



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271  
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### Third Taxing District of the City of Norwalk

#### Commission Meeting

**Monday October 7, 2013 at 7:00 PM**

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

1. Public comment
2. Minutes of meeting – September 9, 2013 & Special Meeting Sept. 17, 2013  
(Pages 1 - 6)
3. 100<sup>th</sup> Anniversary Certificate from NEPPA – (Larry Brownell)
4. General Manager's Report
  - Review of Project Summary Report ( see attached ) ( Pages 7-15)
  - Update on Rate Study ( verbal )
  - Update on Fitch St./ Cervalis Projects ( verbal )
  - P/R / Marketing Update ( see attached ) ( Pages 16 – 22 )
5. Discussion/Analysis of Financial Statements (Pages 23 - 26 )
6. Siding Proposals – 2 Second Street Office ( Pages 27 – 34 )
7. Meter Upgrade Project ( Pages 35 – 37)
8. Approval of Commission Meeting Schedule for 2014 ( Page 38 )
9. Executive Session
10. Adjourn

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

M:\Shared\Commission Meeting Information\Agenda 10-7-13.doc

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#### *District Commissioners*

<b>Paul G. Kokias</b>	203-854-6678	Chairman	<b>James Smith</b>	203-866-9271	General Manager
<b>David L. Brown</b>	203-866-8099	Commissioner	<b>Ron Scofield</b>	203-866-9271	Assistant
<b>Charles L. Yost</b>	203-853-0837	Commissioner			General Manager

DRAFT

**CITY OF NORWALK  
THIRD TAXING DISTRICT  
REGULAR MEETING  
SEPTEMBER 9, 2013**

**ATTENDANCE:** Charles Yost, Chair; David Brown

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

**OTHERS:** Tabor Hamilton, Jim Anderson, Joseph Cristino, Cristino Associates

**CALL TO ORDER.**

Commissioner Yost called the meeting to order at 7:03 p.m. A quorum was present.

**EXECUTIVE SESSION**

**\*\* COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commission entered into Executive Session at 7:03 p.m. They returned to public session at 7:15 p.m.

**MINUTES OF MEETING –AUGUST 5, 2013 - PAGES 1 THRU 5.**

**\*\* COMMISSIONER BROWN MOVED THE MINUTES OF THE AUGUST 5, 2013 MEETING.**

Page 3, under **Discussion/Analysis of the Financial Statement**, paragraph 1, line 3: please change “over seven million units of energy” to “over seven million kilowatt hours (kwhs)”.

Mr. Smith indicated that there was a statement made in the following paragraph that there would be a separate accounting for the 100<sup>th</sup> Anniversary Event at the next meeting . He then distributed copies of an expense report and reviewed the figures with the Commissioners. Mr. Smith stated the total expense was \$4,490.66 for the entire event.

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 5, 2013 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

City of Norwalk  
Third Taxing District  
Regular Meeting  
September 9, 2013

**GENERAL MANAGER'S REPORT.**

**Update on Fitch Street / Cervalis Project.**

Mr. Smith said that Mr. Cristino was present to address the technical aspects of the Cervalis Project.

Mr. Smith then went on to speak about the Fitch Street project. He directed everyone's attention to page 8 of the financial statements and the amount of funding spent to date. He reviewed the figures for the Data Center with the Commissioners at this time, also.

Mr. Smith then gave an overview of the status of the Fitch project as outlined in the memo addressed to him from Christopher B. Ellis dated September 5, 2013.

Mr. Cristino answered several questions about the fencing installation and other issues. Discussion followed about the details of the ongoing construction at the Fitch Street project. He also updated the Commissioners on the status of the Cervalis project.

**Update on Rate Study.**

Mr. Smith said that there had been discussion with USF about various financial solutions. The presentation is being fine tuned. When it is completed, a meeting should be scheduled for the Commission. Discussion followed about the date for the special meeting. The Commissioners agreed to meet on September 17th at 6:00 p.m. for the presentation.

**Update on June 30, 2013 Financial Audit.**

Mr. Smith reported that everything was on track to have the audit completed by October 15th. The figures for the library will be ready on time. He said that it takes approximately four or five weeks. Last year's audit was done around Christmas time, which was unacceptable.

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS.**

Mr. Smith directed everyone's attention to the Financial Highlights in the information packet. The Third Taxing District had a good month. The District was able to transfer almost \$88,000 to the rate stabilization fund in July. Mr. Smith reviewed the individual line items with the Commissioners and reminded everyone that the CMEEEC bill had been paid, which resulted in a smaller than normal ending cash balance the last week of the month, particularly the result of a week of extremely hot weather.

**FOLLOW UP ON ROWAN STREET PROPERTY.**

DRAFT

Mr. Smith then updated the Commission on the status of the Rowan Street property. Atty. Bove and Mr. Smith have had several meetings with Mr. and Mrs. Bento about the property. The issue is still under negotiation.

**FITCH STREET SUB-STATION PROJECT/CHANGE ORDERS.**

Mr. Smith stated that most of the items for the change orders had already been discussed earlier. They are outlined in the information packet from pages 9 thru 15. Mr. Cristino then reviewed the details of the various changes listed on page 13 of the packet with the Commissioners. He also spoke about the impact that the East Avenue widening proposal might have on the Fitch Street station if the State proceeds with the widening of the street.

Mr. Brown asked how the projected costs were calculated. Mr. Smith explained that the figures were from the original budget. Mr. Brown asked for more details. Mr. Smith replied that the budget for this project was constructed by the previous General Manager and Mr. Cristino. Mr. Smith reviews the actual costs in relation to the budget, based on the invoices presented. A budget vs. actual report is prepared each month and is reviewed by the General Manager, Joe Cristino and the department accountant.

Mr. Yost asked if there were additional oversights. Mr. Smith gave an example of how requirements might change over the course of a project, which results in change orders. He said that the District has not hired an outside contractor as a double check, since there are numerous internal controls in place.

**EXECUTIVE SESSION.**

- \*\* COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS LEGAL CONTRACTS AND EMPLOYMENT ISSUES.**
- \*\* COMMISSIONER YOST SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Mr. Smith entered into Executive Session to discuss legal contracts and employment issues at 8:14 p.m. They returned to public session at 8:45 p.m.

- \*\* COMMISSIONER BROWN MOVED TO SUSPEND THE RULES AND NOMINATE CHARLIE YOST AS COMMISSION CHAIRMAN**
- \*\*COMMISSIONER YOST SECONDED**
- \*\*THE MOTION PASSED UNANIMOUSLY**

**ADJOURNMENT.**

DRAFT

**\*\* COMMISSIONER BROWN MOVED TO ADJOURN.**

**\*\* COMMISSIONER YOST SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Sharon L. Soltes  
Telesco Secretarial Services

THIRD TAXING DISTRICT  
of the City of Norwalk  
Special Meeting  
September 17, 2013

ATTENDANCE: Charles Yost, Chairman; David Brown, Commissioner  
STAFF: James Smith, General Manager; Ron Scofield Asst. General Mgr.  
OTHER: Matt Allred, District Accountant; Dawn Lund, of United Financial Solutions

CALL TO ORDER

Chairman Yost called the meeting to order at 6:00 p.m.

