

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
September 8, 2015

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

STAFF: Jim Smith, General Manager

PUBLIC: Jim Anderson (arrived at 7:12 p.m.)

CALL TO ORDER

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

PUBLIC COMMENT

There were no comments from the public.

MINUTES OF MEETING

August 3, 2015

Correction: Page 3, Title "Annual Oyster Festival Participation"

Correct the spelling of "Participation."

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF AUGUST 3, 2015 REGULAR MEETING AS CORRECTED.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

OCTOBER COMMISSION MEETING – DATE CHANGE

Mr. Smith proposed that the October Commission Meeting be moved to the week of October 12th since he will be out of town attending the APPA Leadership Conference. Commissioners reviewed their calendars and agreed to move the meeting to Thursday, October 15, 2015 at 7:00 p.m. It will be noted as a Special Meeting.

REVIEW OF ANNUAL MEETING PROCEDURES

- ** COMMISSIONER GOLDSTEIN MOVED TO TABLE REVIEW OF ANNUAL MEETING PROCEDURES TO THE OCTOBER 15, 2015 SPECIAL MEETING.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

REVIEW OF REAL ESTATE HOLDINGS

Mr. Smith reviewed the real estate holdings of TTD. The only change was the reduction to 18 Rowan Street due to the building being demolished. The total assessed value for 2014 is \$4,274,570 vs. \$4,346,520 for 2013.

Commissioner Goldstein asked whether or not the property insurance has been adjusted to reflect the new assessment. Mr. Smith said the insurance has been adjusted and also reminded the Commission that a new structure will be built on the property in the near future, which will raise the assessment.

In addition to the property assessments presented, Mr. Smith reminded the Commission that TTD also owns the street islands, Constitution Park, Edgewater Park and Roger Ludlow Triangle.

GENERAL MANAGER'S REPORT

September CMEEC Meeting Update

The September CMEEC Board Meeting will be on Thursday, September 24, 2015 at 10:30 a.m. and will be held at the Pastime Club on Seaview Avenue. Commissioner Brown and Mr. Smith have been working with their inside caterer and have come up with a very nice luncheon buffet for the event.

Audit Update

The financial audit for June 30, 2015 is on track and is expected to be completed by late September/early October. TTD staff is busily working with the auditors to provide all the information needed. There are two open items from last year – Hooker & Holcomb and the library audit. Mr. Smith has been in touch with Mr. Siegel from the library on numerous occasions and has been assured that the library audit will be completed by the second or third week in October.

DRAFT

Invoice Cloud

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE PRESENTATION OF INVOICE CLOUD TO THE OCTOBER 15, 2015 SPECIAL MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Utility Dive

Mr. Smith passed out an article from Utility Dive on battery storage for the home.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

July was a very good month. We had an income of \$164,087 before the contribution to the Rate Stabilization. For the month, revenues were up due to the weather. There was one extraordinary item in July – the roof over the garage had to have an emergency replacement at a cost of \$37,000 which was not anticipated. This is reflected in the administrative expenses.

Our cash position is strong with a net income of \$235,210. Cash balances have come back up again due to the increased fuel adjustment starting in July. The transfer of \$1MM from CMEEC for the capital projects will be reflected in the August statement. The outstanding balance with CMEEC on project debt has dropped about \$265,000 since July 2014.

A new item has been added to the Financial Highlights – Current Fiscal Year Capital Additions to Date. We spent \$116,641 for the month of July which consists mostly of SCADA and WWTP underground wiring.

Under KPI's, the Operating Ratio is actually within the Industry Bandwidth. Bad Debt is up due to the billing increase during these peak months.

We recovered \$110,037 in the month of July on our fuel adjustment. We are still \$455,478 under-collected, but are gaining ground and expect to see a significant difference over the next quarter.

Commissioner Goldstein asked if any new noteworthy customers have come on board since the Mayor released the Economic Development Action Plan. Mr. Smith said “no,” but then passed out a copy of the Plan to the Commission and reviewed some of the highlights in the Plan, i.e., Strategic Marketing Plan, Red Carpet Process and a Trolley Service.

Commissioner Goldstein spoke about the TOD (Transit Oriented Development) Grant which we, as a City, were not eligible to apply for last year. She believes the TOD Grant will come around again this year and that we might meet the criteria as a municipality since there is a train station in our District, even as a joint action with the City through the Economic Development Task Force.

PROJECT SUMMARY

Commissioner Goldstein asked whether or not the Agreement between Cablevision and TTD has yet to be signed. Mr. Smith said the Agreement is complete, but has not been signed. The attorneys are all in agreement, but is not sure what is holding it up.

Mr. Smith reviewed System Mapping which is a new project that's underway. Work started on September 8, 2015. It will take approximately 6 weeks to 2 months to complete. Once the work is complete, it should cost approximately \$1,200-1,500/year to maintain.

EXECUTIVE SESSION

- Personnel

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Treasurer entered into Executive Session at 7:34 p.m.

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Treasurer returned to public session at 7:54 p.m.

ADJOURNMENT

**** COMMISSIONER YOST MOVED TO ADJOURN.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
September 8, 2015

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.

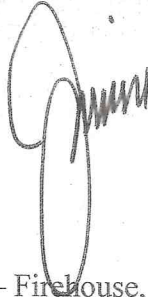
Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: September 28, 2015

Subject: Capital Budget Presentations – Firehouse, Library, and Cemetery



Attached please find the preliminary Capital Budget written presentations submitted from representatives of the Firehouse, Library, and Cemetery for the upcoming fiscal year July 1, 2016 to June 30, 2017.

These budgets are normally reviewed by the Commission each October with staff from each of these organizations to understand the nature and dollar amount of the capital items being requested.

These budgets are subject to change and will be updated and reviewed with the Commission in January of 2016 as part of our development of the Annual Meeting package.

EAST NORWALK ASSOCIATION

The Cornerstone of the Community — Since 1900

51 Van Zant Street - East Norwalk, CT 06855

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

Email: mail@eastnorwalklibrary.org

www.eastnorwalklibrary.org

EAST NORWALK ASSOCIATION LIBRARY

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

A	Operating Income	Approved 201 ⁵ 5 /2016	Proposed 201 ⁶ 5 /2017
1	Third Taxing District	\$167,121	\$167,121
2	Van Zilen Hall Rental	\$23,000	\$23,000
3	Contributions/Dues **	\$1,550	\$1,550
4	Sales / fines / fees	\$2,000	\$2,000
5	Interest	\$5	\$5
6	Income Total	\$193,676	\$193,676
B	Operating Expenses	Approved 2015/2016	Proposed 2016/2017
7	Salaries / Wages	94726 \$92,746	\$94,726
8	Employee benefits / taxes	27404 \$26,610	\$27,404
9	Accounting / Legal	10775	\$11,365
10	Library materials programs	26751	\$27,251
11	Utilities	13700 \$10,200	\$12,700
12	Supplies / Custodial	12320	\$12,230
13	Maintenance / Security	8000	\$8,000
14	Operating Expenses Total	\$193,676	\$193,676

NOTES TO ESTIMATE OPERATING INCOME AND EXPENSES:

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

This draft Budget, in addition to various in-kind programming and services support, will enable the East Norwalk Association/East Norwalk Association Library to continue not only to provide existing expected services and programs for its community but will help enable various additional programs and services to meet the new and growing needs for the people of our community we serve.

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

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Firehouse Budget Request
FY 2016-17

Due to the building's age and the fire truck going in and out every day, we believe it would be prudent to have an Engineer look at the point loads and the integrity of the building to see if there is something that needs to be done for the future.

Structural Engineer	Est.	8,500.00
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Third Taxing District

2 Second Street
East Norwalk, CT 06855

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

MEMORANDUM

To: Commissioners

From: Ron Scofield

Date: September 30, 2015

Re: Budget Request for East Norwalk Historical Cemetery

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

The normal expenses requested annually are as follows:

Greenlife Lawn Sprinkler	\$ 175.00
First District Water Department	\$ 500.00
Prestige Landscaping	\$22,000.00
Almstead Tree & Shrub Care	<u>\$ 2,000.00</u>
	\$24,675.00

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

- Professional tree pruning, tree removal and stump removal/grinding at a cost of \$2,815.00 as quoted in the attached proposal from Almstead Tree & Shrub Co.

Ron

District Commissioners

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



ALMSTEAD

TREE, SHRUB & LAWN CARE

The Science of Preserving Nature Since 1964

Tree Care Proposal

Third Taxing District

East Norwalk Historical Cemetery

October 2, 2015



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ALMSTEAD

TREE, SHRUB & LAWN CARE

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

arbor care plant health care lawn care organic consulting

Third Taxing District
2 Second St
East Norwalk, CT 06855

October 2, 2015

Re: East Norwalk Historical Cemetery, East Norwalk, CT

Dear Mr. Scofield:

My recommendations are outlined in the following proposal. To proceed with the work, we ask that you complete the authorization page and either mail or fax it back to our office.

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

Sincerely,

Isaac Taylor
Connecticut Licensed Arborist #S-5526



Arbor Care Definitions

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

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

Pruning Objectives:

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

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

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

Pruning Methods:

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

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

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

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

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

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

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

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



Arbor Care Recommendations

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

Arbor Care: Pruning & Removal

1. Take down two (2) multi-stem black cherry near marble slab.
2. Remove Norway maple under large pin oak.
3. Prune to clean pin oak 1" diameter and greater and raise to 20'.

