

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
February 1, 2016

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

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

OTHERS: Liz Lyons, Peter Murphy (Benefit Planning)

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public was in attendance.

MINUTES OF MEETING – JANUARY 19, 2016

The following changes were noted:

Page 2 – Second paragraph under “Vote on Implementation Plan Proposal Recommendation,”
line 1, remove the word “the.”

Page 4 – Title “Review of Editorial Replay” should be “Review of Editorial Reply.”

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF JANUARY
19, 2016 WITH THE ABOVE CHANGES.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CYBER SECURITY INSURANCE

Mr. Murphy of Benefit Planning presented a follow-up from the December 7, 2015 Commission Meeting with regard to Cyber Security Insurance. Per the request of the Commission to obtain additional information including updated quotes, Benefit Planning presented quotes from three vendors (Beazley Insurance, Chubb and Hiscox Insurance).

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February 1, 2016

DRAFT

Mr. Murphy explained to the Commission why it was difficult to obtain quotes from insurance carriers due to the fact that TTD is a utility/municipality. Discussion took place about the three quotes and what they cover.

Ms. Lyons told the Commission that Mr. Scofield was sent a Data Breach Calculator (small survey) to complete in order to determine what TTD's risk would be. The calculator is an evaluation of what TTD's initial cost would be if there was a breach. By using this figure, one can determine how much coverage should be purchased.

**** COMMISSIONER BROWN MOVED TO ACCEPT THE CYBER SECURITY INSURANCE PROPOSAL FROM HISCOX INSURANCE IN THE AMOUNT OF \$2MM FOR AN ANNUAL PREMIUM OF \$6,013.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

STRATEGIC PLANNING BIDS

Mr. Smith reviewed the four proposals he received for Strategic Planning, which are recapped in the Strategic Planning Matrix provided to the Commission. In his opinion, the selection of the right facilitator is critical to the overall strategic planning process at TTD, as the development will lay out both a short and long term vision for the department to follow in future years. It is Mr. Smith's recommendation that APPA Hometown Connections be selected based on their experience with small public power utilities, overall approach and general cost effectiveness.

Commissioner Brown asked why TTD needs a strategic plan. Mr. Smith said a strategic plan gives you a short and long term roadmap as to where you want to go. In Mr. Smith's opinion, TTD and the Commission need to determine what the long-term vision is of the utility, i.e., where does TTD want to be in five years.

**** COMMISSIONER BROWN MOVED TO ACCEPT THE APPA HOMETOWN CONNECTIONS PROPOSAL IN THE AMOUNT \$18,000.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

AGENDA AND DISTRICT BUDGET PRESENTATION

Mr. Scofield presented the proposed Annual Meeting Agenda to the Commission for review. Mr. Scofield reviewed the agenda items and what happens at each stage during the meeting. Mr. Scofield mentioned that we need to put a mechanism in place to have time to review with the Elected Chair how the meeting should be handled. It was suggested that we add a line to the Agenda indicating a "pause" during the meeting.

DRAFT

Another concern was what to do about the Minutes from last year's Annual Meeting. Ms. Lyons (who had remained for the meeting) spoke and reviewed how Robert's Rules would work with this. It was determined that the agenda should include the "Reading and Acceptance of the Annual Meeting Minutes of March 23, 2015." Mr. Smith is going to check with Atty. Bove to see where in the agenda the Minutes should be placed.

Further discussion took place about the Agenda. It was decided that Dr. Intrieri would give a brief "District Year in Review" to the ratepayers, letting them know what events took place during the year and how well-received they were.

The Financial Report of the East Norwalk Improvement Association given by Stan Siegel will be removed from the Agenda. Instead, after the presentation of the District Budget by Commissioner Brown, representatives of the Library, Firehouse and Cemetery will be invited to speak and give a brief summary.

The Agenda and packet for the Annual Meeting will be revised accordingly and sent out to the Commission for their final review.

District Budget

Mr. Scofield presented the District Budget to the Commission for their recommendations or changes. After discussion, the only change made to the District Budget presented was to add \$8,000 to line 26 – Library Masterplan/Improvements.

