

**MINUTES
COMMISSIONERS' MEETING
SIXTH TAXING DISTRICT, City of Norwalk
February 21, 2018**

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

PRESENT: Commissioners Tammy Langalis, Mike Barbis (by speaker phone), John Igeneri, District Treasurer Jim Hendrickson, District Fire Marshal and District Property Manager Ed Carlson, District Clerk Andrea Woodworth

ABSENT: District Assistant Property Manager Jason O'Donnell

Commission Chair Tammy Langalis called the February 21, 2018 Sixth Taxing District Commissioners to order at 7:35 p.m.

Since two of the Commissioners had not had an opportunity to review the Minutes of the January meeting, approval of these minutes will be postponed until the March Commissioners' Meeting.

NEW BUSINESS

District Treasurer Jim Hendrickson said he would like to nail down the processes for the handling of the Bayley Beach Parking Permits. It was decided that there would be a late fee of \$10 to be paid on any applications not postmarked by June 15, 2018. We will accept cash, either mailed in or at one of the walk-in permit dates. At the walk-in dates, we may also accept credit cards.

OLD BUSINESS

Commissioner Mike Barbis gave a short update on the planned construction at the Community Center. He said that asbestos removal starting in the Underground will begin in a few days. Mr. Barbis, another person from the Long Term Planning Committee, and Marc Laibe will have weekly meetings with the construction company on Thursday mornings. The construction company would like to start construction very early in the morning and leave earlier in the afternoon. Since the early construction noise will be all internal, that was deemed to be allowable. Mrs. Langalis reminded Mr. Barbis to please see that construction vehicles not drive or park on the grass.

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REPORTS

None of the Commissioners had further reports.

**Sixth Taxing District
Treasurer’s Narrative Report
Commissioners’ Meeting
February 21, 2018**

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Handouts to Commissioners *:

- Budget v Actual report as of January 31, 2018 for FY 17-18
- Treasurer’s Report of Bank Balances as of January 31, 2018
- Capital Funds Project Balances report
- Community Center Capital Projects report
- Report of Bills Paid in January 2018

Comments on Reports:

- **District Budget v Actual Report for FY 17-18**
 - Our expenses are currently at 58% of the budgeted expenses, on track for month 7
 - Our income is at 61% of the budgeted income for FY 17-18
 - The variance to budget for tax revenues through January 31 has been eliminated with funds received from Norwalk in February

Events:

- The final documents and reports for the FY 16-17 audit have been submitted to the auditor. We should have copies of the Audited Financial Statements very soon.
- The contract for the Community Center Renovation has been completed and signed. The Treasurer’s office is working with the Property Management staff to prepare the Purchase Orders.
- The City of Norwalk is preparing the documents for the 15-year \$300,000 loan that was approved as part of the 2017/2018 fiscal year. Signing and funding are expected in the next few weeks.
- The Treasurer executed documents for a \$250,000 line of credit with Fairfield County Bank which will be used to pay the contractor if invoices exceed current funds before new funding is available in fiscal year 2018/19.

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

District Treasurer reiterated that expenses are right on track with where we are in the Fiscal Year.

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Mrs. Langalis noted that our Assistant. Property Manager Jason O’Donnell is absent as he is the new father of a baby girl. We congratulate he and his wife Melissa.

Report of the District Fire Marshal	January 2018	Ed Carlson
<u>Type of Activity</u>	<u>#</u>	<u># Man Hours</u>
Blasting Permits	***	***
Blasting Site Inspections	***	***
Building Inspections	2	3
Clerical (office) work		44
Fire Marshal Conferences	***	***
Career Development Training	1	4
Investigation(s)	1	1
Meetings: District monthly	1	1
FNHFMA	1	2
(Other) Plan Review	1	2
Total Man Hrs.		57

Ed said that he had been looking at a different software program to replace the current inspection software that we use. We’ll be staying with the same one at present as it only cost \$500 and the new one would be \$2500.