Cost of Pruning & Removal \$2,340.00

4. Grind 2 cherry stumps.
5. Grind existing 2 old stumps along west wall.
6. Grind existing stump along NE wall.

Cost of Stump Grinding \$475.00



Authorization to Proceed

Check for Authorization

- Arbor Care: Removal \$2,340.00
- Arbor Care: Stump Grinding \$475.00

Amount of Deposit (1/3 or greater): \$ _____

Pay by Check

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

Pay Online

Pay your deposit online easily and securely using any major credit card. Simply visit almstead.com/payment.php and reference the following invoice number: HIST2

Pay by Credit Card

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

Name on card: _____

MasterCard Visa Discover AmEx

Billing Address: _____

Card Number: _____

City: _____

Expiration Date: _____ CVC: _____

State: _____ Zip: _____

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

Authorization Signature: _____

Date: _____

Customer: HIST2

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Terms and Conditions

The following terms and conditions are a part of the confirmation of work to be performed by ALMSTEAD TREE & SHRUB CARE COMPANY, LLC (hereinafter "ALMSTEAD") and with the information on the front, constitute the entire agreement. This proposal is valid for 90 days.

Performance by Almstead Work crews will arrive at the job site unannounced unless otherwise noted herein. ALMSTEAD shall attempt to meet all performance dates, but shall not be liable for damages due to delays for inclement weather or other causes beyond its control. The client shall not be relieved of his responsibility because of delays. Our Plant Health Care and Lawn Care programs are designed to manage and not eradicate pest and disease infestations. Horticulturally tolerable levels of pests and disease may still be present after treatment. Any epidemic infestation may require additional visits at additional cost to the client, pending client approval. As grass and other plant life are living, changing organisms affected by several factors beyond our control, no guarantee on turf, plant or general landscape safety, health or condition is expressed or implied in this contract unless specifically stated in writing. At each Plant Health Care or Lawn Care application, an evaluation will be left indicating the service(s) performed and, if necessary, any additional recommendations. Re-measurement of your lawn may also be performed if there is a discrepancy; should this occur, you will be notified of any resulting price adjustments.

Workmanship All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Our work meets and exceeds the guidelines and standards set forth in section Z133.1 of ANSI A300 by the American National Standards Institute (ANSI) and endorsed by the National Arborist Association. The client is responsible for advising ALMSTEAD regarding the location of underground utilities, including irrigation systems and invisible fencing, in the area where work is to be done. ALMSTEAD shall not be responsible for damage to such utilities unless the location has been indicated prior to the commencement of work. Unless otherwise indicated herein, ALMSTEAD will remove wood, brush and debris incidental to the work.

Insurance ALMSTEAD is insured for liability resulting from injury to persons or negligent damage to property, and all its employees are covered by Workers' Compensation Insurance. A certificate of insurance is available upon request.

Access to Work The client shall provide free access to work areas for ALMSTEAD employees and vehicles and agrees to keep driveways clear and available for movement and parking of required trucks and equipment during normal working hours. ALMSTEAD employees shall not be expected to keep gates closed for children or animals.

Ownership The client warrants that all plant material and property upon which work is to be performed are either owned by the signatory to this agreement or that permission for the work has been obtained from the owner by the signatory. It is further agreed that the property owner or representative shall be responsible for obtaining any and all permits which may be required by local authorities. ALMSTEAD is hereby held harmless from all claims for damages resulting from the client's failure to obtain such permits.

Product Information Certain states require that specific product application information be submitted to the client. We will send you our DataBook, which provides approximate dates of application and ingredient information when required. Please note that *the property owner or owner's agent may request the specific date or dates of the application(s) to be provided and, if so requested, the pesticide applicator or business must inform of the specific dates and include that date or dates in the contract.* Your written authorization on the reverse of this form waives any pre-notification unless otherwise noted.

Plant Health Care and Lawn Care Applications ALMSTEAD will be responsible for the proper application of any formulation that is commonly used in the industry to control specific problems affecting trees, shrubs, or lawns. However, ALMSTEAD shall not be responsible for any unforeseen, unusual, or abnormal reaction in persons, pets, or other animals resulting from the use of such materials. The parties agree that in no instance may the client seek damages in excess of the contract price.

Removal ALMSTEAD will render complete removal of the tree within 6" of ground level and cleanup of all debris, unless otherwise noted. Additional charges may be levied for unseen concrete or metal in tree upon notification of owner. Some lawn damage is expected when removing trees.

Cabling/Bracing Cabling and bracing of trees is intended to reduce hazard potential only. It does not permanently remedy structural weakness, is not a guarantee against failure and requires periodic inspection.

Terms of Payment All accounts are net payable upon receipt of invoice. A service charge of 1.5% per month, which is an annual percentage rate of 18%, will be added to accounts thirty days after invoice date. If outside assistance is used to collect the account, the client is responsible for all costs associated with the collection including, but not limited to, attorney fees and court costs. ALMSTEAD reserves the right to make reasonable changes in price on an annual basis to automatically renewing contracts based upon market conditions.

Concealed Contingencies The client agrees to pay ALMSTEAD on a time and materials basis for any additional work required to complete the job occasioned by concrete, or other foreign matter, or stinging insect nests in the tree(s) or branches, rock, pipe or electrical lines encountered in excavations and not described on the face of this agreement, or any other condition not apparent in estimating the work specified.

Guarantee At Almstead Tree & Shrub Care, we want to exceed your expectations of us. If you are not happy with us for any reason, please call. We will take all reasonable steps to correct the situation. If our treatments have failed to reduce or eliminate the problem we originally treated, we will re-treat the problem or provide appropriate care at no charge. We strive to guarantee your satisfaction.

Ken Almstead, CEO

CT Reg. B-1068

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Third Taxing District

2 Second Street
East Norwalk, CT 06855

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

THIRD TAXING DISTRICT 2016 COMMISSION MEETING SCHEDULE

Monday	January 4, 2016
Monday	February 1, 2016
Monday	March 7, 2016
Monday	April 4, 2016
Monday	May 2, 2016
Monday	June 6, 2016
Monday	July 11, 2016
Monday	August 1, 2016
Monday	September 12, 2016
Monday	October 3, 2016
Wednesday	November 9, 2016
Monday	December 5, 2016

District Commissioners

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

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MOTION FOR VOTE ON 2016 COMMISSION MEETING SCHEDULE

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE 2016

COMMISSION MEETING SCHEDULE AS PRESENTED AT THE OCTOBER 15, 2015

SPECIAL COMMISSION MEETING.

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: September 30, 2015

Subject: Commission Approval of CMEEC Resolution – New Member



Attached please find a copy of a resolution prepared by CMEEC requesting authorization by the TTD Commission to allow Bozrah Light and Power to become a permanent CMEEC member.

This approval process is subject to meeting all of the subsequent requirements outlined in Sections A, B, and C. @ the bottom half of the resolution, assuming the TTD Commission votes in the affirmative.

After reviewing the information presented to the Board of Directors by the CMEEC Governance Committee and speaking with Drew Rankin and David Brown on this issue, my recommendation is to support Bozrah's application for membership by approving the resolution as written.

I have provided the materials that I received from the Governance Committee for your review and will be happy to answer any questions on this subject @ the meeting on October 15th.

CMEEC MEMBER GOVERNING BODY – NEW MEMBER APPROVAL

RESOLUTION

CONNECTICUT MUNICIPAL ELECTRIC ENERGY COOPERATIVE – EXISTING MEMBER APPROVAL OF APPLICATION FOR NEW MEMBERSHIP OF THE BOZRAH LIGHT AND POWER COMPANY.

Whereas, Third Taxing District Electric Department is an existing member of CMEEC; and

Whereas, the Bozrah Light and Power Company (“BL&P”) has applied to become a new Member of CMEEC and has represented to CMEEC that it satisfies the requirements of applicable law to become a Member of CMEEC, subject to such additional approval procedures for Membership as are required by applicable law, including an affirmative vote of at least two-thirds (2/3) of the governing bodies of CMEEC’s existing Members, approving such new Member (the “MEU Affirmative Vote”); and

Whereas, as required by Chapter 101a of the Connecticut General Statutes (Sec. 7-233c(b)(1)), BL&P has caused to be filed with CMEEC resolutions adopted by its governing bodies requesting Membership in CMEEC and a certified copy of the proper proceedings, duly adopted by the municipality represented by the municipal electric utility, consenting and agreeing to such Membership; and

Whereas, CMEEC management is in the process of coordinating with BL&P the completion of its application to become a Member of CMEEC and otherwise satisfaction of the requirements of applicable law, CMEEC’s By-laws and the CMEEC Membership Agreement to become a Member of CMEEC, including execution by BL&P of the Replacement Power Sales Contract with CMEEC, subject in addition to receipt of the MEU Affirmative Vote and such additional procedural documentation and filings as are necessary to implement and make effective such membership (collectively, the “New Membership Requirements”).

Now, therefore, the Third Taxing District Electric Department Commission (the “MEU Governing Body”) hereby resolves as follows:

The MEU Governing Body approves BL&P to become a new Member of CMEEC, subject to the completion of the following, which may occur subsequent to the date of this Resolution:

- A. Approvals by separate resolutions of the governing bodies of the other CMEEC Members of BL&P as a Member of CMEEC, which are sufficient, inclusive of this Resolution, to comprise approval of BL&P’s application for membership in CMEEC by at least 2/3 of the governing bodies of each of CMEEC Members.
- B. BL&P’s satisfaction of the New Membership Requirements.
- C. Requirements A and B above are fulfilled by December 31, 2015, or this Resolution expires.

