



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 6, 2017 at 7:00 p.m.

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

1. Public Comment (15 Minute Limit)
2. 215 East Avenue – Presentation of Proposal (ADA Architects) (Pgs. 1-8)
3. Library Awareness & Communications (Jumar)
4. Minutes of Meeting –January 9, 2017 Regular Meeting (Pgs. 9-17) and January 26, 2017 Special Meeting (Pgs. 18-22)– A/R
5. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 23-28)
6. Exchange Club Donation – A/R (Pgs. 29-31)
7. District Budget and Agenda Presentation to Commission (Pgs. 32-44)
8. Annual Meeting Procedures
9. Update on Summer Concerts (Pg. 45)
10. General Manager's Report
 - Discussion of Time of Use Rates – Vets Park (Pgs. 46-57)
 - Update on East Avenue Roadway Project (Mike Adams)
11. Project Summary
12. Adjourn

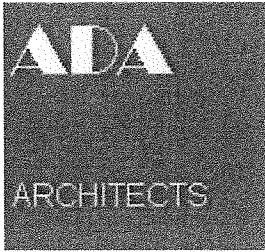
*A/R – Action Required/See Attached Motion

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

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District Commissioners

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



Andriopoulos Design Associates, LLC
32 Main Street, Suite 203
Norwalk, Connecticut 06851
203-853-8006 • Fax 203-855-7567
adaarchitects@snet.net

October 25, 2016

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

RE: Architects Fees Proposal / Agreement

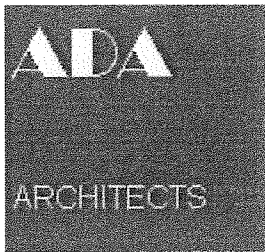
Proj: Site Feasibility & Concept Design for
Proposed Development of
213 East Avenue
Norwalk, CT 06855

Dear Commissioner Yost,

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

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

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



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

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

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

B. Pre- Design & Site Analysis :

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



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

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

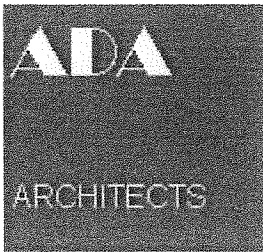
The client is required to provide A.D.A., LLC with a current A-2 survey. This will be useful for planning purposes documenting boundaries, fences, driveways, average grade, grade plane, etc. and for your use filing with town for approvals.

- 1.0 Preliminary Design:** Further development of concepts for submittal to Zoning for a Site plan review application review.
Not Included.
- 2.0 Design Development:** **Not Included.**
- 3.0 Contract Documents:** **Not Included.**
- 4.0 Construction Administration:** **Not Included.**

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

5.0 Items Not Included:

- 5.1 Any additional architectural work or outside engineering services required. Including but not limited to: Architectural renderings for presentation, 3d models, colored renderings, additional elevation views, additional design concepts, site survey work, site engineering, traffic studies, or geo-technical engineering. Mechanical engineering pertaining to the units for plumbing, electrical or HVAC, etc.
- 5.2 Any additional attendance to any local committee meetings. If required these meetings will be invoiced separately at a per meeting cost of \$350.00. (Up to 3 hours)



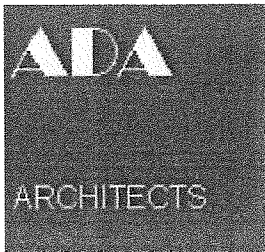
- 5.3 Preparing detailed analysis of owning/ operating cost, construction budgets and/or or detailed quantity surveys or inventories of material, equipment and labor.
- 5.4 Making revisions in drawings, schedules, specifications or other documents when such revisions are inconsistent with prior approvals.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

6.0 TIME FRAME:

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

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

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



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

8.0 TERMS:

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

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

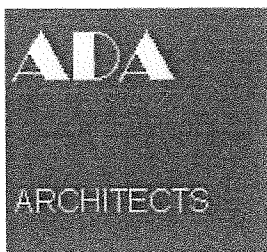
8.3 Any request for alternate plan/ building design concepts, colored renderings, 3D models, graphics, signage, etc, are not included in this agreement, but may be required by the local governing agencies in order to obtain building permits. All permits for construction are the responsibility of the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

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

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

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

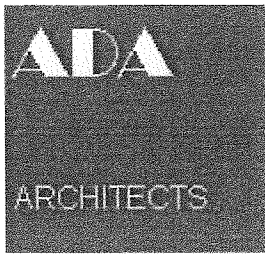
1.1 ADA, LLC project funding is the sole responsibility of the Owner for the architect fees due to ADA, LLC for work executed, and will not be subject to suspension of payment as a result of project bids or decisions upon the part of the Owner not to execute the project.



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

ADA, LLC - Limitation of Liability:

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



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

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

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

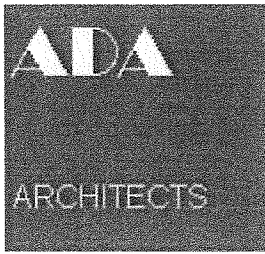
Very truly yours,

A handwritten signature in black ink, appearing to read 'William N. Andriopoulos', written over a faint, large, stylized graphic element.

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

Approved: Mr. Charlie Yost/ Commissioner
Third Taxing District

Date:



SCHEDULE OF FEES:

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

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THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
January 9, 2017

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

STAFF: Jim Smith, General Manager

OTHERS: 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.

215 EAST AVENUE – PRESENTATION OF PROPOSAL

Mr. William Andriopoulos of ADA Architects was scheduled to present his proposal on 215 East Avenue, but could not make the scheduled meeting.

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE 215 EAST AVENUE PROPOSAL TO THE FEBRUARY 6, 2017 MEETING.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

JUMAR QUARTERLY PRESENTATION

Ms. Jablonski reviewed with the Commission the activities of Jumar Marketing over the past six months, which include Communications, Advertising, Public Relations, Website and Community Outreach.

Communications – Consists of Newsletter, Emails (2,072 email addresses have been captured), Blog, CTDOT Updates, and TTD Walk Bridge Forum.

Advertising – Consists of Summer Concert Series and the Annual Christmas Tree Lighting.

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Public Relations – Includes East Norwalk Firehouse Restoration, TTD Office Renovation, Public Power Week, The Rinks at Vets Park Ribbon Cutting and the Annual Food & Toy Drive.

Website – Ongoing updates and postings as needed, “on demand” emergency updates, calendar management, blog, monitoring and reporting on monthly traffic, general maintenance, CTDOT news alerts and liaison with the City of Norwalk webmaster.

Community Outreach – Marvin Elementary School programs and the Ludlow Tree monthly lightings.

Ms. Jablonski then reviewed the Q1 2017 Initiatives that they have been developing, which include continuation of marketing services and business support, launching the semi-annual Customer Satisfaction Survey and Community Outreach.

There was considerable discussion around the recent Customer Satisfaction Survey which was launched on January 9, 2017. The survey was sent via email and posted to the website. As emails will not reach all of the current ratepayers, it was the consensus to include a hardcopy of the survey into the February billing cycle for feedback.

Commissioner Brown asked about the recent library questionnaire that had been developed and said that he would like to see this go out to the ratepayers in the near future. Discussion continued around the library survey. The Commission indicated that they would like to have a further discussion on this subject and has asked Jumar Marketing to return to the February 6, 2017 meeting to discuss the topic of Library Awareness & Communications.

Ms. Jablonski spoke about the Ludlow Tree monthly lightings and explained to the Commission why there had not been any direct sponsorship for most of the months. Many of the organizations that Jumar was in contact with for their respective causes are non-profit and typically do not have a budget for this. The non-profits are usually seeking funds, not donating.

Further discussion took place about the monthly tree lightings. Jumar will continue their efforts to have sponsorships for each month. It is hoped that Signs by Anthony will continue to donate the sign for the tree each month if an organization cannot do so. The one issue that remains is how the tree will be lit as the current six spotlights do not seem to illuminate the tree very well. Commissioner Yost suggested that perhaps regular strings of lights could be placed only on the front of the tree (facing Gregory Boulevard) and changed each month. Mr. Smith then informed the Commission that the TTD team had researched lighting for the tree. Commissioner Brown indicated that it was too expensive and to see if we couldn't find a more affordable solution. Mr. Smith will be looking into the matter.

