



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Third Taxing District of the City of Norwalk Commission Meeting

Monday, October 6, 2014 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Introduction of TTD New Hires to Commission
3. Minutes of Meeting – September 8, 2014 (Pgs. 1-7) and August 21, 2014
Special Commission Meeting (Pgs. 8-9)
4. Presentation of Budgets from Library, Firehouse & Cemetery (Pgs. 10-20)
5. Norwalk Tree Advisory Presentation (Pgs. 21-22)
6. General Manager's Report
 - Status of Audit
 - Signage (R. Scofield)
 - Chowdafest
 - Customer Appreciation Luncheon
7. Discussion of Christmas Tree Lighting Ceremony – Sun., 12/14/14 (Pg. 24)
8. Approval of 2015 Commission Meeting Schedule (Ron Scofield) (Pgs. 25-26)
9. Discussion/Analysis of Financial Statements/Key Performance (Pgs. 27-32)
10. Adjourn

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 10-6-14.doc

District Commissioners

Charles L. Yost	203-853-0837	Chairman	James Smith	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	Michael Intriери	203-866-3001	Treasurer

DRAFT

**THIRD TAXING DISTRICT
Of the City of Norwalk
REGULAR MEETING
September 8, 2014**

ATTENDANCE: Commissioners: Charles Yost, Chairman, David Brown, Debora Goldstein, Dr. Michael Intrieri, Treasurer

STAFF: James Smith, General Manager; Ron Scofield, Assistant General Manager

OTHERS: Jim Anderson
Joe Cristino
Stan Siegal
Dan Shanahan, EVSE

CALL TO ORDER

Commissioner Yost called the meeting to order at 7:00PM. A quorum was present.

1. PUBLIC COMMENT

Mr. Anderson said that he had noted in the TTD meeting minutes of July 7, 2014, page 3, that Commissioner Goldstein had stated that the "East Norwalk Library reserves the right to make financial contributions to other groups." He said that this is incorrect and that the East Norwalk Association Library does not make any financial contributions to other groups nor do they support the right to do so. Commissioner Goldstein said that she was only pointing out that they have the right under the bylaws to do so and are chartered to make contributions to other groups.

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Third Taxing District
September 8, 2014

2. MINUTES OF MEETING- AUGUST 4, 2014 AND AUGUST 21, 2014

Dr. Intrieri said that he is the Treasurer and has no voting power, but that he does give input and when he speaks, he would like it reflected in the minutes.

Commissioner Goldstein said that on page 5, paragraph 1, last line, the "residential" should be changed to "commercial."

Commissioner Goldstein said that on page 8, under the executive session, to remove the comments and that there should be nothing recorded until after the executive session has ended.

Commissioner Brown said that there is no motion to enter into executive session.

**** MR. BROWN MOVED TO APPROVE THE MINUTES OF AUGUST 4, 2014 AS AMENDED**

**** MR. YOST SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE MINUTES OF AUGUST 21, 2014**

**** COMMISSIONER YOST SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER BROWN MOVED TO SUSPEND THE RULES TO TAKE THE AGENDA OUT OF ORDER, MOVING EAST AVENUE SUBSTATION T1 TRANSFORMER BIDS FROM THE #4 SPOT TO THE #3 SPOT ON THE AGENDA.**

**** COMMISSIONER YOST SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

4. EAST AVENUE SUBSTATION T1 TRANSFORMER BIDS

Mr. Smith said that three companies were sent copies of the bid specifications and that two companies responded. All bidders were requested to submit a “turnkey” bid proposal as part of the original bid specifications. He said that he is recommending that ABB Corporation be awarded the bid for replacing the T1 transformer at the East Avenue substation in the amount of \$487,760. Commissioner Yost asked if this transformer is different from any of the other transformers. Mr. Smith said that this is a power transformer.

**** COMMISSIONER GOLDSTEIN MOVED TO AWARD THE BID TO ABB CORPORATION TO REPLACE THE T1 TRANSFORMER AT THE EAST AVENUE SUBSTATION IN THE AMOUNT OF \$487,760. WITH A VARIANCE OF NO MORE THAN 5%.**

**** MR. YOST SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

3. EV PRESENTATION

Mr. Shanahan gave a presentation and said that EVSE is developing and deploying advanced EV charger technology that addresses the evolving safety and business operational concerns in both public and workplace charging. He discussed the proposed models and the cost.

Mr. Smith said that they have completed the process of the grant and that it is a \$10,000 grant and it includes the reimbursement for the charging units, and if there is money left over it will go towards the installation costs. He said that he is recommending the purchase of two dispensers and four chargers to be installed at the East Norwalk Library. He said that that is the State’s preferred location because of issues with the train stations. Commissioner Brown asked if the grant was per unit. Mr. Smith said “no” and that is in total.

Mr. Smith said that the next vehicle that will need replacement is the meter reading vehicle that is sitting idle because it is un-drivable. This is a good opportunity to upgrade the vehicle and he is recommending leasing a Chevrolet Volt. Commissioner

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DRAFT

Yost asked what year the current car is. Mr. Smith said it is a 2005. Commissioner Brown asked how many miles a day the meter reading car drives. Mr. Smith said two to four miles per day due to the way the routes are now read. He said that the funds to lease the vehicle will not come out of the operating fund. There is still \$156,000 in the energy conservation fund and the lease payments can be made out of those funds along with the balance of the chargers. Commissioner Goldstein asked if the library had any concerns with putting the chargers there. Mr. Smith said he has not had any long discussions with them yet. Commissioner Brown asked what will be done with the old meter reading car. Mr. Smith said it would probably be sold for scrap. Dr. Intriери suggested donating it J.M. Wright Technical High School for their automotive shop class.

**** COMMISSIONER YOST MOVED TO APPROVE THE PURCHASE OF 2- 3722-1000D AND 1- 3322-105 TO BE PAID OUT OF THE ENERGY CONSERVATION FUNDS LESS ANY GRANT MONEY THAT COMES AVAILABLE FROM THE CONNECTICUT DEEP**

**** COMMISSIONER GOLDSTEIN SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

**** COMMISSIONER YOST MOVED TO LEASE (1) CHEVROLET VOLT FOR DEPARTMENT USE TO BE FUNDED OUT OF THE ENERGY CONSERVATION FUND TO BE LEASED FOR 36 MONTHS**

**** COMMISSIONER GOLDSTEIN SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

5. GENERAL MANAGER'S REPORT

Mr. Smith said that island at the intersection of East Avenue and Van Zant Street is available and that Mr. Alvord had sent an e-mail with the two types of signs that are

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authorized to be used in the Adopt-A-Spots. Mr. Smith asked the members of the commission which type of sign they would like to use. It was decided that the Enjoy Norwalk with the TDD name on the bottom of the sign. Commissioner Goldstein asked if this is costing anything other than the cost for maintenance. Mr. Smith said "no". Commissioner Goldstein asked if these are the same terms as everyone else that gets the signs. Mr. Smith said "yes".

Mr. Smith said Mr. Bonenfant could not attend the photo session for the LED lights on Gregory Blvd. and that it will be postponed.

Mr. Smith reported on the rate study and said that a representative from Cogsdale will be here for approximately one week to make changes to the CIS system with the new rates and they will try and modify the bill format at the same time. He said that the letter to the customers has gone out in the September bills. He said that he will also be preparing a four page printed rate schedule for customers who do not have website access, and that they have finalized a lot of the behind the scenes issues on the rate design with the consultant.