James W. Smith

From: Rankin, Drew <drankin@cmeec.org>
Sent: Thursday, September 24, 2015 7:49 PM
To: Bilda, John; David Brown; Demicco, Louis; Harris, Mark; Rankin, Drew; Sinko, Stephen; James W. Smith; Sullivan, Ken; Throwe, Richard; Whittier, Scott; Yatcko, Paul
Cc: Kachmar, Ellen
Subject: BL&P Membership Request Discussion

Importance: High
Sensitivity: Private

Good evening

As we discussed today in the Board Meeting, BL&P Commission and Council approved BL&P to request Membership in CMEEC, which will be further reinforced by GU City Council vote on Monday night, assumptively.

We are scheduling a Member Delegation Meeting for October 8 to officially process consistent with the Membership Agreement, but prior to such, I deem it necessary (as you do as well) to meet with you collectively or individually to review your respective net changes and to facilitate a discussion on any other concerns you may have regarding BL&P Membership. To that end, I will finalize the pro forma changes this Saturday and email your information to you for your viewing.

One of the concerns expressed besides desire to know the financial change, is regarding one Member, albeit on consolidated basis, having too much influence or power. Nothing about the proper names, but prudent control issues. As you may remember, the Membership Agreement / Bylaws do contain a weighted vote structure, which the combined GU/BLP weight is nearing 57%, and that is a prudent concern. In the weighted voting requirement is also a second MEU that must vote affirmatively as well, which was put in to ensure no one entity could solely direct. Well, the technicality is GU and BLP would constitute two MEUs. I have discussed this with BLP / GU staff and they understand the issue and are equitably open to correcting, not just for this reason, but also based on auditor feedback on their end, which I will explain. The easiest solution is to modify the Bylaws to reflect that for the purposes of weighted voting, any related companies, such as GU/BLP, will be considered one MEU, thus, should they ever have the weight, they would still require a second MEU to affirm, thus offering the same level of control as current.

I propose next Wednesday, September 30, any time after 1PM. We could also do it later in the day / early evening if acceptable. I will be in South Norwalk until 1PM with a meeting with Paul, so we can do it via conference call, or later in person. Please let me know what time works for you.

By Membership Agreement and statute, here is the tentative schedule. Note approving Membership also requires 2/3 of the current Members' commissions approve as well (3/5)

Proposed Procedural Schedule for BLP membership in CMEEC – Version 3			Status
1	9/18/15	Start	Started
2	9/23/15	BLP Commission and BLP Board Authorization to Request Membership	Complete
3	9/28/15	City of Groton Council and Mayor Authorization to Request Membership	Scheduled

4	10/5/15	City of Groton Council and Mayor Final Authorization to Request Membership	
5	10/6/15	CMEEC Receives BLP Membership Request Letter and Resolutions	Templates provided
6	10/7/15	CMEEC Application Acknowledgement Letter to BLP	Template provided
7	10/7/15	BLP Full Application filed with CMEEC and deemed complete	Need to conduct
8	10/8/15	CMEEC Member Delegation Approves BLP Membership Request	Need to schedule
9	10/8/15	CMEEC Bylaw Modification re weighted voting; related parties are consolidated as one (1) MEU	Redline in process
10	10/14/15	Execution versions of Joinder Agreement to MA and CMEEC Creating Agreement and BLP-CMEEC RPSC perfected by the Parties	Need to start / schedule
11	10/28/15	Commissions of each of CMEEC Current Members (at least 2/3 of 5 Members) approve BLP Membership	Need to schedule GU 9/28
12	10/28/15	BLP Governance (Commission, Council, Mayor, Groton City Council) Authorizes Execution of MA Joinder Agreement and RPSC	
13	10/29/15	CMEEC Member Delegation Approves BLP MA Joinder Agreement	
14	10/29/15	CMEEC Board approves RPSC Execution by CMEEC	
15	10/29/15	CMEEC and BLP sign respective RPSC, Joinder to MA, and Creating Agreement	
6	10/30/15	Filing of New Membership Documentation	
17	10/30/15	BLP files executed Joinder to MA and Creating Agreement and RPSC with City of Groton Clerk. Also "Publication" per City of Groton Ordinance Adoption Process.	
18	11/19/15	CMEEC Board approves 2016 Budget	
19	11/20/15	Completion of 20 day period from publication for MA Joinder and RPSC, if applicable (City of Groton Ordinance).	
20	11/30/15	Completion of 30 day period from filing with the City Clerk of the RPSC (CGS 7-233x).	
21	12/1/15	RPSC fully approved and executed by BLP and CMEEC	
22	12/1/15	Joinder to MA and CMEEC Creating Agreement Fully Approved and Executed by BLP and Members	
23	12/1/15	BL&P Designates Member Delegate, Alternate, and Member Representatives, and Alternates	
24	1/1/16	Effective Date of BL&P Membership	



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

MEMORANDUM

To: Commissioners

From: Ron Scofield 

Date: September 30, 2015

Re: Review & Discussion of 2016 Annual Meeting

At the May 4, 2015 Commission Meeting, we reviewed the March 2015 Annual Meeting. After discussion, it was decided that the Commissioners would give this topic more thought and discuss it again at a future meeting.

Below are some of the ideas discussed and/or recommended at the May meeting.

- New Recording Secretary
- The type of Minutes desired:
 - Transcript?
 - Verbatim?
- Annual Meeting Motions and Votes taken, posted within 24 hours.
- Use of a laptop computer to put the current motion on the screen for all to read, as well as any amendments that come from the floor.
- Photos of all voting taken. (This would require the voting process to be "slowed down" considerably.)
- Take "Other District Services" out of the District Budget and put it in the Operating Budget as a line item called "Contribution Expense."

I think it is very important to develop a plan to find a way to educate the meeting Chairperson as to how voting is to be done and to slow down the meeting process so that everything is done correctly.

Ron

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District Commissioners

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



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

REVISED AGENDA

Special Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Monday, March 23, 2015, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Ratify and confirm previous March 4th meeting cancellation
3. Ratify and confirm the March 23rd meeting as the Annual Meeting
4. Introductions
5. Reading and acceptance of the Notice of the Special Annual Meeting
6. Election of Special Annual Meeting Chairman
7. Election of Special Annual Meeting Secretary
8. Report of the District Chairman
9. Financial report of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2013 through June 30, 2014 and budget for the fiscal year July 1, 2015 through June 30, 2016.
10. Industry/Legislative Update
11. Financial report of the operation of the Electric Department for the fiscal year July 1, 2013 through June 30, 2014, followed by Q&A from the public.
12. Presentation of District Budget, followed by Q&A from the public.
13. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2015 through June 30, 2016.
14. Adjourn

Page 1

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M:\Commission Meeting Information\Annual Meeting 15\Annual Meeting Agenda 15-March 23.doc

District Commissioners

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

General Meeting Presentation Outline – Third Taxing District Special Annual Meeting – March 23, 2015

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	Charlie Yost	7:00 PM	5
2. Introductions	Charlie Yost	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice – Page 3	Charlie Yost	7:10 PM	5
4. Election of a Meeting Chairman	Charlie Yost, All	7:15 PM	5
5. Election of a Meeting Secretary	Meeting Chairman	7:20 PM	5
6. Report of District Chairman – Pages 4 and 5	Charlie Yost	7:25 PM	5
7. East Norwalk Improvement Association Library Report and Budget – Page 6	Stan Siegel	7:30 PM	15
8. Industry/Legislative Update	Debora Goldstein	7:45 PM	5
9. Financial Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2013 through June 30, 2014	Jim Smith	7:50 PM	15
10. Presentation of District Budget, followed by Q&A from Public – Page 9	David Brown	8:05 PM	15
11. Vote to Approve District Budget & Transfer Funds	Meeting Chairman	8:20 PM	5
12. Adjourn		8:25 PM	

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of such bonds, the annual rate of interest thereon, the dates and times of the issue and maturity of the same, the manner in which such bonds shall be issued, and the person or persons by whom such bonds shall be signed, executed, negotiated, sold and delivered on behalf of said district; and such bonds, when so signed, executed, issued and delivered, shall be obligatory upon said district and upon the inhabitants thereof according to the tenor of the same. (Sp. Laws 1953, No. 179, § 2.)

§ 1-113. Water bond issue of 1953; payment provisions.

After the issue of the bonds hereby authorized, or of any part thereof, the Board of Estimate and Taxation of the City of Norwalk shall, if requested by the Commissioners of said district, annually make an appropriation and levy taxes to pay the interest on said bonds, and shall also annually appropriate and levy taxes to raise such sum or sums of money as shall be requested by the Commissioners of said district for the purpose of paying such bonds at maturity and said money shall be deposited at interest in the sinking fund of said Second Taxing District and, with its increase, shall be used and expended only for and in the payment of such bonds. (Sp. Laws 1953, No. 179, § 3.)

Part 4

Third Taxing District

§ 1-114. Body politic and corporate; rights in general.

All the electors of this state dwelling within the territorial limits of the Third Taxing District as heretofore established are hereby constituted a body politic and corporate by the name of the Third Taxing District of the City of Norwalk, and by that name shall be capable of suing and being sued,

Editor's Note: For taxing districts, in general, see Art. II, p. 143.

pleading and being impleaded, purchasing, holding, selling, and conveying any property, real or personal, and of having a common seal, and as such corporation shall succeed to and possess all the property, both real and personal, of the East Norwalk Fire District of said Town of Norwalk, and all the rights, powers, franchises, privileges, and immunities heretofore granted to said East Norwalk Fire District in relation to the construction of electric light works, and the generation and purchase of electricity for the use of said district and the inhabitants thereof, and the erection, placing, and maintenance of poles, wires, and all other necessary fixtures within said district for receiving and distributing electricity, and the same are hereby vested in said Third Taxing District, and said Third Taxing District is hereby authorized to manage, operate, and control its electric light works with the same authority, rights and liabilities, and in the same manner as said East Norwalk Fire District and except as herein otherwise provided, to care for, maintain, and keep in repair, all estate, both real and personal, which said district may acquire, to sell and convey any of said property, any property held in trust excepted, and apply the proceeds in the reduction of the indebtedness of said district. The district shall pay one hundred dollars (\$100.) or more yearly toward the support of the East Norwalk Improvement Association, Incorporated, Public Library. (Sp. Laws 1913, No. 352, § 34; Sp. Laws 1921, No. 189, § 3.)

