

**MINUTES  
FIRST TAXING DISTRICT  
APRIL 11, 2018**

COMMISSIONERS: Commissioner Marija Bryant, Commissioner Thomas Cullen and Treasurer Elsa Peterson Obuchowski  
Commissioner Frank Zullo was not present

ALSO PRESENT: Dominick M. DiGangi, General Manager, Michelle Botero, Office Services Supervisor, David Capolete, Senior Accountant, Lauren Mappa, Operations Director and Michele McLean, District Clerk

OTHERS PRESENT: Christopher Schipper. New Canaan Land Trust

1. Roll call

The meeting was called to order at 4:03 p.m. by Commissioner Thomas Cullen. Ms. Michelle Botero called the roll. Commissioners Bryant and Cullen were present.

2. Public participation relating to agenda items

Mr. Christopher Schipper from the New Canaan Land Trust gave a brief presentation to the Commissioners

**THERE WAS NO ACTION NECESSARY**

3. Approval of Minutes

- February 14, 2018 Regular Meeting

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 14, 2018 MEETING**

**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**

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

4. Correspondence

- Proposed Task Force Would Seek Better Lead Strategy
- A Norwalk Park No One Knew About Could Rise to Street Level – Klondike Park
- Letter from Norwalk Historic Norwalk Green Lecture Series

**THERE WAS NO ACTION NECESSARY**

5. Approve the cancellation of the Regular Meeting of the Board of Commissioners schedule to be held on March 14, 2018.  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE CANCELLATION OF THE REGULAR MEETING OF THE BOARD TO BE HELD ON MARCH 14, 2018**  
**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**  
**\*\*\* THE MOTION PASSED UNANIMOUSLY**
  
6. Receive Financial Report  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO RECEIVE THE FINANCIAL REPORT**  
**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**  
**\*\*\* THE MOTION PASSED UNANIMOUSLY**
  
7. Approval of FY 2018 Operating Budget Transfers  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE FY 2018 OPERATING BUDGET TRANSFERS**  
**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**  
**\*\*\* THE MOTION PASSED UNANIMOUSLY**
  
8. Receive Monthly Operations Report  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE MONTHLY OPERATIONS REPORT**  
**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**  
**\*\*\* THE MOTION PASSED UNANIMOUSLY**
  
9. Authorize participation in the City of Norwalk's 2018 Summer Youth Program utilizing two (2) interns with payment of 50% of the Cost  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO AUTHORIZE PARTICIPATION IN THE CITY OF NORWALK'S 2018 SUMMER YOUTH PROGRAM UTILIZING TWO (2) INTERNS WITH PAYMENT OF 50% OF THE COST**  
**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**  
**\*\*\* THE MOTION PASSED UNANIMOUSLY**
  
10. Authorize the General Manager to issue a Purchase Order to Weston & Sampson CMR for Project WF 2018-07, Redevelopment of Wells 1 and 4 at the Norwalk Well Field for a sum not to exceed \$ 59,730.00 and authorize the General Manager to issue Change Orders for an additional sum not to exceed \$ 5,975.00 (Account No. 10 1500 5686 00 FY 2018 and FY 2019).  
  
**\*\*\* COMMISSIONER BRYANT MOVED TO AUTHORIZE THE GENERAL MANAGER TO ISSUE A PURCHASE ORDER TO WESTON & SAMPSON CMR FOR PROJECT WF 2018-07,**

**REDEVELOPMENT OF WELLS 1 AND 4 AT THE NORWALK  
WELLFIELD FOR A SUM NOT TO EXCEED \$59,730.00 AND  
AUTHORIZE THE GENERAL MANAGER TO ISSUE CHANGE  
ORDERS FOR AN ADDITIONAL SUM NOT TO EXCEED \$5,975.00  
(ACCOUNT NO. 10 1500 5686 00 FY 2018 AND FY 2019)**

**\*\*\*  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

11. Authorize the General Manager to issue a Purchase Order to Cogsdale Corporation to provide Engagement Consulting Services for Capital Improvements to the Customer Information System (CIS) and the Financial Information System (Great Plains) for a sum not to exceed \$ 53,460.00 (Account No. 10 1700 5520 00).