6. REVIEW OF REAL ESTATE HOLDINGS

Mr. Smith presented a summary real estate property schedule and said that it outlines all the properties that are currently owned by the department per the City of Norwalk's Tax Assessors office, which is supported by individual detailed record of each property. He said that in conducting the review, it was determined that no records existed regarding ownership of the three parks that are listed on the schedule that he believes the TDD owns and maintains. Commissioner Brown said that "Hanford Switch" and the bank islands should also be included on the schedule. He said that it is his tentative recommendation, at a minimum, to have these properties appraised and record ownership with the City's Tax Assessor's office. Commissioner Goldstein asked why the tax records are being used and suggested that the information be obtained in the clerk's office because all of the deeds are recorded there. Mr. Smith said that they are pursuing this issue further and will update the Commission as additional information becomes available. He also said that in addition they are cross referencing all the current property records with the TDD's property insurance carrier to verify and update the values.

7. DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Smith reported and said that the revenue numbers are down from last July and he attributes a vast majority of that to the weather. He said that he received a call from a representative from Norden Systems and they want to renegotiate their lease.

Commissioner Brown asked how long the lease is. Mr. Smith said that it is supposedly good until August, 2014, and that it is his preference to start from scratch because the conditions are totally different today than they were back then. He said that before it is finalized he will send it to the members of the commission.

Follow-Up Questions on Project Summary Report:

Commissioner Goldstein asked for a status update of the interview process for the executive secretary. Mr. Smith said that it has been completed. Commissioner Goldstein asked if the Wastewater Treatment Plant has been formally notified of the results of the rate study and if the rate negotiation process has yet been pursued. Mr. Smith said that he has spoken to Mr. Alvord and he will be scheduling a meeting to discuss the rate deduction for the Wastewater Treatment Plant. Commissioner Goldstein asked for the status of Maplewood. Mr. Scofield said last week they paid the past due amount. Commissioner Yost asked how much they currently owe. Mr. Scofield said \$24,500. Mr. Smith said that he received a call from Mr. Gregory Smith's assistant (the owner of Maplewood) two weeks ago and they had guaranteed to make a payment this week.

8. ADJOURNMENT

**** COMMISSIONER YOST MOVED TO ADJOURN**

**** COMMISSIONER GOLDSTEIN SECONDED THE MOTION**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:20PM

DRAFT

Respectfully Submitted,

Dilene Byrd
Telesco Secretarial Services

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Third Taxing District
September 8, 2014

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Meeting
August 21, 2014

ATTENDANCE: Commissioners: Charles Yost, Chair; David Brown, Debora Goldstein, Dr. Michael Intrieri, Treasurer

STAFF: James Smith, General Manager

OTHERS: Atty. John Bove, District Counsel; Amy Livolsi, FOIA Attorney

CALL TO ORDER.

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT.

No members of the public were present.

EXECUTIVE SESSION

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS ENIA NEGOTIATIONS.**
**** COMMISSIONER YOST SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners went into Executive Session at 7:00 p.m. to discuss Planning & Strategy of a potential claim with ENIA.

Present were: Charlie Yost, Commission Chairman; David Brown, Commissioner; Debora Goldstein, Commissioner; Dr. Michael Intrieri, Treasurer; Jim Smith, General Manager; Atty. John Bove, District Counsel; Amy Livolsi, FOIA Attorney

Out of Executive Session at 8:54 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO APPOINT THE COMMISSION CHAIRMAN, CHARLIE YOST, THE LIAISON TO THE FOIA ATTORNEY, AMY LIVOLSI, FOR THE PURPOSE OF DIRECTING ALL FUTURE COMMUNICATION ACTIVITIES WITH REGARD TO THE ENIA LIBRARY MATTER.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

City of Norwalk
Third Taxing District
Special Meeting
August 21, 2014

DRAFT

ADJOURNMENT.

- ** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.
- ** COMMISSIONER BROWN SECONDED.
- ** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,
Jim Smith
General Manager

City of Norwalk
Third Taxing District
Special Meeting
August 21, 2014

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EAST NORWALK ASSOCIATION

The Cornerstone of the Community — Since 1900

51 Van Zant Street - East Norwalk, CT 06855

Phone: 203-838-0408 / Fax: 203-855-8382

Email: mail@eastnorwalklibrary.org

www.eastnorwalklibrary.org

EAST NORWALK ASSOCIATION LIBRARY

PROPOSED BUDGET SUMMARY, FISCAL YEAR JULY 1, 2015—JUNE 30, 2016

A	OPERATING INCOME	APPROVED F/Y 2014/2015	PROPOSED F/Y 2015/2016
1	Third Taxing District	\$167,121	\$167,121
2	Van Zilen Hall Rental	23,000	23,000
3	Contribution / Dues	1,550	1,550
4	Sales / Fines / Fees	2,000	2,000
5	Interest	5	5
6	INCOME TOTAL	\$193,676	\$193,676
B	OPERATING EXPENSES	APPROVED F/Y 2014/2015	PROPOSED F/Y 2015/2016
7	Salaries /Wages	\$92,747	\$94,726
8	Employee Benefits/Taxes	26,610	27,404
9	Accounting / Legal	10,275	10,775
10	Library material / programs	30,750	26,751
11	Utilities	13,700	13,700
12	Supplies / Custodial	12,094	12,320
13	Maintenance / Security	7,500	8,000
14	EXPENSES TOTAL	\$193,676	\$193,676

NOTES TO ESTIMATED INCOME and EXPENSES:

Despite only two months of the use of Fiscal Year 2014/2015 budget we are committed to keeping our expenses for Fiscal Year 2015/2016 at the same level thereby eliminating the need to increase our request for Third Taxing District funds.

We have adjusted some Operating Expense categories, compared to 2014-2015, to more realistically reflect where each expense may be applied. This does not affect an increase in total operating expenses for 2015-2016 which, too, remains as before.

This proposed Budget, we feel, enables the East Norwalk Association/East Norwalk Association Library to continue not only to provide existing services and programs for its community, but will help enable responsible response to new and growing needs for the people we serve. We will manage this by judicious use of the funds available and call upon the strengths of our in-house capabilities and support of in-kind services to assure our commitment as the "Cornerstone of our Community."

Respectfully submitted: Stanley M. Siegel, Executive Director.

October 6, 2014

pg. 10

Cynthia Tenney

From: McCarthy, Denis [mailto:DMcCarthy@norwalkct.org]
Sent: Tuesday, September 30, 2014 3:55 PM
To: James W. Smith
Subject: RE: Station 3

Jim, we plan on spending between 60 and 70 k this year on the Station 3 project. This includes the projects we had asked the district to pay for this year. That is for the bathrooms . We don't have any funding this year or next for the work we are requesting the district to fund.

Denis McCarthy
Fire Chief / Emergency Management Director
121 Ct. Av
Norwalk Ct 06854
203-854-0230(o)
203-667-4388 (c)
dmccarthy@norwalkct.org

From: James W. Smith [mailto:jsmith@ttd.gov]
Sent: Tuesday, September 30, 2014 11:33 AM
To: McCarthy, Denis
Cc: Cynthia Tenney; Scofield, Rick
Subject: RE: Station 3

Denis: Is this your total budget for the 2014-15 fiscal year??
Jim

From: McCarthy, Denis [mailto:DMcCarthy@norwalkct.org]
Sent: Tuesday, September 30, 2014 9:16 AM
To: James W. Smith
Cc: 'Jim Hines'; Reilly, Lawrence
Subject: FW: Station 3

Home attached is the estimate captain Jim Himes will present on Monday night. We originally asked for funding is renovation of a bathrooms in the second Orr and the construction of an additional bathroom on the second and a public bathroom on the first. Because it was not funded this year we have to complete that part of the project with city funds. We are asking the district to help is complete the project with the items listed I the attached in lieu of the bathroom funding. Please call if you have any questions

Denis McCarthy
Fire Chief/Emergency Management Director
Norwalk Fire Department
Dmccarthy@norwalkct.org
203-667-4388(cell)



Cynthia
Third Taxing District
East Norwalk, CT

Dear Cynthia,

This is an estimate for the proposed work at the East Norwalk Fire Station.

