

**MINUTES  
COMMISSIONERS' MEETING  
SIXTH TAXING DISTRICT, City of Norwalk  
December 10, 2014**

**8:00 p.m.  
Rowayton Community Center**

The December 10, 2014 meeting of the Sixth Taxing District Commissioners was called to order at 8:05 p.m. by Commissioner Mike Barbis in the absence of Commission Chair Tammy Langalis. Mr. Barbis introduced the commission to those in attendance.

Mr. Barbis went on to say that the District is finalizing their move to the new offices across the Courtyard. The new telephone # is 203-854-6666. Any of the Commissioners and staff can be reached through that number via extension numbers. Mike said that he feels we're finally joining the 21<sup>st</sup> century. The District web site is [www.rowayton6td.com](http://www.rowayton6td.com) We will be having a reception in the new offices, probably after the January meeting.

Commissioner John Igeneri made a motion to approve the minutes of both the October 8, 2014 and the November 12, 2014 minutes as submitted. That motion passed knowing that Mrs. Langalis had already given her approval of those minutes.

**NEW BUSINESS**

Betsy Bain, speaking as a Rowayton Gardener, said that the Gardeners were very appreciative of being allowed to use the space which was previously Jason's office leading up to and during the recent Christmas Market. Mr. Barbis said that this would be addressed at a later time in the meeting.

The Commissioners and the District Treasurer have been discussing possibly changing the financial outlay that would require the acquisition of three competitive bids before spending the money. That amount is currently at \$5,000. The Commissioners and Treasurer are proposing that that figure be changed from \$5,000 to \$10,000 before the bid requirement would be instituted. The auditors for the district do not have a problem with that. Commissioner Barbis made a motion to increase the minimum amount that would require the acquisition of

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three competitive bids from \$5,000 to \$10,000. Commissioner John Igneri seconded the motion and that motion was passed. Now an expenditure would have to equal or exceed \$10,000 before it required the acquisition of three competitive bids before the amount was spent.

The issue of the allocation of space in the upstairs once the District office is moved was brought up by Commissioner Barbis. He said that several organizations have sent written proposals and requests for space upstairs. This would be part of Phase 4 which is being contemplated by the Long Term Planning Committee for the Community Center. This is a group that has been meeting regularly for some time. The core of the group is the same one that carried out the renovation of the library. One member is an architect and one is an engineer. These people are all volunteers. The District has asked them for a recommendation for use of the upstairs space. Rob Frazier, 158 Highland Avenue, submitted the following recommendation

#### Memorandum

To: The 6TD Commissioners  
From: Rob Frazier, Chair  
Long Term Planning Committee of the Community Center (LTPCCC)  
Re: Use of upstairs space once used for 6TD office.

The Long Term Planning Committee of the Community Center (LTPCCC) would like to present a long term plan for the second floor of the RCC – space which once housed the offices of the 6TD.

The long term plan is that we will apply for a CT State Historic Preservation Grant – this will be our third grant. As part of this next phase, we would like to use the matching grant to do all of the environmental remediation as recommended by Loureiro Engineering Associates. Inc.

This remediation work will result in much of the space on the second floor opening up. In particular, the Committee would like to open up the area now used as storage closet – accessing the windows and the natural light in that space. This would then make the second floor a more usable and user-friendly area in the RCC.

As such, the Committee would like to make the following recommendations:

1. Shakespeare on the Sound will be returning to the second floor. We propose they go into the former Treasury office space.
2. The Rowayton Library has requested the use of two offices. We propose having them use the offices formerly used by Ed and Jason.

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3. As part of this, the Library will relinquish the storage area known as the Power Squadron space. We propose the Quilters and Knitters be allocated this space.

4. The office once used by SOS would become a conference room for the many meetings the 6TD receives requests for.

Obviously, none of this will happen tomorrow but we would like everyone to realize the Committee's vision for long term plan for the second floor.

Commissioner Barbis said that SOS would like to return to the Community Center for its Office. They had a request dated October 31 from Frani Taylor on behalf of the Gardeners. Melissa Yurechko, the library director, is requesting office space on the second floor as the library office is not at all private and has become a de facto storage space. They would like one office as a tech processing office, and one as a Director's office.

