

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
April 6, 2015

**ATTENDANCE:** Commissioners: Charles Yost, Chair; David Brown; Debora Goldstein

**STAFF:** Jim Smith, General Manger; Ron Scofield, Assistant General Manger

**PUBLIC:** Stan Siegel, Sarah Mann, James Anderson, Robert Koch, Diane Cece and Pat Van de Kamp

**OTHERS:** Steve Studer, Atty.

**CALL TO ORDER**

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

**\*\* COMMISSIONER YOST MOVED TO MOVE AGENDA ITEM #1, PUBLIC COMMENT, TO AGENDA ITEM #4.**  
**\*\* COMMISSIONER GOLDSTEIN SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

**MINUTES OF MEETING**

**\*\* COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF MARCH 2, 2015 REGULAR MEETING.**  
**\*\* COMMISSIONER GOLDSTEIN SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

**RENEWAL OF JUMAR CONTRACT**

Discussion took place about the renewal of the Jumar contract. Mr. Smith indicated that he would like to have some additional website enhancements that were talked about but have not been acted on, i.e., a more elaborate Community Calendar and a Speaker's Bureau. Commissioner Brown asked if any of these enhancements would affect the cost of the contract. Mr. Smith replied, no, the contract cost would remain the same. Commissioner Goldstein wanted to be sure that these enhancements would not slow down the objectives that still have not been met from last year. Mr. Smith indicated that it would not.

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**\*\* COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE CONTRACT AS PRESENTED.**

**\*\*COMMISSIONER BROWN SECONDED.**

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

### TTD SIGNAGE FOR PARKS

Mr. Scofield reviewed the current signage with the Commission. He reviewed the four designs that were submitted from Signs by Anthony at the October 2014 which had been tabled to this meeting. Commissioner Yost asked what the plan was with the signs. Mr. Scofield responded that none of the signs within the District were uniform in design. He also stated that we could probably get another 2-3 years use out of them, but after that a decision would need to be made to replace them.

Commissioner Yost asked if any other local companies had been sought out. Commissioner Brown said that he had spoken with a company in the past that he believes was in Stamford by the name of Brett & Morgan. Commissioner Yost indicated that he would like to try and keep it local (within the District) if at all possible.

Commissioner Goldstein stated that she was under the impression that the design of the signs were along the lines of sandblasting/etching and that the examples shown do not meet the objective of the last discussion. Mr. Scofield stated that he could seek out other vendors, but we need to know whether or not the Commission wants to replace all of them now, in the coming months, or wait a couple of years. Commissioner Yost felt that we should get a design in place and then replace the signs as needed. Commissioner Goldstein stated that the decision to replace them one at a time or all at once would be indicative of the price.

Commissioner Yost stated that the decision should be postponed until we have more bids.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO TABLE FURTHER DISCUSSION OF SIGNAGE TO THE AUGUST 2015 MEETING.**

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

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

### PUBLIC COMMENT

Commissioner Yost asked the public to please introduce themselves.

Mr. Anderson stepped forth and read a statement in response to Commissioner Yost's email to him. (Please see Attachment A for the statement.) Commissioner Yost thanked Mr. Anderson.

Mrs. Pat Van de Kamp, President of the Vantage Point Condominiums Association stepped forth. She stated that she had come to TTD in the past with regard to activities and garbage

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problems at the end of Second Street where it meets the water (between the condos and the TTD office). Mrs. Van de Kamp asked for TTD's help again with regard to the current garbage problem on the end of the street. She has reached out to the City, but they have not responded. She and others from the condos have picked up the garbage and dragged it up to Nat's Garage so the City would pick it up. She is asking if TTD could please see if they can help where the City is concerned. Commissioner Yost said we would look into the problem and to check back with Mr. Smith in a couple of weeks.

Ms. Diane Cece shared her concern about the extraordinary amount of Special Commission meetings that have recently been taking place. She stated that when the Special meetings get scheduled, they typically conflict with other City meetings that are taking place. Since Special meetings can be scheduled 24 hours in advance, it does not give the public enough time to know that there is business to be conducted or to understand what is on the agenda. She is asking unless it is truly an emergency to please limit the number of Special meetings scheduled.

Commissioner Yost responded by stating that due to FOI, the Commission cannot just pick up the phone and discuss items. Therefore, Special meetings need to be scheduled.

### **GENERAL MANAGER'S REPORT**

#### Norden Generator Update

Mr. Smith revisited the question raised by Commission Goldstein a couple of weeks ago about where we stood with the sale of the three generators. His answer was that the benefits of keeping the generators far outweigh the cost of disposing of them. Unless we need to be rid of them for economic reasons, he does not plan on getting rid of them. The generators have been a real substantial contributor to the bottom line in terms of other income. TTD has recently gone with a new fuel supplier (East River Energy) for the generators, who is more responsive and reliable. The past supplier (Santa Buckley) was not able to meet the needs for the TTD's generators.

Commissioner Goldstein asked for clarification about the third generator. Mr. Smith stated that we could run the entire Norden facility on 1-1/2 generators. The issue about the new customer is that he was going to end up putting additional load on the system and expanding his operation. The expansion would get into the third generator, thus using 2-1/2 generators to run the entire facility.

#### Update on SCADA System (Fitch Street)

Mr. Smith talked about the past discussions regarding SCADA and why we need to put it in place with the Fitch Street Substation due to NERC/FERC regulations. Our deadline for compliance (fully functional and fully operational) for Fitch Street is June 30, 2016. In order to meet that TTD has spent the better part of the last six months going through an extensive analysis with several different vendors. This will allow TTD to remotely control the entire substation operation from the office or any one of the substation's employees' laptops, thus

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allowing us to respond to outages quicker, troubleshoot the problem quicker, and allows us to report the outage issues back to CONVEX/NERC, etc.

The cost is \$687,725 to put the SCADA system in place. That includes all of the phases for all the substations including Cervalis. Given the schedule of the recommended vendor, Survalent Technology (they came in with the lowest turnkey bid), the first two phases would cost a little over \$300,000 and would be complete in about 20-24 weeks. All other phases which would be tying in Rowan Street, East Avenue and Cervalis can be completed after the deadline of June 30, 2016. They are not subject to the NERC regulation. If TTD misses the deadline for Fitch Street, we will be heavily fined.

Commissioner Goldstein asked about the funding of this project against the Capital Budget. Mr. Smith provided a Suggested Funding Schedule for the entire project. Commissioner Brown raised the issue as to whether or not any of the monies are reimbursable. Mr. Smith believes it is not reimbursable. He said it is an expense that you carry for being a transmission owner.

Commissioner Yost asked about a timeline for payment. Mr. Smith said it would be about 15-20 weeks. Mr. Smith recommended that TTD go with the bid from Survalent Technology. Survalent Technology can have everything complete in about a year. He reminded the Commission that the only regulation we are under is the first two phases (Fitch Street). Survalent said that it would be about 15-20 weeks (or the end of the year) that TTD would be compliant.

Mr. Smith said that there were a total of six bidders for the project. Four of the six bidders were disqualified because they did not meet the turnkey requirement which is what FERC requires. Survalent is the lowest qualified bidder. Survalent is also the APPA preferred vendor of choice.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ACCEPT THE RECOMMENDED VENDOR, SURVALENT, TECHNOLOGY, AS DETAILED IN THE PACKET, IN THE AMOUNT OF \$687,725 ± 5%.**

**\*\* COMMISSIONER BROWN SECONDED.**

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

#### Five-Year Capital/Operating Budgets

Mr. Smith said that the Commission would be receiving these budgets within the next 45 days.

#### DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith referred to the Financial Highlights on page 20 and indicated that we had a fairly decent month including the contribution to the Rate Stabilization Fund which brings us up to a net income of \$220,980. For the month of February, it was an extremely cold month, sales were up fairly significantly again due to the weather. We ended up with net income of over a little \$3,000 net net net. If you add the rate stabilization back to that, we are about \$37,000 to the

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good versus a negative month last February of about \$300,000. Bottom line is that it was a fairly good month for February in terms of sales, which translates to a positive net income for the month.

Cash balances are in pretty good shape. There are fairly healthy balances in both the operating and capital improvement accounts. The net other income continues to be strong at \$521,587 year-to-date. We've put almost \$400,000 into the rate stabilization fund for the eight months ending February 28, 2015.

Starting in April, there was an adjustment made to the Fuel Adjustment. It has gone up from .0100 to .0170 which should help to offset the under collection problem (approximately \$400,000). We have been tracking since October 2014.

### PROJECT SUMMARY

#### Radio-Read Meters

Commissioner Goldstein asked if Mr. Smith knew where we were going to purchase the remainder of the meters needed for the project once we deplete the supply that were obtained from Jewett City. Mr. Smith said that we will be purchasing a small supply to hold us over until the end of the fiscal year. He said that Mike Adams, General Foreman, will be putting out a proposal to purchase another large group of meters to continue the process over the next 12 months beginning after the start of the next fiscal year (July 1, 2015).

### EXECUTION SESSION

**\*\* COMMISSIONER GOLDSTEIN MADE A MOTION TO ENTER INTO EXECUTIVE SESSION.**

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

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

The Commissioners, Mr. Smith, Mr. Scofield and Mr. Studer entered into Executive Session at 7:55 p.m.

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

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

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

The Commissioners, Mr. Smith, Mr. Scofield and Mr. Studer exited the Executive Session at 8:17 p.m.

### ADJOURNMENT

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**\*\* COMMISSIONER YOST MOVED TO ADJOURN.  
\*\* COMMISSIONER GOLDSTEIN SECONDED  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

**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**

STATEMENT TO THE THIRD TAXING DISTRICT COMMISSIONERS:

April 6, 2015

Pleased be advised that the Executive Committee of the East Norwalk Improvement Association has unanimously adopted the following resolution, to wit: That we, the East Norwalk Improvement Association does not recognize the authority of the Commissioners of the Third Taxing District to (a) form a Library Planning Committee and (b) that Committee, if indeed formed by the TTD Commissioners, does not carry with it any authority regarding the organization, conduct, or operation of the Association's Library. Since its founding of the East Norwalk Library in 1915 by the Association, its Library has been operated and managed solely by the Association as part of its organizational authority. Further, the electors of the Third Taxing District, at each of its Annual Meetings, has the singular and sole relationship regarding the operation of the Association Library by enabling the approval of the Association's budget as part of the overall operating budget of the District itself.

Therefore, under the circumstances outlined for the formation of a Library Planning Committee in the District's Special Meeting of April 1, 2015, the Board of the Association further declines to participate in such a committee and will take whatever action necessary, to assure and protect its right for the operation, management and conduct of its Association Library.

It is our plan and purpose, therefore, to create such a Library Planning Committee to be comprised of 3 Board members of the East Norwalk Association; the 3 Third Taxing District Commissioners; and 3 members of the East Norwalk public.

This, we believe will adhere to the sense of the motion made and vote taken at the TTD 2015 Annual Meeting regarding the forming of a tri-party Committee and will retain the authority to form such a Committee with the East Norwalk Association which maintains management and operating control of the Association Library.

As to the approval, by the Electors, in the Annual Meeting of January 2014, regarding enabling a sum of money be set aside for a Master Plan consultancy regarding the Association Library, we contend that such a Master Plan and Consultant as chosen, be managed by the Board of the Association which, as stated within this document and previously on many other occasions, has the sole authority of the conduct of its Association Library. Toward that end, and as part of its service to the East Norwalk Community, The Board would most certainly seek the input of the District electors, Library users, and others based upon the advice and plan of the Consultant hired for such a Master Plan -- which is the basis for the creation of a Library Planning Committee.

Respectfully submitted: Jim Anderson, President,  
East Norwalk Improvement Association dba as the Norwalk Association.

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.

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**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
April 1, 2015

**ATTENDANCE:** Commissioners: Charles Yost (Chair), David Brown; Debora Goldstein

**PUBLIC:** Stan Siegel

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Mr. Siegel had no comments to make at this time.

**LIBRARY PLANNING COMMITTEE DISCUSSION**

The Commission discussed how many should be on the Library Planning Committee. It was decided that the Committee would consist of TTD's 3 Commissioners, 2 Library Board members, 2 candidates from the general public selected by the Commissioners and 2 staff members (one from the Library and one from TTD). The Commissioners put forth names that they felt would be good candidates for the position. Each Commissioner will phone their candidates and ask if they have any interest in being on the Committee. If the candidates are interested, their resume should be collected. All information should be collected by Friday, April 10<sup>th</sup>.

Discussion took place about how often meetings should be held. Meetings could take place at least once a week for up to four months (duration of project). The first meeting will probably take place during the week of April 20<sup>th</sup> (actual date to be determined) at the TTD office at 7:00 p.m.

**ADJOURNMENT**

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

The meeting adjourned at 7:25 p.m.