UPDATE ON ANNUAL MEETING PROCEDURES

Mr. Scofield presented his recommendation for the transcribing of the Annual Meeting Minutes. He explained the dilemma that was encountered when researching individuals/companies that specialize in transcription. Some of the individuals are able to do full transcripts, but not Corporate Minutes. Others would do Corporate Minutes, but not the full transcript. It was Mr. Scofield's recommendation to hire two individuals (Karen Birck and Andrea Kingsley) for an approximate fee of \$586.50. Each has their own specialty and between the two we would have both the full transcript and Corporate Minutes. This would be a savings of approximately \$1,000 from the original suggestion of Stamford Court Reporter.

SUMMER DISTRICT CONCERTS

Mr. Scofield presented a list of bands for the 7 summer concerts with his recommendations. He also presented the Commission with optional bands if they would like to switch any out of the mix. The Commission will take the lists with them and submit their recommendations to Mr. Scofield by Friday, February 5th. Mr. Scofield will then take the top 7 from all the submissions.

GENERAL MANAGER'S REPORT

Library Implementation Plan

Commissioner Yost reviewed the letter from the TTD Commission to the East Norwalk Association Library Board with the recommendation for the Implementation Plan provided by Aaron Cohen & Associates. The Commission awaits a response from the Board with a future meeting date recommendation.

Commissioner Yost signed the letter and it will be mailed to Jim Anderson, President of the Board on Tuesday, February 2nd.

April 4, 2016 Commission Meeting

Mr. Smith asked the Commission if they would please consider moving the April 4th meeting to Thursday, April 7th. The Commission requested that Mr. Smith send out an email to the Commission so they may check their calendars and let him know.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith started by stating that December turned out to be a better month than anticipated and Total Income was up 3.1% over December 2014 due to the fuel adjustment being higher. The first six months in the fiscal year Total Income is up by 14% mostly due to the fuel adjustment. Expenses appear to be about 5% above last year which is mainly due to uncontrollable expenses.

Other Income is down a bit over last year because the Norden units have not been running as much. Other Expenses is just about even. Rate Stabilization is \$456,248, up \$80,712 vs. \$375,536 for the same period last year. Net Income is \$843,169, up \$463,236 vs. \$379,933 last year.

Principle balance with CMEEC continues to come down. Capital Additions are at \$689,035 which is mostly the SCADA project. Power Supply costs are just about even over last year.

KPI's – In January there should be some movement shown as there were write-offs on the receivables during the month. For the month of December the PCA shows an under-collection of \$37,089 based on weaker than expected costs.

PROJECT SUMMARY

There were no questions on the Project Summary.

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EXECUTIVE SESSION

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND THE MAPLEWOOD CLAIM.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield entered into Executive Session at 9:02 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Scofield returned to public session at 9:25 p.m.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:26 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

AGENDA

Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Wednesday, March 2, 2016, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
(Pause) – Review Procedures with elected Chair
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 23, 2015
7. District Year in Review
8. Report of the District Chairman
9. Industry/Legislative Update, followed by Q&A from the public.
10. Report of the operation of the Electric Department for the fiscal year July 1, 2014 through June 30, 2015, followed by Q&A from the public.
11. Presentation of District Budget, followed by Q&A from the public.
 - Library
 - Firehouse
 - Cemetery
12. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.
13. Adjourn

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
Debra Goldstein	203-252-7214	Commissioner	Michael Intrieri	203-866-3001	Treasurer

General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 2, 2016

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	Charlie Yost	7:00 PM	5
2. Introductions	Charlie Yost	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice – Page 3	Charlie Yost	7:10 PM	5
4. Election of a Meeting Chairman	Charlie Yost	7:15 PM	5
(Pause) – Review Procedures with Elected Chairman			
5. Election of a Meeting Secretary	Meeting Chairman	7:20 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/23/15 – Page 4	Meeting Chairman	7:25 PM	5
7. District Year in Review	Dr. Michael Intrieri	7:30 PM	5
8. Report of District Chairman – Pages 5 and 6	Charlie Yost	7:35 PM	5
9. Industry/Legislative Update, followed by Q&A	Debora Goldstein	7:40 PM	5
10. Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2014 through June 30, 2015, followed by Q&A	Jim Smith	7:45 PM	5
11. Presentation of District Budget, followed by Q&A from Public – Page 11	David Brown	7:50 PM	15
12. Vote to Approve District Budget & Transfer Funds	Meeting Chairman	8:05 PM	15
13. Adjourn		8:20 PM	5
		8:25 PM	



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NOTICE

The legal voters of the Third Taxing District of the City of Norwalk are hereby notified and warned that a meeting of said District will be held at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut, on Wednesday March 2, 2016 at 7:00 P.M. for the following purposes:

To receive the report of the District Commission Chairman, the financial report of the District for the fiscal year July 1, 2014 through June 30, 2015, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2014 through June 30, 2015.

