

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, October 17, 2016 at 7:00p.m.

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

1. Public Comment – 15 Minute Limit
2. Executive Session
 - Update on Scicchitano Legal Matter
3. CMEEC Presentations – 5-Yr. Power Supply Projection & Winter Market Conditions (Pgs. 1-12)
4. Minutes of Meeting – September 26, 2016 Special Meeting (Pgs. 13-16), September 27, 2016 Special Meeting (Pgs. 17-20) and October 3, 2016 Regular Meeting (Pgs 21-27)
5. TTD Purchasing Policy – Item #6 (Pgs. 28-29)
6. District Concerts (Pg. 30)
7. 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 10-17-16.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

Third Taxing District Public Utilities Commission

Winter Update

October 17th, 2016

Winter Outlook Objective

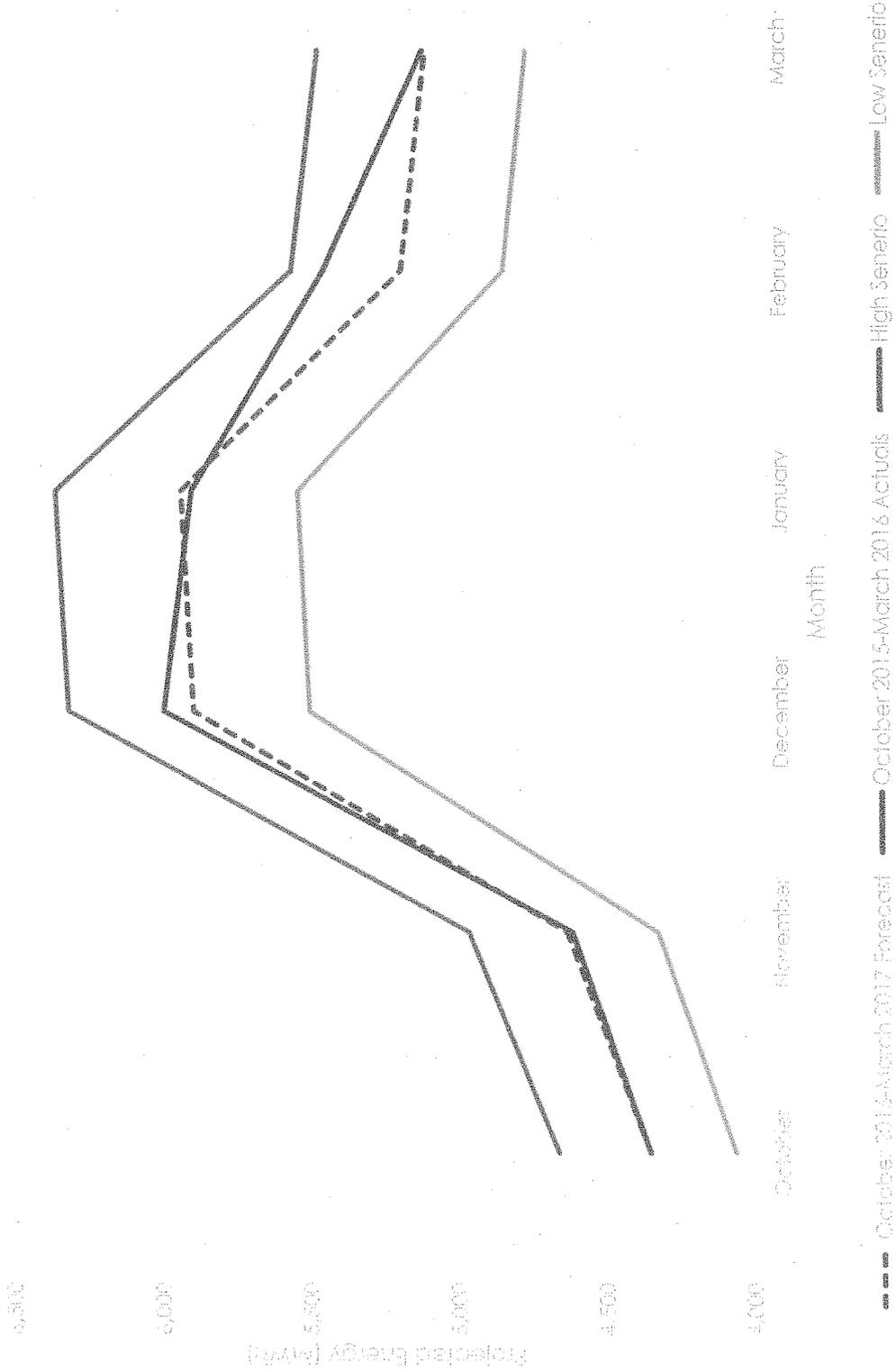
- Update on Winter 2016/2017 Preparedness
 - Update on the current Third Taxing District energy portfolio position for the winter
 - Stress testing Load and Market scenarios
 - Current long term winter weather forecast(s)