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April 1, 2015

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Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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of the City of Norwalk  
Special Meeting  
April 1, 2015

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

OR

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

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**EMERGENCY SPECIAL MEETING OF  
THIRD TAXING DISTRICT**  
of the City of Norwalk  
April 24, 2015

**ATTENDANCE:** Commissioners: Charles Yost, Chair; David Brown; Debora Goldstein

**STAFF:** None

**CALL TO ORDER**

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

The Commission observed that a routine request for an agenda item had revealed a strict timeline for filing certain actions to preserve certain rights under the law, triggering the need to convene on an emergency basis.

**EXECUTIVE SESSION**

- Defamation Claim regarding items published in local news sources – Planning and Strategy of a Potential Claim
- FOI Appeal regarding ENIA Executive Session – Planning and Strategy of a Potential Claim

**\*\* COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS POSSIBLE CLAIM(S) FOR DEFAMATION AND TO DISCUSS AN APPEAL TO THE FOI COMMISSION.**

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

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

The Commissioners entered into Executive Session at 7:02 p.m.

**\*\* COMMISSIONER YOST MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

**\*\* COMMISSIONER BROWN SECONDED.**

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

The Commissioners returned to public session at 7:47 p.m.

Third Taxing District  
Emergency Special Meeting  
April 24, 2015

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ADJOURNMENT

**\*\* COMMISSIONER YOST MOVED TO ADJOURN.  
\*\* COMMISSIONER GOLDSTEIN SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:48 p.m.

Respectfully submitted,

Debora Goldstein  
Commissioner  
Third Taxing District

Third Taxing District  
Emergency Special Meeting  
April 24, 2015

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

OR

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

**Third Taxing District**

2 Second Street  
East Norwalk, CT 06855  
Tel: (203) 866-9271  
Fax: (203) 866-9856

**Third Taxing District Application for Contribution from District Funds**

This completed application will be reviewed for eligibility by District Staff and for approval by the Third Taxing District Commission. All information will be subject to review and dissemination under the state's FOI regulations for public records.

**Overview**

- District funds are maintained from the proceeds (when available) of the Third Taxing District Electric Department under a budget that is approved by the electors of the District at the annual meeting.
- Distributions from the District funds are intended to primarily benefit residents, businesses and rate-payers of the Third Taxing District.
- District funds are not intended to help with individual financial hardship requests, except as administered through a designated agency funded for that purpose.
- Decisions regarding fund disbursements are dependent upon timely, properly documented requests that meet the requirements of the "Third Taxing District Policy on Contributions from District Funds" and any applicable governing documents.
- All determinations made by the Commission shall be final and binding, and shall be made by the Commission in its sole discretion.

Full Name:

Marvin Elementary School

Date of Application:

April 28, 2015

Legal Address:

15 Calf Pasture Beach Rd.  
Norwalk CT

Needed by:

Organization:

Marvin Elementary PTO

Preferred Phone#:

203 293 5710

Amount Requested:

\$5,000.00

Preferred Email:

leia.hamilton@gmail.com

Describe in detail your reason(s) for this request.

please see attached document for  
detailed information**Attestation** (check boxes)**Qualified**

I attest that my organization meets the stated requirements for a contribution from District funds and that this request is made to primarily benefit residents, businesses or rate-payers of the District.

**No Conflict**

I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

Should your request be approved, will you consent to be publicized? Y  N

By signing below, I verify that I understand the purpose of the Third Taxing District Funds and the requirements for contributions from these funds. I verify that the information provided in this application is true to the best of my knowledge.

Signature of authorized representative:

Leia Hamilton

Date:

4/28/15 BLS

Marvin Elementary School PTO  
15 Calf Pasture Beach Road  
East Norwalk, CT 06855

Commissioners  
Third Taxing District of the City of Norwalk Electrical Department  
2 Second Street  
East Norwalk, CT 06855

April 27, 2015

Dear Commissioners,

We are writing to ask the Third Taxing District to again consider supporting the elementary school children of East Norwalk in learning about electricity and conservation. The Third Taxing District is an important part of our community and the Marvin Elementary PTO would like to seek your help in funding several important electricity and conservation programs at our local school.

The PTO of Marvin Elementary assists in funding enrichment programs for the children. Our sole source of funding for these enrichment programs is PTO fundraising. This fundraising, however, also serves to support every event at the school and the enrichment budget is very limited. The support of our community is essential to ensure that our children prosper and grow at a rate that is consistent with our neighboring community children. Marvin Elementary is a Title One school, which means that over 50% of our students live at or below the poverty level. Through these programs our students are exposed to life experiences that they normally would not have access to in their everyday lives.

The children of Marvin Elementary School gained invaluable experiences from the 2014-2015 grant received from the Third Taxing District. Through this year's grant, we were able to provide the children with access to learning outside the classroom through field trips, as well as bringing actual scientists into the classroom. When asked about these programs, the children speak with excitement – a true testament to the impact the programs had. In addition, the faculty of the school truly felt that they programs enhanced the experience of our Marvin students. It is for these reasons that we are again seeking your support.

Specifically, we would like to ask for \$5,000.00 in funding for programs in the 2015-2016 school year. They are grade-level programs where the school curriculum is focused on electricity and/or conservation. The four programs we are seeking your funding for are:

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**CT Science Center trip for the Fifth Grade (\$2,714)**

The Fifth Grade teachers want to take the students back to the Connecticut Science Center in Hartford to visit their exhibit on Energy, explore the lab and watch a movie. The students learned an incredible amount at the Museum last year, and so the teachers would like to return again next year. In Fifth Grade, students study electricity in preparation for the Connecticut Mastery Test. The all-day trip to the Museum will serve as a hands-on application of the science and electricity concepts they have learned in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades in preparation for the CMTs. The students will spend the day at the Museum, watching a 3D movie on the Sun, riding a solar blast from the Sun's surface to Earth's Magnetosphere. They will see the most powerful explosions in the solar system- discovering how these forces cripple space vehicles, disable power grids, disrupt electronic equipment, create geomagnetic storms and influence our weather patterns. The students will then explore the museum, visiting exhibits including Energy City. There, the students will try out wind turbines, solar panels, hydropower, fuel cells, and biomass products. They will play "energy watt" pinball, calculate their personal carbon footprint, and add up the savings of certain "smart energy" behaviors. They will tour the virtual city to measure the effect of their energy uses and how they impact the planet. They will also see the Climate Change Show adjacent to the gallery. This one-of-a kind experience presents the serious and contemporary challenge of climate change in a fun and humorous way, complete with a spectacular thunderstorm. The requested funding will cover transportation to the Museum and Admission.

**High Touch, High Tech Session "Currently Attracted" for the Fourth Grade (\$610) and "Plant Smarty" for First Grade (\$346)**

Students study electricity in Fourth Grade at Marvin. This program from High Touch, High Tech brings actual scientists into the classroom. The children will feel the power of magnets at a distance and use them to make electricity. They will also discover how to use electricity to make light, heat and sound. Finally, the students will build circuits using these devices.

First Graders will learn about Plant life and how plants turn sunlight into energy and they will discuss the process of osmosis with the students. The students will plant seeds in the classroom and observe and care for the plants to watch them grow and discuss how important plant life is to our environment.

**Maritime Seashore Exploration for the Second Grade (\$730)**

The Second grade teachers would like to bring their students to Calf Pasture Beach with a naturalist from the Maritime Aquarium. The trip last year was very successful and the students were able to get out to the water's edge for the excitement of being "in the field." They'll use all their senses – plus some scientific sampling techniques – during a discovery tour looking for – and learning about – living and non-living things at the sandy shore, rocky shore and tidal marsh habitats. The students will also learn about conservation and the impact of pollution on the shores of East Norwalk.

**“Kids Think Big Club” Recycling and Energy Conservation Workshop for Kindergarten (\$600)**

Author Jeaninne Behr Getz has a program called “Kids Think Big” in which she visits the classrooms and educates children on different ways of recycling, reducing and reusing. Getz also discusses energy conservation, and will donate copies of her children's book to the school. The program is geared toward getting our children involved and excited about our environment. It also lets children know that it only takes one small act to make a “big” difference.

Thank you for your consideration to fund these important programs for the children of East Norwalk.

Sincerely,

Leia Hamilton  
VP, Enrichment  
Marvin Elementary PTO

Lisanne Kyle  
VP, Enrichment  
Marvin Elementary PTO

Sarah Mills  
President  
Marvin Elementary PTO

# Third Taxing District Public Utilities Commission

Summer Market Outlook and Community Solar  
Garden Update

May 4<sup>th</sup>, 2015

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# Summer Market Outlook

- Objective
- Our current position
- Current summer weather forecasts
- Wholesale Regional Competitiveness
- Community Solar Garden Update

8.20

# Objective

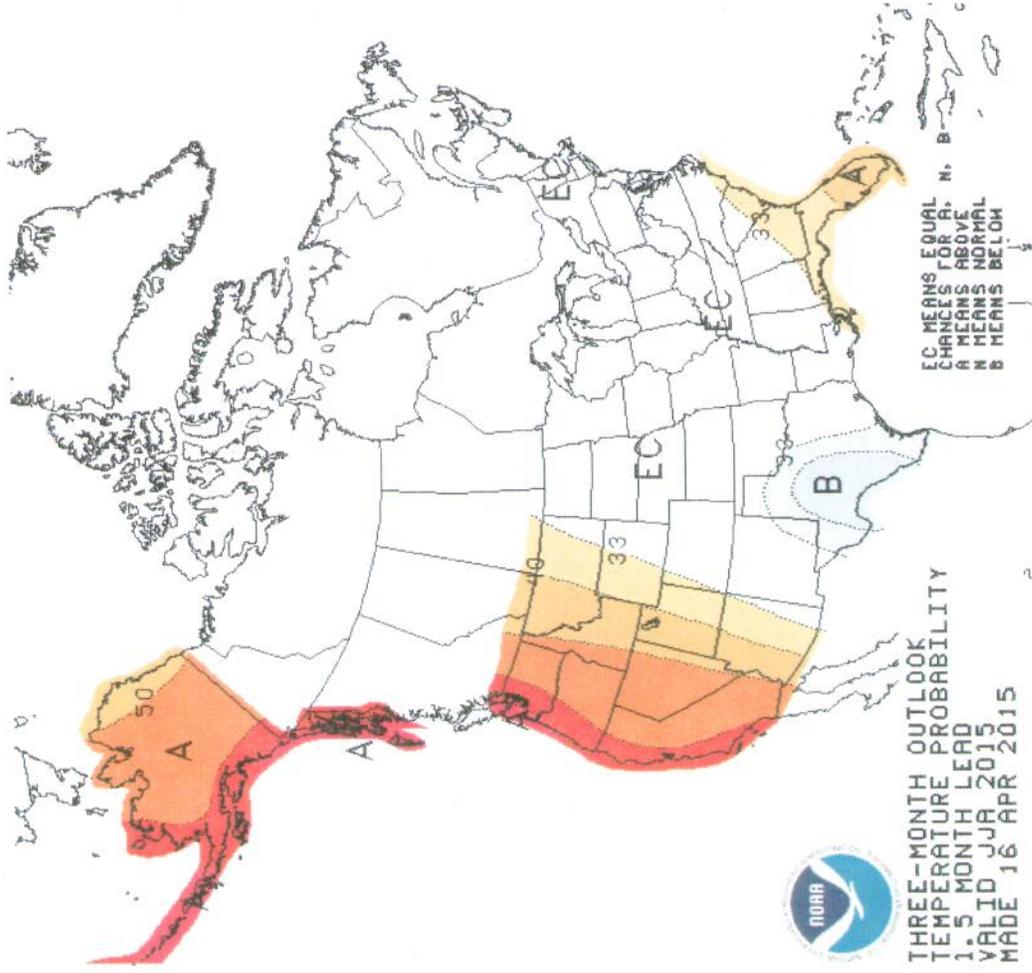
- Update on Summer 2015 Preparedness
  - Update on the current Rate 9 Energy Portfolio position for the summer
  - Current long term summer weather forecast(s)

# Current Position

- Currently the CMEEC Rate 9 Energy Portfolio, and effectively TTD is hedged at 80% at a price of \$53 / MWh. The balance will be filled in, during the next two months based on updated market and weather conditions.

