

**MINUTES  
FIRST TAXING DISTRICT  
APRIL 12, 2017**

COMMISSIONERS: Commissioner Marija Bryant and Commissioner Frank Zullo

ALSO PRESENT: Elsa Peterson Obuchowski, Treasurer, Dominick M. DiGangi, General Manager, Franco Chieffalo, Director of Operations, Michelle Costabile, Customer Service Administrator, Michael Elliott, Manager of Water Treatment and Supply, Lauren Mappa, Manager of Operations and Michele McLean, Executive Assistant

1. Roll Call

The meeting was called to order at 4:25 P.M. by Commissioner Frank Zullo. Mrs. Michelle Costabile called the roll. Commissioners Bryant and Zullo were present. Commissioner Cullen was not present.

2. Public participation relating to agenda items

**THERE WAS NO PUBLIC PRESENT**

3. Approval of Minutes

- March 8, 2017 Regular Meeting

\*\*\* **COMMISSIONER BRYANT MOVED TO APPROVE THE MINUTES OF THE MARCH 8, 2017 REGULAR MEETING**

\*\*\* **COMMISSIONER ZULLO SECONDED THE MOTION**

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

- March 27, 2017 Special Meeting

\*\*\* **COMMISSIONER BRYANT MOVED TO APPROVE THE MINUTES OF THE MARCH 27, 2017 SPECIAL MEETING**

\*\*\* **COMMISSIONER ZULLO SECONDED THE MOTION**

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

4. Correspondence

**THERE WAS NO CORRESPONDENCE**

5. Receive Financial Report

\*\*\* **COMMISSIONER BRYANT MOVED TO RECEIVE THE FINANCIAL REPORT**

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

6. Approval of FY 2017 Operating Budget Transfers

\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE FY 2017  
OPERATING BUDGET TRANSFERS  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY

7. Receive Monthly Operations Report

\*\*\* COMMISSIONER BRYANT MOVED TO RECEIVE THE MONTHLY  
OPERATIONS REPORT  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY

8. Authorize participation in the City of Norwalk's 2017 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 2017 SUMMER YOUTH PROGRAM UTILIZING  
TWO (2) INTERNS WITH PAYMENT OF 50% OF THE COST  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY

9. Eliminate the position of Controller Position Code (10110002) effective April 12, 2017

\*\*\* COMMISSIONER BRYANT MOVED TO ELIMINATE THE POSITION OF  
CONTROLLER, POSITION CODE (10110002) EFFECTIVE APRIL 12, 2017  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY

10. Approve the attached Classification Description and establish the position of Senior Accountant, Position Code (10110005), within the Administration Department effective April 12, 2017

\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE ATTACHED  
CLASSIFICATION DESCRIPTION AND ESTABLISH THE POSITION OF  
SENIOR ACCOUNTANT, POSITION CODE (10110005), WITHIN THE  
ADMINISTRATION DEPARTMENT EFFECTIVE APRIL 12, 2017  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY

11. Approval of a resolution cancelling the scheduled May 10, 2017 Regular Meeting of the Board of Commissioners.

\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE A RESOLUTION

**CANCELLING THE SCHEDULED MAY 10, 2017 REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

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

12. Schedule a Special Meeting of the Board of Commissioners to be held on Thursday, May 11, 2017 at 7:00 P.M., in the District Office, 12 New Canaan Avenue, Norwalk, Connecticut.

**\*\*\* COMMISSIONER BRYANT MOVED TO SCHEDULE A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS TO BE HELD ON THURSDAY, MAY 11, 2017 AT 7:00 P.M., IN THE DISTRICT OFFICE, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT.**

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

13. Schedule a Public Meeting to be held on Wednesday, April 26, 2017 at 6:00 PM at the District Office, 12 New Canaan Avenue, Norwalk, Connecticut for the Proposed FY 2018 Annual Capital Budget, Five Year Capital Improvement Plan, and the FY 2018 Annual Operating Budget of projected expenditures and revenues of the Water Department and Recommended User Rates and Charges.

**\*\*\* COMMISSIONER BRYANT MOVED TO SCHEDULE A PUBLIC MEETING TO BE HELD ON WEDNESDAY, APRIL 26, 2017 AT 6:00 PM AT THE DISTRICT OFFICE, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT FOR THE PROPOSED FY 2018 ANNUAL CAPITAL BUDGET, FIVE YEAR CAPITAL IMPROVEMENT PLAN, AND THE FY 2018 ANNUAL OPERATING BUDGET OF PROJECTED EXPENDITURES AND REVENUES OF THE WATER DEPARTMENT AND RECOMMENDED USER RATES AND CHARGES.**

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

14. Call a Special Electors Meeting to be held on Thursday, May 11, 2017 at 8:00 PM at the District Office, 12 New Canaan Avenue, Norwalk, Connecticut to approve the FY 2018 Annual Capital Budget, Five Year Capital Improvement Plan, the FY 2018 Annual Operating Budget of the Water Department and the First Taxing District Annual Operating Budget.