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FUTURE COMMUNICATIONS WITH THE CITY OF NORWALK

Commissioner Brown began by referencing a recent meeting that Commissioner Goldstein had with Laoise King (City of Norwalk), Jim Smith and herself. His issue with the matter was not what the topic was, but that no other Commissioner was aware of the meeting and that she would be speaking on behalf of the Commission without their knowledge.

Commissioner Goldstein explained when the meeting took place and the subject matter, which was the same presentation that was given to Elizabeth Stocker two years ago when she joined the City of Norwalk. Commissioner Goldstein apologized to the Commission for not informing them of the meeting.

Commissioner Brown asked that all future meetings need to be run by the Commission before taking place. Commissioner Yost agreed that no one person should take on a meeting without the Commission being aware of it. Commissioner Brown also asked that Mr. Smith be involved should he hear any type of possible meeting to inform the Commission. Mr. Smith asked that all items be run through the Chairman, as is his practice.

Dr. Intrieri asked that he please be included in all future communications about any such type of meetings.

MINUTES OF MEETING

November 15, 2016 Special Meeting

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF NOVEMBER 15, 2016 SPECIAL MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

December 5, 2016 Regular Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF DECEMBER 5, 2016 REGULAR MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

December 12, 2016 Special Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF DECEMBER 12, 2016 SPECIAL MEETING.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

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**** COMMISSIONER YOST MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, JUMAR'S PARTICIPATION IN PROMOTING THE LIBRARY.
** COMMISSIONER BROWN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

JUMAR'S PARTICIPATION IN PROMOTING THE LIBRARY

Commissioner Yost stated that there are two items for the marketing plan for the library. One, preparing for the annual meeting, which the Commission should handle themselves and two, the library's marketing budget, possibly by using Jumar, which would be funded through the library's budget. Commissioner Yost indicated that Jumar was already familiar with the library.

Commissioner Goldstein said that she did not think it was a good idea for both TTD and the library to be using the same marketing firm. She said that it could be hard for Jumar to separate the two. Commissioner Brown agreed with her.

It was the consensus of the Commission that the library retain their own marketing firm, even if it is Jumar.

**** COMMISSIONER YOST MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, ADDITIONAL FUNDING FOR LIBRARY EXECUTIVE DIRECTOR.
** COMMISSIONER GOLDSTEIN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

ADDITIONAL FUNDING FOR LIBRARY EXECUTIVE DIRECTOR

The Commission discussed the additional funds of \$12,000 and how the number they arrived at the number. The \$12,000 will fund the new Executive Director for April 1, 2017 to June 30, 2017. It makes up the difference needed after the funds for Mr. Siegel's salary runs out (February 2017 to June 2017).

Discussion took place around the \$12,000 and whether or not TTD should be funding these monies at all. Commissioner Goldstein expressed that she did not agree with the premise. If the library had extended Mr. Siegel's contract for an additional three months, the gap of funding may not have existed or had been minimal.

Dr. Intrieri raised the point that the Commission had already told the Library Board that they were going to support them in this. Turning back on this now will not be showing good faith. Commissioner Brown agreed that he does not want to go back on any decisions that were made to the library.

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**** COMMISSIONER YOST MOVED THAT THIRD TAXING DISTRICT FUND \$12,000 FOR SALARY AND BENEFITS OF THE NEW EXECUTIVE DIRECTOR FOR THE PERIOD APRIL 1, 2017 TO JUNE 30, 2017.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM, BYLAWS.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER GOLDSTEIN MOVED TO TABLE BYLAWS TO THE SPECIAL MEETING OF JANUARY 26, 2017.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith reviewed the financials with the Commission. Total Revenues are down 2% over last year. Total Expenses are up 1%. Other Income is up 14% due to the Norden Generators, which ran better this year. Other Expense is down 29%. Rate Stabilization is at \$862,146 which is double from last year at \$480,091. Net Income is \$791,913 over last year at \$509,201, which is up 56%.

Cash Balances are good. The savings account consists of funds collected from CyrusOne from the loan that was paid off.

KPI's – The Industry Average (Bandwidth) for the Operating Ratio was updated this month and TTD is now in line with the average.

PCA – The PCA was adjusted from .0270 to .0250 effective January 1, 2017, which will reflect a downward shift in the over-collection of wholesale power costs moving forward.

DISTRICT BANNERS

Commissioner Brown handed out two estimates to produce 100 pole banners for the district. He is expecting a third estimate to arrive shortly. He reviewed the two estimates with the Commission.

Commissioner Brown has also been in touch with Susan Rubinsky (Designer) for the banners, who also designed the banners for the First Taxing District. Commissioner Brown had asked her

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attend this evening's meeting to share some examples, but unfortunately she was not able to attend. Ms. Rubinsky's fee is \$1,000 and will provide three examples to the Commission.

Commissioners Yost and Goldstein think the Commission should wait until a decision has been made on a Public Relations firm which is due to be bid out in the very near future.

**** COMMISSIONER BROWN MOVED TO TABLE DISTRICT BANNERS TO A FUTURE MEETING ONCE A DECISION HAS BEEN MADE ON THE PUBLIC RELATIONS FIRM.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT

East Norwalk Library Roof

Mr. Smith reviewed the email and photos that were submitted by Gill & Gill. Gill & Gill believes the Library roof will need to be replaced within one to two years. Mr. Smith recommends TTD wait until next year to replace the Library roof.

Commissioner Goldstein asked if there were any leaks in the roof. Mr. Smith said all known leaks have been repaired.

**** COMMISSIONER BROWN MOVED TO ACCEPT MR. SMITH'S RECOMMENDATION NOT TO REPLACE THE LIBRARY ROOF AT THIS TIME BECAUSE THERE IS NO EVIDENCE OF LEAKS INSIDE.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Marketing/PR RFP

Mr. Smith reviewed the RFP that was sent to the Commission on December 12, 2016. He said that it did not contain the website, as he felt we should leave that portion with Jumar Marketing. He would like to release the RFP as soon as possible because Jumar Marketing's contract ends on April 30, 2017.

After discussion of the RFP, Commission Goldstein said a statement should be added to the effect that some of the activities that will need to be conducted for TTD will be done outside of normal business hours, including weekends.

Commissioner Yost said that the RFP should include each and every task that Jumar Marketing is performing in order to compare to any new bids that are received.

Mr. Smith will go back and rework the RFP to include the above and resubmit to the Commission for their review.

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Commissioner Yost asked why a bid for a new Marketing/PR firm is being sent out. Commissioner Brown responded by saying that he feels their strength is in event planning, but feels other tasks are not as strong. He believes if there is another firm that can do the job better at a lower price, it is incumbent for TTD to find out.

Commissioner Goldstein feels Jumar Marketing has many strengths, but appear to not have an instinct for PR. She also stated that it is good business practice to go out and bid every 2-3 years for a vendor to be sure you are not missing anything. She said it is not always a reflection of the existing vendor to go out and see what is available.

18 Rowan Street Engineering RFP

Mr. Smith presented the RFP to build a new 50' x 90' storage facility at 18 Rowan Street along with the bid results. Mr. Smith's recommendation is to go with Gill & Gill, as they are not only the low bidder, but has worked with TTD on past projects. The bid includes a turnkey set of approved building drawings and the creation of an RFP for qualified contractors. The firm will be responsible in assisting in the P&Z process as well as overseeing the project during construction.

The next step would be to bring the drawings to the Commission for their approval. The contractors would bid based on those drawings, which would also come back to the Commission for their approval.

PROJECT SUMMARY

I/T System Modifications – Commissioner Brown asked about Netology's monthly site visits. Mr. Smith explained what it is and why. Commissioner Brown asked to be notified when the next site visit will be taking place, as he would like to come to the office and meet with Netology to get a few questions answered.

Public Relations/Marketing Program – Commissioner Brown referenced the section on the current RFP and that no comments had been returned to Mr. Smith by the end of December. He asked the other Commissioners if they had or had not replied. He was told they had not.