# Current Summer Temp Forecast

Three Month Outlook  
 June July Aug 2015  
 CT Equal Chance of Warm or  
 Cold Weather

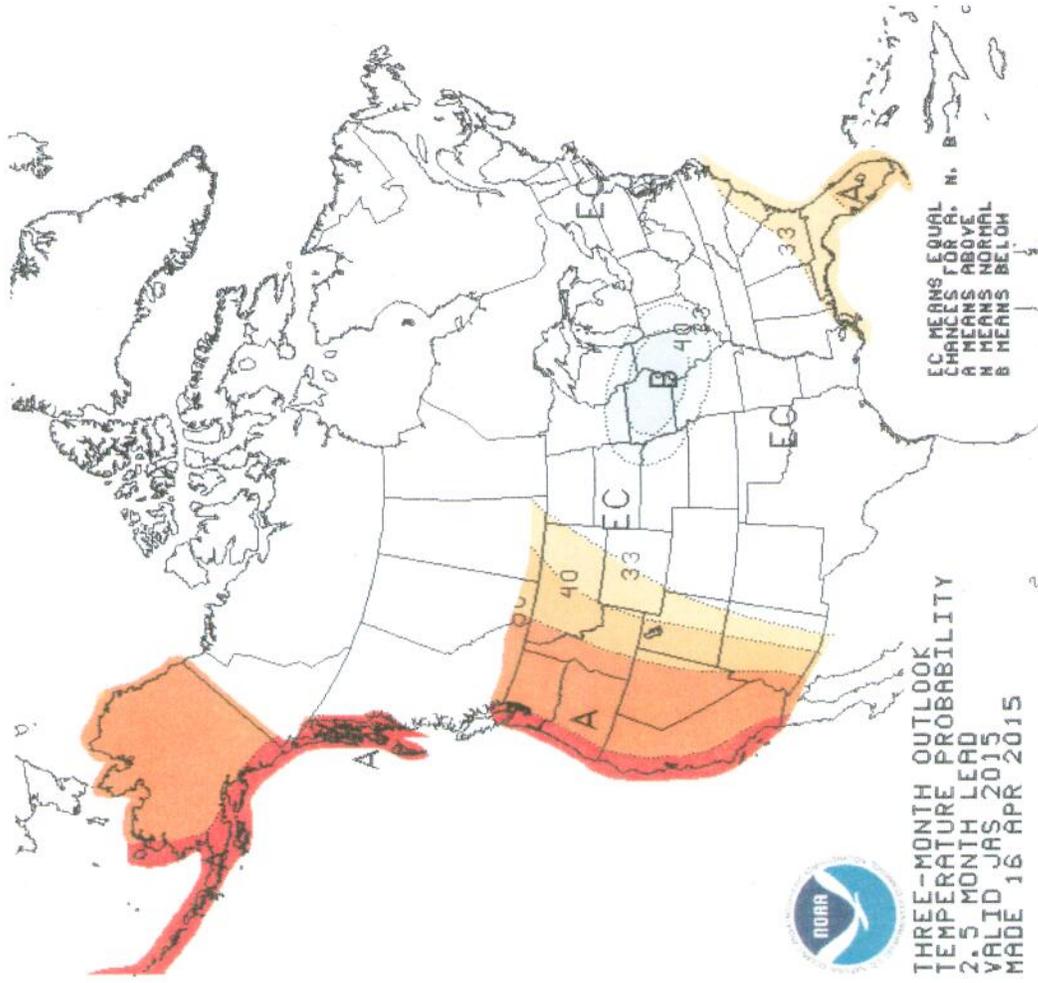


This document is proprietary and confidential to CMEEC. No part of this document may be disclosed in any manner to a third party without the prior written consent of CMEEC.

19.23

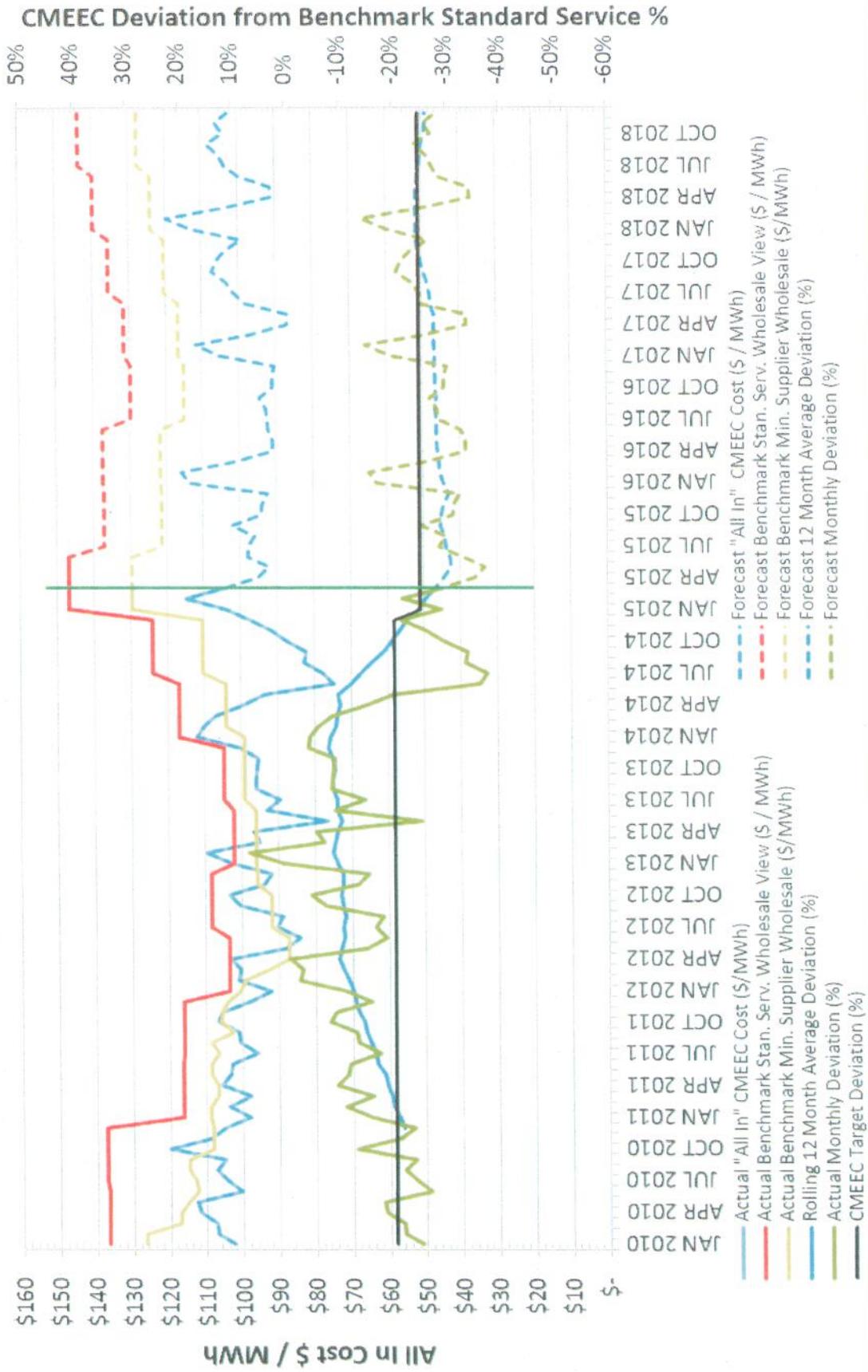
# Current Summer Temp Forecast

Three Month Outlook  
July Aug Sep 2015  
CT Equal Chance of Warm or  
Cold Weather



This document is proprietary and confidential to CMEEC. No part of this document may be disclosed in any manner to a third party without the prior written consent of CMEEC.

Comparison of Residential "All-In" Wholesale Costs - with Projects  
 CMEEC vs. Regional Benchmark vs. Minimum Competitive Supplier  
 (Actual Data through March 2015)



# Questions?

This document is proprietary and confidential to CMEEC. No part of this document may be disclosed in any manner to a third party without the prior written consent of CMEEC.

# Community Solar Update

## Agenda

- Siting Update
- Time Line Update
- Battery Storage Opportunity
- CSG Retail Rate Update
- Questions

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# Community Solar Update

## Community Solar Garden Site Update

- 6 MW DC is intended to be installed at the Groton Subbase
- 4 MW DC is intended to be installed at the Groton Waste Water Treatment Facility
- 3.5 MW DC is intended to be installed at the Norwich Rogers Rd Landfill
- 3 MW DC is intended to be installed in Bozrah
- 3 MW DC is intended to be installed off Stott Avenue near the CMEEC offices

# Community Solar Update

## Timeline Update

- Leases and siting permits have been executed and or applied for in many cases
- Currently the interconnection process is being worked through with the host utilities
- Expected commercial operation date is between Q4 of 2015 and Q1 of 2016

# Community Solar Update

## Battery Storage Opportunity

- CMEEC will be contracting for 1.5MW of storage capacity, half (750kW) to be installed at the Subase and the other half will be at the Stott Avenue Location.
- The solar Gardens will charge the batteries, and CMEEC will discharge the batteries at strategic intervals to create an economic benefit for its members.

# Community Solar Update

## Community Solar Garden Rate Update

- The members will have marketing materials and rate strategies July of this year for Solar Garden Subscription
- This Solar Garden Rate will replace the current “Green Choice Program”
- Individual consumers will have the opportunity to subscribe for their desired Solar power mix.

# Questions?

This document is proprietary and confidential to CMEEC. No part of this document may be disclosed in any manner to a third party without the prior written consent of CMEEC.

# Memorandum Third Taxing District Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager

**Date:** April 24, 2015



**Subject:** CMEEC Membership Margins – Recommendation on Placement of Funds

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Attached please find for your review a cover letter and attached slide set from Drew Rankin of CMEEC, which was sent to the CMEEC Board of Directors on April 16 2015.

This information was sent in advance of a Special Member Delegation meeting which David Brown and I participated in, on April 23, 2015.

The primary purpose of the meeting was to determine the membership's interest in taking an "equity distribution" (i.e. dividend) from excess funds each system has in excess of CMEEC's "target equity level" based on their 12/31/14 audited financial statements.

At the meeting, the Board unanimously voted to take the "Full Excess Equity Distribution" (Option 2 on page 7 of the slide set), which for TTD amounts to \$ 226,760 (see page 6 of the slide set).

As can be seen on page 5 of the slide set, this \$ 226,760 "dividend" can be issued to TTD in five different ways.

After discussing these options with David Brown, we both agree, and are therefore recommending, that this amount be transferred into TTD's Rate Stabilization Fund at CMEEC.

I will be happy to answer any questions you may have on this issue at the May 4, 2015 meeting.

**James W. Smith**

---

**From:** Kachmar, Ellen <ekachmar@cmeec.org>  
**Sent:** Thursday, April 16, 2015 10:37 AM  
**To:** CMEEC Board of Directors Distribution Group  
**Subject:** Materials for Special Member Delegation Meeting  
**Attachments:** April 23 2015 Member Delegation Meeting-Final.pptx  
  
**Importance:** High

**SENT ON BEHALF OF DREW RANKIN AND ED PRYOR**

Please find attached materials for next week's Special Member Delegation meeting that will take place on April 23, 2015 at 4:00 p.m. at the Madison Beach Hotel, 94 West Wharf Road, Madison, CT.

The first part of the attached outline is a summary of Member Delegation guidelines. This will be reviewed only if Members desire a refresher. The main part of the Agenda, to be discussed in Executive Session, will be to review CMEEC excess equity available for calendar year 2014 and alternatives for distribution. A Member Delegation vote on the distribution decision will follow. There will then be discussion regarding recommendations made (page 19) with respect to establishing additional financial stability metrics and policies.

*Ellen F. Kachmar*  
Office and Facility Manager



30 Stott Avenue ~ Norwich, CT 06360  
Tel: (860) 889-4088 ext. 215 ~ Fax: (860) 889-8158

*Energizing Customers and Community Prosperity*

# Connecticut Municipal Electric Energy Cooperative CMEEC

Special Member Delegation Meeting

April 23, 2015

20.35

# Outline

- Regular Session
  - Formal Acknowledgement - Member Delegates
  - Formal Acknowledgement - Member Delegate Alternatives
  - Approval Selection Vote - Member Delegation Chair
- Executive Session
  - Review Audited Equity Values
  - Review Objectives and Considerations of Distribution
  - Future Strategic Considerations for Long Term Strength
  - Staff Recommendations
- Regular Session
  - Approval Vote if Making Equity Distribution

# Summary

Reminders as excerpted from the Membership Agreement and

Bylaws:

- Member Delegation consists of a one Member Delegate, and one Alternate Delegate, both of which must be Board of Directors, Member Representatives, or Alternate Representatives
- The Member Delegate is the only voting Delegate and has only one (1) vote
- The CMEEC Board of Director Chair is also the Member Delegation Chair in 2015
- Member Delegation quorum is majority of the Members, which is three (3) of five (5)

# Summary

Continued...