§ 1-115. Taxation liability.

All the inhabitants and property within the limits of the Third Taxing District shall be liable to taxation to defray any burdens, expenses, and liabilities of the former East Norwalk Fire District at the time of the passage of this act and such other liabilities as said taxing district may incur under the provisions of this act. (Sp. Laws 1913, No. 352, § 35.)

§ 1-116. Meetings.

The annual meeting of the electors residing in said taxing district shall be held on the third Wednesday of September for the purpose of hearing the reports of the Commissioners of said district, and acting on such matters as may be properly brought before said meeting. Notice of time and place of said meeting shall be given by said Board of Commissioners by publishing in a newspaper having a circulation in said district at least ten (10) days before said meeting, which notice shall set forth all matters to be considered at said meeting. Special meetings of said district may be called in like manner by said Board, and shall be called upon written petition of twenty-five (25) electors of said district, to consider and act upon the matters set forth in such notice or petition. (Sp. Laws 1913, No. 352, § 36.)

§ 1-117. Board of Commissioners, Treasurer, Clerk, mechanics and laborers.

Said district shall elect a Board of Commissioners and a Treasurer of said district, all of whom shall be sworn to a faithful discharge of their duties, and shall hold their office as hereinafter provided, and shall receive such compensation as said district shall determine. Said Commissioners shall appoint a Clerk who shall receive reasonable compensation as determined by said Commissioners. It shall be the duty of said Clerk to keep a record of all transactions of said district and of said Board of Commissioners and discharge such duties as said Board may prescribe. Said Commissioners may employ such mechanics, experts, and laborers as may be necessary in the exercise of their powers and duties. (Sp. Laws 1913, No. 352, § 37.)

§ 1-118. Taxation.

In case the income from the sales of electricity is inadequate to meet the current expenses of said electric-light plant and

¹ Editor's Note: See also § 1-19, p. 146.

² Editor's Note: For further election provisions refer to § 1-17, p. 29.

the interest on the indebtedness of said district, a tax on all property and persons liable to taxation in said district shall be laid to supply such deficiency by the Board of Estimate and Taxation of the city at any meeting of said Board called for that purpose upon the application of said Board of Commissioners of said district, and said tax shall be collected in the same manner as other city taxes. Said Board of Estimate and Taxation may lay and collect taxes for the purpose of paying the debts of said district or any part thereof, and of establishing a sinking fund for that purpose. The avails of such taxes shall be paid to the Treasurer of said district for application for said purposes only. The Board of Estimate and Taxation shall lay a tax to defray the expenses of the public library of the East Norwalk Improvement Association, Incorporated, of said district to the amount appropriated by said district at any annual or special meeting. (Sp. Laws 1913, No. 352, § 40; Sp. Laws 1921, No. 189, § 4.)

§ 1-119. Use-of-electricity liens.

Any claim of said district for the use of electricity or for the rent of fixtures shall be a lien upon the real estate or property in connection with which such electricity was furnished or such fixtures used, and said lien may be foreclosed by said district before any court having jurisdiction in the same manner as mortgages. (Sp. Laws 1913, No. 352, § 41.)

§ 1-120. Records and accounts of the Board of Commissioners.

It shall be the duty of said Board of Commissioners to keep a record of its proceedings and an accurate account of its receipts and disbursements appertaining to said electric-light plant, and a like account of its receipts and dis-

¹ Editor's Note: For appropriations for libraries, see Art. XIV, p. 169.

bursments in connection with all other property of said district, verified by proper vouchers, which accounts shall be open at all reasonable times to inspection by any taxpayer of said district. (Sp. Laws 1913, No. 352, § 42.)

§ 1-121. Violations, penalties, and forfeitures.

Said district shall have power to enact by-laws at any annual or special meeting imposing penalties and forfeitures for the violation of any of the rules and regulations of the Board of Commissioners of said district, providing such penalties or forfeitures shall not exceed twenty dollars (\$20) for each offense. Said by-laws shall not become effective until published in a newspaper having a circulation in said district. (Sp. Laws 1913, No. 352, § 43.)

§ 1-122. Authority and duties of Commissioners.

Said Commissioners are hereby authorized in all matters pertaining to the electric-light plant of said district to exercise all the authority and discharge all the duties that are granted to Electrical Commissioners by Chapter 122 of the General Statutes, except as said powers and duties may be herein limited, and to care for and keep in repair all the property of said district, with power to lease or sell the same, delivering the income and proceeds of such sales to the Treasurer of said district, and apply said proceeds as said Board may be authorized by said district, and to exercise any additional powers that may, from time to time, be conferred upon them by said district. A majority of said Commissioners shall constitute a quorum for the transaction of any of the business of the Board. (Sp. Laws 1913, No. 352, § 38.)

§ 1-123. Income from electricity.

All income from the sales of electricity shall first be applied to defraying the current expenses of said electric-light plant, and to paying the interest on notes, bonds, or certificates of indebtedness incurred in relation to said electric-light plant. If there are retained earnings of cash or negotiable securities or an accumulated surplus of cash or negotiable securities, in excess of retirement reserve, said Commissioners shall make report thereof to the next annual or special meeting of said district, which shall direct the same to be applied to the extinction of the principal debt of the district, or to any purpose in connection with said works, and, if there is no such debt or need in connection with said works, said meeting may direct such retained earnings or any portion thereof in excess of a proper retirement reserve to be applied to the district general account for current expenses of the district, including public street lighting, care of parks owned by the district, care of the East Norwalk Cemetery, salaries of district officials, support of the East Norwalk Improvement Association Public Library, and improvements to said library and the building and premises where it is housed and adjoining premises owned by the district. (Sp. Laws 1913, No. 352, § 39; Sp. Laws 1959, No. 282.)

§ 1-124. Authorization to issue bonds; funding bond issue of 1917.

The Third Taxing District of the City of Norwalk is authorized to issue serial bonds, to an amount not exceeding eight-five thousand dollars (\$85,000.), registered or with coupons attached, bearing interest at a rate not greater than four and one-half per centum (4½%) per annum, payable semi-annually, the first installment of the principal thereof, to be payable within three (3) years from the date of issue and the remainder at some certain time or times not later than thirty

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(30) years after the date thereof. Such bonds shall be sold at not less than par and the avails thereof used only for the funding of the debt of said district and for the extension, improvement and enlargement of the electric-power plant of said district. (Sp. Laws 1917, No. 259, § 1.)

§ 1-125. Funding bond issue of 1917; details.

Said district, at a special meeting of its electors, duly warned, shall determine, subject to the foregoing limitations, the several and aggregate amounts of such bonds, the annual rate of interest thereon, the dates and times of the issue and maturity of the same, the manner in which such bonds shall be issued and the person or persons by whom such bonds shall be signed, executed, negotiated, sold and delivered in behalf of said district. Such bonds, when so signed, executed, issued and delivered, shall be obligatory upon said district and upon the inhabitants thereof, according to the tenor and purport of the same. (Sp. Laws 1917, No. 259, § 2.)

§ 1-126. Funding bond issue of 1917; limitations.

No bonds shall be issued under §§ 1-124 to 1-125 as to permit the net bonded indebtedness of said district at any time to exceed five per centum (5%) of the grand list of said district as the same may be compiled for the year of such issue provided, in computing the debt limitation, bonds issued or to be issued for the construction or maintenance of municipal waterworks or lighting plants shall not be included. (Sp. Laws 1917, No. 259, § 3.)

§ 1-127. Authorization to issue bonds; bond issue of 1949.

The Third Taxing District of the City of Norwalk is authorized to issue, by and through the action of the Commissioners and the Treasurer of said district, bonds, notes or other certificates of indebtedness to an amount not exceeding two hundred and fifty thousand dollars (\$250,000), in coupon form or otherwise and registered or not registered, bearing interest to a rate not greater than five percent (5%) per annum, payable in substantially equal monthly or annual installments, beginning not more than two (2) years from the date of issue, in such sums that the entire amount thereof shall be paid within a period of not more than twenty (20) years from their date. The proceeds of such bonds, notes, or other certificates shall be used for the extension, improvement and facilities of said district. Such bonds, notes or other certificates may be issued from time to time, and nothing herein contained shall require the whole amount of such bonds, notes or other certificates to be issued or prevent their issuance in amounts less than the total authorized issue as may be deemed expedient, in which case each authorized issue shall constitute a separate loan and each such loan shall be payable in monthly or annual installments and within the period of time specified herein from its date. Such Commissioners and Treasurer may borrow on short-term notes within the limitations of this section and for the purpose herein set forth and may renew said notes from time to time if this manner of borrowing shall be deemed expedient. (Sp. Laws 1949, No. 141, § 1.)

§ 1-128. Bond issue of 1949; details.

The Commissioners and Treasurer of said district shall determine, subject to the foregoing limitations, the amount and date of maturity of such bonds, notes or other certificates

§ 1-132. Cash surplus.

Said purchase and such improvements may be made with the current cash surplus or accumulated cash surplus of the electric-light works owned by the district, in excess of reserve for depreciation. (Sp. Laws 1959, No. 94, § 2.)

§ 1-133. Borrowing money.

For the purpose of purchasing said property and making such improvements said district is authorized to borrow money and to secure the money so borrowed by mortgage on said land, or on said land and buildings. (Sp. Laws 1959, No. 94, § 3.)