Rob Frazier, 158 Highland Avenue, said that the possibility of applying for another \$200,000 max state grant would allow us to remediate the upstairs asbestos issue, and the heating systems. They would like to open up the closet to capture both those windows for the large room. As it is now, it is not very inviting for use. They anticipate that that space would be available for arts classes, yoga, etc. and they would like to make it an appealing room. The Gardeners are concerned that there is nothing in the plan to accommodate their storage needs. Rob countered that there is quite a bit of space associated with the Potting Shed that the Gardeners can use. Both Betsy Bain and Frani Taylor, speaking for the Gardeners, said they didn't think that would be either convenient or appropriate for storage of their Christmas Market supplies and gift items. There will be quite a lot more discussion on these items.

One of the most pressing issues considered by the LTPCCC is for the driveway renovations and the importance of improving the circulation of traffic at the Community Center. The committee would recommend that the district look at that project and to have it funded soon. They are in discussions with Graham Capital to somehow obtain an historic gate which could be used for the exit for the driveway.

Rob also said that three trees have been offered to us by Sarah's Flowers and Nursery. They would go along the proposed driveway approaching the exit gate. They are lilac trees but not mative ones. These small trees would be about 30' high when full grown. The ones being offered to us are about 20' high. They have a beautiful white blossom and a wonderful fragrance.

Commissioner John Igeneri asked when, if we were successful, we might be getting any grant money. Rob said that at the very earliest, it wouldn't be for a year and half. However, Ed's and Jason's offices would be available very soon. John also asked that if, when the construction would start upstairs, would everyone have to move out then. Rob said that the answer to that would probably be "Yes" and it would be for a maximum of 3 – 4 months. There are a lot of logistics that need to be thought through. Betsy Bain, 78 Wilson, reiterated that the Gardener

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would love to keep the space that they were given to use before the Christmas Market. This is the office that was Jason's. Betsy asked Rob if she might be able to attend meetings of the LTPCCC to speak for people who use the Community Center space on an ongoing basis. Rob indicated that he would welcome her presence.

Commissioner Barbis said that the Potting Shed had been used for a lot of storage and that they are now leaving equipment outdoors that shouldn't be outside and that they are renting a storage container for some of the things. An attempt is going to be made to reorganize how the Barn at Pinkney is used and to make space for seasonal things like SOS equipment. It may make more difference for some of the storage needs to be met off site if they are only needed for a short time. The LTPCCC has plans to build a utility building which would solve a lot of problems. The bid for this, however, is \$500,000 and the district doesn't have this money. We need to have greater communication all around. The Potting Shed is wonderful and much appreciated by the community but it has created other problems. They have to work out the best solutions for all concerned. A lot of things can't be in a damp space. Mr. Barbis said, however, that it is the district property and the Commissioners are going to be making the decision. Commissioner Igneri said that everything will be taken into consideration.

Bunny Scott, 18 Drum Road, said that the Potting Shed is a dream. The young people involved down there have a lot of great ideas. She said that the Gardeners should be given every consideration.

### **REPORTS**

**Commissioner John Igneri** had no report.

**Commissioner Mike Barbis** said that the Commissioners have been presented with a proposal by the Little League for a permanent batting cage, some other plans for the field, etc. Initially, the Commissioners are open to what they are requesting.

**District Treasurer John Verel** said that he had submitted the usual reports. The expenses so far in the Fiscal Year are at about 47% which is right in line. The auditors have made their report to the Commissioners and that we had a "clean audit". The Treasurer's office is in the process of putting a PDF copy of the audit on the district web site.

Mr. Verel said that they are about to schedule budget meetings and the first couple of meetings will be in the 3<sup>rd</sup> and 4<sup>th</sup> weeks of January to start. They will be formally announced when scheduled.

Commissioner John Igneri thanked District Treasurer John Verel for his and his office staff's hard work on the audit.

