

**MINUTES
FIRST TAXING DISTRICT
June 11, 2014**

COMMISSIONERS: Commissioner Thomas Cullen and Commissioner Frank Zullo.

ALSO PRESENT: Marija Bryant, Treasurer, Dominick M. DiGangi, General Manager, Franco Chieffalo, Operations Director, Michelle Costabile, Customer Service Administrator, Michele McLean, Executive Assistant and Grace Zweig, Controller

1. Roll call

The meeting was called to order at 4:07 P.M. by Commissioner Frank Zullo. Mrs. Michelle Costabile called the roll. Commissioners Cullen and Zullo were present.

2. Public participation relating to agenda items

THERE WAS NO PUBLIC PRESENT

3. Commissioner Vacancy and Consideration of Appointment

Commissioner Zullo stated that all three candidates were from the District and had indicated that they knew the responsibilities that were entailed if they were appointed to the Commission and had the intention of abiding by those regulations and giving the time that is necessary to perform the duties involved. The Commission had reasonable and good conversations and interviews with all of the candidates. It is very difficult to make a decision because there is only one position to appoint. Commissioner Zullo stated that his recommendation is to appoint Marija Bryant for the following reasons:

- Has been the District Treasurer for six years
- Has full and good knowledge of the District
- Has lived in Norwalk for 29 years and has been very active in Norwalk and the District
- She knows the District and its constituents besides knowing the operation of the business

Commissioner Zullo also stated that being knowledgeable of the District is important because the Commissioners don't only just run a water company; the Commissioners must be aware and concerned about all of

the needs of our residents and constituents beside the quality of water, availability and reliability of our water along with availability of water for fire purposes and the rates and things of that nature. It is necessary that the candidate to be appointed be someone that has lived here for a reasonable amount of time and that was one consideration that led Commissioner Zullo to this conclusion. The other consideration is that Marija Bryant is someone that has worked with us for six years and knows the workings of the District. All things being fair it is logical and appropriate to move Marija Bryant up to take the place of the late Commissioner Robert A. Corbo.

***** COMMISSIONER ZULLO MOVED TO APPOINT MARIJA BRYANT AS COMMISSIONER TO FILL THE UNEXPIRED TERM OF ROBERT A. CORBO**
***** COMMISSIONER CULLEN SECONDED THE MOTION**
***** THE MOTION PASSED UNANIMOUSLY**

Marija Bryant stated that the other candidates were truly good candidates and she is truly honored to be appointed to the position of Commissioner.

Commissioner Zullo then swore Marija Bryant in as Commissioner

4. Approval of Minutes

- May 14, 2014 Regular Meeting

***** COMMISSIONER CULLEN MOVED TO APPROVE THE MINUTES OF THE MAY 14, 2014 REGULAR MEETING**
***** COMMISSIONER ZULLO SECONDED THE MOTION**
***** THE MOTION PASSED UNANIMOUSLY**

- June 3, 2014 Special Meeting

***** COMMISSIONER CULLEN MOVED TO APPROVE THE MINUTES AS CORRECTED OF THE JUNE 3, 2014 SPECIAL MEETING WITH THE FOLLOWING CORRECTION: PAGE 2, THIRD PARAGRAPH CHANGE THE WORD SOCIETY TO COMMISSION**
***** COMMISSIONER ZULLO SECONDED THE MOTION**
***** THE MOTION PASSED UNANIMOUSLY**

5. Correspondence

- Spring Hill Tank Article in the Norwalk Hour
- Small Water Companies Face Extinction Article in the New Haven Register

NO ACTION NECESSARY

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 2014 Operating Budget Transfers

*** **COMMISSIONER ZULLO MOVED TO APPROVE THE FY 2014 OPERATING BUDGET TRANSFERS**

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

8. Receive Monthly Operations Report

*** **COMMISSIONER CULLEN MOVED TO RECEIVE THE MONTHLY OPERATIONS REPORT**

*** **COMMISSIONER BRYANT SECONDED THE MOTION**
*** **THE MOTION PASSED UNANIMOUSLY**

9. Authorize the Chairman to execute a Contract for Construction Services for Project ER 2014-06 Water Distribution Emergency Repairs and Non Emergency Improvements at Various Locations with Butterworth and Scheck Inc. (Account No. 10 1400 5800 00) FY 2015 Operating Budget

*** **COMMISSIONER CULLEN MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE A CONTRACT FOR CONSTRUCTION SERVICES FOR PROJECT ER 2014-06 WATER DISTRIBUTION EMERGENCY REPAIRS AND NON EMERGENCY IMPROVEMENTS AT VARIOUS LOCATIONS WITH BUTTERWORTH AND SCHECK INC. (ACCOUNT NO. 10 1400 5800 00) FY 2015 OPERATING BUDGET**