Solar Projects – Commissioner Brown referenced the Status column, potential projects discussed with residential and commercial customers. He asked who they were. Mr. Smith responded that there were none in the month of December as reflected in the report.

Commercial Customer Visits – Commissioner Brown referenced the Rinks at Vets Park and Mr. Hughes' concern about the rates he is being charged at the rinks vs. the Sono Ice House and asked what the problem was. Mr. Smith said it had to do with the rate charged by Eversource and what he is paying through TTD.

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ADJOURNMENT

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

The meeting adjourned at 10:17 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
January 9, 2017

MOTION FOR MINUTES

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

OR

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

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THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
January 26, 2017

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

STAFF: Jim Smith, General Manager

OTHERS: David Moore (David Moore Architecture & Design LLC)
Steve VanderMeer (Hometown Connections)

CALL TO ORDER

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

PUBLIC COMMENT

Dr. Michael Intrieri spoke on behalf of the Exchange Club of Norwalk and presented to the Commission their upcoming Salute to Outstanding Pillars of the Community Recognition Dinner to be held on Saturday, February 25, 2017. They are asking TTD for a donation of \$250 for advertising in the program. He turned in the completed application for Contribution from District Funds. The Commission added the review of the decision of the contribution to the February 6, 2017 agenda.

215 EAST AVENUE – PRESENTATION OF PROPOSAL

Mr. David Moore of David Moore Architecture and Design LLC, located in Ridgefield, CT, spoke to the Commission about the property at 215 East Avenue. Mr. Moore has 14 years experience in architecture and design. He showed examples of his work, which included high-end residential and an art gallery in New York City.

After reviewing Norwalk's zoning regulations, he said there would be a maximum 5,000 sq. ft. and 2-1/2 stories for a building. The one concern he has about the lot is coverage. According to the way zoning is now, there is only a 35% footprint/coverage. His suggestion was to build a two-story building, which would house retail on the first floor and possibly office space on the second floor.

Commissioner Brown asked if he thought a parking garage would be an option. Discussion took place around the possibility and Mr. Moore indicated that he would be willing to conduct a

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January 26, 2017

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feasibility study of any type of structure that the Commission had in mind for the space. Per Mr. Moore's proposal, he would evaluate up to three types of structures for the property which could include a general building and a multi-level parking garage.

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

BYLAWS

Commissioner Brown said he was not prepared at this time to talk about the ByLaws. He stated that Commissioner Goldstein had a conversation with someone from the outside and they mentioned the ByLaws should not stand alone, but should be part of the Charter revision. Commissioner Goldstein stated since the Commission is already in discussion under Strategic Planning to make Charter revisions, perhaps there should be another discussion with Atty. Bove on the matter. Commissioner Brown said he would like to table the subject until a decision can be made as to whether or not the ByLaws would be included in the Charter revisions.

**** COMMISSIONER BROWN MOVED TO TABLE BYLAWS TO A FUTURE DATE TO BE DETERMINED.**

**** COMMISSIONER YOST SECONDED.**

At this time the Commission discussed their reasons why they wanted to table ByLaws prior to voting on the motion.

Mr. VanderMeer explained to the Commission about the two copies of the ByLaws they had received. The first copy with no red-lining was the original copy that had been drafted. The second copy which is red-lined, was the copy that Atty. Phil Sussler (CMEEC) had revised. The notes in the margin of the red-lined copy are comments made by Mr. VanderMeer.

Commissioner Goldstein would like Atty. Bove to look at the document(s) one more time before proceeding. Mr. Smith will set up a meeting with Atty. Bove over the next few days for further discussion.

Commissioner Brown indicated that the Charter revisions have to be voted on by the electors. The last attempt to change the Charter was done under a special meeting specific to the cause.

Mr. VanderMeer posed two questions to the Commission:

- 1) Does the Commission have the ability to enact its ByLaws through a vote of the Commission?
- 2) Does the change in Charter go in front of your electors at a meeting or does it go in front of your electors through one of your elections?

DRAFT

Discussion then took place as to whether or not the Commission would look to retain an attorney specifically for the matter of the Charter. In the meantime, Mr. Smith will be setting up a meeting with Atty. Bove to see if he has any answers with regard to the procedure for changing the Charter, or possibly get a referral to another attorney who would be more knowledgeable on the subject matter.

It was the consensus that the motion not be tabled indefinitely, but should wait until after the Annual Meeting of March 1, 2017.

**** COMMISSIONER BROWN MOVED TO TABLE BYLAWS TO A SPECIAL MEETING TO BE SCHEDULED FOR MONDAY, MARCH 20, 2017.**

**** COMMISSIONER GOLDSTEIN SECONDED**

**** THE MOTION PASSED UNANIMOUSLY.**

STRATEGIC PLANNING

Mr. VanderMeer asked the Commission if there were any open ended issues that they wanted to discuss at this time with regard to 215 East Avenue, ByLaws, Charter and the Library. The Commission said no and wanted to move on.

Mr. VanderMeer gave a recap of the Strategic Plan Elements to the Commission. He began with the Mission statement that the staff had been working on over the past months. The Commission reviewed the statement and made a couple of minor changes. The draft Mission statement now reads:

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

Mr. VanderMeer then presented the TTD Corporate Values. The Commission reviewed them and made a few revisions to them. They now read:

“TTD will fulfill its mission by honoring these values:

- Ethical practices
- Courteous and empathetic relationships with all customers
- Dependability and responsiveness
- Efficiency and financial stewardship
- Embracing mutual ownership of the utility with customers and the community”

Finally, Mr. VanderMeer shared the Draft Vision statement with the Commission. He reminded the Commission that they had been discussing whether or not there should be multiple Vision statements –Utility, District and Corporate. He stated that the current statement felt more utility specific and encouraged the Commission to make changes.

DRAFT

The Commission discussed the current draft statement. Since the Commission appeared to be struggling with trying to revise the statement, Mr. VanderMeer suggested starting with a clean slate which could help make the process easier.

He asked the Commission to come up with bullet points describing what they would like reflected in the statement.

- Workforce
- Adaptive/flexible to changing environment
- Technology
- Enhance future economic opportunities in the neighborhoods of East Norwalk
- Lifestyle
- Quality of life
- Added value
- Sense of community – community image
- Catalyst
- Nexus
- Innovative

From this list, the Commission will work on drafting a Vision statement. In the meantime, Mr. VanderMeer is going to gather a list of how other utilities are expanding.

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
January 26, 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
Financial Highlights
Jul-Dec 2016 vs. Jul-Dec-2015**

	Jul-Dec-2016	Jul-Dec-2015	\$ Change	% Change
Total Income	5,193,356	5,184,105	9,251	0%
Total Expense	5,524,181	5,406,450	117,731	2%
Net Ordinary Income	(330,825)	(222,345)	(108,480)	-49%
Other Income	256,394	187,686	68,708	37%
Other Expense	37,571	54,792	(17,221)	-31%
Net Income before Rate Stabilization	(112,002)	(89,450)	(22,552)	-25%
Rate Stabilization	941,340	554,200	387,140	70%
Net Income	829,338	464,750	364,588	78%

CASH BALANCES FY 2016

Dec-16

ACCTS

Operating Accounts	969,732
Construction WIP	25,227
Savings	1,367,121
Capital Improvements Fund	786,561

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2016	4,345,583
Current Balance	4,345,583
Current Fiscal Year Capital Additions to date	498,622

Power Supply

	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 3,469,397	\$ 3,383,837	\$ 85,560	3%
Budget Energy Cost	\$ 3,191,845	\$ 3,214,645	\$ (22,800)	-1%
Energy Cost Cents/KWH	10.600	10.400	\$ 0.20	2%