Part 5

Sixth Taxing District

§ 1-134. Boundaries of the Sixth Taxing District.

The territory of the City of Norwalk which is included within the following boundaries shall be the Sixth Taxing District of said City of Norwalk as follows: starting at a point on the boundary line between Darien and Norwalk; thence running east in a direct line to the westerly end of the southerly boundary of Union cemetery, so called; thence running along the southerly boundary of said Union cemetery to the westerly side of Rowayton Avenue; thence running northerly along said westerly side of Rowayton Avenue to a point that is upon a production westerly of a line drawn two hundred (200) feet, measured at right angles, northerly from the northerly side of Sheffield Road, so called; thence running easterly upon said line two hundred (200) feet, measured at right angles, northerly from the northerly side of Sheffield Road to the westerly side of Lenox Road, so called; thence running easterly across Lenox Road to the corner formed by the intersection of the easterly side of Lenox Road with the southerly side of Winter Street, so called; thence running along said southerly side of Winter Street

Editor's Note: For taxing districts in general, see Art. II, p. 113.

and the annual rate of interest and other particulars of the form of such bonds, notes or other certificates and the manner of issuance. (Sp. Laws 1949, No. 141, § 2.)

§ 1-129. Bond issue of 1949; obligations.

Such bonds, notes or other certificates, when executed and delivered by the Commissioners and Treasurer of said district, shall be obligatory upon said district and the inhabitants thereof according to the tenor and purport of the same. Sp. Laws 1949, No. 141, § 3.)

§ 1-130. Bond issue of 1949; effective date.

§§ 1-127 to 1-130 shall be effective upon its ratification by a special meeting of the district called for this purpose. (Sp. Laws 1949, No. 141, § 4.)

§ 1-131. Purchase of Taylor property; maximum expenditures

The Third Taxing District of the City of Norwalk may purchase the property, known as the Taylor property, which adjoins the premises of the East Norwalk Community Hall and may improve the newly purchased property, and may improve and enlarge the East Norwalk Community Hall and the East Norwalk Improvement Association Public Library which is housed in said community hall; provided no expenditure of more than twenty thousand dollars (\$20,000.) shall be made without the approval of the majority of the electors of said district who are present and voting at a special meeting of the district called for the purpose of such approval. (Sp. Laws 1959, No. 94, § 1.)

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Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

MEMORANDUM

To: Commissioners

From: Ron Scofield 

Date: September 30, 2015

Re: Christmas Tree Lighting

Our Annual Christmas Tree Lighting is scheduled for Sunday, December 13th at 6:00 p.m. with a rain date of Monday, December 14th at 6:00 p.m.

Attached is last year's program for reviewing purposes only.

I am looking for answers to the following:

1. Are there any changes you would like to see for this year?
2. What musical group would you like me to contact?
3. What part do each of you (Commissioners & Treasurer) want to take in the program, if any?

Ron

District Commissioners

Charles L. Yost 203-853-0837
David L. Brown 203-866-8099
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

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Merry Christmas

The Third Taxing District
Annual Christmas Tree Lighting Ceremony

GREETINGS FROM THE COMMISSIONERS

David Brown, Commissioner

MERRY CHRISTMAS, EAST NORWALK

Charlie Yost, Chairman & Emcee of the Program

WELCOME FROM THE GENERAL MANAGER

Jim Smith, General Manager

MUSIC - TIM CURRIE'S MOTOWN BAND

(Sing-Along)

"Have Yourself A Merry Little Christmas"



INVOCATION AND MOMENT OF SILENCE

To remember our men and women serving in the armed forces around the world.

Rev. Ronell Howard, East Avenue United Methodist Church

MUSIC - TIM CURRIE'S MOTOWN BAND

(Sing-Along)

"Silent Night"

RECOGNITION OF CITY AND STATE OFFICIALS

Debora Goldstein, Commissioner

Senator Bob Duff
State Representative Elect Fred Wilms
State Representative Chris Perone
Police Chief Thomas Kulhawik
Fire Chief Denis McCarthy
Councilwoman Michelle Maggio
Councilman John Kydes
Councilman Richard Bonefant

GREETINGS FROM THE CITY OF NORWALK

Mayor Harry Rilling

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MARVIN SCHOOL CHORUS

Joan Skloot, Director

“Santa Claus Is Coming To Town”
“We Wish You A Merry Christmas”

MUSIC - TIM CURRIE’S MOTOWN BAND

(Sing-Along)

“We Are The World”

FOOD AND TOY DRIVE

Dr. Michael Intrieri, Treasurer

Food donations to Society St. Vincent de Paul (St. Thomas Church)
Unwrapped, new toys for Toys For Tots

MUSIC - TIM CURRIE’S MOTOWN BAND

(Sing-Along)

“Jingle Bell Rock”

SELECTION OF CHRISTMAS TREE LIGHTER

Charlie Yost, Commission Chairman

LIGHTING OF THE CHRISTMAS TREE

Charlie Yost, Commission Chairman

MUSIC - TIM CURRIE'S MOTOWN BAND
(Sing-Along)

"Here Comes Santa Claus"

The Arrival of Santa Claus!!



Candy Canes For ALL!

pg. 34



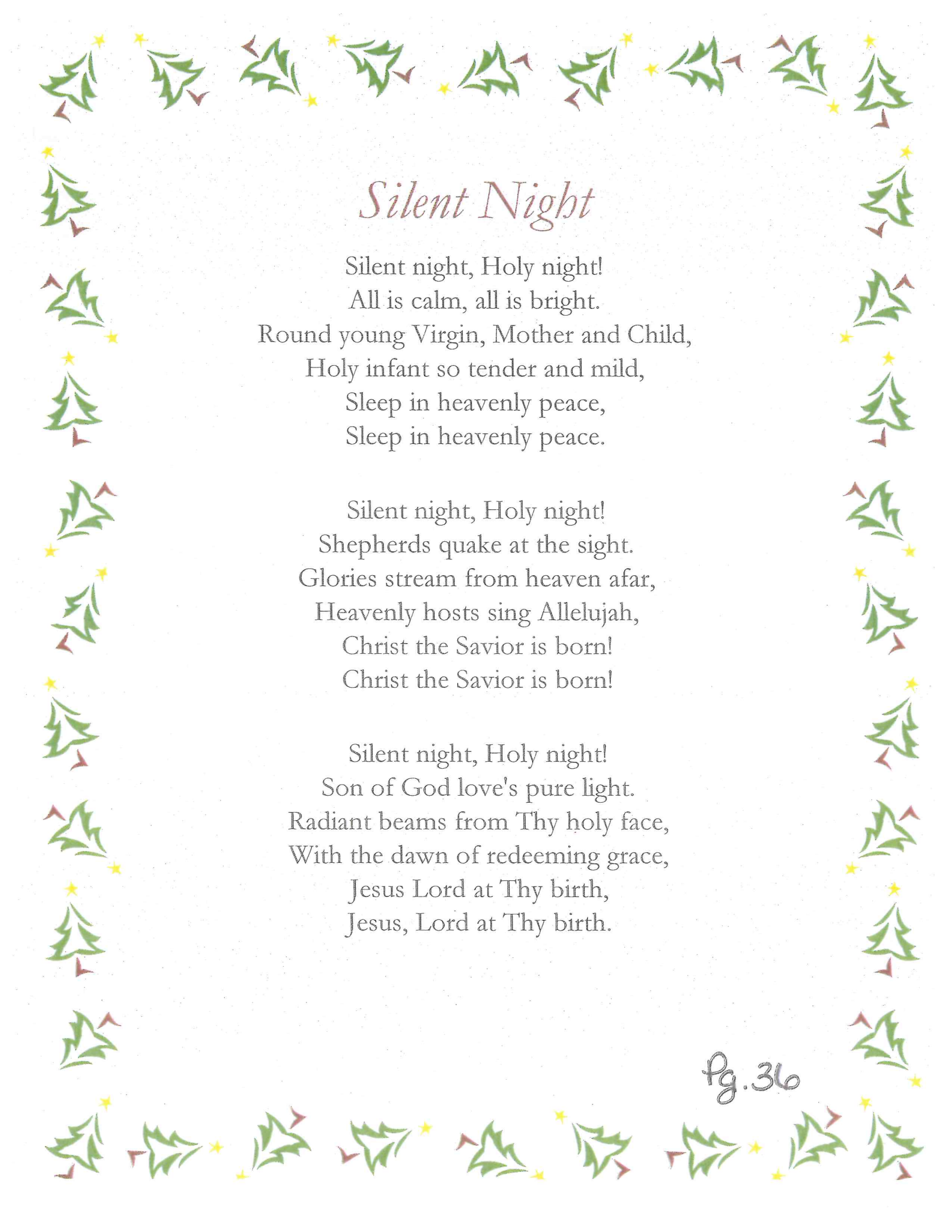
Have Yourself A Merry Little Christmas

Have yourself a merry little Christmas,
Let your heart be light
From now on,
our troubles will be out of sight

Have yourself a merry little Christmas,
Make the Yule-tide gay,
From now on,
our troubles will be miles away.

Here we are as in olden days,
Happy golden days of yore.
Faithful friends who are dear to us
Gather near to us once more.

Through the years
We all will be together,
If the Fates allow
Hang a shining star upon the highest bough.
And have yourself a merry little Christmas now.



Silent Night

Silent night, Holy night!
All is calm, all is bright.
Round young Virgin, Mother and Child,
Holy infant so tender and mild,
Sleep in heavenly peace,
Sleep in heavenly peace.