To receive the financial report of the Directors of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2014 through June 30, 2015, and budget thereof for the fiscal year July 1, 2016 through June 30, 2017.

To act on the District budget for the fiscal year July 1, 2016 through June 30, 2017, including the appropriation of funds to cover the budget requirements of the District for care and use of parks owned by the District, care of the East Norwalk Historical Cemetery, salaries of District Officials and support of the East Norwalk Improvement Association Public Library, for the fiscal year July 1, 2016 through June 30, 2017.

To approve the District budget and to transfer funds from the Electrical Department to the Third Taxing District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.

Ronald Scofield
District Clerk
February 18, 2016

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
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**MINUTES OF
SPECIAL ANNUAL MEETING OF THE
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
WEDNESDAY, MARCH 23, 2015 AT 7:00 P.M.
AT THE MARVIN, 60 GREGORY BOULEVARD, E. NORWALK, CT**

Attendance: See attached sheet

The meeting was called to order at 7:10 p.m. by Chairman Yost.

Motion was made by Craig Cuttner, seconded by Jim Anderson, to ratify and confirm previous March 4th meeting cancellation. The motion passed by a unanimous vote.

Motion was made by Craig Cuttner, seconded by Sarah Amato-Mills, to ratify and confirm the March 23rd meeting as the Annual Meeting. The motion passed by a unanimous vote.

Chairman Yost introduced himself, Commissioners David Brown and Debora Goldstein, Dr. Michael Intrieri, Treasurer; Mr. James Smith, General manager of the Third Taxing District Electric Company, Matt Allred, CPA, and John Bove, Esq., District Counsel.

Motion was made by Craig Cuttner, seconded by Mary deKlyn, to waive the reading and acceptance of the Notice of the Special Annual Meeting. The motion passed by a unanimous vote.

Motion was made by David Brown, seconded by Jim Anderson, to nominate Liz Lyons as Chairman. The motion passed by a unanimous vote. Ms. Lyons took over as Acting Chairman.

Motion was made by Mary deKlyn and seconded by Charlie Yost, to nominate Dr. Michael Intrieri as Secretary. The motion passed by a unanimous vote.

Motion was made by Susan Brown and seconded by Craig Cuttner, to waive the reading of the report of the District Chairman. The motion passed by a unanimous vote.

Mr. Stan Siegel gave the financial report of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1,, 2013 through June 30, 2014 and budget for the fiscal year July 1, 2015 through June 30, 2016.

Commissioner Goldstein presented the Industry/Legislative Update.

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

Mr. Smith presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2013 through June 30, 2014, followed by Q&A from the public.

Commissioner Brown presented the District Budget followed by Q&A from the public.

Motion was made by Sara Mann that the Board of the East Norwalk Library, doing business as the East Norwalk Association, after a review and careful consideration of the master strategic plan as completed and suggested by the library planning committee and Aaron Cohen Associates, retain complete control and decisions as to what they believe as the Board are realistic, affordable and sustainable with the East Norwalk Library. The motion was seconded by Sarah Amato-Mills.

Ms. Cece made a friendly amendment that the East Norwalk Association, after their review of the Master Plan as submitted by Aaron Cohen Associates, select the things that they want to implement in that program and then come back to the Commission to seek the funding for such improvements. They can't on their own decide what those components are and draw from the \$25,000. The friendly amendment was seconded by Craig Cuttner.

Art Scialabba made a friendly amendment to the amendment to reduce line item 26 to \$19,500, which is the cost of the Master Plan, put the \$5,500 that's left over into the Library Building Major Capital Fund and then see what the Master Plan says. The friendly amendment to the amendment was seconded by Jim Anderson.

The vote was called and the amendment passed 24 to 3.

Acting chairman Lyons called the vote and the motion passed 18 to 9.

Art Scialabba moved to approve the budget and transfer the funds. Mr. Cuttner seconded.

Art Scialabba moved to amend the motion to approve the budget by removing the \$15,000 from 29. Ms. Cece Seconded.

Jim Anderson said he would make an amendment to the motion that \$5,000 be allocated to Marvin Schools.

Mike Sweeney said he would make an amended motion to give \$15,000 to the Third Taxing District Commission to allocate as they see fit.

