

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, February 20, 2017 at 7:00 p.m.

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

1. Public Comment (15 Minute Limit)
2. Minutes of Meeting – February 6, 2017 Regular Meeting (Pgs. 1-7), February 10, 2017 Special Meeting (Pgs. 8-9) and February 14, 2017 Special Meeting (Pgs. 10-14) – A/R
3. Final Review of Annual Meeting Packet & District Budget (Pgs. 15-29)
4. 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 2-20-17.doc

District Commissioners

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

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THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
February 6, 2017

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

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

OTHERS: William Andriopoulos and Maria Genovese (ADA Architects)
Judi Virgulak and Marie Jablonski (Jumar Marketing)

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.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO ADD AN
AGENDA ITEM, REPRESENTATIVE TO EAST AVENUE DESIGN COMMITTEE.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

REPRESENTATIVE TO EAST AVENUE DESIGN COMMITTEE

A discussion took place about having a TTD representative at the meeting of the East Avenue Design Committee to be held on Tuesday, February 7, 2017 at 8:00 a.m. at City Hall.

**** COMMISSIONER GOLDSTEIN MOVED THAT MR. JIM SMITH FORMALLY
REPRESENT THE COMMISSION AT THE MEETING.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

215 EAST AVENUE – PRESENTATION OF PROPOSAL

Mr. William Andriopoulos and Ms. Maria Genovese of Andriopoulos Design Associates, LLC, located in Norwalk, CT for 30 years, presented their proposal to the Commission for 215 East Avenue. Their proposal is based on office space for the current site. He indicated that any type of structure designed for the site will need to go before the Zoning Board. He said that he would need an updated map of the property, which will be provided to him.

Mr. Andriopoulos explained that the property is currently in two different zones; the front 95 ft. is NB (Neighborhood Business) and the rear 124 ft. is Industrial 1. He explained all the zoning regulations for any type of structure that would be built there, i.e., retail, office, or parking garage.

Discussion took place around the current DOT projects and how it could impact any new structure being built on the site, specifically the widening of East Avenue. Mr. Andriopoulos believes the bigger cuts of frontage will be taken from the west side. He also stated that no matter what type of structure is built, a traffic evaluation will need to be conducted. The discussion continued around the different options for the property and any limitations that could be incurred.

Mr. Andriopoulos will provide a feasibility study for any type of structure that the Commission has in mind for the property.

The Commission will review all the information and be back in touch with Mr. Andriopoulos in the near future.

LIBRARY AWARENESS & COMMUNICATIONS

Judi Virgulak and Marie Jablonski from Jumar Marketing were present to discuss with the Commission how best to communicate to the ratepayers about the Library prior to the Annual Meeting of March 1, 2017.

Jumar's recommendation was to release a formal statement to the ratepayers through direct mail, TTD emails, ad in The Hour (both paper and online), Library emails, other media outlets and the East Norwalk Association.

Jumar will work on drafting a statement and send it out to the Commission through the TTD office for any comments. The release of the statement is targeted around April 20, 2017 in order for the ratepayers to receive it prior to the Annual Meeting.

MINUTES OF MEETING

January 9, 2017 Regular Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF JANUARY 9, 2017 REGULAR MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

January 26, 2017 Special Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JANUARY 26, 2017 SPECIAL MEETING.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith reviewed the financials with the Commission. Total Revenues are just about the same as last year. Total Expenses are up 2% compared to last year. Other Income is up 37% due to the Norden Generators, which are running more frequently this year. Other Expense is down 31%. Rate Stabilization is at \$941,340 which is almost double from last year at \$464,750. Net Income is \$829,338 vs. last year's \$464,750, which is up 78%. Cash balances remain stable.

KPI's – Remain consistent. Bad Debt Ratio is down. Energy Loss Percentage and System Load Factor are heading in the right direction.

PCA – Remains in an over-collection mode, but should start to shift downward since the rate was decreased effective January 1, 2017.

EXCHANGE CLUB DONATION

The Commission reviewed the donation request from Dr. Intriери from the Exchange Club in the amount of \$250 for a half page ad to run in their program for their upcoming recognition dinner.

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE REQUESTED \$250.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

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DISTRICT BUDGET AND AGENDA PRESENTATION TO COMMISSION

Mr. Scofield began by presenting the proposed 2017-18 District Budget to the Commission and explaining the Expenditure line items. Mr. Scofield answered all of the questions asked by the Commission.