PUBLIC COMMENT

There were no members of the public present.

EXECUTIVE SESSION

\*\* MR. BROWN MOVED TO ENTER INTO EXECUTIVE SESSION AT  
6:03 PM, FOR A PRESENTATION BY DAWN LUND, VICE PRESIDENT OF  
UTILITY FINANCIAL SOLUTIONS AND A PERSONNEL MATTER.  
\*\* MR. YOST SECONDED  
\*\* THE MOTION PASSED UNANIMOUSLY

The meeting went into Executive Session at 6:03 P.M., and in attendance were Chairman, Charlie Yost; Commissioner, David Brown; General Manager, Jim Smith; Asst. General Manager, Ronald Scofield; and District Accountant, Matt Allred.

They returned to Public Session at 8:29 P.M.

\*\* MR. BROWN MOVED TO INSTRUCT THE GENERAL MANAGER TO  
BEGIN NEGOTIATIONS WITH THE CITY OF NORWALK,  
WASTEWATER TREATMENT PLANT.  
\*\* MR. YOST SECONDED  
\*\* THE MOTION PASSED UNANIMOUSLY

DRAFT

The Commissioners signed and ratified the Collective Bargaining Agreement with the Union and signed the General Manager's Contract.

**\*\* MR. BROWN MOVED TO ADJOURN.**  
**\*\* MR. YOST SECONDED.**  
**\*\* MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:35 P.M.

Respectfully submitted,  
Ronald Scofield  
District Clerk

**THIRD TAXING DISTRICT –  
PROJECT SUMMARY**

<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>
PAYROLL SYSTEM UPGRADE	<ul style="list-style-type: none"> <li>• SELECTED BLISS/ALLRED AFTER SOLICITING QUOTES</li> </ul>	THIRD QTR 13'/ FOURTH QTR 13' LEADING UP TO JAN 14' IMPLEMENTATION
A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> <li>• IN PROCESS WITH METER DEPT.</li> </ul>	FIRST QUARTER 14' START TO CUTOVER
CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none"> <li>• SOLICITED QUOTES THROUGH NEPPA, LEARNING DYNAMICS INC., VARIOUS WEBINARS – NEED TO SELECT FROM VENDORS LISTED</li> </ul>	THIRD QTR 13' - FOURTH QTR 13'
SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> <li>• HIRING FOR P. JOHNSON'S REPLACEMENT</li> <li>• DEVELOPING POSITION DESCRIPTION FOR LINE FOREMAN'S POSITION</li> <li>• EVALUATING ALL OTHER AREAS</li> </ul>	CURRENTLY ADVERTISED LAST QTR 13' FIRST QTR 14'

<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>
HANDHELD METER READING UPGRADE	<ul style="list-style-type: none"> <li>• EXPLORED ALTERNATIVES TO EXISTING VENDOR</li> <li>• MET WITH JEWETT CITY TO INVESTIGATE ITRON SYSTEM THEY DON'T UTILIZE</li> <li>• AWAITING RECOMMENDATION FROM STAFF</li> <li>• ALSO EVALUATING OTHER OPTIONS</li> </ul>	BEGINNING THIRD QTR 13' THRU ALL OF 14' FOR FULL IMPLEMENTATION
UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> <li>• AUCTIONING OFF 1991 BUCKET TRUCK</li> <li>• PURCHASED NEW PICKUP</li> <li>• LEASED NEW BUCKET TRUCK</li> </ul>	ON - GOING WITH PERIODIC UPDATES

PROJECT

STATUS

TIMELINE

- EVALUATING BODYWORK /RE-PAINTING EXISTING VEHICLES TO EXTEND LIFE
- DEVELOP FIVE YEAR FLEET VEHICLE REPLACEMENT SCHEDULE
- LAST PLAN FILED WITH PURA - OCT 11'
- UPDATED PLAN PARTIALLY COMPLETE
- INCORPORATING CITY EMS INTO PLAN

UPDATE EMERGENCY PLAN FOR DEPARTMENT

FIRST QTR 14'

PROJECT

STATUS

TIMELINE

UPDATE TERMS / CONDITIONS  
OF SERVICE / FEES

FIRST QTR 14' - SECOND QTR  
14'

- REVIEWING EXISTING DOCUMENTS
- NEED TO RE- WRITE OF POLICIES
- SOME FEES ADJUSTED- NEED TO UPDATE ALL OTHER FEES THROUGH DISCUSSION WITH COMMISSION ON IMPLEMENTATION STRATEGY

- FORMALIZE ALL FEES IN BOOKLET FORM/WEBSITE

I/T UPDATE/ UPGRADE

THIRD QTR 13' - FORTH QTR 13'

- CONDUCTED SYSTEM AUDIT IN JULY 13'
- SOLICITED QUOTES
- EVALUATING QUOTES
- DECISION BY OCT 1<sup>ST</sup> 2013
- TRANSITION PROCESS

PROJECT

CONDUCT COST OF SERVICE  
/RATE STUDY

STATUS

- STUDY PERFORMED MAY 13'
- STUDY COMPLETED – SEPT. 13'
- REVIEWED WITH COMMISSION SEPT. 13'
- IMPLEMENTATION OF STRATEGIES BASED ON THE STUDY BEING DEVELOPED
- WILL BEGIN WITH SET-UP OF WWTP NEGOTIATIONS
- CONTACTED HOMETOWN CONNECTIONS TO INQUIRE ABOUT PROCESS – SEPT 13'
- RECEIVED PRELIMINARY INFORMATION FOR REVIEW – CURRENTLY EVALUATING

TIMELINE

SECOND, THIRD QTR 13'  
THRU 14' FULL  
IMPLEMENTATION

STRATEGIC PLANNING  
PROCESS

THIRD QTR 13' THRU  
SECOND QTR 14'

PROJECT

AQUISITION OF BENTO  
PROPERTY

STATUS

TIMELINE

FOURTH QTR 13' / FIRST QTR  
14'

- INITIATED DISCUSSIONS WITH BENTO'S IN JUNE 13'
- APPRAISAL PERFORMED IN JULY 13'
- DISCUSSIONS WITH BENTO'S JULY - AUG 13
- 275K OFFER EXTENDED IN SEPT 13'
- NEGOTIATIONS WITH BENTO'S ATTORNEY
- CURRENTLY NEGOTIATING WITH BENTO'S ATTORNEY ON FINANCING OPTIONS
- COMMISSION APPROACHED BY MAPLEWOOD'S ATTORNEY'S IN APRIL 13' WITH OBJECTIVE OF CHANGING SUPPLIERS

