

FINAL

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
ZOOM/Telephonic Commission Meeting  
September 28, 2020

**ATTENDANCE:** Commissioners: Johnnie Mae Weldon, Chair; Pamela Parkington;  
Michele Sweeney

**STAFF:** Kevin Barber, General Manager;  
Ron Scofield, Assistant General Manager/District Clerk

**OTHERS:** Peter Johnson, CMEEC Ratepayer Representative (6:45 p.m.)

The Commission Meeting of September 28, 2020 was held via ZOOM and telephonically. All participants could hear and be heard.

**CALL TO ORDER**

Commissioner Weldon called the meeting to order at 6:31 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**MINUTES OF MEETING**

August 24, 2020 Regular Meeting

**\*\* COMMISSIONER SWEENEY MOVED TO APPROVE THE MINUTES OF AUGUST 24, 2020 REGULAR MEETING.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

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

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS**

Mr. Barber reviewed the Financial Highlights with the Commission for the month of August 2020. Total Income is \$1,497,651 versus \$1,540,662 for last year, a difference of (2.79%). The Income is lower due to the PCA being reduced to zero. Total Expense is \$1,722,673 versus \$1,713,030 for last year, a difference of 0.56%. Net Income before Rate Stabilization is (\$72,751) versus (\$101,079) from last year or a difference of 28%. Net Income after Rate Stabilization is (\$127,033) versus \$2,726 for last year, a difference of (4,760%).

Total cash balance on hand is \$6,766,072. Of this, the Capital Improvement Fund is \$2,478,153. Current outstanding principal balance with CMEEC is \$3,239,534. Current Fiscal Year Capital Additions to date is \$0.

Mr. Barber reviewed the P&L for the Electric Department. Sales are up a little in the month of August. Account #420-00 (Gain/(Loss) on Investments is back up to where it was prior to the COVID-19 pandemic.

The P&L for the District is in good shape. The rent for the Firehouse has not yet been received. Parks Maintenance is over-budget due to the repair of a bench in Santella Park. The Cemetery is also over-budget due to the clean-up costs from the recent storms.

KPI's: Mr. Barber reviewed the KPI's with the Commission and they remain consistent. He did point out that #3 Outstanding Receivables (greater than 90 days) is at \$52,273 which is a small increase over last month. This is directly related to the COVID-19 pandemic. He and Mr. Scofield will continue to monitor the situation.

RSF: The current balance of the RSF (Rate Stabilization Fund) is \$4,173,036 and is still on the rise, but should start to decrease over the next months.

**2021 COMMISSION MEETING SCHEDULE**

Mr. Barber presented the 2021 Commission meeting schedule to the Commission. There were no changes made.

**\*\* COMMISSIONER PARKINGTON MOVED TO ACCEPT THE 2021 COMMISSION SCHEDULE AS PRESENTED.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

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

### **CHRISTMAS TREE LIGHTING**

Mr. Barber discussed the upcoming Christmas Tree Lighting with the Commission. Due to the current pandemic situation and the fact that no large gatherings are permitted at this time, Mr. Barber and the Commission discussed whether or not to have the tree lighting. It was the decision of all concerned to not have a live event, but possibly look to hold the tree lighting virtually. The staff will explore the idea and see how they can move forward and present ideas to the Commission.

Commissioner Parkington suggested that the staff could work on a flyer or card to send out to all of the ratepayers with holiday greetings from TTD.

Mr. Barber discussed the food and toy drive with the Commission and that it would probably not be feasible to send out the drive boxes around the district for collection. He did recommend to the Commission that in lieu of not being able to collect for the food and toy drive, that TTD give a donation to each charity in the amount of \$1,000 each. The Commission was in favor of the donations.

### **COVID-19 UPDATE**

Office: Mr. Barber informed the Commission that the safety glass for the lobby has been installed. The lobby was opened to the public today (Monday, 9/28/2020) with provisions – a mask is required and not more than two people are allowed in the lobby at the same time.

Accounts Receivable: 94.6% of accounts receivable is at 90 days or less, leaving TTD in good shape at this time.

PCA: The reduction of the PCA during the month of August has saved the ratepayers approximately \$85,000. Over the past three months, the savings is approximately \$207,000.

Shut-offs: TTD has been following PURA (CT Public Utility Regulatory Authority) with shut-offs for hardship and non-hardship customers. Effective October 1, 2020, TTD will be able to start shut-offs for non-hardship customers. For hardship customers, the effective date for shut-offs is October 31, 2020, but the winter moratorium begins November 1, 2020 and will end on May 1, 2021.

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### **GENERAL MANAGER'S REPORT**

U.S. EPA Information Request – Norden Generators: A request from the EPA was received regarding compliance of the Clean Air Act. TTD was required to provide them with data about the generators. Staff is waiting to hear back from them for any next steps.

Norwalk 2.0: The trailers were removed from Constitution Park on Thursday, September 24, 2020. It is the intention of Norwalk 2.0 to return the property to its original state.

Audit: The audit is proceeding nicely and should be completed within the next two months.

TTD Night Drop Box Area: It was determined that the current access to the night drop deposit could potentially be a trip hazard for customers. Staff is having a ramp and handrail installed.

Cemetery Fence: The cemetery fence appears to have been struck by a car during the night, damaging several pieces of the fence. Staff is working to get a quote for the repairs to the fence.

### **ADJOURNMENT**

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

**\*\* COMMISSIONER SWEENEY SECONDED.**

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

The meeting adjourned at 7:34 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District