The Commission made the following changes to the District Budget:

Line 10 – Added \$40,000, making the new Transfer figure \$288,429.

Line 25 – Added \$40,000 to Library Building Major/Capital, making it \$40,000

Line 29 – Reduced Other District Services by \$5,000, making it \$10,000

**** COMMISSIONER BROWN MOVED TO APPROVE THE DISTRICT BUDGET AS AMENDED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commission then reviewed the Outline for the Annual Meeting. Revisions included re-ordering of items and adding two new items – Library Vision & Commitment (Charlie Yost) and Presentation of Library Budget (Sarah Mann).

A revised Outline will be sent to the Commission prior to the next scheduled meeting of February 20, 2017 for their review.

ANNUAL MEETING PROCEDURES

Mr. Scofield reviewed the procedures for the Annual Meeting. Some new additions for this year will include having an American Flag put on the stage. Commissioner Brown will be at The Marvin in the afternoon to assist with setting up, i.e., placing projectors, screens and tables.

The Commission would like to have two postcard mailings – one to arrive February 21st and the other to arrive February 27th at the homes of the ratepayers. An email reminder will go out to ratepayers on Monday, February 27th. Mr. Scofield will work with Jumar for placement for their display ad.

TTD staff has made two attempts to contact Liz Lyons with regard to her attendance at the Annual Meeting, but has not received an answer as of February 6th.

The Commission agreed to give The Marvin a stipend of \$300 for the use of the auditorium for the Annual Meeting.

UPDATE ON SUMMER CONCERTS

Mr. Scofield informed the Commission that all bands have been booked for the 2017 Concert Series per their recommendations. He asked the Commission to submit to him any of the concerts that they would like to host. The Commission will review the list and let Mr. Scofield know which concert(s) they would host. Commissioner Brown responded and said he did not want to host any concerts.

GENERAL MANAGER'S REPORT

Update on East Avenue Roadway Project

Mr. Adams told the Commission that he attended a meeting in Bridgeport at A. DiCesare Associates P.C. (State contracted Engineer) on January 30th to discuss the roadway projects. In attendance was the DOT, Cristino Associates and himself. They reviewed the plans for TTD's proposed re-routing of infrastructure coming out of the East Avenue substation as part of the project and wanted to learn how it would impact the project.

It is anticipated that by late-February or early March 30% of the design will be released. They are projecting the bridge project to begin in 2018 with a completion in the year 2020. The project is estimated to cost \$2.5 million and is 100% reimbursable from the State.

Time of Use Rates – Vets Park

Mr. Smith has met with Mr. Hughes from The Rinks at Vets Park to assist him with his high electric bills. Mr. Hughes is insistent that TTD's rates are higher than the charges he receives from Eversource for his facility in SONO.

Mr. Smith said the issue is whether or not TTD should design a special rate for him. Mr. Smith asked the Commission if they would like him to pursue this issue.

**** COMMISSIONER BROWN MOTIONED TO DENY MR. HUGHES' REQUEST TO DESIGN A SPECIAL RATE.**

**** COMMISSERION GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

PROJECT SUMMARY

Radio-Read Meters – Commissioner Brown asked the cost to date for this project. Mr. Smith will need to get back to him with the answer.

Security Light Cost of Service – Commissioner Brown asked who the customers were and what do they pay? Mr. Smith will get the list for Commissioner Brown.

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Public Relations – Commissioner Brown asked who the RFP would be going out to. Mr. Smith, no companies have been chosen as yet, as the RFP is still being revised per the Commission's request to add more detail to it.

Annual Revenue/Expense Budget – Commissioner Brown asked for the 2016 figures for the budget. Mr. Smith told him that the Commission received the 2016 figures back in June 2016.

Solar Projects – Commissioner Brown asked who the solar customers are. Mr. Smith indicated that there are none right now and that the subject matter is a place holder.

SCADA Project – Commissioner Brown asked how the new contractor was working out. Mr. Smith replied that it is has been much better and less costly.

ADJOURNMENT

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

The meeting adjourned at 9:54 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.

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
February 10, 2017

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

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

OTHERS: Heather Cwikla and Laura Udice (Parsons Brinckerhoff)
Lauren DiGovanni (HNTB Corporation)
Julie Georges (A. DiCesare Associates, P.C.)
Elizabeth Stocker (Dir. of Economic Development, City of Norwalk)

CALL TO ORDER

Commissioner Brown called the meeting to order at 9:30 a.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

REVIEW OF WALK BRIDGE COMMENTS WITH PARSONS BRINCKERHOFF

Due to unforeseen circumstances, the CT-DOT could not be present to address the agenda item and the meeting was cancelled.