ON - GOING

MAPLEWOOD

PROJECT

STATUS

TIMELINE

- 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 ATTORNEY'S PURSUE AT STATE LEVEL (PURA)
- TTD ATTORNEY'S CURRENTLY DEVELOPING STRATEGY
- NO FURTHER DISCUSSIONS WITH MAPLEWOOD'S ATTORNEY'S AT THIS TIME

PROJECT

WEBSITE / BRANDING PROJECT

STATUS

- SIGNED AGREEMENTS WITH JUMAR MARKETING IN APRIL 13' FOR 12 MONTHS
- NEW WEBSITE/ RE-BRANDING LAUNCHED JULY 13' AT 100<sup>TH</sup> ANNIVERSARY CELEBRATION
- WEBSITE BEING UPDATED AS NEEDED
- RE-BRANDING COLLATERAL
- MATERIALS BEING IMPLEMENTED AS TIME / RESOURCES ALLOW (STATIONARY TRUCK LETTERING, SIGNAGE, ETC.)

TIMELINE

ON - GOING THRU SECOND QTR 14' PENDING EXTENSION OF AGREEMENT

PROJECT

CATV POLE ATTACHMENTS/  
AMPLIFIERS

STATUS

- 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

TIMELINE

FIRST QTR 14'

# Third Taxing District

Monthly Report

September 2013

## Office Visit Overview

Location: TTD Office  
Date/Time: September 18, 2013 from 9:30am-11:30am  
Attendees: Judi Virgulak, Noelle Debes

### Overall:

- Reviewed CMEEC insert with Ron Scofield. Insert may not be included in October billing due to size (unable to run smaller insert through machine).
- Jim Smith advised that Fitch Street Project is on-schedule and should be completed by December, as scheduled. Jumar to continue communicating with Jim about progress.
- Paper bills may be / are being sent out to paperless customers – Jumar to continue communicating with Ron about "paper bill opt-out" procedures.

### Discussion of phone system / emergency plan:

- Discussed emergency response system (related to 9/12 storm response). Ron Scofield will contact Verizon about upgrading existing phone to Smart Phone (allowing for receiving calls, checking 'alert' emails, etc.).
- JumarMarketing will contact Karen at Custom Phones in Norwalk to discuss leveraging current phone system capabilities as part of emergency response plan, including "we are aware of an outage" messaging.
- NOTE: Jumar has contacted Karen and a tentative meeting is scheduled for 10/15 at 10am at the TTD offices.

### Meeting with Staff about day-to-day processes:

JumarMarketing met with Tricia, Ana and Rachel to discuss their day-to-day operations and how Jumar might help to streamline processes or help with making customer service more efficient.

Some website suggestions were:

- Consider making "New Service" its own option within the "My Account" drop-down.
- Consider adding the "Electrician/Change Service" form to the website. This will make it easier for contractors/electricians with service changes/upgrades.
- Customers ask for explanation of line items on the bill. Consider adding a copy of a "sample bill" with each line item explained.
- Tricia to let Jumar know if "Fuel Adjustment Charge" should change to "Power Cost".

### Billing:

- Need to remind customers that a copy of NEON Award Letters must be brought to the office. Consider including this in newsletter.
- Payment arrangements can be made, as long as it is BEFORE the shut-off date. Need to get this out to customers, perhaps in newsletter.
- NOTE: Both of these items will be included in newsletter

### General observations:

- During the 2 hour stay, there were about 7 visitors to the office (including customers, a job applicant and the mailman).
- Rachel mentioned that it had been a "slow morning", noting that shut-off days are the busiest days.



[www.jumarmarketing.com](http://www.jumarmarketing.com)

94 East Avenue, Norwalk, CT 06851 Telephone 203.857.4700

# Third Taxing District

Monthly Report

September 2013

## 100<sup>th</sup> Anniversary Event

### Budget:

- Provided Jim with final budget reconciliation of Power on the Sound

### Billing

- Marie met with Ana at TTD office to observe billing process
- Marie met with Miles Armstrong at PSN via GoToMeeting to review PSN administrative functions & reports
  - Requested PSN make revision to TTD logo now appearing on eBill – IN PROGRESS
  - Requested PSN make links to TTD site within PSN portal live - COMPLETED
- Per Ron's approval, Miles set-up an administrator profile for Marie Jablonski
  - Marie will review and pull reports weekly on an ongoing basis:
    - Total active customers – 3,841 (as of 10/1/13)
    - Registered customers – 309 (as of 10/1/13)
    - Registered customers opted-out of paper bills – 44 (as of 10/1/13)
- Marie requested a call with Doug to review customer export capabilities of internal TTD billing system

## Communications

### Newsletter:

- Designed layout
- Developed Newsletter title "06855 Connection"
- Created content for Fall newsletter (Launch issue)

### Billing Insert:

- Created September billing insert

## Website

### Maintenance:

- Posted all minutes to the website – up-to-date through August 2013
  - Awaiting minutes from September 9<sup>th</sup> Commission Meeting and September 17<sup>th</sup> Special Commission Meeting
- Posted Commission meeting agendas (9/9/13 and 9/17/13)
- Added CAPTCHA to website forms to prevent automated spam
- Updated home page with message from TTD addressing incident at the Oyster Festival
- Updated home page with message from TTD addressing power outage on evening of 9/12/13
- Updated functionality of Report a Power Outage form to add a pop-up window after form is submitted
- Added Weather widget to home page



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## Third Taxing District

### Monthly Report

September 2013

- Posted job description/opening for Utility Substation Specialist
- Posted East Norwalk community events to calendar
  - East Norwalk Historical Cemetery Tours
  - Live Green Connecticut Festival
  - Engine Company 3 Open House
- Analytics – Website Traffic

### Other

- Provided TTD logo to Ron in specific size requested for Joe Cristino
- Provided TTD logo to Karin at Cook Associates for embroidery project



