

Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

Third Taxing District of the City of Norwalk

Commission Meeting

Monday, January 9, 2017 at 7:00 p.m.

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

1. Public Comment (15 Minute Limit)
2. 215 East Avenue – Presentation of Proposal (ADA Architects) (Pgs. 1-8)
3. Jumar Quarterly Presentation (Pgs. 9-23)
4. Future Communications with the City of Norwalk
5. Minutes of Meeting – November 15, 2016 Special Meeting (Pgs. 24-27),
December 5, 2016 Regular Meeting (Pgs. 28-33), and December 12, 2016
Special Meeting (Pgs. 34-36) – A/R
6. Discussion/Analysis of Financial Statements/Key Performance (Pgs. 37-43)
7. District Banners (David Brown)
8. General Manager's Report (Pg. 44)
 - East Norwalk Library Roof (Pgs. 45-48)
 - Marketing/PR RFP (Pgs. 49-51)
 - 18 Rowan Street Engineering RFP (Pgs. 52-54)
9. Project Summary
10. Adjourn

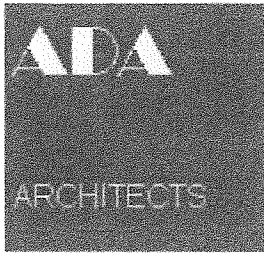
*A/R – Action Required/See Attached Motion

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

M:\Shared\ Commission Meeting Information\Agenda 1-9-17.doc

District Commissioners

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



Andriopoulos Design Associates, LLC
32 Main Street, Suite 203
Norwalk, Connecticut 06851
203-853-8006 • Fax 203-853-7567
adoarchitects@snet.net

October 25, 2016

Mr. Charlie Yost, Commissioner
c/o Third Taxing District
2 Second Street
Norwalk, CT 06855

RE: Architects Fees Proposal / Agreement

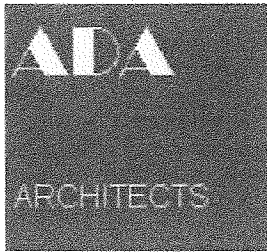
Proj: Site Feasibility & Concept Design for
Proposed Development of
213 East Avenue
Norwalk, CT 06855

Dear Commissioner Yost,

A. Per our conversation, I am pleased to submit to you this proposal for A.D.A., LLC's architectural design services in connection with the above listed property address. The property location is situated in the "Neighborhood Business" Zone of the City of Norwalk.

As we discussed, you would like our firm to assist the Third Taxing District in determining the highest and best use for this lot, including consideration of a new office building to relocate the Third Taxing Districts offices.

According to the Zoning Regulations, Proposed Uses having 5,000sf or requiring more than 15 parking spaces shall be permitted subject to Site Plan Review Application to the Norwalk Zoning Commission. During the pre-design A.D.A., LLC, will proceed to determine and complete the following: The zoning code analysis and reviewing of regulations for their impact on parking and overall building development of the site.



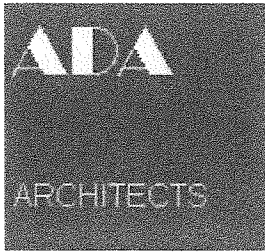
A.D.A., LLC's deliverable to you under this agreement, is to develop schematic diagrams outlining (based on your requirements) the building program. The schematic diagrams will include; schematic site plan layout, schematic floor plan(s) and schematic (block) building elevation, for discussion and review by the TTD Commissioners.

* These schematic designs can be used in discussions by the client, with the client's legal representative, Zoning Officials and A.D.A., LLC architectural representative to develop an order of magnitude for the project.

Our work scope and deliverables will be performed in the following phases:

B. Pre- Design & Site Analysis :

- B.1 Evaluation of City of Norwalk development standards as they apply to the Neighborhood Business Zone and any other applicable Zoning Regulations governing the site.
- B.2 Development of current and projected needs. This includes the schematic development study to determine the feasibility of the proposed office concept.
- B.3 A.D.A., LLC will prepare a schematic site plan and proposed building layout outlining the footprint of the building. Schematic site plan layout (with building outline footprint) utilizing an updated A-2 Survey, complete with topography and average grade information. Zoning setbacks, site ingress & egress, parking layout, buffer & open space layout & locations will be delineated.
- B.4 A.D.A., LLC will prepare schematic building floor plan and schematic block elevation to elevate & demonstrate building massing achieved in accordance with the Zoning Regulations.
- B.5 One (1) to Two (2) meetings with clients to obtain and review feedback on design concepts.
- B.6 Although the language of this proposal discusses development of the proposed site for a new office development , no guarantee is expressed or implied as to the use that can be achieved or approved by local authorities.



B.7 Included in this proposal is one meeting with the City of Norwalk Zoning Staff, regarding this development of schematic process.

A.D.A., LLC's responsibility under this proposal is for site feasibility study and schematics as described here above.

The client is required to provide A.D.A., LLC with a current A-2 survey. This will be useful for planning purposes documenting boundaries, fences, driveways, average grade, grade plane, etc. and for your use filing with town for approvals.

1.0 Preliminary Design: Further development of concepts for submittal to Zoning for a Site plan review application review.
Not Included.

2.0 Design Development: **Not Included.**

3.0 Contract Documents: **Not Included.**

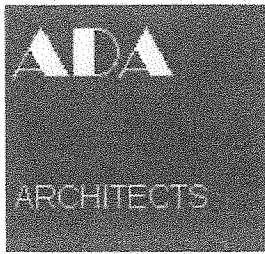
4.0 Construction Administration: **Not Included.**

These sections have been omitted for clarity. Upon approval of Paragraph A & B above, A.D.A., LLC will prepare a separate proposal/agreement for architectural services for design development, contract documents and construction administration.

5.0 Items Not Included:

5.1 Any additional architectural work or outside engineering services required. Including but not limited to: Architectural renderings for presentation, 3d models, colored renderings, additional elevation views, additional design concepts, site survey work, site engineering, traffic studies, or geo-technical engineering. Mechanical engineering pertaining to the units for plumbing, electrical or HVAC, etc.

5.2 Any additional attendance to any local committee meetings. If required these meetings will be invoiced separately at a per meeting cost of \$350.00. (Up to 3 hours)



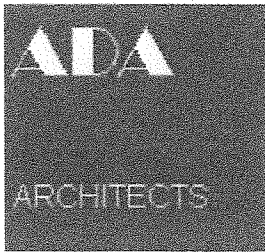
- 5.3 Preparing detailed analysis of owning/ operating cost, construction budgets and/or or detailed quantity surveys or inventories of material, equipment and labor.
- 5.4 Making revisions in drawings, schedules, specifications or other documents when such revisions are inconsistent with prior approvals.
- 5.5 If any of the above listed items not included are needed, Andriopoulos Design Assoc., LLC can provide those services for additional cost. See attached schedule of hourly rates.

6.0 TIME FRAME:

- 6.1 We are prepared to start immediately, however, based on our current work load we estimate needing approximately one (1) week to mobilize and schedule your project once we receive a signed proposal. Upon starting your project we estimate needing approximately 2-3 weeks to complete A & B -Pre-Design/ Feasibility Study. (This includes meetings as outlined.)
- 6.2 Our estimate of time to complete is provided as a means for establishing a budget and a benchmark of production time needed by the architect to produce the plans. It is not meant to provide an exact schedule for submitting the application or obtaining zoning approvals. Delays due to changes, coordination with team consultants, availability for meetings, extra meetings for explanations, submissions and review by City Agencies, etc. will have an affect on the time frame to complete the project in its entirety.

<u>7.0 COST:</u>	Section 1.0 -	\$1,750.00 - \$2,000.00
	Total Fees:	\$1,750.00 - \$2,000.00

- 7.1 Extra Services: Requests for additional services not listed above or changes to previously completed work will be invoiced separately over and above our base agreement. The said invoice will be on an hourly basis in accordance with the attached schedule of hourly rates.
- 7.2 Extra Services: Any additional meetings or presentations required for submissions or approvals.



7.3 Project reimbursable expenses are over and above the contract agreement and will be invoiced periodically in conjunction with the agreement at cost plus 15%. They include but are not limited to: Computer plots, blueprints, copies, faxes, long distance telephone, photos, express mail, pdf's, etc..

8.0 TERMS:

8.1 We require a retainer in the amount of \$1,000.00 to begin. The balance of the agreement will be invoiced periodically in accordance with our work progress. *100% design fees are to be paid at the completion of the drawings. Interest of 1-½% per month will accrue on all invoices not paid within 30 days.*

8.2 Proposal fee amount and project time frame are valid for thirty (30) days from the date of this agreement.

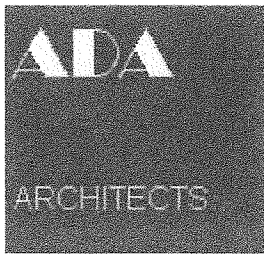
8.3 Any request for alternate plan/ building design concepts, colored renderings, 3D models, graphics, signage, etc, are not included in this agreement, but may be required by the local governing agencies in order to obtain building permits. All permits for construction are the responsibility of the owner. These services can be provided hourly in accordance with our schedule of hourly fees.

C. **THE PARTIES AGREE:** That all drawings, plans and specifications prepared by A.D.A., LLC will remain the property of A.D.A., LLC and will not be used by the client in any aspect in connection with design or use for this location or any other locations without the express written authorization of the architect.

D. **IT IS UNDERSTOOD** and agreed that ADA, LLC is not the general contractor, and is providing the services enumerated above solely as an agent for and on behalf of the owner.