Load Scenarios

Approach to Developing Load Scenarios

- For each member, the average energy load in prior years for a given month is computed
- The average energy load for previous years is used as a base to an applied growth rate
- Each member has a different growth rate assumption based on multiple factors
- High/Low scenarios are generated using a 90/10 statistical analysis generated by Metrics MD, our load forecasting software

TTD Energy Usage Actual vs. Multiple Scenarios



Market Scenarios

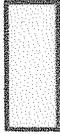
Approach to Developing Market Scenarios

Actual DA LMP delivered to MASS HUB for ATC (7x24) Energy \$/MWh

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Oct	60.18	39.24	35.97	41.44	35.27	33.94	32.19	37.01	
Nov	61.11	36.11	44.01	36.81	54.96	45.21	47.71	29.42	
Dec	59.76	57.35	65.28	35.85	46.30	92.96	43.00	22.42	
Jan	83.99	70.43	61.07	71.31	40.59	86.53	168.81	71.14	38.60
Feb	75.33	49.38	52.36	55.46	30.92	122.31	156.02	122.77	29.90
Mar	78.20	42.22	38.07	45.61	26.16	53.09	111.16	64.25	20.63



Monthly High LMP



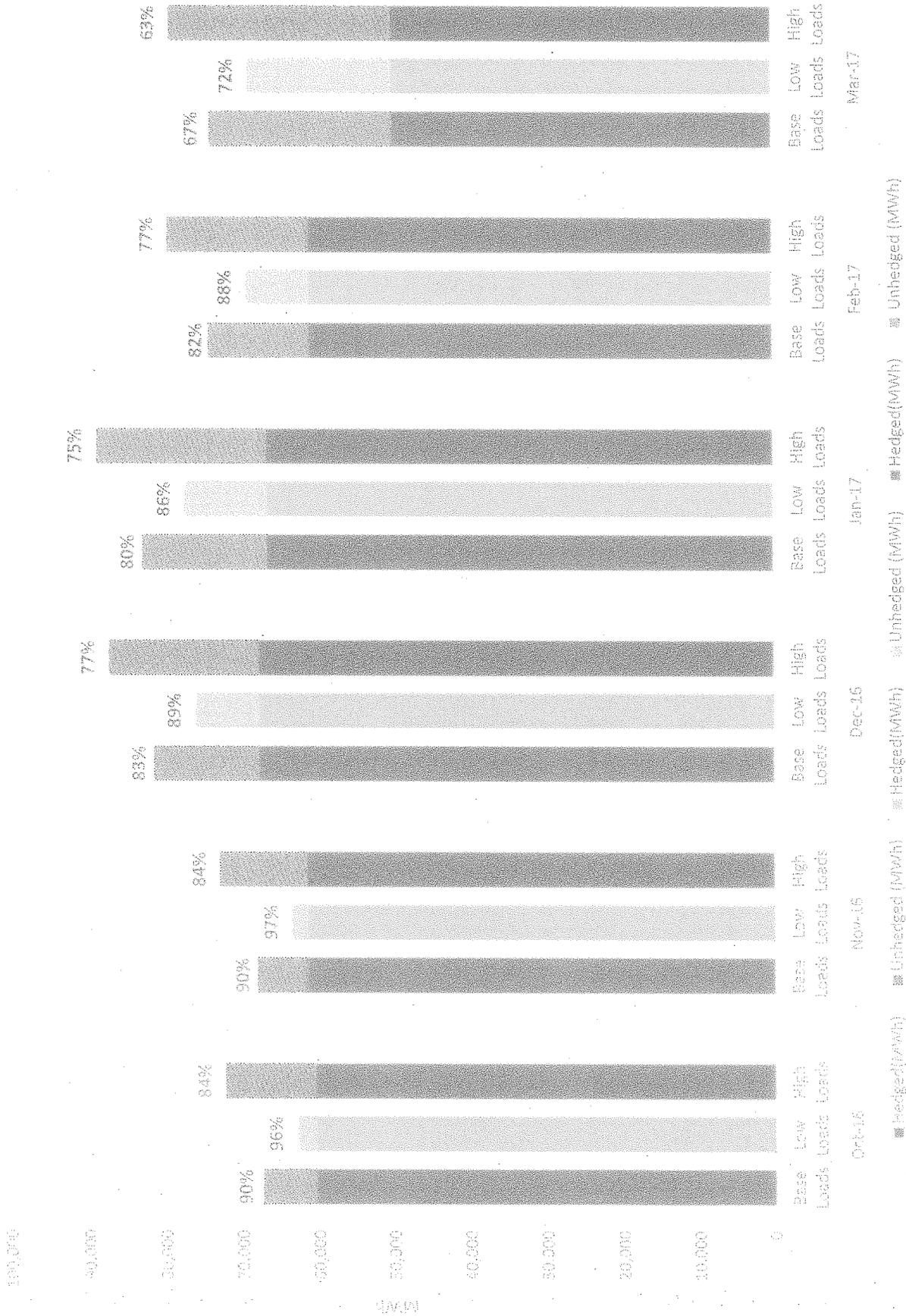
Monthly Low LMP

Base Scenario: Latest Forward Market

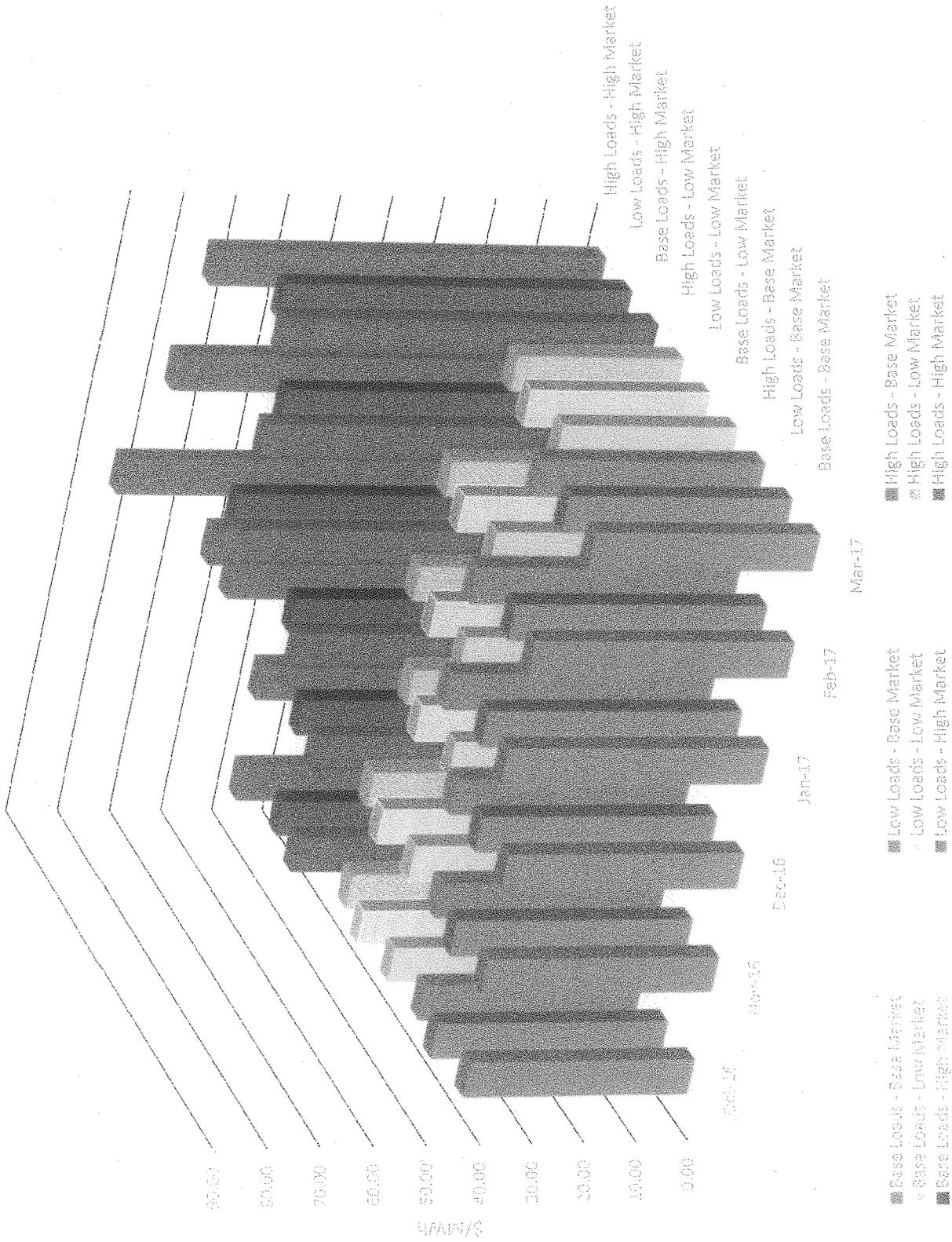
Low Scenario: 80% historical low

High Scenario: 120% historical high

ITD Portfolio Hedge Position

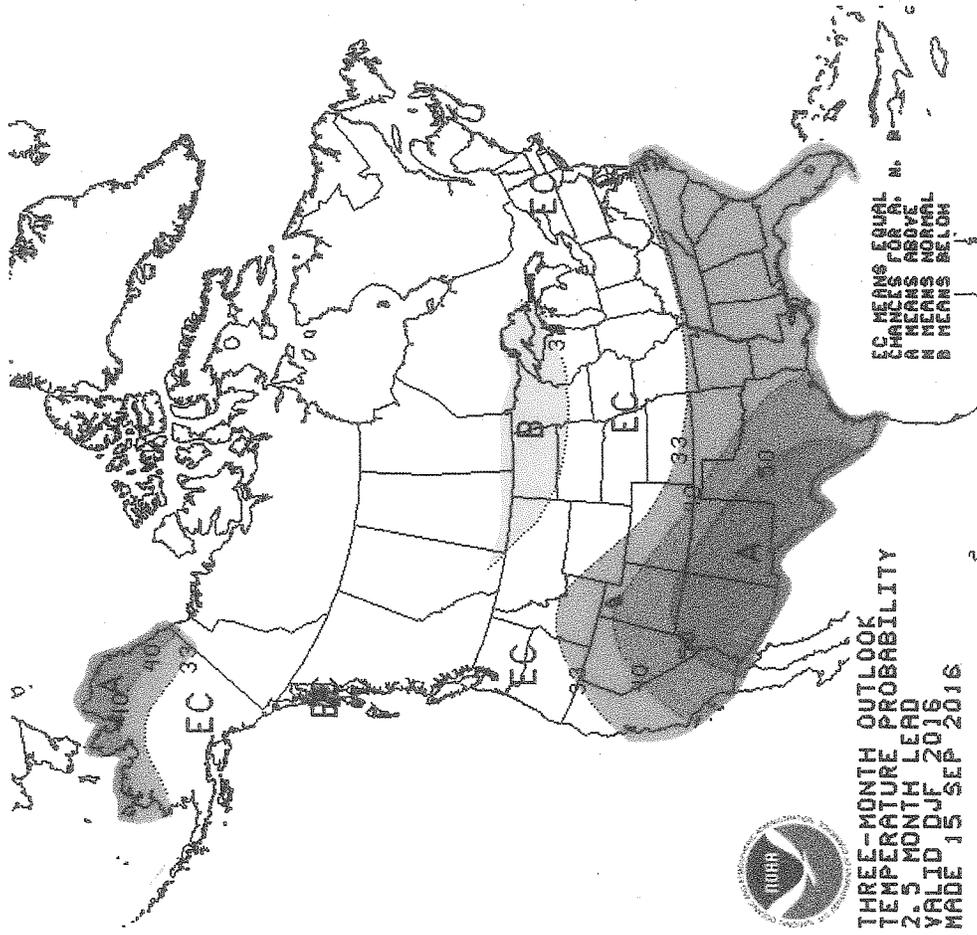


TED Customers Stress Testing



Current Winter Temp Forecast

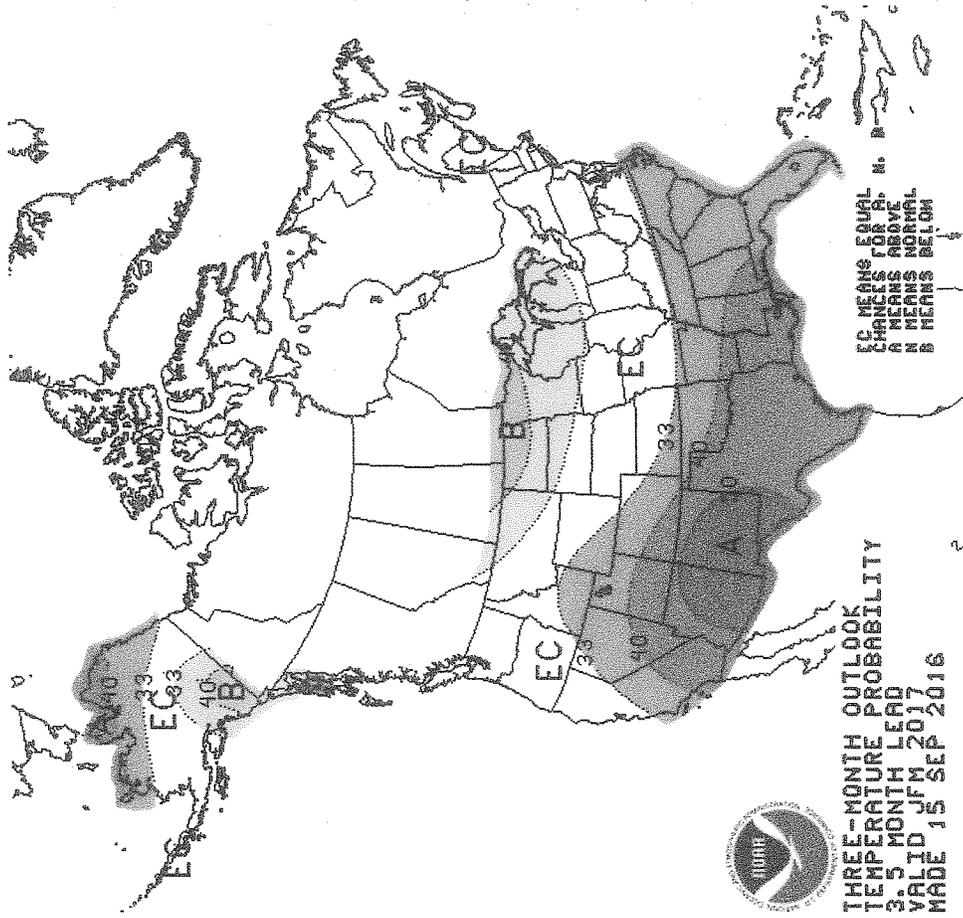
Three Month Outlook
 Dec, Jan, Feb 16/17
 CT equal chance of cold
 weather