Third Taxing District
Profit & Loss Prev Year Comparison
December 2016

	Dec 16	Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	19,482.69	21,016.55	-1,533.86	-7.3%
440-00 · Residential Sales	310,133.51	280,561.16	29,572.35	10.54%
442-01 · Large Commercial Sales	93,409.18	73,663.46	19,745.72	26.81%
442-02 · Small Commercial Sales	194,260.23	188,177.32	6,082.91	3.23%
445-01 · Water Pollutn Contrl Pnt Sales	86,386.29	74,447.79	11,938.50	16.04%
445-02 · Flat Rate	8,655.54	8,680.29	-24.75	-0.29%
557-00 · Purchased Power Adjustment	118,091.06	104,430.60	13,660.46	13.08%
Total Income	830,418.50	750,977.17	79,441.33	10.58%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	482,982.81	468,977.22	14,005.59	2.99%
Total COGS	482,982.81	468,977.22	14,005.59	2.99%
Gross Profit	347,435.69	281,999.95	65,435.74	23.2%
Expense				
904-00 · Substation	13,927.42	30,241.70	-16,314.28	-53.95%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	1,992.22	1,890.05	102.17	5.41%
540-00 · Other Power Generation Expense	25,368.76	21,926.67	3,442.09	15.7%
580-00 · Distribution Expenses	17,501.61	1,606.38	15,895.23	989.51%
590-00 · Maintenance Expenses	47,003.86	59,469.87	-12,466.01	-20.96%
900-00 · Customer Accounts & Service	21,044.74	31,344.29	-10,299.55	-32.86%
920-00 · Administrative Expenses	144,879.52	139,074.63	5,804.89	4.17%
Total Expense	336,394.93	347,836.59	-11,441.66	-3.29%
Net Ordinary Income	11,040.76	-65,836.64	76,877.40	116.77%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.00	9,872.73	-9,872.73	-100.0%
419-00 · Interest Income	850.00	660.75	189.25	28.64%
420-00 · Gain/(Loss) on Investments	0.00	0.00	0.00	0.0%
421-00 · Norden Project Income	21,352.00	28,910.38	-7,558.38	-26.14%
423-00 · Gain/(Loss) from Sale of FA	418.20	0.00	418.20	100.0%
424-00 · Energy Conservation Fund Income	10,939.41	9,679.21	1,260.20	13.02%
Total Other Income	33,559.61	49,123.07	-15,563.46	-31.68%
Other Expense				
942-00 · Interest Expense	0.00	357.20	-357.20	-100.0%
Total Other Expense	0.00	357.20	-357.20	-100.0%
Net Other Income	33,559.61	48,765.87	-15,206.26	-31.18%
Net Income before rate stabilization	44,600.37	-17,070.77	61,671.14	361.27%
Rate Stabilization	79,194.82	74,108.88	5,085.94	6.86%
Net Income	123,795.19	57,038.11	66,757.08	117.04%

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

	Jul - Dec 16	Jul - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	98,099.41	87,826.13	10,273.28	11.7%
440-00 · Residential Sales	1,939,753.33	1,884,954.88	54,798.45	2.91%
442-01 · Large Commercial Sales	484,455.23	479,812.51	4,642.72	0.97%
442-02 · Small Commercial Sales	1,362,044.07	1,367,317.54	-5,273.47	-0.39%
445-01 · Water Pollutn Contrl Pint Sales	483,421.12	490,059.56	-6,638.44	-1.36%
445-02 · Flat Rate	46,074.93	46,124.43	-49.50	-0.11%
451-00 · Miscellaneous Service Revenue	19,276.39	103,035.22	-83,758.83	-81.29%
557-00 · Purchased Power Adjustment	760,231.16	724,974.67	35,256.49	4.86%
Total Income	5,193,355.64	5,184,104.94	9,250.70	0.18%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	3,469,396.68	3,383,836.64	85,560.04	2.53%
Total COGS	3,469,396.68	3,383,836.64	85,560.04	2.53%
Gross Profit	1,723,958.96	1,800,268.30	-76,309.34	-4.24%
Expense				
904-00 · Substation	72,779.00	106,534.43	-33,755.43	-31.69% Footnote 1
403-00 · Depreciation Expense	388,060.80	373,698.00	14,362.80	3.84%
408-00 · Taxes	106,231.85	110,419.31	-4,187.46	-3.79%
540-00 · Other Power Generation Expense	66,170.32	63,519.05	2,651.27	4.17%
580-00 · Distribution Expenses	70,288.99	29,798.65	40,490.34	135.88% Footnote 2
590-00 · Maintenance Expenses	274,354.52	305,863.50	-31,508.98	-10.3% Footnote 3
900-00 · Customer Accounts & Service	125,835.59	131,623.54	-5,787.95	-4.4%
920-00 · Administrative Expenses	951,063.00	901,156.72	49,906.28	5.54% Footnote 4
Total Expense	2,054,784.07	2,022,613.20	32,170.87	1.59%
Net Ordinary Income	-330,825.11	-222,344.90	-108,480.21	-48.79%
Other Income/Expense				
Other Income				
418-00 · Dividends	13,777.71	19,559.06	-5,781.35	-29.56%
419-00 · Interest Income	3,225.49	3,912.74	-687.25	-17.56%
420-00 · Gain/(Loss) on Investments	21,978.93	-47,690.15	69,669.08	146.09% Footnote 5
421-00 · Norden Project Income	163,010.25	157,674.16	5,336.09	3.38%
423-00 · Gain/(Loss) from Sale of FA	4,598.95	9,000.17	-4,401.22	-48.9% Footnote 6
424-00 · Energy Conservation Fund Income	49,802.19	45,230.40	4,571.79	10.11%
Total Other Income	256,393.52	187,686.38	68,707.14	36.61%
Other Expense				
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%
426-20 · Energy Conservation Expense	17,431.00	32,611.18	-15,180.18	-46.55% Footnote 7
942-00 · Interest Expense	140.09	2,180.55	-2,040.46	-93.58% Footnote 8
Total Other Expense	37,571.09	54,791.73	-17,220.64	-31.43%
Net Other Income	218,822.43	132,894.65	85,927.78	64.66%
Net Income before rate stabilization	-112,002.68	-89,450.25	-22,552.43	-25.21%
Rate Stabilization	941,340.96	554,199.87	387,141.09	69.86%
Net Income	829,338.28	464,749.62	364,588.66	78.45%

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

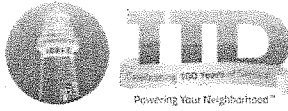
1. The decrease in the substation expense of \$33K is due primarily to Pete Johnson retiring and a decrease in maintenance on the generators with HO Penn.
2. The \$40K increase in Distribution expense is due to Netwatch quarterly expenditures of approximately \$19K due to the monitoring of the SCADA system to remain compliant, \$9K for an annual fee to MPower for the GIS Mapping, and the remainder due to timing of purchases for supplies and equipment.
3. The \$31K decrease in Maintenance expenses is due to a \$14K decrease in substation maintenance costs from the prior year in relation to maintenance with SNEW, Cristino Associates, and EPA technologies. The remaining decrease is due to the fact that there were purchases in the prior year with Graybar and Wesco to build up stock. TTD purchased wire and cabling in the prior year.
4. Administrative Expenses increased \$50K from the prior year primarily due to a \$22K increase in Seminars and Training with NEPPA and Hometown Connections, a \$5K increase in travel and lodging and an \$14K increase in Pension & Benefits as a result of TTD's increased monthly pension contributions. The remainder of the difference is due to the timing of insurance payments and premiums.
5. The unrealized gain year-to-date of \$22K is representative of the adjustment to bring our capital improvements investment account to market value as of 12/31/2016.
6. The gain or loss from sale of fixed assets is \$2,500 of sale proceeds from the 2003 Form F-360 which was fully depreciated and \$1,600 of proceeds from the scrap of a transformer. The remainder of the difference is due to the sale of scrap.
7. The decrease in Energy Conservation Expense is due to a timing difference on the reimbursement of our energy saving programs from year over year.
8. The decrease in interest expense is due to the fact that the line of credit with Patriot Bank was paid off in July-2016.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2016	November 2015	Industry Average (Bandwidth)
1)	OPERATING RATIO TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	106.37%	104.29%	95-105%
2)	POWER SUPPLY EXPENSE RATIO TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	63%	63%	65% - 70%
3)	BAD DEBT RATIO TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	6.10%	6.50%	3% - 10%
4)	ACTUAL RATE OF RETURN ON RATE BASE AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	ELECTRIC CUSTOMERS PER EMPLOYEE TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	348	319	200 - 500
6)	ENERGY LOSS % TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	4.50%	5.50%	2.5% - 6%
7)	SYSTEM LOAD FACTOR TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	59.2%	51.00%	50% - 65%