**\*\*\* COMMISSIONER BRYANT MOVED TO CALL A SPECIAL ELECTOR'S MEETING TO BE HELD ON THURSDAY, MAY 11, 2017 AT 8:00 PM AT THE DISTRICT OFFICE, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT TO APPROVE THE FY 2018 ANNUAL CAPITAL BUDGET, FIVE YEAR CAPITAL IMPROVEMENT PLAN, THE FY 2018 ANNUAL OPERATING BUDGET OF THE WATER DEPARTMENT AND THE FIRST TAXING DISTRICT ANNUAL OPERATING BUDGET.**

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

15. Call a second Special Electors Meeting to be held on Thursday, May 25, 2017 at 8:00 PM at the District Office, 12 New Canaan Avenue, Norwalk, Connecticut to ratify the approval of the FY 2018 Annual Capital Budget, Five Year Capital Improvement Plan, and the FY 2018 Annual Operating Budget of the Water Department, and the First Taxing District Annual Operating Budget.

**\*\*\* COMMISSIONER BRYANT MOVED TO CALL A SECOND SPECIAL ELECTOR'S MEETING TO BE HELD ON THURSDAY, MAY 25, 2017 AT 8:00 PM AT THE DISTRICT OFFICE, 12 NEW CANAAN AVENUE, NORWALK, CONNECTICUT TO APPROVE THE FY 2018 ANNUAL CAPITAL BUDGET, FIVE YEAR CAPITAL IMPROVEMENT PLAN, THE FY 2018 ANNUAL OPERATING BUDGET OF THE WATER DEPARTMENT AND THE FIRST TAXING DISTRICT ANNUAL OPERATING BUDGET.**

**\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION**

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

16. Approve the appropriation of \$63,504.27 from the Debt Service Restricted Reserve Account, subject to the approval of the Electors, to the Fiscal Year 2018 Annual Operating Budget, Account Number 10 1800 5700 00

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE APPROPRIATION OF \$63,504.27 FROM THE DEBT SERVICE RESTRICTED RESERVE ACCOUNT SUBJECT TO THE APPROVAL OF THE ELECTORS TO THE FISCAL YEAR 2018 ANNUAL OPERATING BUDGET, ACCOUNT NUMBER 10 1800 5700 00**

**\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION**

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

17. Approve the resolution recommending to the Electors an appropriation of a sum not to exceed \$250,000 from the Connection Fee Reserve Fund, if required; to a designated Capital Improvement Project contained within an Approved Annual Capital Budget designated by a majority vote of the Board of Commissioners.

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE RESOLUTON RECOMMENDING TO THE ELECTORS AN APPROPRIATION OF A SUM NOT TO EXCEED \$250,000 FROM THE CONNECTION FEE RESERVE FUND, IF REQUIRED; TO A DESIGNATED CAPITAL IMPROVEMENT PROJECT CONTAINED WITHIN AN APPROVED ANNUAL CAPITAL BUDGET DESIGNATED BY A MAJORITY VOTE OF THE BOARD OF COMMISSIONERS**

**\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION**

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

18. Approve the resolution recommending to the Electors the establishment of a Water Conservation Program Restricted Reserve Fund utilizing surplus revenues when consumption in any fiscal year exceeds the budgetary amount of one billion five hundred million gallons (1,500,000,000) calculated based on the amount of gallons exceeding the budgetary amount multiplied by the approved fiscal year user rates and charges, subject to the following conditions: (a) the amount budgeted for contribution to capital projects is achieved; (b) revenues less expenditures results in net income; and the contribution into the Reserve Fund shall equal the

calculated contribution based on consumption or the net income, whichever is the lower amount. Based on the above conditions, the Fiscal Year 2016 contribution to the Water Conservation Program Restricted Reserve Fund shall be \$141,669.21. The Water Conservation Program Restricted Reserve Fund shall be utilized to fund specific elements of the District's Water Conservation Program (Copy Attached).

