

**DRAFT**

**MINUTES  
COMMISSIONERS' MEETING  
SIXTH TAXING DISTRICT, City of Norwalk  
January 17, 2018**

**7:30 p.m.  
Rowayton Community Center**

**PRESENT: Commissioners Tammy Langalis, Mike Barbis, District Treasurer Jim Hendrickson, District Fire Marshal and District Property Manager Ed Carlson, District Clerk Andrea Woodworth**

**ABSENT: Commissioner John Igneri, District Assistant Property Manager Jason O'Donnell**

The January 17, 2018 meeting of the Sixth Taxing District Commissioners was called to order at 7:40 p.m. by Commission Chair Tammy Langalis.

Commissioner Mike Barbis made a motion to approve the Minutes of the December 20, 2017 meeting, as submitted. Commission Chair Tammy Langalis seconded the motion and the Minutes of the December 20, 2017 Sixth Taxing District Commissioners were approved as submitted.

**NEW BUSINESS**

**Rowayton Library Director Melissa Yurechko** made a presentation to the Commissioners asking for a 2.2% increase in a grant over last year for the Fiscal Year 2018/2019. She said that one area of the library needs to be upgraded and that is the digital collection. Rowayton Library is below average for similarly sized towns in the size and quality of our collection. They are trying to really underscore convenience to our users, as access to this collection can be made from anywhere digitally. The Library and its board realizes that this might be a tight year for the District with the construction that is about to get underway. She expects that the library will become more of a meeting place while the construction is going on. There is limited space but they will try to accommodate groups as they can. The library is trying to keep a dialog open to all of its users as to what they would like to see their library be. They are working to try to get feedback from a variety of different groups and individuals to find that out. Commission Chair

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Tammy Langalis asked if Rowayton Library has talked with the school librarians to see if there is, or can be, any crossover with the library. Melissa said that the Rowayton School PTA has a working group that is asking each grade to communicate their top needs. Our library and the Rowayton School Library are working together so that they can fulfill those needs. Our library can act as consultants to the Rowayton Library and that seems to be working well. Melissa was asked if people are still dropping kids off as much at the library now that the school construction is over. Melissa said that they aren't doing that as often and that the Rowayton Library can accommodate more kids in the library to do their homework. She said that the ones that are there are quiet and they're working. It's really quite amazing.

The Commissioners thanked Melissa for her presentation which is represented in a handout given to the Commission.

### **OLD BUSINESS**

**Commission Chair Tammy Langalis** said that there had been a break in at the Rowayton RR Station House between 10 p.m. and 1 a.m. on New Year's Eve. A few cars were rifled. A huge mess was made in the station house. They basically had nothing much to steal. We have video surveillance there and the video has been turned over to the police. They did take a TV, some Gatorade and energy bars. Metro North was alerted. Hopefully the police will be able to identify the culprits.

**Commissioner Mike Barbis** gave an update on the planned construction project which seems to be on everyone's mind. He said that there were some problems with the legal contract with the contractor. Ed Kweskin was brought in to review the contract. He made some changes. It has now been sent to the contractor and is expected back in a few days. The final plans have been reviewed and signed off on. They're ready to be picked up by the contractor.

**District Treasurer Jim Hendrickson** reminded us that we still have a loan in this fiscal year's budget to draw on. The line of credit obtained through the Fairfield County Bank local branch will be ok'd on Monday. Mr. Barbis said that there will be no up front money that we owe. There are still about 5 things to be decided on about the full project. We're getting there but we are all frustrated that it is so going so slowly. We haven't decided on a date on which to cut off scheduling for the Community Center. The RCA has its annual meeting in February but they will have a back up plan in mind in case the Moose Room is not available.

**Commission Chair Tammy Langalis** said that she had received a lot of complaints from residents about the people who have driven on the school field to get their cars near the pond when it was cold enough to have ice to skate on. DPW either has or will put the chain prohibiting this activity back up. We need to encourage our residents at every opportunity to not park on the school field. Some damage has been done to the field. While it is not officially our property, we would like to encourage that the rules be followed. We're hoping that DPW (or Rec and Parks) will also put up a sign prohibiting driving on and parking on the school field.

