



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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### Third Taxing District of the City of Norwalk

#### Commission Meeting

**Monday, April 3, 2017 at 7:00 p.m.**

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

1. Public Comment (15 Minute Limit)
2. Minutes of Meeting –March 6, 2017 Regular Meeting- A/R (Pgs. 1-7)
3. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 8-13)
4. Summary of Person-to-Person Results (Ron Scofield) (Pg. 14)
5. General Manager's Report (Pg. 15)
  - Website RFP
6. Project Summary
7. Adjourn

\*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

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#### *District Commissioners*

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

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

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

STAFF: Jim Smith, General Manager;

OTHERS: Drew Rankin (CMEEC); Sue Gabriele and Patrick Moore (Animal Nation);  
Michelle Maggio (Ratepayer); James Fallon (CT-DOT); Kevin Slattery,  
Krista Kenney, Christian Brown (HNTB); Heather Cwikla, Laura Toole,  
Joseph D'Agostino (Parsons Brinckerhoff)

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.

EXECUTIVE SESSION

CMEEC Pending Litigation

**\*\* COMMISSIONER YOST MOVED TO ENTER INTO EXECUTIVE SESSION FOR  
AN UPDATE ON THE CMEEC PENDING LITIGATION.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Drew Rankin entered into Executive Session  
at 7:01 p.m.

**\*\* COMMISSIONER YOST MOVED TO EXIT EXECUTIVE SESSION AND RETURN  
TO PUBLIC SESSION.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, Mr. Smith and Mr. Drew Rankin returned to public session at  
7:32 p.m.

Third Taxing District  
of the City of Norwalk  
March 6, 2017

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DONATION REQUEST  
ANIMAL NATION NORWALK/FAIRFIELD POLIC K-9 UNITS

Mr. Patrick Moore, Vice President of Animal Nation and Ms. Sue Gabriele, Fundraising Coordinator, spoke to the Commission about the upcoming event to be held on April 8, 2017 at St. Ann's Club to benefit the Norwalk/Fairfield Police K-9 units and Animal National, which is a non-profit group that serves Norwalk. They are seeking to obtain funds for sponsorship of the event.

Commissioner Yost asked how the funds would be used. Mr. Moore stated it would be used for the farm located in Westchester County where they rehabilitate wildlife, homes for displaced farm animals, domestic pet rescue in Norwalk, low cost spay/neuter. Ms. Gabriele told the Commission that it would benefit both the Fairfield and Norwalk K-9 units as well in order to obtain proper equipment, i.e., vehicles and bullet proof vests.

Commissioner Yost asked how the funds would be split. They were told it would be split evenly among the three, or the donator can specifically request the funds be used for one specific area.

**\*\* COMMISSIONER YOST MOVED TO SPONSOR THE ANIMAL NATION AS A SILVER SPONSOR (POINTER) IN THE AMOUNT OF \$500 TO BE SPLIT EQUALLY.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* COMMISSIONER GOLDSTEIN ABSTAINED.**

**\*\* THE MOTION PASSES.**

**\*\* COMMISSIONER YOST MOVED TO SUSPEND THE RULES TO MAKE A CHANGE TO THE AGENDA AND MOVE FINAL PREPARATIONS FOR ANNUAL MEETING TO NUMBER 4 ON THE AGENDA.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

FINAL PREPARATIONS FOR ANNUAL MEETING

Ms. Maggio had been contacted by the Commission to see if she would like to be one of the nominees for Chairperson at the Annual Meeting. Commissioner Brown informed her that he was not aware that Commissioner Yost had been in touch with her. Commissioner Brown had reached out to Mr. Craig Cutner separately for the same reason and Mr. Cutner agreed to the nomination. It was the consensus that both Ms. Maggio and Mr. Cutner be nominated for Chairperson for the Annual Meeting and let the ratepayers vote on who should take the position. Ms. Maggio was given a final packet for the Annual Meeting to review. The Commission thanked Ms. Maggio for accepting.

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REVIEW OF THE TTD COMMISSION'S WALK BRIDGE COMMENTS WITH  
PARSONS BRINCKERHOFF

Mr. Jim Fallon (CT-DOT) spoke to the Commission and informed them that they were meeting with all stakeholders who provided comments on the EA (Environmental Assessment) for the project. Once all the meetings are complete, they will compile the comments with their responses and provide the document to the FDA and it will also be available to the stakeholders. They would like to discuss the Environmental Process and the EA, where they are in terms of the project and then go through the Commission's comments one at a time and offer some preliminary information.

Commissioner Brown explained that Commissioner Goldstein had written TTD's statement for the Commission, which they approved and signed. At this time, Commissioner Brown is asking Commissioner Goldstein to speak on behalf of the Commission on this subject.

Commissioner Goldstein informed CT-DOT that TTD had not been invited to the Round Robin with the City of Norwalk where the DOT spoke to all the departments. The Commission did not have all the resources to run through the EA. There was at least one technical fault in what Commissioner Goldstein had stated which was subsequently corrected in the written one. The Commission was forced to focus on items that they could safely represent as the views of their constituents, not the entire report. The issues that were dealt with in the Statement were less about environmental than they were about socio-economic impacts. The Commission's scope was limited in responding based on the 20 years of input they had been receiving from the community about East Avenue and issues which had happened more recently revolving around the Walk Bridge. The Commission did not have the resources to go through and conduct a comprehensive or technical response.

