

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
January 27, 2020

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington (7:45 p.m.); Michele Sweeney; Read Auerbach, Treasurer

STAFF: Kevin Barber, General Manager
Ron Scofield, Assistant General Manager/District Clerk
Mike Adams, General Line Foreman

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Vanessa Valadares, City of Norwalk
Laoise King, City of Norwalk
Sarah Mann, ENIA; Minnie Davis, ENIA

PUBLIC: Diane Cece (7:45 p.m.)

CALL TO ORDER

Commissioner Weldon called the meeting to order at 6:30 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

EAST AVENUE WIDENING PROJECT (CITY OF NORWALK)

Mr. Barber reminded the Commission that at the meeting of December 16, 2019, he informed the Commission the City of Norwalk would likely be coming back to the Commission at this meeting with their “ask” for the undergrounding of electric utilities on East Avenue. He continued to review the events that took place up until this time. He told the Commission that during the past months, Mr. Adams has been working with the City of Norwalk developing a conceptual plan.

Ms. King brought regrets from Mayor Rilling, who was planning to attend the meeting, but unfortunately an unforeseen circumstance prohibited him from attending. One item Mayor Rilling asked Ms. King to make clear to the Commissioners is that the East Norwalk area of town is very important to the City of Norwalk and they are in the process of making significant

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investments to beautify the area and improve the infrastructure for all of the residents that live in East Norwalk and utilize the businesses.

When the State DOT came forward with the projects for the Walk Bridge, the City of Norwalk found it to be an opportunity to work with them and to invest some City funds as well in order to beautify the gateway into Norwalk.

Ms. Valadares thanked the Third Taxing District for the opportunity to work with their staff on developing this project. Due to the Walk Bridge program, the East Avenue bridge will be replaced and with that the CT DOT will have all the utilities that are attached to the bridge go underground from Winfield Street to Fort Point Street. Since this was taking place, the City saw a great opportunity to expand the underground up to originally Fitch Street, but after working on the concept design, it was realized that it would be better to expand it up to Olmstead Place.

The request this evening is to ask the Third Taxing District Commission to allow the City of Norwalk to move forward with the undergrounding project on East Avenue as the CT DOT needs to be informed of a final decision within the next 30-45 days.

Discussion took place between all parties involved. Some main points include:

- Only the conduits will be below ground. All other equipment, i.e., transformers, will be above ground on pad mounts.
- The design of street lighting has not been finalized, but ornamental lighting was discussed.
- Should TTD decline to underground the electric, the City indicated all utilities would remain above ground.

The Commissioners and Treasurer asked questions of staff and the City related to undergrounding. The Commission spoke to the subject and gave their opinions about the project and whether or not they would like to see it move forward and why. Commissioners Weldon and Sweeney, as well as Treasurer Auerbach would like to see the project move forward.

**** COMMISSIONER WELDON MOVED TO APPROVE THE EAST AVENUE UNDERGROUND PROJECT FOR THE THIRD TAXING DISTRICT AS PART OF THE CITY OF NORWALK'S EAST AVENUE ROADWAY IMPROVEMENT PROJECT.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

LIBRARY BUDGET PRESENTATION

Ms. Mann informed the Commission that the budget in their packet was incorrect. A new budget was supposed to have been sent to the office but was never received. The Commission was given the new library budget (see attachment) and Ms. Mann reviewed some of the highlights on the budget.

The following items were brought to the Commission's attention:

- Hall Rental – The revenue was down last year. The kitchen is scheduled to be remodeled and the room will also be painted (on a volunteer basis). The room is being advertised.
- Bookkeeping – The bookkeeper has been charged with extra duties and her salary has been increased.
- Computer Hardware & Software – The adult computers have not been upgraded in eight years and additional protective software needs to be purchased for all computers.
- Building Security – Has increased due to the problems with the alarm going off and incurring additional costs. The system has been repaired, but the budget was increased in case any other problems should occur.
- Contractor – Expense has decreased as the library cannot always afford it. Board members have stepped up to the plate to assist where needed.
- Fundraising – Some of the fundraising events include a craft fair in May, a book sale, and fundraising events at Mr. Frosty's and Dom Carmelo's.

The new total for the library budget is \$217,676. The request from the District is \$170,000 for Appropriation and \$11,000 for Matching Funds.

DISTRICT BUDGET PRESENTATION

Mr. Barber reviewed the District Budget with the Commission on a line by line basis. Two items were discussed in detail – Summer Concert Series and Park Improvements.