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

Total Energy	2016													
	December	January	February	March	April	May	June	July	August	September	October	November	December	
h	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
i	516,466	614,916	559,587	501,206	457,783	474,985	535,454	700,154	718,571	543,716	460,285	482,983	563,687	
j	3,239,664	3,309,181	3,192,001	3,124,830	3,118,935	3,124,943	3,143,931	3,229,169	3,388,153	3,430,664	3,433,166	3,441,164	3,489,397	
k	4,809,142	5,732,210	5,199,550	4,628,845	4,204,693	4,427,132	4,995,545	6,533,151	6,296,462	5,295,186	4,308,272	4,347,256	4,809,142	
l	30,125,111	30,791,548	29,692,716	29,026,375	28,921,796	29,001,672	29,188,075	29,989,016	31,087,948	31,754,189	31,858,768	31,778,992	31,592,489	
m														
n	\$	0.11356	0.1135	0.1137	0.1139	0.1138	0.1137	0.1137	0.1151	0.1141	0.1138	0.1143	0.1160	
o	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	
p	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	
q	\$	0.01776	0.0177	0.0177	0.0179	0.0181	0.0179	0.0179	0.0193	0.0183	0.0180	0.0185	0.0202	
r	\$	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	0.02700	
s	3,903,723	5,412,281	4,867,778	4,672,645	4,556,440	3,943,809	5,127,075	5,691,188	5,986,748	6,635,943	4,266,088	4,460,569	4,618,003	
t	\$	373,977	518,497	466,333	447,639	436,507	377,817	491,174	545,217	573,530	634,765	408,681	442,405	
u	\$	105,401	146,132	131,430	126,161	123,024	138,431	153,662	161,642	178,900	115,184	120,165	124,686	
v	\$	479,377	664,628	597,763	573,801	559,531	629,605	698,879	735,173	813,666	523,876	548,530	567,091	
w	\$	(171,499)	(121,786)	(83,610)	(11,016)	90,732	100,047	194,197	209,524	479,474	543,064	606,611	610,015	



Third Taxing District

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

Third Taxing District Policy on Contributions from District Funds

PURPOSE:

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

POLICY:

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

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

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

Contributions will not be made to:

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

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



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

Third Taxing District Application for Contribution from District Funds

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

Overview

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

Full Name: <i>Joseph S. Ariale</i>	Date of Application: <i>1/21/17</i>
Legal Address: <i>3 WATERBURY RD NORWALK CT 06851</i>	Needed by: <i>2/5/17</i>
Organization: <i>The Exchange Club of Norwalk</i>	Preferred Phone#: <i>203-434-0670</i>
Amount Requested: <i>TAKE A AD</i>	Preferred Email:

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

Exchange Club feels we have a good partnership with TTD — use of Mobile Stage for concerts; use of Ludlow (lighting of Tree). See contributions.

Attestation (check boxes)

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

No Conflict
 I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

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

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

Signature of authorized representative: <i>Joseph S. Ariale</i>	Date: <i>1-21-2017</i>
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PILLAR OF EDUCATION

Dr. Cynthia Barnett
CEO & Founder
Saturday Academy, Inc
Amazing Girls Science Events

PILLAR OF FAITH

Rev. Msgr. William Scheyd
Pastor, St. Aloysius
Former Pastor, St. Thomas the Apostle
Chaplin, Norwalk Fire Department

PILLAR OF PUBLIC SERVICE

**The Nurses of the Whittingham Cancer
Center at Norwalk Hospital**

PILLAR OF BUSINESS

Anthony Aitoro
COO, Aitoro Appliances

PILLAR OF LIFETIME ACHIEVEMENT

Carleton Giles
Chair, CT Board of Pardons & Paroles
Officer, Norwalk Police Department (retired)
Past coordinator of the Norwalk Drug Abuse
Resistance Education (DARE) program

The Exchange Club of Norwalk

The Exchange Club of Norwalk was founded 70 years ago in 1946. We are a volunteer service group involved in numerous fund raising activities to advance the treatment and care of child victims of abuse and community services such as scholarships. Our main mission is to work together to make the community a better place to live through programs of community service, youth activities and our national project, the Prevention of Child Abuse.

Visit us at www.exchangeclub.com.

Exchange Club Contributions to the
Community

- ◆ Combating Child Abuse - donated over \$125,000 to the Norwalk Hospital to start the C.O.P.E. (Center Outpatient Pediatric Evaluation) for the prevention of child abuse in Southern Connecticut.
- ◆ Provides annual support for the Exchange Club Parenting Skills Center.
- ◆ Donates over \$35,000 annually to local charities.
- ◆ Awards scholarships to area high school seniors.
- ◆ Hands out 10,000 American flags during the Memorial Day Parade each year.
- ◆ Donated \$60,000 towards the purchase of the mobile stage operated by the City of Norwalk Parks and Recreation Department.
- ◆ Donated a 15 passenger van to the City of Norwalk to help transport the local high schools sports teams.
- ◆ Cosponsors the annual Antique Auto Show at Taylor Farm with the Gateway Antique Car Club, to benefit local child abuse prevention efforts.



The Exchange Club of Norwalk

Salute to Outstanding
Pillars of the Community
Recognition Dinner

Saturday, February 25, 2017

Joe Aitoro
203-438-0670

Sponsorship Application

093
31



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

(Pause) – Review Procedures with elected Chair
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 2, 2016
7. District Year in Review
8. Report of the District Chairman
9. Industry/Legislative Update, followed by Q&A from the public.
10. 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.
11. Presentation of District Budget, followed by Q&A from the public.
 - Library
 - Firehouse
 - Cemetery
12. 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.
13. Adjourn

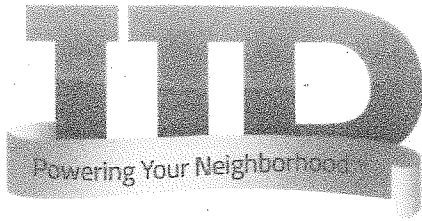
District Commissioners

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

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 – Page 3	David Brown	7:10 PM	5
4. Election of a Meeting Chairman	David Brown	7:15 PM	5
(Pause) – Review Procedures with Elected Chairman		7:20 PM	5
5. Election of a Meeting Secretary	Meeting Chairman	7:25 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/2/16 – Page 4-6	Meeting Chairman	7:30 PM	5
7. District Year in Review	Dr. Michael Intrieri	7:35 PM	5
8. Report of District Chairman – Pages 7 and 8	David Brown	7:40 PM	5
9. Industry/Legislative Update, followed by Q&A	Debora Goldstein	7:45 PM	5
10. 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	7:50 PM	15
11. Presentation of District Budget, followed by Q&A from Public – Page 13	David Brown	8:05 PM	15
12. Vote to Approve District Budget & Transfer Funds	Meeting Chairman	8:20 PM	5
13. Adjourn		8:25 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 __, 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

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Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

**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
Charles L. Yost 203-853-0837
Debora Goldstein 203-252-7214

Chairman
Commissioner
Commissioner

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

General Manager
Assistant General Manager
Treasurer

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

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

TTD 2016 Chairman's State of the District Letter

Dear Ratepayers,

**THESE PAGES ARE FOR PLACEHOLDER
PURPOSES ONLY**

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

On behalf of TTD and the Commission, I thank you for your continued support and for the confidence that you have placed in us.