Mr. Slattery (NHTB) went through the environmental process and spoke about how they developed mitigation plans. He explained the three classes of impact under NEPA (National Environmental Policy Act). The process under EA is where the document is sent out and everyone gets an opportunity to review it and comment on it. It is then evaluated and responses to comments are developed. It is then reviewed by the Federal Transit Administration and then a decision is made on their findings.

Mr. Fallon handed out copies of the Commission's Statement with codes marked alongside the comments. Mr. Slattery (HNTB) explained what the coding meant. The "E" stands for Elected Officials and the number stands for the unique comment. In some cases the numbers repeated, meaning that they belonged in the same comment category. Each numbered comment will have a response in the final document which should be published later in May. The goal for now is to understand each stakeholders' comment prior to responding and submitting to the FTA.

Commissioner Brown asked, "what clout does TTD have in this project" Mr. Fallon said one of the things they have to do is meet with all the stakeholders and review their comments. There was a commitment made that they would reach out to all the stakeholders who provided comments, responses will be provided to all the issues raised which will then become part of the

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official record. The clout that TTD has is that when the Commission sees the listing of all the mitigation plans, they are able to keep track as to whether or not the issues are being addressed and can request to see the progress on the issues.

Dr. Intriери asked what the timeline for the project is. Mr. Fallon indicated that the Walk Bridge will commence in the beginning of 2019 and continue through 2022.

Commissioner Goldstein asked where the East Avenue bridge fits into the timeline. Mr. Fallon stated that the East Avenue bridge will be built during the same timeframe as the Walk Bridge, 2019 to 2022. This is one of the Traffic Management plans that needs to be addressed. There are three bridges involved – Fort Point, Osborne and East Avenue.

Messrs. Fallon and Slattery reviewed all the numbered comments with the Commission one by one. Categories were: Scoping Meetings, Rail Traffic, Marine Traffic, Traffic, Transit and Parking, Socioeconomics, Historic & Cultural Resources, Public Utilities & Service, Coastal Management Considerations and Costs & Timing.

Commissioner Yost asked, “how do you maintain traffic flow of trains during the construction period?” Mr. Chris Brown (HNTB) replied that when the work for the Walk Bridge is taking place they are going to take the four tracks down to two. They will be building the bridge in halves, so while they are operating trains on two of the tracks, they will be building on the other two tracks. One the first half is done, trains will be diverted to the new tracks and then continue to build the other half.

Further discussion took place about the upcoming project and the CT-DOT has assured the Commission that they will be invited to any of the upcoming meetings in order to keep them abreast of all information.

#### TTD INVOLVEMENT IN EAST NORWALK COMMUNITY FORUM ON EAST AVENUE IMPROVEMENTS

Commissioner Goldstein reviewed Ms. Diane Cece’s email to the Commission with regard to the upcoming Forum sponsored by Eastern Norwalk Neighborhood Association, East Norwalk Business Association and Third Taxing District to be held at The Marvin on Saturday, March 11, 2017. Ms. Cece is requesting the Commission to have an email blast sent out to TTD’s customer base announcing the meeting, as well as having the meeting announced at the upcoming Special Annual Meeting. The Commission agreed to this request. She is also asking to borrow some items from TTD for the meeting, i.e., projector and easel. Ms. Cece will get in contact with the TTD office by Friday in order to obtain any items she will need to assist her in running the meeting.

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MINUTES

February 20, 2017 Regular Meeting

- \*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF FEBRUARY 20, 2017 REGULAR MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith said that January 2017 was a very good month with a strong revenue performance. Net Income before Rate Stabilization was \$131,969.87. Contribution to Rate Stabilization was \$81,241.84, giving us a Net Income on a cash basis of \$213,211.71 for the month. Purchase Power costs are up because of the capacity market and the winter. It's up 9.14% over last year.

For the first seven months of the year, total Income and Total Expense are just about even with the previous year. Other Income is up a bit at \$287,712 over last year at \$217,795. Other Expense is down 61% at \$20,140 versus last year at \$51,041. Net Income is at \$50,288 over a negative of last year of (\$715). We contributed almost double to Rate Stabilization this year compared to last year. Net Income for the first seven months is \$1,133,548 versus last year of \$607,425. Cash balances remain solid. Outstanding balance with CMEEC continues to decrease.

Discussion took place about the Rate Stabilization Fund and Mr. Smith explained the process to the Commission. Commissioner Goldstein suggested that a Rate Stabilization Policy be put in place for the future in order to review it on a yearly basis.

GENERAL MANAGER'S REPORT

No discussion took place.

PROJECT SUMMARY

No discussion took place.