Silent night, Holy night!
Shepherds quake at the sight.
Glories stream from heaven afar,
Heavenly hosts sing Allelujah,
Christ the Savior is born!
Christ the Savior is born!

Silent night, Holy night!
Son of God love's pure light.
Radiant beams from Thy holy face,
With the dawn of redeeming grace,
Jesus Lord at Thy birth,
Jesus, Lord at Thy birth.



We Are The World

There comes a time when we heed a certain call
When the world must come together as one
There are people dying
And it's time to lend a hand to life
The greatest gift of all

We can't go on pretending day by day
That someone, somewhere will soon make a change
We all are a part of God's great big family
And the truth, you know,
Love is all we need

(Chorus)

We are the world, we are the children
We are the ones who make a brighter day
So let's start giving
There's a choice we're making
We're saving our own lives
It's true we'll make a better day
Just you and me

Send them your heart so they'll know that someone cares
And their lives will be stronger and free
As God has shown us by turning stone to bread
So we all must lend a helping hand

(Chorus)

When you're down and out, there seems no hope at all
But if you just believe there's no way we can fall
Well...well...well
Let's realize that a change can only come
When we stand together as one

(Chorus)



Jingle Bell Rock

Jingle bell, jingle bell, jingle bell rock
Jingle bells swing and jingle bells ring
Snowing and blowing up bushels of fun
Now the jingle hop has begun

Jingle bell, jingle bell, jingle bell rock
Jingle bells chime in jingle bell time
Dancing and prancing in Jingle Bell Square
In the frosty air

What a bright time, it's the right time
To rock the night away

Jingle bell time is a swell time
To go gliding in a one-horse sleigh
Giddy-up jingle horse, pick up your feet
Jingle around the clock

Mix and a-mingle in the jingling feet
That's the jingle bell,
That's the jingle bell,
That's the jingle bell rock.



Here Comes Santa Claus

Here comes Santa Claus, here comes Santa Claus,
Right down Santa Claus lane
Vixen and Blitzen and all his reindeer
Pullin' on the reins
Bells are ringin', children singin'
All is merry and bright
Hang your stockings and say your prayers
'Cause Santa Claus comes tonight!

Here comes Santa Claus, here comes Santa Claus,
Right down Santa Claus lane
He's got a bag that's filled with toys
For boys and girls again
Hear those sleigh bells jingle jangle,
Oh what a beautiful sight
So jump in bed and cover your head
'Cause Santa Claus comes tonight!

Here comes Santa Claus, here comes Santa Claus,
Right down Santa Claus lane
He doesn't care if you're rich or poor
He loves you just the same
Santa Claus knows we're all Gods children
That makes everything right
So fill your hearts with Christmas cheer
'Cause Santa Claus comes tonight!

Here comes Santa Claus, here comes Santa Claus,
Right down Santa Claus lane
He'll come around when the chimes ring out
That it's Christmas morn again
Peace on earth will come to all
If we just follow the light
So let's give thanks to the lord above
That Santa Claus comes tonight!

GRANATA SIGN CO., LLC
 80-90 Lincoln Ave
 Stamford, CT 06902
 203-358-0780

Estimate

Number **E607**
 Date **9/15/2015**

Bill To
 Third Taxing District
 2 Second Street
 East Norwalk, CT, 06855

Ship To
 Third Taxing District
 2 Second Street
 East Norwalk, CT, 06855

PO Number	Terms	Customer #	Service Rep	Project
				Repair signs

Description	Quantity/Hour	Price/Rate	Tax1	Amount
Take down repair and repaint two sandblasted wood signs. located around Yankee Doodle Cemetery.	2.00	\$850.00		\$1,700.00

Amount Paid \$0.00
Amount Due \$1,700.00

Discount \$0.00
Sub Total \$1,700.00
0.00% on \$0.00 \$0.00
Total \$1,700.00

GENERAL MANAGER'S REPORT
(Note Page)

**Third Taxing District
Financial Highlights
Jul-Aug 2015 vs. Jul-Aug 2014**

	Jul-Aug 2015	Jul-Aug 2014	\$ Change	% Change
Total Income	2,181,876	1,870,265	311,611	17%
Total Expense	1,868,911	1,658,888	210,023	13%
Net Ordinary Income	312,965	211,377	101,588	48%
Other Income	78,235	66,774	11,461	17%
Other Expense	504	16,075	-	-
Net Income before Rate Stabilization	390,697	262,077	128,619	49%
Rate Stabilization	184,625	224,483	-39,858	-18%
Net Income	575,321	486,560	88,762	18%

CASH BALANCES FY 2015

Aug-15

ACCTS

Operating Accounts	1,040,517
Construction WIP	1,013,572
Capital Improvements Fund	910,000

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2014	5,146,271
Current Balance	4,880,397
Current Fiscal Year Capital Additions to date	197,641.12

Power Supply

	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 1,222,167	\$ 1,205,089	\$ 17,078	1%
Budget Energy Cost	\$ 1,124,394	\$ 1,144,835	\$ (20,441)	-2%
Energy Cost Cents/KWH	10.200	10.800	\$ (0.60)	-6%

Tulsa Taxing District
Profit & Loss Prev Year Comparison
 August 2015

	Aug 15	Aug 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	15,336.50	21,455.78	-6,119.28	-28.52%
440-00 · Residential Sales	456,900.72	264,754.40	192,146.32	72.58%
442-01 · Large Commercial Sales	99,531.80	65,787.44	33,744.36	51.29%
442-02 · Small Commercial Sales	305,252.11	190,735.81	114,516.30	60.04%
445-01 · Water Pollutn Contrl Plnt Sales	102,058.17	64,710.66	37,347.51	57.72%
445-02 · Flat Rate	8,655.54	7,243.06	1,412.48	19.5%
557-00 · Purchased Power Adjustment	167,544.69	393,473.60	-225,928.91	-57.42%
Total Income	1,155,279.53	1,008,160.75	147,118.78	14.59%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	676,767.43	657,364.76	19,402.67	2.95%
Total COGS	676,767.43	657,364.76	19,402.67	2.95%
Gross Profit	478,512.10	350,795.99	127,716.11	36.41%
Expense				
904-00 · Substation	16,486.00	16,647.32	-161.32	-0.97%
403-00 · Depreciation Expense	46,636.06	46,636.06	0.00	0.0%
408-00 · Taxes	1,485.97	1,013.42	472.55	46.63%
540-00 · Other Power Generation Expense	8,249.73	1,192.59	7,057.14	591.75%
580-00 · Distribution Expenses	7,784.12	12,288.37	-4,504.25	-36.66%
590-00 · Maintenance Expenses	114,287.02	39,569.04	74,717.98	188.83%
900-00 · Customer Accounts & Service	18,552.84	18,885.24	-332.40	-1.76%
920-00 · Administrative Expenses	129,706.64	89,700.29	40,006.35	44.6%
Total Expense	343,188.38	225,932.33	117,256.05	51.9%
Net Ordinary Income	135,323.72	124,863.66	10,460.06	8.38%
Other Income/Expense				
Other Income				
418-00 · Dividends	7,681.22	1,759.56	5,921.66	336.54%
419-00 · Interest Income	41.00	26.07	14.93	57.27%
420-00 · Gain/(Loss) on Investments	-21,959.87	0.00	-21,959.87	-100.0%
421-00 · Norden Project Income	37,833.82	64,022.58	-26,188.76	-40.91%
424-00 · Energy Conservation Fund Income	2,405.96	0.00	2,405.96	100.0%
Total Other Income	26,002.13	65,808.21	-39,806.08	-60.49%
Other Expense				
426-20 · Energy Conservation Expense	0.00	40,754.84	-40,754.84	-100.0%
942-00 · Interest Expense	367.31	269.81	97.50	36.14%
Total Other Expense	367.31	41,024.65	-40,657.34	-99.11%
Net Other Income	25,634.82	24,783.56	851.26	3.44%
Net Income before rate stabilization	160,958.54	149,647.22	11,311.32	7.56%
Rate Stabilization	36,547.45	91,763.75	-55,216.30	-60.17%
Net Income	197,505.99	241,410.97	-43,904.98	-18.19%

Tulsa Taxing District
Profit & Loss Prev Year Comparison
 July through August 2015

