



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 4, 2014, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
5. Election of Annual Meeting Secretary
6. Report of the District Chairman
7. 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.
8. Industry/Legislative Update
9. 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.
10. Presentation of District Budget, followed by Q&A from the public.
11. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2015 through June 30, 2016.
12. 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 4, 2015

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



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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 4, 2015 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, 2013 through June 30, 2014, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2013 through June 30, 2014.

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, 2013 through June 30, 2014, and budget thereof for the fiscal year July 1, 2015 through June 30, 2016.

To act on the District budget for the fiscal year July 1, 2015 through June 30, 2016, 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, 2015 through June 30, 2016.

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, 2015 through June 30, 2015.

Ronald Scofield
District Clerk
February 18, 2015

District Commissioners

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



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Fax: (203) 866-9856

TTD 2014 Chairman’s State of the District Letter

Dear Ratepayer,

Looking back at the year following our 100th Anniversary in 2013, I am proud of the Third Taxing District’s accomplishments and look forward to continuing to build strong relationships with the community by supporting services and programs within East Norwalk. The “Power on the Sound” event that kicked off our 100th year celebration was just the start of the key initiatives that have directly benefitted our customers (see below).

TTD continues to be an affordable, dependable source of power for East Norwalk, and still focuses on accompanying high reliability. And the completion of the Fitch Street Substation project, which has received considerable media coverage, has solidified TTD’s position as a resilient and progressive municipal utility; now, with both transmission and distribution capability.

TTD’s re-branding was rolled-out throughout the district, our e-newsletter is keeping customers informed of important news and events, and our website at ttd.gov has been re-designed and includes some Spanish translation options to accommodate customer preferences.

Many residents and business owners have complimented the improvements to our customer service process, including our new user-friendly phone system and the new outage communication program, which was launched in August 2014 to allow customers to more easily report an outage after-hours, holidays and weekends.

Behind-the-scenes, our team has been working to improve the meter reading process, with meter updates and radio-read replacements throughout the district. We are also working on energy-efficiency projects, first with the launch of our LED streetlight program, secondly, the installation of electric car chargers at the East Norwalk Library and continue to investigate other environmentally-responsible programs.

The staff and commission’s goal is to enhance and improve our utility to bring our rate payers the best utility service possible, at the most competitive rates, which are routinely compared to the surrounding competition, which will be reviewed by the General Manager at the Annual Meeting. We look to continue working on our defined system improvement projects and entertaining new and creative ideas. We have been very active on the following initiatives to do just that:

A. **Administrative Operations:** Activities which have improved employee productivity:

- Workflow effectiveness and customer satisfaction, which will be measured through the District’s first Customer Service Survey.
- Initiated Organization Assessment Process.
- Upgraded our Customer Information system.
- Upgraded meter reading workflow processes and procedures.
- Improved employee satisfaction.

District Commissioners

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- Redesigned and implemented new IT function.
- Implemented outage notification and communication process.
- Improved telephone system - updated and expanded.
- Instituted employee training program.
- Developed pole attachment rates and fees as additional revenue source.

B. **Management and Financial Integrity:** The District has also been engaged in managing activities which have improved operations management effectiveness, provided greater assurance of future operations success, and increased financial reporting and planning. During the past year, we have also:

- Instituted a formal Capital and Operating Budget process.
- Conducted a comprehensive rate study which resulted in a revenue-neutral rate adjustment which was instituted on October 1, 2014.
- Developed internal report on key projects which is reviewed monthly with the Commission.
- Developed key performance indicators which are reviewed with the Commission monthly.
- Developed marketing initiatives, rebranding - Newsletter, Website.
- Updated TTD Emergency Plan with PURA.
- Revised service fees in conjunction with newly developed policy on Customer Terms and Conditions.
- Developed a long-term succession plan for management and staff positions.
- Completed a 3-year Collective Bargaining Agreement with our employee union.
- Initiated a District Funding Analysis/Library Master Plan project.
- Began to aggressively pursue alternate revenue sources.
- Active participation in CMEEC (Connecticut Municipal Electric Energy Cooperative) to monitor and control future/present regional power supply costs as they pertain to TTD.

C. **Major Projects**

- Cervalis Data Center
- Fitch Street Substation
- Rowan Street Material Storage Facility
- Meter Update and Replacement Project
- LED Street Light Project
- Installed Electric Vehicle Charging Station at East Norwalk Library.

D. **Infrastructure Investments for the Future:**

- Replacement of fuel tanks.
- Develop 5-year vehicle replacement program.
- Replace servers and computer equipment to update IT infrastructure.
- Upgrade distribution system infrastructure to harden the system and increase reliability.

On behalf of TTD and the Commission, we would like to thank the District for its support over the years and look forward to serving you in the future.