- 1) Remove the asbestos tile in the stair tower hallway.
- 2) Install new tile in the stair tower hallway.
- 3) Paint the stair tower hallway including rails.
- 4) Install heater on apparatus floor.
- 5) Remove dead equipment from apparatus floor and ceiling. Fix, patch and paint the apparatus floor ceiling.
- 6) Install new ½ bath on the apparatus floor.

The total cost estimate of this work will be \$ 42,530.00

When this work is complete, along with the work that will be completed on the second floor, your building will have been restored into one of the finest Fire Stations in the area.

James Hines
JMK Construction Group LLC
Westport Modular Homes
203-858-7198



Third Taxing District

2 Second Street
East Norwalk, CT06855

Tel: (203) 866-9271
Fax: (203) 866-9856

MEMORANDUM

To: Commission

From: Ron Scofield 

Date: September 30, 2014

Re: Budget Requests for the East Norwalk Historical Cemetery

In the absence of Chris Burr, who could not make the meeting tonight, I am presenting his budget requests.

The normal expenses requested annually are as follows:

Greenlife Lawn Sprinkler	\$ 140.00
First District Water Department	\$ 400.00
Prestige Landscaping	\$20,000.00
Almstead Tree & Shrub Care	\$ 1,800.00

These amounts could increase or decrease slightly when we consider the prior year expenses at budget time in January 2015.

Requested additions to the budget from Chris Burr are as follows:

- Two additional sprinkler heads from Greenlife Lawn Sprinkler to cover roses bush at a cost of \$400.00
- Professional tree pruning, tree removal, stump removal and planting of new Dogwood trees at a cost of \$15,520.00 as quoted in the attached proposal from Almstead Tree & Shrub Co.

District Commissioners

Charles L. Yost	203-853-0837	Chairman	James Smith	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	Michael Intrieri	203-866-3001	Treasurer

GROWING FOR 50 YEARS



1964 - 2014

ALMSTEAD
TREE & SHRUB CARE CO.

Tree Care Program

East Norwalk Cemetery

East Avenue

September 30, 2014





ALMSTEAD

TREE & SHRUB CARE CO.

80 Lincoln Avenue
Stamford, CT 06902
Phone (203) 348-4111
Fax (203) 708-0071
www.almstead.com

tree care • plant health care • lawn care

September 30, 2014

Dear Chris,

It was a pleasure meeting you last week. Per your request, my recommendations are outlined in the following proposal. To proceed with the work, we ask that you complete the authorization page and either email or fax it back to our office.

If you have any questions, please don't hesitate to contact me or my assistant, Alexandra. My email is bcarolan@almstead.com, and our phone number is 203-348-4111. You can also find detailed descriptions of our services online at almstead.com

Best regards,

Brian P. Carolan
Connecticut Licensed Arborist # S - 5595



Arbor Care Definitions

Pruning Standards: Experts in the field of arboriculture have established a committee to develop standards of tree maintenance. This committee, working with the American National Standards Institute (ANSI), developed standards from pruning and other aspects of tree care. These standards provide for a higher, more uniform level of service and help ensure public safety.

Almstead adheres to the principals of the International Society of Arboriculture (ISA), the Tree Care Industry Association (TCIA) and *The American National Standard for Tree Care Operations – Tree, Shrub and other Woody Plant Maintenance – Standard Practices (ANSI A300)*. All work shall be completed in compliance with A300 Standards.

Pruning Objectives:

Structural Pruning: Structural pruning shall consist of selective pruning to improve tree and branch architecture primarily on young- and medium-aged trees.

Restoration Pruning: Restoration shall consist of selective pruning to redevelop structure, form, and appearance of severely pruned, vandalized, or damaged trees.

Vista Pruning: Vista/view pruning shall consist of the use of one or more pruning methods (types) to enhance a specific line of sight.

Pruning Methods:

Prune to Clean: Cleaning shall consist of pruning to remove one or more of the following non-beneficial parts: dead, diseased, and/or broken branches.

Prune to Thin: Thinning shall consist of selective pruning to reduce density of live branches.

Prune to Raise: Raising shall consist of pruning to provide vertical clearance.

Prune to Reduce: Reducing shall consist of pruning to decrease height and/or spread.

Take Down: Removing a tree and cutting stump as flush to grade as possible.

Stump Grinding: Grinding the stump to recommended depth below grade and backfilling with the resulting debris/wood chips.

Cabling: Cables restrict the distance that branches can move in relation to each other. Installed across a weak junction, they will greatly reduce the risk of failure. Installed on overextended branches, they can be used to support the branch.

Bracing: Brace rods are used to reduce the risk of two or more stems spreading farther apart or moving sideways in relation to each other. They are also used to fasten together a junction or branch that is split apart.

Arbor Care Recommendations

The following recommendations are for Arbor Care on the property, which includes all phases of pruning, cabling, and tree removals. Unless otherwise noted, branches are chipped and removed from the property, and stumps are cut as close to grade as conditions will allow. When stump grinding is recommended, stumps are ground 6-8" below grade and the hole is backfilled with the resulting debris.

Arbor Care: Pruning & Removals

1. Structural prune approximately 48 Flowering Dogwoods surrounding the property to encourage proper branching structure. Develop or maintain a dominant leader, remove all dead, diseased, or broken limbs ½" diameter or greater to improve tree health and reduce the risk of branch failure, thin the crowns on select trees to remove approximately 10 – 15% of live branches, remove lower water sprouts to improve clearance, and reduce long ends hanging over stone walls.
2. Take down two multi-stem Black Cherry trees as close to grade as conditions allow. Chip all brush and remove wood from the property.
3. Take down the storm damaged Norway Maple along Gregory Blvd. as close to grade as conditions allow.
4. Take down two (2) Flowering Dogwoods along East Ave. as close to grade as conditions allow.
5. Take down the 12" Flowering Dogwood at the southern end of the cemetery as close to grade as conditions allow.
6. Prune to clean the 36", 42", and 52" Norway Maples remove all dead, diseased, or broken limbs 2" diameter or greater to improve tree health and reduce the risk of branch failure. Elevate lower canopies by approximately 4 – 6' for better clearance.

Cost of Pruning & Removals\$8,700.00

Arbor Care: Stump Grinding

1. Grind Maple and two (2) Dogwood stumps 8 – 10" below grade and backfill hole with resulting debris.

Cost of Stump Grinding\$325.00

Arbor Care: Planting

Our planting guarantee is for 1 year from the date of planting. The guarantee is dependent on adequate and diligent watering as well as committing to a custom-tailored Plant Health Care Program. In the event that the plant material listed in this proposal is unavailable, the size or variety may need to be altered. This may also result in altered pricing, which we will always notify you of before proceeding.