E. Due to the volatile nature of the construction industry and the sometimes unpredictable nature of ruling of local and state governing authorities the following declarations by the architect are required:

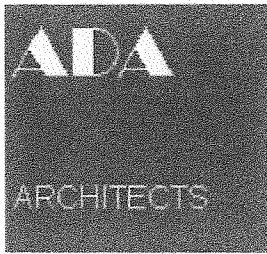
1.1 ADA, LLC project funding is the sole responsibility of the Owner for the architect fees due to ADA, LLC for work executed, and will not be subject to suspension of payment as a result of project bids or decisions upon the part of the Owner not to execute the project.



- F. Fees due ADA, LLC for work executed shall not be subject to suspension of payment as a result of rulings or conditions of the Governing Authorities having jurisdiction.
- 1.1. Either party may terminate this contract before completion of the project upon written notice to the other only if the non-termination is in violation of the provisions of the agreement. In the event of termination ADA, LLC shall be entitled to payment of all fees and expenses incurred by it up to the date of any such termination. Following any such termination ADA, LLC shall have no continuing responsibility of any kind with respect to the project.
- 1.2. Either party may terminate this contract before completion of the project upon written notice to the other only if the non-termination is in violation of the provisions of the agreement. In the event of termination, ADA, LLC shall be entitled to, payment of all fees and expenses incurred by it up to the date of any such termination. Following any such termination ADA, LLC shall have no continuing responsibility of any kind with respect to the project.
- 1.3. Any dispute or disagreement between the parties arising out of/or relating to the subject matter of the agreement shall be settled by arbitration in the state of Connecticut upon the rules then obtaining of the American Arbitration Association and document upon the award may be entered in any court having jurisdiction.
- 1.4. We/ I (the client) also agree to pay costs, expenses and reasonable attorney's fees incurred in the collection of balances due under this contract.

ADA, LLC - Limitation of Liability:

The Owners and ADA, LLC have discussed the risks, rewards and benefits of the Tasks Identified above and ADA, LLC's total fee for services rendered. The risks have been allocated such that, to the fullest extent permitted by law, ADA, LLC total liability to the Owners for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause shall not exceed the total amount of 100% of design fees paid to ADA, LLC. Such



causes include but are not limited to ADA, LLC's design professional's negligence, errors, omissions, strict liability, breach of contract and breach of warranty. ADA, LLC is not liable for existing site and building conditions

If the above proposal meets with your approval please sign below and return a copy to us for our files along with your retainer so that we may schedule your project.

We appreciate this opportunity to work with you on this project and we look forward to a favorable response. Of course, if you have any questions please do not hesitate to phone our office.

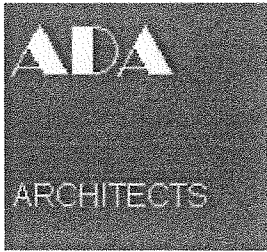
Very truly yours,

A handwritten signature in black ink, appearing to read "William N. Andriopoulos", written over a faint, large, stylized outline of the letter "A".

William N. Andriopoulos, R.A./AIA
Andriopoulos Design Assoc., LLC
WNA/mg

Approved: Mr. Charlie Yost/ Commissioner
Third Taxing District

Date:



SCHEDULE OF FEES:

Administrative Assistant:	\$ 40.00
Design Assistant:	\$ 52.50
Tech. Proj. Asst.:	\$ 65.00
Tech. Proj. Coordinator:	\$ 75.00
CAD Operator:	\$ 75.00
Project Manager	\$ 85.00
Project Manager/Design:	\$ 92.50
Director of Design :	\$ 110.00
Principle/ Architect:	\$ 150.00



Third Taxing District Marketing Review

August 2010

90.D
9.9

Overview

- Communications
- Advertising
- Public Relations
- Website
- Community Outreach
- Moving Forward

99.10

Communications

11/08/08

www.jumarmarketing.com

CONFIDENTIAL

Communications

- Newsletter
 - Bi-monthly print and electronic content development, layout, coding, testing and deployment
- Emails
 - Pubic Power Week Lightbulb Giveaway
 - Walk Bridge Program Updates from CTDOT
 - Annual Food & Toy Drive
- Blog
- CTDOT Updates
 - Liaised with CTDOT PR Firm
- TTD Walk Bridge Forum
 - Met with David Brown re: proposed forum/survey

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12

Advertising

10.13

www.jumarmarketing.com

CONFIDENTIAL

Advertising

- Summer Concert Series
 - Created and fulfilled ads for The Hour
- Annual Christmas Tree Lighting
 - Created and fulfilled ad for The Hour
 - Negotiated rates and “value-add”

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14

Public Relations

10
09.15

www.jumarmarketing.com

CONFIDENTIAL

Public Relations

- East Norwalk Firehouse Restoration
- TTD Office Renovations
- Public Power Week
- The Rinks at Veterans Park Ribbon Cutting
- Annual Food & Toy Drive

Website

Website

- Ongoing updates/postings of:
 - Commission Meeting agendas
 - Commission Meeting packets
 - Commission Meeting minutes
 - News / PR
- 'On demand' and emergency updates
- Calendar management
- Blog
- Monitor and report on monthly traffic statistics
- General maintenance

Website

- CTDOT News Alerts
 - Created new area on TTD.gov home page to post Walk Bridge updates
- Liaised with City of Norwalk webmaster
 - Provided information for reciprocal link

09.19

Community Outreach

www.jumarmarketing.com

CONFIDENTIAL

Community Outreach

- Marvin Elementary School
 - Touch-a-Truck Demo
 - Public Power Week Demonstration
- Ludlow Tree Monthly Lightings
 - August: Spinal Muscular Atrophy (SMA)
 - September: National Childhood Cancer Awareness
 - October: National Breast Cancer Awareness
 - November: Alzheimer's Disease Awareness
 - December: Christmas Tree Lighting

TD
09.21

Moving Forward

Pg. 22

Q1 2017 Initiatives

- Continuation of Marketing Services & Business Support
- Launch Semi-Annual Survey (January/July)
 - Develop and distribute survey focused on customer satisfaction
- Community Outreach
 - Marvin School
 - Launch Reading Program
 - Science Fair Sponsorship
 - Monthly Tree Lighting

FD
08.23

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
November 15, 2016

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

STAFF: Jim Smith, General Manager

OTHERS: Steve VanderMeer, Hometown Connections

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:07 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

STRATEGIC PLANNING

Mr. Smith introduced Mr. VanderMeer once again and told the Commission that the purpose of the evening's meeting was to recap what has been done to date and to discuss the staff level items of the Strategic Planning process.

Mr. VanderMeer gave the Commission a brief recap of their past meetings and the issues that had been discussed. He stated that he wanted to now focus the Commission on the future of the utility.

Mr. VanderMeer began with a recap of what work had been done to date.

Governance – Messrs. Smith and VanderMeer had a meeting with Atty. John Bove and discussed how Charter revisions would need to be handled. Atty. Bove indicated that Charter revisions could possibly be voted on at a District election and not at the Annual Meeting, but was going to research this further in order to get more clarification.

Items that were discussed for Charter revision include the Treasurer and District Clerk positions, changing the number of Commissioners from three to five, adding term limits for Commissioners and possibly any Library issues.

Third Taxing District
of the City of Norwalk
November 15, 2016

DRAFT

Library – Discussion took place about the Library and the new developments which have recently come to light from ENIA and how they are planning to proceed for the future.

With regard to seeing the Library become successful, Commissioner Goldstein talked about her desire to see TTD become a municipal broadband utility in the community with assistance from the State. The Library could possibly become an integral part of this for providing the broadband to the community.

ByLaws – The Commission has a desire to develop ByLaws which would provide more clarity on the governance issues. To date, there has been a draft set of ByLaws, but no action has been taken. The ByLaws will be sent to Mr. VanderMeer for his review and he will send his comments to Mr. Smith. The decision to adopt ByLaws is entirely up to the Commission.

215 East Avenue – Mr. VanderMeer asked the Commission what their ideal outcome would be for the property. The consensus was to make the property more desirable to increase its value. Currently, Commissioner Yost is waiting on bids from local architects to determine the best use for the property.

Strategic Planning Process

Mr. VanderMeer reviewed the 8-step process with the Commission. Commissioner Yost stated that he thought the process should be set up as two entities, District and Utility, as they are separate operations. After further discussion of this idea, the Commission thought three Mission statements would be needed. Corporate, which would encompass the Utility and District, and separate Mission statements for both the Utility and District.

Mr. VanderMeer presented the draft Mission statement to the Commission that the staff had been working on over the past few months for their input. After reviewing and tweaking, the following is the draft statement:

“TTD is a proud partner of the community providing a reliable, low-cost, responsive utility, with value added services and programs in an efficient, personalized manner to the neighborhoods of East Norwalk.”

Mr. VanderMeer then continued with the staff’s values of TTD and the Commission provided their input.

Mr. VanderMeer continued and presented the staff’s draft Vision statement for the Utility. It was decided that he would send the Commission the questions which prompted the staff to draft their version. It was left that the Commission would work on the Vision statement until the next Strategic Planning meeting.

DRAFT

There was a brief discussion on what additional products and/or services TTD could provide to the District in the future.

ADJOURNMENT

**** COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
November 15, 2016

~~Page 3~~

Pg. 26

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.