Acting Chairman Lyons said so the original amendment is on the floor to delete line item 29, Other District Services, totally. There was a second. Acting Chairman Lyons called the vote and the amendment failed by a vote of 13 to 14.

Acting Chairman Lyons said they have the original motion on the floor, which is to approve the transfer from the Electric Department of \$295,006. It has been seconded. Acting Chairman Lyons called the vote and the motion passed 26 to 2. District Budget has been approved.

Upon motion by Michael Sweeney and seconded by Jim Anderson, the Special Annual Meeting of the Third Taxing District was adjourned at 9:37 p.m.

ATTENDANCE SHEET

TTD Ratepayers:

Amato-Mills, Sarah Marie
Anderson, James C.
Bove, John J.
Bove, Vicki A.
Brown, David L.
Buley, Mary T.
Cece, Diane M.
Clarke, Nicholas R.
Cray, Katherine A.
Cummings, Maureen
Cutler, Richard T.
Cuttner, Craig D.
Debellis, Marlene
DeKlyn, Mary F.
Gardella, Leigh R.
Goldstein, Debora
Gray, John P.
Intrieri, Karen C.
Intrieri, Michael F.
Johnson, Peter M.
Lane, Susan E.
Lyons, Elizabeth
Maggio, Jonathan C.
Maggio, Michelle A.
Mann, Sarah M.
Mele, Dawn L.
Mulford, Charles W.
Scialabba, Arthur J.
Shadow, Lisher F.
Sweeney, Michael J.
Tenney, Cynthia M.
Toussaint, Kendall R.
Yost, Charles L.

Others:

Jim Smith, General Manager, TTD
Ron Scofield, Assistant General Manager, TTD
Tricia Dennison – TTD Staff
Matt Allred, TTD Accountant
Stan Siegel - Director, East Norwalk Library



Third Taxing District

2 Second Street
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Tel: (203) 866-9271

Fax: (203) 866-9856

TTD 2015 Chairman's State of the District Letter

Dear Ratepayers,

As we look forward to 2016 and beyond, we pause to reflect on our accomplishments over the past year. The Third Taxing District has built strong relationships with the East Norwalk Community and I am proud of the many initiatives that we have undertaken to benefit the community.

Our community-based events like the Summer Concert Series and Annual Christmas Tree Lighting were again well-received and were some of the best attended events in recent years. As many of our team not only work, but also live here – it's always a pleasure to enjoy activities such as these with our neighbors!

TTD continues its commitment to providing dependable and affordable power to both residential and commercial customers in East Norwalk. Our track record for reliability is solid and our active partnership with CMEEC (Connecticut Municipal Electric Energy Cooperative), which provides wholesale power and related requirements to its five member utilities, plays a valuable role in providing reliable, cost-effective power to the rate payers of East Norwalk.

From our customer service team, to our linemen, meter readers, management & support staff, and commissioners, jointly we have worked diligently to ensure the security and sustainability of our infrastructure. Much goes into this process both up-front and behind the scenes at TTD, which we have highlighted below.

A. Administrative Operations:

- Completion of the first Comprehensive Customer Satisfaction Survey conducted by SDS Research.
- Continued to provide training and educational opportunities for our administrative staff.
- Upgraded and enhanced TTD's website to include features such as automated payment processing, segregating commercial and residential customers, General Manager's blog, quarterly surveys and local/regional news feeds.
- Continued to upgrade our customer information system.
- Continued to work on the Department's Succession Planning Program.
- Developed Terms & Conditions of service for residential and commercial customers.
- Finalized Pole Attachment rate and billed Cablevision accordingly.
- Continued to implement process improvements in all areas of the administrative function.

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
Debra Goldstein	203-252-7214	Commissioner	Michael Intrieri	203-866-3001	Treasurer

- Continued to conduct personal visits with commercial ratepayers to ensure their overall satisfaction with TTD.

B. Management and Financial Integrity:

- Continued to refine the Capital & Operating Budget process with staff which has resulted in more effective day-to-day management of activities.
- Continued to refine marketing initiatives through our business partner such as the customer newsletter, enhanced website features and community outreach.
- Continued the process of funding the District Budget with emphasis on Library Master Plan activities.
- Continued to serve on the Board of Directors at CMEEC to maintain control and monitor power supply costs and maximize the value of TTD's investment.
- Report out on monthly financial performance to the Commission at regularly scheduled Commission meetings via our updated financial package.
- Completed TTD's financial audit for FYE 6/30/15. We received a clean audit opinion with no deficiencies listed in the Management Letter.
- Worked with the Commission to develop the framework for a short and long term Strategic Plan which will be conducted in 2016.