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# Pages

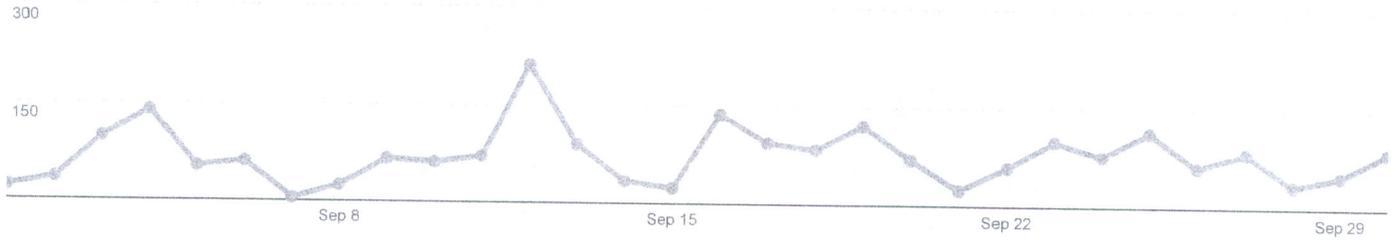
Sep 1, 2013 - Sep 30, 2013

Pages are grouped by Page

% of pageviews: 100.00%

## Explorer

### Pageviews



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>2,184</b> % of Total: 100.00% (2,184)	<b>1,647</b> % of Total: 100.00% (1,647)	<b>00:01:27</b> Site Avg: 00:01:27 (0.00%)	<b>891</b> % of Total: 100.00% (891)	<b>58.14%</b> Site Avg: 58.14% (0.00%)	<b>40.80%</b> Site Avg: 40.80% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /	1,048	771	00:01:48	763	55.18%	48.38%	\$0.00
2. /my-account	184	109	00:01:21	12	66.67%	32.61%	\$0.00
3. /contact-us	151	122	00:01:34	9	55.56%	50.33%	\$0.00
4. /about	70	46	00:00:35	5	80.00%	21.43%	\$0.00
5. /news	65	49	00:00:13	0	0.00%	20.00%	\$0.00
6. /careers	48	40	00:03:49	8	75.00%	64.58%	\$0.00
7. /resource-center/programs	46	40	00:01:06	3	100.00%	36.96%	\$0.00
8. /my-account/rates	41	34	00:01:32	4	75.00%	46.34%	\$0.00
9. /resource-center/faqs	40	33	00:01:03	1	0.00%	17.50%	\$0.00
10. /service-application-agreement	36	27	00:00:32	3	66.67%	16.67%	\$0.00
11. /about/our-team	35	31	00:00:44	0	0.00%	14.29%	\$0.00
12. /my-account/forms	33	27	00:00:57	2	50.00%	12.12%	\$0.00
13. /resource-center	30	23	00:01:04	2	50.00%	6.67%	\$0.00
14. /events/fitch-street-ground-breaking	26	15	00:02:38	0	0.00%	15.38%	\$0.00
15. /service-application-form	26	22	00:04:22	2	100.00%	57.69%	\$0.00
16. /events/100th-anniversary-event	24	20	00:00:37	0	0.00%	25.00%	\$0.00
17. /?option=com_content&task=view&id=105&Itemid=227	23	23	00:01:00	23	95.65%	95.65%	\$0.00
18. /about/minutes	23	19	00:02:41	1	100.00%	34.78%	\$0.00
19. /?option=com_content&task=view&id=39&Itemid=90	21	21	00:00:12	21	95.24%	95.24%	\$0.00
20. /calendar	17	12	00:01:41	0	0.00%	11.76%	\$0.00
21. /about/bios	16	12	00:00:40	1	0.00%	37.50%	\$0.00

22.	/about/history	15	13	00:00:41	2	50.00%	26.67%	\$0.00
23.	/events	14	11	00:00:22	0	0.00%	7.14%	\$0.00
24.	/about/agendas	11	7	00:02:23	0	0.00%	18.18%	\$0.00
25.	/about/handouts	11	10	00:01:05	0	0.00%	27.27%	\$0.00
26.	/third-taxing-district-breaks-ground-on-fitc h-street-substation	11	6	00:00:36	1	100.00%	9.09%	\$0.00
27.	/audits	10	8	00:01:08	0	0.00%	50.00%	\$0.00
28.	/resource-center/links	9	9	00:00:18	0	0.00%	0.00%	\$0.00
29.	/meeting/east-norwalk-historical-cemeter y-tours	8	7	00:03:00	6	66.67%	62.50%	\$0.00
30.	/meetings	7	5	00:00:36	0	0.00%	14.29%	\$0.00
31.	/bids	6	5	00:00:28	0	0.00%	16.67%	\$0.00
32.	/?option=com_content&task=view&id=62 &Itemid=31	4	2	00:00:14	0	0.00%	0.00%	\$0.00
33.	/?option=com_content&task=view&id=71 &Itemid=132	4	3	00:00:14	3	33.33%	50.00%	\$0.00
34.	/index.php?option=com_content&task=vi ew&id=47&..=	4	4	00:00:09	4	75.00%	75.00%	\$0.00
35.	/meetings/2013-09	4	4	00:00:08	4	50.00%	50.00%	\$0.00
36.	/resource-center/FAQs	4	4	00:01:47	1	100.00%	25.00%	\$0.00
37.	/meeting/commission-meeting-2	3	3	00:00:22	0	0.00%	33.33%	\$0.00
38.	/norwalks-third-taxing-districts-power-on-t he-sound-a-huge-success	3	1	00:06:14	0	0.00%	0.00%	\$0.00
39.	/sitemap	3	2	00:00:14	0	0.00%	0.00%	\$0.00
40.	/?option=com_content&task=view&id=38 &Itemid=89	2	2	00:00:16	2	50.00%	50.00%	\$0.00
41.	/?option=com_facileforms&Itemid=203	2	2	00:00:00	2	100.00%	100.00%	\$0.00
42.	/?s=employment&x=-1031&y=-151	2	1	00:00:02	0	0.00%	0.00%	\$0.00
43.	/about/calendar	2	1	00:00:18	0	0.00%	0.00%	\$0.00
44.	/calendar/2013-07-17	2	1	00:00:56	0	0.00%	0.00%	\$0.00
45.	/Frames/electric company.htm	2	2	00:00:31	0	0.00%	0.00%	\$0.00
46.	/meeting/live-green-connecticut-festival-2	2	2	00:00:00	0	0.00%	100.00%	\$0.00
47.	/powering-the-future	2	2	00:00:10	0	0.00%	0.00%	\$0.00
48.	/resource-center/safety	2	2	00:00:09	0	0.00%	50.00%	\$0.00
49.	/?option=com_content&task=view&id=41 &Itemid=201	1	1	00:00:00	1	100.00%	100.00%	\$0.00
50.	/?option=com_content&task=view&id=60 &Itemid=30	1	1	00:00:36	0	0.00%	0.00%	\$0.00
51.	/?option=com_content&task=view&id=64 &Itemid=79	1	1	00:00:54	1	0.00%	0.00%	\$0.00
52.	/?option=com_content&task=view&id=64 &Itemid=79'	1	1	00:00:00	0	0.00%	100.00%	\$0.00
53.	/?option=com_content&task=view&id=91 &Itemid=115	1	1	00:00:00	1	100.00%	100.00%	\$0.00
54.	/?option=com_content&task=view&id=96 &Itemid=119	1	1	00:00:00	1	100.00%	100.00%	\$0.00
55.	/?s=&x=0&y=0	1	1	00:01:07	0	0.00%	0.00%	\$0.00
56.	/?s=&x=9&y=8	1	1	00:00:10	0	0.00%	0.00%	\$0.00
57.	/?s=2013+Budget&x=8&y=6	1	1	00:00:25	0	0.00%	0.00%	\$0.00