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
December 5, 2016

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

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

OTHERS: Peter Murphy (James P. Murphy & Associates)

PUBLIC: Sarah Mann (ENIA)
Marianne Johansson (East Norwalk Resident) – arrived late

CALL TO ORDER

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

PUBLIC COMMENT

At this time, no one from the public was in attendance to comment.

INSURANCE RENEWAL

Peter Murphy from James P. Murphy & Associates, Inc. reviewed the insurance renewal for the 2017 calendar year with the Commission. One of the main line items that will need to be re-evaluated is the office building at 2 Second Street due to the fact that it was recently renovated. Mr. Murphy believes the cost increase for the re-evaluation will be approximately \$100 to \$200. Overall, the cost of the yearly insurance program renewal has decreased approximately \$6,000.

One item that is not listed on the policy that will be coming up for renewal in a few months will be the Cyber Security insurance. Mr. Murphy believes the cost will be approximately \$6,000 for the policy year. He is going to have this insurance written as a short-term policy in order to get it aligned with the yearly renewals of all the insurance policies.

DRAFT

**** COMMISSIONER YOST MOVED TO ACCEPT THE RECOMMENDED 2017 INSURANCE RENEWAL IN THE AMOUNT OF \$141,522.64 AS PRESENTED BY OUR CONSULTANT, JAMES P. MURPHY & ASSOCIATES, INC., AND THE MANAGEMENT OF THE DEPARTMENT, AND TO INCLUDE APPROXIMATELY \$6,000 IN PREMIUM FOR CYBER SECURITY LIABILITY INSURANCE BASED ON THE SHORT-TERM QUOTE RECEIVED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER BROWN MOTIONED TO SUSPEND THE RULES AND MOVE AGENDA ITEM #7, DISCUSSION OF LIBRARY BUDGET, TO ITEM #3.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION OF LIBRARY BUDGET

Commissioner Brown stated his issue with the Library Budget is the additional monies that need to be funded for the new full-time Director that the library is looking to employ at a salary of \$60,000 plus benefits. Ms. Mann confirmed that this will be the highest increase on the budget. She explained the reasons why the Board would like a full-time Director, including being able to assist with soliciting funds in both the private and public sector.

Commissioner Brown continued his concern about the increase in the budget. In years past, the budget was just "rubber stamped" and never really scrutinized. He would like to try and work out a plan that would allow TTD to match a certain percentage of the grants/fundraising that the library raises.

Ms. Mann responded that the Board is currently working on fundraising and has approached some of the local clubs, i.e., Exchange Club and Rotary Club, to raise funds for the Children's Programs.

Further discussion took place on the library's proposed budget. Commissioner Yost noticed that the funds for marketing do not appear to be substantial enough to get them started. Ms. Mann will have Ms. Cray go back and rework the numbers and see if they can re-allocate funds to increase the marketing budget. Commissioner Yost also suggested that the library might be able to utilize TTD's marketing firm, Jumar, to get them started.

Commissioner Brown noted that for the past three years the audit was exactly the same. He would like to have them reviewed. Ms. Mann will provide the Commission will all pertinent information, i.e., copies of the audits, names of auditors and years they conducted the audit.

DRAFT

PUBLIC COMMENT

Commissioner Brown recognized Marianne Johansson to come forward and speak to the Commission. Ms. Johansson wanted to know what TTD is doing regarding solar energy as she is interested in installing residential solar. Mr. Smith responded to her and said that he would be happy to set up a meeting with her to discuss her solar options.

MINUTES OF MEETING

November 7, 2016 Regular Meeting

One noted correction – Page 4, Paragraph 2 should read:

“The Outstanding Principal Balance with CMEEC remained the same as no transfer of funds has been made.”

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 7, 2016 REGULAR MEETING AS CORRECTED.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

November 15, 2016 Special Meeting

Commissioner Goldstein asked that the Recording Secretary go back and re-listen to the Minutes to clarify the content written on page 2, first paragraph under “Library.”

**** COMMISSIONER BROWN MOVED TO TABLE THE MINUTES OF NOVEMBER 15, 2016 SPECIAL MEETING TO THE MEETING OF JANUARY 9, 2017.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith reviewed the October 2016 financial highlights with the Commission. October is considered to be a shoulder month and revenues are generally flat due to weather conditions. Total Income is down 1% and Total Expense is up 1% over last year. Net Ordinary Income is down 45%. Other income is up 54% at \$206,207 vs. last year at \$133,721. Other Expense is down 25% at \$28,821 vs. last year at \$36,297. Rate Stabilization continues to grow. Net Income is \$684,224, which is doubled over last year at \$341,169.

Cash balances continue to be in good shape. The Outstanding Principal Balance with CMEEC still remains the same as no transfer of funds has been made. Power Supply is consistent with last year.

Third Taxing District
of the City of Norwalk
December 5, 2016

DRAFT

KPI's – Operating Ratio's Industry Average needs to be adjusted as the numbers are too low. Bad Debt Ratio is down. System Load Factor is down, but should increase with the addition of the ice rinks.

PCA – Still in an over-collection. The PCA number should be revisited in January and adjusted accordingly at that time.

SUMMER CONCERT SCHEDULE

Mr. Scofield reviewed with the Commission the calendar for the 2017 summer concert series. The Commission reviewed the calendar and selected the following dates for the concerts:

Tuesdays

June 20th
July 25th
August 8th

Sundays

June 25th
July 9th
July 30th
August 13th
August 27th

The following are the bands that the Commission is interested in having perform.

Tim Currie's Motown Band
Fairfield Counts
Last Call Experience
Billy & The Showmen

Tim Currie's Magical Mystery Tour
Summertime
Memphis Soul Spectacular
Pocket Full of Soul

The Commission would like to see the concert series open and close with Tim Currie's bands.

With regard to sound being provided for the bands, the Commission asked Mr. Scofield to please check into other sound companies to see if they would be more cost-efficient. Mr. Scofield will also speak to Performance Audio to see if he could get cancellation fees reduced vs. having to pay full price should a concert need to be cancelled due to weather conditions.

BYLAWS

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE BYLAWS TO THE DECEMBER 19, 2016 REGULAR MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
December 5, 2016

DRAFT

GENERAL MANAGER'S REPORT

Discussion of 215 East Avenue Architect Proposals

Mr. Smith recapped the plan for 215 East Avenue and that Commissioner Yost was going to contact architects and obtain some proposals. Two proposals were submitted – David Moore Architecture & Design LLC and Andriopoulos Design Associates, LLC. Commissioner Yost would like the architects to come to a Commission meeting and present their proposals to the Commission.

Commissioner Brown spoke about his proposal to turn the property into a parking garage. He showed the Commission his preliminary drawings indicating 30 parking spaces per level. He has been in contact with the City of Norwalk and has set up a meeting with Mayor Rilling, Laoise King and Elizabeth Stocker for Thursday, December 8th at 10:00 a.m. in the Mayor's office. If the City is interested in the project, the Commission should then seek out an architect for the project.

PROJECT SUMMARY

Commissioner Goldstein asked Mr. Smith when the Marketing/PR is going to go to bid. Mr. Smith stated that he has begun work on the draft RFP and will send it to the Commission for their feedback.

ADJOURNMENT

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

The meeting adjourned at 9:21 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
December 5, 2016

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.

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
December 12, 2016

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

OTHERS: Sarah Mann, Kathy Cray, Jim Anderson and Nicholas Clarke (ENIA Board Members)

CALL TO ORDER

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

PUBLIC COMMENT

There were no comments from the public at this time.

LIBRARY TRANSITION PLAN

Commissioner Brown invited the ENIA Board members to join them at the table for discussion on the Library Transition Plan. He then deferred the meeting to Commissioner Yost to begin the discussion.

Commissioner Yost asked the Library Board if they had any questions or concerns. Ms. Mann talked about the marketing plan for the library and stated that the reality is that the marketing budget will need to be raised. The library does need to raise money, but if there is a negative image in the community, they will need marketing assistance to raise their positive aspects in the community.

Commissioner Yost said that instead of putting all of the efforts into marketing at this time, perhaps the efforts should be redirected to getting the new Director on board, who will then be able to work with the Library Board to market and fundraise for the library. Ms. Mann agreed with Commissioner Yost. Ms. Mann will begin posting the job description for the new Director within the next couple of weeks.

The discussion continued on how the new Director will be funded should they be employed prior to July 1, 2017. The Library Board will be targeting a start date of April 1, 2017. After reviewing all the current figures (salaries and benefits) and using the salary already in the budget for Stan (5 months – February through June), the budget will come up short approximately \$12,000 if the new Director starts on April 1, 2017. The Commission agreed that the funds can

Third Taxing District
of the City of Norwalk
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come from either Contingencies or Other District Funds already in the budget to cover the difference for the balance of the 2016-17 budget year to cover the gap. The Commission will take a formal vote on this at the next scheduled meeting.

The Commission agreed that the projected library budget for 2017-18 that includes the new Director's salary will be put forth to the ratepayers at the Annual Meeting on March 1, 2017. This is a one-time (1 year) situation. The Library/Foundation will be responsible for fundraising in the future to support the Library's increased budget.

The Commission and the Library discussed the number of members on the Library Board. Ms. Mann indicated that she would like to have an additional 3 or 4 members in the future. Commissioner Yost asked if a TTD Commissioner could serve as a Board member, but was told it would be a conflict of interest. Ms. Mann mentioned that she would like to see one of the Commissioners be in attendance for the final interviewing process of the new candidate since they are involved in the funding.

Ms. Mann also presented a draft copy of a fundraising letter that she and Ms. Cray have been developing. Commissioner Goldstein agreed to review the letter for them.