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Current Winter Temp Forecast

Three Month Outlook
 Jan, Feb, Mar 2017
 CT equal chance of cold
 weather



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What questions may I address?

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

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THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
September 26, 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 6:41 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

STRATEGIC PLANNING PRESENTATION

Mr. VanderMeer was present and led the Commission and Mr. Smith in further Strategic Planning discussions. Mr. VanderMeer reviewed the outline of August 17, 2016 with the Commission.

Library Discussion

They discussed the actions for the library that came out of the August 17th meeting.

- Commissioners Brown and Yost will talk with the mayor of Norwalk to gauge interest in the library.

Both Commissioners met with Mayor Rilling to discuss this option. Mayor Rilling was going to meet with Alex Knopp (new Chairman of Norwalk Public Library) and check into the legalities and implications of having the City of Norwalk take over the East Norwalk Library. Commissioners Yost and/or Brown will follow-up with Mayor Rilling.

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Further discussion took place about the library and the changes the Board is trying to make for the good and how or whether TTD could assist or be involved. The Commissioners are still split as to whether or not they would like to see the library remain in the District and succeed.

Non-Performing Assets - Mr. VanderMeer reviewed the non-performing assets that were discussed on August 17th.

- 215 East Avenue – One idea would be to level the building and put in a parking lot that would provide revenue to TTD. Commissioner Yost would like to budget funds to plan on having an architect/planner determine what can really be done with the property and house. One possibility could be demolishing the building and then build a new multi-floor structure with underground parking, but this would need to be determined after consulting with the architect/planner. Mr. Smith reminded the Commission that no matter what is done, TTD would still need to have access to get to the substation. Commissioner Yost said he would get in touch with 3 architects for opinions.

Governance

Mr. VanderMeer indicated that now was probably the best time to introduce the General Counsel into the Strategic Planning process. Mr. Smith will contact Atty. Bove to set up time for him to meet with the Commission and Mr. VanderMeer at a future meeting to discuss how to handle Charter revisions.

Some of the items to consider changing within the Charter and/or ByLaws (once created) would be:

- TTD Board possibly becoming a 5-person Board
- Term Limits – only two 6-year term limits would be permissible
- Compensation would be the same for all Board members, which is currently at \$3,500/year
- Evaluation of Treasurer's role on the Commission
- Secretary would need to be appointed
- Elimination of District Clerk position
- CMEEC alternate delegate should be rotated every two years

The Commission, Mr. Smith and Mr. VanderMeer discussed the above items in great detail. Mr. VanderMeer will contact Ms. Tenney with possible dates for the next Strategic Planning meeting for the Commission, which should include Atty. Bove.

Mr. VanderMeer urged the Commission to get a copy of John Carver's book, *Boards That Make a Difference*, and have a look at it. TTD will order copies of the book for the Commission.

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ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED.**

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
September 26, 2016

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

OR

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

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
September 27, 2016

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

STAFF: Jim Smith, General Manager

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public was in attendance to comment.

TTD POSITION ON VINCENT PENNA SITUATION

Commissioner Brown referenced the rally that took place on September 7, 2016 and that Mr. Penna had come to the September 12, 2016 meeting to thank the Commission for their support. He mentioned that the Commissioners were in attendance as individuals and not as a group.

Commissioner Goldstein said there had been a query from one of the ratepayers and asked if the TTD Commission would act as a body and take a position on the situation.

There was concern whether or not the Commission's position to support the situation would affect the day-to-day activities and reputation that Mr. Smith has been building with the DOT with regard to other projects taking place in the area. Some other areas of concern would be the loss of revenue to TTD should the current ratepayers in the Liberty Square area need to leave, environmental issues with the river, the effect of the mall project and traffic in the area.