56.	/?s=Application&x=-930&y=151	1	1	00:00:05	0	0.00%	0.00%	\$0.00
59.	/?s=Audita&x=6&y=6	1	1	00:00:36	0	0.00%	0.00%	\$0.00
60.	/?s=budget+2013&x=0&y=0	1	1	00:00:36	0	0.00%	0.00%	\$0.00
61.	/?s=do+not+have+complete+service&x=0&y=0	1	1	00:00:36	0	0.00%	0.00%	\$0.00
62.	/?s=Energy+Star&x=0&y=0	1	1	00:00:19	1	0.00%	0.00%	\$0.00
63.	/?s=Fax+Number	1	1	00:00:06	0	0.00%	0.00%	\$0.00
64.	/?s=meter&x=0&y=0	1	1	00:00:27	0	0.00%	0.00%	\$0.00
65.	/?s=New+caminan+lawn.+Equipment&x=-930&y=-151	1	1	00:00:00	0	0.00%	100.00%	\$0.00
66.	/?s=new+service&x=0&y=0	1	1	00:00:24	0	0.00%	0.00%	\$0.00
67.	/?s=Poer+outage&k=0&y=0	1	1	00:00:13	0	0.00%	0.00%	\$0.00
68.	/?s=Power+outage&x=0&y=0	1	1	00:00:24	0	0.00%	0.00%	\$0.00
69.	/?s=Report+outage&x=0&y=0	1	1	00:00:09	0	0.00%	0.00%	\$0.00
70.	/?s=Search&x=5&y=1	1	1	00:00:00	0	0.00%	100.00%	\$0.00
71.	/calendar/2013-07-29	1	1	00:00:25	0	0.00%	0.00%	\$0.00
72.	/calendar/2013-09-17	1	1	00:00:08	0	0.00%	0.00%	\$0.00
73.	/contact-usgoogle.com	1	1	00:14:23	0	0.00%	0.00%	\$0.00
74.	/meeting/annual-christmas-tree-lighting	1	1	00:00:00	0	0.00%	100.00%	\$0.00
75.	/meeting/engine-company-3-open-house	1	1	00:00:00	0	0.00%	100.00%	\$0.00
76.	/meeting/special-commission-meeting-2	1	1	00:00:11	0	0.00%	0.00%	\$0.00
77.	/meetings/2013-07-28	1	1	00:00:04	0	0.00%	0.00%	\$0.00
78.	/meetings/2013-09-09	1	1	00:00:09	0	0.00%	0.00%	\$0.00
79.	/meetings/upcoming	1	1	00:00:05	1	0.00%	0.00%	\$0.00
80.	/privacy-policy	1	1	00:00:03	0	0.00%	0.00%	\$0.00

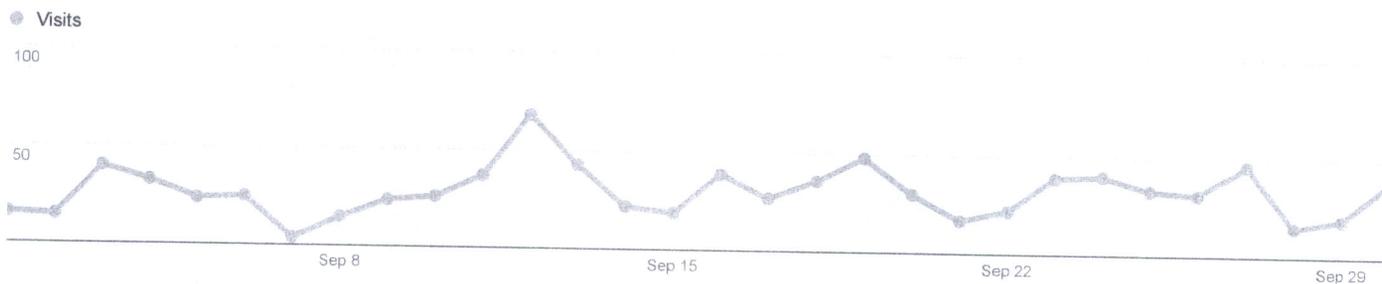
21

# Audience Overview

Sep 1, 2013 - Sep 30, 2013

● % of visits: 100.00%

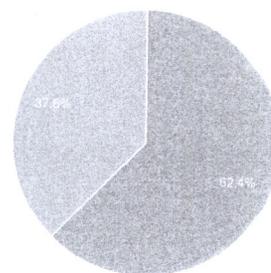
## Overview



## 673 people visited this site

Visits <b>891</b>	Unique Visitors <b>673</b>	Pageviews <b>2,184</b>
Pages / Visit <b>2.45</b>	Avg. Visit Duration <b>00:02:07</b>	Bounce Rate <b>58.14%</b>
% New Visits <b>62.40%</b>		

■ New Visitor ■ Returning Visitor



Language	Visits	% Visits
1. en-us	835	93.71%
2. en-gb	21	2.36%
3. en	13	1.46%
4. c	5	0.56%
5. fr	3	0.34%
6. es-co	2	0.22%
7. es-es	2	0.22%
8. zh-tw	2	0.22%
9. *30790cc430790a1130790cd430790ca830790b20	1	0.11%
10. el	1	0.11%

[view full report](#)

**Third Taxing District  
Financial Highlights  
July-August 2013**

	Jul-Aug-13	Jul-Aug-12	\$ Change	% Change
Total Income	2,046,352	1,930,407	115,945	6%
Total Expense	1,802,505	1,738,986	63,520	4%
Net Ordinary Income	243,847	191,421	52,426	27%
Other Income	89,451	20,782	68,669	330%
Other Expense	-	-	-	0%
Net Income before Rate Stabilization	333,298	212,203	121,095	57%
Rate Stabilization	101,835	90,039	11,797	13%
Net Income	435,133	302,242	132,892	44%

**CASH BALANCES FY 2013**

August

**ACCTS**

Operating Accounts	761,432
Capital Improvements Fund	1,013,334
Construction Work In Process	3,795,952

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date
Energy Cost	\$ 674,673.58	\$ 669,339.00
Budget Energy Cost	\$ 657,464.64	\$ 655,790.08
Energy Cost Cents/KWH	9.294	9.891

Third Taxing District  
Profit & Loss Statement  
Explanation of Major Variances  
Jul-Aug 2013 vs. Jul-Aug 2012

1. The 57,630.62 in miscellaneous revenue is a bill to the Norwalk Transit District for the accident on East Avenue where a bus collided with the Pole and caused significant damage.
2. The approximate \$21K increase in other power generation expense is due to the purchases of fuels from Santa Buckley for the generators.
3. The approximate \$42K decrease in other Administrative expenses is due to additional payroll of approximately 12K to George Leary while Jim Smith was also on board. In addition, Jim had 10K of relocation expenses in the prior year. The remaining difference is \$16K related to a health insurance bill which is only due to timing of bill receipt and payment.
4. The increase of approximately \$63K of Norden Income is due to the fact that TTD was called to place the generators in service for a significant period of time in July-13.

