be a way to get to the other side without having to go down and cross East Avenue at road level and then go back up. Mayor Rilling stated that Spinnaker is planning something for 230 East Avenue. Ms. Burns said that elevators are currently being planned. The platform is being extended over East Avenue so that you will be able to cross over East Avenue, but not over the tracks.

Mr. Johnson asked about another traffic signal being added at Fort Point Street. Ms. Burns said, yes, that there is one proposed. The lights will need to be synced down East Avenue. Currently, the lights are not synced properly. The lights at Winfield Street, Fitch Street, Myrtle Street are all going to be replaced plus the proposed one at Fort Point Street and then synced.

Ms. Burns stated that with respect to traffic, there have been traffic studies conducted and they have been updated throughout the years. She indicated that there has always been a need for a traffic signal at Fort Point Street.

Mayor Rilling stated that this project is designed to correct more than just the lights. The project is designed to stop the weaving from one lane to the other, designed to accommodate more vehicles, designed to include new signalization that will be able to be synced more easily and allow the City to do what they need to do. Syncing lights will not correct the current problems on East Avenue, but will help the issue.

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Right of Way

Mr. Barber said he now understands the scope of what is being presented, as he thought the project extended further up East Avenue towards I95. It appears that it is only up to Myrtle Street.

Commissioner Goldstein asked if there is contemplation that the City is going to expect to come back and underground more of the system all the way to Exit 16 in connection with any future project in this geographic area. Ms. Burns believes it will fall out of the East Norwalk TOD if the public supports the continuing efforts to underground utilities. This is one of the only places in Norwalk where the community has not had the aesthetic improvement of underground utilities.

Commissioner Goldstein asked Mr. Carr about issues with salt and water in the underground portions of other cities. He replied that one issue is with the salt. The conduit that the electrical data communications would be fed into is typically PVC and plastic is highly anticorrosive against salt. It would depend on what the utility company requires, but other counties allow PVC. The conduits and the power sources are protected within the conduit that is subsurface and is not sure how the salt would find its way there.

Mr. Barber said that a benefit from TTD's electric side is that we have very good reliability. From the studies he has read, when it talks about undergrounding, it is supposed to help reliability. East Avenue doesn't have a lot of trees and the impacts which would affect reliability. Whether or not it would gain us on a reliability issue, probably is minimal. He does not believe TTD can get much better. It will just be more aesthetically pleasing.

Mayor Rilling is asking TTD to work with the City in order for the City to know what would be best for TTD in the future if TTD decides to go underground on East Avenue. He reiterated that the City is not asking TTD to go underground at this time. He is asking TTD to work with the City and tell the City what TTD would need should they make the decision to underground in the future.

Commissioner Parkington said that from Myrtle Street to I95 she counts ten poles. She asked if those poles will remain up. Ms. Burns said it is a different project with a project number with multiple options and that this project is probably more than ten years away.

Mr. Barber, after conducting a little research, said it's not just undergrounding of the utilities, it's also the service into the homes. There are problems that arise from that because once you go to the meter, you need to replace the meter pan and that opens up "Pandora's Box" as far as the code issues for that home. What if the homeowner does not want you touch the meter or the service in the house. This would create an expensive issue for the homeowner.

Mr. Johnson added that once you take out an electrical permit for any electrical in the house, there are mandatory upgrades, including smoke detectors. A fuse box would need to be updated

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to a breaker panel. It is not just changing the meter, it's everything else that would need to be brought up to code. He believes that most of the homes that would be affected still have fuses. TTD's responsibility ends at the meter. The homeowner will be responsible for any other expenses incurred.

Ms. Burns believes that there are very few services on the corridor in question, which makes the issues less complicated. The City has had the same conversation with other utilities. She indicated that the cost would be paid by the City of Norwalk. Most of the aerials utilities that the City has spoken with to date can be fed from side streets.