- Approving Vote Requirement for equity allocation and declaration of equity is a *“Special Vote Requirement of Two-Thirds”*, which is further clarified as *“equal to or greater than two thirds (for convention purposes equated to 66.666% of the votes of the Member Delegates (or Alternate Delegate(s) duly authorized) present or participating through real time electronic technology)”*
- Weighted Vote Requirements exist should the need arise, which is a combined requirement of 1) at least sixty percent (60%) of votes, and 2) at a minimum two (2) Member Delegates constituting the sixty percent (60%). The weighted vote convention utilizes the previous five years rolling average load of each Member Delegate to determine the fractional share

# Equity Allocations

- Equity Distributions may be issued per the following:
  - Equity in excess of CMEEC Target Equity Level (20%) only applicable to Members with excess equity
  - Equity may be issued as:
    - Invoice Offset
    - Transfer to Rate Stabilization Fund
    - Transfer to Trust Fund
    - Issued as Direct Check Payment
    - Maintained in Member Equity

# Audited Financials Equity Values

## Member Equity Levels As of 12/31/2014

	Total	GU	NPU	JCDPU	TTD	SNEW
Debt Service Principal	\$97,925,000	\$39,430,864	\$24,161,991	\$1,486,936	\$5,412,145	\$5,462,395
Total Equity as of 12/31/2014	\$28,273,335	\$14,550,111	\$8,978,750	\$558,836	\$1,902,948	\$2,194,058
20% Equity Target	\$24,648,423	\$9,857,716	\$6,040,498	\$371,734	\$1,353,036	\$1,365,599
(Under)/Over Target Equity	\$3,792,085	\$4,692,396	\$2,938,252	\$187,102	\$549,912	\$828,459
Maximum Distribution	\$ 3,792,085	\$ 1,934,942	\$ 1,211,609	\$ 77,153	\$ 226,760	\$ 341,621

## Debt/Equity Ratios

	Total	GU	NPU	JCDPU	TTD	SNEW
Ratio: (pre-distribution)						
Debt	78%	73%	73%	73%	74%	71%
Equity	22%	27%	27%	27%	26%	29%
Ratio: (post-distribution)						
Debt	80%	76%	76%	76%	76%	75%
Equity	20%	24%	24%	24%	24%	25%

# Equity Decision Alternatives

- Maintain Excess Equity In Full - Option 1
- Full Excess Equity Distribution - Option 2
- Partial Excess Equity Distribution - Option 3
- Full or Partial Excess Equity Distribution with Trust Fund / Rate Stabilization Fund Minimum - Option 4

14.41

# Option 1

## Maintain Excess Equity in Full

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# Strategic Considerations- Option 1

## Pros/Cons

### Maintain Excess Equity in Full

#### Pros

Increases Financing Flexibility for any new project or need

Maintains Days Cash on Hand position

Reduces reliance on credit lines to support additional working capital requirements associated with new business opportunities

#### Cons

Less Flexibility for Member systems to use as needed for individual system needs

Access to any excess Equity will be not be available until after 2015 audit (April-May 2016)

# Option 2

## Full Excess Equity Distribution

Pg. 44

# Strategic Considerations-Option 2

## Pros/Cons

### 50% Excess Equity Distribution-Cash Out

#### Pros

Higher Flexibility for Member systems to use as needed for individual system needs

Potential better use of funds for Member systems

#### Cons

Increases visibility and potentially creates local issues for use and may increase transfer to city in some cases

Reduces Flexibility for any new project or need and potentially has negative rating implications

New business opportunities may result in heavier reliance on credit lines to support additional working capital requirements

Reduces DCOH by approximately 4 days

# Option 3

## Partial Excess Equity Distribution

Pg. 46

# Strategic Considerations –Option 3

## Pros/Cons

### 50% Excess Equity Distribution-Cash Out

#### Pros

Higher Flexibility for Member systems to use as needed for individual system needs

Potential better use of funds for Member system

#### Cons

Increases visibility and potentially creates local issues for use and may increase transfer to city in some cases

Reduces Flexibility for any new project or need and potentially has negative rating implications

New business opportunities may result in heavier reliance on credit lines to support additional working capital requirements

Reduces DCOH by approximately 4 days

19.47

Option 4  
Full or Partial Excess Equity  
Distribution with Trust Fund / Rate  
Stabilization Fund Minimum

# Strategic Considerations-Option 4

## Pros/Cons Full Excess Equity Distribution-Deposit in Member Funds

### Pros

- Higher Flexibility for Member systems to use as needed for individual system needs
- Potential better use of funds for member systems
- Does not negatively impact DCOH immediately

### Cons

- May complicate CMEEC cash planning as utilization of member funds is uncertain
- Reduces Flexibility for any new project or need and potentially has negative rating implications
- New business opportunities may result in heavier reliance on credit lines to support additional working capital requirements
- Creates potential rating issue if fully utilized (drawn down) to offset wholesale cost in current year

## **Future Strategic Considerations**

(B&F Strategy Development for Long Term)

- Member / Customer Liquidity / Access to Cash
- Rating Agency Assessment Future Financing
- Equity Investment vs. Debt for new capital needs
- Future Debt Service Coverage Increase (e.g.)
- Establishment of minimum Member fund balances
- Establishment of allocation of Margin between payoff of debt (equity buildup) and amount flowing to Member funds
- Increasing Debt Load – impact on future excess equity

Fitch Update dated 3/25/2015

## RATING SENSITIVITIES IMPROVED FINANCIAL METRICS EXPECTED:

“Fitch expects improved financial performance based on CMEEC's current financial forecast, which incorporates the addition of new purchasers. It is anticipated that new contracted purchasers will bolster financial performance and corresponding metrics to a level commensurate with the current rating category.

**“Absent any measured improvement in financial metrics over the next one to two years, negative rating action would likely occur.”**

# Strategic Considerations - Minimum Reserves

## Summary of Rate Stabilization and Trust Fund Balances

Balances as of February 28, 2015

	Requirement (1)	Trust	R.S.F.	Total	Surplus/(deficit)
Groton	\$ 10,257,150	\$ 7,778,000	\$ 1,354,000	\$ 9,132,000	\$ (1,125,150)
Norwich	\$ 6,728,699	\$ 3,455,000	\$ 3,820,000	\$ 7,275,000	\$ 546,301
Jewett City	\$ 571,831	\$ 941,000	\$ 734,000	\$ 1,675,000	\$ 1,103,169
TID	\$ 1,471,154	\$ -	\$ 2,885,000	\$ 2,885,000	\$ 1,413,846
SNEW	\$ 2,104,853	\$ 2,322,000	\$ 1,423,000	\$ 3,745,000	\$ 1,640,147
Total	\$ 21,133,687	\$ 14,496,000	\$ 10,216,000	\$ 24,712,000	\$ 3,578,313

(1) Based on 2015 Budget- 3 months average bill

## Staff Recommendation

- Full distribution of excess Equity for Calendar / Fiscal Year 2014
- Engage strategic review of Financial Stability Metrics
  - Staff prepare comprehensive set of Financial Stability metrics targets for long term strategy development with B&F Committee work, including:
    - Establish policy of minimum of 3 month worth of average billings in combination of Member Rate Stabilization Fund and Member Trusts (Reserve Funds)
    - Establish options and timeline for meeting minimum reserve requirement
    - Establish recommended allocation policy of margins between debt payoff / equity buildup and amounts that flow directly into Rate Stabilization Funds
    - Consideration of establishing Debt Service coverage above minimum 1.1x required under Bond Resolution to support rating and provide

# Vote

- Motion made by Delegate \_\_\_\_\_, seconded by Delegate \_\_\_\_\_, to approve a full distribution of equity with each Member system indicating their choice of how to take the distribution.
- Motion made by Delegate \_\_\_\_\_, seconded by Delegate \_\_\_\_\_, to establish a minimum reserve policy for balances in Member Rate Stabilization and Trust Funds.

# Memorandum

## Third Taxing District

### Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager

**Date:** April 13, 2015

**Subject:** Update on TTD Cost of Service / Rates Project



---

As you may remember, we commissioned a Cost of Service study at TTD in 2013 which lead to a new electric rate design in early 2014 and eventual implementation of new rate structures for the first time since 1985 as of October 1, 2014.

The retail rate design was developed as “revenue neutral” and, with the exception of assigning costs to their proper categories and restructuring of the rates themselves, had no material dollar effect on TTD’s residential and commercial customers.

Also, in conjunction with the rate study, we eliminated the past practice of allowing commercial customers to receive the first 2 KW of demand free, which had been in effect since 1985.

The following is an update on the results of the new rates since the October 2014 implementation:

- . We have received very few, if any, complaints or inquiries from customers on either the new rate structures or the elimination of the 2 free KW of demand.
- . A detailed Power Cost Adjustment Worksheet has been established and is being used to track month to month changes in the wholesale cost of power from CMEEC.
- . We set the initial power cost adjustment @ 0.0100 (1 cent) for the period from October 1, 2014 to April 1, 2015 and have subsequently adjusted it to 0.0170 (1.7 cents) as of April 1, 2015 due to a cumulative under collection of power cost adjustment revenues. We will be monitoring this closely and may have to make shorter term adjustments as necessary.

. As we have discussed in prior Commission meetings, revenues have remained relatively flat during the 14'-15- fiscal year, resulting in minimal "bottom line" net income on TTD's Financial Statements. Going forward, we will have to determine if proper recovery of power cost adjustment revenues over the next several months will adequately address TTD's "bottom line".

. An update to the initial Cost of Service Study should be performed within the next twelve months in order to further refine costs and "true up" the results of the initial study.

We will continue to evaluate our existing rate structures and associated revenue streams and keep the Commission informed of any substantive changes in order to run the TTD business operation as efficiently as possible.



**Third Taxing District**

2 Second Street  
East Norwalk, CT 06855

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

MEMORANDUM

To: TTD Commissioners  
From: Cynthia Tenney  
Date: April 28, 2015  
Re: Update on Conservation Programs/Activities

Since the beginning of the year, there have only been a handful of calls regarding solar, and those calls have come from vendors on behalf of our customers. To date, none of them have become real projects.

Rebate programs have been on the quiet side. After attending a meeting at CMEEC last month, it was decided that we would try and add refrigeration to the rebate programs within the next few months.

Three lighting projects have been completed – Roth & Tompkins Textiles, East Avenue Shell and Casale Associates Auto Body (see attached reports).

HES Program – A total of 13 ratepayers had their homes inspected by Lantern Energy since the beginning of January.

In May, we will once again host the Free Light Bulb Program. Inserts will be in the May billing, as well as the lobby for customers to take advantage of the offer. This time we are providing 3 TCP 10-watt A19 LEDs with a value of \$48 including shipping. One TCP 10-watt replaces a standard 60-watt bulb.

TechniArt, our bulb vendor, has also created a landing page for any customer who would like to order their light bulbs on line. Jumar will be sending out an email blast on May 1<sup>st</sup> with the link to the customers who have provided us their emails, or you can go to [www.ttd.gov](http://www.ttd.gov) to order. The cost to create this landing page is approximately \$2,500, but TechniArt is doing it free of charge for us this time around.

*District Commissioners*

<b>Charles L. Yost</b>	203-853-0837	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 General Manager
<b>Debora Goldstein</b>	203-252-7214	Commissioner	<b>Michael Intrieri</b>	203-866-3001	Treasurer

## FINAL REPORT

April 8, 2015

Roth and Tompkins Textiles  
22 South Smith Street  
East Norwalk, CT 06855

All documentation for the Roth and Tompkins indoor lighting replacement project are attached to the transmittal email. The customer replaced metal halide indoor lighting with LEDs. All lighting also has motion sensors to reduce hours of operation.

I conducted a final inspection of the lighting installation on March 31, 2015. All the new lighting was fully operational. The inspection was conducted with the customer.

The attached lighting spreadsheet indicates the demand and energy saved were 16.3 kW and 68,029 kWh. The attached invoices show a price of \$45,186.00 (excluding sales tax). Based on \$0.34 per annual kWh saved, the incentive would be \$23,129.86 which exceeds 50% of the project cost. Therefore, the incentive will be based on 50% of the project cost or \$22,593.00.

### Project Summary:

Cost of Lighting Installation (per attached invoice): \$45,186.00 (no sales tax)

Incentive (based on 50% cap of project cost)	\$22,593.00
Annual kWh Savings	68,029 kWh
kW Reduction (summer peak)	16.3 kW
kW Reduction (winter peak)	16.3 kW
Lifetime kWh Savings (15 years)	1,020,435 kWh

Pending your approval, an incentive check in the amount of **\$22,593.00** will be made out to the customer.

Roth and Tompkins Textiles  
22 South Smith Street  
East Norwalk, CT 06855  
Attn: Photie Kleftogiannis

## FINAL REPORT

March 2, 2015

LLE Corporation dba East Avenue Shell  
216 East Avenue  
East Norwalk, CT 06855

All documentation for the East Avenue Shell outdoor and indoor lighting and timers on refrigerated cases replacement project are attached to the transmittal email. The customer replaced metal halide and fluorescent outdoor lighting with LEDs. Indoor fluorescent T12 lighting was replaced with LED lighting. The customer also installed timers on the refrigerated cases that turn off these cases when the convenience store is closed.

I conducted a final inspection of the lighting installation on February 18, 2015. All the new lighting was fully operational. The inspection was conducted with the customer.