**\*\*\* COMMISSIONER BRYANT MOVED TO AUTHORIZE THE  
GENERAL MANAGER TO ISSUE A PURCHASE ORDER TO  
COGSDALE CORPORATION TO PROVIDE ENGAGEMENT  
CONSULTING SERVICES FOR CAPITAL IMPROVEMENTS TO THE  
CUSTOMER INFORMATION SYSTEM (CIS) AND THE FINANCIAL  
INFORMATION SYSTEM (GREAT PLAINS) FOR A SUM NOT TO  
EXCEED \$53,460.00 (ACCOUNT NO. 10 1700 5520 00).  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

12. Approve the appropriation of a contribution in the amount of \$84,369.79 from the Debt Service Restricted Reserve Account, subject to the approval of the Electors, to the Fiscal Year 2019 Annual Operating Budget.

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE  
APPROPRIATION OF A CONTRIBUTION IN THE AMOUNT OF  
\$84,369.79 FROM THE DEBT SERVICE RESTRICTED RESERVE  
ACCOUNT, SUBJECT TO THE APPROVAL OF THE ELECTORS,  
TO THE FISCAL YEAR 2019 ANNUAL OPERATING BUDGET  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

13. Schedule a Public Hearing at the First Taxing District Offices, 12 New Canaan Avenue, Norwalk, Connecticut on Wednesday, April 25, 2018 at 7:00 P.M. for the purpose of soliciting public comment regarding the (a) Proposed Fiscal Year 2019 Annual Capital Budget (\$2,200,000); (b) Five Year Capital Improvement Plan; (c) Proposed Fiscal Year 2019 Operating Budget for the First Taxing District Water Department including Expenditures and Revenues (\$10,139,971); (d) Proposed User Rates and Charges; and (e) Proposed Schedule of New Customer Connection Fees.

**\*\*\* COMMISSIONER BRYANT MOVED TO SCHEDULE A PUBLIC  
HEARING AT THE FIRST TAXING DISTRICT OFFICES, 12 NEW  
CANAAN AVENUE, NORWALK, CONNECTICUT ON WEDNESDAY,  
APRIL 25, 2018 AT 7:00 P.M. FOR THE PURPOSE OF SOLICITING**

**PUBLIC COMMENT REGARDING THE (a) PROPOSED FISCAL YEAR 2019 ANNUAL CAPITAL BUDGET (\$2,200,000); (b) FIVE YEAR CAPITAL IMPROVEMENT PLAN; (c) PROPOSED FISCAL YEAR 2019 OPERATING BUDGET FOR THE FIRST TAXING DISTRICT WATER DEPARTMENT INCLUDING EXPENDITURES AND REVENUES (\$10,139,971); (d) PROPOSED USER RATES AND CHARGES; AND (e) PROPOSED SCHEDULE OF NEW CUSTOMER CONNECTION FEES**

**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

14. Schedule a Special District Meeting of the Electors to be held at the First Taxing District Offices, 12 New Canaan Avenue, Norwalk, Connecticut on Wednesday, May 9, 2018 at 8:00 P.M. to consider and vote upon the (a) Proposed Fiscal Year 2019 Annual Capital Budget; (b) Five Year Capital Improvement Plan; (c) Proposed Fiscal Year 2019 Operating Budget for the First Taxing District Water Department including Expenditures and Revenues; (d) an appropriation of \$ 84,369.79 from the Debt Service Restricted Reserve Account; and (e) the Proposed Fiscal Year 2019 Operating Budget for the First Taxing District.

**\*\*\* COMMISSIONER BRYANT MOVED TO SCHEDULE A SPECIAL DISTRICT MEETING OF THE ELECTORS TO BE HELD AT THE FIRST TAXING DISTRICT OFFICES, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT ON WEDNESDAY, MAY 9, 2018 AT 8:00 P.M. TO CONSIDER AND VOTE UPON THE (a) PROPOSED FISCAL YEAR 2019 ANNUAL CAPITAL BUDGET; (b) FIVE YEAR CAPITAL IMPROVEMENT PLAN; (c) PROPOSED FISCAL YEAR 2019 OPERATING BUDGET FOR THE FIRST TAXING DISTRICT WATER DEPARTMENT INCLUDING EXPENDITURES AND REVENUES; (d) AN APPROPRIATION OF \$84,369.79 FROM THE DEBT SERVICE RESTRICTED RESERVE ACCOUNT; AND (e) THE PROPOSED FISCAL YEAR 2019 OPERATING BUDGET FOR THE FIRST TAXING DISTRICT**

**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

15. Schedule a Special District Meeting of the Electors to be held at the First Taxing District Offices, 12 New Canaan Avenue, Norwalk, Connecticut on Wednesday, May 23, 2018 at 8:00 P.M. to ratify the approvals of the (a) Proposed Fiscal Year 2019 Annual Capital Budget; (b) Five Year Capital Improvement Plan; (c) Proposed Fiscal Year 2019 Operating Budget for the First Taxing District Water Department including Expenditures and Revenues; (d) an appropriation of \$ 84,369.79 from the Debt Service Restricted Reserve Account; and (e) the Proposed Fiscal Year 2019 Operating Budget for the First Taxing District.