Mayor Rilling stated that they need to figure out what the ask is of TTD as the City is not asking TTD to make a commitment to go underground. The City is planning to go underground with the other utilities no matter what TTD's decision will be. They will be putting in the infrastructure. They need to know what would be best for TTD in the event that some day TTD decides they would like to underground utilities. The City is asking how can they best accommodate that now. All the City is asking for today is that the City be able to discuss with staff and allow them to discuss with the City what would be best for TTD in the future when the City starts to put in this infrastructure.

Ms. Burns talked about funding. She indicated that TTD would possibly be using a consultant to arrive at an answer about the undergrounding issue. She stated that the City of Norwalk would reimburse the cost for this. If there are questions that TTD would like answered outside of their realm, i.e., reliability or ongoing maintenance costs, if TTD would like to include that in their scope of services, the City would reimburse TTD for that cost as well.

Commissioner Parkington would like to see the TTD staff work with the City in order to come up with a list of expenses so TTD knows the determination. TTD cannot make a strategic business decision unless they have a plan, knows what the cost is, what the reliability is, and all the options involved. She is in favor of allowing the staff to work with the City so a decision can be made down the road. Right now TTD is just talking about what ifs. She would like to see numbers. She needs to see if it's feasible and that TTD will get the equipment they want, the coordination with the City and whether or not TTD can do it. It may be that it will exceed \$3 million, just for the undergrounding for TTD.

Commissioner Goldstein pointed out that the City has given TTD a fairly tight timeline and the city is also suggesting TTD hire a consultant to assist with the decision. She would like to see the streamlining issue hashed out because by Charter it is TTD's decision about the lights.

Street Lighting

Ms. Burns indicated that in the SNEW territory, the City purchased all the decorative street lighting, but SNEW maintains it. In Eversource zone, the City purchases the street lighting and they also maintain it. TTD would fall into the same category as SNEW, where the City would purchase the lighting and TTD would maintain it.

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Mr. Barber stated that one of the concerns is that decorative street lighting is more expensive than a standard cobra head light that's on a pole. The City would purchase them and turn them over to TTD to maintain. TTD would be responsible for replacing them if and when they are damaged by a car that takes them out.

Commissioner Parkington asked if this were to happen would the City replace the light at their expense. Ms. Burns replied it would be dependent on the agreement between TTD and the City of Norwalk.

Commissioner Goldstein stated that in the past she had asked the former General Manager about the proposal for decorative lighting that the City kept floating publicly without checking with the Commission. The City wanted the fancy ornamental poles and it was asked of the former General Manager what the cost would be. The plain wood poles are approximately \$800 to \$1,000 and some of the ornamental poles can be near \$10,000. The pole near the train station has been hit, damaged and/or replaced three times since she has been on the Commission. There are certainly issues on East Avenue. Commissioner Goldstein is pretty clear that the Charter states that light poles in the TTD District are TTD's decision.

Commissioner Parkington is looking for an agreement similar to Eversource's where the City purchases the equipment and TTD would inventory and maintain the equipment. Ms. Burns indicated that an agreement can be worked out anyway that is agreeable to both parties.

Mr. Barber asked if there would be decorative street lighting for only a small portion of East Avenue, but the portion between Myrtle and I95 is still going to be the wood light poles. Ms. Burns indicated that if the budget allows, the City will continue further up the road.

Mr. Adams pointed out that Olmstead Place is a split street for electric; one side is TTD, the other side is Eversource.

Commissioner Goldstein asked if an agenda item could be added to the upcoming Commission meeting on April 1, 2019 in order to take a vote on the decision that needs to be made for this item.

215 East Avenue

Ms. Burns understands that the TTD Commission has been talking about the house at 215 East Avenue for a few years now, but it appears that there hasn't been any decision made on what they plan to do with it.

The City is looking to realign Fort Point Street with the driveway entrance of the train station where 215 is currently located. The current driveway into the train station is owned by the City of Norwalk, as well as the parking lot. With East Avenue getting lowered, the grade to enter the lot will worsen (approximately a 12% grade). The pedestrian crossing with the realignment of the entrance will be much better. It will then become a protective crossing.

