



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 2, 2016, 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 23, 2015
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, 2014 through June 30, 2015, 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, 2016 through June 30, 2017.
13. Adjourn

District Commissioners

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

General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 2, 2016

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	Charlie Yost	7:00 PM	5
2. Introductions	Charlie Yost	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice – Page 3	Charlie Yost	7:10 PM	5
4. Election of a Meeting Chairman	Charlie Yost	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 3/23/15 – 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	Charlie Yost	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, 2014 through June 30, 2015, 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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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 2, 2016 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, 2014 through June 30, 2015, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2014 through June 30, 2015.

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, 2014 through June 30, 2015, and budget thereof for the fiscal year July 1, 2016 through June 30, 2017.

To act on the District budget for the fiscal year July 1, 2016 through June 30, 2017, 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, 2016 through June 30, 2017.

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, 2016 through June 30, 2017.

Ronald Scofield
District Clerk
February 18, 2016

District Commissioners

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



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**MINUTES OF
SPECIAL ANNUAL MEETING OF THE
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
WEDNESDAY, MARCH 23, 2015 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 7:10 p.m. by Chairman Yost.

Motion was made by Craig Cuttner, seconded by Jim Anderson, to ratify and confirm previous March 4th meeting cancellation. The motion passed by a unanimous vote.

Motion was made by Craig Cuttner, seconded by Sarah Amato-Mills, to ratify and confirm the March 23rd meeting as the Annual Meeting. The motion passed by a unanimous vote.

Chairman Yost introduced himself, Commissioners David Brown and Debora Goldstein, Dr. Michael Intrieri, Treasurer; Mr. James Smith, General manager of the Third Taxing District Electric Company, Matt Allred, CPA, and John Bove, Esq., District Counsel.

Motion was made by Craig Cuttner, seconded by Mary deKlyn, to waive the reading and acceptance of the Notice of the Special Annual Meeting. The motion passed by a unanimous vote.

Motion was made by David Brown, seconded by Jim Anderson, to nominate Liz Lyons as Chairman. The motion passed by a unanimous vote. Ms. Lyons took over as Acting Chairman.

Motion was made by Mary deKlyn and seconded by Charlie Yost, to nominate Dr. Michael Intrieri as Secretary. The motion passed by a unanimous vote.

Motion was made by Susan Brown and seconded by Craig Cuttner, to waive the reading of the report of the District Chairman. The motion passed by a unanimous vote.

Mr. Stan Siegel gave the financial report of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2013 through June 30, 2014 and budget for the fiscal year July 1, 2015 through June 30, 2016.

Commissioner Goldstein presented the Industry/Legislative Update.

District Commissioners

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

Mr. Smith presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2013 through June 30, 2014, followed by Q&A from the public.

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

Motion was made by Sara Mann that the Board of the East Norwalk Library, doing business as the East Norwalk Association, after a review and careful consideration of the master strategic plan as completed and suggested by the library planning committee and Aaron Cohen Associates, retain complete control and decisions as to what they believe as the Board are realistic, affordable and sustainable with the East Norwalk Library. The motion was seconded by Sarah Amato-Mills.

Ms. Cece made a friendly amendment that the East Norwalk Association, after their review of the Master Plan as submitted by Aaron Cohen Associates, select the things that they want to implement in that program and then come back to the Commission to seek the funding for such improvements. They can't on their own decide what those components are and draw from the \$25,000. The friendly amendment was seconded by Craig Cuttner.

Art Scialabba made a friendly amendment to the amendment to reduce line item 26 to \$19,500, which is the cost of the Master Plan, put the \$5,500 that's left over into the Library Building Major Capital Fund and then see what the Master Plan says. The friendly amendment to the amendment was seconded by Jim Anderson.

The vote was called and the amendment passed 24 to 3.

Acting chairman Lyons called the vote and the motion passed 18 to 9.

Art Scialabba moved to approve the budget and transfer the funds. Mr. Cuttner seconded.

Art Scialabba moved to amend the motion to approve the budget by removing the \$15,000 from 29. Ms. Cece Seconded.

Jim Anderson said he would make an amendment to the motion that \$5,000 be allocated to Marvin Schools.

Mike Sweeney said he would make an amended motion to give \$15,000 to the Third Taxing District Commission to allocate as they see fit.

Acting Chairman Lyons said so the original amendment is on the floor to delete line item 29, Other District Services, totally. There was a second. Acting Chairman Lyons called the vote and the amendment failed by a vote of 13 to 14.

Acting Chairman Lyons said they have the original motion on the floor, which is to approve the transfer from the Electric Department of \$295,006. It has been seconded. Acting Chairman Lyons called the vote and the motion passed 26 to 2. District Budget has been approved.