**\*\*\* COMMISSIONER BRYANT MOVED TO SCHEDULE A SPECIAL DISTRICT MEETING OF THE ELECTORS TO BE HELD AT THE FIRST TAXING DISTRICT OFFICES, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT ON WEDNESDAY, MAY 23, 2018 AT 8:00 P.M. TO RATIFY THE APPROVALS OF THE (a) PROPOSED FISCAL YEAR 2019 ANNUAL CAPITAL BUDGET; (b) FIVE YEAR CAPITAL IMPROVEMENT PLAN; (c) PROPOSED FISCAL YEAR 2019 OPERATING BUDGET FOR THE FIRST TAXING DISTRICT WATER DEPARTMENT INCLUDING EXPENDITURES AND REVENUES; (d) AN APPROPRIATION OF \$84,369.79 FROM THE DEBT SERVICE RESTRICTED RESERVE ACCOUNT; AND (e) THE PROPOSED FISCAL YEAR 2019 OPERATING BUDGET FOR THE FIRST TAXING DISTRICT**

**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**

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

16. 1124 Valley Road, New Canaan – Executive Session pursuant to Sections 1-200(6)(B) of the General Statutes of Connecticut for the purpose of discussing strategy and negotiations with respect to the sale of real property located at 1124 Valley Road, New Canaan.

**\*\*\* COMMISSIONER CULLEN MOVED TO GO INTO EXECUTIVE SESSION @ 4:35 P.M. TO DISCUSS 1124 VALLEY ROAD, NEW CANAAN – EXECUTIVE SESSION PURSUANT TO SECTIONS 1-200(6)(b) OF THE GENERAL STATUTES OF CONNECTICUT FOR THE PURPOSE OF DISCUSSING STRATEGY AND NEGOTIATIONS WITH RESPECT TO THE SALE OF REAL PROPERTY LOCATED AT 1124 VALLEY ROAD, NEW CANAAN**

**\*\*\* COMMISSIONER BRYANT SECONDED THE MOTION**

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

**NO VOTES WERE TAKEN IN EXECUTIVE SESSION**

**\*\*\* COMMISSIONER BRYANT MOVED TO COME OUT OF EXECUTIVE SESSION @ 5:00 P.M.**

**\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION**

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

17. Authorize the Chairman to execute a Landlord Consent of the lease transfer relating to the building and premises known as 3 Belden Avenue, Norwalk, CT.

**\*\*\* COMMISSIONER BRYANT MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A LANDLORD CONSENT OF THE LEASE TRANSFER RELATING TO THE BUILDING AND PREMISES KNOWN AS 3 BELDEN AVENUE, NORWALK, CT  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

18. Authorize the General Manager to execute an Engagement Letter with Hope & Hernandez to conduct the FY 2018 Annual Audit.

**\*\*\* COMMISSIONER BRYANT MOVED TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH HOPE & HERNANDEZ TO CONDUCT THE FY 2018 ANNUAL AUDIT  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

19. Approve an appropriation from unanticipated revenues (Account 10 0000 4500 00 State Government Grants) in the amount of \$14,517.75 to Account Number 30 2017 3620 00, Fiscal Year 2017 Install Water Mains to Improve Fire Flows.

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE APPROPRIATION FROM UNANTICIPATED REVENUES (ACCOUNT 10 0000 4500 00 STATE GOVERNMENT GRANTS) IN THE AMOUNT OF \$14,517.75 TO ACCOUNT NUMBER 30 2017 3620 00, FISCAL YEAR 2017 INSTALL WATER MAINS TO IMPROVE FIRE FLOWS  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

20. Call to the Public

**THERE WAS NO PUBLIC PRESENT**

21. Adjournment

**\*\*\* COMMISSIONER BRYANT MOVED TO ADJOURN THE MEETING  
AT 6:40 P.M.  
\*\*\* COMMISSIONER CULLEN SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Michele McLean

District Clerk