Both the Commission and the Library Board will be working on getting communications out to the ratepayers prior to the Annual Meeting. It will start with a "teaser" in the TTD January/February newsletter. They will also work on sending out email blasts to both the Library's and TTD's email lists. Another communication to the ratepayers will be a bill stuffer in the February billing cycle. The ultimate goal is to build up the Library to assist in getting it self-funded in the future.

ADJOURNMENT

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

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
December 12, 2016

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.

**Third Taxing District
Financial Highlights
Jul-Nov 2016 vs. Jul-Nov-2015**

	Jul-Nov-2016	Jul-Nov-2015	\$ Change	% Change
Total Income	4,362,937	4,433,128	-70,191	-2%
Total Expense	4,596,492	4,530,242	66,250	1%
Net Ordinary Income	(233,555)	(97,114)	(136,441)	-140%
Other Income	197,048	173,598	23,450	14%
Other Expense	33,726	47,473	(13,747)	-29%
Net Income before Rate Stabilization	(70,233)	29,011	(99,244)	-342%
Rate Stabilization	862,146	480,091	382,055	80%
Net Income	791,913	509,102	282,811	56%

CASH BALANCES FY 2016

	Nov-16
ACCTS	
Operating Accounts	667,336
Construction WIP	63,287
Savings	1,366,827
Capital Improvements Fund	778,773

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2016	4,345,583
Current Balance	4,345,583
Current Fiscal Year Capital Additions to date	467,034

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 2,905,709	\$ 2,867,365	\$ 38,344	1%
Budget Energy Cost	\$ 2,673,252	\$ 2,723,997	\$ (50,744)	-2%
Energy Cost Cents/KWH	10.500	10.400	\$ 0.10	1%

**Third Taxing District
Profit & Loss Prev Year Comparison
November 2016**

	Nov 16	Nov 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	17,425.09	20,844.96	-3,419.87	-16.41%
440-00 · Residential Sales	265,196.04	286,179.05	-20,983.01	-7.33%
442-01 · Large Commercial Sales	72,077.10	77,054.65	-4,977.55	-6.46%
442-02 · Small Commercial Sales	234,547.79	213,017.94	21,529.85	10.11%
445-01 · Water Pollutn Contri Pint Sales	80,947.50	90,355.71	-9,408.21	-10.41%
445-02 · Fiat Rate	8,655.54	8,680.29	-24.75	-0.29%
557-00 · Purchased Power Adjustment	109,937.10	110,283.28	-346.18	-0.31%
Total Income	788,786.16	806,415.88	-17,629.72	-2.19%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	460,285.34	468,977.22	-8,691.88	-1.85%
Total COGS	460,285.34	468,977.22	-8,691.88	-1.85%
Gross Profit	328,500.82	337,438.66	-8,937.84	-2.65%
Expense				
904-00 · Substation	13,240.37	15,129.47	-1,889.10	-12.49%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	986.65	1,074.50	-87.85	-8.18%
540-00 · Other Power Generation Expense	6,213.17	1,122.15	5,091.02	453.68%
580-00 · Distribution Expenses	10,716.16	9,469.75	1,246.41	13.16%
590-00 · Maintenance Expenses	47,514.12	39,722.82	7,791.30	19.61%
900-00 · Customer Accounts & Service	26,060.75	17,908.38	8,152.37	45.52%
920-00 · Administrative Expenses	131,228.37	145,094.90	-13,866.53	-9.56%
Total Expense	300,636.39	291,804.97	8,831.42	3.03%
Net Ordinary Income	27,864.43	45,633.69	-17,769.26	-38.94%
Other Income/Expense				
Other Income				
419-00 · Interest Income	439.49	178.57	260.92	146.12%
421-00 · Norden Project Income	44,388.34	28,910.00	15,478.34	53.54%
423-00 · Gain/(Loss) from Sale of FA	1,668.75	0.00	1,668.75	100.0%
424-00 · Energy Conservation Fund Income	10,149.96	10,216.91	-66.95	-0.66%
Total Other Income	56,646.54	39,305.48	17,341.06	44.12%
Other Expense				
426-30 · PERSON TO PERSON	20,000.00	0.00	20,000.00	100.0%
942-00 · Interest Expense	0.00	405.95	-405.95	-100.0%
Total Other Expense	20,000.00	405.95	19,594.05	4,826.72%
Net Other Income	36,646.54	38,899.53	-2,252.99	-5.79%
Net Income before Rate Stabilization	64,510.97	84,533.22	-20,022.25	-23.69%
Rate Stabilization	86,560.19	76,033.51	10,526.68	13.85%
Net Income	151,071.16	160,566.73	-9,495.57	-5.91%

Third Taxing District
Profit & Loss Prev Year Comparison
 July through November 2016

	Jul - Nov 16	Jul - Nov 15	\$ Change	% Change	
Ordinary Income/Expense					
Income					
443-00 · Cervalis Data Center Revenues	78,616.72	66,809.58	11,807.14	17.67%	
440-00 · Residential Sales	1,648,896.21	1,707,428.94	-58,532.73	-3.43%	
442-01 · Large Commercial Sales	391,046.05	406,149.05	-15,103.00	-3.72%	
442-02 · Small Commercial Sales	1,167,783.84	1,179,140.22	-11,356.38	-0.96%	
445-01 · Water Pollutn Contrl Pnt Sales	397,034.83	415,611.77	-18,576.94	-4.47%	
445-02 · Fiat Rate	37,419.39	37,444.14	-24.75	-0.07%	
557-00 · Purchased Power Adjustment	642,140.10	620,544.07	21,596.03	3.48%	
Total Income	4,362,937.14	4,433,127.77	-70,190.63	-1.58%	
Cost of Goods Sold					
555-00 · Electrical Power Purchased	2,905,709.47	2,867,364.64	38,344.83	1.34%	
Total COGS	2,905,709.47	2,867,364.64	38,344.83	1.34%	
Gross Profit	1,457,227.67	1,565,763.13	-108,535.46	-6.93%	
Expense					
904-00 · Substation	58,851.58	76,292.73	-17,441.15	-22.86%	Footnote 1
403-00 · Depreciation Expense	323,384.00	311,415.00	11,969.00	3.84%	
408-00 · Taxes	104,239.63	108,529.26	-4,289.63	-3.95%	
540-00 · Other Power Generation Expense	40,801.56	41,592.38	-790.82	-1.9%	
580-00 · Distribution Expenses	61,400.38	28,192.27	33,208.11	117.79%	Footnote 2
590-00 · Maintenance Expenses	219,900.66	246,393.63	-26,492.97	-10.75%	Footnote 3
900-00 · Customer Accounts & Service	97,020.97	100,279.25	-3,258.28	-3.25%	
920-00 · Administrative Expenses	785,183.48	750,182.45	35,001.03	4.67%	Footnote 4
Total Expense	1,690,782.26	1,662,876.97	27,905.29	1.68%	
Net Ordinary Income	-233,554.59	-97,113.84	-136,440.75	-140.5%	
Other Income/Expense					
Other Income					
418-00 · Dividends	8,542.60	9,686.33	-1,143.73	-11.81%	
419-00 · Interest Income	3,225.49	3,251.99	-26.50	-0.82%	
420-00 · Gain/(Loss) on Investments	21,225.97	-35,341.61	56,567.58	160.06%	Footnote 5
421-00 · Norden Project Income	121,010.25	129,398.58	-8,388.33	-6.48%	
423-00 · Gain/(Loss) from Sale of FA	4,180.75	9,000.17	-4,819.42	-53.55%	Footnote 6
424-00 · Energy Conservation Fund Income	38,862.78	35,551.19	3,311.59	9.32%	
425-00 · Miscellaneous Income	0.00	22,051.42	-22,051.42	-100.0%	Footnote 7
Total Other Income	197,047.84	173,598.07	23,449.77	13.51%	
Other Expense					
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%	
426-20 · Energy Conservation Expense	13,601.97	25,650.00	-12,048.03	-46.97%	Footnote 8
942-00 · Interest Expense	124.41	1,823.35	-1,698.94	-93.18%	Footnote 9
Total Other Expense	33,726.38	47,473.35	-13,746.97	-28.96%	
Net Other Income	163,321.46	126,124.72	37,196.74	29.49%	
Net Income before rate stabilization	-70,233.13	29,010.88	-99,244.01	-342.09%	
Rate Stabilization	862,146.14	480,090.99	382,055.15	79.58%	
Net Income	791,913.01	509,101.87	282,811.14	55.55%	

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Nov-2016 vs. Jul-Nov- 2015

1. The decrease in the substation expense of \$17K is due primarily to Pete Johnson retiring and a decrease in maintenance on the generators with HO Penn.
2. The \$33K increase in Distribution expense is due to Netwatch quarterly expenditures of approximately \$11K due to the monitoring of the SCADA system to remain compliant, \$9K for an annual fee to MPower for the GIS Mapping, and the remainder due to timing of purchases for supplies and equipment.
3. The \$26K decrease in Maintenance expenses is due to a \$14K decrease in substation maintenance costs from the prior year in relation to maintenance with SNEW, Cristino Associates, and EPA technologies. The remaining decrease is due to the fact that there were purchases in the prior year with Graybar and Wesco to build up stock. TTD purchased wire and cabling in the prior year.
4. Administrative Expenses increased \$35K from the prior year primarily due to a \$22K increase in Seminars and Training with NEPPA and Hometown Connections, a \$3K increase in travel and lodging and an \$8K increase in Pension & Benefits as a result of TTD's increased monthly pension contributions. The remainder of the difference is due to the timing of insurance payments and premiums.
5. The unrealized gain year-to-date of \$21K is representative of the adjustment to bring our capital improvements investment account to market value as of our last statement date of 09/30/2016.
6. The gain or loss from sale of fixed assets is \$2,500 of sale proceeds from the 2003 Form F-360 which was fully depreciated and \$1,600 of proceeds from the scrap of a transformer.
7. The amount in miscellaneous income of \$22K in the prior year was a payment with regards to the Shorehaven Project. This income was offset to the appropriate expense account at year end 06/30/2015. Currently the Shorehaven project is complete.
8. The decrease in Energy Conservation Expense is due to a timing difference on the reimbursement of our energy saving programs from year over year.