Upon motion by Michael Sweeney and seconded by Jim Anderson, the Special Annual Meeting of the Third Taxing District was adjourned at 9:37 p.m.

ATTENDANCE SHEET

TTD Ratepayers:

Amato-Mills, Sarah Marie
Anderson, James C.
Bove, John J.
Bove, Vicki A.
Brown, David L.
Buley, Mary T.
Cece, Diane M.
Clarke, Nicholas R.
Cray, Katherine A.
Cummings, Maureen
Cutler, Richard T.
Cuttner, Craig D.
Debellis, Marlene
DeKlyn, Mary F.
Gardella, Leigh R.
Goldstein, Debora
Gray, John P.
Intrieri, Karen C.
Intrieri, Michael F.
Johnson, Peter M.
Lane, Susan E.
Lyons, Elizabeth
Maggio, Jonathan C.
Maggio, Michelle A.
Mann, Sarah M.
Mele, Dawn L.
Mulford, Charles W.
Scialabba, Arthur J.
Shadow, Lisher F.
Sweeney, Michael J.
Tenney, Cynthia M.
Toussaint, Kendall R.
Yost, Charles L.

Others:

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



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TTD 2015 Chairman's State of the District Letter

Dear Ratepayers,

As we look forward to 2016 and beyond, we pause to reflect on our accomplishments over the past year. The Third Taxing District has built strong relationships with the East Norwalk Community and I am proud of the many initiatives that we have undertaken to benefit the community.

Our community-based events like the Summer Concert Series and Annual Christmas Tree Lighting were again well-received and were some of the best attended events in recent years. As many of our team not only work, but also live here – it's always a pleasure to enjoy activities such as these with our neighbors!

TTD continues its commitment to providing dependable and affordable power to both residential and commercial customers in East Norwalk. Our track record for reliability is solid and our active partnership with CMEEC (Connecticut Municipal Electric Energy Cooperative), which provides wholesale power and related requirements to its five member utilities, plays a valuable role in providing reliable, cost-effective power to the rate payers of East Norwalk.

From our customer service team, to our linemen, meter readers, management & support staff, and commissioners, jointly we have worked diligently to ensure the security and sustainability of our infrastructure. Much goes into this process both up-front and behind the scenes at TTD, which we have highlighted below.

A. Administrative Operations:

- Completion of the first Comprehensive Customer Satisfaction Survey conducted by SDS Research.
- Continued to provide training and educational opportunities for our administrative staff.
- Upgraded and enhanced TTD's website to include features such as automated payment processing, segregating commercial and residential customers, General Manager's blog, quarterly surveys and local/regional news feeds.
- Continued to upgrade our customer information system.
- Continued to work on the Department's Succession Planning Program.
- Developed Terms & Conditions of service for residential and commercial customers.
- Finalized Pole Attachment rate and billed Cablevision accordingly.
- Continued to implement process improvements in all areas of the administrative function.

District Commissioners

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

- Continued to conduct personal visits with commercial ratepayers to ensure their overall satisfaction with TTD.

B. Management and Financial Integrity:

- Continued to refine the Capital & Operating Budget process with staff which has resulted in more effective day-to-day management of activities.
- Continued to refine marketing initiatives through our business partner such as the customer newsletter, enhanced website features and community outreach.
- Continued the process of funding the District Budget with emphasis on Library Master Plan activities.
- Continued to serve on the Board of Directors at CMEEC to maintain control and monitor power supply costs and maximize the value of TTD's investment.
- Report out on monthly financial performance to the Commission at regularly scheduled Commission meetings via our updated financial package.
- Completed TTD's financial audit for FYE 6/30/15. We received a clean audit opinion with no deficiencies listed in the Management Letter.
- Worked with the Commission to develop the framework for a short and long term Strategic Plan which will be conducted in 2016.

C. Major Projects:

- GIS Mapping Project
- LED Street Light Project
- A-Base Meter Replacement Project
- Radio-Read Meter Upgrade Project
- Conservation and Load Management/Renewables projects with commercial and residential customers.

D. Infrastructure Investments for the Future:

- Renovation of Second Street Lobby and Customer Entrance.
- Completion of fuel tanks replacement.
- Upgraded and replaced IT hardware throughout the office resulting in greater efficiency and cost savings.
- Continued to upgrade and enhance distribution system infrastructure including the purchase of a SCADA system to harden the system and increase reliability.
- Finalized 18 Rowan Street site for completion of Materials Storage Facility in early 2016.
- Upgraded and maintained the 5-year Fleet Vehicle Replacement Program.
- Invested in the Department's infrastructure through capital purchases in accordance with TTD's 5-year Capital Budget.