**Sixth Taxing District  
Treasurer's Narrative Report  
Commissioners' Meeting  
January 17, 2018**

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**Handouts to Commissioners\*:**

- Budget v Actual report as of December 31, 2017 for FY 17-18
- Treasurer's Report of Bank Balances as of December 31, 2017
- Capital Funds Project Balances report
- Community Center Capital Projects report
- Report of Bills Paid in December 2017

**Comments on Reports:**

- **District Budget v Actual Report for FY 17-18**
  - Our expenses are currently at 49% of the budgeted expenses.
  - Our income is at 44% of the budgeted income for FY 17-18

**Events:**

- The new budget for FY 18-19 has been completed and is under review by the District Treasurer.
- A public budget meeting has been scheduled for Wednesday, February 21 at 7 p.m.

\*Please note, these are preliminary drafts and not final audited reports.  
(Statistical reports will be added at the end of the Minutes).

**District Treasurer Jim Hendrickson** said that a line of credit to cover the overage of estimates for construction is being put in place. As a reminder, there will be a public budget meeting at 7:00 p.m. on Wednesday, February 21, before the regularly scheduled Commissioners' Meeting.

On the subject of the RR parking permits, Mr. Hendrickson said that we have sold 480 permits. There are 123 on the Wait List. People are not giving up their permits as often as they did in the past. Speculation is that since the permits are now paid for a month at a time, that it is easier to keep the permit at \$30/month than to have to make the decision to keep the permit and pay the yearly fee as was the case in the past. The last count of daily parkers was 57. Many of those may have been because of holiday activity. Almost everyone is using smart phones or credit cards to pay for daily parking. We have a hard core of about 13 cars whose owners owe the district for overdue parking fees.

**Sixth Taxing District  
Commissioners' Meeting  
Train Station Parking Update  
January 17, 2018**

**Overall assessment:**

- All processes are now working well.
- One technical issue remains – permits paid for after Parkmobile runs the AutoPay cycle on the 25<sup>th</sup> of each month were not being transmitted to the enforcement vendor. The enforcement vendor implemented a workaround and a permanent fix is to be implemented this month. Commuters have not experienced any impacts from this since the workaround was implemented.
- Commuter emails and calls have settled down substantially; top reasons for calls and emails are:
  - Commuter error resulting in ticket for not paying; errors include entered wrong plate at pay station, paid on phone app several hours after parking, didn't enter loaner car on permit
  - Permit set up issues and questions; how to add plate, how to update credit card info.
- The enforcement crew is using the technology well; errors for O vs 0 down substantially
- We have a list of about 10 vehicles with multiple overdue NOT PAID violations which we will tow on sight, but they have all stayed away.

**Permits:**

- Active (i.e. paid) permit count stands at about 480 and wait list has 123 names
- Permit turnover has slowed to 1 -2 per month, down dramatically from 40-50 per year or 3- 4 per month in prior years. Only 10 names have been pulled from the wait list since July 1; those were offered permits last week.

**Wait List:**

Total number on original wait list (May 2017)	194
Original names that applied online	105
Original names offered a permit to date	65
Original names still on wait list	40
New Names applying online	<u>83</u>
Current wait list total	123

Wait time with turnover @ 2 per month=61 months: @r per month =31 months. Some people may not pay when offered a permit and if people are automatically renewing but

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not using their permits, we can simply issue more permits.

**Daily Parking:**

- Between November 1 and January 12, we averaged 57 daily parkers per day up from 45 after Labor Day. The holidays likely impacted this with permit users on vacation and more occasional users filling the lots. Since January 1, 23 have returned 45 daily average.
- Most daily parkers (63%) use the smart phone app rather than the pay station.
- Almost all daily parking transactions are with plastic; only 1-2 people per day pay with cash

**Enforcement:**

- Since November 1 the crew has issued 299 tickets or warnings or an average of 6 per day.