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Commissioner Parkington raised the issue of the Founder's Monument which is located in front of the train station parking lot. Ms. Burns said that it is already included in the City's plan to preserve the monument, store it during the construction and then replace it in approximately the same location. Ms. Burns said another improvement will be the bus hub.

The Commission discussed the need of the right of way to the East Avenue substation. Mr. Barber said the concern as a utility is access to the substation.

Commissioner Goldstein said she had been thinking of other ways to deal with this project. The East Avenue substation backs up to the Fitch Street substation. She questioned whether or not if there was a way for TTD to access from the Fitch Street substation or even if the substation could be accessed through the parking lot of the train station. Mr. Barber said no one has given any thought at all with regard to alternate access. Mr. Johnson added that is not safe to enter from any other direction, due to equipment.

Commissioner Goldstein said another item was the value of the land. After St. Thomas Church was talking about terminating their lease with the City of Norwalk for the extra parking spaces behind the school, the Commission was discussing a very elaborate parking alternative or leveling the house and garage and putting parking spaces that TTD could lease to the City. The proposed ramp does not give TTD any value on behalf of the ratepayers. The value associated with the easement would not give TTD full value for the property. She knows the City indicated that they do not want to own.

Ms. King said that the City of Norwalk is completely open to any ideas on what to do with the piece of property. Their first preference is not to own the property, but it is not out of the question, and she believes that an alternative way to monetize it, is certainly open for discussion.

Ms. Burns is looking to get a feel as to whether or not the Commission would like to proceed with the realignment of the driveway with Fort Point Street.

Real estate needs to be discussed under an Executive Session. The Commission has asked that an Executive Session be added to the upcoming April 1, 2019 Commission meeting. The Commission invited Ms. King to attend the session.

Commissioner Goldstein also asked the City that any future public statements with regard to this project please be joint with Third Taxing District and the City of Norwalk.

Commissioner Parkington stated that someone is misfeeding information to the press as she has received phone calls from the media asking for a statement on a list of items as if decisions had already been made. Her response to the media was "no comment."

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ADJOURNMENT

**** COMMISSIONER PARKINGTON MOVED TO ADJOURN.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 11:37 a.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING AS CORRECTED.

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THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
April 1, 2019

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

STAFF: Kevin Barber, General Manager
Ron Scofield, Asst. General Manager/District Clerk

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Andrew Strauss, Norwalk Tree Alliance
Laoise King, City of Norwalk (arrived at 7:50 p.m.)

CALL TO ORDER

Commissioner Weldon 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.

NORWALK TREE ALLIANCE DONATION REQUEST

Mr. Strauss informed the Commission that he was at the meeting to request a donation to the Norwalk Tree Alliance in the amount of \$2,500 to plant more trees throughout East Norwalk. He is proposing the same program as last year, where the Norwalk Tree Alliance and Third Taxing District conducted a tree lottery. Residents have the opportunity to sign up during the month of March to be entered into the lottery. Names are then drawn at random in mid-April. Last year there were a total of 12 trees planted throughout the District. All the trees were purchased and planted by Courville Nursery.

Mr. Strauss also provided the Commission with a report on last year's lottery, as well as the 2018 Annual Report of the Norwalk Tree Alliance for them to read at their leisure.

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**** COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE NORWALK TREE ALLIANCE DONATION REQUEST IN THE AMOUNT OF \$2,500 TO BE FUNDED OUT OF OTHER DISTRICT SERVICES IN THE DISTRICT BUDGET WHICH WILL BE AWARDED AFTER JULY 1, 2019.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

MINUTES OF MEETING

March 4, 2019

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF MARCH 4, 2019 REGULAR MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

March 20, 2019

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF MARCH 20, 2019 SPECIAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights page with the Commission. Under the \$ Change and % Change columns, TTD is behind year over year which is due to the changes in the PCA and the CMEEC billable rate. He also pointed out that TTD's Outstanding Principal Balance with CMEEC has gone up. The increase is due to the reallocation of Wallingford Electric's ownership in the Microgen project. CMEEC will be having the final vote on the Microgen project on April 5, 2019.