Summer Concert Series – The Commission discussed the number of concerts that take place each season. Commissioner Weldon said that she believes eight concerts are too many for the season. Commissioner Parkington added that there are many concerts during the season all over the City of Norwalk and perhaps it is time to decrease the number of concerts that Third Taxing District will hold. The Commission agreed to decrease the number of concerts from eight to six for the season. The budget requested was \$34,200 and was decreased to \$30,000.

Park Improvements – This is a new line item under Capital Expenditures with a request of \$15,000. Ludlow Park lost a very large tree this past year which spurred some thoughts about improving the parks in the District. Included in the improvements would be a new Christmas Tree in Ludlow Park. In addition to the new tree, the suggestion of park benches be added to the

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park. The Commission agreed with improving Ludlow Park and Commissioner Parkington suggested that TTD retain a professional to assist in the planning/layout of foliage and benches.

Mr. Barber revised the District Budget and provided updated sheets to the Commission (see attached).

**** COMMISSIONER PARKINGTON MOVED TO RECOMMEND THE APPROVAL OF THE BUDGET OF THE TOTAL FUNDING REQUIRED FOR THE DISTRICT IN THE AMOUNT OF \$308,251 AND TRANSFER OF FUNDS IN THE AMOUNT OF \$265,000.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ANNUAL MEETING DISCUSSION

Mr. Barber spoke to the Commission about the layout for the upcoming Annual Meeting. He is recommending to the Commission that the meeting be kept as simple as possible. He does not believe the meeting needs to include various discussions that were presented in the past based on feedback from ratepayers, i.e., parks.

What would be provided would be the required opening motions, which includes nominating a Secretary and Chair for the meeting. Other items would be an Electric Department update similar to last year, a Budget discussion, and the approval from the Electors on the District Budget.

Mr. Scofield said that he and Mr. Barber discussed with Commissioner Weldon (Chair) about the idea of not setting up head tables at the front of the room. The Commissioners would have reserved seating in the front row along with TTD's attorney and accountant. Commissioner Weldon would open the meeting and once the Chair of the meeting was elected, she would take her seat in the front row with the rest of the Commission. This would also alleviate the problem of the Commission having trouble viewing the presentations on the screen. There would be only one screen in the middle for all to view. Mr. Barber said that the simple reason is that the elected officials are ratepayers at the meeting.

MINUTES OF MEETING

November 18, 2019 Regular Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF NOVEMBER 18, 2019 REGULAR MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

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December 16, 2019 Special Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF DECEMBER 16, 2019 SPECIAL MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission for December 2019. Total Income is \$4,567,752 versus \$5,007,405 for last year, a difference of (8.78%). Total Expense is \$4,785,349 versus \$4,894,540 for last year, a difference of (2.23%). Net Income is \$46,108 versus \$319,915 for last year, a difference of (86%).

Total cash balance on hand is \$6,304,227. Current outstanding principal balance with CMEEC is \$3,378,681. Current Fiscal Year Capital Additions to date is \$687,131.

P&L's for both the Operating and Districts accounts are in good shape. One item that Mr. Barber pointed out to the Commission was Distribution Expenses, which is currently over budget by \$56,024.09. The reason for this is that the Fitch Street substation was due for its six-year testing and the cost incurred was \$63,000. This expense was included in the budget and we expect to be under budget by year-end.

KPI's: Remain in good shape.

PCA: The current balance of the RSF is \$3,861,314. Looking forward, it appears that the RSF will be on an upward trend. This is due to CMEEC's power costs and forecast to go down over the next 4-5 years.

CMEEC UPDATE AND BOARD APPOINTMENTS

CMEEC Update

- The new CEO, David Meisinger, is now on board and it appears he is going to work out very well for CMEEC.
- During the month of January, new officers were elected to the CMEEC Board and Mr. Barber was elected Chairman.
- There have been no updates on the trials of former CMEEC officials. The trials were supposed to start in February but appears that they may be postponed to 2021.

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CMEEC Board Appointments

Mr. Barber reminded the Commission that at the December 16, 2019 meeting, they re-appointed Peter Johnson as the CMEEC Ratepayer Representative. As he mentioned last month, the Commission still needs to fill the CMEEC Board position formerly held by former Commissioner Goldstein. She was a Member Representative to the CMEEC and CTMEEC Board and also the Alternate Member Delegate for TTD.

After discussion, the decision was made to elect Commissioner Sweeney to the positions.