Sincerely,

David L. Brown
Chairman

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	\$24.00	\$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

Janitorial-Library	\$375.00	\$375.00	\$4,500.00	\$4,500.00	\$3,000.00	-\$1,500.00	\$4,500.00
Contractor	\$540.00	\$210.00	\$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	-\$402.02	\$7,000.00	\$8,233.69	\$7,221.72	\$221.72	\$8,500.00
Postage	\$122.11	\$28.93	\$300.00	\$336.67	\$604.16	\$304.16	\$350.00
Printing and Binding	\$435.28	\$0.00	\$730.00	\$1,015.70	\$1,741.12	\$1,011.12	\$1,100.00
office Equipment	\$16.43	\$16.42	\$1,800.00	\$1,818.72	\$131.40	-\$1,668.60	\$1,850.00
Communications	\$495.47	\$673.81	\$2,900.00	\$2,736.56	\$4,677.12	\$1,777.12	\$3,200.00
Utilities Electric	\$909.32	\$1,010.75	\$5,700.00	\$5,551.96	\$7,680.28	\$1,980.28	\$5,700.00
Utilities Gas	\$176.65	\$176.80	\$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	\$19,150.90	\$193,676.00	\$189,854.55	\$192,131.28	\$5,681.28	\$251,875.00

* annualized

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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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A		L	M	N	O	P
2017-2018 Third Taxing District Budget						
	Column L	Column M	Column N	Column O	Column P	
	2015-2016 Approved 3/23/15	2015-2016 Actual	2016-2017 Approved 3/2/16	2016-2017 Projected Actual	2017-2018 Proposed	
6	Sources of District Funds					
7	Fund Balance - Carryover from prior years	\$106,014	\$112,120	\$62,710	\$108,858	\$86,742
8	Rental Income from Firehouse Building	\$39,140	\$39,140	\$40,314	\$40,314	\$41,523
9	Interest Income	\$20	\$340	\$210	\$325	\$325
10	Transfer from Electric Department (from available funds)	\$295,006	\$295,006	\$279,881	\$279,881	\$248,429
11	Total of Funds Available to District	\$440,180	\$446,606	\$383,115	\$429,378	\$377,019
12	Uses of District Funds					
13	Cash Expenditures & Appropriations for District Operating & Capital Needs					
14	Stipends (3 Commissioners @ \$3500 ea.)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
15	Stipend (Treasurer)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
16	Stipend (District Clerk)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
17	Payroll Tax Expense	\$1,079	\$1,144	\$1,079	\$1,079	\$1,079
18	Parks Groundskeeping & Maintenance	\$27,350	\$17,989	\$30,000	\$20,000	\$22,000
19	Holiday Events (Christmas Tree Lighting)	\$7,000	\$6,416	\$7,000	\$6,471	\$7,500
20	Summer Concert Series	\$25,000	\$26,434	\$26,500	\$27,000	\$33,000
21	Annual Electors Meeting	\$4,500	\$4,610	\$4,500	\$4,600	\$4,600
22	Firehouse Building Expense/Maintenance	\$1,500	\$3,643	\$1,500	\$1,500	\$2,000
23	Firehouse Building Major/Capital	\$42,530	\$32,410	\$4,500	\$9,800	\$17,840
24	Library Building Expenses/Maintenance	\$7,000	\$6,534	\$7,000	\$8,400	\$7,000
25	Library Building Major/Capital	\$5,500	\$0	\$42,000	\$43,750	\$0
26	Library Masterplan / Improvements	\$19,500	\$13,805	\$0	\$0	\$0
27	East Norwalk Historical Cemetery Expense/Maintenance	\$22,000	\$17,772	\$22,000	\$18,000	\$20,000
28	East Norwalk Historical Cemetery Major/Capital	\$16,000	\$15,520	\$2,815	\$2,815	\$2,900
29	Other District Services (Donations based on TTD Commission Policy)	\$15,000	\$7,000	\$15,000	\$6,000	\$15,000
30	Contingencies	\$40,000	\$3,250	\$30,000	\$12,000	\$30,000
31	Sub-Total for District General Items	\$248,059	\$170,627	\$207,994	\$175,515	\$177,019
32	Appropriations on Behalf of Other Organizations					
33	East Norwalk Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$190,000
34	Total District Expenditures and Appropriations for Future Work	\$415,180	\$337,748	\$375,115	\$342,636	\$367,019
35	Fund Balance at Year End	\$25,000	\$108,858	\$8,000	\$86,742	\$10,000

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Third Taxing District

2 Second Street
East Norwalk, CT 06855

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

District Concerts – 2017

Tues., June 20, 2017	Tim Currie's Magical Mystery Tour	\$1,000
Sun., June 25, 2017	Summertime	\$1,000
Sun., July 9, 2017	Memphis Soul Spectacular	\$1,650
Tues., July 25, 2017	Pocket Full of Soul	\$700
Sun., July 30, 2017	Last Call Experience	\$700
Tues., August 8, 2017	Fairfield Counts	\$1,600
Sun., August 13, 2017	Billy & The Showmen	\$1,525
Sun., August 27, 2017	Tim Currie's Motown Band	<u>\$1,500</u>
	TOTAL Cost of Bands	\$9,675

District Commissioners

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

Chairman
Commissioner
Commissioner

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

General Manager
Assistant General Manager
Treasurer

GENERAL MANAGER'S REPORT
(Note Page)

James W. Smith

From: Ryan Hughes <ryan@sonoicehouse.com>
Sent: Tuesday, December 20, 2016 8:09 AM
To: James W. Smith
Cc: Cynthia Tenney
Subject: RE: Power bills

ok. please let me know. I'm around this week or next week if you want to meet.

Thank You,

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

----- Original Message -----

Subject: RE: Power bills
From: "James W. Smith" <jsmith@ttd.gov>
Date: Fri, December 16, 2016 9:50 am
To: 'Ryan Hughes' <ryan@sonoicehouse.com>
Cc: Cynthia Tenney <ctenney@ttd.gov>

Ryan: Let me review and I will get back to you. I may have a solution.
Jim

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Thursday, December 15, 2016 1:24 PM
To: James W. Smith
Subject: Power bills

Jim,
Let me know if you have time to meet. Comparing bills again, the one from Eversource is at .145 per KWh and TTD is at .193. Its going to be hard for us to open next season knowing power cost 25% more at TTD. Please let me know what we can do to work this out.

Thank You,

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

James W. Smith

From: Ryan Hughes <ryan@sonoicehouse.com>
Sent: Wednesday, January 11, 2017 11:49 AM
To: James W. Smith
Cc: Michael Cassella (mecassella@gmail.com); Cynthia Tenney
Subject: RE: Vets Park Rink Power Bills

Jim,
I wanted to follow up on the rate we are paying at Vets Park. Is there a way we can pay the same rate we pay for Eversource?

Thank You,

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

----- Original Message -----

Subject: RE: Vets Park Rink Power Bills
From: "James W. Smith" <jsmith@ttd.gov>
Date: Fri, December 30, 2016 8:38 am
To: 'Ryan Hughes' <ryan@sonoicehouse.com>
Cc: "Michael Cassella (mecassella@gmail.com)" <mecassella@gmail.com>, "Cynthia Tenney" <ctenney@ttd.gov>

Ryan: We'll review and get back with you.
Jim

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Friday, December 30, 2016 8:12 AM
To: James W. Smith; mecassella@gmail.com
Subject: Vets Park Rink Power Bills

Jim & Mike,
Thank You for meeting with me on Wednesday. I think we can work on lowering the bills with some energy saving products. However, I still feel this may not be enough. (see attached for cut sheet for new LED lighting we are looking at for Vets next year)

Attached is a breakdown of the three bill from TTD for the rinks so far compared with what I pay at SoNo Ice House with Eversource. As you can see the 'all-in' KWH is at least 32% higher for TTD regardless of power amount.

Is there a way we reduce out KWH price so we can be in line with Eversource?

Thank You,

Ryan Hughes

Managing Partner

ryan@sonoicehouse.com

www.sonoicehouse.com

203-956-0255

203-979-4232 Mobile

SoNo Ice House LLC

300 Wilson Ave. Norwalk, CT 06854

James W. Smith

From: Ryan Hughes <ryan@sonoicehouse.com>
Sent: Monday, January 30, 2017 11:06 AM
To: Mike Adams; James W. Smith
Subject: RE: Power is out

Wednesday is best. Tomorrow I have league meetings in New Jersey.

