

DRAFT

**MINUTES**  
**ANNUAL BUDGET MEETING**  
**SIXTH TAXING DISTRICT**  
**City of Norwalk**  
**Rowayton Community Center**  
**March 2, 2011**  
**7:30 p.m.**

Mr. Avery called to order the Annual Budget Meeting of the Sixth Taxing District, City of Norwalk, immediately following the Annual Meeting of the District.

The first item on the Agenda was "To hear the report of the Treasurer for the Fiscal Year ended June 30, 2010, that concluded with General Fund revenues approximately \$42,337 greater than budgeted and with expenditures approximately \$12,897 greater than budgeted, increasing the Fund's balance from Operations by approximately \$29,440. Other Financing (transfers) provided a \$0 addition to the Fund balance resulting overall in a total increase in the Fund balance of approximately \$29,440. Mr. Avery called on John Verel, District Treasurer, for his summary report.

District Treasurer John Verel, opened by saying that he had been District Treasurer since July 15, 2010. He wanted to reiterate his appreciation of the help of former Treasurer Andy Conroy in bringing Mr. Verel up to speed on the financial workings of the District. A brief PowerPoint presentation was offered. Mr. Verel noted that the District took in \$42,337 more than was budgeted and spent \$12,897 less than budgeted for a net increase of \$29,440. He noted that one of the under-expenditures came in the refuse collection category. This resulted from lower than expected tipping fees, which are the fees we pay to dump the garbage at the refuse station. Mr. Verel recognized Tammy Langalis who explained further about the new recycling rules in Norwalk. We now have green bins in addition to the blue ones in which to deposit our recyclables. There are many more categories that are now recyclable, including almost all plastics and boxes and other packaging as in cereal boxes, etc. in addition to waste paper, newspapers and cardboard. Making full use of these recycling rules means that less garbage will be collected and less money will have to be spent for tipping fees (or disposal fees). In addition to the money saved for the district, we can hopefully help the environment as well. Mr. Verel noted that street lighting came in \$10,179 less than expected.

**MINUTES - March 2, 2011**  
**ANNUAL MEETING**  
**Page Two**

The District did have some over-expenditures. The over-expenditures in the Administrative line was \$37,439. This increase was mainly due to the creation of the Assistant Treasurer position. The increase in employee benefits was mostly due to an increase in employee health insurance premiums.

We have had changes in net assets of \$15,783. Our greatest source of revenue is from property taxes which represents about 80% of our income of about \$1.2 million. We receive about \$70,000 from other revenue sources, which include beach sticker and gate receipts, rental of the Community Center and beach pavilion, building leases and apartment rental, etc. Our operating expenditures fall into several categories. General government support includes District, insurance, legal services, audit, administrative, technology, etc. Public Safety includes the fire department, rebates to firefighters, fire hydrant rental and fire marshal expense. Transportation includes expenses related to the municipal parking lot (Ambler Lot). The parts of Culture and Recreation are Bayley Beach, the Community Center, Library, Arts Center and Pinkney Park. Home and community service includes refuse collection, tipping fees and street lighting. Payroll includes the District Payroll, part of which is cross charged to the Railroad Station operations. We distribute grants to several organizations in the community, including the Little League, Rowayton Arts Center, Rowayton Gardeners, RCA Fireworks, Rowayton Tennis Association, the Rowayton Historical Society and Shakespeare on the Sound. Not all categories receive grants every year. The last category is Debt Service.

In the Fiscal Year 2009-2010 we set aside \$620,947 for capital projects. The largest category in this area went to the purchase of a new fire truck.

Future Plans include Community Center repairs and renovation, Pinkney Park Event Power Box and Repairs, Bayley Beach Equipment Replacement, Parking Lot Entrance Widening (Ambler), Repairs to the Arts Center, Slight Increases in Payroll, and Continued Community Support while keeping tax increases to a minimum. We will be getting \$400,000 from the City of Norwalk in financing for the Community Center roof restoration. There is no other borrowing anticipated.

Mr. Avery asked if there were any questions for the Treasurer. Hearing nothing, he said that we have an obligation to approve the Over-Expenditures. Mr. Avery asked for a motion to accept the Treasurer's Report and to approve the over-expenditures for the Fiscal Year Ended June 30, 2010 in the total amount of \$63,724 John Cagnina, 36 Vanderbilt made the stated motion which was seconded by Phyllis Padro, 19 Briar. During the discussion, Mr. Cagnina asked if the over-expenditures exceeded the under-expenditures. Mr. Verel answered that the under-expenditures exceed the over-expenditures. **The motion was approved with one abstention.**

**MINUTES - March 2, 2011**  
**ANNUAL BUDGET MEETING**  
**Page Three**

Mr. Avery noted that the next item on the agenda is to take action to set and to approve the District's General Fund budget for the Fiscal Year July 1, 2011 through June 30, 2012. There followed a PowerPoint presentation of the proposed budget. Mr. Verel said that the proposed budget for the next fiscal year includes operating revenue of \$1,519,783 with last year's recommendation being \$1,333,370. That is a 14% increase over last year's revenues. Most of the increase is due to the \$146,350 which will be from the anticipated grant from the State of Connecticut to be used in the restoration of the roof of the Community Center. The increase in property taxes of 2% works out to \$17.22 per household.