<b>Warnings</b>	<b>13</b>	<b>Mostly tow warnings</b>
<b>Issued and Paid</b>	<b>88</b>	<b>\$1760 in fines plus \$140 in late fees (\$10 after 30 days</b>
<b>Issued and Open</b>	<b>99</b>	<b>About half over 30 days old and now subject to late fee</b>
<b>Issued and Dismissed</b>	<b>99</b>	<b>Most commuter errors but some enforcement errors</b>
<b>Total</b>	<b>299</b>	

- Over 80% of tickets are for NOT PAID (83%) with the balance for NO PARKING ZONE (5%), TAKING TWO SPACES (5%), and TOW WARNING (7%).
- We have implemented the new scofflaw policy discussed in September
  - A vehicle is subject to towing if it has three or more unpaid tickets and at least one of those unpaid tickets was issued at least 30 days ago.
  - All tickets must now be paid online – paying by check no longer an option
  - New printed electronic tow warning is recorded in the system and replaces manual windshield notice
  - Enforcement crew will be alerted when one of these vehicles is encountered so it can be towed the same day by calling Ed
  - District is maintaining a hot list of scofflaws to be towed on sight
  - The tow warnings have triggered ticket payments, but we still have about 10 hard-core scofflaws have simply quit using the lot.

**Commission Chair Tammy Langalis** said that there is very tight control on cleaning out the machine of any cash and there has been very little. Most transactions are by credit cards.

**Commissioner Chair Tammy Langalis** said that we have used the same auditor for many years. It cost us \$600 to advertise for an RFP for auditors' bids in each of the last few years. They are proposing to extend the current auditors to a three year contract. Mr. Hendrickson explained it this way: "To waive issuance of an RFP to solicit bids and authorize an extension of the audit engagement with the District's current auditors. The Treasurer has been satisfied with the work done by PKF O'Connor Davies and switching auditors would involve start up time (and likely associated costs) to familiarize a new auditor with our processes".



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#### Bayley Beach:

1. All of the kayaks/paddleboards have been removed from the racks.

#### Pinkney Park:

1. The Art Center racks have been secured to the rear of the barn
2. As a result of the freeze up in the house, a temperature sensor alarm will be added to the alarm system.

The insurance company is looking at estimates for adding coils to the existing system. We will also get estimates for replacing the radiators as well as estimates from painters for touch up on the walls. One estimate of \$14,000 came from Celco. Alliance's estimate for the coils is \$3200. Ed will get one more estimate from a plumber. Since the water was frozen in the radiators, there was no real water damage.

#### Report of the District Clerk

January 17, 2018

Andrea Woodworth

1. A sympathy card was sent to the family of Sal Santella. He was a former RR guard.
2. There will be a child's birthday party here on Saturday. I'm scheduling events on a day by day basis after consultation with Ed and/or Jason.
3. I had a request from the Rowayton Elementary School to hold their spring fundraiser at Bayley Beach on April 21 as a "Tail Gate Party". They envision tents in the parking lot for the various events. There would be a DJ, a food truck, a Silent Auction, etc. They are asking for your approval of the idea. It is, obviously, ahead of the "season" at Bayley Beach. What do you think? **Commissioners Approved.** It was suggested that a district representative be present during the party. That will be decided later.
4. I booked an event in the Moose Room for October 2018. Do you think that all the construction will be done by then? I thought that it was obvious that it would be over, but am starting to feel a little bit uncertain about it.
5. The Clerk will email the December Minutes to Nancy Romberg at Fairfield County Bank for confirmation that District Treasurer Jim Hendrickson has authority to ask for a line of credit from the bank for the district.

A reminder announcement was made that a public budget meeting will be held on February 21 before the regular Commissioners' Meeting. The budget meeting will start at 7:00 p.m. The meeting will probably be either in the Library or in the District Offices.

Commissioner Mike Barbis made a motion to adjourn the meeting, which motion was seconded by Commission Chair Tammy Langalis. The January 17, 2018 meeting of the Sixth Taxing District Commissioners was adjourned at 8:30 p.m.

Respectfully submitted,  
Andrea Woodworth  
Clerk, 6<sup>th</sup> Taxing District