	Jul - Aug 15	Jul - Aug 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	28,517.15	41,512.05	-12,994.90	-31.3%
440-00 · Residential Sales	857,700.37	489,728.50	367,971.87	75.14%
442-01 · Large Commercial Sales	193,915.49	120,884.61	73,030.88	60.41%
442-02 · Small Commercial Sales	578,223.34	358,269.62	219,953.72	61.39%
445-01 · Water Pollutn Contrl Plnt Sales	195,151.86	125,930.70	69,221.16	54.97%
445-02 · Flat Rate	17,311.08	14,486.12	2,824.96	19.5%
451-00 · Miscellaneous Service Revenue	0.00	0.00	0.00	0.0%
557-00 · Purchased Power Adjustment	311,056.55	719,453.69	-408,397.14	-56.77%
Total Income	2,181,875.84	1,870,265.29	311,610.55	16.66%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	1,222,167.04	1,205,089.42	17,077.62	1.42%
Total COGS	1,222,167.04	1,205,089.42	17,077.62	1.42%
Gross Profit	959,708.80	665,175.87	294,532.93	44.28%
Expense				
904-00 · Substation	37,287.76	32,897.43	4,390.33	13.35%
403-00 · Depreciation Expense	93,272.12	92,464.00	808.12	0.87%
408-00 · Taxes	2,852.83	1,801.76	1,051.07	58.34%
540-00 · Other Power Generation Expense	10,600.94	707.79	9,893.15	1,397.75%
580-00 · Distribution Expenses	10,377.29	15,794.83	-5,417.54	-34.3%
590-00 · Maintenance Expenses	163,914.60	71,025.20	92,889.40	130.78%
900-00 · Customer Accounts & Service	39,099.85	39,040.75	59.10	0.15%
920-00 · Administrative Expenses	288,871.98	200,066.71	88,805.27	44.39%
980-00 · General Community Expenses	466.25	0.00	466.25	100.0%
Total Expense	646,743.62	453,798.47	192,945.15	42.52%
Net Ordinary Income	312,965.18	211,377.40	101,587.78	48.06%
Other Income/Expense				
Other Income				
418-00 · Dividends	7,681.22	3,459.96	4,221.26	122.0%
419-00 · Interest Income	89.07	53.65	35.42	66.02%
420-00 · Gain/(Loss) on Investments	-21,959.87	0.00	-21,959.87	-100.0%
421-00 · Norden Project Income	83,223.37	64,022.58	19,200.79	29.99%
423-00 · Gain/(Loss) from Sale of FA	8,724.65	0.00	8,724.65	100.0%
424-00 · Energy Conservation Fund Income	476.76	-761.80	1,238.56	162.58%
425-00 · Miscellaneous Income		0.00	0.00	0.0%
Total Other Income	78,235.20	66,774.39	11,460.81	17.16%
Other Expense				
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%
426-20 · Energy Conservation Expense	0.00	15,501.46	-15,501.46	-100.0%
942-00 · Interest Expense	503.81	573.20	-69.39	-12.11%
Total Other Expense	503.81	16,074.66	-15,570.85	-96.87%
Net Other Income	77,731.39	50,699.73	27,031.66	53.32%
Net Income before rate Stabilization	390,696.57	262,077.13	128,619.44	49.08%
Rate Stabilization	184,624.76	224,482.59	-39,857.83	-17.76%
Net Income	575,321.33	486,559.72	88,761.61	18.24%

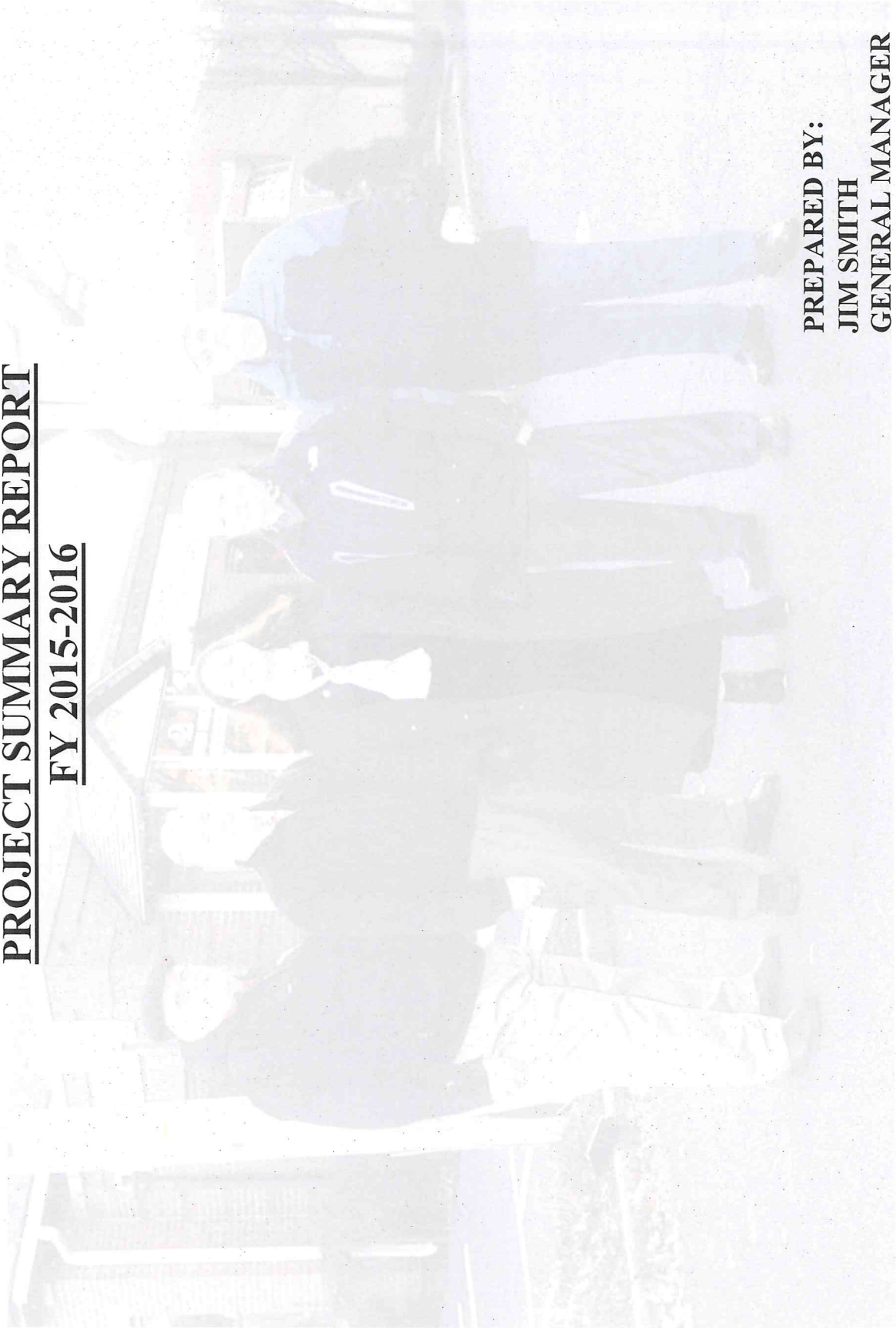
Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Aug 2015 vs. Jul-Aug 2014

1. The decrease in the fuel adjustment 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 August 2015 YTD financial statements versus the August 2014 YTD financial statements.
2. The \$9K increase in Other Power Generation is due to the timing of fuel purchases from East River energy for the generators.
3. The \$92K increase in Maintenance Expense is due primarily to the purchase of \$63K for cable, wire, and supplies from Graybar due to construction of the WWTP underground project.
4. The \$88K increase in Administrative expenses is due primarily to the unforeseen (i.e., not budgeted) roof repairs that were contracted with Ricks Main Roofing amounting to approximately \$40,000. Also attributing to the increase is the timing of health insurance payments and benefits.
5. The \$21K decrease in Gain/(Loss) on Investments is due to the fair market value adjustment of the investment portfolio which is representative of unrealized loss.
6. The increase in Gain/(Loss) on Sale of FA is due to the sale of scrap at Lajoies.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2015	August 2014	Industry Average (Bandwidth)	
1)	<i>OPERATING RATIO</i>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	85.66%	88.70%	87% - 92%
2)	<i>POWER SUPPLY EXPENSE RATIO</i>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	65%	73%	65% - 70%
3)	<i>BAD DEBT RATIO</i>	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.30%	4.00%	3% - 10%
4)	<i>ACTUAL RATE OF RETURN ON RATE BASE</i>	AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	<i>ELECTRIC CUSTOMERS PER EMPLOYEE</i>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	348	382	200 - 500

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2015-2016



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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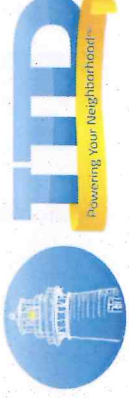
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1	2	CUSTOMER SERVICE TRAINING PROGRAM
2	3	SUCCESSION PLANNING PROCESS
2	4	RADIO-READ METER UPGRADE
2	5	UPGRADE FLEET VEHICLES
3	6	UPDATE EMERGENCY PLAN FOR DEPARTMENT
3	7	I/T UPGRADE/UPDATES
3	8	COST OF SERVICE/RATE STUDY
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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: SEPTEMBER 30, 2015

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> IN PROCESS WITH METER DEPT. 	COMPLETE 3 RD QUARTER 2015	<ul style="list-style-type: none"> SEPTEMBER 2015 – A-BASED METERS CONTINUE TO BE REPLACED ON AN ON-GOING BASIS. RESIDENTIAL CUSTOMERS ARE BEING CONTACTED ON AN INDIVIDUAL BASIS THROUGH OUR NOTICE PROCESS AND ARE RESPONDING ACCORDINGLY.
2)	CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none"> TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES. 	ON-GOING	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> COMPLETE WITH PERIODIC REVIEW NEW LINEMAN TO BE HIRED THIS FALL. 	ON-GOING	
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> APPROXIMATELY 1/3RD OF SYSTEM COMPLETED. 	ON-GOING THROUGH 2015	<ul style="list-style-type: none"> SEPTEMBER 2015 – INSTALLED 66 RADIO-READ METERS DURING THE MONTH OF SEPTEMBER FOR A TOTAL OF 1,396 TO DATE. WE WILL BEGIN A “PUSH” TO INSTALL AS MANY RADIO-READS AS POSSIBLE IN THE UPCOMING MONTHS TO MINIMIZE THE IMPACT OF THE UPCOMING WINTER ON ACCESS TO METERS IN THE FIELD.
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	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	<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"> IMPLEMENTED AS NEEDED DEPENDING ON WEATHER CONDITIONS, OR AS SPECIAL CIRCUMSTANCES DICTATE. 	ON-GOING	
7)	I/T UPDATE/ UPGRADES	<ul style="list-style-type: none"> TRANSITION PROCESS COMPLETED WITH PERIODIC UPDATES TO HARDWARE/ SOFTWARE, IT SYSTEM, ETC. AS NEEDED. 	ON-GOING	<ul style="list-style-type: none"> SEPTEMBER 2015 – NETOLOGY IS CURRENTLY WORKING “BEHIND THE SCENES” WITH SURVALENT (SCADA VENDOR) ON HARDWARE/ SOFTWARE SOLUTIONS IN ANTICIPATION OF INITIAL ROLLOUT OF PHASES 1/2 OF TTD’S SCADA PROJECT. PHASES 1/2 ARE TIEING IN FITCH STREET SUBSTATION AND THE NETWORK OPERATIONS CENTER (NOC) AT 2 SECOND STREET.
8)	CONDUCT COST OF SERVICE/RATE STUDY	<ul style="list-style-type: none"> INITIAL STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014. A “TUNE-UP” IS BEING PERFORMED IN THE 4TH QTR OF 2015. 	WORK BEGINS 4 TH QTR 2015	<ul style="list-style-type: none"> SEPTEMBER 2015 – CONTACT WAS MADE WITH UFS REGARDING “TUNE UP” OF RATE STUDY. WE ARE WORKING TO COORDINATE DATES SO THAT WORK ON THE PROJECT CAN BEGIN.