ADJOURNMENT

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:33 a.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
February 10, 2017

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
February 14, 2017

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

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

PUBLIC: Sarah Mann and Diane Cece

CALL TO ORDER

Commissioner Brown called the meeting to order at 4:30 p.m. A quorum was present.

PUBLIC COMMENT

Ms. Mann spoke to the Commission about some concerns at the East Norwalk Library. She informed them that there is a leak in the upstairs ladies room sink and asked that it be repaired. She also shared her concern about outsiders (possibly Enterprise) using the parking lot, making parking difficult for any organization that has rented the downstairs room for meetings. She requested signs be put in place that read "Library Parking Only." Mr. Smith said he would look into this for her.

Ms. Mann also wanted to inform the Commission that the Library will be raising the room rentals across the board and eliminating the renters' storage units in the lower level. This was an operational decision on the part of the Library Board and just wanted to extend this information as a courtesy to the Commission, as one of the renters does business with both the Library and TTD.

Ms. Cece asked the Commission to clarify the nature of the meeting's agenda item and then she would like to address her comments to the Commission. Ms. Cece's first remark was about the meeting being held at 4:30 p.m. and posted just under the time limit. It does not allow any working ratepayers to attend and hoped that this meeting was just an exception to the rule. Commissioner Brown told her it was an exception.

She talked about the agenda item speaking to the date of Annual Meeting. She would like to understand why the date would be in question, as the Charter stipulates the Annual Ratepayers Meeting be held the first Wednesday in March. She said there should not be any debate about it. She called it the Ratepayers Meeting, because as she understands it from the Charter, it is the Ratepayers Meeting. It is not a Commission Meeting addressing the ratepayers. Once the

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meeting is opened and a Chair is elected, it becomes a meeting of the ratepayers and is run by the elected Chair. She believes the meeting would go on whether or not if a Commission is in attendance or not. There is no requirement that a Commissioner be in attendance.

Ms. Cece's comment to this is if there is any intention of moving the date of the meeting, she would like to know as a ratepayer who is requesting the change and specifically why, because moving the date should only happen in extraordinary circumstances. She continued to say that if the intent of the agenda item is to move the date, she would like to know who made the request and why.

Commissioner Brown said he didn't believe anyone made a request. He said that the Commission became aware of the fact that one of the Commissioners could not make the meeting on the scheduled night. He said that as a total Commission why not postpone the meeting.

Ms. Cece feels that the meeting should remain on March 1st and that the Commission is obligated to keep it on March 1st whether or not someone from the Commission could make it to the meeting.

Dr. Intriери apologized to Ms. Cece for the inconvenience of a 4:30 p.m. meeting and said it was not scheduled with malice. He would like to see the full Commission at the meeting. The Commission checked with legal counsel and it was determined that they could.

Ms. Cece would like to have a ruling from a different legal counsel. Ms. Cece urged the Commission to vote no to changing the date of the meeting.

Commissioner Brown stated that this was reviewed with legal counsel. He went as far to say that the Charter states "shall" have a meeting, not "will" have a meeting.

Ms. Cece stated that no matter what the reason, she believes the meeting should remain on March 1st.

DECISION ON DATE OF ANNUAL MEETING

Commissioner Yost spoke about the Commission and even though they are a small group they do accomplish quite a bit and are flexible at times. He stated that he had a personal commitment and that he is going to hold to that commitment. He thought that since the Commission had been flexible in those situations in the past that it would not be a problem to move the date of the meeting one week.

**** COMMISSIONER YOST MOVED TO MOVE THE MEETING ONE WEEK FROM MARCH 1, 2017 TO MARCH 8, 2017.**

**** COMMISSIONER BROWN SECONDED.**

Third Taxing District
of the City of Norwalk
February 14, 2017

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Commissioner Brown opened the motion for discussion.

Commissioner Goldstein made the observation that the issue was discussed quietly on the previous Friday (February 9th) about a possible date change. She left that round of discussion with the impression that the meeting was not going to be moved. She stated that in addition, the discussion took place only a couple of hours after the Commission had completed the agenda and the PR campaign for March 1st. She was told the meeting date was not going to be changed.