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

PROPOSED BUDGET SUMMARY, FISCAL YEAR JULY 1, 2015—JUNE 30, 2016

A	OPERATING INCOME	APPROVED F/Y 2014/2015	PROPOSED F/Y 2015/2016
1	Third Taxing District	\$167,121	\$167,121
2	Van Zilen Hall Rental	23,000	23,000
3	Contribution / 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 F/Y 2014/2015	PROPOSED F/Y 2015/2016
7	Salaries /Wages	\$92,747	\$94,726
8	Employee Benefits/Taxes	26,610	27,404
9	Accounting / Legal	10,275	10,775
10	Library material / programs	30,750	26,751
11	Utilities	13,700	13,700
12	Supplies / Custodial	12,094	12,320
13	Maintenance / Security	7,500	8,000
14	EXPENSES TOTAL	\$193,676	\$193,676

NOTES TO ESTIMATED INCOME and EXPENSES:

Despite only two months of the use of Fiscal Year 2014/2015 budget we are committed to keeping our expenses for Fiscal Year 2015/2016 at the same level thereby eliminating the need to increase our request for Third Taxing District funds.

We have adjusted some Operating Expense categories, compared to 2014-2015, to more realistically reflect where each expense may be applied. This does not affect an increase in total operating expenses for 2015-2016 which, too, remains as before.

This proposed Budget, we feel, enables the East Norwalk Association/East Norwalk Association Library to continue not only to provide existing services and programs for its community, but will help enable responsible response to new and growing needs for the people we serve. We will manage this by judicious use of the funds available and call upon the strengths of our in-house capabilities and support of in-kind services to assure our commitment as the "Cornerstone of our Community."

Respectfully submitted: Stanley M. Siegel, Executive Director.

October 6, 2014

**Firehouse - Station 3
56 Van Zant Street
East Norwalk, CT**

- Remove the asbestos tile in the stair tower hallway.
- Install new tile in the stair tower hallway.
- Paint the stair tower hallway including rails.
- Install heater on apparatus floor.
- Remove dead equipment from apparatus floor and ceiling. Fix, patch and paint the apparatus floor ceiling.
- Install new 1/2 bath on the apparatus floor.

Requested Budget \$42,530.00

East Norwalk Historical Cemetary
Major/Capital Budget for 2015-2016

- Two Additional Sprinkler Heads	\$ 400.00
- Professional Tree Pruning, Tree Removal, Stump Removal and Planting of New Dogwood Trees	<u>\$15,600.00</u>
TOTAL	\$16,000.00

A		L	M	N	O	P
2015-2016 Third Taxing District Budget						
		Column N 2013-2014 Approved 3/6/13	Column M 2013-2014 Actual	Column P 2014-2015 Approved 3/5/14	Column O 2014-2015 Projected Actual	Column P 2015-2016 Proposed
6	Sources of District Funds					
7	Fund Balance - Carryover from prior years	\$2,323	\$5,713	\$57,648	\$55,857	\$106,014
8	Rental Income from Firehouse Building	\$38,000	\$38,000	\$38,000	\$38,000	\$39,140
9	Interest Income	\$30	\$9	\$30	\$15	\$20
10	Transfer from Electric Department (from available funds)	\$299,342	\$299,342	\$299,342	\$299,342	\$295,006
11	Total of Funds Available to District	\$339,695	\$343,064	\$395,020	\$393,214	\$440,180
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	\$3,000	\$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	\$1,170	\$1,079	\$1,079	\$1,079
18	Parks Groundskeeping & Maintenance	\$23,100	\$21,093	\$26,000	\$26,000	\$27,350
19	Holiday Events (Christmas Tree Lighting)	\$8,150	\$6,317	\$7,000	\$6,200	\$7,000
20	Summer Concert Series	\$14,850	\$11,480	\$25,200	\$24,000	\$25,000
21	Annual Electors Meeting	\$3,950	\$4,058	\$4,000	\$4,150	\$4,500
22	Firehouse Building Expense/Maintenance	\$0	\$0	\$0	\$1,250	\$1,500
23	Firehouse Building Major/Capital	\$20,000	\$28,019	\$0	\$0	\$42,530
24	Library Building Expenses/Maintenance	\$10,000	\$5,006	\$10,200	\$5,800	\$7,000
25	Library Building Major/Capital	\$0	\$7,474	\$5,000	\$0	\$0
26	Library Masterplan / Improvements			\$20,000	\$20,000	\$25,000
27	East Norwalk Historical Cemetery Expense/Maintenance	\$22,200	\$20,169	\$22,000	\$17,500	\$22,000
28	East Norwalk Historical Cemetery Major/Capital	\$0	\$0	\$0	\$0	\$16,000
29	Other District Services					\$15,000
30	Contingencies	\$25,000	\$0	\$25,000	\$0	\$40,000
31	Sub-Total for District General Items	\$142,429	\$120,086	\$159,579	\$120,079	\$248,059
32	Appropriations on Behalf of Other Organizations					
33	East Norwalk Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$167,121
34	Total District Expenditures and Appropriations for Future Work	\$309,550	\$287,207	\$326,700	\$287,200	\$415,180
35	Fund Balance at Year End	\$30,145	\$55,857	\$68,320	\$106,014	\$25,000