ADJOURNMENT

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

Third Taxing District  
of the City of Norwalk  
March 6, 2017

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The meeting adjourned at 9:24 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

MOTION FOR MINUTES

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

OR

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

**Third Taxing District  
Financial Highlights  
Jul-Feb 2017 vs. Jul-Feb-2016**

	Jul-Feb-2017	Jul-Feb-2016	\$ Change	% Change
Total Income	7,098,964	7,064,561	34,403	0.49%
Total Expense	7,228,649	7,207,103	21,545	0.30%
Net Ordinary Income	(129,684)	(142,542)	12,858	9%
Other Income	300,327	227,115	73,212	32%
Other Expense	71,631	56,413	15,218	27%
Net Income before Rate Stabilization	99,012	28,160	70,853	252%
Rate Stabilization	1,165,519	612,664	552,856	90%
Net Income	1,264,532	640,823	623,708	97%

**CASH BALANCES FY 2017**

	Feb-17
<b>ACCTS</b>	
Operating Accounts	1,473,392
Construction WIP	56,764
Savings	1,225,876
Capital Improvements Fund	778,773

**TTD Outstanding Principal Balance with CMEEC**

Balance as of July 1, 2016	4,345,583
Current Balance	3,759,008
Current Fiscal Year Capital Additions to date	637,063

<b>Power Supply</b>	<b>Current Fiscal Year-to-Date</b>	<b>Last Fiscal Year-to-Date</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Energy Cost</b>	\$ 4,520,460	\$ 4,558,340	\$ (37,881)	-1%
<b>Budget Energy Cost</b>	\$ 4,158,823	\$ 4,330,423	\$ (171,600)	-4%
<b>Energy Cost Cents/KWH</b>	10.400	10.500	\$ (0.10)	-1%

**Third Taxing District  
Profit & Loss Prev Year Comparison  
February 2017**

	Feb 17	Feb 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	18,716.41	15,788.31	2,928.10	18.55%
440-00 · Residential Sales	346,720.42	370,711.26	-23,990.84	-6.47%
442-01 · Large Commercial Sales	102,193.60	86,324.99	15,868.61	18.38%
442-02 · Small Commercial Sales	207,901.07	210,326.81	-2,425.74	-1.15%
445-01 · Water Pollutn Contrl Pint Sales	86,643.12	85,992.54	650.58	0.76%
445-02 · Flat Rate	8,630.79	8,680.29	-49.50	-0.57%
557-00 · Purchased Power Adjustment	120,012.79	126,460.21	-6,447.42	-5.1%
<b>Total Income</b>	890,818.20	904,284.41	-13,466.21	-1.49%
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	487,869.33	559,587.05	-71,717.72	-12.82%
<b>Total COGS</b>	487,869.33	559,587.05	-71,717.72	-12.82%
<b>Gross Profit</b>	402,948.87	344,697.36	58,251.51	16.9%
<b>Expense</b>				
904-00 · Substation	10,282.54	16,643.30	-6,360.76	-38.22%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	1,020.84	1,077.79	-56.95	-5.28%
540-00 · Other Power Generation Expense	21,151.63	8,248.63	12,903.00	156.43%
580-00 · Distribution Expenses	4,320.66	7,747.40	-3,426.74	-44.23%
590-00 · Maintenance Expenses	41,811.14	43,218.70	-1,407.56	-3.26%
900-00 · Customer Accounts & Service	17,565.18	19,435.38	-1,870.20	-9.62%
920-00 · Administrative Expenses	180,353.19	115,872.16	64,481.03	55.65%
980-00 · General Community Expenses	1,492.29	1,141.50	350.79	30.73%
<b>Total Expense</b>	342,674.27	275,667.86	67,006.41	24.31%
<b>Net Ordinary Income</b>	60,274.60	69,029.50	-8,754.90	-12.68%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
419-00 · Interest Income	6.40	156.00	-149.60	-95.9%
421-00 · Norden Project Income	22,035.30	32,066.23	-10,030.93	-31.28%
423-00 · Gain/(Loss) from Sale of FA	0.00	1,606.25	-1,606.25	-100.0%
424-00 · Energy Conservation Fund Income	12,005.42	7,557.54	4,447.88	58.85%
<b>Total Other Income</b>	34,047.12	41,386.02	-7,338.90	-17.73%
<b>Other Expense</b>				
942-00 · Interest Expense	0.00	308.69	-308.69	-100.0%
<b>Total Other Expense</b>	0.00	308.69	-308.69	-100.0%
<b>Net Other Income</b>	34,047.12	41,077.33	-7,030.21	-17.12%
<b>Net Income before rate stabilization</b>	94,321.72	110,106.83	-15,785.11	-14.34%
<b>Rate Stabilization</b>	70,174.53	4,523.70	65,650.83	1,451.26%
<b>Net Income</b>	164,496.25	114,630.53	49,865.72	43.5%

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
 July 2016 through February 2017