Commissioner Goldstein was very surprised and upset when she opened her email on Monday, February 13th and saw multiple emails saying the meeting had been moved to March 8th, that the venue was being explored for March 8th, that counsel had been consulted and it looked like it was moving ahead without even a meeting or checking with her for her availability. She said the Commission was going to move the meeting and violate the Charter in order to make the meeting accessible for one Commissioner and possibly bump another. No one had the courtesy to inform Commissioner Goldstein what was taking place. Commissioner Goldstein thought that after the phone calls on Friday, everything was a done deal.

Commissioner Goldstein had originally made plans for March 1st and did not pursue them in order to attend the scheduled March 1st date of the Annual Meeting. She indicated that Legal Notice had already been given to the ratepayers for a March 1st date. Commissioner Goldstein stated that it is not the Commission's meeting; it is the ratepayers' meeting.

Further discussion continued around the issue.

Commissioner Yost apologized for causing a problem by asking for a change of date for the Annual Meeting.

The motion was read again at this time.

**** COMMISSIONER BROWN MOVED TO CHANGE THE MEETING DATE OF THE ANNUAL MEETING FROM MARCH 1, 2017 TO MARCH 8, 2017.**
**** COMMISSIONER YOST SECONDED.**
**** COMMISSIONER YOST ACCEPTED.**
**** COMMISSIONERS BROWN AND GOLDSTEIN OPPOSED.**
**** MOTION FAILED.**

The Annual Meeting will be held on Wednesday, March 1, 2017.

ADJOURNMENT

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

Third Taxing District
of the City of Norwalk
February 14, 2017

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The meeting adjourned at 5:22 p.m.

Respectfully submitted,

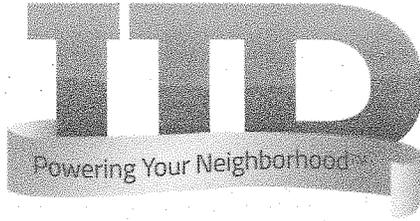
Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
February 14, 2017

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

OR

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



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

AGENDA

Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Wednesday, March 1, 2017, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 2, 2016
7. District Year in Review
8. Industry/Legislative Update, followed by Q&A from the public.
9. Report of the District Commission
10. Library Vision & Commitment
11. Presentation of Library Budget
12. Report of the operation of the Electric Department for the fiscal year July 1, 2015 through June 30, 2016, followed by Q&A from the public.
13. Presentation of District Budget, followed by Q&A from the public.
14. 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, 2017 through June 30, 2018.
15. Adjourn

District Commissioners

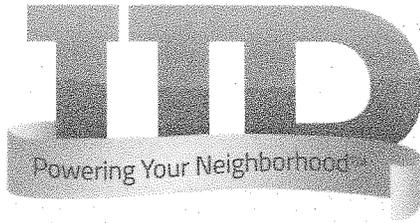
David L. Brown	203-866-8099	Chairman	James Smith	203-866-9271	General Manager
Charles L. Yost	203-853-0837	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	Michael Intrieri	203-866-3001	Treasurer

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General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 1, 2017

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	David Brown	7:00 PM	5
2. Introductions	David Brown	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice	David Brown	7:10 PM	5
4. Election of a Meeting Chairman	David Brown	7:15 PM	5
(Pause) – Review Procedures with Elected Chairman			
5. Election of a Meeting Secretary	Meeting Chairman	7:20 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/2/16	Meeting Chairman	7:25 PM	5
7. District Year in Review	Dr. Michael Intrieri	7:30 PM	5
8. Industry/Legislative Update, followed by Q&A	Debora Goldstein	7:35 PM	5
9. Report of District Commission	David Brown	7:40 PM	5
10. Library Vision & Commitment	Charlie Yost	7:45 PM	10
11. Presentation of Library Budget	Sarah Mann	8:00 PM	10
12. Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2015 through June 30, 2016, followed by Q&A	Jim Smith	8:10 PM	15
13. Presentation of District Budget, followed by Q&A from Public	David Brown	8:25 PM	15
14. Vote to Approve District Budget & Transfer Funds	Meeting Chairman	8:40 PM	5
15. Adjourn		8:45 PM	

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Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

NOTICE

The legal voters of the Third Taxing District of the City of Norwalk are hereby notified and warned that a meeting of said District will be held at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut, on Wednesday March 1, 2017 at 7:00 P.M. for the following purposes:

To receive the report of the District Commission Chairman, the financial report of the District for the fiscal year July 1, 2015 through June 30, 2016, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2015 through June 30, 2016.