**Sixth Taxing District Treasurer's Narrative Report  
To  
Commissioners' Meeting, December 10, 2014**

**Handouts to Commissioners:** (Please note that these are preliminary drafts and not final audited reports)

- Budget v Actual report as of November 30, 2014 for FY 14-15
- Treasurer's Report of Bank Balances as of November 30, 2014
- Capital Funds Project Balances report
- Report of Bills Paid in November 2014

**Comments on Reports:**

- **On the District Budget v Actual Report**  
Our expenses are at 47% of the budgeted expenses for FY 14-15.

**Events:**

- We are still working on the packing for our move into the new office space.
- We have received the final audit booklets and are reviewing them with the auditors this week.
- The initial 2015-2016 budget work has been started and we are also reviewing the overs and unders on the 2014-2015 budget.

(Statistical reports will be attached at the end of the minutes)

**District Fire Marshal Ed Carlson** said that the school addition is progressing. He has done a propane tank inspection, a plan review and an oil tank removal inspection.

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**Report of the Fire Marshal                      November 2014                      Ed Carlson**

<u>Type of Activity</u>	<u>#</u>	<u># Man Hrs.</u>
Blasting Permits	***	***
Blasting Site Inspections	***	***
Building Inspections	3	3
Clerical (office) work		17
Fire Marshal Conferences	1	14
Career Development Training	1	3
Investigations	***	***
Meetings: CFMA	1	2
FCNHFMA	1	2
(Other) Propane tank inspection	1	1
(Other) Plan Review	1	2
(Other) Oil Tank removal inspection	1	1
		Total Man Hrs.      45

Remarks: CT IAAI Conference was very informative.

**Report of the District Property Manager                      December 2014                      Ed Carlson**

**Community Center:**

1. The J-D Gator is up for sale if anyone knows someone interested.
2. Atlas Fence has submitted an estimate to add gate and corral.  
Gate: \$635.00, Corral: \$860.00 I will pass the information on to John Kiska of the Dog Park users. (Ed said that everyone was surprised at the high cost of the estimate but that the carpenter said that there was a minimum fee for them to come out. It was suggested that the dog park people purchase the material and the district personnel will do the labor).
3. A District wide calendar of events would be a big help in coordinating traffic issues, Etc.
4. F&G is awaiting a permit from the Norwalk DPW for the sewer connection job.

**Bayley Beach:**

1. There are three kayaks remaining on the racks. The owners should be contacted.
2. The utility vehicle is in need of some repair before the next seasons starts.

**Pinkney Park:**

1. The leaves have been cleaned from the lawn areas.

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The Clerk was asked to try to contact anyone who might own one of the kayaks left at Bayley Beach. We will set a time for them to be removed before they are removed from the beach.

A discussion was undertaken about three surveys that have been done on the sand at Bayley Beach. The next step would be to track how the sand moves over the course of the year. When we have the results of a survey, the engineer will advise us what should be done.

Ed also responded to a question about the leak in the library. Mike Hazard has been asked to come by to see what can be done about it. It seems that it depends on from which direction the rain is coming as to whether or not the leak appears.

**Report of the District Clerk**

**December 10, 2014**

**Andrea Woodworth**

1. Mothers of the fifth graders at Rowayton School have asked to use the Community Center for a tag sale to fundraise for a graduation party for the fifth graders. Tammy and Mike have already said that they don't have a problem with this. We will try to find a date for them sometime after their January meeting. (Commissioner Igneri said that he was also in agreement about this).
2. Kempo Academy, which had been approved to offer martial arts classes in the Underground, have pulled out of the plan since they feel the rent is too expensive.
3. I have my new computer up and running and am receiving emails through both my old and new email addressed.

Charlie Sahlia, 9 Thomes Street, in attendance as a representative of the Library Board. said that he appreciated the potential plans to give the Library some office space upstairs. He said that the web site, [www.rowaytonct.nextdoor.com](http://www.rowaytonct.nextdoor.com) might be able to be a place to post community events. He offered his help if we need any more coordination with it.

Commissioner John Igneri made a motion that the meeting be adjourned. The motion was seconded by Commissioner Barbis and was passed. The December meeting of the Sixth Taxing District Commissioners was adjourned at 8:45 p.m.

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