	Jul '16 - Feb 17	Jul '15 - Feb 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	134,273.46	117,826.97	16,446.49	13.96%
440-00 · Residential Sales	2,687,784.73	2,609,331.22	78,453.51	3.01%
442-01 · Large Commercial Sales	699,913.21	665,385.42	34,527.79	5.19%
442-02 · Small Commercial Sales	1,801,888.28	1,820,014.06	-18,125.78	-1.0%
445-01 · Water Pollutn Contri Pint Sales	668,343.25	677,599.76	-9,256.51	-1.37%
445-02 · Flat Rate	63,311.76	63,485.01	-173.25	-0.27%
451-00 · Miscellaneous Service Revenue	24,119.78	114,411.24	-90,291.46	-78.92%
557-00 · Purchased Power Adjustment	1,019,329.69	996,507.27	22,822.42	2.29%
<b>Total Income</b>	<b>7,098,964.16</b>	<b>7,064,560.95</b>	<b>34,403.21</b>	<b>0.49%</b>
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	4,520,459.58	4,558,340.08	-37,880.50	-0.83%
<b>Total COGS</b>	<b>4,520,459.58</b>	<b>4,558,340.08</b>	<b>-37,880.50</b>	<b>-0.83%</b>
<b>Gross Profit</b>	<b>2,578,504.58</b>	<b>2,506,220.87</b>	<b>72,283.71</b>	<b>2.88%</b>
<b>Expense</b>				
904-00 · Substation	92,528.93	141,144.39	-48,615.46	-34.44% Footnote 1
403-00 · Depreciation Expense	517,414.40	498,264.00	19,150.40	3.84%
408-00 · Taxes	173,866.60	185,405.92	-11,539.32	-6.22%
540-00 · Other Power Generation Expense	93,363.89	78,833.58	14,530.31	18.43% Footnote 2
580-00 · Distribution Expenses	79,548.84	39,884.70	39,664.14	99.45% Footnote 3
590-00 · Maintenance Expenses	350,120.46	391,990.86	-41,870.40	-10.68% Footnote 4
900-00 · Customer Accounts & Service	163,619.28	173,390.67	-9,771.39	-5.64% Footnote 5
920-00 · Administrative Expenses	1,236,234.23	1,138,221.17	98,013.06	8.61% Footnote 6
980-00 · General Community Expenses	1,492.29	1,627.75	-135.46	-8.32%
<b>Total Expense</b>	<b>2,708,188.92</b>	<b>2,648,763.04</b>	<b>59,425.88</b>	<b>2.24%</b>
<b>Net Ordinary Income</b>	<b>-129,684.34</b>	<b>-142,542.17</b>	<b>12,857.83</b>	<b>9.02%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
418-00 · Dividends	12,250.00	19,559.06	-7,309.06	-37.37%
419-00 · Interest Income	3,684.28	4,711.90	-1,027.62	-21.81%
420-00 · Gain/(Loss) on Investments	21,225.97	-47,690.15	68,916.12	144.51% Footnote 7
421-00 · Norden Project Income	182,846.23	189,740.39	-6,894.16	-3.63%
423-00 · Gain/(Loss) from Sale of FA	4,598.95	10,606.42	-6,007.47	-56.64% Footnote 8
424-00 · Energy Conservation Fund Income	75,722.01	50,187.54	25,534.47	50.88%
<b>Total Other Income</b>	<b>300,327.44</b>	<b>227,115.16</b>	<b>73,212.28</b>	<b>32.24%</b>
<b>Other Expense</b>				
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%
426-20 · Energy Conservation Expense	51,490.67	33,625.29	17,865.38	53.13%
942-00 · Interest Expense	140.09	2,787.93	-2,647.84	-94.98% Footnote 9
<b>Total Other Expense</b>	<b>71,630.76</b>	<b>56,413.22</b>	<b>15,217.54</b>	<b>26.98%</b>
<b>Net Other Income</b>	<b>228,696.68</b>	<b>170,701.94</b>	<b>57,994.74</b>	<b>33.97%</b>
<b>Net Income before rate stabilization</b>	<b>99,012.34</b>	<b>28,159.77</b>	<b>70,852.57</b>	<b>251.61%</b>
<b>Rate Stabilization</b>	<b>1,165,519.44</b>	<b>612,663.67</b>	<b>552,855.77</b>	<b>90.24%</b>
<b>Net Income</b>	<b>1,264,531.78</b>	<b>640,823.44</b>	<b>623,708.34</b>	<b>97.33%</b>

Third Taxing District  
Profit & Loss Statement  
Explanation of Major Variances  
Jul-Feb-2017 vs. Jul-Feb- 2016

1. The decrease in the substation expense of \$48K is due primarily to Pete Johnson retiring and a decrease in maintenance on the generators with HO Penn.
2. The 14K increase in Other Power Generation Expense is due to \$7K of NOX testing from CEM Services during the current year as well as other maintenance of the generators with H.O. Penn.
3. The \$39K 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.
4. The \$41K 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.
5. The \$9K decrease in Customer Accounts & Service is due to decreased credit card fees due to the change in our processor.
6. Administrative Expenses increased \$98K from the prior year primarily due to a \$30K increase in Seminars and Training with NEPPA and Hometown Connections, a \$5K increase in travel and lodging, a \$35K increase in Pension & Benefits as a result of TTD's increased monthly pension contributions, and a \$10K increase in auto expense due mainly to bucket truck repairs. The remainder of the difference is due to the timing of insurance payments and premiums.
7. The unrealized gain year-to-date of \$21K is representative of the adjustment to bring our capital improvements investment account to market value as of 12/31/2016. The next adjustment will be for the quarter ending 03/31/2017.
8. 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.
9. 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)**

		2017	February 2016	Industry Average (Bandwidth)	
1)	<b>OPERATING RATIO</b>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	101.83%	102.02%	95-105%
2)	<b>POWER SUPPLY EXPENSE RATIO</b>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	63%	63%	63% - 70%
3)	<b>BAD DEBT RATIO</b>	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.20%	5.20%	3% - 10%
4)	<b>ACTUAL RATE OF RETURN ON RATE BASE</b>	AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	<b>ELECTRIC CUSTOMERS PER EMPLOYEE</b>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	349	320	200 - 500
6)	<b>ENERGY LOSS %</b>	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	4.70%	5.64%	2.5% - 6%
7)	<b>SYSTEM LOAD FACTOR</b>	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	56.5%	53.40%	50% - 65%