9. The decrease in interest expense is due to the fact that the line of credit with Patriot Bank was paid off in July-2016.

**THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)**

		2016	November 2015	Industry Average (Bandwidth)	
1)	OPERATING RATIO	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	105.35%	102.19%	95% - 105%
2)	POWER SUPPLY EXPENSE RATIO	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	63%	63%	65% - 70%
3)	BAD DEBT RATIO	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.50%	6.30%	3% - 10%
4)	ACTUAL RATE OF RETURN ON RATE BASE	AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	ELECTRIC CUSTOMERS PER EMPLOYEE	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	347	319	200 - 500
6)	ENERGY LOSS %	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	5.20%	5.50%	2.5% - 6%
7)	SYSTEM LOAD FACTOR	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	58.0%	59.36%	50% - 65%

East Norwalk - PCA Calculation
 Power Cost Adjustment Calculation
 6 Month Rolling Average (starting January 2012)

	2015	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016			
	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April		
Total Energy																				
Grand Total Purchased Power Costs	\$ 468,977	\$ 516,466	\$ 614,916	\$ 559,587	\$ 501,206	\$ 457,783	\$ 474,985	\$ 535,454	\$ 700,154	\$ 718,571	\$ 543,716	\$ 460,285	\$ 482,983	\$ 482,983	\$ 460,285	\$ 460,285	\$ 460,285	\$ 460,285	\$ 460,285	\$ 460,285
(Sum of current and previous 5 months)	\$ 3,211,856	3,239,664	3,309,181	3,192,001	3,124,830	3,118,935	3,124,943	3,143,931	3,229,169	3,388,153	3,430,664	3,433,166	3,441,164	3,441,164	3,433,166	3,433,166	3,433,166	3,433,166	3,433,166	3,433,166
kWh's Purchased	4,947,256	4,809,142	5,732,210	5,159,650	4,628,845	4,204,683	4,427,132	4,995,545	6,533,151	6,298,482	5,295,186	4,399,272	4,347,256	4,347,256	4,399,272	4,399,272	4,399,272	4,399,272	4,399,272	4,399,272
Total Purchased Power kWh Units	29,851,906	30,125,111	30,781,548	29,692,716	29,026,375	28,921,796	29,001,672	29,188,075	29,969,016	31,087,848	31,754,189	31,858,768	31,776,892	31,776,892	31,858,768	31,858,768	31,858,768	31,858,768	31,858,768	31,858,768
(Sum of current and previous 5 months)																				
Power Supply Costs @ Retail	\$ 0.11362	0.11356	0.1135	0.1135	0.1137	0.1139	0.1138	0.1137	0.1137	0.1151	0.1141	0.1138	0.1143	0.1143	0.1138	0.1138	0.1138	0.1138	0.1138	0.1138
Base Fuel Cost	\$ 0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
Loss Factor	% 5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
Calculated PCA	\$ 0.01762	0.01776	0.0177	0.0177	0.0179	0.0181	0.0180	0.0179	0.0179	0.0193	0.0183	0.0180	0.0185	0.0185	0.0180	0.0180	0.0180	0.0180	0.0180	0.0180
Actual PCA Implemented	\$ 0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700
Total System Retail Sales (kWh's)	4,113,805	3,903,723	5,412,281	4,867,779	4,672,645	4,558,440	3,943,609	5,127,075	5,681,188	5,968,748	6,625,943	4,266,066	4,450,563	4,450,563	4,266,066	4,266,066	4,266,066	4,266,066	4,266,066	4,266,066
Base PCA Revenue	\$ 394,112	373,977	518,497	466,333	447,639	436,507	377,817	491,174	545,217	573,530	634,765	408,691	426,365	426,365	408,691	408,691	408,691	408,691	408,691	408,691
Fuel Factor Revenue	\$ 111,075	105,401	146,132	131,430	126,161	123,024	106,483	138,431	153,662	161,642	178,900	115,184	120,165	120,165	115,184	115,184	115,184	115,184	115,184	115,184
Total Revenues through PCA	\$ 505,188	479,377	664,628	597,763	573,801	559,531	484,300	629,605	698,879	735,173	813,666	523,876	546,530	546,530	523,876	523,876	523,876	523,876	523,876	523,876
Difference of Collection vs Expense	\$ (134,410)	(171,499)	(121,766)	(83,610)	(11,016)	90,732	100,047	194,197	192,923	209,524	479,474	543,064	606,611	606,611	543,064	543,064	543,064	543,064	543,064	543,064

GENERAL MANAGER'S REPORT
(Note Page)

Cynthia Tenney

Subject: FW: East Norwalk Library
Attachments: 1653_2016.12.16_Roof Photographs.pdf

From: Richard Todd [mailto:r.todd@gillandgill.com]
Sent: Wednesday, December 14, 2016 12:41 PM
To: James W. Smith
Cc: Patsy Gill; Ron Scofield; Mike Adams
Subject: RE: East Norwalk Library

Mr. Smith – The asphalt shingle roofing is at the end of its useful life. While immediate replacement is not necessary, it is our opinion it should be replaced within 1 year, 2 years at the most. The library was not open at the time of visit and so we were unable to view inside or inquire about leaks. Any leaks would reveal more serious problems that would need immediate attention. A short narrative of our findings follows:

- a. A majority of the shingles are curled; they do not lay flat; some are blistered. The gaps between shingles are pronounced (photos 1, 2 and 3).
- b. Although there are no obvious signs of leaks through the roof, the crickets and flashing at both chimneys is old and should be replaced along with the roofing (photo 4).
- c. Although shingles are not denuded, there are a lot of granules in the gutters (photos 5 and 6).
- d. About 5% of the shingles are broken at the edges; shingles are brittle (photos 7, 8 and 9).

Richard S. Todd

GILL & GILL Architects LLC 39 Wall Street Norwalk CT 06850 T 203.831.8808 F 203.831.8780 r.todd@gillandgill.com /
www.gillandgill.com

Think **GREEN**. Please consider the environment before printing this message.



Photo 1 – curled shingles (note pen shadow line)