C. Major Projects:

- GIS Mapping Project
- LED Street Light Project
- A-Base Meter Replacement Project
- Radio-Read Meter Upgrade Project
- Conservation and Load Management/Renewables projects with commercial and residential customers.

D. Infrastructure Investments for the Future:

- Renovation of Second Street Lobby and Customer Entrance.
- Completion of fuel tanks replacement.
- Upgraded and replaced IT hardware throughout the office resulting in greater efficiency and cost savings.
- Continued to upgrade and enhance distribution system infrastructure including the purchase of a SCADA system to harden the system and increase reliability.
- Finalized 18 Rowan Street site for completion of Materials Storage Facility in early 2016.
- Upgraded and maintained the 5-year Fleet Vehicle Replacement Program.
- Invested in the Department's infrastructure through capital purchases in accordance with TTD's 5-year Capital Budget.

On behalf of TTD and the Commission, I thank you for your continued support and for the confidence that you have placed in us.

Sincerely,



Charles L. Yost
Chairman

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

DRAFT BUDGET SUMMARY, FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

A	Operating Income	Approved 2015/2016	Proposed 2016/2017
1	Third Taxing District	\$167,121	\$167,121
2	Van Zilen Hall Rental	\$23,000	\$23,000
3	Contributions/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 2015/2016	Proposed 2016/2017
7	Salaries / Wages	\$94,726	\$94,726
8	Employee benefits / taxes	27,404	\$27,404
9	Accounting / Legal	11,365	\$11,365
10	Library materials programs	\$27,251	\$27,251
11	Utilities	\$12,700	\$12,700
12	Supplies / Custodial	\$12,230	\$12,230
13	Maintenance / Security	\$8,000	\$8,000
14	Operating Expenses Total	\$193,676	\$193,676

NOTES TO ESTIMATE OPERATING INCOME AND EXPENSES:

Despite only 3 months of use of the Fiscal Year 2015-2016 budget we are committed to keeping our expenses for Fiscal Year 2016-2017 at the same level thereby eliminating the need, as far as we can foretell this far in advance, to increase our request for Third Taxing District funds.

This draft Budget, in addition to various in-kind programming and services support, will enable the East Norwalk Association/East Norwalk Association Library to continue not only to provide existing expected services and programs for its community but will help enable various additional programs and services to meet the new and growing needs for the people of our community we serve. There may, of course be some "shifting" of category totals, but the bottom lines remain as presented herein.

Respectfully submitted: Stanley M. Siegel , Executive Director, 10/05/15

East Norwalk Library
Building Major/Capital for 2016-2017

Replacement of sidewalks and curbs (includes mobilization, sawcut, excavation, Concrete curb and concrete sidewalk)	\$34,725.00
Repair/Resurface front entrance steps	<u>7,000.00</u>
TOTAL	\$41,725.00

East Norwalk Firehouse Station #3
Building Major/Capital for 2016-2017

Scope of Services:

Structural review of firehouse

- Visit site to review and document Existing conditions
- Analyze findings
- Prepare report

Estimated Cost for services*

\$4,000.00

*This estimate should not be assumed to be a maximum or minimum. Actual fees may be less than or exceed the estimate.

East Norwalk Historical Cemetery
Major/Capital Budget for 2016-2017

- Removal of two (2) Multi-Stem Black Cherry, Removal of Norway Maple and Pruning Of Pin Oak	\$2,340.00
- Stump Grinding	<u>475.00</u>
TOTAL	\$2,815.00