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

	2016												2017 January	2017 February
	February	March	April	May	June	July	August	September	October	November	December			
<b>Total Energy</b>	kWh													
h Grand Total Purchased Power Costs	\$ 559,587	\$ 501,206	\$ 457,783	\$ 474,985	\$ 535,454	\$ 700,154	\$ 718,571	\$ 543,716	\$ 460,285	\$ 482,983	\$ 563,687	\$ 563,194	\$ 563,194	\$ 487,869
i (Sum of current and previous 5 months)	\$ 3,192,001	3,124,830	3,118,935	3,124,943	3,143,931	3,229,169	3,388,153	3,430,664	3,433,163	3,441,164	3,469,397	3,332,437	3,332,437	3,101,735
j kWh's Purchased	kWh													
k Total Purchased Power kWh Units	5,199,650	4,628,845	4,204,693	4,427,132	4,995,645	6,533,151	6,298,482	5,295,186	4,309,272	4,347,256	4,809,142	6,732,210	6,732,210	5,199,650
l (Sum of current and previous 5 months)	29,692,716	29,026,375	28,921,796	29,001,672	29,188,075	29,989,016	31,087,848	31,754,189	31,858,766	31,778,892	31,592,489	30,791,548	30,791,548	29,692,716
n Power Supply Costs @ Retail	\$ 0.1135	0.1137	0.1139	0.1138	0.1137	0.1137	0.1151	0.1141	0.1138	0.1143	0.1160	0.1143	0.1143	0.1103
o Base Fuel Cost	\$ 0.0958	0.0958	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 Loss Factor	% 5.6%	5.6%	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 Calculated PCA	\$ 0.0177	0.0179	0.0181	0.0180	0.0179	0.0179	0.0193	0.0183	0.0180	0.0185	0.0202	0.0185	0.0185	0.0145
r Actual PCA Implemented	\$ 0.02700	0.02700	0.02700	0.0270	0.0270	0.0270	0.0270	0.0270	0.0270	0.0270	0.0270	0.0270	0.0270	0.0250
s Total System Retail Sales (kWh's)	kWh													
t Base PCA Revenue	\$ 466,333	447,639	436,507	377,817	491,174	545,217	573,530	634,765	408,691	426,365	442,405	555,307	555,307	481,695
u Fuel Factor Revenue	\$ 131,430	126,161	123,024	106,483	138,431	153,662	161,642	178,900	115,184	120,165	124,686	144,913	144,913	125,703
v Total Revenues through PCA	\$ 597,763	573,801	559,531	484,300	629,605	698,879	735,173	813,666	523,875	546,530	567,091	700,220	700,220	607,398
w Difference of Collection vs Expense	\$ (83,610)	\$(11,016)	\$ 90,732	\$ 100,047	\$ 194,197	\$ 192,923	\$ 209,524	\$ 479,474	\$ 543,064	\$ 606,611	\$ 610,015	\$ 747,041	\$ 747,041	\$ 866,569

19.13



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### MEMORANDUM

To: Commissioners

From: Ron Scofield 

Date: March 22, 2017

Re: Person To Person

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During the 2015-2016 season, 41 customers were referred to Person To Person for assistance with payment of their electric bill. Thirty-four (34) of those satisfactorily completed the program.

Since part of this program is counseling and teaching customers how to be responsible with a monthly on-time payment, the hope is to have most of the customers be free of assistance after a year or two in the program.

At the completion of our third year with this program, I am pleased to report that it was a huge success and well-received by our customers who have been in need.