1. Supply and install seven (7) Flowering Dogwoods throughout the cemetery to replace trees that were removed.

Cost of Planting.....\$6,495.00



Authorization to Proceed

Check for Authorization

- | | |
|---|------------|
| <input type="checkbox"/> Arbor Care: Pruning & Removals | \$8,700.00 |
| <input type="checkbox"/> Arbor Care: Stump Grinding | \$325.00 |
| <input type="checkbox"/> Arbor Care: Planting | \$6,495.00 |

* For your convenience, your Plant Health Care and Lawn Care programs will be CONTINUOUS unless otherwise noted. Upon authorization, you will automatically receive the full season of scheduled treatments each year. Any service may be cancelled at any time by contacting us prior to its application.

Amount of Deposit (1/3 or greater): N/A

Pay by Check

Please make checks payable to Almstead Tree & Shrub Care Company.

Pay Online

Pay your deposit online easily and securely using any major credit card. Simply visit almstead.com/payment.php and reference the following invoice number: **3RDTAXING**

Pay by Credit Card

The credit card provided will be charged for the deposit of the work outlined above. Unless otherwise noted, this credit card will also be charged for the balance upon completion of the work.

Name on card: _____	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> AmEx
Billing Address: _____	Card Number: _____			
City: _____	Expiration Date: _____		CVC: _____	
State: _____ Zip: _____				

Almstead Tree & Shrub Care Company is authorized to proceed with the work outlined in this proposal. I understand that the amounts listed above do not include sales tax, and that I am responsible for payment of same, or for providing a Tax Exempt Certificate to Almstead Tree, Shrub & Lawn Care.

Authorization Signature: _____ **Date:** _____
Customer: 3RDTAXING

	A	L	M	N	O	P
1						
2						
3						
4						
5						
6	Source of District Funds					
7	Fund Balance - Carryover from prior years	\$49,770	\$41,056	\$2,323	\$5,713	\$57,648
8	Rental Income from Firehouse Building	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
9	Interest Income	\$100	\$15	\$30	\$30	\$30
10	Transfer from Electric Department (from available funds)	\$307,930	\$219,330	\$249,342	\$239,312	\$215,781
11	Total of Funds Available to District	\$295,800	\$287,003	\$339,695	\$343,085	\$311,459
12	Uses of District Funds					
13	Cash Expenditures & Appropriations for District Operating & Capital Needs					
14	Stipends (3 Commissioners @ \$3500 ea.)	\$11,303	\$10,800	\$10,500	\$10,500	\$10,500
15	Stipend (Treasurer)	\$1,938	\$1,800	\$1,800	\$1,800	\$1,800
16	Stipend (District Clerk)	\$1,938	\$1,800	\$1,800	\$1,800	\$1,800
17	Payroll Tax Expense		\$1,079	\$1,079	\$1,079	\$1,079
18	Parks Groundskeeping & Maintenance	\$22,000	\$19,798	\$23,400	\$23,000	\$26,000
19	Holiday Events (Christmas Tree & Menorah Lighting)	\$6,500	\$6,116	\$8,150	\$6,500	\$7,000
20	Summer Concert Series	\$14,000	\$13,644	\$14,850	\$11,244	\$25,200
21	District Newsletter Allowance	\$1,800	\$0	\$0	\$0	\$0
22	Annual Electors Meetings	\$4,000	\$3,493	\$3,950	\$3,493	\$6,000
23	Legal and Accounting Services for the District	\$2,500	\$0	\$0	\$0	\$0
24	Firehouse Building Expense/Maintenance	\$900	\$0	\$0	\$0	\$0
25	Firehouse Building Major/Capital	\$3,700	\$0	\$20,900	\$20,000	\$0
26	Library Building Expenses/Maintenance	\$8,100	\$11,501	\$10,000	\$10,200	\$10,200
27	Library Building Major/Capital	\$0	\$24,220	\$0	\$8,000	\$5,000
28	East Norwalk Historical Cemetery Expense/Maintenance	\$20,000	\$21,218	\$22,200	\$20,000	\$22,000
29	East Norwalk Historical Cemetery Major/Capital	\$0	\$0	\$0	\$0	\$0
30	Contingencies	\$10,000	\$0	\$25,000	\$7,000	\$25,000
31	Sub-Total for District General Items	\$108,679	\$114,169	\$142,429	\$118,316	\$143,579
32						
33	Appropriations on Behalf of Other Organizations					
34	East Norwalk Improvement Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$83,561
35	Total District Expenditures and Appropriations for Future Work	\$275,800	\$281,290	\$309,550	\$285,437	\$327,140
36	Fund Balance at Year End	\$20,000	\$5,713	\$30,145	\$57,648	\$84,320

79.20

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: September 29, 2014

Subject: Tree Alliance Presentation



Recently, I was approached by Rob Frazier of the Norwalk Tree Advisory Committee requesting permission to present a “Tree Planting Renewal Plan “to the Commission involving the East Norwalk Cemetery.

Attached is a copy of a detailed map prepared as part of his overall presentation.

He is requesting permission to have five trees planted in/around the Cemetery.

My understanding is that he will provide more detail to the Commission the night of the meeting on his plan and be available to answer any questions the Commission may have relating to funding, exact tree location, etc.

GENERAL MANAGER'S REPORT
(Note Page)



Third Taxing District

2 Second Street
East Norwalk, CT06855

Tel: (203) 866-9271
Fax: (203) 866-9856

MEMORANDUM

To: Commission
From: Ron Scofield *RS*
Date: October 1, 2014
Re: Annual Christmas Tree Lighting - 2014

Our Annual Christmas Tree Lighting is scheduled for Sunday, December 14th at 6:00 p.m. with a rain date of Monday, December 15th at 6:00 p.m.

At the suggestion of Commission Chairman, Charlie Yost and Treasurer, Dr. Michael Intrieri, I have contacted both Marvin Elementary School (Joan Skloots) and Nathan Hale Middle School (Franklin Sylvester) to share the musical part of our program in lieu of a band as we have done in the past. Marvin School has agreed to participate, but Nathan Hale cannot.

At the suggestion of Dr. Intrieri, we will talk to West Rocks and Ponus Ridge Middle Schools to see if either of them would like to participate. I should have this information for the meeting and the Commission can decide, collectively, as to how I should proceed.

District Commissioners

Charles L. Yost	203-853-0837	Chairman	James Smith	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	Michael Intrieri	203-866-3001	Treasurer



Third Taxing District

2 Second Street
East Norwalk, CT06855

Tel: (203) 866-9271
Fax: (203) 866-9856

MEMORANDUM

To: Commission
From: Ron Scofield *(MS)*
Date: October 6, 2014
Re: 2015 Commission Meeting Schedule

I present for your approval, the proposed Commission meeting schedule for 2015.

Please note that 9 of the 12 months have the meeting scheduled for Monday night.

In September, the first Monday is the 7th which is Labor Day. So, I scheduled it for Tuesday, September 8th.

In November, the first Monday is the night before Election Day, so I scheduled it for Wednesday, November 4th.

In December, the first Monday is the 7th, which is also the first day of Hanukkah, so I scheduled it for Tuesday, December 8th.

I await your approval so that I can send it to the Secretary of State (Connecticut).