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,



Charles L. Yost
Chairman

EAST NORWALK ASSOCIATION

The Cornerstone of the Community — Since 1900

51 Van Zant Street - East Norwalk, CT 06855

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

Email: mail@eastnorwalklibrary.org

www.eastnorwalklibrary.org

EAST NORWALK ASSOCIATION LIBRARY

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

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

NOTES TO ESTIMATE OPERATING INCOME AND EXPENSES:

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

This draft Budget, in addition to various in-kind programming and services support, will enable the East Norwalk Association/East Norwalk Association Library to continue not only to provide existing expected services and programs for its community but will help enable various additional programs and services to meet the new and growing needs for the people of our community we serve. There may, of course be some "shifting" of category totals, but the bottom lines remain as presented herein.

Respectfully submitted: Stanley M. Siegel , Executive Director, 10/05/15

East Norwalk Library
Building Major/Capital for 2016-2017

Replacement of sidewalks and curbs (includes mobilization, sawcut, excavation, Concrete curb and concrete sidewalk)	\$34,725.00
Repair/Resurface front entrance steps	<u>7,000.00</u>
TOTAL	\$41,725.00

East Norwalk Firehouse Station #3
Building Major/Capital for 2016-2017

Scope of Services:

Structural review of firehouse

- Visit site to review and document Existing conditions
- Analyze findings
- Prepare report

Estimated Cost for services*

\$4,000.00

*This estimate should not be assumed to be a maximum or minimum. Actual fees may be less than or exceed the estimate.

East Norwalk Historical Cemetery
Major/Capital Budget for 2016-2017

- Removal of two (2) Multi-Stem Black Cherry, Removal of Norway Maple and Pruning Of Pin Oak	\$2,340.00
- Stump Grinding	<u>475.00</u>
TOTAL	\$2,815.00

	B	M	N	O	P	Q
		2014-2015 Approved 3/5/14	2014-2015 Actual	2015-2016 Approved 3/23/15	2015-2016 Projected Actual	2016-2017 Proposed
3	Sources of District Funds					
4	Fund Balance - Carryover from prior years	\$57,648	\$55,857	\$106,014	\$112,120	\$62,710
5	Rental Income from Firehouse Building	\$38,000	\$38,000	\$39,140	\$39,140	\$40,314
6	Interest Income	\$30	\$15	\$20	\$210	\$210
7	Transfer from Available Funds Electric Department	\$299,342	\$299,342	\$295,006	\$295,006	\$279,881
8	Total of Funds Available to District	\$395,020	\$393,214	\$440,180	\$446,476	\$383,115
9	Uses of District Funds					
10	Cash Expenditures/Appropriations for Operating/Capital Needs					
11	Stipends (3 Commissioners @ \$3500 ea.)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
12	Stipend (Treasurer)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
13	Stipend (District Clerk)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
14	Payroll Tax Expense	\$1,079	\$1,139	\$1,079	\$1,079	\$1,079
15	Parks Groundskeeping & Maintenance	\$26,000	\$28,288	\$27,350	\$27,000	\$30,000
16	Holiday Events (Christmas Tree Lighting)	\$7,000	\$6,208	\$7,000	\$6,416	\$7,000
17	Summer Concert Series	\$25,200	\$22,637	\$25,000	\$25,000	\$26,500
18	Annual Electors Meeting	\$4,000	\$4,527	\$4,500	\$4,500	\$4,500
19	Firehouse Building Expense/Maintenance	\$0	\$1,426	\$1,500	\$1,500	\$1,500
20	Firehouse Building Major/Capital	\$0	\$0	\$42,530	\$42,530	\$4,500
21	Library Building Expenses/Maintenance	\$10,200	\$5,393	\$7,000	\$7,000	\$7,000
22	Library Building Major/Capital	\$5,000	\$0	\$5,500	\$5,380	\$42,000
23	Library Masterplan / Improvements	\$20,000	\$6,300	\$19,500	\$19,620	\$8,000
24	East Norwalk Historical Cemetery Expense/Maintenance	\$22,000	\$18,560	\$22,000	\$20,000	\$22,000
25	East Norwalk Historical Cemetery Major/Capital	\$0	\$0	\$16,000	\$15,520	\$2,815
26	Other District Services (Donations Based on TTD Commission Policy)			\$15,000	\$7,000	\$15,000
27	Contingencies	\$25,000	\$5,395	\$40,000	\$20,000	\$30,000
28		\$159,579	\$113,973	\$248,059	\$216,645	\$215,994
29	Sub-Total for District General Items					
30	Appropriations on Behalf of Other Organizations					
31	East Norwalk Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$167,121
32	Total District Expenditures and Appropriations for Future Work	\$326,700	\$281,094	\$415,180	\$383,766	\$383,115
33	Fund Balance at Year End	\$68,320	\$112,120	\$25,000	\$62,710	\$0