To receive the financial report of the Directors of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2015 through June 30, 2016, and budget thereof for the fiscal year July 1, 2017 through June 30, 2018.

To act on the District budget for the fiscal year July 1, 2017 through June 30, 2018, including the appropriation of funds to cover the budget requirements of the District for care and use of parks owned by the District, care of the East Norwalk Historical Cemetery, salaries of District Officials and support of the East Norwalk Improvement Association Public Library, for the fiscal year July 1, 2017 through June 30, 2018.

To approve the District budget and to transfer funds from the Electrical Department to the Third Taxing District account to cover the budget requirements for the fiscal year July 1, 2017 through June 30, 2018.

Ronald Scofield
District Clerk
February 13, 2017

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

2 Second Street
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**MINUTES OF
ANNUAL MEETING OF THE
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
WEDNESDAY, MARCH 2, 2016 AT 7:00 P.M.
AT THE MARVIN, 60 GREGORY BOULEVARD, E. NORWALK, CT**

Attendance: See attached sheet

The meeting was called to order at 7:08 p.m. by Chairman Yost. He asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence.

Chairman Yost introduced the Commission and staff to the attendees.

Motion was made by Bill Solder, seconded by David Brown, to waive the reading and acceptance of the Notice of the Special Annual Meeting.

Yes – 34, No – 0, Abstain - 0

Motion was made by Commissioner Brown, seconded by Craig Cuttner, to nominate Liz Lyons as Annual Meeting Chairperson.

Yes – 33, No – 0, Abstain - 0

Motion was made by Chairman Yost, seconded by Commissioner Goldstein, to elect Michael Intrieri as Secretary.

Yes – 38, No – 0, Abstain - 0

Motion was made by Susan Lane, seconded by Bill Solder, to waive the reading and acceptance of Annual Meeting Minutes of 3/23/15.

Yes- 36, No – 0, Abstain - 0

Michael Intrieri presented the District Year in Review, highlighting the past year’s activities.

Motion was made by Mary DeKlyn, seconded by Susan Lane, to waive the reading of the Report of the District Chairman.

Yes – 20, No – 7, Abstain – 4

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

Commissioner Goldstein presented the Industry/Legislative Update, followed by Q&A from the public.

Mr. Smith presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2014 through June 30, 2015, followed by Q&A from the public.

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

Motion was made by Craig Cuttner, seconded by Michael Sweeney, to authorize and approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.

Motion was made by Sarah Mann, seconded by Sarah Amato-Mills, to amend the motion and remove line 24, Library Masterplan/Improvements, in the amount of \$8,000 from the District Budget.

Yes – 31, No – 1, Abstain – 0
Amendment passed.

Chairperson Lyons stated that the original motion has been amended. A vote was then taken to approve and transfer funds in the amount of \$279,881 from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.
Yes – 34, No – 0, Abstain – 0

Motion was made by Commissioner Goldstein, seconded by Michael Sweeney, to adjourn.
Motion passed unanimously.

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Cynthia Tenney
Recording Secretary

ATTENDANCE SHEET

TTD Ratepayers:

Amato-Mills, Sarah Marie
Anderson, James C.
Ayn, V. Elizabeth
Bove, John J.
Bove, Vicki A.
Brown, David L.
Cece, Diane M.
Chelminski, Julie North
Clark, Nicholas R.
Cray, Katherine A.
Cuttner, Craig D.
Deacy, John P.
Debellis, Marlene
Deklyn, Mary F.
Gerety, William Joseph
Goldstein, Debora
Hensinger, George A.
Holowinko, Edward M.
Intrieri, Karen C.
Intrieri, Michael F.
Johnson, Karen D.
Johnson, Peter M.
Knopp, Alex A.
Lane, Susan E.
Lilliedahl, Mark
Lyons, Elizabeth
Maggio, Jonathan C.

Maggio, Michelle A.
Mann, Sarah M.
McFarland, Ivette
McFarland, James M.
Mehle, Owen L.
Mele, Dawn L.
Mineo, Linda M.
Mulford, Charles W.
Roberts, Jr., Robert W.
Solder, William M.
Stefanidis, Iordanis
Stoops, John A.
Sweeney, Michael J.
Tenney, Cynthia M.
Toussaint, Kendall R.
Yost, Charles L.
Zilich, Anton M.

Others:

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



Third Taxing District

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TTD 2016 Commission's State of the District Letter

As we look forward to 2017, the Commission is pleased to reflect on our accomplishments over the past year. The Third Taxing District (TTD) has positioned itself as one of the best run utilities in the State of Connecticut and continues to make positive progress in achieving its overall strategic goals.