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
**August 2013**

	Aug 13	Aug 12	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
440-00 · Residential Sales	275,055.01	276,827.28	-1,772.27	-0.64%
442-01 · Large Commercial Sales	60,158.54	58,835.20	1,323.34	2.25%
442-02 · Small Commercial Sales	191,504.96	192,077.38	-572.42	-0.3%
445-01 · Water Pollutn Contrl Plnt Sales	59,454.78	71,694.10	-12,239.32	-17.07%
445-02 · Flat Rate	7,078.81	7,308.31	-229.50	-3.14%
451-00 · Miscellaneous Service Revenue	2,685.00	702.00	1,983.00	282.48%
557-00 · Purchased Power Adjustment	389,384.86	389,541.98	-157.12	-0.04%
<b>Total Income</b>	985,321.96	996,986.25	-11,664.29	-1.17%
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	762,219.99	719,740.24	42,479.75	5.9%
<b>Total COGS</b>	762,219.99	719,740.24	42,479.75	5.9%
<b>Gross Profit</b>	223,101.97	277,246.01	-54,144.04	-19.53%
<b>Expense</b>				
930-43 · TTD 100th Anniversary	18,955.95	0.00	18,955.95	100.0%
403-00 · Depreciation Expense	39,426.31	37,000.00	2,426.31	6.56%
408-00 · Taxes	964.64	1,075.19	-110.55	-10.28%
540-00 · Other Power Generation Expense	17,079.78	1,252.31	15,827.47	1,263.86%
580-00 · Distribution Expenses	6,875.41	11,245.17	-4,369.76	-38.86%
590-00 · Maintenance Expenses	34,505.63	35,144.78	-639.15	-1.82%
900-00 · Customer Accounts & Service	37,351.52	36,241.32	1,110.20	3.06%
920-00 · Administrative Expenses	93,992.24	136,804.44	-42,812.20	-31.29%
<b>Total Expense</b>	249,151.48	258,763.21	-9,611.73	-3.71%
<b>Net Ordinary Income</b>	-26,049.51	18,482.80	-44,532.31	-240.94%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
418-00 · Dividends	0.00	4.81	-4.81	-100.0%
419-00 · Interest Income	10,185.00	13,203.86	-3,018.86	-22.86%
420-00 · Gain/(Loss) on Investments	0.00	-4,154.68	4,154.68	100.0%
421-00 · Norden Project Income	68,175.18	4,722.00	63,453.18	1,343.78%
424-00 · Energy Conservation Fund Income	11,755.60	2,655.55	9,100.05	342.68%
<b>Total Other Income</b>	90,115.78	16,431.54	73,684.24	448.43%
<b>Other Expense</b>				
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	90,115.78	16,431.54	73,684.24	448.43%
<b>Net Income before rate stabilization</b>	64,066.27	34,914.34	29,151.93	83.5%
<b>Rate Stabilization</b>	14,289.05	51,059.59	-36,770.54	-72.02%
<b>Net Income</b>	78,355.32	85,973.93	-7,618.61	-8.86%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
 July through August 2013

	<u>Jul - Aug 13</u>	<u>Jul - Aug 12</u>	<u>\$ Change</u>	<u>% Change</u>	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
440-00 · Residential Sales	552,645.91	524,396.72	28,249.19	5.39%	
442-01 · Large Commercial Sales	125,926.68	118,391.06	7,535.62	6.37%	
442-02 · Small Commercial Sales	388,063.19	383,349.94	4,713.25	1.23%	
445-01 · Water Pollutn Contrl Plnt Sales	121,773.96	135,927.96	-14,154.00	-10.41%	
445-02 · Flat Rate	14,281.37	14,616.62	-335.25	-2.29%	
451-00 · Miscellaneous Service Revenue	57,630.62	0.00	57,630.62	100.0%	Footnote 1
557-00 · Purchased Power Adjustment	786,030.26	753,724.25	32,306.01	4.29%	
<b>Total Income</b>	<u>2,046,351.99</u>	<u>1,930,406.55</u>	<u>115,945.44</u>	<u>6.01%</u>	
<b>Cost of Goods Sold</b>					
555-00 · Electrical Power Purchased	1,338,499.89	1,292,421.67	46,078.22	3.57%	
<b>Total COGS</b>	<u>1,338,499.89</u>	<u>1,292,421.67</u>	<u>46,078.22</u>	<u>3.57%</u>	
<b>Gross Profit</b>	707,852.10	637,984.88	69,867.22	10.95%	
<b>Expense</b>					
930-43 · TTD 100th Anniversary	31,597.85	0.00	31,597.85	100.0%	
403-00 · Depreciation Expense	78,852.62	74,000.00	4,852.62	6.56%	
408-00 · Taxes	1,934.44	2,116.51	-182.07	-8.6%	
540-00 · Other Power Generation Expense	22,088.88	1,315.13	20,773.75	1,579.6%	Footnote 2
580-00 · Distribution Expenses	8,633.19	11,759.15	-3,125.96	-26.58%	
590-00 · Maintenance Expenses	59,400.42	57,981.32	1,419.10	2.45%	
900-00 · Customer Accounts & Service	71,035.16	66,887.42	4,147.74	6.2%	
920-00 · Administrative Expenses	190,462.96	232,504.69	-42,041.73	-18.08%	Footnote 3
<b>Total Expense</b>	<u>464,005.52</u>	<u>446,564.22</u>	<u>17,441.30</u>	<u>3.91%</u>	
<b>Net Ordinary Income</b>	243,846.58	191,420.66	52,425.92	27.39%	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
418-00 · Dividends	0.00	4.81	-4.81	-100.0%	
419-00 · Interest Income	12,250.00	21,260.20	-9,010.20	-42.38%	
420-00 · Gain/(Loss) on Investments	-5,065.00	-9,647.23	4,582.23	47.5%	
421-00 · Norden Project Income	68,175.18	4,722.00	63,453.18	1,343.78%	Footnote 4
424-00 · Energy Conservation Fund Income	14,091.17	4,442.44	9,648.73	217.19%	
<b>Total Other Income</b>	<u>89,451.35</u>	<u>20,782.22</u>	<u>68,669.13</u>	<u>330.42%</u>	
<b>Other Expense</b>					
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Net Other Income</b>	89,451.35	20,782.22	68,669.13	330.42%	
<b>Net Income</b>	<u>333,297.93</u>	<u>212,202.88</u>	<u>121,095.05</u>	<u>57.07%</u>	
<b>Net Income before Rate Stabilization</b>	<u>101,835.46</u>	<u>90,038.69</u>	<u>11,796.77</u>	<u>13.1%</u>	
<b>Net Income</b>	<u>435,133.39</u>	<u>302,241.57</u>	<u>132,891.82</u>	<u>43.97%</u>	

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

# Memorandum

## Third Taxing District

### Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager

**Date:** September 18, 2013

**Subject:** Siding Proposals – 2 Second St. Office



---

Attached please find a copy of a memo from Ron Scofield regarding updates to the office building @ 2 Second St. in conjunction with the recent changeover to our new logo.