A	L	M	N	O	P	
2016-2017 Third Taxing District Budget						
	Column L	Column M	Column N	Column O	Column P	
	2014-2015 Approved 3/5/14	2014-2015 Actual	2015-2016 Approved 3/23/15	2015-2016 Projected Actual	2016-2017 Proposed	
6	Sources of District Funds					
7	Fund Balance - Carryover from prior years	\$57,648	\$55,857	\$106,014	\$112,120	\$62,710
8	Rental Income from Firehouse Building	\$38,000	\$38,000	\$39,140	\$39,140	\$40,314
9	Interest Income	\$30	\$15	\$20	\$210	\$210
10	Transfer from Electric Department (from available funds)	\$299,342	\$299,342	\$295,006	\$295,006	\$279,881
11	Total of Funds Available to District	\$395,020	\$393,214	\$440,180	\$446,476	\$383,115
12	Uses of District Funds					
13	Cash Expenditures & Appropriations for District Operating & Capital Needs					
14	Stipends (3 Commissioners @ \$3500 ea.)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
15	Stipend (Treasurer)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
16	Stipend (District Clerk)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
17	Payroll Tax Expense	\$1,079	\$1,139	\$1,079	\$1,079	\$1,079
18	Parks Groundskeeping & Maintenance	\$26,000	\$28,288	\$27,350	\$27,000	\$30,000
19	Holiday Events (Christmas Tree Lighting)	\$7,000	\$6,208	\$7,000	\$6,416	\$7,000
20	Summer Concert Series	\$25,200	\$22,637	\$25,000	\$25,000	\$26,500
21	Annual Electors Meeting	\$4,000	\$4,527	\$4,500	\$4,500	\$4,500
22	Firehouse Building Expense/Maintenance	\$0	\$1,426	\$1,500	\$1,500	\$1,500
23	Firehouse Building Major/Capital	\$0	\$0	\$42,530	\$42,530	\$4,500
24	Library Building Expenses/Maintenance	\$10,200	\$5,393	\$7,000	\$7,000	\$7,000
25	Library Building Major/Capital	\$5,000	\$0	\$5,500	\$5,380	\$42,000
26	Library Masterplan / Improvements	\$20,000	\$6,300	\$19,500	\$19,620	\$8,000
27	East Norwalk Historical Cemetery Expense/Maintenance	\$22,000	\$18,560	\$22,000	\$20,000	\$22,000
28	East Norwalk Historical Cemetery Major/Capital	\$0	\$0	\$16,000	\$15,520	\$2,815
29	Other District Services (Donations based on TTD Commission Policy)			\$15,000	\$7,000	\$15,000
30	Contingencies	\$25,000	\$5,395	\$40,000	\$20,000	\$30,000
31	Sub-Total for District General Items	\$159,579	\$113,973	\$248,059	\$216,645	\$215,994
32	Appropriations on Behalf of Other Organizations					
33	East Norwalk Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$167,121
34	Total District Expenditures and Appropriations for Future Work	\$326,700	\$281,094	\$415,180	\$383,766	\$383,115
35	Fund Balance at Year End	\$68,320	\$112,120	\$25,000	\$62,710	\$0

District Budget Notes for Commissioners

Budget
Line #

- 18 District Parks – Increased \$2,650 to cover landscaping bids, cost of replacement sign at Constitution Park and trash pick-up added at Constitution & Edgewater Parks.
- 20 Summer Concerts – Increased \$1,500 to cover increases to musical groups and banner for front of Showmobile.
- 23 Firehouse Major Capital – Decreased by \$38,030. Project request for 2016-17 is quoted at \$4,500.
- 25 Library Building Major Capital – Projects are for sidewalk and front steps and are safety related.
- 26 Library Masterplan/Improvements – Recommended by Commission for possible Implementation Plan expenses.
- 27 East Norwalk Cemetery Expense/Maintenance – Increased \$2,000 to cover anything that needs to be done that is not covered in bid, i.e., extra watering, extra planting, extra park emergency clean-ups.
- 28 East Norwalk Cemetery Major Capital – Decreased \$12,705 from last year – new project is only \$2,815.
- 30 Contingency – Reduced by \$10,000 per accountant’s recommendation. Only used \$8,000 in first half of fiscal year.

Contingency Funds

- 1) \$1,000 - City of Norwalk – Plaque Project – Currently this would be charged to “Other District Services,” but this account was not created until the budget effective July 1, 2015. This expense occurred in February 2015 and had no account in 2014-15 budget to charge, so I used the “Contingency Account.”
- 2) \$1,800 - Zakhar Roofing – “Emergency” roof repair at the Firehouse.
- 3) \$714.19 - Supplies for second Annual meeting – first meeting cancelled.
- 4) \$479.65 - “Meet & Greet” at Harbor Lights for Library Planning Committee.
- 5) \$657 - Advertising for the second Annual Meeting.
- 6) \$743.60 - Printing of postcards by Sir Speedy for second Annual Meeting.

Other District Services

- 1) \$5,000 for Marvin School PTO
- 2) \$2,000 for Tree Alliance