**** COMMISSIONER PARKINGTON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER WELDON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER PARKINGTON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE ALTERNATE MEMBER DELEGATE TO THE CMEEC MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER WELDON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER WELDON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO) BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER WELDON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE ALTERNATE MEMBER DELEGATE TO THE CTMEEC (TRANSCO) MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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GENERAL MANAGER'S REPORT

Commission Photos/Bios

TTD would like to get photos of the Commissioners and Treasurer, as well as their bios for the website. The marketing firm, Greyskye, is willing to come to the February meeting and take the needed photos. The Commissioners and Treasurer would still need to write up their bios. They are welcome to take either a group photo or individual photos.

Business Insurance

Mr. Barber informed the Commission that the business insurance for this year has increased drastically. He is going to have the insurance agent come to a meeting in the very near future to explain to the Commission what is going on and why. The agent is also suggesting that TTD go out and seek comparative bids. If the bids come in considerably less, TTD has the opportunity to switch on a quarterly basis.

Pending Lawsuit

Mr. Barber could not go into detail but wanted to inform the Commission that there is a pending lawsuit from a former consultant who is seeking unpaid invoices. This is currently in the hands of the attorney. Further information will be forthcoming in the future.

PROJECT SUMMARY

Rowan Street Building – Almost complete. They are currently working on a final punch list, putting in a flooring treatment and working with the City of Norwalk for the Certificate of Occupancy.

ADJOURNMENT

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

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
January 27, 2020

East Norwalk Library Budget

Budget 2019/2020	Budget 2019/2020	Proposed Budget July 2020-June 2021	Revised
Hall Rental--Individual	\$3,000.00	\$5,500.00	\$5,500.00
Hall Rental--Monthly Contract	\$23,850.00	\$17,500.00	\$17,500.00
Grants-Library Appropriation	\$170,000.00	\$170,000.00	\$170,000.00
TTD Fundraising Match	\$10,000.00	\$11,000.00	\$11,000.00
Grants	\$6,000.00	\$7,500.00	\$7,500.00
Fundraising/Contributions--Individual	\$2,000.00	\$2,000.00	\$2,000.00
Fundraising/Contributions-Business Ot	\$2,000.00	\$2,000.00	\$2,000.00
Fundraising/Book Sales	\$1,045.00	\$1,000.00	\$1,000.00
Fines	\$300.00	\$315.00	415
Copies/Faxes	\$600.00	\$600.00	731
ENIA Dues	\$20.00	\$25.00	\$25.00
Interest Income	\$10.00	\$5.00	\$5.00
Total	\$218,825.00	\$217,445.00	\$217,676.00
Salaries/Benefits	\$108,500.00	\$113,000.00	\$113,000.00
Payroll Taxes--Employer	\$7,400.00	\$7,800.00	\$7,800.00
Audit Expenses	\$5,350.00	\$6,000.00	\$6,000.00
Bank Charges	\$25.00	\$55.00	\$55.00
Bookkeeping Expense	\$5,000.00	\$5,700.00	\$5,700.00
Children's Program Expense	\$3,500.00	\$6,000.00	\$6,000.00
Adult Programs	\$3,500.00	\$2,300.00	\$2,300.00
Community Awareness Library	\$2,000.00	\$4,000.00	\$4,000.00
Computer Hardware	\$800.00	\$3,000.00	\$3,000.00
Computer Software	\$800.00	\$2,700.00	\$2,700.00
Maintenance / Repair	\$4,500.00	\$2,265.00	\$2,265.00
Janitorial/Exterminator	\$7,400.00	\$7,500.00	\$7,500.00
Fees & Dues	\$200.00	\$150.00	\$150.00
Building Security	\$650.00	\$800.00	\$800.00
Insurance-Directors	\$3,000.00	\$3,000.00	\$3,000.00
Insurance-Health	\$14,000.00	\$14,500.00	\$14,500.00
Insurance Workmen's Comp	\$600.00	\$500.00	\$500.00
Insurance-Life	\$2,000.00	\$0.00	\$0.00
Legal	\$1,000.00	\$1,000.00	\$1,000.00
Library Books Adult	\$10,000.00	\$9,200.00	\$9,200.00
Library Books Children	\$5,000.00	\$4,000.00	\$4,000.00
Library-Mags and Newspapers	\$3,200.00	\$2,800.00	\$2,800.00
Library--Videos/DVD	\$1,750.00	\$1,500.00	\$1,500.00
Contractor	\$3,200.00	\$2,000.00	\$2,000.00
IT-Maintenance	\$1,750.00	\$1,400.00	\$1,400.00
Stationery & Supplies	\$6,000.00	\$3,525.00	\$3,525.00
Postage	\$1,000.00	\$300.00	\$300.00
Printing & Binding	\$1,100.00	\$1,300.00	\$1,300.00
office Equipment	\$2,100.00	\$2,400.00	\$2,400.00
Communications	\$4,000.00	\$3,500.00	\$3,500.00
Utilities Electric	\$4,900.00	\$0.00	\$231.00
Utilities Gas	\$4,200.00	\$4,700.00	\$4,700.00
Utilities-Water	\$400.00	\$550.00	\$550.00
TOTAL	\$218,825.00	\$217,445.00	\$217,676.00