Mr. Barber reviewed the P&L for the Electric Company. There is nothing major to report. Overall for the month, TTD is 1% ahead of budget on Total Income. For the year, TTD is 4% ahead of the income budget. Cost of Goods Sold (Purchased Power), continues to be slightly over-budget for both the month and the year. Net Income for the current month is \$319,087 and \$724,174 for the year.

P&L for the District is on target. Mr. Barber pointed out that the majority of the expenses for the Annual Meeting will show up in the March report.

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KPI's – In line with what they have been. Actual Rate of Return on Rate Base is now within the Bandwidth.

PCA's – Mr. Barber told the Commission that last month the Rate Stabilization Rate balance that was forecasted for June 2021 was down around \$2.5 million. After receiving the most recent forecast information from CMEEC, it caused the forecast to adjust, which in turn adjusted the ending balance up \$300,000-400,000. He believes that over the next few months it can swing in either direction. The current forecast for June 2021 is \$2.9 million which is right on target.

LINE OF CREDIT RENEWAL

Mr. Barber reviewed the memo he wrote to the Commission about the Line of Credit with Patriot Bank. Last year's renewal was good up until December 31, 2018, which has now expired. Third Taxing District is now up for another renewal. Mr. Barber is requesting the Commission's approval to renew the line of credit with a new expiration date of January 1, 2020. The current interest rate is 5.5% but is subject to change. The interest rate is based off of the Wall Street Journal Prime Rate plus 0%. TTD does not expect to use the line of credit but would like to keep it open just in case something should occur.

**** COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE KEVIN BARBER, GENERAL MANAGER OF THE THIRD TAXING DISTRICT TO RENEW FOR AND ON BEHALF OF THE THIRD TAXING DISTRICT THE LINE OF CREDIT WITH PATRIOT BANK IN THE AMOUNT OF FIVE HUNDRED THOUSAND DOLLARS (\$500,000) ON THE TERMS SET OUT IN THE LOAN DOCUMENTS PREPARED BY PATRIOT BANK AND INCLUDED IN THE MINUTES OF THIS MEETING AND FURTHER REQUIRE KEVIN BARBER, BEFORE ACCESSING ANY FUNDS FROM THE LINE OF CREDIT, MUST RECEIVE AUTHORIZATION FROM THE DISTRICT COMMISSION AT A DULY CONVENED COMMISSION MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ENGAGEMENT LETTER – FYE 6/30/19 AUDIT

Mr. Barber reviewed the Engagement Letter received from Hope & Hernandez for the financial audit for FYE June 30, 2019. The fee for this year will be \$21,900, which is the same as last year's audit.

Commissioner Parkington asked if there was a policy indicating that Third Taxing District needs to change auditors every five years. Mr. Barber replied that there is no such policy. Commissioner Parkington asked how long Hope & Hernandez has been conducting the audit. Mr. Scofield said it was approximately eight years. He said that Third Taxing District did go out to bid one year and Hope & Hernandez was the lowest bid and the Commission voted to retain them.

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The Commission would like staff to look into putting the audit out for bid for FYE 6/30/2020.

**** COMMISSIONER PARKINGTON MOVED TO APPROVE KEVIN BARBER, GENERAL MANAGER TO ENGAGE HOPE & HERNANDEZ TO PERFORM THE AUDIT FOR THIRD TAXING DISTRICT FOR FYE JUNE 30, 2019 FOR A COST NOT TO EXCEED \$21,900.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION OF TREASURER POSITION

Commissioner Goldstein stated that Treasurer's position has been opened since they appointed Johnnie Mae Weldon to the Commission in January 2019. The position has been advertised through many venues and only one candidate responded with interest in the position.