Ron

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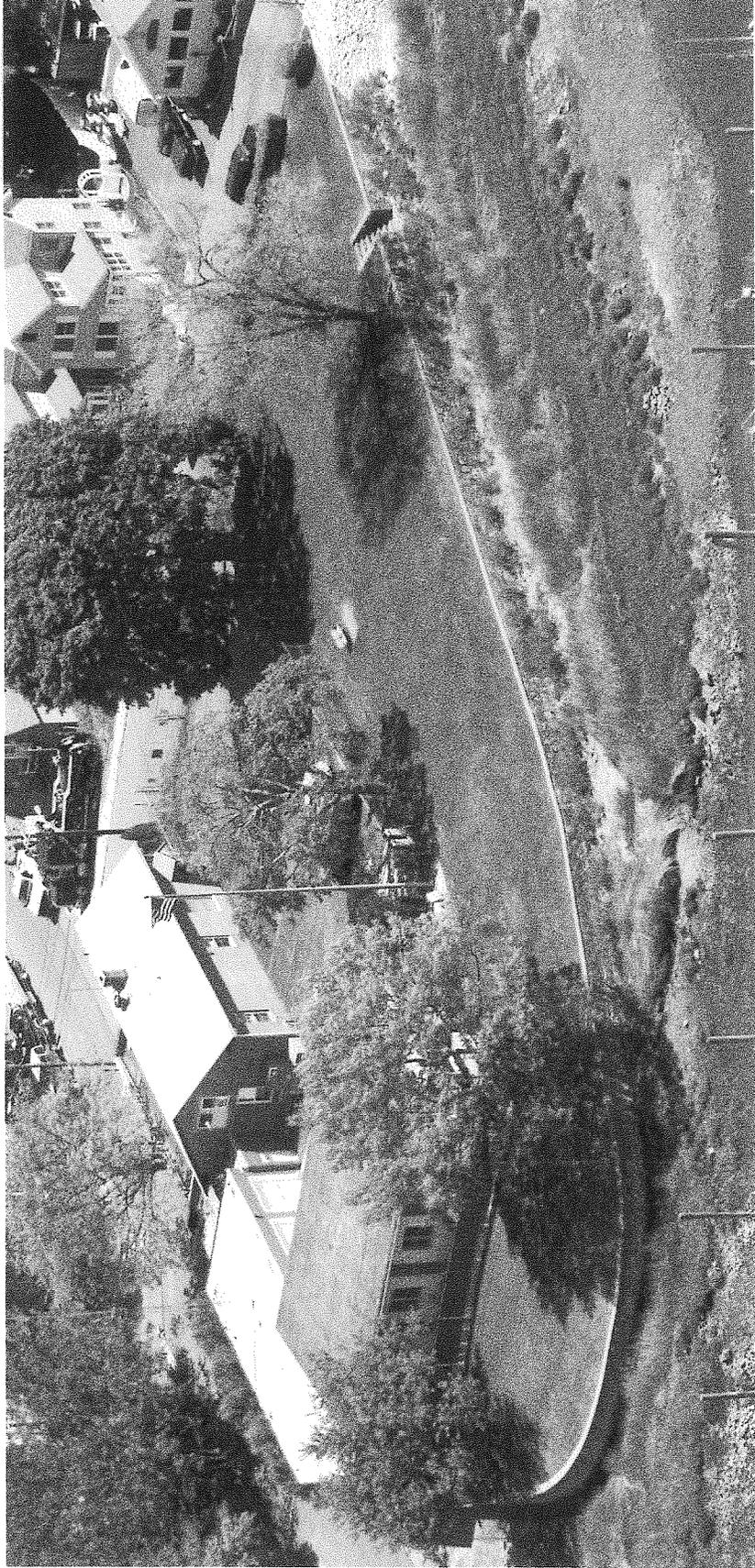
*District Commissioners*

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

Pa. 14

GENERAL MANAGER'S REPORT  
(Note Page)

**THIRD TAXING DISTRICT**  
**PROJECT SUMMARY REPORT**  
**FY 2015-2016**



**PREPARED BY:**  
**JIM SMITH**  
**GENERAL MANAGER**

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### THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: MARCH 31, 2017

STATUS                      TIMELINE                      COMMENTS/MONTHLY UPDATE

#                      PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-BASE METER REPLACEMENT PROGRAM	• IN PROCESS WITH METER DEPT.	ON-GOING UNTIL COMPLETED	• MARCH 2017 – NO ACTIVITY DURING THE MONTH.
2)	CUSTOMER SERVICE/ MANAGEMENT TRAINING PROGRAM	• TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES.	ALL OF 2016-17 FISCAL YEAR	• MARCH 2017 – KRISTEN MALONE ATTENDED A CREDIT AND COLLECTIONS SEMINAR SPONSORED BY NEPPA AS PART OF OUR OVERALL CROSS TRAINING EFFORT IN THE CUSTOMER SERVICE AREA.
3)	SUCCESSION PLANNING PROCESS	• COMPLETE WITH PERIODIC REVIEW	ON-GOING	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> <li>APPROXIMATELY 72% OF THE SYSTEM HAS BEEN COMPLETED.</li> </ul>	MULTI-YEAR PROGRAM BEGINNING IN 2015. WILL CONTINUE UNTIL COMPLETED.	<ul style="list-style-type: none"> <li>MARCH 2017 – INSTALLED 81 RADIO-READ METERS DURING THE MONTH OF MARCH FOR A TOTAL OF 2,747 TO DATE.</li> </ul>
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> <li>PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE.</li> </ul>	ON-GOING WITH PERIODIC UPDATES	
6)	I/T SYSTEM MODIFICATIONS	<ul style="list-style-type: none"> <li>ON-GOING TO CREATE GREATER EFFICIENCIES WHEREVER POSSIBLE.</li> </ul>	PERIODIC UPDATES AS NECESSARY.	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
7)	<p>CONDUCT COST OF SERVICE/RATE STUDY WITH PERIODIC UPDATES</p>	<ul style="list-style-type: none"> <li>INITIAL RATE STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014.</li> <li>UPDATE/ "TUNE-UP" COMPLETED IN JULY 2016.</li> <li>COST OF SERVICE STUDY ON SECURITY LIGHTING BEGAN IN JUNE OF 2016.</li> </ul>	<p>SECURITY LIGHT COST OF SERVICE STUDY COMPLETED IN OCTOBER 2016.</p>	<ul style="list-style-type: none"> <li>MARCH 2017 – CONTINUED TO INSTALL LED SECURITY LIGHTS AROUND THE DISTRICT AS PART OF OUR LED LIGHTING UPGRADE OF THE ENTIRE DISTRIBUTION SYSTEM. ONCE COMPLETE, ALL SECURITY LIGHTING WILL BE BILLED USING RATES COMPUTED IN THE SECURITY LIGHTING COST OF SERVICE STUDY THIS PAST FALL. WE HAVE CONVERTED APPROXIMATELY 58% OF THE LIGHTS TO LED'S THROUGH THE END OF MARCH.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> <li>• TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING.</li> <li>• PRESENTED AND APPROVED AT THE FEBRUARY 1, 2016 MEETING.</li> <li>• INITIAL SESSIONS WERE CONDUCTED WITH THE STAFF AND COMMISSION ON MAY 18<sup>TH</sup> AND 19<sup>TH</sup>.</li> <li>• FOLLOW-UP MEETINGS HAVE BEEN SCHEDULED WITH THE STAFF AND COMMISSION FOR AUGUST 16<sup>TH</sup> AND 17<sup>TH</sup>.</li> <li>• MEETINGS HAVE BEEN SCHEDULED WITH THE COMMISSION AND STAFF ON SEPTEMBER 27<sup>TH</sup>.</li> <li>• FUTURE MEETINGS ARE BEING SCHEDULED WITH COMMISSION AND STAFF.</li> <li>• A FOLLOW-UP MEETING HAS BEEN SCHEDULED WITH THE COMMISSION FOR NOVEMBER 15<sup>TH</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• BEGIN IN 1<sup>ST</sup> QTR 2016.</li> <li>• WORK CONTINUES INTO 2017 AS NECESSARY.</li> </ul>	<ul style="list-style-type: none"> <li>• MARCH 2017 – THE FOLLOWING ACTIVITIES WERE UNDERTAKEN DURING THE MONTH:               <ul style="list-style-type: none"> <li>- A DATE OF APRIL 10<sup>TH</sup> WAS AGREED TO BY THE COMMISSION TO CONTINUE TO WORK ON THE STRATEGIC PLAN.</li> <li>- STAFF CONDUCTED SEVERAL DISCUSSIONS WITH STEVE VANDERMEER DURING THE MONTH IN PREPARATION FOR THE APRIL 10<sup>TH</sup> MEETING.</li> <li>- STAFF WAS CONTACTED BY APPA'S HOMETOWN CONNECTIONS MARKETING GROUP TO ARRANGE AN INTERVIEW REGARDING TTD'S EXPERIENCE WITH STEVE VANDERMEER AND HOMETOWN'S STRATEGIC PLANNING PROCESS. A FOLLOW-UP ARTICLE WILL BE WRITTEN AND PROMOTED ON VARIOUS MEDIA OUTLETS AFFILIATED WITH HOMETOWN/APPA. WE WILL CONDUCT THE INTERVIEW ONCE THE PROCESS IS NEARING COMPLETION.</li> </ul> </li> </ul>