Commissioner Yost received a letter from a maritime biologist analyzing the current issues on his perspective of the situation (both environmentally and on the design) which he subsequently forwarded to Mr. Smith. Mr. Smith will forward this letter to the Commission. Commissioner Yost will check into having him come to a meeting to discuss the issues further.

Commissioner Brown asked the Commission if they would be willing to support Mr. Penna and the other businesses at Liberty Square as a body vs. individuals and to make a written public

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statement. This statement would possibly be read at the next public hearing, as well as being made public through other venues, i.e., TTD website, local media, letters to the editor, etc.

- ** COMMISSIONER BROWN MOVED THAT TTD SUPPORT THE PENNA SITUATION ON THE WALK BRIDGE'S EFFECT ON THE TTD OPERATIONS.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

DOT COMMUNICATION

Commissioner Goldstein informed the Commission that the DOT has hired a communications firm (WSP) to help disseminate information about traffic impacts, as well as other impacts, from the walk bridge project in particular, as well as all of the other DOT projects being conducted around the District.

The proposal would be for WSP to inform TTD's ratepayers of any information pertinent to the District. The suggestion would be to use TTD's email distribution list and the website to stream the information to the TTD ratepayers. In theory, WSP could work in conjunction with Jumar to work out a plan.

- ** COMMISSIONER GOLDSTEIN MOVED THAT THE TTD AUTHORIZE AND INSTRUCT JUMAR TO WORK WITH THE PUBLIC RELATIONS FIRM FOR THE DOT (WSP) TO DISSEMINATE TIMELY INFORMATION ABOUT THE WALK BRIDGE CONSTRUCTION AND OTHER CONSTRUCTION PROJECTS IN THE DISTRICT.**
- **COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION

- Personnel Matters – Performance Review

- ** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS (PERFORMANCE REVIEW).**
- ** COMMISSIONER YOST SECONDED.**
- ** COMMISSIONER GOLDSTEIN ABSTAINED.**
- ** THE MOTION PASSED TWO TO ONE.**

The Commissioners, Treasurer, and Mr. Smith entered into Executive Session at 7:48 p.m.

- ** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
September 27, 2016

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The Commissioners, Treasurer, and Mr. Smith returned to public session at 8:42 p.m.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
September 27, 2016

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

OR

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

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
October 3, 2016

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

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

PUBLIC: Diane Cece and Joseph Schnierlein

CALL TO ORDER

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

PUBLIC COMMENT

Commissioner Brown recognized Diane Cece and allowed her to come forward to speak to the Commission. Ms. Cece expressed her thoughts and ideas to the Commission with regard to the agenda items. One major point she made was she felt the Commission should be involved with the Walk Bridge project as it is impacting East Norwalk residents and would like to see them issue a position statement.

She also offered up a few suggestions with regard to the District Donation Policy, Marvin School donation, Christmas Tree Lighting and the Summer District Concerts.

Commissioner Goldstein addressed Ms. Cece's point on the Walk Bridge and stated that the Commission will be working on a public statement in the coming weeks.

Commissioner Yost addressed Ms. Cece's question about the Marvin School donation. He explained that this donation would be specifically for school supplies for families who could not afford them.

EXECUTIVE SESSION

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO REMOVE THE ITEM EXECUTIVE SESSION FROM THE AGENDA.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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**** COMMISSIONER GOLDSTEIN MOVED TO REMOVE THE ITEM, EXECUTIVE SESSION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

MINUTES OF MEETING

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 12, 2016 REGULAR MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

WALK BRIDGE DISCUSSION

Commissioner Yost introduced Mr. Joe Schnierlein, who has taken an interest in the Walk Bridge project as a resident of the City, not through his employment. Mr. Schnierlein reviewed his extensive background which includes chemical oceanographer, educator of science at Brien McMahon High School and currently with the Maritime Aquarium. He has also been involved with the Mayor's Water Quality Committee and the Shellfish Commission.

Mr. Schnierlein spoke about the detailed letter that he wrote and sent to the City's Council, State Representatives, Senators, federal level staff and the DOT. He received responses from approximately one-third. Their response was that they were "looking into it."

Commissioner Goldstein asked whether or not the channel straightening would have any environmental implications. Mr. Schnierlein replied that it would and would cause the banks along the channel to erode over time. He also explained a way to build the bridge so that it would allow for an additional clearance of up to 15 feet for the boats upstream. He continued to talk about the bridge and implications over time.

Commissioner Brown asked if Mr. Schnierlein would be willing to assist/oversee in the writing of the Commission's position statement. He said he would be happy to assist and that the Commission was welcome to use excerpts from his letter.

Commissioner Yost suggested that the Commission hold an East Norwalk Town Meeting and invite all pertinent politicians, the media and the public. The consensus was that the Commission should schedule a meeting for a planning session to discuss a Town Meeting, i.e., who to invite, agenda, date and what venue should be used. Mr. Schnierlein agreed to assist where he could with the process. Mr. Smith suggested that the Commission consider speaking with the Second Taxing District as well to get their position.