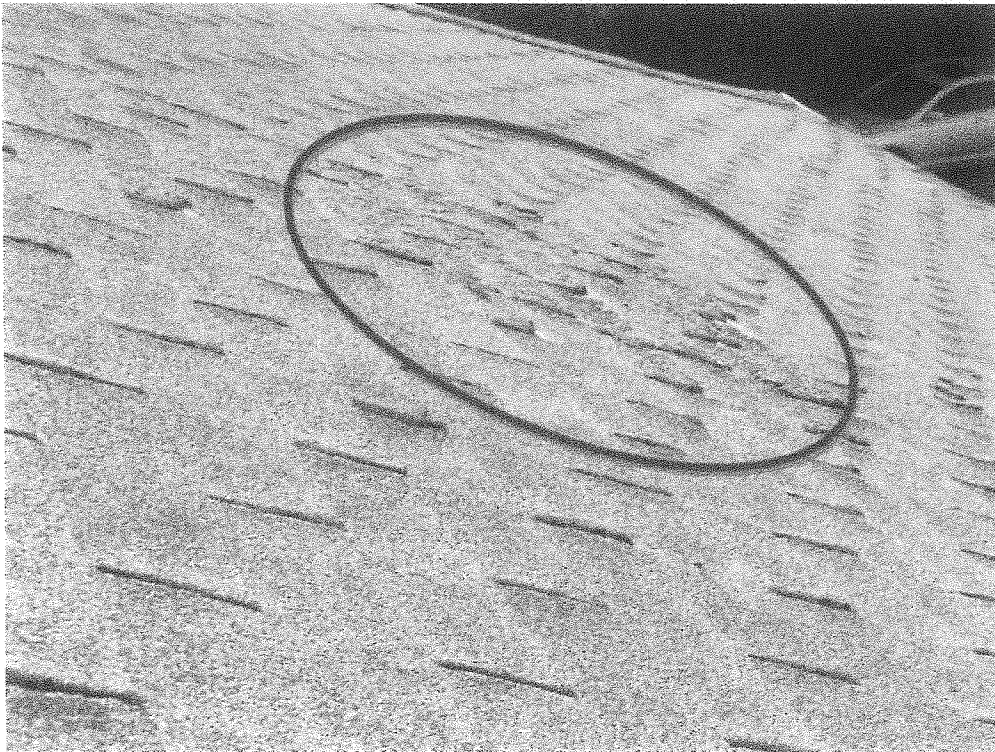


Photo 2 – blistered shingles



Photo 3 – pronounced separation between shingles

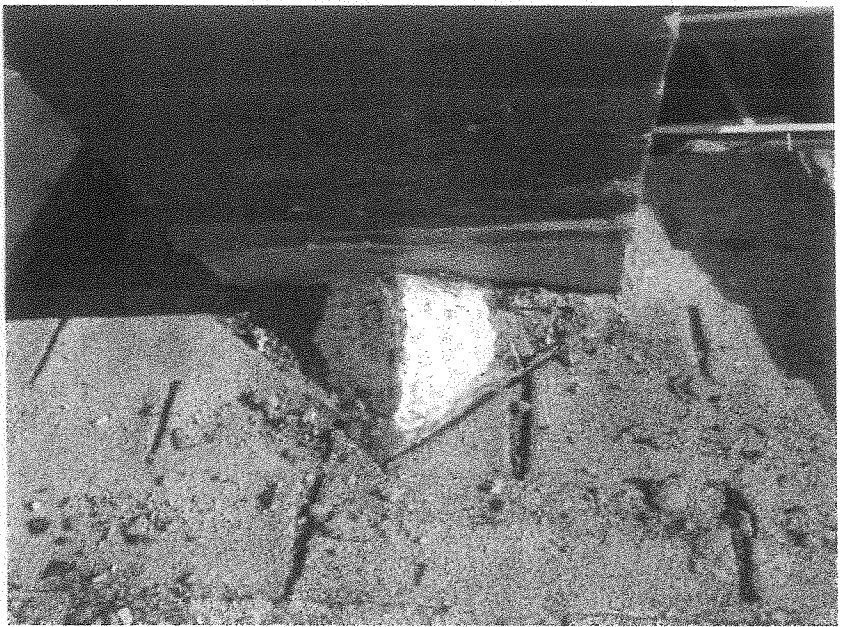
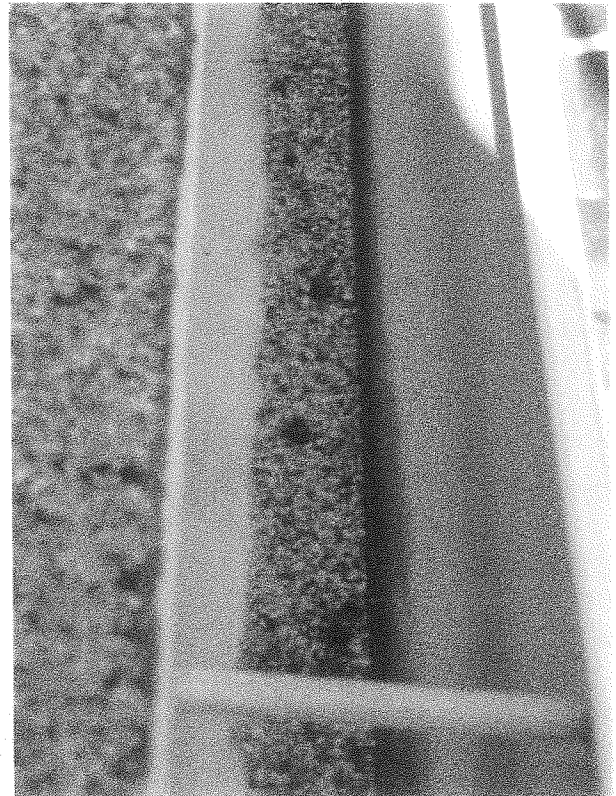
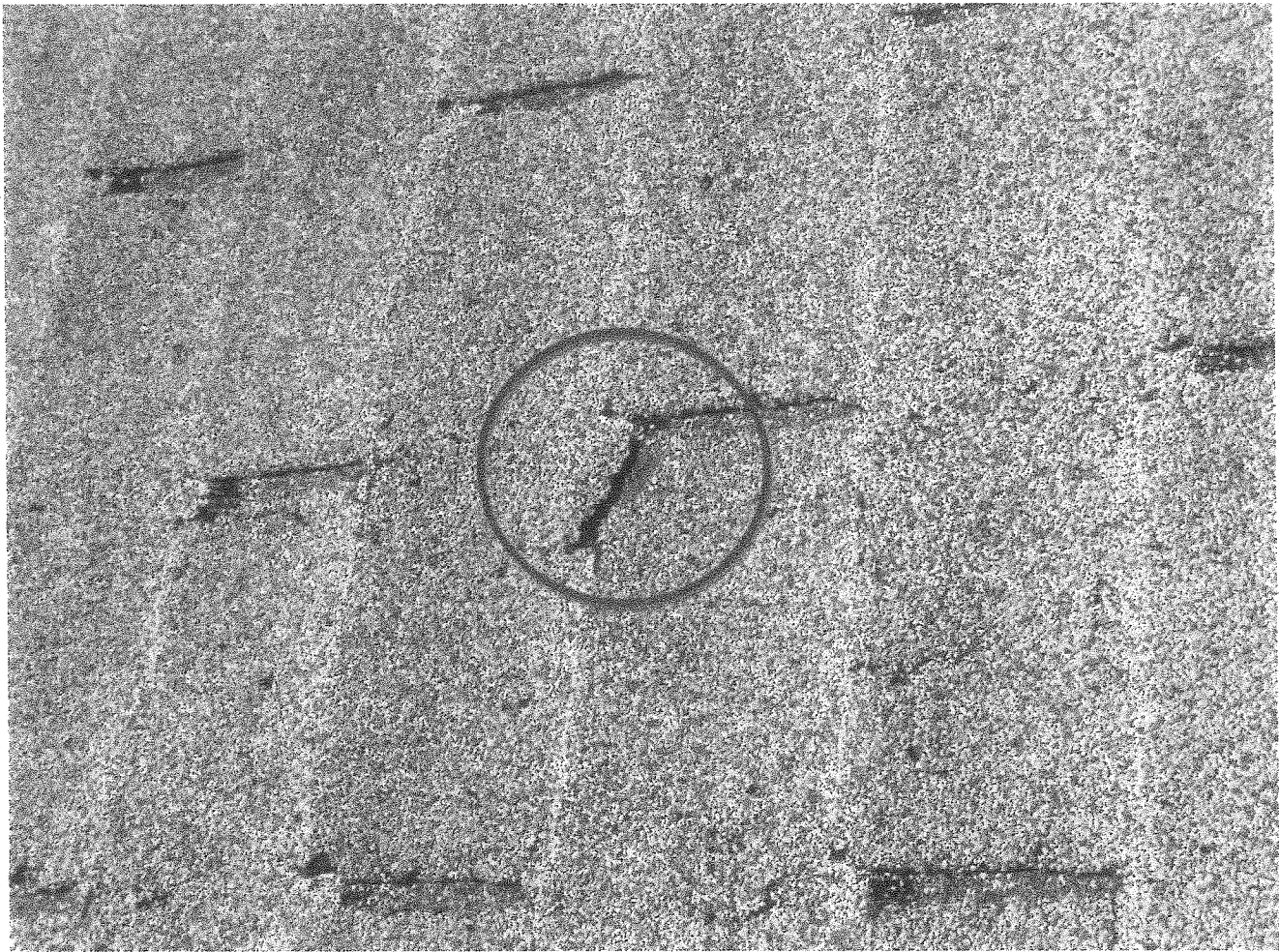


Photo 4 – chimney cricket flashing



Photos 5 & 6 – shingles granules in gutter



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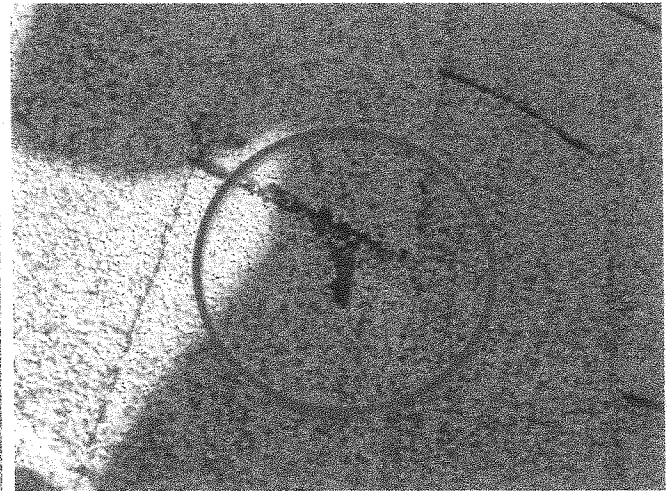


Photo 7, 8 & 9 – broken shingles



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

REQUEST FOR PROPOSAL

I. Project Description

The Third Taxing District of the City of Norwalk ("TTD") is requesting proposals from qualified individuals or firms with experience in managing Marketing/ Communications/ Public Relations for a local Government entity which operates Municipal Electric Utility and provides additional services to the East Norwalk community.

These services are currently being provided to Third Taxing District by our existing vendor and are focused on overall, including on-line, print and electronic media. This media supports the overall mission and strategic direction of the utility.

II. Scope of Work

The proposed Scope of Work is considered to be, but not limited to:

- Creating on initial assessment of Third Taxing District's current Marketing/ Public Relations/ Communications strategy and programs.
- Making appropriate suggestions for improvement to Third Taxing District's existing program based on prior experience with similar/existing clients, citing specific examples for review by Management/Commission.
- Reviewing Third Taxing District's current "brand" to determine it relevance (first developed in 2013) and future application to Third Taxing District's overall Strategic Plan.
- Working with Management/Commission on an on-going basis to aggressively support communication/marketing initiatives, including city-sponsored events that promote Third Taxing District's image in the community.