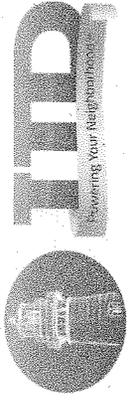
COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
9)	PUBLIC RELATIONS/ MARKETING PROGRAM	<ul style="list-style-type: none"> <li>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.</li> <li>SERVICES CURRENTLY OUT TO BID.</li> </ul>	ONGOING BASED ON CONTRACT WITH JUMAR.	<ul style="list-style-type: none"> <li>MARCH 2017 – BID PACKAGES HAVE BEEN SENT OUT FOR MARKETING/ PR SERVICES TO APPROXIMATELY 40 FIRMS DURING THE MONTH. ALL BIDS ARE DUE ON MARCH 31<sup>ST</sup>. BIDS WILL THEN BE EVALUATED BY STAFF, WHO WILL SUBMIT A LIST OF FINALISTS FOR REVIEW TO THE COMMISSION ALONG WITH A RECOMMENDATION DURING THE MONTH OF APRIL. WE WILL ALSO NEED TO BID OUT WEBSITE MANAGEMENT SERVICES AS A RESULT OF LEARNING THAT JUMAR WILL NO LONGER SUPPORT OUR EXISTING WEBSITE ON AN ON-GOING BASIS.</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
10)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> <li>PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS.</li> </ul>	ON-GOING THROUGHOUT 2016-17 FISCAL YEAR.	<ul style="list-style-type: none"> <li>MARCH 2017 – CONTINUED TO WORK WITH UTILITY SERVICES TO INSURE COMPLIANCE WITH NERC “CIP” (CRITICAL INFRASTRUCTURE PROCEDURE) REQUIREMENTS. WE ARE CURRENTLY IN FULL COMPLIANCE WITH ALL CIP REQUIREMENTS FOR A UTILITY OUR SIZE (LESS THAN 25MW).</li> </ul>
11)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> <li>PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED.</li> <li>FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE.</li> </ul>	SPRING OF 2017.	<ul style="list-style-type: none"> <li>MARCH 2017 – STAFF CONTINUED TO REFINE THE DESIGN DRAWINGS PREPARED BY OUR ARCHITECTS PRIOR TO SUBMITTING THEM TO PLANNING/ZONING AND REVIEW BY THE COMMISSION.</li> </ul>