**TTD District Fund
Fiscal Year 2020-2021 Budget**

2020-2021 Third Taxing District Budget - Recommended by Commission on 1-27-2020



District Revenues	FY 2018-2019		FY 2019-2020		FY 2020-2021	Percentage Change
	Budget	Actual	Budget	Projected Actuals	Proposed	
Rental Income - Firehouse	\$42,769	\$42,769	\$44,052	\$44,052	\$45,374	3.00%
Interest	\$325	\$322	\$325	\$325	\$325	0.00%
Total Revenues	\$43,094	\$43,091	\$44,377	\$44,377	\$45,699	2.98%
District Expenses						
District Operations						
Commission Stipends	\$10,500	\$12,250	\$10,500	\$10,500	\$10,500	0.00%
Treasurer Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Clerk Stipend	\$1,800	\$1,350	\$1,800	\$1,800	\$1,800	0.00%
Rate Payer Representative Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Payroll Tax Exp	\$1,300	\$1,316	\$1,300	\$1,300	\$1,300	0.00%
District Events						
Holiday Events (Christmas Tree Lighting)	\$6,500	\$7,297	\$6,800	\$3,817	\$6,750	-0.74%
Summer Concert Series	\$33,000	\$31,153	\$33,000	\$26,020	\$30,000	-9.09%
Annual Electors Meeting	\$5,000	\$3,666	\$6,000	\$6,000	\$3,200	-46.67%
Maintenance of District Assets						
Parks - Groundskeeping & Maintenance	\$32,000	\$26,659	\$26,000	\$26,000	\$28,100	8.08%
Firehouse Building Maintenance	\$2,000	\$0	\$2,000	\$2,000	\$1,500	-25.00%
East Norwalk Library Building Maintenance	\$8,000	\$13,106	\$8,000	\$8,000	\$9,900	23.75%
East Norwalk Historical Cemetery Maintenance	\$20,000	\$24,555	\$23,650	\$23,650	\$21,300	-9.94%
Other						
Other District Services	\$8,000	\$8,900	\$10,000	\$10,000	\$10,000	0.00%
Contingencies	\$30,000	\$4,605	\$30,000	\$30,000	\$30,000	0.00%
East Norwalk Improvement Association						
Library - Operations	\$162,900	\$162,900	\$170,000	\$170,000	\$170,000	0.00%
Library - Contingent Matching Funds	\$11,500	\$11,500	\$10,000	\$10,000	\$11,000	10.00%
Total District Expenses	\$336,100	\$312,857	\$342,650	\$332,687	\$338,950	-1.08%
Net Operating Income (Revenues minus Expenses)	(\$293,006)	(\$269,766)	(\$298,273)	(\$288,310)	(\$293,251)	-1.68%
Capital Expenditures						
Park Improvements					\$15,000	
Firehouse Building	\$0	\$0	\$20,000	\$13,835	\$0	-100.00%
East Norwalk Library Building	\$5,000	\$1,200	\$6,000	\$6,000	\$0	-100.00%
East Norwalk Historical Cemetery	\$3,200	\$0	\$6,500	\$6,500	\$0	-100.00%
Total Capital Projects	\$8,200	\$1,200	\$32,500	\$26,335	\$15,000	-53.85%
Total Funding Required	\$301,206	\$270,966	\$330,773	\$314,645	\$308,251	-6.81%
Opening District Fund Balance	\$3,136	\$43,790	\$58,254	\$85,894	\$77,022	
Transfer from Electric	\$313,070	\$313,070	\$305,773	\$305,773	\$265,000	-13.33%
Ending - District Fund Balance	\$15,000	\$85,894	\$33,254	\$77,022	\$33,771	