Mr. Ed Holowinko is the only candidate that submitted a letter of interest to the District Clerk. Mr. Holowinko has lived in East Norwalk for the past 19 years and is very active in the community. He has served on the Conservation Committee for many years, as well as being involved in other volunteer activities.

**** COMMISSIONER GOLDSTEIN MOVED TO APPOINT ED HOLOWINKO TO THE VACANT TREASURER SEAT TO SERVE FOR THE REMAINDER OF THE CURRENT TERM THROUGH ELECTION DAY 2019.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Scofield will reach out to Mr. Holowinko to let him know of his appointment and inform him of his duties, as well as getting in touch with the Town Clerk, Richard McQuaid, to have Mr. Holowinko sworn in prior to the next Commission meeting to be held on April 15, 2019.

CMEEC UPDATE

On March 29, 2019, the Joint Energy and Technology Committee of the Connecticut General Assembly voted out of committee Proposed Substitute Bill 961. This proposed bill has been revised since the original proposed legislation that was brought before the Commission at the February 11, 2019 Commission meeting.

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The bill was 17 pages in length with many items that were problematic, including removal of the CMEEC projects. What came out of the E&T Committee after a day of testifying was about six pages long. Some of the problem items still remain. The most critical problem, which was the removal of the projects, was eliminated.

Another item that was removed from the bill is legislation that reaches through CMEEC to the municipalities where the municipalities were going to be required to post their budgets within two days and make available all agreements and contracts to the public.

The next meeting of the Legislative Committee will be April 11, 2019 in order to prepare the last pass at communications to make sure they try to nail it down so nothing goes wrong at the last minute.

Commissioner Goldstein reported on the Special Committee that she has been Chairing. As of March 25, 2019, the Special Committee, which was overseeing the independent investigation, received an 800+ page report with multiple appendices of information. The Committee reviewed it, made some small recommendations, but basically it remained the same. Based on the report, the Special Committee issued its own report recommending that CMEEC initiate the termination process because the investigator had concluded there was enough information there to terminate Mr. Rankin for cause. The Committee had also gone through other documents and was still uncovering new things about what was taking place in the past. The Committee also put together a list of about 20-25 findings and recommendations relative to CMEEC's governance, policies, expense approvals, etc. and recommended those to the Board as well.

On Thursday, March 28, 2019, the CMEEC Board received the report under Executive Session, consulted with an employment attorney, as well as the attorney who had conducted the special investigation, and the Board accepted the recommendations of the Special Committee and voted to begin the termination proceedings with respect to Mr. Rankin, which should help with the legislators.

It has been recommended that next year that the four Directors who had participated in the Derby trip not be permitted to be officers. CMEEC is going to schedule a special meeting to have the formal Loudermill Hearing, which is a meeting in which the employee can defend himself against the charges. Once complete, there is deliberation and action is then taken.

GENERAL MANAGER'S REPORT

Mr. Barber had nothing to report.

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PROJECT SUMMARY

Rowan Street Facility – The construction company, Diversity Construction, has started excavating the property. Meetings are being held every 1-2 weeks between staff and Diversity Construction.

Mr. Barber indicated that he was not sure whether or not the building materials would be out of the way for the ENNA Shredding Event that is planned for Saturday, April 27, 2019.

Dooney & Bourke – Commissioner Parkington asked if they had received their rebate for the recent lighting retrofit. Mr. Barber replied, yes.

EXECUTIVE SESSION

- Real Estate – 215 East Avenue

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE – 215 EAST AVENUE.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Messrs. Barber and Scofield, and Laoise King entered into Executive Session at 7:52 p.m.

The Commissioners, Messrs. Barber and Scofield, and Laoise King returned to public session at 8:39 p.m.

DISCUSSION ON EAST AVENUE DESIGN PROJECT REQUEST FROM THE CITY OF NORWALK

The Commission discussed how they would like to handle the request from the City of Norwalk. They were in favor of adopting a Resolution, but wanted to be sure that the Resolution included verbiage that would protect Third Taxing District. The Resolution would not include a decision on 215 East Avenue.