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District Commissioners

David L. Brown 203-866-8099
Charles L. Yost 203-853-0837
Debora Goldstein 203-252-7214

Chairman
Commissioner
Commissioner

James Smith 203-866-9271
Ron Scofield 203-866-9271
Michael Intrieri 203-866-3001

General Manager
Assistant General Manager
Treasurer

III. Qualifications and Selection Criteria

Determination of firms best suited to provide Public Relations/Marketing/Communication services to Third Taxing District will be conducted through a multi-step process, which includes the following:

1. Initial review of submissions based on criteria laid out in the "Project Description" and "Scope of Work" sections of this document.
2. Follow-up personal interviews by Management/Commission with selected firms.
3. Final interview with the firm chosen with Management/Commission including initial expectations and discussion of body of work moving forward.

IV. Process

Submissions in response to this Request for Proposal must be received no later than _____.

Submit four (4) hardcopies and one digital copy via electronic media (DVD, CD or thumb drive) to:

Jim Smith
General Manager
Third Taxing District
2 Second Street
E. Norwalk, CT 06855

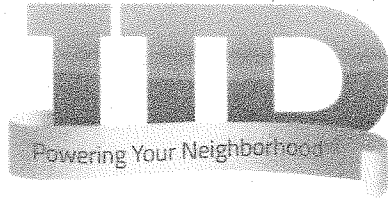
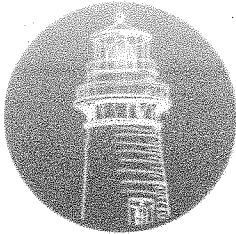
Proposals will not be accepted by fax or email. The Third Taxing District is not responsible for delays in delivery by any party. All responses should be clearly marked on the outside of the envelope with the following: _____.

For information or questions concerning this Request for Proposal, please contact Jim Smith, 203-866-9271 or jsmith@ttd.gov. All such communications must be completed prior to the final submission.

V. Evaluation and Notice

The award of a contract will be in the sole discretion of the Third Taxing District and based upon information provided in the proposal. Once the submission deadline has passed, no further interaction shall be permitted.

A written notice of intent to offer a contract will be supplied within ten (10) days of the final submission date. TTD is not required to furnish any explanation to any respondent regarding a final selection (or no selection) to the Request for Proposal. No binding agreement, or contractual relationship, may be inferred from the notice of intent, unless and until a final contract is signed.



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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

REQUEST FOR PROPOSAL

I. Project Description

The Third Taxing District of the City of Norwalk ("TTD") is requesting proposals from qualified Engineering and Architect firms to provide professional services required to install a 50' x 90' storage facility adjacent to our Rowan Street Substation.

II. Scope of Work

The Third Taxing District Electrical Department is requesting quotations from qualified bidders to provide a turnkey set of approved building drawings and create an RFP (request for proposal) for qualified contractors. The firms will be responsible to assist in the P&Z process as well as oversee the projects during construction.

Work shall be coordinated with the Third Taxing District Staff and will be performed during normal business hours Monday through Friday. All work shall comply with National, Federal, State and Local standards, codes and Guidelines. Bonding and insurance coverage shall comply with Third Taxing District Electrical Department requirements.

A site walk through will be conducted with Mr. Michael Adams and the project engineer representative prior to formal request for quotation. All site access and scheduling questions should be addressed to:

District Commissioners

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

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Mike Adams – General Line Foreman
Third Taxing District Electrical Department
2 Second Street
East Norwalk, CT 06855
203-866-9271
madams@ttd.gov

III. Process

Submissions in response to this Request for Proposal must be received no later than December 13, 2016.

Submit four (4) hardcopies and one digital copy via electronic media (DVD, CD or thumb drive) to:

Michael Adams
General Line Foreman
Third Taxing District
2 Second Street
E. Norwalk, CT 06855

Proposals will be accepted by mail or email. The Third Taxing District is not responsible for delays in delivery by any party. All responses should be clearly marked on the outside of the envelope with the following: Rowan Storage Building.

For information or questions concerning this Request for Proposal, please contact Mike Adams, 203-866-9271 or madams@ttd.gov. All such communications must be completed prior to the final submission.

IV. Evaluation and Notice

The award of a contract will be in the sole discretion of the Third Taxing District and based upon information provided in the proposal. Once the submission deadline has passed, no further interaction shall be permitted.

A written notice of intent to offer a contract will be supplied within ten (10) days of the final submission date. TTD is not required to furnish any explanation to any respondent regarding a final selection (or no selection) to the Request for Proposal. No binding agreement, or contractual relationship, may be inferred from the notice of intent, unless and until a final contract is signed

Bidder List and Results

Marchetti Consulting Engineers \$22,250.00
25 High Ridge Road
Pound Ridge, NY 10576

Gill & Gill Architechs, L.L.C. \$15,500.00
39 Wall Street
Norwalk, CT 06850

Blades & Goven L.L.C.
505 Main Street
Farmington, CT 06032 \$18,500.00

Merritt Construction, LLC
488 Main Ave
Norwalk, CT 06855 \$40,900.00

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2016-2017



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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2	5	UPGRADE FLEET VEHICLES
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4	8	STRATEGIC PLANNING PROCESS
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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: DECEMBER 31, 2016

COMMENTS/MONTHLY UPDATE

TIMELINE

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#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> IN PROCESS WITH METER DEPT. 	ON-GOING UNTIL COMPLETED	<ul style="list-style-type: none"> DECEMBER 2016 – A TOTAL OF (1) A-BASE METER WAS INSTALLED DURING THE MONTH OF DECEMBER. WE CONTINUE TO WORK AT REPLACING THESE METERS OVER TIME AS ARRANGEMENTS ARE MADE WITH CUSTOMERS.
2)	CUSTOMER SERVICE/ MANAGEMENT TRAINING PROGRAM	<ul style="list-style-type: none"> TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES. 	ALL OF 2016-17 FISCAL YEAR	
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> COMPLETE WITH PERIODIC REVIEW NEW LINEMAN TO BE HIRED DURING SECOND HALF OF FISCAL YEAR. 	ON-GOING	



PROJECT **STATUS** **TIMELINE** **COMMENTS/MONTHLY UPDATE**

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> APPROXIMATELY 67% OF THE SYSTEM HAS BEEN COMPLETED. 	MULTI-YEAR PROGRAM BEGINNING IN 2015. WILL CONTINUE UNTIL COMPLETED.	<ul style="list-style-type: none"> DECEMBER 2016 -- INSTALLED 64 RADIO-READ METERS DURING THE MONTH AROUND THE DISTRICT FOR A TOTAL OF 2,535 OR 67% OF THE DISTRICT.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE. 	ON-GOING WITH PERIODIC UPDATES	
6)	I/T SYSTEM MODIFICATIONS	<ul style="list-style-type: none"> ON-GOING TO CREATE GREATER EFFICIENCIES WHEREVER POSSIBLE. 	PERIODIC UPDATES AS NECESSARY.	<ul style="list-style-type: none"> DECEMBER 2016 -- SCHEDULED ONCE-A-MONTH ON-SITE VISITS WITH NETOLOGY TO PERFORM ANY SOFTWARE/HARDWARE UPGRADES NECESSARY AS DETERMINED BY STAFF. THESE VISITS HAVE PROVED VERY EFFECTIVE IN SOLVING A VARIETY OF "FACE-TO-FACE" ISSUES, ESPECIALLY WITH REGARD TO THE SCADA SYSTEM. THE VAST MAJORITY OF I/T ISSUES ARE HANDLED REMOTELY.



COMMENTS/MONTHLY UPDATE

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#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
7)	<p>CONDUCT COST OF SERVICE/RATE STUDY WITH PERIODIC UPDATES</p>	<ul style="list-style-type: none"> INITIAL RATE STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014. UPDATE/ "TUNE-UP" COMPLETED IN JULY 2016. COST OF SERVICE STUDY ON SECURITY LIGHTING BEGAN IN JUNE OF 2016. 	<p>SECURITY LIGHT COST OF SERVICE STUDY COMPLETED IN OCTOBER 2016.</p>	<ul style="list-style-type: none"> DECEMBER 2016 -- REVIEWED THE PCA CALCULATION WITH MATT ALLRED DURING THE MONTH. BASED ON OUR OVER-COLLECTION POSITION THROUGH OCTOBER OF 2016 (APPROXIMATELY \$540,000) AND ANTICIPATED SALES, REVENUE AND POWER SUPPLY PROJECTIONS, WE WILL BE LOWERING THE CURRENT PCA FROM .0270/KWH TO .0250/KWH EFFECTIVE WITH THE JANUARY BILLING CYCLE. WE WILL CLOSELY MONITOR THIS PCA REDUCTION OVER THE NEXT 3-6 MONTHS TO DETERMINE ITS IMPACT AND MAKE FURTHER ADJUSTMENTS AS NECESSARY. THIS WAS REVIEWED WITH THE COMMISSION AT THE DECEMBER 5TH MEETING AND WILL BE INCLUDED ON CUSTOMER BILLS IN THE MESSAGE SECTION AND ON OUR WEBSITE.