Examples of initiatives/action steps taken during 2016 include:

Administrative Operations:

- Continued to provide training and educational opportunities for administrative/management staff.
- Continued to upgrade TTD's website as necessary, including coordination with the CT-DOT on Walk Bridge news updates, survey results, etc.
- Assigned and trained specific staff to handle day-to-day responsibilities for TTD's Conservation & Load Management Programs.
- Continued to upgrade our Customer Information System (CIS) when necessary.
- Continued to work at streamlining our administrative processes and procedures in order to increase workflow and improve productivity.
- Received a worker's Compensation "MOD" rating of .89 based on prudent safety practices, thus lowering our overall Worker's Compensation insurance costs for 2016.
- Negotiated a three-year collective bargaining agreement with union employees in a fair and professional manner.
- Conducted periodic visits with our largest commercial customers in order to enhance our business relationships and respond to customer needs.

Distribution Operations:

- Completed Phases 1 and 2 of the five-phase SCADA project during 2016. Substations that have been completed include Fitch Street and East Avenue. Installation of this system is critical in order to comply with NERC/FERC and Convex regulations.
- Received \$1.1 million from ISO New England for recovery of transmission expenses related to Fitch Street substation. These savings are \$300,000 more than the prior year and is a direct benefit of being a transmission owner.

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

- Replaced “dial up” telemetry at the Norden and CyrusOne customer sites in order to provide enhanced revenue metering capability. This upgrade has resulted in \$20-30,000 per year in savings.
- Continued the process of upgrading our vehicle fleet in accordance with the five-year vehicle replacement schedule contained within the current five-year Capital Budget.
- Continued progress on replacing outdated “A-Base” meters in the distribution system.
- Completed the installation of LED Street Lights in the distribution system. A total of 671 lights were installed over a 2-1/2 year period.
- Completed the replacement of 30+ year old fuel tanks at the 2 Second Street location in order to comply with State and Federal regulations. Upon completion, the parking lot at 2 Second Street was repaved, completing the project.
- Followed the planned replacement of equipment/materials outlined in TTD’s 5-Year Capital Budget Program.
- Continued progress on the construction of our Materials Storage Facility located on 18 Rowan Street. Design is underway and construction is expected in the spring of 2017.

Management and Financial Integrity:

- Continued to serve on the CMEEC Board of Directors to maximize the value of TTD’s investment by actively participating in the decision-making process.
- Continued to refine and implement our 5-Year Capital Plan and Annual Operating Budget in conjunction with approval by the Commission.
- Continued to reach out to new and existing business partners (I/T, Audit, etc.) in order to maximize their impact and value to TTD.
- Continued to refine and report out on TTD’s financial performance at regularly scheduled Commission meetings.
- Completed TTD’s financial audit for FYE 6/30/16. We again received a “clean” audit opinion with no material deficiencies listed in the Management Letter.
- Initiated the process of developing a short and long-term Strategic Plan with the staff and Commission during 2016.
- Completed the Master Planning process for the East Norwalk Library under the guidance and direction of the TTD Commission during 2016. The Master Plan consultant’s recommendations were subsequently shared with the Library Board and are in the process of being implemented.
- Completed a cost of Service/Financial Projection “tune up” to insure the integrity of our existing customer rates and our internal financial targets. It was determined that we are consistently meeting our targets and that rates currently being charged are adequate in the near term.
- Contacted GGP Business Partners, the developers of the SONO mall, regarding the concept of being a “back-up” supplier to the mall on a permanent basis. We have received initial approval and are currently pursuing engineering/design/rate options.

Major Projects:

- Finalized the Pole Attachment Agreement with Cablevision (Optimum).
- Completed the LED Street Lighting Project.
- Continued progress on the A-Base Meter Replacement Project (15-20% complete).
- Continued progress on the radio-read meter upgrade project.
- Continued progress on on-going Conservation & Load Management projects.
- Completed Phases I and II of the five-phase SCADA (System Control and Data Acquisition) project which remotely monitors our substations.
- Development of standby rate for the SONO Mall (i.e., back-up supplier).
- The Rinks at Vets Park has been energized (Fall 2016).
- Installation of high-speed data lines at CyrusOne for revenue metering and data retrieval.
- Continued progress on 18 Rowan Street Materials Storage Facility.
- Relocation of electric facilities in conjunction with DOT Walk Bridge Project.
- Completion of TTD on-site fuel tanks to insure compliance with CT DEEP environmental regulations.
- Completed the front office renovation of the facility at 2 Second Street. The “front end” of the facility has now been completely renovated as part of our overall five-year capital plan.