We transferred sums from several categories into the capital fund in the total amount of \$195,127 which will be used to fund various projects. Mrs. Langalis explained that the Capital projects are the more discretionary projects that the Commissioners choose to fund.

Under the Grants section of the expenditures, the following groups will be granted funds by the District:

Little League	\$5,500
Rowayton Gardeners	\$3,000
RCA Fireworks	\$8,000
Rowayton Tennis Ass'n.	\$9,550 for the refurbishment of Court # 5 which actually belongs to the District and not the RTA
Rowayton Historical Society	\$2,500 for various improvements to walkways and certain other improvements

That comes to \$28,550 in grants to organizations.

Under Other Expenditures, transfers to Capital Funds will fund a widening of the entry way into the Ambler Parking Lot. At Bayley Beach, the walkway will be replaced using TREK. Commissioner Barbis said that, at Bayley Beach, a kayak rack will be built with about 25 spaces. They may do a lottery initially to determine who can rent space on it. We haven't completely worked out the process yet, but it will be driven by the interest in the spaces. If there is a great deal more interest than space, we may build another rack or two in the future. There will be a rental fee. The plan is that this would become a sort of self funding operation.

The Commission had bought light fixtures for the Ambler Lot that were never used. We have now installed two of them in the lower lot at the Community Center. We will install 2 or 3 in the lower lot which will replace some of the lighting that is there already but the lighting provided is not as good as is available from the new fixtures. The lights themselves are paid for but the installation cost is \$5,000. The only money we have in

**MINUTES - March 2, 2011**  
**ANNUAL BUDGET MEETING**  
**Page Four**

the budget now for the roof restoration is the \$146,350 which will come from the state grant. We have prior authorization to spend up to \$400,000 on the roof, but we didn't budget it right now.

The rest of the amounts are pretty small. Two that Mr. Barbis did mention are that the fire department is getting a new heat sensitive camera and is one of the most valuable tools that we use. Part of it is being paid for by a grant which is coming from the Fireman's Fund.

The next item concerns the line reading "Pinkney Park - Event Power Box". When Shakespeare on the Sound starts to get ready for their performances, they put in a temporary power box. It goes up in mid May and stays through the summer. The RCA actually uses it during their summer concerts in Pinkney Park. However, CL&P needs a lot of lead time to install this and then they are very slow in taking it down. So, it stays from early May through the summer. The Commissioners have been talking for a long time about putting some sort of permanent power source in Pinkney Park and make it look nice since the temporary power box is such an eyesore. It has been very complicated already. We had put \$6,000 aside last year for this project. When the movie was filmed in town, we charged them money to use our facilities. We are going to use that money to do clean up work, fix the grounds and use some of it towards this power box project. We have about \$11,000 - \$12,000 set aside now and we have budgeted another \$5,000 to put towards this project.

Mr. Verel said that, while it is not a capital item, the library funding is proposed as an increase of 2.6% to \$169,500. This is not 100% of what they asked, but the District wants to continue to support the library as it is a very important asset to the community. It amounts to our largest discretionary funding. The Commissioners place great value on the library and the service they provide to the community.

In summary, Mr. Verel said that the total expenditures are budgeted at \$1,519,783 and revenues at the same number.

Mr. Avery said that he would entertain a motion to approve the District's General Fund budget request as outlined in the three summary pages for the Fiscal Year July 1, 2011 through June 30, 2012. Andy Conroy, 17 Old Witch Court, made that motion which was seconded by Fred Lione, 10 Thomas Place. During the call for discussion, Mr. Conroy noted that it was his experience that the auditor's might require that we sequester the separate features of the fund balance. **A vote was called and passed unanimously.**

**MINUTES - March 2, 2011**  
**ANNUAL BUDGET MEETING**  
**Page Five**

The fourth item on the agenda is to appropriate the funds for the budget. Mr. Avery said that he would entertain a motion to appropriate funds for that period July 1, 2011 through June 30, 2012 to cover General District expenditures, and actions in support of Capital Improvements. That motion was made by Andy Conroy, 17 Old Witch Court, and seconded by Tracy King, 188 Highland Avenue. **The motion passed unanimously.**

Mr. Avery called for a motion to return to the Operating Fund a total of \$22,008 from the Capital Fund representing projects that have been completed or are being closed out. The motion was made by Phyllis Padro, 19 Briar, and seconded by Fred Lione, 10 Thomas Place. There was a call for discussion when it was noted that this money has already been rolled into the budget. **The motion passed unanimously.**

The Chair then called for a motion to appropriate \$195,127 from the General Fund in support of Capital Improvements to the District. That motion was made by John Cagnina, 36 Vanderbilt, and seconded by Fred Lione, 10 Thomas Place. **The motion passed unanimously.**

Mr. Avery noted that the final item on the agenda is to fix the date of the next Annual Budget Meeting of the District which the Commissioners propose be held on Wednesday, March 7, 2012 immediately following the Annual Meeting to be held at 7:30 p.m. that same date. Margaret Carlson, 23 Bryan, made that motion which was seconded by Kevin Tepas, 7 Barnfield. **The date of the next Annual Budget Meeting was set for March 7, 2012.**

The Annual Budget Meeting of the 6<sup>th</sup> Taxing District of the City of Norwalk was adjourned at 8:30 p.m.

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