*** **COMMISSIONER BRYANT SECONDED THE MOTION**
*** **THE MOTION PASSED UNANIMOUSLY**

10. Amend the Approval of the engagement of O'Connor Davies, LLP to provide auditing services for the fiscal year ending June 30, 2014 for an additional \$ 3,500, to comply with the Single Audit requirements of the Connecticut Drinking Water State Revolving Fund, increasing the sum not to exceed to \$21,500 (Account No. 10 1700 5510 00)

*** **COMMISSIONER CULLEN MOVED TO AMEND THE APPROVAL OF THE ENGAGEMENT OF O'CONNOR DAVIES, LLP TO PROVIDE AUDITING SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2014 FOR AN ADDITIONAL \$ 3,500, TO COMPLY WITH THE SINGLE AUDIT REQUIREMENTS OF THE CONNECTICUT DRINKING WATER**

STATE REVOLVING FUND, INCREASING THE SUM NOT TO EXCEED TO \$21,500 (ACCOUNT NO. 10 1700 5510 00)

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

11. Authorize the Chairman to execute an Amendment to the Agreement dated June 19, 2012 with Leggette, Brashers & Graham, Inc to provide additional professional engineering services to coordinate and perform a safe yield test of the proposed production well at the Kellogg Deering Well Field. (Account No. 30 2013 3300 00)

***** COMMISSIONER BRYANT MOVED TO AUTHORIZE THE CHAIRMAN TO EXECUTE AN AMENDMENT TO THE AGREEMENT DATED JUNE 19, 2012 WITH LEGGETTE, BRASHERS & GRAHAM, INC TO PROVIDE ADDITIONAL PROFESSIONAL ENGINEERING SERVICES TO COORDINATE AND PERFORM A SAFE YIELD TEST OF THE PROPOSED PRODUCTION WELL AT THE KELLOGG DEERING WELL FIELD FOR A SUM NOT TO EXCEED \$15,400. (ACCOUNT NO. 30 2013 3300 00)**

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

12. Authorize the General Manager to issue Purchase Orders to Ti-Sales Inc., sole source procurement, for the purchase of new meters, replacement parts and miscellaneous hardware for FY 2015. (FY15 Account No. 10 1400 5460 00)

***** COMMISSIONER CULLEN MOVED TO AUTHORIZE THE GENERAL MANAGER TO ISSUE PURCHASE ORDERS TO TI-SALES INC., SOLE SOURCE PROCUREMENT, FOR THE PURCHASE OF NEW METERS, REPLACEMENT PARTS AND MISCELLANEOUS HARDWARE FOR FY 2015. (FY15 ACCOUNT NO. 10 1400 5460 00)**

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

13. Authorize the General Manager to issue Purchase Orders to Ferguson Enterprises, Inc., sole source procurement, for the purchase of new hydrants, replacement parts and miscellaneous hardware for FY 2015. (FY15 Account No. 10 1400 5456 00)

***** COMMISSIONER BRYANT MOVED TO AUTHORIZE THE GENERAL MANAGER TO ISSUE PURCHASE ORDERS TO FERGUSON ENTERPRISES, INC., SOLE SOURCE PROCUREMENT, FOR THE PURCHASE OF NEW HYDRANTS, REPLACEMENT PARTS AND MISCELLANEOUS HARDWARE FOR FY 2015. (FY15 ACCOUNT NO. 10 1400 5456 00)**

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

***** THE MOTION PASSED UNANIMOUSLY**

14. Discussion - Revised Employee Handbook

NO ACTION NECESSARY

SUSPENSION OF THE RULES

Commissioner Zullo made a motion to suspend the rules to add to the agenda the acceptance of Marija Bryant's resignation as Treasurer of the First Taxing District

***** COMMISSIONER CULLEN MOVED TO SUSPEND THE RULES TO ADD TO THE AGENDA THE ACCEPTANCE OF MARIJA BRYANT RESIGNATION AS TREASURER OF THE FIRST TAXING DISTRICT
*** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

Upon the swearing in of Marija Bryant as Commissioner by implication she resigned as Treasurer because one person can't hold two First Taxing District elected offices simultaneously.

14a. Accept the resignation of Marija Bryant as the Treasurer of the First Taxing District.

***** COMMISSIONER CULLEN MOVED TO ACCEPT THE RESIGNATION OF MARIJA BRYANT AS THE TREASURER OF THE FIRST TAXING DISTRICT
*** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

15. Adjournment

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

The meeting adjourned at 5:48 P.M.

Respectfully submitted,

Franco Chieffalo
District Clerk