\*\*\* **COMMISSIONER BRYANT MOVED TO APPROVE THE RESOLUTON RECOMMENDING TO THE ELECTORS THE ESTABLISHMENT OF A WATER CONSERVATION PROGRAM RESTRICTED RESERVE FUND UTILIZING SURPLUS REVENUES WHEN CONSUMPTION IN ANY FISCAL YEAR EXCEEDS THE BUDGETARY AMOUNT OF ONE BILLION FIVE HUNDRED MILLION GALLONS (1,500,000,000) CALCULATED BASED ON THE AMOUNT OF GALLONS EXCEEDING THE BUDGETARY AMOUNT MULTIPLIED BY THE APPROVED FISCAL YEAR USER RATES AND CHARGES, SUBJECT TO THE FOLLOWING CONDITIONS: (A) THE AMOUNT BUDGETED FOR CONTRIBUTION TO CAPITAL PROJECTS IS ACHIEVED; (B) REVENUES LESS EXPENDITURES RESULTS IN NET INCOME; AND THE CONTRIBUTION INTO THE RESERVE FUND SHALL EQUAL THE CALCULATED CONTRIBUTION BASED ON CONSUMPTION OR THE NET INCOME, WHICHEVER IS THE LOWER AMOUNT. BASED ON THE ABOVE CONDITIONS, THE FISCAL YEAR 2016 CONTRIBUTION TO THE WATER CONSERVATION PROGRAM RESTRICTED RESERVE FUND SHALL BE \$141,669.21. THE WATER CONSERVATION PROGRAM RESTRICTED RESERVE FUND SHALL BE UTILIZED TO FUND SPECIFIC ELEMENTS OF THE DISTRICT'S WATER CONSERVATION PROGRAM (COPY ATTACHED).**

\*\*\* **COMMISSIONER ZULLO SECONDED THE MOTION**

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

19. Approve a revision to the Board of Commissioners establishment of the Other Post Employment Benefits (OPEB) Restricted Reserve dated September 10, 2014 as follows: Establish an Other Post Employment Benefits (OPEB) Restricted Reserve with an allocation of UP TO 50 % of the Water Department's Annual Operating Budget cash surplus, if any, with cash surplus for allocation to the OPEB Restricted Reserve defined as revenues less expenses less approved budget allocations to (a) "Contributions to Capital Projects," (b) "Debt Service Reserve Fund," and (c) Water Conservation Program Restricted Reserve Fund." Revenues, for this purpose, do not include connection fees; federal and state government grants or damaged property reimbursements. Expenses for this purpose do not include current year OPEB Expense or Depreciation.

\*\*\* **COMMISSIONER BRYANT MOVED TO APPROVE A REVISION TO THE BOARD COMMISSIONERS ESTABLISHMENT OF THE OTHER POST EMPLOYMENT BENEFITS (OPEB) RESTRICTED RESERVE DATED SEPTEMBER 10, 2014 AS FOLLOWS: ESTABLISH AN OTHER POST EMPLOYMENT BENEFITS (OPEB) RESTRICTED RESERVE WITH AN ALLOCATION OF UP TO 50 % OF THE WATER DEPARTMENT'S ANNUAL OPERATING BUDGET CASH SURPLUS, IF ANY, WITH CASH SURPLUS FOR ALLOCATION TO THE OPEB RESTRICTED RESERVE DEFINED AS REVENUES LESS EXPENSES LESS APPROVED**

**BUDGET ALLOCATIONS TO (A) "CONTRIBUTIONS TO CAPITAL PROJECTS," (B) "DEBT SERVICE RESERVE FUND," AND (C) WATER CONSERVATION PROGRAM RESTRICTED RESERVE FUND." REVENUES, FOR THIS PURPOSE, DO NOT INCLUDE CONNECTION FEES; FEDERAL AND STATE GOVERNMENT GRANTS OR DAMAGED PROPERTY REIMBURSEMENTS. EXPENSES FOR THIS PURPOSE DO NOT INCLUDE CURRENT YEAR OPEB EXPENSE OR DEPRECIATION.**

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

20. Approve an increase to the Contribution to Capital within the Fiscal Year 2017 Annual Operating Budget from \$1,577,020.00 to \$2,000,000.

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE AN INCREASE TO THE CONTRIBUTION TO CAPITAL WITHIN THE FISCAL YEAR 2017 ANNUAL OPERATING BUDGET FROM \$1,577,020.00 TO \$2,000,000.**

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

21. Call to the Public

Commissioner Zullo presented the Board with a request from the Historical Society to place a sign and hold an event on The Green in honor of 100 years since World War 1

**\*\*\* COMMISSIONER BRYANT MOVED TO APPROVE THE REQUEST AS LONG AS ALL THE TERMS AND CONDITIONS REQUIRED BY THE FIRST TAXING DISTRICT ARE MET**

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

22. Adjournment

**\*\*\* COMMISSIONER BRYANT MOVED TO ADJOURN THE MEETING  
\*\*\* COMMISSIONER ZULLO SECONDED THE MOTION  
\*\*\* THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 5:17 P.M.

Respectfully submitted,

Franco Chieffalo  
District Clerk