Commissioner Goldstein is concerned that the City will turn over a 90% design in early May and with the linkage to the Walk Bridge Project, Third Taxing District will be informed that the design cannot be changed again.

Commissioner Parkington would like to give Ms. Barber the ability to speak with the City, but have caveats in place.

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April 1, 2019

DRAFT

**** COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE GENERAL MANAGER KEVIN BARBER, GENERAL LINE FOREMAN MIKE ADAMS, AND ASSISTANT GENERAL MANAGER/DISTRICT CLERK, RON SCOFIELD TO ENGAGE IN DESIGN DISCUSSIONS WITH THE CITY OF NORWALK IN CONNECTION WITH THE PLANS FOR THE EAST AVENUE DESIGN PROJECT TO INCLUDE DISTRICT PARTICIPATION AND POSSIBLE UNDERGROUNDING AND THE DISTRICT ASSET AT 213-215 EAST AVENUE WITH THE UNDERSTANDING THAT A 90% DESIGN SUBMISSION BE CONTINGENT UPON A VOTE OF THE COMMISSION AND RECEIPT OF AN OPINION BY DISTRICT COUNSEL.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** COMMISSIONER PARKINGTON MOVED TO ADJOURN.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
April 1, 2019

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Memorandum

To: TTD Commissioners
From: Kevin Barber – General Manager
Date: April 11, 2019
Subject: Strategic Planning Session

At Monday night’s Commission meeting, we will take the next step on the Strategic Planning journey. My thought and plan is to review the results of the February 25th strategic planning session. The attached document, created by Commissioner Goldstein, summarizes the results.

For this meeting, I would like to start by focusing on items identified to be worked on in the first year. Each item should be expanded upon to ensure a full understanding of the intent and priority. I propose completing the attached worksheet for each item to assist with the planning process. The worksheet includes the following fields:

- **Definition:** Develop a definition of the item that clearly identifies the purpose of the item.
- **Assignment:** Who will take the lead on the strategic item. Commission, ad-hoc committee, staff or a combination of the three.
- **Priority:** Scale of 1 – 5. 1 is the highest priority, 5 is the lowest priority

As with the previous sessions, we will place a one-hour limit on this agenda item. If we successfully complete the review of the items for year one, we can begin to review and document items in the two/three year groupings. This process will enable all participants to have a full understanding of the listed items and provide for the opportunity to modify the lists.

Please let me know if you have any questions.

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Debra Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkinson	203-858-4261	Commissioner			

Strategic Planning Worksheet

Item: _____

Detailed Description/Definition: _____

Assignment:
(circle all that apply)

Commission

Ad-hoc Committee

Staff

Priority: (circle one)

1
Highest

2

3

4

5
Lowest

Timing	Service - Related	Infrastructure	Governance
1	Review Plan B for CMEEC	Undergrounding?	District Events
1	Net Metering/Loss of Load	District Assets (Real Estate)	Unauthorized TTD Parking
1	Cost of Power		By-Laws/Charter
1	District Events		Swag/Gimmes/Freebies
1			Sign Litter in Parks
1			CT Legislative Issues

Timing	Service - Related	Income Opportunity	Infrastructure	Governance
2-3	C&LM Programs	Distributed Generation	Distributed Generation	In-house policies/procedures
2-3	Customer Satisfaction	Norden Generators	Norden Generators	Emergency Procedures/Security (Employee)
2-3	Improving Communications		Advanced Billing System	Emergency Procedures/Security (PURA)
2-3	Better Outage Communications		Historical Assets	Banners
2-3	Advanced Billing System			OPEB

Timing	Service - Related	Income Opportunity	Infrastructure	Governance
4-5+	Enhanced Technology	Other Revenue Sources	Alternate Generation Options	Succession Planning
4-5+		Alternate Generation Options	Municipal Broadband	District Funding from Electric
4-5+		Municipal Broadband		Library - Cost to Support