After talking to various contractors, we have come up with a more permanent, cost effective solution to painting the building by aluminum siding it.

If approved, we will be displaying the new logo (see attached renderings) through signage on various areas of the building.

I support Ron's recommendation to award the bid for aluminum siding to the low bidder, U.S. Home Services, in the amount of \$6500.00.

A copy of all bids is attached. Please note that this price does not include signage, which we are in the process of getting estimates on.



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### MEMORANDUM

TO: Jim Smith  
FROM: Ron Scofield  
DATE: September 19, 2013  
SUBJECT: Siding Proposals

Your instructions to me to have the building trim painted white, led to me contacting a painter who advised me to call a siding company as it would be the least expensive way to do it. Since much of the wood is rotted and would require replacement, and some of the trim in the back was painted with a marine paint, requiring 5 or 6 coats to cover, siding would be the least expensive way. The soffits would be covered with vinyl soffit material and the exposed rake trim and soffit trim with pvc coated aluminum.

I received three proposals to do this work and they are as follows:

New England Exteriors	\$10,820.00
U.S.Home Services	6,500.00
Montanaro Carpentry	9,475.00

I would recommend the low bidder, U.S.Home Services, be hired to complete this work.

#### *District Commissioners*

<b>Paul G. Kokias</b>	203-854-6678	Chairman	<b>James Smith</b>	203-866-9271	General Manager
<b>David L. Brown</b>	203-866-8099	Commissioner	<b>Ron Scofield</b>	203-866-9271	Assistant
<b>Charles L. Yost</b>	203-853-0837	Commissioner			General Manager

# NEW ENGLAND EXTERIORS INC.

New England Exteriors Incorporated  
1 Hermann Court  
East Norwalk, CT 06855  
Tel 203-857-0600  
Fax 203-855-5796

License #573146  
Fully Insured

Glenn Perschino - President  
Theodore Zakhar - V.P.

## PROPOSAL

*Submitted To:*

Third Taxing District  
2 Second Street  
E. Norwalk, CT

Re: Trim

September 11, 2013  
Proposal #2950

**Proposal #2950**

**September 11, 2013**

Third Taxing District  
2 Second Street  
E. Norwalk, CT 06855

---

New England Exteriors Inc. is pleased to submit the following proposal for your approval. All work will be performed with a high degree of craftsmanship, and in compliance with applicable regulations and codes.

**RE: TRIM**

- Cover existing soffits with beaded vinyl soffit material.
- Cover all exposed rake trim, soffit trim with PVC coated aluminum.
- Wrap 2 gable entries with vinyl siding & wrap trim with PVC coated aluminum.

We hereby propose to furnish necessary materials and labor to complete the above job in accordance with the above specifications for the sum of:

**TEN THOUSAND EIGHT HUNDRED TWENTY DOLLARS AND 00/100THS \$10,820.00**

**Payments to be made as follows:**

<b>Deposit</b>	<b>\$ 5,410.00</b>
<b>Upon Completion</b>	<b>\$ 5,410.00</b>

**All debris to be cleaned up and carted away by New England Exteriors, Inc.**

*A job sign will be displayed at job site.*

**Proposal #2950**

**DATE OF COMMENCEMENT OF WORK**

New England Exteriors Inc. will commence work on or about \_\_\_\_\_ (but no sooner than the fourth business day after you have received notice of your cancellation rights) and will be substantially completed on or about \_\_\_\_\_. It is understood that the following contingencies could materially change the estimated completion date stated above: inclement weather; strikes or other labor disruptions; non-availability of materials; acts of God; other \_\_\_\_\_

**GUARANTEES AND WARRANTIES**

All materials used are guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. New England Exteriors Inc. warrants that its work and any work performed by its subcontractors shall be free of defective workmanship or material for a period of one year from the date of completion. However, this guarantee shall not include imperfections caused by normal settling, shrinking or drying out, including but not limited to, hairline cracks and nail pops.

**CHANGES**

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this proposal (\$65.00 per man, per hour).

**INSURANCE COVERAGE**

It shall be the responsibility of the homeowner to carry fire and any other necessary insurance coverage including insurance coverage for the theft of building materials installed at the site. New England Exteriors Inc. shall provide proof of Workman's Compensation and Liability Insurance's upon request.

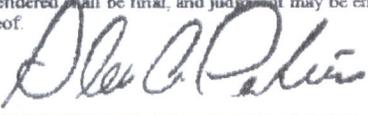
**DELAY IN COMPLETION**

If anything beyond the reasonable control of New England Exteriors Inc. results in a delay in completion, it shall not constitute a breach of this Agreement by New England Exteriors Inc.

**ARBITRATION**

All claims, disputes and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered shall be final, and judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof.

Authorized Signature \_\_\_\_\_



Date \_\_\_\_\_

9/13/2013

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** - The above prices, Specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

YOU, THE HOMEOWNER, MAY CANCEL THIS CONTRACT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS AGREEMENT. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.



**Date:** September 9, 2103

**Prepared for:** Ron Scofield, Assistant GM, The Third Taxing District

**Job location:** 2 Second Street East Norwalk, CT 06855

**Scope of work**

On the main building: the labor and material to wrap all facia's, and freeze boards in white aluminum and install vinyl soffit on the over-hangs. The front and rear gable roofs over the entry's on the main building are to have the facia's, and freeze boards wrapped in white aluminum and install vinyl soffit on the over-hangs. The front of the gables are to receive Azek composite trim boards as well as the brackets on the rear gable over hang. We will prep and paint the Azek.

The garage is to have the freeze board along the roof to be wrapped in white aluminum. .

I have budgeted 8 man hours to replacing rotten wood. If more time is need to replace rotten wood it will be \$60/man per hour plus materials.

**Price: \$6,500.00**

Price includes all labor and material

U.S. Home Services is not responsible for unforeseen structural repairs

U.S.Home Services is responsible for keep site clean and removing all debris.