Report of the District Property Manager February 21, 2018 Ed Carlson

Community Center:

1. The remainder of furnishings in the building should be able to be stored in the containers and garage to avoid another storage container.
2. We have been monitoring the dog park and closing it when wet weather is predicted.

Bayley Beach:

1. The number of dogs and owners using the beach has increased.

Pinkney Park:

1. Alliance will be installing the coils and all work should be completed before the end of February.
2. A freeze stat will be installed on the attic air handler to eliminate the need for anti-freeze in the boiler.
3. A baseboard electric heater has been installed in the public bathroom because the ducts do not extend to that area.
4. The plumber has a 6 – 7 year old hot water boiler he will donate to replace the existing boiler that has a domestic hot water coil. A 20 – 30 gallon electric hot water heater

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Would be needed; but by doing this, it would eliminate the need to have the boiler running all summer just to maintain temperature for domestic hot water.

Cannon:

1. A new flag will be ordered and in place prior to Memorial Day. I am thinking about new ideas to preserve the life span of the flag.
2. Round meadow has been asked to submit a proposal to renovate the sod areas that were damaged by grub infestation last fall.

Ed also said that all the remaining furniture, etc. from the building will be moved by Friday when the construction company will start with the asbestos abatement. The building will be off limits to EVERYONE during that time. The IT representative will be here tomorrow to be sure that we don't cut off any data lines to the library or the office.

Ed again spoke of the possibility of a plumber donating a working boiler. Mrs. Langalis noted that since there is minimal hot water needed in the summer (hand washing, mostly) that we might want to look for one of the smaller units that supply hot water on demand and fit under a sink, for example. Ed will look into that.

Jason and Ed met with F&G contractors to get an estimate for possibly extending the westbound RR track parking lot if we got approval at a later date.

Report of the District Clerk

February 21, 2018

Andrea Woodworth

1. I had a call from someone who uses the dog park wondering if a notice can be put on the web site to advise when the park is closed. I know we do this for longer term closures but would it be too cumbersome to do it when the park is closed because of weather, or other reasons? (Ed just told me that he posts a notice on the dog park Facebook page whenever they have to close the dog park for whatever reason).
2. With the new policy for beach permits, I agree that we need to still have a date deadline for obtaining a permit or permits without incurring a late fee. What do you think the late fee should be? It's been \$25 up until now but that seems a bit steep to me with the additional cost of obtaining permits. I would propose the late fee be triggered if the application is not postmarked by June 15. I would also suggest it be \$10 - \$15 but that is not my call to make. What do you think? (It was decided earlier in the meeting to have a late fee of \$10 on any application postmarked after June 15).
3. I've been told that this will be the last night for any meetings in any of the Community Center rooms.
4. I've already booked several Bayley Beach Pavilion parties.

Mrs. Langalis mentioned that she has heard reports of at least one commuter crossing the tracks rather than walk around to access his car in the westbound lot in the evening. She mentioned that she thought she heard that a Fairfield man had been killed running for the train this evening.

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She asked that that article be posted at the RR Station House. We'll try to find out who is walking across the tracks. It is so dangerous.

Mrs. Langalis also noted that on Monday, March 5, there will be a meeting in the library of the "Norwalk Tomorrow" initiative to get input for what residents are thinking about and what they would like to see in Norwalk. She is hoping for a good turnout. At the last meeting which was focused on what we would most like for Rowayton, clearly the uppermost thing on people's minds is safe "walkability" in the village.

It was announced that the next regular meeting of the Commissioners will be on March 21, 2018 at 7:30 in a place to be decided. The Annual Meeting and Annual Budget Meetings of the Sixth Taxing District Commissioners will be held on March 7, 2018 in a place as yet to be determined (the venue has since been announced to be the Rowayton School Library at 1 Roton Avenue).

Commissioner John Ignieri made a motion to adjourn the meeting which motion was seconded by Commission Chair Tammy Langalis. The February 21, 2018 Meeting of the Sixth Taxing District Commissioners was adjourned at 8:05 p.m.

Respectfully submitted,
Andrea Woodworth
Clerk, 6th Taxing District