COMMENTS/MONTHLY UPDATE

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<p>8)</p>	<p>STRATEGIC PLANNING PROCESS</p>	<ul style="list-style-type: none"> • TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING. • PRESENTED AND APPROVED AT THE FEBRUARY 1, 2016 MEETING. • INITIAL SESSIONS WERE CONDUCTED WITH THE STAFF AND COMMISSION ON MAY 18TH AND 19TH. • FOLLOW-UP MEETINGS HAVE BEEN SCHEDULED WITH THE STAFF AND COMMISSION FOR AUGUST 16TH AND 17TH. • MEETINGS HAVE BEEN SCHEDULED WITH THE COMMISSION AND STAFF ON SEPTEMBER 27TH. • FUTURE MEETINGS ARE BEING SCHEDULED WITH COMMISSION AND STAFF. • A FOLLOW-UP MEETING HAS BEEN SCHEDULED WITH THE COMMISSION FOR NOVEMBER 15TH. 	<ul style="list-style-type: none"> • BEGIN IN 1ST QTR 2016. • WORK CONTINUES THROUGH THE 4TH QUARTER OF 2016 AND BEYOND IF NECESSARY. 	<ul style="list-style-type: none"> • DECEMBER 2016 – THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH: <ul style="list-style-type: none"> ◦ STEVE VANDERMEER COMPILED FOLLOW-UP NOTES FOR REVIEW BY THE COMMISSION LATE IN NOVEMBER BASED ON THE NOVEMBER 15TH STRATEGIC PLANNING MEETING. THESE NOTES WERE SUBSEQUENTLY SHARED WITH THE COMMISSION VIA E-MAIL FOR FOLLOW-UP AND POTENTIAL ACTION. ◦ A FOLLOW-UP MEETING WAS SCHEDULED WITH THE COMMISSION ON DECEMBER 22ND TO DISCUSS AND ACT ON STRATEGIC PLANNING ACTION ITEMS RAISED AT THE NOVEMBER 15TH MEETING WITH STEVE VANDERMEER. THIS MEETING WAS SUBSEQUENTLY CANCELLED AND RESCHEDULED FOR JANUARY 26, 2017.
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COMMENTS/MONTHLY UPDATE

<p>9)</p>	<p>PUBLIC RELATIONS/ MARKETING PROGRAM</p>	<p>JUMAR CONTRACT RENEWED THROUGH APRIL OF 2017 BASED ON A DECISION AT THE APRIL 7, 2016 MEETING, WITH THE STIPULATION THAT THE CONTRACT FOR PROVIDING THESE SERVICES BE "BID OUT" NEXT YEAR.</p>	<p>ONGOING BASED ON CONTRACT WITH JUMAR.</p>	<ul style="list-style-type: none"> • DECEMBER 2016 – THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH: <ul style="list-style-type: none"> ○ A MARKETING/PUBLIC RELATIONS RFP WAS DRAFTED BY STAFF IN ADVANCE OF THE JUMAR CONTRACT RENEWAL AND WAS DISTRIBUTED TO THE COMMISSION FOR REVIEW AND COMMENT. NO COMMENTS HAVE BEEN RECEIVED AS OF THE END OF DECEMBER. ○ POSTED RESULTS OF FOOD/TOY DRIVE FOR UPCOMING NEWSLETTER (JAN./FEB. 2017). ○ PREPARED ADS/POSTED TO WEBSITE THE ANNUAL CHRISTMAS TREE LIGHTING. ○ PREPARED AND DISTRIBUTED CUSTOMER SATISFACTION SURVEY QUESTIONS TO STAFF/ COMMISSION FOR FEEDBACK PRIOR TO FINALIZING. THESE SURVEY QUESTIONS WILL BE LAUNCHED VIA E-MAIL/ WEBSITE TO OUR CUSTOMERS IN JANUARY AND WILL BE USED AS A SUPPLEMENT TO INFORMATION GATHERED IN OUR ORIGINAL CUSTOMER SERVICE SURVEY COMPILED IN 2015.
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COMMENTS/MONTHLY UPDATE

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#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
10)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS. 	ON-GOING THROUGHOUT 2016-17 FISCAL YEAR.	
11)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED. FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE. 	RESCHEDULED TO LATE 2016, EARLY 2017.	<ul style="list-style-type: none"> DECEMBER 2016 – SOLICITED PROPOSALS TO DEVELOP AN RFP FOR THE ENGINEERING/ DESIGN/ CONSTRUCTION OF THE MATERIALS STORAGE FACILITY ON THE 18 ROWAN STREET SITE. GILL & GILL, WHO WE HAVE USED SUCCESSFULLY ON SEVERAL OTHER PROJECTS WAS THE LOWEST, MOST QUALIFIED BIDDER AND WILL PUT TOGETHER THE RFP. THE RFP WILL BE SHARED WITH THE COMMISSION IN JANUARY AS PART OF THE OVERALL BID PROCESS ON THE PROJECT.



COMMENTS/MONTHLY UPDATE

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#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
12)	<u>MISCELLANEOUS</u> • ANNUAL REVENUE/EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET FOR FY 2016-17	COMPLETED.	RE-OCCURRING	



COMMENTS/MONTHLY UPDATE

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PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> NORDEN GENERATORS 	<p>PERIODIC TESTING FOR "BLACK START" BACK-UP TO THE NORDEN FACILITY AND RUN INTO THE ISO LFR MARKET.</p>	<p>ON-GOING</p>	<ul style="list-style-type: none"> DECEMBER 2016 – TTD HAS BEEN AND CONTINUES TO WORK WITH THE STATE "DEEP" (DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION) ON STACK TESTING PERMITS FOR THE (3) NORDEN GENERATORS. THIS ACTIVITY IS PERFORMED TO INSURE COMPLIANCE WITH DEEP AIR QUALITY STANDARDS AND WILL EVENTUALLY RESULT IN A CERTIFICATE OF COMPLIANCE ONCE ALL REQUIREMENTS ARE MET.
	<ul style="list-style-type: none"> SOLAR PROJECTS 	<p>POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL AND COMMERCIAL CUSTOMERS.</p>	<p>ON-GOING</p>	
	<ul style="list-style-type: none"> ANNUAL FINANCIAL AUDIT (FYE 6/30/16) 		<p>EXPECTED COMPLETION DATE- OCTOBER 15TH OF EACH YEAR</p>	



COMMENTS/MONTHLY UPDATE

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	<ul style="list-style-type: none"> • <u>MISC. (Cont.)</u> • SCADA PROJECT 	<p>PROJECT BEGINS JULY 2015</p>	<ul style="list-style-type: none"> • 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – JULY 2016 • 3RD PHASE (EAST AVENUE) JULY 2016 – MARCH 2017 • 4TH PHASE – MARCH 2017 – JUNE 2017 • 5TH PHASE – JUNE 2017 – AUGUST 2017 	<ul style="list-style-type: none"> • DECEMBER 2016 – WORK IS CONTINUING ON PHASE III OF THE SCADA PROJECT WITH OUR NEW ENGINEERING FIRM, BOOTH ASSOCIATES.
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COMMENTS/MONTHLY UPDATE

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PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> COMMERCIAL CUSTOMER VISITS 	<p>ON-GOING AS SCHEDULES PERMIT</p>	<p>THROUGHOUT 2016</p>	<ul style="list-style-type: none"> DECEMBER 2016 – SPENT CONSIDERABLE TIME WITH OUR NEW CUSTOMER, THE RINK AT VETS PARK, ANALYZING AND INTERPRETING HIS INITIAL BILLS. RYAN HUGHES, THE OWNER OF THE BUSINESS, IS CONCERNED ABOUT THE RATE TTD IS CHARGING (COMMERCIAL) IN RELATION TO THE RATE HE IS BEING CHARGED BY EVERSOURCE AT A NEARBY FACILITY (SONO ICE HOUSE). WE ARE CONTINUING TO WORK THROUGH THESE ISSUES WITH HIM.
	<ul style="list-style-type: none"> ECONOMIC DEVELOPMENT INITIATIVES 	<p>ON-GOING MEETINGS WITH ELIZABETH STOCKER, THE CITY OF NORWALK'S ECONOMIC DEVELOPMENT DIRECTOR AND LAOISE KING, CITY OF NORWALK'S CHIEF OF STAFF</p>	<p>THROUGHOUT 2016</p>	<ul style="list-style-type: none"> DECEMBER 2016 – WORK IS CONTINUING BETWEEN TTD, SNEW AND CMEC ON TTD PROVIDING A BACKUP FEED TO THE MALL. WE ARE ALSO LOOKING AT THE POSSIBILITY OF PROVIDING A BACKUP FEED TO THE SNEW SYSTEM ITSELF, WHICH WOULD BE PRECEDENT SETTING AND POTENTIALLY BENEFICIAL TO BOTH PARTIES. DEB GOLDSTEIN AND I MET WITH LAOISE KING, THE MAYOR'S CHIEF OF STAFF, IN ORDER TO INTRODUCE HER TO TTD AND OPEN UP THE LINES OF COMMUNICATION WITH THE CITY.



COMMENTS/MONTHLY UPDATE

TIMELINE

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PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
13)	STATE (CT DOT) BRIDGE PROJECTS	INITIAL LETTER FROM CT DOT TO TTD ISSUED IN MARCH 2016. REGULAR UPDATES HAVE BEEN RECEIVED FROM CT DOT/PARSONS BRINKERHOFF AS INFORMATION IS REQUIRED.	REMAINDER OF 2016 INTO 2017 AND BEYOND.	<ul style="list-style-type: none"> • DECEMBER 2016 – COMMUNICATIONS FROM CT DOT WERE MONITORED DURING THE MONTH. “TEST PIT” ACTIVITY WAS PERFORMED BY DOT CONTRACTORS ON EAST AVENUE DURING DECEMBER AND OUR OPERATIONS STAFF WAS CONTACTED TO DETERMINE CONFLICTS IN THE AREA. THIS WORK WAS PERFORMED WITHOUT INCIDENT.