

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
June 28, 2021

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

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

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

May 24, 2021 Regular Meeting

- ** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF MAY 24, 2021 REGULAR MEETING.**
- ** COMMISSIONER SWEENEY SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

June 22, 2021 Special Meeting

- ** COMMISSIONER SWEENEY MOVED TO APPROVE THE MINUTES OF JUNE 22, 2021 SPECIAL 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 May 2021. Total Income is \$8,183,275 versus \$8,479,451 for last year, a difference of (3.49%) which is a reflection of the PCA being lowered to zero. Total Expense is \$8,338,697 versus \$8,503,080 for last year, a difference of (1.93%). Net Income before Rate Stabilization is \$437,741 versus \$226,317 from last year or a difference of 93%. Net Income after Rate Stabilization is (\$11,477) versus \$26,801 for last year, a difference of (143%).

Total cash balance on hand is \$7,503,581. Of this, the Capital Improvement Fund is \$2,668,658. Current outstanding principal balance with CMEEC is \$4,322,990. As of May 2021, this balance includes both CMEEC and Transco debt. Current Fiscal Year Capital additions to date is \$156,705.

Mr. Barber reviewed the P&L for the Electric Department. For the month of May, the operating income is \$625,623.74, just under budget by \$18,166.14. The major cause is the PCA which was lowered during the pandemic to zero to provide rate relief for the customers. Residential sales are ahead of budget by approximately 8%, but the large and small commercial accounts are both under budget. Overall, if you remove the PCA, TTD is ahead of their budget by approximately \$240,000. Purchased Power is under-budget for the month by 8% and for the year under-budget by approximately 5% due to the lower billable rate at CMEEC.

On the Expense side, TTD is over-budget on Other Power Generation Expenses by \$37,650, but year-to-date it is under-budget by \$11,016. This is due to a timing issue. Overall, for the expenses for the year-to-date, TTD is under-budget by approximately \$314,000.

Overall, year-to-date for Other Income TTD is ahead of budget by approximately \$262,000. The majority is from the gain/loss in investments.

The P&L for the District continues to be in very good shape and as a whole is under-budget. The budget for the cemetery continues to be over-budget due to the tree clean-up from storm damage and the repair of the cemetery fence which was damaged in the Fall of 2020.

KPI's: They remain in good shape. Outstanding Receivables greater than 90 days is \$55,242.

RSF: The current balance of the RSF (Rate Stabilization Fund) is \$3,875,490 which is still above the target. The RSF appears to be staying level over the next five-year period, based on the forecasts from CMEEC.

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ENGAGEMENT LETTER – FYE 6/30/21 AUDIT

Mr. Barber presented the Engagement Letter from Hope & Hernandez for the FYE June 30, 2021. The cost for this year’s audit is \$22,975, which is up very slightly from last year. TTD is very pleased with Hope and Hernandez and Mr. Barber recommended that TTD engage them again for this year’s audit.

**** 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, 2021 FOR A COST NOT TO EXCEED \$22,975.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER’S REPORT

Operating & Capital Budgets

Mr. Barber thanked the Commission for approving the budgets at the June 22, 2021 Special Commission Meeting.

215 East Avenue

As a follow-up, Mr. Barber has engaged an appraiser who will work with TTD. He has worked with the District in the past for the Fitch Street Substation. Mr. Barber has not heard anything more from the State of Connecticut to date. The project is progressing along. Mr. Barber has a meeting with the appraiser on Tuesday, July 6, 2021 to tour the property.

Constitution Park

Mr. Barber informed the Commission that he and Mr. Scofield are working on a project for Constitution Park. The project consists of replacing the circle sidewalk which is not level and is a trip hazard. Mr. Barber is requesting the Commission to waive the current Purchasing Policy as Mr. Scofield has been having problems obtaining multiple bids for the project. The Commission was in agreement with waiving the Purchasing Policy bid requirements.

**** COMMISSIONER PARKINGTON MOVED TO WAIVE THE BIDDING REQUIREMENTS FOR THE PARK IMPROVEMENTS AT CONSTITUTION PARK.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FINAL

July 26, 2021 Commission Meeting

As two of the Commissioners have a previous engagement for this evening, it was requested that the July 26, 2021 Commission Meeting be moved to another date. After reviewing calendars, the decision was made to change the date to Wednesday, July 28, 2021 with a start time of 6:00 p.m. This will now be a Special Commission Meeting.

Commissioner Parkington said that one of the ratepayers reached out to her about a month ago with regard to the traffic island located on Gregory Boulevard near the cemetery. The ratepayer walks to Christ Episcopal Church and crosses through the island to help cross over Gregory Boulevard. She told Commissioner Parkington that being a short woman, the shrubbery appears to be a little overgrown and she couldn't see over it to check for oncoming traffic. Mr. Scofield said the landscapers had recently cut back the shrubbery but would check again to be sure it was done.

ADJOURNMENT

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

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District