The attached lighting spreadsheet indicates the demand and energy saved was 12.7 kW and 43,751.14 kWh. The attached invoice shows a price of \$32,500.00 (excluding sales tax). Based on \$0.34 per annual kWh saved, the incentive would be \$14,875.39 which is less than 50% of the project cost. Therefore, the incentive will be based on 34 cents per annual kWh saved.

### Project Summary:

Cost of Lighting Installation (per attached invoice): \$32,500.00 (no sales tax)

Incentive (based on 34 cents per kWh)	\$14,875.39
Annual kWh Savings	43,751.14 kWh
kW Reduction (summer peak)	3.1 kW
kW Reduction (winter peak)	12.7 kW
Lifetime kWh Savings (15 years)	656,267 kWh

Pending your approval, an incentive check in the amount of **\$14,875.39** will be made out to the customer.

LLE Corporation dba East Avenue Shell  
216 East Avenue  
East Norwalk, CT 06855

Peter Morante

**FINAL REPORT**

February 20, 2015

Casale Associates Auto Body Inc  
9 and 10 Van Zant Street  
East Norwalk, CT 06855

All documentation for the Casale Associates Auto Body Inc. outdoor and indoor lighting replacement project are attached to the transmittal email. The customer replaced metal halide outdoor lighting with LEDs. Indoor fluorescent T12 lighting was replaced with T8 lighting.

I conducted a final inspection of the lighting installation on February 18, 2015. All the new lighting was fully operational. The inspection was conducted with the customer.

The attached lighting spreadsheet indicates the demand and energy saved was 4.9 kW and 17,981 kWh. The attached invoice shows a price of \$10,395.65 (excluding sales tax). Based on \$0.34 per annual kWh saved, the incentive would be \$6,113.54 which exceeds 50% of the project cost. Therefore, the incentive will be based on 50% of the project cost or \$5,197.83

**Project Summary:**

Cost of Lighting Installation (per attached invoice): \$10,395.65 (no sales tax)

Incentive (based on 50% cap of project cost)	\$5,197.83
Annual kWh Savings	17,981 kWh
kW Reduction (summer peak)	4.0 kW
kW Reduction (winter peak)	4.9 kW
Lifetime kWh Savings (15 years)	269,715 kWh

Pending your approval, an incentive check in the amount of **\$5,197.83** will be made out to the customer.

Casale Associates Auto Body, Inc.  
9 Van Zant Street  
East Norwalk, CT 06855  
Attn: Russell Sharnick

Peter Morante

# FREE LIGHT BULBS

## ATTENTION TTD CUSTOMERS!

Look for the insert in your  
May billing statement.

**FREE!**  
Hurry! Offer  
ends 7/31/15  
LED 3-Pack, regularly  
\$48, yours free,  
including shipping.

Order online at [techniart.com/ttd](http://techniart.com/ttd)



Includes 3 TCP 10-watt A19 LEDs  
Replaces standard 60-watt bulb  
Uses 10-watts • Dimmable • 25,000  
hour lifetime • Soft, warm tones



To order your FREE LED 3-Pack by mail complete the information below and mail this voucher to:

TechniArt Inc., c/o LED 3-Pack  
P.O. Box 500 • Collinsville, CT 06022

**DO NOT SEND WITH BILL PAYMENT**

*Orders will only be sent to addresses within the Third Taxing District Service Territory. Coupon may not be reproduced or redeemed for cash. Must be postmarked on or before 7/31/15 to be eligible for redemption. Limit one order per account. You will receive your LED 3-Pack within 30 days of placing an order.*

Account Number \_\_\_\_\_

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

pg. 6



**Third Taxing District**

2 Second Street  
East Norwalk, CT 06855

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

MEMORANDUM

To: Commission  
From: Ron Scofield   
Date: May 4, 2015  
Re: Review of Annual Meeting

---

There have been suggestions from various Commissioners regarding some new ideas for next year's Annual Meeting.

Consideration should be given tonight to various items such as Secretary for next year to record the Minutes, what type of Minutes we want, procedures to be followed by the "Elected Chairperson," proper voting and recording of votes, etc.

Any suggestions you have concerning procedures for next year should be discussed and voted on tonight, if possible.

---

*District Commissioners*

<b>Charles L. Yost</b>	203-853-0837	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 General Manager
<b>Debora Goldstein</b>	203-252-7214	Commissioner	<b>Michael Intrieri</b>	203-866-3001	Treasurer

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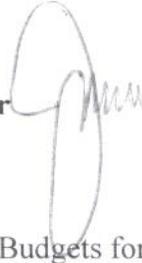
# Memorandum

## Third Taxing District

### Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager



**Date:** April 13, 2015

**Subject:** Update on Capital/Operating Budgets for FY 2015/16

---

The following is a recap of work currently being performed on the 2015-16 Capital/Operating Budgets:

. Several initial planning meetings have taken place with department management in March and April to discuss budgeting concepts, how to forecast expenditures, and budget formatting.

. Budget worksheets for the 2015-16 Operating and updated Five Year Capital Budgets were distributed to Mike Adams and Ron Scofield for data input in early April, which will result in a “first draft” of both budgets sometime toward the end of April.

. Matt Allred and I will review the first draft of each budget during the first week of May and make any adjustments necessary prior to printing a “second draft” for final internal review.

. A “Working Draft” will then be prepared for review with the Commission sometime during the second week in May.

. Subsequent Budget meetings will then be scheduled with the Commission as necessary to review and approve the budgets for the upcoming fiscal year.

I will review this information with the Commission in more detail at the May 4, 2015 meeting

GENERAL MANAGER'S REPORT  
(Note Page)

# Memorandum Third Taxing District Electric Department

**To:** TTD Commissioners

**From:** Jim Smith – General Manager



**Date:** April 17, 2015

**Subject:** Follow Up on Review of TTD By Laws

---

As a follow up to past discussions we have had regarding the development of By-Laws @ TTD (see attached Commission meeting minutes), I have attached for discussion some sample bylaws from other local organizations.

My recollection is that we pursued this issue with John Bove as directed by the Commission @ the time and the consensus was that we would defer developing a formal set of By Laws until a later date.

Since this item is on the Planning Calendar for the May meeting, I am raising the issue once again to determine if there is any interest in having any further discussion on the matter.

Please see attachments for  
Commission Minutes and  
Sample By-Laws.



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855  
Tel: (203) 866-9271  
Fax: (203) 866-9856

### Third Taxing District Policy on Contributions from District Funds

#### PURPOSE:

To define the Third Taxing District ("TTD") policy on contributions to charitable or civic or educational organizations or other organizations or events who request funds from the District Budget.

#### POLICY:

The TTD policy regarding contributions and donations provides that disbursements of District funds (as approved by rate-payers at the District's annual meeting) will be made in full compliance with the District's charter and all applicable laws, and that no disbursements of District funds will be made, either directly or indirectly, to any organization, program or activity that does not primarily benefit residents, businesses and rate-payers of the Third Taxing District. This policy is not meant to define or restrict capital expenditures that are otherwise the responsibility of the District under the Charter or to define or restrict expenditures that are otherwise the responsibility of the Electric Department.

The Commissioners of the Third Taxing District may authorize, by a majority vote of those present and voting, a distribution from District funds for a charitable, educational or civic purpose so long as funds have been allocated by the rate-payers to the District budget, but have not otherwise been directed for a specific purpose.

Any contribution (as defined above) must be disbursed and spent during the same fiscal year in which the expenditure was approved. Recipients of District funds under this policy must be substantiated with written receipts or other evidence in a timely fashion.

Contributions will not be made to:

- a. Religious organizations, except that contributions may be made to support eligible religious organization sponsored activities provided they are offered on a non-sectarian basis.
- b. Social groups or fraternal organizations, except that contributions may be made to support eligible activities that are sponsored by such organizations.
- c. Political parties or organizations that are intended to promote individual candidates for election.
- d. Any charitable or civic organization whose stated purpose or by-laws enables contributions to other organizations.
- e. Any organization that fosters or encourages racial, religious, gender, class or other prejudices.
- f. Any organization that has received funds from the District within the last five fiscal years without supplying written proof that the funds were used in compliance with this policy.
- g. Any organization that is subject to collection action, liens or litigation to collect funds owed to the Electric Department or the District or has settled a similar action in the past five fiscal years.
- h. Any charitable or civic organization that represent a conflict of interest (or the appearance of a conflict of interest) for one or more Commissioners, the Treasurer, the District Clerk, or any employee of the Electric Department.
- i. Any individual, business or organization seeking hardship relief in connection with electric service or other services provided by the District.
- j. For any purpose in which the funds provided by the District replaces ordinary operating funds or grants, donations or contributions that the organization is otherwise qualified to receive (matching funds are encouraged).

Any organization seeking funds from the Third Taxing District Budget shall submit a request form and supply such supporting documentation or information as may be required with such request form and in accordance with any deadlines that may be established by the Commission or its authorized representative from time to time.



**Third Taxing District**

2 Second Street  
 East Norwalk, CT 06855  
 Tel: (203) 866-9271  
 Fax: (203) 866-9856

**Third Taxing District Application for Contribution from District Funds**

This completed application will be reviewed for eligibility by District Staff and for approval by the Third Taxing District Commission. All information will be subject to review and dissemination under the state's FOI regulations for public records.

**Overview**

- District funds are maintained from the proceeds (when available) of the Third Taxing District Electric Department under a budget that is approved by the electors of the District at the annual meeting.
- Distributions from the District funds are intended to primarily benefit residents, businesses and rate-payers of the Third Taxing District.
- District funds are not intended to help with individual financial hardship requests, except as administered through a designated agency funded for that purpose.
- Decisions regarding fund disbursements are dependent upon timely, properly documented requests that meet the requirements of the "Third Taxing District Policy on Contributions from District Funds" and any applicable governing documents.
- All determinations made by the Commission shall be final and binding, and shall be made by the Commission in its sole discretion.

Full Name:	Date of Application:
Legal Address:	Needed by:
Organization:	Preferred Phone#:
Amount Requested:	Preferred Email:

Describe in detail your reason(s) for this request.

**Attestation** (check boxes)

**Qualified**

I attest that my organization meets the stated requirements for a contribution from District funds and that this request is made to primarily benefit residents, businesses or rate-payers of the District.

**No Conflict**

I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

Should your request be approved, will you consent to be publicized? Y  N

By signing below, I verify that I understand the purpose of the Third Taxing District Funds and the requirements for contributions from these funds. I verify that the information provided in this application is true to the best of my knowledge.

Signature of authorized representative:	Date:
---	-------

123 Wall of Fame Project Donation



District Check  
APPROVED FOR PAYMENT:  
DATE:  
RECEIVED: 2/13/15  
G/L #: 980-90  
TOTAL AMOUNT: \$1,000.00  
APPROVED: P. Seefeldt

04:48:20 p.m. 01-09-2015 2/2  
Third Taxing District  
2 Second Street  
East Norwalk, CT 06855  
Tel: (203) 866-9271  
Fax: (203) 866-9856

Third Taxing District Application for Contribution from District Funds

This completed application will be reviewed for eligibility by District Staff and for approval by the Third Taxing District Commission. All information will be subject to review and dissemination under the state's FOI regulations for public records.

Overview

- District funds are maintained from the proceeds (when available) of the Third Taxing District Electric Department under a budget that is approved by the electors of the District at the annual meeting.
- Distributions from the District funds are intended to primarily benefit residents, businesses and rate-payers of the Third Taxing District.
- District funds are not intended to help with individual financial hardship requests, except as administered through a designated agency funded for that purpose.
- Decisions regarding fund disbursements are dependent upon timely, properly documented requests that meet the requirements of the "Third Taxing District Policy on Contributions from District Funds" and any applicable governing documents.
- All determinations made by the Commission shall be final and binding, and shall be made by the Commission in its sole discretion.

Full Name: Erin E. Herring (for Harry Billing, Mayor)	Date of Application: January 8, 2015
Legal Address: Norwalk City Hall 125 East Avenue Norwalk, CT 06851	Needed by: February 15, 2015
Organization: Veterans Committee	Preferred Phone#: 203-854-7704
Amount Requested: Any amount would be appreciated	Preferred Email: eeherring@norwalkct.org

Describe in detail your reason(s) for this request.

The City is requesting donations to add a new plaque to the Veterans Wall outside of City Hall. These Veterans deserve to be acknowledged and thanked for their dedication, bravery, and selflessness. It gives loved ones a place to come and observe and remember what these men and women sacrificed for our city, state and country.

Attestation (check boxes)

Qualified

I attest that my organization meets the stated requirements for a contribution from District funds and that this request is made to primarily benefit residents, businesses or rate-payers of the District.

No Conflict

I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

Should your request be approved, will you consent to be publicized? Y  N

By signing below, I verify that I understand the purpose of the Third Taxing District Funds and the requirements for contributions from these funds. I verify that the information provided in this application is true to the best of my knowledge.