We want to thank the ratepayers of TTD for continuing to place their confidence in the Commission and staff and look forward to another exciting year in 2017.

Respectfully submitted,

TTD Commissioners

East Norwalk Association - Budget for 2017-18

July 2016-June 2017 Norwalk Financials Income	16-July/Aug	16-Sep	Jul-Sept	Budget 2016/2017	Actuals 2015/2016	Run Rate	Over/Under Budget	Proposed
Hall Rental--Individual	\$520.00	\$340.00	\$860.00	\$3,000.00	\$3,516.00	\$3,440.00	\$440.00	\$3,000.00
Hall Rental--Monthly Contract	\$3,975.00	\$1,935.00	\$5,910.00	\$20,000.00	\$25,960.00	\$23,640.00	\$3,640.00	\$23,925.00
Grants-Library Appropriation	\$27,853.50	\$13,926.75	\$41,780.25	\$167,121.00	\$167,121.00	\$167,121.00	\$0.00	\$190,000.00
Contribution--Individual	\$250.00	\$0.00	\$250.00	\$500.00	\$350.00	\$1,000.00	\$500.00	\$500.00
Contributions-Business 06855	\$0.00	\$0.00	\$0.00	\$1,000.00	\$862.70	\$0.00	-\$1,000.00	\$22,400.00
Friends of Library Contribution	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00	\$300.00	\$300.00	\$10,000.00
Sales, Books, Copies	\$883.36	\$450.80	\$1,334.16	\$1,995.00	\$1,192.30	\$5,336.64	\$3,341.64	\$2,000.00
ENIA Dues	\$0.00	\$0.00	\$0.00	\$50.00	\$30.00	\$0.00	-\$50.00	\$40.00
Interest Income	\$1.67	\$0.81	\$2.48	\$10.00	\$9.59	\$9.92	-\$0.08	\$10.00
Total	\$33,483.53	\$16,728.36	\$50,211.89	\$193,676.00	\$199,041.59	\$200,847.56	\$7,171.56	\$251,875.00
Uncategorized Expenses					\$42.00			
Salaries-Director	\$4,120.00	\$3,090.00	\$7,210.00	\$26,780.00	\$26,880.00	\$28,840.00	\$2,060.00	\$60,000.00
Salaries-Librarian	\$5,972.92	\$4,479.69	\$10,452.61	\$37,418.00	\$38,923.98	\$41,810.44	\$4,392.44	\$39,000.00
Salaries Asst Librarian	\$5,095.38	\$3,917.92	\$9,013.30	\$30,528.00	\$29,761.72	\$36,053.20	\$5,525.20	\$31,500.00
Payroll Taxes--Employer	\$1,161.91	\$878.80	\$2,040.71	\$7,304.00	\$7,315.77	\$8,162.84	\$858.84	\$10,100.00
Audit Expenses	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00
Bank Charges	-\$24.00	\$2.00	-\$22.00	\$25.00	\$24.00	-\$88.00	-\$113.00	\$25.00
Bookkeeping Expense	\$684.69	\$427.37	\$1,112.06	\$4,790.00	\$4,731.58	\$4,448.24	-\$341.76	\$4,800.00
Children's Program Expense	\$950.00	\$350.00	\$1,300.00	\$4,500.00	\$1,164.60	\$5,200.00	\$700.00	\$5,000.00
Community Awareness Library	\$40.00	\$40.00	\$80.00	\$2,400.00	\$2,559.39	\$320.00	-\$2,080.00	\$2,400.00
Computer Hardware	\$0.00	\$319.04	\$319.04	\$200.00	\$329.99	\$1,276.16	\$1,076.16	\$400.00
Computer Software	\$0.00	\$173.93	\$173.93	\$500.00	\$618.04	\$695.72	\$195.72	\$650.00
Maintenance Library	\$0.00	\$0.00	\$0.00	\$500.00	\$366.00	\$0.00	-\$500.00	\$3,000.00
Janitorial-Supplies	\$160.50	\$45.00	\$205.50	\$1,200.00	\$1,301.00	\$822.00	-\$378.00	\$1,300.00
Fees & Dues	\$300.00	\$0.00	\$300.00	\$450.00	\$380.00	\$1,200.00	\$0.00	\$400.00
Hall Janitorial/Exterminator	\$193.32	\$125.00	\$318.32	\$1,950.00	\$1,909.92	\$1,273.28	-\$676.72	\$1,900.00
Hall Security	\$100.00	\$100.00	\$200.00	\$900.00	\$880.00	\$800.00	-\$100.00	\$900.00
Building Security	\$99.94	\$49.97	\$149.91	\$650.00	\$599.64	\$599.64	-\$50.36	\$650.00
Insurance-Directors	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,476.00	\$0.00	\$0.00	\$1,500.00
Insurance-Health	\$3,557.70	\$1,185.90	\$4,743.60	\$15,750.00	\$14,347.08	\$18,974.40	\$3,224.40	\$30,000.00
Insurance Workmen's Comp	-\$169.00	\$0.00	-\$169.00	\$550.00	\$467.00	-\$676.00	\$0.00	\$600.00
Insurance-Life	\$347.26	\$173.63	\$520.89	\$2,300.00	\$2,083.56	\$2,083.56	-\$216.44	\$2,300.00
Legal Expenses	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	-\$1,300.00	\$1,200.00
Library-Books	\$725.53	\$1,242.36	\$1,967.89	\$9,500.00	\$9,207.44	\$7,871.56	-\$1,628.44	\$10,000.00
Library-Mags and Newspapers	\$214.60	\$460.60	\$675.20	\$3,500.00	\$3,157.52	\$2,700.80	-\$799.20	\$3,500.00
Library--Videos/DVD	\$73.46	\$0.00	\$73.46	\$1,500.00	\$1,503.13	\$293.84	-\$1,206.16	\$1,500.00