District Commissioners

Charles L. Vost	203-853-0837	Chairman	James Smith	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	Michael Intriери	203-866-3001	Treasurer

Ag. 25

THIRD TAXING DISTRICT
2015 COMMISSION MEETING SCHEDULE

Monday	January 5, 2015
Monday	February 2, 2015
Monday	March 2, 2015
Monday	April 6, 2015
Monday	May 4, 2015
Monday	June 1, 2015
Monday	July 6, 2015
Monday	August 3, 2015
Tuesday	September 8, 2015
Monday	October 5, 2015
Wednesday	November 4, 2015
Tuesday	December 8, 2015

**Third Taxing District
Financial Highlights
July-Aug 2014 vs. July-Aug 2013**

	July-Aug -2014	July-Aug 2013	\$ Change	% Change
Total Income	1,870,265	2,046,352	-176,087	-9%
Total Expense	1,773,510	1,805,800	-32,290	-2%
Net Ordinary Income	96,755	240,552	-143,797	-60%
Other Income	160,354	107,932	52,422	49%
Other Expense	30,824	-	-	-
Net Income before Rate Stabilization	226,285	348,484	-122,199	-35%
Rate Stabilization	208,403	88,526	119,877	135%
Net Income	434,688	437,010	-2,322	-1%

CASH BALANCES FY 2014

Aug-14

ACCTS

Operating Accounts	1,316,956
Capital Improvements Fund	932,576

Power Supply	<u>Current Fiscal Year-to-Date</u>	<u>Last Fiscal Year-to-Date</u>	\$ Change	% Change
Energy Cost	\$ 1,205,089	\$ 1,338,500	\$(133,411)	-10%
Budget Energy Cost	\$ 1,101,854	\$ 1,278,682	\$(176,827)	-14%
Energy Cost Cents/KWH	11.100	10.600	\$ -	0%

Third Taxing District
Profit & Loss Prev Year Comparison
August 2014

	<u>Aug 14</u>	<u>Aug 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	21,455.78	0.00	21,455.78	100.0%
440-00 · Residential Sales	264,754.40	277,740.01	-12,985.61	-4.68%
442-01 · Large Commercial Sales	65,787.44	60,158.54	5,628.90	9.36%
442-02 · Small Commercial Sales	190,735.81	191,504.96	-769.15	-0.4%
445-01 · Water Pollutn Contrl Pnt Sales	64,710.66	59,454.78	5,255.88	8.84%
445-02 · Flat Rate	7,243.06	7,078.81	164.25	2.32%
557-00 · Purchased Power Adjustment	393,473.60	389,384.86	4,088.74	1.05%
Total Income	<u>1,008,160.75</u>	<u>985,321.96</u>	<u>22,838.79</u>	<u>2.32%</u>
Cost of Goods Sold				
555-00 · Electrical Power Purchased	657,364.76	762,219.99	-104,855.23	-13.76%
Total COGS	<u>657,364.76</u>	<u>762,219.99</u>	<u>-104,855.23</u>	<u>-13.76%</u>
Gross Profit	350,795.99	223,101.97	127,694.02	57.24%
Expense				
904-00 · Substation	16,647.32	0.00	16,647.32	100.0%
930-43 · TTD 100th Anniversary	0.00	18,955.95	-18,955.95	-100.0%
403-00 · Depreciation Expense	60,370.35	39,426.31	20,944.04	53.12%
408-00 · Taxes	1,013.42	964.64	48.78	5.06%
540-00 · Other Power Generation Expense	1,192.59	17,079.78	-15,887.19	-93.02%
580-00 · Distribution Expenses	11,548.37	6,875.41	4,672.96	67.97%
590-00 · Maintenance Expenses	45,136.89	34,533.05	10,603.84	30.71%
900-00 · Customer Accounts & Service	18,885.24	38,630.38	-19,745.14	-51.11%
920-00 · Administrative Expenses	89,700.29	95,979.82	-6,279.53	-6.54%
Total Expense	<u>244,494.47</u>	<u>252,445.34</u>	<u>-7,950.87</u>	<u>-3.15%</u>
Net Ordinary Income	106,301.52	-29,343.37	135,644.89	462.27%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.00	0.94	-0.94	-100.0%
419-00 · Interest Income	21.22	39.99	-18.77	-46.94%
421-00 · Norden Project Income	64,022.00	68,175.18	-4,153.18	-6.09%
424-00 · Energy Conservation Fund Income	0.00	7,765.60	-7,765.60	-100.0%
Total Other Income	<u>64,043.22</u>	<u>75,981.71</u>	<u>-11,938.49</u>	<u>-15.71%</u>
Other Expense				
426-20 · Energy Conservation Expense	40,754.84	0.00	40,754.84	100.0%
942-00 · Interest Expense	269.81	0.00	269.81	100.0%
Total Other Expense	<u>41,024.65</u>	<u>0.00</u>	<u>41,024.65</u>	<u>100.0%</u>
Net Other Income	23,018.57	75,981.71	-52,963.14	-69.71%
Net Income before rate stabilization	<u>129,320.09</u>	<u>46,638.34</u>	<u>82,681.75</u>	<u>177.28%</u>
Rate Stabilization	<u>75,683.85</u>	<u>979.49</u>	<u>74,704.36</u>	<u>7,626.86%</u>
Net Income	<u>205,003.94</u>	<u>47,617.83</u>	<u>157,386.11</u>	<u>330.52%</u>

Third Taxing District
Profit & Loss Prev Year Comparison
 July through August 2014

	<u>Jul - Aug 14</u>	<u>Jul - Aug 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	41,512.05	0.00	41,512.05	100.0%
440-00 · Residential Sales	479,299.95	552,645.91	-73,345.96	-13.27%
442-01 · Large Commercial Sales	120,884.61	125,926.68	-5,042.07	-4.0%
442-02 · Small Commercial Sales	358,269.62	388,063.19	-29,793.57	-7.68%
445-01 · Water Pollutn Contrl Plnt Sales	125,930.70	121,773.96	4,156.74	3.41%
445-02 · Flat Rate	14,486.12	14,281.37	204.75	1.43%
451-00 · Miscellaneous Service Revenue	10,428.55	57,630.62	-47,202.07	-81.9%
557-00 · Purchased Power Adjustment	719,453.69	786,030.26	-66,576.57	-8.47%
Total Income	<u>1,870,265.29</u>	<u>2,046,351.99</u>	<u>-176,086.70</u>	<u>-8.61%</u>
Cost of Goods Sold				
555-00 · Electrical Power Purchased	1,205,089.42	1,338,499.89	-133,410.47	-9.97%
Total COGS	<u>1,205,089.42</u>	<u>1,338,499.89</u>	<u>-133,410.47</u>	<u>-9.97%</u>
Gross Profit	665,175.87	707,852.10	-42,676.23	-6.03%
Expense				
904-00 · Substation	36,594.00	0.00	36,594.00	100.0% Footnote 1
930-43 · TTD 100th Anniversary	0.00	23,739.15	-23,739.15	-100.0%
403-00 · Depreciation Expense	120,740.70	78,852.62	41,888.08	53.12% Footnote 2
408-00 · Taxes	5,249.69	1,934.44	3,315.25	171.38%
540-00 · Other Power Generation Expense	3,130.47	22,088.88	-18,958.41	-85.83% Footnote 3
580-00 · Distribution Expenses	19,537.14	8,633.19	10,903.95	126.3% Footnote 4
590-00 · Maintenance Expenses	93,597.99	59,427.84	34,170.15	57.5% Footnote 5
900-00 · Customer Accounts & Service	43,894.49	72,314.02	-28,419.53	-39.3% Footnote 6
920-00 · Administrative Expenses	245,676.41	200,309.24	45,367.17	22.65% Footnote 7
Total Expense	<u>568,420.89</u>	<u>467,299.38</u>	<u>101,121.51</u>	<u>21.64%</u>
Net Ordinary Income	96,754.98	240,552.72	-143,797.74	-59.78%
Other Income/Expense				
Other Income				
419-00 · Interest Income	1,749.20	79.18	1,670.02	2,109.14%
421-00 · Norden Project Income	154,071.91	97,751.18	56,320.73	57.62%
424-00 · Energy Conservation Fund Income	4,533.20	10,101.17	-5,567.97	-55.12%
Total Other Income	<u>160,354.31</u>	<u>107,931.53</u>	<u>52,422.78</u>	<u>48.57%</u>
Other Expense				
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%
426-20 · Energy Conservation Expense	30,251.06	0.00	30,251.06	100.0% Footnote 8
942-00 · Interest Expense	573.20	0.00	573.20	100.0%
Total Other Expense	<u>30,824.26</u>	<u>0.00</u>	<u>30,824.26</u>	<u>100.0%</u>
Net Other Income	129,530.05	107,931.53	21,598.52	20.01%
Net Income before rate stabilization	<u>226,285.03</u>	<u>348,484.25</u>	<u>-122,199.22</u>	<u>-35.07%</u>
Rate Stabilization	208,402.69	88,525.90	119,876.79	135.41%
Net income	<u><u>434,687.72</u></u>	<u><u>437,010.15</u></u>	<u><u>-2,322.43</u></u>	<u><u>-0.53%</u></u>