Ron Scofield

From: HomeAdvisor [homeownercare@mp.servicemagic.com]  
Sent: Friday, August 16, 2013 3:15 PM  
To: rscofield@ttd.gov  
Subject: Results for your HomeAdvisor Service Request

Trouble viewing this e-mail? [Click here to help.](#)



Dear Third Taxing,

Thank you for using HomeAdvisor. Every HomeAdvisor Pro has passed a comprehensive criminal & financial background check, and you can review real ratings & reviews from other customers to ensure that you get the best Pro for your needs. To give you as many options as possible, we recommend contacting your pro to discuss your project.

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[HomeownerCare@HomeAdvisor.com](mailto:HomeownerCare@HomeAdvisor.com)

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Select one of the top projects in East Norwalk, CT.

- |   |                                   |
|---|-----------------------------------|
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| <a href="#">Cleaning &amp; Maid Services</a>  | <a href="#">Complete</a>          |
| <a href="#">Decks</a>                         | <a href="#">Electric</a>          |
| <a href="#">Flooring &amp; Carpet</a>         | <a href="#">Handyman Services</a> |
| <a href="#">Heating &amp; Furnace Systems</a> | <a href="#">Landscaping</a>       |
| <a href="#">Painting</a>                      | <a href="#">Plumbing</a>          |
| <a href="#">Roofing</a>                       | <a href="#">Siding</a>            |

# MONTANARO CARPENTRY

TRUMBULL CT  
License #HC0607623  
Fully Insured

Date 9/3/2013

CONTRACT SUBMITTED TO	WORK TO BE PERFORMED AT
3 <sup>rd</sup> Taxing District Attn: Ron Scofield	2 Second Street Norwalk CT 06855

## Proposal

We hereby propose to perform all the labor and materials necessary for the completion of the projects as follows: THIS AGREEMENT made the 3rd day of September, 2013 by and between Montanaro Carpentry, hereinafter called the contractor, and 3<sup>rd</sup> Taxing District, hereinafter called the owner. Witnessed, that the Contractor and the Owner for the considerations named agree as follows:

### Article 1. Scope of the work

The contractor shall furnish all materials and labor for the Siding work to be performed at 2 Second Street Norwalk, CT 06855

#### Siding:

- Install Vinyl Soffit material on entire front building including 2 entry-ways and rear of garage building.
- Cover freeze boards, fascia boards and rake boards on front and rear buildings.
- Contractor to remove all job related debris.
- Any rotten wood or unforeseen work will be discussed and approved and billed as extra.

\*\*\*\* Dark color soffit and coil may affect price difference.

TOTAL JOB ESTIMATE: \$9,475

Work shall be completed within approximately 5 business days (weather permitting). A deposit of 50% of job (\$4,750) to be paid at the beginning of project to cover materials and the remaining 50% (\$4,725) to be paid upon completion.

# Memorandum

## Third Taxing District

### Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager

**Date:** October 2, 2013

**Subject:** Meter Pilot Project



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Attached please find a copy of a memo from Ron Scofield on the recent results of our meter pilot project as well as a recent opportunity which has presented itself as a longer term solution to our need to upgrade our metering system in the field.

Our original plan was to deploy five “radio read “meters in the field in the most remote locations in our service territory and determine the results. Assuming positive results, we were then going to phase in these types of meters over the next several years, eventually changing out all of the meters in the field. Unfortunately, this did not happen with our existing vendor and we began looking for alternatives.

As Ron outlines, we looked at what other municipal systems were doing, and in the process, were approached by Jewett City Utilities ( JCU ), who is looking to sell their AMR system at a considerable discount ( approximately 60% of original cost ).

Although this item is not included in the Five Year Capital Budget, my recommendation would be to purchase the system as outlined in Ron’s memo in order to take advantage of this opportunity. I am currently talking to JCU on payment options and could use funds out of the Capital Improvements Account to pay for this expense.



# Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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

## MEMORANDUM

To: Jim Smith  
From: Ron Scofield  
Date: October 3, 2013  
Subject: Meter Pilot Project

Since the pilot project with Alexanders did not work to our satisfaction and since we have been unhappy with the Performance of Alexander's and our present meter reading system, you asked me to look into what some other Public Power Utilities were using. In the process of doing this I received some information from Jewett City that gives us an opportunity to purchase some of their meters and handhelds that they retired when they took advantage of the Department of Energy grant to change to an AMI system.

I met with Ken Sullivan, General Manager of Jewett City in August to discuss the possible purchase from them of an AMR (Radio read) Itron meter system that they are willing to sell. These meters and related equipment are approximately 2 years old and look like they are brand new meters. Jewett City never had any problems with this system and only switched to take advantage of the DOE grant. The following is our proposed plan to upgrade our system for the future.

Cost of Purchase of 1100 meters plus Handhelds, cradles and cases	\$ 51,500.00
Additional Itron meters (2700)	150,000.00
Software from Avcom Solutions	2,750.00
Training and Installation by Avcom Solutions	2,400.00

### District Commissioners

<b>Paul G. Kokias</b>	203-854-6678	Chairman	<b>James Smith</b>	203-866-9271	General Manager
<b>David L. Brown</b>	203-866-8099	Commissioner	<b>Ron Scofield</b>	203-866-9271	Assistant
<b>Charles L. Yost</b>	203-853-0837	Commissioner			General Manager

The plan for installation by Joe Chariott / Meter Dept. is as follows: (If purchased by Oct. 15<sup>th</sup>)

Install the first 100 meters by	11/15/13
Next 200 by	1/15/14
Next 300 by	4/15/14
Next 200 by	6/15/14
Final 300 by	7/30/14

After the installation of 1100 meters purchased from Jewett City, we would then purchase 2700 additional meters from Irby Co.

In summary I feel that this is an opportunity that we should take advantage of this opportunity since the purchase price of this system is greatly reduced. (A savings of about \$20,000.00). It will also make us more efficient in reading meters and will be especially helpful in times of snow and other bad weather conditions.



# Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

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## THE THIRD TAXING DISTRICT

### COMMISSION MEETING SCHEDULE FOR 2014

Monday	January 6 <sup>th</sup>
Monday	February 3 <sup>rd</sup>
Monday	March 3 <sup>rd</sup>
Monday	April 7 <sup>th</sup>
Monday	May 5 <sup>th</sup>
Monday	June 2 <sup>nd</sup>
Monday	July 7 <sup>th</sup>
Monday	August 4 <sup>th</sup>
Monday	September 1 <sup>st</sup>
Monday	October 6 <sup>th</sup>
Wednesday	November 5 <sup>th</sup>
Monday	December 1 <sup>st</sup>

Annual Meeting: Wednesday March 5<sup>th</sup> @ 7:00 PM

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#### District Commissioners

<b>Paul G. Kokias</b>	203-854-6678	Chairman	<b>James Smith</b>	203-866-9271	General Manager
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