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

----- Original Message -----

Subject: RE: Power is out
From: Mike Adams <madams@ttd.gov>
Date: Mon, January 30, 2017 6:57 am
To: Ryan Hughes <ryan@sonoicehouse.com>, "James W. Smith" <jsmith@ttd.gov>

Ryan,

Good morning. While on site yesterday I called Kevin from Super K to discuss the situation and to set up a meeting. Kevin said that he would reach out to you and Rich to find out your availability. I have a meeting in Bridgeport today early afternoon. Please convey your availability to meet today. Hope all is well.

Regards,

Mike Adams
General Line Foreman
Third Taxing District
2 Second Street
E. Norwalk, CT 06855
Ph: 203-866-9271
madams@ttd.gov

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Sunday, January 29, 2017 11:06 AM
To: Mike Adams; James W. Smith
Subject: Power is out

Mike

All the power is out at the rinks in veterans park. I called and they are sending someone out. I need help here this is the 4th time it's gone out. I have a full day of ice scheduled.

Ryan Hughes

Managing Partner

ryan@sonoicehouse.com

www.sonoicehouse.com

[203-956-0255](tel:203-956-0255)

[203-979-4232](tel:203-979-4232) Mobile

SoNo Ice House LLC

300 Wilson Ave. Norwalk, CT 06854

James W. Smith

From: Ryan Hughes <ryan@sonoicehouse.com>
Sent: Wednesday, February 01, 2017 10:26 AM
To: James W. Smith; mecassella@gmail.com
Subject: Vets Park Rink Power Bills
Attachments: TTD Vets Park Power Bill.xlsx

Jim & Mike,

Attacehed is the updated TDD bill vs Eversourse. Should I pay the current bill or wait until the new rate is made after the February 6th meeting to pay? Again its 26% higher then I pay with Eversourse.

Thank You,

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

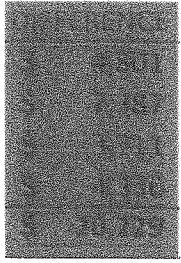
SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

TTD

Dates	Billing Days	Total KWH	Total Amount Due	Price per KWH	If Eversource
10/19-10/28	7	48,000	\$ 11,761	\$ 0.245	\$ 6,960.00
10/28-11/28	33	154,000	\$ 29,717	\$ 0.193	\$ 22,330.00
11/28-12/22	24	61,000	\$ 12,556	\$ 0.206	\$ 8,845.00
12/22-1/26	35	84,400	\$ 16,568	\$ 0.196	\$ 12,238.00

Eversource

Dates	Billing Days	Total KWH	Total Amount Due	Price per KWH	% TTD is High
9/12-10/11	29	143,232	\$ 20,630	\$ 0.144	41%
10/11-11/9	28	133,632	\$ 19,320	\$ 0.145	25%
11/8-12/9	31	131,328	\$ 18,986	\$ 0.145	30%
			\$	0.145	26%
					31%



er then Eversource

James W. Smith

From: James W. Smith
Sent: Thursday, February 02, 2017 9:19 AM
To: 'Ryan Hughes'
Cc: Mike Adams; Cynthia Tenney
Subject: RE: Vets Park Rink Power Bills

Ryan: Not paying your bill is not the solution. I need to set up a meeting with you, Mike and myself prior to Monday. We need to talk. We will contact to set up.
Jim

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Wednesday, February 01, 2017 6:47 PM
To: James W. Smith
Cc: Mike Adams
Subject: RE: Vets Park Rink Power Bills

Jim,

I want to hold off on this bill as I hope to be getting a rate that is similar to Eversource. The electrical cost is 31% higher on average then I pay at Sono. It hard for me to run my business. Next year I will really have to consider whether we do the rinks or not. If I do the ice rates for the local teams including the High school is going to go up considerable and they might not be able to afford it. I need some help here. I have been trying to work with you but I have lost power 4 times and lost revenue because of it and the rate is much higher then Eversource.
Please let me know what you can do to help.

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

----- Original Message -----
Subject: RE: Vets Park Rink Power Bills
From: "James W. Smith" <jsmith@ttd.gov>
Date: Wed, February 01, 2017 5:13 pm
To: 'Ryan Hughes' <ryan@sonoicehouse.com>
Cc: Mike Adams <madams@ttd.gov>

Ryan: To be determined, but I do not think so.
Jim

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Wednesday, February 01, 2017 4:20 PM
To: James W. Smith

Cc: Mike Adams
Subject: RE: Vets Park Rink Power Bills

no problem will do. Will we be able to look back at all the bills for the new rate? Once we have it obviously.

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
203-979-4232 Mobile

SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

----- Original Message -----

Subject: RE: Vets Park Rink Power Bills
From: "James W. Smith" <jsmith@ttd.gov>
Date: Wed, February 01, 2017 2:33 pm
To: 'Ryan Hughes' <ryan@sonoicehouse.com>
Cc: Mike Adams <madams@ttd.gov>

Ryan: Pay the current bill. I plan on reviewing with the Commission on the 6th.
Jim

From: Ryan Hughes [<mailto:ryan@sonoicehouse.com>]
Sent: Wednesday, February 01, 2017 10:26 AM
To: James W. Smith; mecassella@gmail.com
Subject: Vets Park Rink Power Bills

Jim & Mike,
Attacehed is the updated TDD bill vs Eversourse. Should I pay the current bill or wait until the new rate is made after the February 6th meeting to pay? Again its 26% higher then I pay with Eversourse.

Thank You,

Ryan Hughes
Managing Partner
ryan@sonoicehouse.com
www.sonoicehouse.com
203-956-0255
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SoNo Ice House LLC
300 Wilson Ave. Norwalk, CT 06854

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2015-2016



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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2	5	UPGRADE FLEET VEHICLES
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4	8	STRATEGIC PLANNING PROCESS
5	9	PUBLIC RELATIONS/MARKETING PROGRAM
6	10	SUBSTATION UPGRADES AND IMPROVEMENTS
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7-10	12	MISCELLANEOUS
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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: JANUARY 31, 2017

<u>#</u>	<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. 	ON-GOING UNTIL COMPLETED	<ul style="list-style-type: none"> JANUARY 2017 – NO ACTIVITY WAS PERFORMED DURING THE MONTH.
2)	CUSTOMER SERVICE/ MANAGEMENT TRAINING PROGRAM	<ul style="list-style-type: none"> TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES. 	ALL OF 2016-17 FISCAL YEAR	
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> COMPLETE WITH PERIODIC REVIEW NEW LINEMAN TO BE HIRED DURING SECOND HALF OF FISCAL YEAR. 	ON-GOING	



COMMENTS/MONTHLY UPDATE

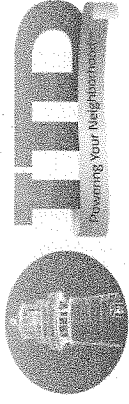
TIMELINE

STATUS

PROJECT

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#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> APPROXIMATELY 69% OF THE SYSTEM HAS BEEN COMPLETED. 	MULTI-YEAR PROGRAM BEGINNING IN 2015. WILL CONTINUE UNTIL COMPLETED.	<ul style="list-style-type: none"> JANUARY 2017 – INSTALLED 70 RADIO-READ METERS DURING THE MONTH OF JANUARY FOR A TOTAL OF 2,605 TO DATE.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE. 	ON-GOING WITH PERIODIC UPDATES	
6)	I/T SYSTEM MODIFICATIONS	<ul style="list-style-type: none"> ON-GOING TO CREATE GREATER EFFICIENCIES WHEREVER POSSIBLE. 	PERIODIC UPDATES AS NECESSARY.	