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Aug -2014 vs. Jul- Aug - 2013

1. The increase in substation expense of \$36K is due to the fact that a separate payroll expense category was setup for Pete Johnson and Scott Tracey who will be working on the substation.
2. Increase in depreciation expense is up due primarily to the depreciation of substation which came on line in January of 2014. The substation will be depreciated over 20 year and will have annual depreciation of \$251,328 or monthly depreciation of \$20,944.
3. The approximate \$19K decrease in Other Power Generation expense is due to the timing of the purchasing of Diesel fuel for the generators from Santa Buckley.
4. The approximate \$11K increase in Distribution expense is due primarily to \$3K or meter repair and calibration test work as well as \$6K worth of miscellaneous distribution supplies and charges mostly due to timing.
5. The \$34K increase in Maintenance Expense is due to approximately \$16K in substation maintenance from Eleck & Salvato, Oman's Garden, and Effective Plumbing for emergency repairs to the water main at Fitch Street Substation (these costs are in the process of being reimbursed by Eaton Corp. due to the warranty that came with the Substation), \$4K in overhead lines maintenance with WESCO and the remaining increase in payroll and call time during the month of August.
6. The approximate \$28K decrease in Customer Accounts & Service is mainly due to the retirement of Ana Aguilar, as well as the fact that wages for Pete Johnson were shown in this category during the prior year and are now listed under Substation expense for the current year.
7. The increase of \$45K in Administrative Expenses is due to the following:
 - a. \$20K in engineering fees paid to Cristino Associates. A portion of this expense is in the process of being reimbursed.
 - b. \$3K paid to Cynthia Tenney for temporary staffing services
 - c. \$5K increase over prior year in timing of health insurance premiums/expenses.
 - d. The remainder is due to increases in Admin payroll, payroll taxes and call time.

8. The amounts in Energy Conservation expense are due to the purchase of the new LED streetlights as well as LED bulbs for our customers. As these expenses are incurred they are reimbursed to the district through our conservation fund.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2014	August 2013	Industry Average (Bandwidth)
1)	<i>OPERATING RATIO</i>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	88.24%	87% - 92%
2)	<i>POWER SUPPLY EXPENSE RATIO</i>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	74%	65% - 70%
3)	<i>BAD DEBT RATIO</i>	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	4.00%	3% - 10%
4)	<i>ACTUAL RATE OF RETURN ON RATE BASE</i>	AUTHORIZED BY STATE STATUTE	N/A	Varies by state
5)	<i>ELECTRIC CUSTOMERS PER EMPLOYEE</i>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	419	200 - 500

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2014-2015

PREPARED BY:
JIM SMITH
GENERAL MANAGER

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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: SEPTEMBER 30, 2014

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> • IN PROCESS WITH METER DEPT. 	LAST QUARTER 2014 START TO CUTOVER	
2)	CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none"> • SOLICITED QUOTES THROUGH NEPPA, LEARNING DYNAMICS INC., VARIOUS WEBINARS – NEED TO SELECT FROM VENDORS LISTED 	THIRD QTR 2013 – FOURTH QTR 2014	

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> • DEVELOPING POSITION DESCRIPTION FOR LINE FOREMAN'S POSITION • HIRED MIKE ADAMS AS GENERAL LINE FOREMAN • HIRED KIKI KYDES AS CUSTOMER SERVICE REPRESENTATIVE • HIRED PAUL HENDRICK AS LINEMAN • HIRED CYNTHIA TENNEY AS EXECUTIVE SECRETARY. • EVALUATING ALL OTHER AREAS • DISCUSSION BETWEEN GENERAL MANAGER/BOARD CHAIR ON DEVELOPING A SUCCESSION PLAN FOR THE GENERAL MANAGER'S POSITION IN FUTURE. 	SECOND QTR 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – BOTH POSITIONS (C/S REPRESENTATIVE AND EXECUTIVE SECRETARY) WERE FILLED DURING SEPTEMBER. WE ARE NOW FULLY STAFFED PER OUR AGREED UPON SUCCESSION PLAN.
			SECOND QTR 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – CONTACTED PETE MURPHY FROM BENEFIT PLANNING ASSOCIATES TO FOLLOW-UP ON A REQUEST FROM THE BOARD CHAIRMAN ON PURCHASING “KEY MAN” INSURANCE FOR TTD. THIS INSURANCE PROTECTS THE BOARD’S INTERESTS IN THE EVENT OF HAVING TO REPLACE THE GENERAL MANAGER DUE TO UNFORESEEN CIRCUMSTANCES. THIS INSURANCE IS BEING PURCHASED AS PART OF A LONG-TERM SUCCESSION PLAN FOR THE GENERAL MANAGER.

PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

4)	HANDHELD METER READING UPGRADE	<ul style="list-style-type: none"> • EXPLORED ALTERNATIVES TO EXISTING VENDOR • MET WITH JEWETT CITY TO INVESTIGATE ITRON SYSTEM THEY DON'T UTILIZE • AWAITING RECOMMENDATION FROM STAFF • ALSO EVALUATING OTHER OPTIONS 	<p>BEGINNING THIRD QTR 2013 THRU ALL OF 2014 FOR FULL IMPLEMENTATION</p>	<ul style="list-style-type: none"> • SEPTEMBER 2014 – CONTINUED WITH OUR ON-GOING PROGRAM OF INSTALLING RADIO-READ METERS IN THE FIELD. ANOTHER 200 METERS HAVE BEEN INSTALLED THIS MONTH BY THE METER DEPARTMENT UNDER THE SUPERVISION OF THE GENERAL FOREMAN. WE NOW HAVE A TOTAL OF OVER 300 RADIO-READ METERS IN THE FIELD.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> • AUCTIONING OFF 1991 BUCKET TRUCK • PURCHASED NEW PICKUP • LEASED NEW BUCKET TRUCK • EVALUATING BODYWORK/ REPAINTING EXISTING VEHICLES TO EXTEND LIFE • DEVELOP FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE 	<p>ON-GOING WITH PERIODIC UPDATES</p>	<ul style="list-style-type: none"> • SEPTEMBER 2014 – RETIRED THE 2005 CHEVROLET AVEO (METER READING VEHICLE) AFTER 9+ YEARS BASED ON EXCESSIVE REPAIR COSTS AND VEHICLE BREAKDOWNS. IT WILL BE REPLACED WITH A 2014 CHEVROLET VOLT LEASED AS PART OF OUR ELECTRIC VEHICLE (E/V) PROGRAM ROLL-OUT DURING THE FALL OF 2014. • SEPTEMBER 2014 – DONATED THE 2005 AVEO TO J.M. WRIGHT TECH IN STAMFORD AT THE SUGGESTION OF DR. INTRIERI. WE ARE PROCEEDING WITH THE PAPERWORK TO COMPLETE THIS TRANSACTION.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
6)	UPDATE EMERGENCY PLAN FOR DEPARTMENT	<ul style="list-style-type: none"> • LAST PLAN FILED WITH PURA – OCT. 2012 • INCORPORATING CITY EMS INTO PLAN 	THIRD QTR 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – COMPLETED PLAN FILED WITH PURA IN JUNE OF 2014. AWAITING COMMENTS BASED ON TIMELY SUBMISSION.
7)	UPDATE TERMS/ CONDITIONS OF SERVICE/FEEES	<ul style="list-style-type: none"> • REVIEWING EXISTING DOCUMENTS • NEED TO RE-WRITE POLICIES • SOME FEES ADJUSTED- NEED TO UPDATE ALL OTHER FEES THROUGH DISCUSSION WITH COMMISSION ON IMPLEMENTATION STRATEGY. FORMALIZE ALL FEES IN BOOKLET FORM/ WEBSITE. 	FIRST QTR 2014 – FOURTH QTR 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – EXISTING FEES WERE INCLUDED IN NEW RATE BROCHURES WHICH WILL BE PRINTED IN CONJUNCTION WITH THE RATE ADJUSTMENT PROGRAM ROLL-OUT EFFECTIVE OCTOBER 1, 2014.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
8)	I/T UPDATE/ UPGRADE	<ul style="list-style-type: none"> • CONDUCTED SYSTEM AUDIT IN JULY 2013 • SOLICITED QUOTES FOR HARDWARE/SOFTWARE UPGRADE • EVALUATING QUOTES • DECISION BY OCT 1ST 2013 • TRANSITION PROCESS • TRANSITION PROCESS, COMPLETED – NOV. 2013 	ON-GOING	<ul style="list-style-type: none"> • SEPTEMBER 2014 – SOFTWARE/HARDWARE PURCHASED FOR NEW/ REPLACEMENT POSITIONS AS PER BUDGET. • SEPTEMBER 2014 – I/T WORK CONTINUES IN COORDINATION WITH COGSDALE UPGRADE OF BILLING SYSTEM WITH REGARD TO RATE DESIGN, BILL FORMAT REDESIGN, BILLING ESTIMATIONS, BUDGET BILLING, ETC.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
9)	CONDUCT COST OF SERVICE/RATE STUDY	<ul style="list-style-type: none"> • STUDY PERFORMED MAY 2013 • STUDY COMPLETED – SEPT. 2013 • REVIEWED WITH COMMISSION SEPT. 2013 • IMPLEMENTATION OF STRATEGIES BASED ON THE STUDY BEING DEVELOPED • WILL BEGIN WITH SET-UP OF WWTP NEGOTIATIONS 	SECOND, THIRD QTR 2013 THRU 2014 FULL IMPLEMENTATION	<ul style="list-style-type: none"> • SEPTEMBER 2014 – WORKED WITH COGSDALE THROUGHOUT THE MONTH TO FINALIZE ALL DETAILS ASSOCIATED WITH IMPLEMENTATION OF RESTRUCTURED RATES IN BILLING SYSTEM. • SEPTEMBER 2014 – MET WITH WASTE WATER TREATMENT PLANT REPRESENTATIVES TO REVIEW RESULTS OF THE RATE STUDY. AFTER SOME NEGOTIATION, THEY AGREED TO A 5% REDUCTION IN THEIR BILL, EFFECTIVE OCTOBER 1, 2014.
10)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • CONTACTED HOMETOWN CONNECTIONS TO INQUIRE ABOUT PROCESS – SEPT. 2013 • RECEIVED PRELIMINARY INFORMATION FOR REVIEW – CURRENTLY EVALUATING 	THIRD QTR 2013 THRU FOURTH QTR 2014	

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
11)	MAPLEWOOD	<ul style="list-style-type: none"> • COMMISSION APPROACHED BY MAPLEWOOD'S ATTORNEYS IN APRIL 2013 WITH OBJECTIVE OF CHANGING SUPPLIERS • DISCUSSIONS/UPDATES GIVEN TO COMMISSION SINCE THEN THRU JOHN BOVE, PHIL SUSSLER, ETC. ON TTD'S LEGAL POSITION ON SERVICE TERRITORY ISSUE • ENGAGED BROWN JACOBSON FROM NORWICH TO REPRESENT TTD IF MAPLEWOOD'S ATTORNEYS PURSUE AT STATE LEVEL (PURA) • TTD ATTORNEYS CURRENTLY DEVELOPING STRATEGY • NO FURTHER DISCUSSIONS WITH MAPLEWOOD'S ATTORNEYS AT THIS TIME 	ON-GOING	<ul style="list-style-type: none"> • SEPTEMBER 2014 – MAPLEWOOD IS PRESENTLY CURRENT ON THEIR BILL, BUT STILL HAS NOT PAID THEIR DEPOSIT. WE ARE CONTINUING TO HOLD THEIR LIGHTING REBATE MONIES OWED IN LIEU OF THEIR DEPOSIT. JOHN BOVE AND I ARE CONTINUING TO EXPLORE LEGAL OPTIONS ON THIS ISSUE, INCLUDING SHUTOFF OF SERVICE, WHICH IS COMING UP THE SECOND WEEK OF OCTOBER.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
12)	WEBSITE/BRANDING PROJECT	<ul style="list-style-type: none"> • SIGNED AGREEMENTS WITH JUMAR MARKETING IN APRIL 2013 FOR 12 MONTHS • NEW WEBSITE/ RE-BRANDING LAUNCHED JULY 2013 AT 100TH ANNIVERSARY CELEBRATION • WEBSITE BEING UPDATED AS NEEDED • RE-BRANDING COLLATERAL • MATERIALS BEING IMPLEMENTED AS TIME/ RESOURCES ALLOW (STATIONARY, TRUCK LETTERING, SIGNAGE, ETC.) 	ON-GOING THROUGH FIRST QTR 2015 BASED ON EXTENSION OF AGREEMENT BY COMMISSION.	<ul style="list-style-type: none"> • SEPTEMBER 2014 – CONTINUED TO WORK WITH JUMAR ON WRITTEN MATERIALS ASSOCIATED WITH RATE RESTRUCTURING, INCLUDING WEBSITE UPDATES, NOTICE TO CUSTOMERS IN THE OCT./NOV. NEWSLETTER, AND PRINTED RATE SCHEDULES FOR DISTRIBUTION TO CUSTOMERS.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
13)	CATV POLE ATTACHMENTS/AMPLIFIERS	<ul style="list-style-type: none"> • REVIEWED HISTORICAL INFORMATION FROM FILES • POLE ATTACHMENTS SHOULD BE BILLED ON A SEMI-ANNUAL BASIS – HAS NOT BEEN BILLED FOR SEVERAL YEARS – LOSS OF REVENUE • WILL BE CONTACTING CABLE CO. FOR DISCUSSION/ NEGOTIATION OF RATE • HIRED CONSULTANT TO PERFORM RATE STUDY 	FIRST QTR 2014 – FOURTH QTR 2014 THROUGH COMPLETION	<ul style="list-style-type: none"> • SEPTEMBER 2014 – RECEIVED A PRELIMINARY POLE ATTACHMENT RATE FROM MANAGEMENT APPLICATIONS CONSULTING. IT IS BEING REVIEWED INTERNALLY AND WILL BE FINALIZED DURING THE FIRST WEEK IN OCTOBER. WE WILL THEN BEGIN NEGOTIATIONS WITH CABLEVISION TO BILL ON A QUARTERLY BASIS FOR ATTACHING TO POLES WITHIN OUR SERVICE TERRITORY. • SEPTEMBER 2014 - DISCUSSIONS CONTINUE WITH FRONTIER ON POLE ACQUISITION BASED ON THE MERGER EXPECTED AT THE END OF OCTOBER.

PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

14)	UPGRADE/ENHANCE FUEL TANKS @ 2 SECOND STREET	<ul style="list-style-type: none"> • RECEIVED NOTICE OF NON-COMPLIANCE IN MAY 2013 BASED ON TANK INSPECTION • CONTACTED VENDORS IN JUNE 2013 FOR REMEDIATION • RECEIVED QUOTES IN JULY/AUGUST 2013 • SELECTED VENDOR SEPT. 2013 • PERFORMED WORK SEPT./OCT. 2013 TO INSURE COMPLIANCE 	LAST QTR 2013 – PROJECT COMPLETED	
15)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> • UPGRADE EXISTING SUBSTATIONS – ROWAN STREET & EAST AVENUE • BUILDING NEW FITCH STREET SUBSTATION TO COMPLY WITH NERC REQUIREMENTS • FOCUS ON CYBER-SECURITY/ SECURITY CONCERNS BASED ON REGIONAL/ NATIONAL INCIDENTS 	ON-GOING	<ul style="list-style-type: none"> • SEPTEMBER 2014 – SPECIFICATIONS WERE DEVELOPED AND SENT TO MULTIPLE BIDDERS FOR SUPPLYING REMOTE MONITORING OF OUR SUBSTATIONS VIA A “SCADA” SYSTEM (SYSTEM CONTROL AND DATA ACQUISITION). INSTALLATION OF THIS TYPE OF SYSTEM IS A REQUIREMENT BY NERC/ISO/CONVEX IN ANY TRANSMISSION SUBSTATION THEY HAVE JURISDICTION OVER. WE WILL BE EVALUATING THESE BIDS DURING THE MONTH OF OCTOBER AND PRESENTING THE RESULTS TO THE COMMISSION AT A FUTURE COMMISSION MEETING.

PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

16)	PURCHASE OF HOUSE – 18 ROWAN ST.	<ul style="list-style-type: none"> • DISCUSSION HELD IN SPRING OF 2013 WITH COMMISSION TO CONSIDER ACQUISITION OF PROPERTY FOR SALE ADJACENT TO THE ROWAN ST. SUBSTATION FOR POSSIBLE EXPANSION. • CONCEPT WAS DEVELOPED TO USE PROPERTY FOR OVERALL STORAGE NEEDS THROUGH CONSTRUCTIONS OF A STORAGE FACILITY AND CONSOLIDATION OF MATERIALS IN ONE LOCATION. 	SECOND QTR 2013 THROUGH FOURTH QTR 2014	
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PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

17)	CONSTRUCTION OF ELECTRIC VEHICLE CHARGING STATION	<ul style="list-style-type: none"> • CONCEPT DEVELOPED THROUGH DISCUSSIONS WITH COMMISSION BASED ON POTENTIAL LOCATION AT EAST AVE. HOUSE LOCATED NEXT TO TRAIN STATION. • A SECONDARY LOCATION (EAST NORWALK LIBRARY PARKING LOT) IS ALSO UNDER CONSIDERATION 	ALL OF 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – THE FOLLOWING ACTIVITIES WERE PERFORMED: <ul style="list-style-type: none"> - DAN SHANAHAN FROM EVSE PRESENTED AT THE SEPTEMBER 8TH COMMISSION MEETING. AS A RESULT OF HIS PRESENTATION, THE COMMISSION APPROVED THE PURCHASE OF TWO EV CHARGING UNITS FOR PUBLIC USE AND ONE WALL-MOUNTED CHARGING UNIT AT THE 2 SECOND ST. LOCATION WHICH WILL BE USED TO CHARGE A 2014 CHEVROLET VOLT. THIS VEHICLE WILL BE LEASED TO REPLACE A 2005 CHEVROLET AVEO CURRENTLY USED BY METER STAFF. BOTH THE CHARGING STATIONS AND THE VEHICLE LEASE WILL BE PAID FOR WITH CL&M FUNDS. • SEPTEMBER 2014 – THE DEPARTMENT WAS AWARDED A \$10,000 E/V GRANT FROM THE STATE DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION, WHICH WAS APPLIED FOR IN AUGUST. THIS MONEY WILL BE USED TO OFFSET THE ABOVE EXPENSES. • SEPTEMBER 2014 – EQUIPMENT/VEHICLE LISTED ABOVE WAS ORDERED. WE ARE AWAITING DELIVERY DATES BASED ON INVENTORY AVAILABLE/ PRODUCTION SCHEDULES.
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#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
18)	<u>MISCELLANEOUS</u>	COMPLETED DURING MONTH OF JUNE	SECOND QTR 2014, PRESENT TO COMMISSION FOR JULY 1, 2014 IMPLEMENTATION	
	<ul style="list-style-type: none"> • ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET 			
	<ul style="list-style-type: none"> • SOLAR P/V PROJECT ROOFTOP AT SECOND STREET OFFICE 	DISCUSSION STAGE	SECOND QTR 2014 TO FOURTH QTR 2014	
	<ul style="list-style-type: none"> • LOBBY RENOVATION 	IN PROCESS	SECOND QTR 2014 TO THIRD QTR 2014	<ul style="list-style-type: none"> • SEPTEMBER 2014 – WORK CONTINUES ON PROJECT USING A COMBINATION OF EXISTING STAFF/ OUTSIDE CONTRACTORS. WILL FINALIZE IN EARLY OCTOBER.

PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

	<ul style="list-style-type: none"> • SOLAR PROJECTS 	<p>DISCUSSION STAGE/ POTENTIAL PROJECTS</p>	<p>ON-GOING</p>	<ul style="list-style-type: none"> • SEPTEMBER 2014 – RECEIVED INCREASED VOLUME OF REQUESTS FOR ENERGY CONSERVATION/RENEWABLE TYPE PROJECTS. IN RESPONSE, WE HAVE BEGUN THE TRANSITION OF ADMINISTERING OUR ENTIRE CONSERVATION/LOAD MANAGEMENT (C&LM) PROGRAM FROM CMEEC TO OUR INTERNAL STAFF TO CREATE MORE CONTROL OVER THE PROCESS AND INCREASE OUR EFFICIENCY WITH RESPECT TO HANDLING INDIVIDUAL C&LM PROJECTS FOR OUR CUSTOMERS. WE ARE IN THE BEGINNING STAGES OF THIS PROCESS. THE STAFF PERSON ASSIGNED TO THIS TASK IS CYNTHIA TENNEY.
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