Signature of authorized representative: *Erin E. Herring* Date: 1/8/15

\* There is no funding in the city budget which is why we are seeking outside donation

# NORWALK

December 15, 2014

Mr. Jim Smith  
3rd Taxing District Electric  
2 Second Avenue  
Norwalk, CT 06855

Payable to: City of Norwalk -  
Plaque Project  
Attn: ERIN HERRING

Dear Mr. Smith:

The City of Norwalk has always honored its Veterans, and over the summer, the Mayor's office, in conjunction with the Norwalk Veterans Memorial Committee, collected names of Veterans who served in the past and who currently serve in battles overseas, in every branch of the service.

In an effort to update the current "Wall of Fame" located in the entrance of City Hall, they will be producing a new plaque to add the newly identified Veterans to commemorate honor and recognize them for their bravery and commitment.

Due to limited funding, the city is reaching out to the business community and requests that you consider making a donation so they may honor those Veterans who put their lives on the line to protect our families and our country. The order for the plaque cannot be placed until the funds have been secured. Many of the Veterans identified are elderly and it would be tragic if this project couldn't be completed sooner, rather than later.

If you have any questions or are interested in making a donation, please contact Erin E. Herring, Assistant City Clerk and Veterans Liaison for the City of Norwalk at 203-854-7704, or email her at [erinherring@norwalk-ct.gov](mailto:erinherring@norwalk-ct.gov).

Sincerely,

Harry W. Rilling  
Mayor, City of Norwalk

THIRD TAXING DISTRICT OF THE CITY OF NORWALK

DISTRICT ACCOUNT P.O. BOX 451 NORWALK, CT 06856



PATRIOT NATIONAL BANK

16 River Street Norwalk, CT 06850

51-1293-211

2/19/2015

PAY TO THE ORDER OF

City of Norwalk (Plaque Project)

\$ \*\*1,000.00

One Thousand and 00/100\*\*\*\*\*

DOLLARS

City of Norwalk Attn: Erin Herring 125 East Avenue Norwalk, CT 06851

MEMO

Plaque Project

⑈002499⑈ ⑆021112935⑆ 54 050093 1⑈

AUTHORIZED SIGNATURE

THIRD TAXING DISTRICT OF THE CITY OF NORWALK

2499

City of Norwalk (Plaque Project)

Date	Type	Reference	Original Amt.	Balance Due	2/19/2015 Discount	Payment
2/19/2015	Bill	2/13/15	1,000.00	1,000.00		1,000.00
					Check Amount	1,000.00

PATRIOT DISTRICT Plaque Project

1,000.00

THIRD TAXING DISTRICT OF THE CITY OF NORWALK

2499

City of Norwalk (Plaque Project)

Date	Type	Reference	Original Amt.	Balance Due	2/19/2015 Discount	Payment
2/19/2015	Bill	2/13/15	1,000.00	1,000.00		1,000.00
					Check Amount	1,000.00

PATRIOT DISTRICT Plaque Project

1,000.00

Pg. 71

**Third Taxing District  
Financial Highlights  
July-Mar 2015 vs. July-Mar-2014**

	July-Mar -2015	July-Mar -2014	\$ Change	% Change
Total Income	7,358,206	7,536,965	-178,759	-2%
Total Expense	8,161,169	8,057,855	103,314	1%
Net Ordinary Income	-802,963	-520,890	-282,073	-54%
Other Income	624,562	415,477	209,085	50%
Other Expense	40,342	22,651	17,691	78%
Net Income before Rate Stabilization	-218,743	-128,064	-90,679	-71%
Rate Stabilization	315,110	-28,663	343,773	1199%
Net Income	96,367	-156,727	253,094	161%

**CASH BALANCES FY 2015**

Mar-15

**ACCTS**

Operating Accounts	1,201,772
Capital Improvements Fund	972,424

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 5,214,875	\$ 4,659,538	\$ 555,337	12%
Budget Energy Cost	\$ 4,797,685	\$ 4,426,561	\$ 371,124	8%
Energy Cost Cents/KWH	10.920	10.450	\$ 0.47	4%

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
**March 2015**

	Mar 15	Mar 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	4,407.36	0.00	4,407.36	100.0%
440-00 · Residential Sales	392,546.07	214,966.51	177,579.56	82.61%
442-01 · Large Commercial Sales	86,140.90	93,673.13	-7,532.23	-8.04%
442-02 · Small Commercial Sales	226,960.97	218,556.46	8,404.51	3.85%
445-01 · Water Pollutn Contrl Plnt Sales	87,303.57	59,453.10	27,850.47	46.84%
445-02 · Flat Rate	8,729.79	7,423.06	1,306.73	17.6%
451-00 · Miscellaneous Service Revenue	2,671.98	2,590.00	81.98	3.17%
557-00 · Purchased Power Adjustment	51,309.61	378,867.47	-327,557.86	-86.46%
<b>Total Income</b>	860,070.25	975,529.73	-115,459.48	-11.84%
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	639,773.41	580,676.14	59,097.27	10.18%
<b>Total COGS</b>	639,773.41	580,676.14	59,097.27	10.18%
<b>Gross Profit</b>	220,296.84	394,853.59	-174,556.75	-44.21%
<b>Expense</b>				
904-00 · Substation	16,537.94	16,239.41	298.53	1.84%
403-00 · Depreciation Expense	46,636.06	60,370.35	-13,734.29	-22.75%
408-00 · Taxes	1,247.79	738.47	509.32	68.97%
540-00 · Other Power Generation Expense	40,387.29	92,937.90	-52,550.61	-56.54%
580-00 · Distribution Expenses	1,570.08	4,020.99	-2,450.91	-60.95%
590-00 · Maintenance Expenses	43,924.62	33,453.46	10,471.16	31.3%
900-00 · Customer Accounts & Service	22,116.13	26,762.53	-4,646.40	-17.36%
920-00 · Administrative Expenses	224,602.70	129,678.01	94,924.69	73.2%
<b>Total Expense</b>	397,022.61	364,201.12	32,821.49	9.01%
<b>Net Ordinary Income</b>	-176,725.77	30,652.47	-207,378.24	-676.55%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
418-00 · Dividends	2,793.88	0.00	2,793.88	100.0%
419-00 · Interest Income	14.50	35.38	-20.88	-59.02%
420-00 · Gain/(Loss) on Investments	41,165.24	0.00	41,165.24	100.0%
421-00 · Norden Project Income	69,369.03	95,766.45	-26,397.42	-27.56%
423-00 · Gain/(Loss) from Sale of FA	2,131.00	0.00	2,131.00	100.0%
424-00 · Energy Conservation Fund Income	12,833.39	10,856.55	1,976.84	18.21%
425-00 · Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	128,307.04	106,658.38	21,648.66	20.3%
<b>Other Expense</b>				
426-20 · Energy Conservation Expense	3,434.42	252.80	3,181.62	1,258.55%
942-00 · Interest Expense	191.45	772.26	-580.81	-75.21%
<b>Total Other Expense</b>	3,625.87	1,025.06	2,600.81	253.72%
<b>Net Other Income</b>	124,681.17	105,633.32	19,047.85	18.03%
<b>Net Income before rate stabilization</b>	-52,044.60	136,285.79	-188,330.39	-138.19%
<b>Rate Stabilization</b>	31,990.33	-8,501.43	40,491.76	476.29%
<b>Net Income</b>	-20,054.27	127,784.36	-147,838.63	-115.69%

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
 July 2014 through March 2015

	Jul '14 - Mar 15	Jul '13 - Mar 14	\$ Change	% Change	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
443-00 · Cervalis Data Center Revenues	83,894.38	0.00	83,894.38	100.0%	
440-00 · Residential Sales	2,696,625.58	1,951,253.82	745,371.76	38.2%	
442-01 · Large Commercial Sales	692,200.97	504,124.72	188,076.25	37.31%	
442-02 · Small Commercial Sales	1,799,837.76	1,488,989.79	310,847.97	20.88%	
445-01 · Water Pollutn Contrl Plnt Sales	752,444.34	525,924.17	226,520.17	43.07%	
445-02 · Flat Rate	66,569.83	61,485.46	5,084.37	8.27%	
451-00 · Miscellaneous Service Revenue	54,897.18	69,126.36	-14,229.18	-20.58%	
557-00 · Purchased Power Adjustment	1,211,735.50	2,936,060.24	-1,724,324.74	-58.73%	Footnote 1
<b>Total Income</b>	<b>7,358,205.54</b>	<b>7,536,964.56</b>	<b>-178,759.02</b>	<b>-2.37%</b>	
<b>Cost of Goods Sold</b>					
555-00 · Electrical Power Purchased	5,214,875.00	5,356,948.14	-142,073.14	-2.65%	
<b>Total COGS</b>	<b>5,214,875.00</b>	<b>5,356,948.14</b>	<b>-142,073.14</b>	<b>-2.65%</b>	
<b>Gross Profit</b>	<b>2,143,330.54</b>	<b>2,180,016.42</b>	<b>-36,685.88</b>	<b>-1.68%</b>	
<b>Expense</b>					
904-00 · Substation	163,993.60	53,710.79	110,282.81	205.33%	Footnote 2
930-43 · TTD 100th Anniversary	0.00	28,240.77	-28,240.77	-100.0%	
403-00 · Depreciation Expense	460,927.41	412,927.06	48,000.35	11.62%	Footnote 3
408-00 · Taxes	145,107.92	159,106.72	-13,998.80	-8.8%	
540-00 · Other Power Generation Expense	103,929.76	173,382.43	-69,452.67	-40.06%	Footnote 4
580-00 · Distribution Expenses	37,673.88	41,917.84	-4,243.96	-10.12%	
590-00 · Maintenance Expenses	454,754.55	363,684.50	91,070.05	25.04%	Footnote 5
900-00 · Customer Accounts & Service	201,821.50	330,701.91	-128,880.41	-38.97%	Footnote 6
920-00 · Administrative Expenses	1,378,085.13	1,137,235.22	240,849.91	21.18%	Footnote 7
<b>Total Expense</b>	<b>2,946,293.75</b>	<b>2,700,907.24</b>	<b>245,386.51</b>	<b>9.09%</b>	
<b>Net Ordinary Income</b>	<b>-802,963.21</b>	<b>-520,890.82</b>	<b>-282,072.39</b>	<b>-54.15%</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
418-00 · Dividends	13,293.69	1.70	13,291.99	781,881.77%	
419-00 · Interest Income	182.59	390.81	-208.22	-53.28%	
420-00 · Gain/(Loss) on Investments	42,399.81	0.00	42,399.81	100.0%	Footnote 8
421-00 · Norden Project Income	513,879.76	351,753.86	162,125.90	46.09%	
423-00 · Gain/(Loss) from Sale of FA	2,131.00	12,500.00	-10,369.00	-82.95%	
424-00 · Energy Conservation Fund Income	52,675.27	50,830.53	1,844.74	3.63%	
425-00 · Miscellaneous Income	0.00	0.00	0.00	0.0%	
<b>Total Other Income</b>	<b>624,562.12</b>	<b>415,476.90</b>	<b>209,085.22</b>	<b>50.32%</b>	
<b>Other Expense</b>					
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%	
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%	
426-20 · Energy Conservation Expense	18,129.14	252.80	17,876.34	7,071.34%	Footnote 9
942-00 · Interest Expense	2,212.52	2,397.74	-185.22	-7.73%	
<b>Total Other Expense</b>	<b>40,341.66</b>	<b>22,650.54</b>	<b>17,691.12</b>	<b>78.11%</b>	
<b>Net Other Income</b>	<b>584,220.46</b>	<b>392,826.36</b>	<b>191,394.10</b>	<b>48.72%</b>	
<b>Net Income before rate stabilization</b>	<b>-218,742.75</b>	<b>-128,064.46</b>	<b>-90,678.29</b>	<b>-70.81%</b>	
			0.00	0.0%	
<b>Rate Stabilization</b>	<b>315,110.18</b>	<b>-28,662.91</b>	<b>343,773.09</b>	<b>1,199.37%</b>	
<b>Net Income</b>	<b>96,367.43</b>	<b>-156,727.37</b>	<b>253,094.80</b>	<b>161.49%</b>	

Third Taxing District  
Profit & Loss Statement  
Explanation of Major Variances  
Jul-Mar -2015 vs. Jul- Mar - 2014

1. The decrease in the fuel adjustment revenue is due to the fact that the District moved to a revenue neutral rate adjustment in accordance with the results of the independent rate study. The Fuel Adjustment rate was decreased and the adjustments were spread proportionally to the revenues throughout the system. This can be seen by reviewing the year to date March 2015 month to date financial statements versus the year to date March 2014 financial statements.
2. The increase in substation expense of \$110K 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.
3. 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 years and will have an annual depreciation of \$251,328 or monthly depreciation of \$20,944.
4. The \$69K decrease in Other Power Generation Expense is mainly due to the maintenance expenses in the prior year with HO Penn and Miratech to get the generators up and running.
5. The \$91 increase in Maintenance Expense is due to approximately \$16K in additional substation maintenance from Eleck & Salvato, Oman's Garden, and Effective Plumbing, related to a water leak below the Fitch Street Substation Control House. These expenses will be offset with a credit received from Eaton Corporation. We also spent \$10K to date on overhead line maintenance with WESCO. There is approximately \$6,400 in roof repairs with Zhakar Roofing for repairs to the front office roof. There is also an increase in tree trimmings and other related maintenance in an effort to reduce outages.
6. The approximate \$128K decrease in Customer Accounts & Service is mainly due to payroll associated with 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. Ana's decreased wages are now being partially offset by the hiring of the new customer service rep position.
7. The increase of \$240K in Administrative Expenses is due to the following:

- a. \$9K in temporary staffing of Cynthia Tenney and Kiki Kydes before hiring.
  - b. \$40K in Repairs and Maintenance of the 2 Second Street facility.
  - c. \$95K in engineering fees paid to Cristino Associates for the on-going SCADA project as well as substation engineering. These amounts will be offset and capitalized as Joe is in the process of preparing a summary of the project.
  - d. \$10K increase over prior year in timing of health insurance premiums/expenses.
  - e. Legal expenses increased by approximately \$50K from the prior year based primarily on the Maplewood litigation.
  - f. The remainder is due to increases in Admin payroll, payroll taxes and call time charged to this account based on increased customer activity over the period.
8. The increase of \$42K is the unrealized gain on our capital improvements account to date. Note: Now that the Fitch Street and Cervalis projects are complete we are now investing in the account rather than keeping it completely liquid.
  9. 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)**

		2015	March 2014	Industry Average (Bandwidth)
1)	<b>OPERATING RATIO</b>  TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	110.91%	106.91%	87% - 92%
2)	<b>POWER SUPPLY EXPENSE RATIO</b>  TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	64%	66%	65% - 70%
3)	<b>BAD DEBT RATIO</b>  TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	4.80%	3.60%	3% - 10%
4)	<b>ACTUAL RATE OF RETURN ON RATE BASE</b>  AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	<b>ELECTRIC CUSTOMERS PER EMPLOYEE</b>  TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	332	388	200 - 500

Third Taxing District  
Annual Operating Budget - Budget vs. Actual  
July - March 2015

	Jul - Mar 15	Annual Budget	% of Annual Budget	
<b>Ordinary Income</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	\$ 83,894.38	\$ 300,000.00	28%	Weaker than expected due to lack of clients.
440-00 · Residential Sales	\$ 2,696,625.58	\$ 4,330,900.00	62%	
442-01 · Large Commercial Sales	\$ 692,200.97	\$ 1,018,400.00	68%	
442-02 · Small Commercial Sales	\$ 1,799,837.76	\$ 2,928,700.00	61%	
445-01 · Water Pollutn Contrl Pint Sales	\$ 752,444.34	\$ 1,196,300.00	63%	
445-02 · Flat Rate	\$ 66,569.83	\$ 90,000.00	74%	
451-00 · Miscellaneous Service Revenue	\$ 54,897.18	\$ 120,000.00	46%	
557-00 · Purchased Power Adjustment	\$ 1,211,735.50	\$ -		
	\$ 7,358,205.54	\$ 9,984,300.00	<b>74%</b>	OK after proportionate spread of F/A.
<b>Other Income</b>				
418-00 · Dividends	13,293.69	18,000.00	74%	
419-00 · Interest Income	182.59	1,500.00	12%	
420-00 · Gain/(Loss) on Investments	42,399.81	-	#DIV/0!	
421-00 · Norden Project Income	513,879.76	465,000.00	111%	
423-00 · Gain(loss) from Sale of FA	2,131.00	3,500.00	61%	
424-00 · Energy Conservation Fund Income	52,675.27	75,000.00	70%	
	\$ 624,562.12	\$ 563,000.00	111%	
<b>Total Income</b>	\$ 7,982,767.66	\$ 10,547,300.00	<b>76%</b>	
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	\$ 5,214,875.00	\$ 6,019,400.00	87%	Underbudgeted due to weather/winter '14-'15 capacity markets.
<b>Total COGS</b>	\$ 5,214,875.00	\$ 6,019,400.00	87%	
<b>Gross Profit</b>	\$ 2,767,892.66	\$ 4,527,900.00	<b>61%</b>	Function of underbudgeting power supply.
<b>Expense</b>				
<u>Substation</u>				
904-00 · Substation				
904-15 · Substation Call Time	\$ 9,330.88	\$ 11,800.00	79%	
904-12 · Payroll - Substation	\$ 154,662.72	\$ 171,000.00	90%	Amount is higher due to underbudgeting call and overtime.
<b>Total Substation Expenses</b>	\$ 163,993.60	\$ 182,800.00	<b>90%</b>	
930-43 · TTD 100th Anniversary	\$ -	\$ -		
403-00 · Depreciation Expense	\$ 460,927.41	\$ 724,400.00	64%	

<u>Taxes</u>			
408-10 - Gross Receipts Tax	\$ 139,662.00	\$ 375,600.00	37%
408-19 - Rebates of C/R Taxes	\$ 9,183.60	\$ 6,400.00	143%
408-50 - Taxes - Other	\$ (3,737.68)	\$ 4,100.00	-91%
Total Taxes Expense	\$ 145,107.92	\$ 386,100.00	38%
Function of billing:			
540-00 - Other Power Generation Expense	\$ 103,929.76	\$ 166,400.00	62%
Underbudgeted based on fuel purchases and maintenance done in prior year.			
<u>Distribution Expenses</u>			
582-00 - Sub-Station Expense	\$ 8,804.59	\$ 16,800.00	52%
583-00 - Overhead Lines Expense	\$ 7,134.76	\$ 12,100.00	59%
586-00 - Meter Operations Expense	\$ 2,850.00	\$ 2,600.00	110%
588-00 - Misc. Distribution Expense	\$ 18,884.53	\$ 32,000.00	59%
Total Distribution Expenses	\$ 37,673.88	\$ 63,500.00	59%
Underbudgeted due to implementation of radio-read metering project.			
<u>Maintenance Expenses</u>			
592-00 - Sub-Stations Maintenance	\$ 34,748.00	\$ 45,900.00	76%
593-12 - Payroll - Line Department	\$ 260,485.89	\$ 360,400.00	72%
593-15 - Payroll - Line On-Call	\$ 63,205.79	\$ 82,400.00	77%
593-00 - Overhead Lines - Maintenance - Other	\$ 66,684.03	\$ 88,100.00	76%
595-00 - Line Transformers - Maintenance	\$ 799.65	\$ 500.00	160%
597-00 - Meters - Maintenance - Other	\$ 2,594.38	\$ 1,800.00	144%
598-00 - Misc. Maintenance Expense - Other	\$ 26,236.81	\$ 35,600.00	74%
Total Maintenance Expenses	\$ 454,754.55	\$ 614,700.00	74%
Underbudgeted due to implementation of radio-read metering project.			
<u>Customer Accounts &amp; Service</u>			
902-12 - Payroll - Meter Reader	\$ 72,207.33	\$ 93,000.00	78%
903-12 - Payroll - Customer Recordkeeping	\$ 80,292.84	\$ 236,900.00	34%
903-00 - Customer Recordkeeping Expense - Other	\$ 12,754.29	\$ 24,900.00	51%
905-00 - Credit Card Discount Fee	\$ 36,567.04	\$ 45,800.00	80%
Total Customer Accounts & Service	\$ 201,821.50	\$ 400,600.00	50%
Overbudgeted due to employee retirement in July 2014 not included in '14-'15 budget.			
<u>Administrative Expenses</u>			
920-05 - Payroll Taxes	\$ 63,625.54	\$ 92,500.00	69%
920-12 - Payroll - Admin. Dept.	\$ 305,272.24	\$ 338,600.00	90%
920-15 - Admin. P/R - On-Call Time	\$ 23,788.63	\$ 18,100.00	131%
921-20 - Bank Service Charges	\$ 36.00	\$ 100.00	36%
921-30 - Postage	\$ 20,146.21	\$ 27,200.00	74%
921-35 - Office Equipment Rental	\$ 6,291.44	\$ -	-
921-40 - Office Supplies	\$ 17,577.63	\$ 17,500.00	100%
923-10 - Computer Services	\$ 33,151.39	\$ 40,000.00	83%
923-30 - Legal Fees	\$ 56,598.88	\$ 10,000.00	566%
Function of job related items - will re-assess in '15-'16 budget.			
Not budgeted in '14-'15 budget.			
Consists of prepayment of envelopes made during 1st half of year.			
Underbudgeted due to Maplewood legal work.			

923-35 - Legal Fees - Labor Relations	\$ 1,125.00	\$ 6,300.00	18%	
923-40 - Pension Plan Actuarial & Legal	\$ 3,750.00	\$ 17,800.00	21%	Underbudgeted due to engineering on Scada project. Amounts to be capitalized and depreciated on Balance Sheet for work performed this fiscal year.
923-45 - Engineering	\$ 67,885.28	\$ 31,800.00	213%	
923-50 - Recording Services - Meetings	\$ 630.00	\$ 2,300.00	27%	
923-65 - Outside Accounting Services	\$ 32,500.03	\$ 48,000.00	68%	
923-70 - Office Bldg. Maintenance & Repair	\$ 33,568.88	\$ 17,500.00	192%	Underbudgeted due to roof leaks in front office/garage areas.
923-00 - Outside Services - Other	\$ 822.50	\$ 15,000.00	5%	
924-00 - Commercial Package Insurance	\$ 170,156.88	\$ 76,000.00	224%	Underbudgeting is offset by overbudgeting in other lines of insurance and timing of policies.
925-00 - Workman's Comp Insurance	\$ 24,365.92	\$ 40,000.00	61%	
925-10 - Long & Short Term Disability	\$ 9,571.79	\$ 11,400.00	84%	
926-10 - Pension Contributions	\$ 74,009.43	\$ 135,000.00	55%	Overbudgeted due to miscalculation of pension formula in budget.
926-20 - Employee Health & Life Insurance	\$ 230,395.32	\$ 350,000.00	66%	
926-32 - Current Employees - Self-Insurances	\$ 40,945.44	\$ 53,600.00	76%	
926-34 - Retired Employees - Self-Insurances	\$ 7,689.59	\$ 10,100.00	76%	
926-80 - Special Pension Per Contract	\$ 9,450.09	\$ 13,100.00	72%	
926-90 - Miscellaneous Employee Benefits	\$ 14,990.49	\$ 16,600.00	90%	
928-00 - Regulatory Expense	\$ 14,105.02	\$ 14,000.00	101%	
930-40 - Promotions	\$ 24,250.00	\$ 36,000.00	67%	
930-45 - Travel & Lodging	\$ 3,517.19	\$ 2,000.00	176%	
930-50 - Seminars & Training	\$ 16,500.00	\$ 17,400.00	95%	
930-00 General Expense - Other	\$ 19,793.20	\$ -	#DIV/0!	No expense budgeted for FY'2015 as they were spread out into various accounts above in the prior year.
940-10 - Company Autos - GM Vehicle	\$ 1,559.71	\$ 5,600.00	28%	
940-30 - Company Autos - Trucks & Cars	\$ 50,015.38	\$ 64,200.00	78%	
Total Administrative Expenses	\$ 1,378,085.10	\$ 1,527,700.00	90%	
Other Expense				
426-30 - Person to Person	\$ 20,000.00	\$ 20,000.00	100%	
426-10 - Distribution to "District Fund"	\$ 224,506.50	\$ 299,300.00	75%	
426-20 - Energy Conservation Expense	\$ 18,129.14	\$ -	100%	Not budgeted in '14-'15 due to the purchase of LED street lights, which were not budgeted in the '14-'15 budget.
942-00 - Interest Expense	\$ 2,212.52	\$ 3,900.00	57%	
Total Other Expense	\$ 264,848.16	\$ 323,200.00	82%	
Net Other Income	\$ 359,713.96	\$ 239,800.00	150%	
Net Income	\$ (443,249.22)	\$ 138,500.00	-320%	
Add: 426-10 - Distribution to District Fund	\$ 224,507.00			
Contribution to Rate Stabilization Fund	\$ 315,110.18			
Adjusted Net Income (Cash Basis)	\$ 96,367.96	\$ 138,500.00		

Benchmark = 75%

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**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: APRIL 29, 2015

COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> <li>IN PROCESS WITH METER DEPT.</li> </ul>	COMPLETE 3 <sup>RD</sup> QUARTER 2015	
2)	CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none"> <li>TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES.</li> </ul>	ON-GOING	