COMMENTS/MONTHLY UPDATE

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#

7)	<p>CONDUCT COST OF SERVICE/RATE STUDY WITH PERIODIC UPDATES</p>	<ul style="list-style-type: none"> • INITIAL RATE STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014. • UPDATE/ "TUNE-UP" COMPLETED IN JULY 2016. • COST OF SERVICE STUDY ON SECURITY LIGHTING BEGAN IN JUNE OF 2016. 	<p>SECURITY LIGHT COST OF SERVICE STUDY COMPLETED IN OCTOBER 2016.</p>	
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING. • PRESENTED AND APPROVED AT THE FEBRUARY 1, 2016 MEETING. • INITIAL SESSIONS WERE CONDUCTED WITH THE STAFF AND COMMISSION ON MAY 18TH AND 19TH. • FOLLOW-UP MEETINGS HAVE BEEN SCHEDULED WITH THE STAFF AND COMMISSION FOR AUGUST 16TH AND 17TH. • MEETINGS HAVE BEEN SCHEDULED WITH THE COMMISSION AND STAFF ON SEPTEMBER 27TH. • FUTURE MEETINGS ARE BEING SCHEDULED WITH COMMISSION AND STAFF. • A FOLLOW-UP MEETING HAS BEEN SCHEDULED WITH THE COMMISSION FOR NOVEMBER 15TH. 	<ul style="list-style-type: none"> • BEGIN IN 1ST QTR 2016. • WORK CONTINUES THROUGH THE 4TH QUARTER OF 2016 AND BEYOND IF NECESSARY. 	<ul style="list-style-type: none"> • JANUARY 2017 – THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH: <ul style="list-style-type: none"> ○ A MEETING WAS HELD ON JANUARY 26TH WITH THE COMMISSION TO DISCUSS AND ACT ON STRATEGIC PLANNING ACTION ITEMS RAISED AT THE NOVEMBER 15TH MEETING WITH STEVE VANDERMEER. THE COMMISSION ASKED FOR CLARIFICATION ON ISSUES RELATED TO THE BYLAWS AND THE CHARTER AND CONTINUED TO WORK ON THE MISSION AND VISION STATEMENTS. ○ STAFF WILL FOLLOW-UP WITH STEVE VANDERMEER TO CONTINUE THE STRATEGIC PLANNING PROCESS WITH THE COMMISSION.



PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

9)	PUBLIC RELATIONS/ MARKETING PROGRAM	JUMAR CONTRACT RENEWED THROUGH APRIL OF 2017 BASED ON A DECISION AT THE APRIL 7, 2016 MEETING, WITH THE STIPULATION THAT THE CONTRACT FOR PROVIDING THESE SERVICES BE "BID OUT" NEXT YEAR.	ONGOING BASED ON CONTRACT WITH JUMAR.	<ul style="list-style-type: none"> • JANUARY 2017 – THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH: <ul style="list-style-type: none"> ○ FOLLOW-UP TO THE DRAFT OF THE MARKETING/PUBLIC RELATIONS RFP WAS DISCUSSED WITH THE COMMISSION AT THE JANUARY 9TH MEETING. THE COMMISSION ASKED TO ADD MORE DETAIL TO THE RFP AND REQUESTED ANOTHER REVIEW PRIOR TO SENDING IT OUT TO PROSPECTIVE BIDDERS. ○ JUMAR ATTENDED THE COMMISSION MEETING ON JANUARY 9TH AND UPDATED THE COMMISSION ON ACTIVITIES/ PROGRAMS/INITIATIVES THAT THEY HAVE BEEN WORKING ON. FUTURE ACTIVITIES DEVELOPED FOR THE 1ST QUARTER OF 2017 WERE ALSO DISCUSSED AND SHARED WITH THE COMMISSION TO SOLICIT INPUT/DIRECTION.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
10)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS. 	ON-GOING THROUGHOUT 2016-17 FISCAL YEAR.	<ul style="list-style-type: none"> JANUARY 2017 – ANNUAL INFRARED TESTING TO DETERMINE “HOT SPOTS” IN TRANSFORMER EQUIPMENT WAS SCHEDULED DURING THE MONTH AND WILL BE PERFORMED IN THE NEAR FUTURE.
11)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED. FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE. 	RESCHEDULED TO LATE 2016, EARLY 2017.	<ul style="list-style-type: none"> JANUARY 2017 – AN RFP FOR ENGINEERING/DESIGN/ CONSTRUCTION OF THE FACILITY WAS REVIEWED WITH THE COMMISSION AT THE JANUARY 9TH MEETING. IT WAS AGREED THAT THE NEXT STEP IN THE PROCESS WOULD BE TO BRING DESIGN DRAWINGS BACK TO THE COMMISSION FOR THEIR INPUT AND APPROVAL.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
12)	<u>MISCELLANEOUS</u> • ANNUAL REVENUE/EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET FOR FY 2016-17	COMPLETED.	RE-OCCURRING	• JANUARY 2017 – NOTIFIED STAFF TO BEGIN THE PROCESS OF REVIEWING THEIR BUDGETS AT MID-YEAR AND FORMULATING THEIR BUDGETS FOR NEXT FISCAL YEAR.



COMMENTS/MONTHLY UPDATE

TIMELINE

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<ul style="list-style-type: none"> • <u>MISC. (Cont.)</u> • NORDEN GENERATORS • SOLAR PROJECTS • ANNUAL FINANCIAL AUDIT (FYE 6/30/16) 	<p>PERIODIC TESTING FOR "BLACK START" BACK-UP TO THE NORDEN FACILITY AND RUN INTO THE ISO LFR MARKET.</p> <p>POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL AND COMMERCIAL CUSTOMERS.</p>	<p>ON-GOING</p> <p>ON-GOING</p> <p>EXPECTED COMPLETION DATE- OCTOBER 15TH OF EACH YEAR</p>	<ul style="list-style-type: none"> • JANUARY 2017 – COMPLETED A SCHEDULED "BLACK START" TEST AT THE NORDEN FACILITY ON JANUARY 26TH. ALL THREE UNITS WERE RUN AS PART OF THE TEST WITH EXCELLENT RESULTS.
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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>
	<ul style="list-style-type: none"> • SCADA PROJECT 	<p>PROJECT BEGINS JULY 2015</p>	<ul style="list-style-type: none"> • 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – JULY 2016 • 3RD PHASE (EAST AVENUE) JULY 2016 – MARCH 2017 • 4TH PHASE – MARCH 2017 – JUNE 2017 • 5TH PHASE – JUNE 2017 – AUGUST 2017 	<ul style="list-style-type: none"> • JANUARY 2017 – WORK IS CONTINUING ON PHASE 3 OF THE SCADA PROJECT.



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"> • COMMERCIAL CUSTOMER VISITS 	<p>ON-GOING AS SCHEDULES PERMIT</p>	<p>THROUGHOUT 2016</p>	<ul style="list-style-type: none"> • JANUARY 2017 – WE ARE CONTINUING TO WORK THROUGH ISSUES WITH RYAN HUGHES, WHO OWNS THE RINK AT VETS PARK. ALTHOUGH WE HAVE “BENT OVER BACKWARDS” TO MEET OR EXCEED HIS EXPECTATIONS AS A CUSTOMER, HE IS STILL CONCERNED ABOUT HIS RATE. THIS ISSUE WILL BE DISCUSSED AT THE COMMISSION MEETING ON FEBRUARY 6TH. 	
<ul style="list-style-type: none"> • ECONOMIC DEVELOPMENT INITIATIVES 	<p>ON-GOING MEETINGS WITH ELIZABETH STOCKER, THE CITY OF NORWALK'S ECONOMIC DEVELOPMENT DIRECTOR AND LAOISE KING, CITY OF NORWALK'S CHIEF OF STAFF</p>	<p>THROUGHOUT 2016</p>		



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
13)	STATE (CT DOT) BRIDGE PROJECTS	INITIAL LETTER FROM CT DOT TO TTD ISSUED IN MARCH 2016. REGULAR UPDATES HAVE BEEN RECEIVED FROM CT DOT/PARSONS BRINKERHOFF AS INFORMATION IS REQUIRED.	REMAINDER OF 2016 INTO 2017 AND BEYOND.	<ul style="list-style-type: none"> JANUARY 2017 – STAFF CONTINUES TO WORK WITH THE DOT ENGINEERING STAFF TO COORDINATE RELOCATION OF INFRASTRUCTURE FOR THE WALK BRIDGE PROJECT, EAST AVENUE PROJECT, ETC. MIKE ADAMS HAS BEEN ASKED TO BRIEF THE COMMISSION ON RECENT DISCUSSIONS HELD AT A MEETING WITH DOT STAFF AT THE FEBRUARY 6TH MEETING.