A Special Commission Meeting has been scheduled for Tuesday, October 11, 2016 at 7:00 p.m. with the agenda item, District Public Forum on Walk Bridge Planning Meeting.

Third Taxing District
of the City of Norwalk
October 3, 2016

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith stated that overall finances are in good shape for the first two months of the year. Net Income was down approximately \$45,000 from last year due to weather conditions. Expenses are up slightly due to CMEEC being up a couple of percent on the purchase power side. Contributions to Rate Stabilization is up \$26,000 over last year.

Mr. Smith pointed out that a new category under Cash Balances labeled Savings has been added. These funds are the result of the accelerated repayment from CyrusOne for the 20-year construction loan.

Principal Balance with CMEEC shows no change as the CMEEC statements were not available for updating this category.

Energy Conservation Fund Income (424-00) is up approximately \$12,000 over last year due to the energy conservation auctions that the State holds.

KPI's – Operating Ratio is high. Power Supply Expense Ratio is on target. Bad Debt Ratio and Electric Customers per Employee are coming down.

PCA – Starting to get into an over-collection position. Need to keep a watch on this and possibly adjust the fuel adjustment around the first of the year.

MARVIN SCHOOL DONATION

The reason behind the request for the Marvin School donation is that some of the families in the District are not able to afford all the school supplies that are required.

**** COMMISSIONER YOST MOVED TO APPROVE A \$1,000 DONATION TO MARVIN SCHOOL SPECIFICALLY TO ASSIST WITH STUDENTS' SCHOOL SUPPLIES.**

**** COMMISSIONER BROWN SECONDED.**

**** COMMISSIONER GOLDSTEIN OPPOSED.**

**** MOTION PASSED 2 TO 1.**

DRAFT

TTD POSITION ON RENEWABLES

Mr. Smith asked the Commission what their position is on renewable energy projects that are currently taking place and continue to “pop up” within the District. Commissioner Brown would like to see TTD selling their own solar to the ratepayers versus the net metering which is currently in place for rooftop solar. Mr. Smith indicated that a solar rate would need to be instituted in the future for these types of projects.

Commissioner Goldstein feels that TTD should be partnering with their residents/commercial accounts on these projects. After discussion with the Commission it appears that there are mixed positions on this subject or not enough knowledge at this time to take a position. Mr. Smith will provide more comprehensive information to the Commission on this subject over the next few months or so.

REVISION TO TTD PURCHASING POLICY

The Commission discussed the limits within the current TTD Purchasing Policy. Per Commissioner Yost’s request at the September 12, 2016 meeting, the raising of the limit to \$100,000 in Item #4 is too high. The Commission continued to review the policy and determined new limits in Items #1 through #4.

**** COMMISSIONER YOST MOVED THAT THE FOLLOWING GUIDELINES BE CHANGED TO THE PURCHASING POLICY AS FOLLOWS: ITEM #1 - \$0 TO \$10,000; ITEM #2 - \$10,001 TO \$20,000; ITEM #3 - \$20,001 TO \$50,000; AND ITEM #4 - \$50,001 OR MORE.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** COMMISSIONER BROWN OPPOSED.**

**** THE MOTION PASSED 2 TO 1.**

**** COMMISSIONER YOST MOVED TO ELIMINATE ITEM #8 AND RENUMBER ITEM #9 TO #8 AND ITEM #10 TO #9.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED TO CORRECT THE TYPO ON PAGE 1 IN THE TITLE.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion continued with Item #6 and warrants further clarification. Mr. Smith will prepare a draft rewording of the item and present it to the Commission at the October 17, 2016 meeting for their review and possible approval.

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DISCUSSION OF CHRISTMAS TREE LIGHTING

Mr. Scofield talked to the Commission about the upcoming Christmas Tree Lighting to take place in December. He reviewed some of the highlights and asked the Commission what they would like to do. Tim Currie was selected as the band of choice. Suggestion for the Invocation was St. Thomas Parish.

Mr. Scofield made a suggestion to change the date to the first Sunday of the month, December 4, 2016 at 5:00 p.m. The Commission agreed provided it did not overlap with any other City tree lightings. The rain date was set for Sunday, December 11, 2016 at 5:00 p.m.

Commissioner Goldstein suggested in addition to holding the annual food and toy drive, that perhaps we could ask the library if they would like to hold a book sale to help raise funds for the library. Commissioner Brown is not in favor of the book drive. Commissioner Goldstein also suggested a school supply drive for Marvin School as well, but it was this was not the appropriate time to do this.

The Commission and Treasurer agreed to keep their current roles in the program.