**COMMENTS/MONTHLY UPDATE**

**TIMELINE**

**STATUS**

**PROJECT**

**#**

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> <li>COMPLETE WITH PERIODIC REVIEW</li> </ul>	ON-GOING	
4)	RADIO-READ METER UPGRADE		ON-GOING THROUGH 2015	<ul style="list-style-type: none"> <li>APRIL 2015 – COMPLETED INSTALLING ALL METERS PURCHASED FROM JEWETT CITY DURING THE MONTH. WE WILL ORDER A SMALL SHIPMENT OF ITRON METERS (300-500) TO HAVE SUFFICIENT STOCK TO CONTINUE THE INSTALLATION PROCESS FOR THE REMAINDER OF THE FISCAL YEAR.</li> </ul>
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> <li>PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE.</li> </ul>	ON-GOING WITH PERIODIC UPDATES	<ul style="list-style-type: none"> <li>APRIL 2015 – AFTER EVALUATING BOTH OPTIONS, IT WAS DETERMINED THAT PURCHASING THE SUB-STATION TECH'S 2005 PICK-UP IS IN TTD'S BEST INTEREST. VEHICLE LEASING OPTIONS ARE LIMITED AND MUCH MORE EXPENSIVE FROM ALL MANUFACTURERS DUE TO THE TYPE OF TRUCK (CUSTOM UTILITY BODY) REQUIRED FOR THE SUB-STATION TECH.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

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#	<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"> <li>IMPLEMENTED AS NEEDED DEPENDING ON WEATHER CONDITIONS, OR AS SPECIAL CIRCUMSTANCES DICTATE.</li> </ul>	ON-GOING	
7)	UPDATE TERMS/ CONDITIONS OF SERVICE/FEES	<ul style="list-style-type: none"> <li>COMPLETED WITH PERIODIC UPDATES</li> </ul>		
8)	I/T UPDATE/ UPGRADES	<ul style="list-style-type: none"> <li>TRANSITION PROCESS COMPLETED WITH PERIODIC UPDATES TO HARDWARE/ SOFTWARE, IS SYSTEM, ETC.</li> </ul>	ON-GOING	<ul style="list-style-type: none"> <li>APRIL 2015 – FINAL PROCEDURAL DETAILS HAVE BEEN WORKED OUT FOR THE MAY 1<sup>ST</sup> IMPLEMENTATION OF THE NEW BUDGET BILLING SYSTEM. WE HAVE APPROXIMATELY 15-20 CUSTOMERS THAT HAVE EXPRESSED INTEREST, AND HAVE QUALIFIED TO BE ON THE NEW BUDGET PLAN BEGINNING MAY 1, 2015. WE WILL BE ACTIVELY PROMOTING THIS PROGRAM THROUGHOUT THE YEAR IN ORDER TO INCREASE CUSTOMER PARTICIPATION.</li> <li>APRIL 2015 – COMPLETED THE DEMAND ESTIMATING PROCESS WITH COGSDALE. WE CAN NOW ESTIMATE ENTIRE ROUTES, IF NECESSARY, DURING EMERGENCY SITUATIONS.</li> </ul>



COMMENTS/MONTHLY UPDATE

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<u>#</u>	<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"> <li>COMPLETE WITH PERIODIC UPDATES.</li> </ul>		
10)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> <li>TO BE ADDRESSED WITH THE COMMISSION AT A FUTURE DATE.</li> </ul>		
11)	MAPLEWOOD		ON-GOING	<ul style="list-style-type: none"> <li>APRIL 2015 – PURA AGREED NOT TO HEAR THE CASE AT THE END OF MARCH, WHICH EFFECTIVELY ENDS THE CASE, UNLESS MAPLEWOOD APPEALS TO THE CONNECTICUT SUPERIOR COURT. HOWEVER, WE STILL HAVE A SIGNIFICANT COLLECTION PROBLEM WITH MAPLEWOOD (OVER \$75K) WHICH WE CONTINUE TO ADDRESS BY ALL MEANS NECESSARY.</li> </ul>



COMMENTS/MONTHLY UPDATE

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#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
12)	WEBSITE/BRANDING PROJECT		ON-GOING THROUGH FIRST QTR 2015 BASED ON EXTENSION OF AGREEMENT BY COMMISSION.	<ul style="list-style-type: none"> <li>APRIL 2015 – THE COMMISSION APPROVED EXTENSION OF CONTRACT WITH JUMAR AT THE APRIL 6, 2015 COMMISSION MEETING. WE HAVE BEGUN TO DISCUSS UPGRADES TO ENHANCE/UPGRADE THE WEBSITE IN OUR MONTHLY STATUS MEETINGS ALONG WITH DEVELOPING OTHER P/R MARKETING INITIATIVES..</li> </ul>
13)	CATV POLE ATTACHMENTS/AMPLIFIERS	<ul style="list-style-type: none"> <li>CURRENTLY IN ACTIVE NEGOTIATIONS WITH CABLEVISION.</li> </ul>	ON-GOING	<ul style="list-style-type: none"> <li>APRIL 2015 – ALL CONTRACT CHANGES HAVE BEEN MADE AND SENT TO CABLEVISION’S ATTORNEYS. WE ARE CURRENTLY AWAITING THEIR RESPONSE.</li> </ul>
14)	UPGRADE/ENHANCE FUEL TANKS @ 2 SECOND STREET	<ul style="list-style-type: none"> <li>CURRENTLY IN COMPLIANCE WITH ALL STATE CODES</li> </ul>	ON-GOING	
15)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> <li>PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS.</li> </ul>	ON-GOING	<ul style="list-style-type: none"> <li>APRIL 2015 – THE SCADA PROJECT HAS BEEN AWARDED TO SURVALENT TECHNOLOGIES. THE PROJECT WILL OFFICIALLY BEGIN DURING THE LAST WEEK OF APRIL.</li> </ul>



**COMMENTS/MONTHLY UPDATE**

**TIMELINE**

**STATUS**

**PROJECT**

**#**

#	<b><u>PROJECT</u></b>	<b><u>STATUS</u></b>	<b><u>TIMELINE</u></b>	<b><u>COMMENTS/MONTHLY UPDATE</u></b>
16)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> <li>PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED.</li> <li>FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE.</li> </ul>	ON-GOING THROUGH 3 <sup>RD</sup> QUARATER 2015	<ul style="list-style-type: none"> <li>APRIL 2015 – INITIAL DISCUSSIONS ARE UNDERWAY WITH POTENTIAL VENDORS ON THE TYPE/STYLE/ SQUARE FOOTAGE OF A STORAGE BUILDING TO BE DEVELOPED ON THE SITE.</li> </ul>
17)	CONSTRUCTION OF ELECTRIC VEHICLE CHARGING STATION	<ul style="list-style-type: none"> <li>COMPLETED JANUARY 2015.</li> </ul>		<ul style="list-style-type: none"> <li>APRIL 2015 – CURRENTLY WORKING WITH JUMAR TO LAUNCH A SERIES OF NEW IDEAS TO INCREASE PARTICIPATION IN THE E/V CHARGING STATION.</li> </ul>
18)	CUSTOMER SATISFACTION SURVEY	<ul style="list-style-type: none"> <li>COMPLETED IN FEBRUARY 2015</li> </ul>	FIRST QTR 2015	<ul style="list-style-type: none"> <li>APRIL 2015 – SURVEY RESULTS WERE INCLUDED ON THE TTD WEBSITE AND INCLUDED IN THE APRIL/MAY 2015 CUSTOMER NEWSLETTER.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

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PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
19)	<p><u>MISCELLANEOUS</u></p> <ul style="list-style-type: none"> <li>ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET</li> </ul>	<p>BUDGET BEING PREPARED FOR 2015/2016 FISCAL YEAR</p>	<p>SECOND QTR 2014, PRESENT TO COMMISSION FOR JULY 1, 2014 IMPLEMENTATION</p>	<ul style="list-style-type: none"> <li>APRIL 2015 – DETAILED DISCUSSIONS WERE HELD WITH RON, MIKE AND MATT ALLRED ON BUDGET ISSUES DURING THE MONTH. WE ARE WORKING ON DEVELOPING A DRAFT OF BOTH BUDGETS WHICH WILL BE SHARED WITH THE COMMISSION AT MEETING IN MAY/JUNE.</li> </ul>
	<ul style="list-style-type: none"> <li>SOLAR P/V PROJECT ROOFTOP AT SECOND STREET OFFICE</li> </ul>	<p>DISCUSSION STAGE</p>		
	<ul style="list-style-type: none"> <li>LEASE NEGOTIATION – NORDEN GENERATORS</li> </ul>	<p>DISCUSSION STAGE</p>	<p>END OF 2<sup>ND</sup> QTR</p>	<ul style="list-style-type: none"> <li>APRIL 2015 – NO ACTIVITY THIS MONTH.</li> </ul>
	<ul style="list-style-type: none"> <li>SOLAR PROJECTS</li> </ul>	<p>DISCUSSION STAGE/ POTENTIAL PROJECTS</p>	<p>ON-GOING</p>	<ul style="list-style-type: none"> <li>APRIL 2015 – INSTALLATION ACTIVITY FROM OUR CUSTOMERS HAS SLOWED DOWN RECENTLY, ALTHOUGH WE HAVE CONTINUED TO RECEIVE SOLICITATIONS FROM NUMEROUS VENDORS. WE PLAN ON OFFERING A SOLAR POWER ALTERNATIVE TO OUR CUSTOMERS FROM CMEEC'S "SOLAR GARDEN" PROJECT AS SOON AS IT IS AVAILABLE.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

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PROJECT

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	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
<ul style="list-style-type: none"> <li>• <u>MISC. (Cont.)</u></li> </ul>	<ul style="list-style-type: none"> <li>• ANNUAL FINANCIAL AUDIT (FYE 6/30/14)</li> <li>• LED STREET LIGHT PROJECT</li> </ul>	<p>COMPLETED AS OF DECEMBER 27, 2014</p> <p>ON-GOING</p>	<p>EXPECTED COMPLETION DATE – OCTOBER 15<sup>TH</sup> OF EACH YEAR</p> <p>ALL OF 2015</p>	<ul style="list-style-type: none"> <li>• APRIL 2015 – CONTINUED WITH INSTALLATION OF LED STREET LIGHTS IN VARIOUS PLACES IN THE SERVICE TERRITORY AS TIME AND STOCK ALLOWS. WE WILL BE INSTALLING ON EAST AVENUE DURING THE LAST WEEK OF APRIL.</li> </ul>
<ul style="list-style-type: none"> <li>• T1 TRANSFORMER REPLACEMENT</li> </ul>	<p>IN PROCESS</p>		<p>APRIL 2015/MAY 2015</p>	<ul style="list-style-type: none"> <li>• APRIL 2015 – CONSIDERABLE PLANNING TIME SPENT BY OPERATIONS STAFF AND ENGINEERING CONSULTANT DURING THE MONTH WHICH WILL RESULT IN REPLACEMENT OF ONE OF OUR MAIN POWER TRANSFORMERS. THE NEW T1 WILL BE A 10MVA VS. THE OLD 5 MVA, AND WILL GIVE US ADDITIONAL CAPACITY OUT OF THE EAST AVENUE SUB-STATION AND ADDITIONAL DAY-TO-DAY FLEXIBILITY IN CARRYING SYSTEM LOAD BETWEEN ALL OF OUR SUB-STATIONS.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

	<u>MISC. (Cont.)</u>			
<ul style="list-style-type: none"> <li>SCADA PROJECT</li> </ul>	<p>PROJECT BEGINS MAY 2015</p>	<p>1<sup>ST</sup>/2<sup>ND</sup> PHASE (SECOND STREET-FITCH STREET SUB-STATION) – MAY 2015 – DECEMBER 2015</p> <ul style="list-style-type: none"> <li>3<sup>RD</sup> PHASE (EAST AVENUE) JANUARY 2015 – APRIL 2016</li> <li>4<sup>TH</sup> PHASE – MAY 2016 – AUGUST 2016</li> <li>5<sup>TH</sup> PHASE – AUGUST 2016 – NOVEMBER 2016</li> </ul>	<p>APRIL 2015 – FINALIZED VENDOR SELECTION AFTER EXTENSIVE VETTING PROCESS.</p> <ul style="list-style-type: none"> <li>PRESENTED RECOMMENDATIONS TO COMMISSION AT APRIL 6, 2015 MEETING.</li> <li>SURVALENT TECHNOLOGIES AWARDED BID.</li> <li>PROJECT BEGINS IN EARLY MAY 2015.</li> </ul>	<p>APRIL 2015 – PERFORMED SEVERAL PRE-ARRANGED VISITS TO COMMERCIAL CUSTOMERS TO DETERMINE THEIR OVERALL SATISFACTION LEVEL WITH TTD. THE CUSTOMERS I HAVE SPOKEN WITH ASKED A LOT OF QUESTIONS AND WERE VERY PLEASED THAT WE ARE REACHING OUT TO THEM TO ADDRESS THEIR NEEDS/ISSUES.</p>
<ul style="list-style-type: none"> <li>COMMERCIAL CUSTOMER VISITS</li> </ul>	<p>ON-GOING AS SCHEDULES PERMIT</p>	<p>THROUGHOUT 2015</p>		