

FINAL

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
November 22, 2021

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

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

* Commissioner Sweeney attended via phone. She was able to hear and be heard.

CALL TO ORDER

Commissioner Weldon called the meeting to order at 6:36 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING

October 25, 2021 Regular Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF
OCTOBER 25, 2021 REGULAR MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

November 5, 2021 Special Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF
NOVEMBER 5, 2021 SPECIAL MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FINAL

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission for the month of October 2021. Total Income is \$3,312,046 versus \$2,964,174 for last year, a difference of 11.74% and is due in part to the PCA being adjusted. Total Expense is \$3,422,173 versus \$3,105,180 for last year, a difference of 10.21%. Net Income before Rate Stabilization is (\$72,889) versus \$56,466 from last year or a difference of (229%). Net Income after Rate Stabilization is \$85,884 versus \$20,766 for last year, a difference of 314%.

Total cash balance on hand is \$8,088,187. Of this, the Capital Improvement Fund is \$2,713,444. Current outstanding principal balance with CMEEC is \$3,792,026. This has decreased as CMEEC has refinanced some of their debt. Current Fiscal Year Capital additions to date is \$121,145

Mr. Barber reviewed the P&L for the Electric Department. Income for the month of October 2021 is \$834,832.81 which is \$44,795.81 ahead of budget. Purchased Power (555-00) for the month of October 2021 is \$381,688.45 and over-budget by \$55,017.45 for the month. Operating Expenses for the month is \$445,446.03, which is \$59,123.25 under budget.

The P&L for the District is in very good shape

KPI's: They remain in good shape.

RSF: The current balance of the RSF (Rate Stabilization Fund) is \$4,066,410, which is still above the target. In the winter months of the of this year and the next four years, the cost of electricity is expected to be higher than in the past. This will cause the RSF to begin decreasing if left at its current rate and bring it close to the target balance. With the forecast that was just received from CMEEC, at the end of 2026, the actual balance will be in the range that TTD has been targeting.

Accounts Receivable: Overall, TTD is doing very well. The greater than 90 days open balances is \$43,248 which is 5.8% of the overall balance. TTD is continuing to work with their customers to lower their balances.

ELECTION OF CHAIRPERSON

Mr. Barber informed the Commission that the reason for this item being on the agenda is that in the past the Commission approved that a Chairperson be elected/re-elected after an election.

**** COMMISSIONER PARKINGTON NOMINATED JOHNNIE MAE WELDON AS CHAIRPERSON UNTIL THE NEXT ELECTION.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
November 22, 2021

GENERAL MANAGER'S EPORT

213/215 East Avenue: Mr. Barber has heard back from the State of CT with regard to the sale of the property. He is currently in negotiation with them about the sale price and addressing a few items that was raised about the property, i.e., fence, sliding gate and some paving. In the meantime, Atty. Studer is working on the legal language for the easements to be assured that TTD is protected. It is hoped that within the new few months or so, Mr. Barber will be coming back to the Commission for an approval of the final offer from the State of CT.

Health Insurance: The new health insurance policy has been put into place and will go into effect on December 1, 2021. Employees and management met with representatives on Monday, November 22, 2021 to review the policy and answer any questions.

TTD Holiday Party: Staff is working on putting together a holiday party for this year. The plan is to go to a local restaurant and keep it low-key and casual.

December Commission Meeting: Mr. Barber informed the Commission that the December meeting is scheduled for the 20th of the month. He believes this is a direct conflict with the DTC (Democratic Town Committee). He also informed the Commission that he didn't believe there were any pending issues that needed immediate attention but if so, a special meeting could be called.

Christmas Tree Lighting: The Commission asked for a review of the tree lighting and what their roles are for the event. Mr. Barber and staff went over what they will need to do and would gladly answer any questions prior to the event.

EXECUTIVE SESSION

- **PERFORMANCE REVIEW (ASSISTANT GENERAL MANAGER)**
- **PERFORMANCE REVIEW (GENERAL MANAGER)**

**** COMMISSIONER PARKINGTON MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE PERFORMANCE REVIEW FOR THE ASSISTANT GENERAL MANAGER AND GENERAL MANAGER.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Messrs. Scofield and Barber entered into Executive Session at 7:10 p.m.

The Commissioners and Messrs. Scofield and Barber returned to public session at 8:15 p.m.

FINAL

**** COMMISSIONER PARKINGTON MOVED TO APPROVE MR. RON SCOFIELD'S, ASSISTANT GENERAL MANAGER OF THE THIRD TAXING DISTRICT, ANNUAL SALARY INCREASE FROM \$160,303 TO \$165,000 AND APPROVE A ONE YEAR EXTENSION OF HIS CONTRACT THROUGH JUNE 2024.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER PARKINGTON MOVED TO INCREASE KEVIN BARBER'S, GENERAL MANAGER OF THE THIRD TAXING DISTRICT, ANNUAL SALARY FROM \$167,000 TO \$175,000 AND APPROVE AN EXTENSION ON HIS CONTRACT THROUGH OCTOBER 2024.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** COMMISSIONER SWEENEY MOVED TO ADJOURN.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District