COMMENTS/MONTHLY UPDATE

TIMELINE

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PROJECT

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9)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • TO BE ADDRESSED WITH THE COMMISSION AT A FUTURE DATE. 	<p>BEGIN IN FALL OF 2015.</p>	<ul style="list-style-type: none"> • SEPTEMBER 2015 – CONTINUED THE PROCESS OF REACHING OUT TO CONSULTANTS WHO PERFORM ORGANIZATIONAL ASSESSMENTS/ STRATEGIC PLANS. I AM ANTICIPATING MAKING ADDITIONAL CONTACTS DURING NETWORKING SESSIONS AT APPA’S LEADERSHIP CONFERENCE THE FIRST WEEK OF OCTOBER.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
10)	MAPLEWOOD	<ul style="list-style-type: none"> IN NEGOTIATION. 	ON-GOING	<ul style="list-style-type: none"> SEPTEMBER 2015 – LEGAL ACTIVITIES CONTINUED DURING THE MONTH. OUR ATTORNEY, STEVE STUDER, AND I HAVE BEEN WORKING WITH CMEEC TO DEVELOP A RATE ANALYSIS WHICH WILL BE USED TO “FRAME-UP” A SETTLEMENT OFFER. MAPLEWOOD’S BILL CONTINUES TO BE CURRENT, BUT THEY HAVE STILL NOT PAID THEIR SECURITY DEPOSIT OF \$14,800. THIS ITEM WILL HAVE TO BE SATISFIED AS PART OF ANY FINAL SETTLEMENT WITH MAPLEWOOD.
11)	WEBSITE/BRANDING PROJECT	COMMISSION GRANTED EXTENSION OF JUMAR CONTRACT THROUGH FIRST QUARTER OF 2016.	ON-GOING THROUGH FIRST QTR 2016.	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
12)	CATV POLE ATTACHMENTS/AMPLIFIERS	<ul style="list-style-type: none"> CURRENTLY IN ACTIVE NEGOTIATIONS WITH CABLEVISION. 	FINALIZE 4 TH QTR OF 2015	<ul style="list-style-type: none"> SEPTEMBER 2015 – AFTER RECEIVING NO RESPONSE FROM CABLEVISION DESPITE NUMEROUS ATTEMPTS, OUR ATTORNEYS HAVE ADVISED US TO BEGIN SENDING BILLS TO CABLEVISION WITHOUT AN AGREEMENT. WE HAVE BEGUN THAT PROCESS AND WILL BE SENDING THEIR FIRST BILL DURING THE LAST WEEK OF SEPTEMBER.
13)	UPGRADE/ENHANCE FUEL TANKS @ 2 SECOND STREET	<ul style="list-style-type: none"> CURRENTLY IN COMPLIANCE WITH ALL STATE CODES THROUGH MONTHLY INSPECTIONS. HOWEVER, TANKS ARE AT THE END OF USEFUL LIFE. 	4 TH QTR OF 2015	<ul style="list-style-type: none"> SEPTEMBER 2015 – WE ARE CONTINUING TO INTERVIEW VENDORS AS PART OF THE BID PROCESS FOR REPLACING THE FUEL TANKS AT 2 SECOND STREET.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
14)	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 2015-16 FISCAL YEAR.	
15)	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. 	ON-GOING THROUGH 4 TH QUARTER 2015	



COMMENTS/MONTHLY UPDATE

TIMELINE

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PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
16)	<p><u>MISCELLANEOUS</u></p> <ul style="list-style-type: none"> ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET 	<p>BUDGET PREPERATION COMPLETED, PRESENTED AND APPROVED BY COMMISSION AT THE JUNE 23, 2015 SPECIAL MEETING.</p>	<p>SECOND QTR 2015, PRESENT TO COMMISSION FOR JULY 1, 2015 IMPLEMENTATION</p>	<ul style="list-style-type: none"> SEPTEMBER 2015 – STAFF WILL HOLD A QUARTERLY BUDGET MEETING DURING THE 2ND WEEK OF OCTOBER TO REVIEW THE RESULTS OF THE LAST QUARTER OF FYE 6/30/15. THESE RESULTS ARE BASED ON THE COMPLETION OF OUR FINANCIAL AUDIT FOR THE FISCAL YEAR. WE ALSO WILL BE REVIEWING OUR 1ST QUARTER EXPENSES FOR FY 6/30/16. THIS INFORMATION WILL BE REVIEWED WITH THE COMMISSION SHORTLY THEREAFTER.
	<ul style="list-style-type: none"> SOLAR PV/ PROJECT ROOFTOP AT SECOND STREET OFFICE 	<p>NO ACTIVITY AT THIS TIME. WE WILL RE-EVALUATE ONCE ALL OTHER ENERGY CONSERVATION IMPROVEMENTS/PROJECTS (LED S/L's, ETC.) ARE COMPLETED.</p>	<p>END OF 4TH QTR 2015</p>	
	<ul style="list-style-type: none"> LEASE NEGOTIATION – NORDEN GENERATORS 	<p>ON HOLD PENDING NEGOTIATION.</p>	<p>ON-GOING</p>	
	<ul style="list-style-type: none"> SOLAR PROJECTS 	<p>DISCUSSION STAGE/ POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL CUSTOMERS AS PRESENTED.</p>		



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
•	<p><u>MISC. (Cont.)</u></p> <p>ANNUAL FINANCIAL AUDIT (FYE 6/30/15)</p>	<p>AUDIT FOR 6/30/15 ESSENTIALLY COMPLETE AS OF SEPTEMBER 30, 2015.</p>	<p>EXPECTED COMPLETION DATE – OCTOBER 15TH OF EACH YEAR</p>	<p>SEPTEMBER 2015 – WRAPPING UP ANNUAL FINANCIAL AUDIT FOR FYE 6/30/15. THE FINAL ITEM NEEDED FOR COMPLETION, THE EAST NORWALK LIBRARY AUDIT, WAS RECEIVED ON SEPTEMBER 29TH AND WAS SENT TO OUR AUDITORS THE SAME DAY. ONCE RECEIVED, WE WILL DISTRIBUTE TO THE COMMISSION IN ADVANCE OF THE NEXT REGULARLY SCHEDULED MONTHLY MEETING FOR REVIEW AND DISCUSSION.</p>
•	<p>LED STREET LIGHT PROJECT</p>	<p>ON-GOING</p>	<p>ALL OF 2015</p>	<p>SEPTEMBER 2015 – CONTINUED TO INSTALL LED STREET LIGHTS THROUGHOUT THE DISTRICT. WE HAVE INSTALLED 415 LED LIGHTS, OR 62% OF THE TOTAL LIGHTS IN THE SYSTEM AS OF THE END OF SEPTEMBER.</p>



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<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 – DECEMBER 2015 • 3RD PHASE (EAST AVENUE) JANUARY 2015 – APRIL 2016 • 4TH PHASE – MAY 2016 – AUGUST 2016 • 5TH PHASE – AUGUST 2016 – NOVEMBER 2016 <p>THROUGHOUT 2015</p>	<ul style="list-style-type: none"> • SEPTEMBER 2015 – HARDWARE AND SOFTWARE INSTALLATION CONTINUED DURING THE MONTH. STAFF WILL PARTICIPATE IN “FACTORY WITNESS TESTING” OF THE SCADA MODEL DEVELOPED BY SURVALENT FOR TTD DURING THE FIRST WEEK OF OCTOBER.
	<ul style="list-style-type: none"> • COMMERCIAL CUSTOMER VISITS 	<p>ON-GOING AS SCHEDULES PERMIT</p>		



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> • SYSTEM MAPPING 	<p>PROJECT BEGINS LATE AUGUST 2015.</p>	<p>ALL OF SEPTEMBER AND OCTOBER 2015.</p>	<ul style="list-style-type: none"> • SEPTEMBER 2015 – ALL FIELD WORK CONNECTED WITH THE GIS MAPPING PROJECT HAS BEEN COMPLETED. THE M-POWER REPRESENTATIVES WHO WORKED WITH OUR STAFF WERE COURTEOUS, PROFESSIONAL AND TIMELY. THEY HAVE RETURNED TO THEIR OFFICE AND ARE DOWNLOADING THE DATA GATHERED. A FINAL REPORT AND ASSOCIATED SOFTWARE WILL BE COMPLETED WITHIN THE NEXT 2-3 WEEKS. WE WILL BEGIN USING THE SOFTWARE AS SOON AS IT IS RECEIVED IN OUR DAILY OPERATIONS. A PRESENTATION HIGHLIGHTING RESULTS OF THE PROJECT WILL BE MADE TO THE COMMISSION AT A FUTURE DATE.
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