GENERAL MANAGER'S REPORT

Status of 6/30/16 Financial Audit

Mr. Smith informed the Commission that he had received the Library Audit on time. The audit is on track and should be complete by mid to late October.

Public Power Week Activities

Mr. Smith informed the Commission of the two activities that TTD was participating in for Public Power Week. The first is a give-away of a 2-pack of 60-watt LED light bulbs for the first 100 ratepayers from Wed., 10/5 to Fri., 10/7.

The second activity will be an interactive demonstration to Marvin School on Fri., 10/7 on how power lines transmit electricity to residences and businesses in the community. Mike Adams and some of the TTD crew will be leading the activity.

PROJECT SUMMARY

Radio Read Meters – Commissioner Goldstein asked if TTD has depleted the meters that were purchased from Jewett City and Mr. Smith had responded, yes.

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Frontier Pole Rental Agreement – Mr. Smith said that Frontier has rejected the offer to buyout their share of the poles in the service territory. They have agreed to address TTD's response issues on pole change-overs and provide expedited assistance on all service and joint pole issues and requests moving forward.

ADJOURNMENT

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

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

MOTION FOR MINUTES

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

OR

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

THIRD TAXING DISTRICT
ELECTRICAL DEPARTMENT

PURCHASES AND QUOTATIONS

9/4/15

Revised 10/3/16

It is the policy of the Third Taxing District of the City of Norwalk and the Board of Commissions to support the practice of purchasing products and or services that provide the best value based on quality, service, and price.

The following guidelines shall apply:

1. In purchasing or leasing, materials & supplies or services, if any single item to be purchased or leased or the total amount of any service contract does not exceed \$10,000 in total payments, no quotations or written bids shall be required. However, any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
2. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$10,001 but is less than \$20,000, three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the General Manager or Commission.
3. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$20,001 but is less than \$50,000 (fifty thousand dollars), three quotes will be required and must be noted and filed accordingly. Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
4. In purchasing or leasing materials & supplies or services, if any single item to be purchased or leased, or the total amount of any service exceeds \$50,001 (fifty thousand one dollars) or more, bid specifications will be generated and advertised at a minimum in the *Norwalk Hour*, and in additional suitable publications at the discretion of the General Manager. Subsequent to noticing the bid request as above, a reasonable attempt should be made to solicit additional bids from reputable vendors by contacting them by mail or phone. A minimum of three written bids shall be required (and must be filed accordingly). Any such purchase, lease, or service in this Section shall require prior approval of the Commission.
5. Quotes and written bids must come from reputable companies who meet the proper insurance requirements. The Commission reserves the right to reject any and all bids for any reason it deems necessary, however, preference will be given to the lowest bidder based on quality, service, reputation and whether or not the business is local.

6. "Approval by the Commission" can take place by (a) a Commission vote taken during a special or regular meeting, or (b), the specific item to be purchased or leased must be clearly identified in a budget already approved by the Commission. Capital items to be purchased that exceed the above purchasing thresholds, even though they have been approved in the capital budget, shall require approval at a special or regular Commission meeting.
7. Repairs such as vehicle or equipment repairs, where it would be impractical to get competitive prices, may be authorized by the General Manager without competitive prices.
8. The General Manager may have flexibility and use discretion in applying this policy based on experience and professional judgment (i.e. Single source bidder, unable to get quotes due to the nature of the items, etc.
9. Generally, professional services are exempt from this policy. The General Manager shall keep the Commission informed on an as-needed basis as decisions are made to hire individuals / firms with a specific expertise.



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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

MEMORANDUM

To: Commissioners and Treasurer
From: Ron Scofield
Date: September 22, 2016
Re: Questions Pertaining to District Concerts for Next Year

At the Commission meeting on October 17th, we will be discussing the concert series for the summer of 2017. There are various questions for you to consider for next year so that I will better know how to move forward with the District Budget and general planning that is done prior to next summer.

1. How many concerts should I plan for – keep it at 8 or do something less?
2. Assuming that when Charlie contacts Mike Mocciaie at Parks & Rec in November, he gets a positive response to using the beach on Tuesday nights, would you like to try a combination of Sunday afternoons and Tuesday nights? If so, how do you want to break it down?
3. Do you want to change the procedure for cancelling concerts due to inclement weather?
4. Would you like me to put a few hundred dollars in the concert budget to buy a banner from Signs by Anthony that we could hang on the Showmobile for each concert? The banner would simply say “These Concerts are Sponsored by The Third Taxing District.”
5. Jim had suggested a winter concert at The Marvin (if possible) or some other indoor location. Do you want me to pursue this and if so, do you have any suggestions for it? Since it is not in the current budget, we would probably have to plan it for 2018.

Looking forward to hearing your suggestions at the October 17th Commission meeting.

Ron

Pg. 30

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