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Janitorial-Library	\$375.00	\$750.00	\$4,500.00	\$4,500.00	\$3,000.00	-\$1,500.00	\$4,500.00
Contractor	\$540.00	\$750.00	\$4,201.00	\$4,625.00	\$3,000.00	-\$1,201.00	\$3,000.00
IT-Maintenance	\$0.00	\$0.00	\$1,200.00	\$1,750.62	\$0.00	-\$1,200.00	\$1,750.00
Stationary & Supplies	\$2,207.45	\$1,805.43	\$7,000.00	\$8,233.69	\$7,221.72	\$221.72	\$8,500.00
Postage	\$122.11	\$151.04	\$300.00	\$336.67	\$604.16	\$304.16	\$350.00
Printing and Binding	\$435.28	\$435.28	\$730.00	\$1,015.70	\$1,741.12	\$1,011.12	\$1,100.00
office Equipment	\$16.43	\$32.85	\$1,800.00	\$1,818.72	\$131.40	-\$1,668.60	\$1,850.00
Communications	\$495.47	\$1,169.28	\$2,900.00	\$2,736.56	\$4,677.12	\$1,777.12	\$3,200.00
Utilities Electric	\$909.32	\$1,920.07	\$5,700.00	\$5,551.96	\$7,680.28	\$1,980.28	\$5,700.00
Utilities Gas	\$176.65	\$353.45	\$3,650.00	\$3,631.18	\$1,413.80	-\$2,236.20	\$3,650.00
Utilities-Water	\$0.00	\$0.00	\$450.00	\$375.09	\$0.00	-\$450.00	\$400.00
TOTAL	\$28,881.92	\$48,032.82	\$193,676.00	\$189,854.55	\$192,131.28	\$5,681.28	\$251,875.00

* annualized

East Norwalk Historical Cemetery
Major/Capital Budget for 2017-2018

- Two Additional Sprinkler Heads and Soaking Hose	\$ 90.00
- Professional Tree Pruning, Tree Removal, Stump Removal	<u>\$2,810.00</u>
TOTAL	\$2,900.00

Firehouse Budget Request
FY 2017-18

The wall paint was tested last year while the renovation work was being done at the station and the results came back as lead paint. The Firehouse would like to have this lead paint removed.

Mobile Blast Away	Est.	\$14,840.00
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Deering & Company (East Norwalk Firehouse Parking & Driveway Repair)		<u>\$ 3,000.00</u>
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Total		\$17,840.00
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East Norwalk Library
Building Major/Capital for 2017-2018

This amount has been placed in the Budget
by the Commissioners at the February 6, 2017
meeting to cover any expenses for the Library
to update the facilities

\$40,000.00

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2017-2018 Third Taxing District Budget - Approved by Commission on 2-6-17												
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