**COMMENTS/MONTHLY UPDATE**

**TIMELINE**

**STATUS**

**PROJECT**

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
12)	<p><u>MISCELLANEOUS</u></p> <ul style="list-style-type: none"> <li>ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET FOR FY 2017-18</li> </ul>	<p>PRELIMINARY DISCUSSIONS BEING HELD WITH STAFF ON 2017-18 BUDGET PROCESS.</p>	<p>2017-18 BUDGETS WILL BE PRESENTED TO THE COMMISSION IN MAY/JUNE OF 2017.</p> <p>2<sup>ND</sup> QUARTER BUDGET VS. ACTUALS (THROUGH 12/31/16) WERE SENT OUT TO THE COMMISSION DURING THE MONTH.</p>	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
•	<p><u>MISC. (Cont.)</u></p> <p>NORDEN GENERATORS</p>	<p>PERIODIC TESTING FOR "BLACK START" BACK-UP TO THE NORDEN FACILITY AND RUN INTO THE ISO LFR MARKET.</p>	<p>ON-GOING</p>	<p>• MARCH 2017 – NO ACTIVITY DURING THE MONTH.</p>
•	<p>SOLAR PROJECTS</p>	<p>POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL AND COMMERCIAL CUSTOMERS.</p>	<p>ON-GOING</p>	<p>• MARCH 2017 – NO ACTIVITY DURING THE MONTH.</p>
•	<p>ANNUAL FINANCIAL AUDIT (FYE 6/30/16)</p>		<p>EXPECTED COMPLETION DATE- OCTOBER 15<sup>TH</sup> OF EACH YEAR</p>	



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"> <li>• <u>MISC. (Cont.)</u></li> <li>• SCADA PROJECT</li> </ul>	PROJECT BEGINS JULY 2015	<ul style="list-style-type: none"> <li>• 1<sup>ST</sup>/2<sup>ND</sup> PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – JULY 2016</li> <li>• 3<sup>RD</sup> PHASE (EAST AVENUE) JULY 2016 – MARCH 2017</li> <li>• 4<sup>TH</sup> PHASE – MARCH 2017 – JUNE 2017</li> <li>• 5<sup>TH</sup> PHASE – JUNE 2017 – AUGUST 2017</li> </ul>	<ul style="list-style-type: none"> <li>• MARCH 2017 – WORK IS CONTINUING ON PHASE 3 OF THE PROJECT. WE WILL “RAMP UP” ACTIVITY LEADING TO FINAL COMPLETION OF THE PROJECT OVER THE NEXT FEW MONTHS.</li> </ul>



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"> <li>• <u>MISC. (Cont.)</u></li> <li>• COMMERCIAL CUSTOMER VISITS</li> </ul>	ON-GOING AS SCHEDULES PERMIT	THROUGHOUT 2016	<ul style="list-style-type: none"> <li>• MARCH 2017 – MET WITH RYAN HUGHES TO DISCUSS FINALIZING HIS BILL FOR THE FIRST YEAR OF OPERATION. HE WILL HAVE PAID HIS ENTIRE BALANCE DUE (APPROXIMATELY \$35,000) BY THE END OF THE MONTH. WE WILL THEN REFUND HIS DEPOSIT AND START WITH A ZERO BALANCE IN THE FALL.</li> <li>• HE HAS ALSO APPROACHED ME WITH A SPONSORSHIP OPPORTUNITY WHICH I WILL BE DISCUSSING WITH THE COMMISSION IN THE NEAR FUTURE.</li> </ul>	
<ul style="list-style-type: none"> <li>• ECONOMIC DEVELOPMENT INITIATIVES</li> </ul>	ON-GOING MEETINGS WITH ELIZABETH STOCKER, THE CITY OF NORWALK'S ECONOMIC DEVELOPMENT DIRECTOR AND LAOISE KING, CITY OF NORWALK'S CHIEF OF STAFF	THROUGHOUT 2016		



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
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"> <li>MARCH 2017 – CONTINUED TO WORK WITH CT-DOT ON THE VARIOUS BRIDGE PROJECTS THROUGH ATTENDANCE AT SCHEDULED MEETINGS, PREPARATION OF CONSTRUCTION ESTIMATES, ETC.</li> <li>CT-DOT OFFICIALS APPEARED BEFORE THE COMMISSION AT THE MARCH 6<sup>TH</sup> MEETING TO RESPOND TO THE COMMISSION’S LETTER TO THE DOT ON BEHALF OF TTD’S RATEPAYERS. FOLLOW-UP MEETINGS HAVE BEEN SET UP WITH STAFF TO CONTINUE TO COORDINATE WITH CT-DOT.</li> </ul>
14)	LED FLOOD/ SECURITY LIGHT UPGRADE	ON-GOING UNTIL COMPLETED.	TO BE FINALIZED IN SPRING/SUMMER OF 2017.	<ul style="list-style-type: none"> <li>MARCH 2017 – INSTALLED 17 LIGHTS DURING THE MONTH, BRINGING THE TOTAL NUMBER OF LIGHTS INSTALLED TO 123, OR 58% OF THE TOTAL LIGHTS IN THE SYSTEM. WE HAVE ALSO MADE ADJUSTMENTS TO REDIRECT OR SHIELD CERTAIN LIGHTS BASED ON SPECIAL CUSTOMER REQUESTS. (SEE ADDITIONAL DETAIL IN ITEM #7.)</li> </ul>



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
15)	VERIZON SMALL CELL ANTENNA PROJECT/ CO-LOCATION EQUIPMENT ATTACHMENTS	<ul style="list-style-type: none"> <li>• VERIZON REQUEST TO ATTACH "SMALL CELL ANTENNAS" ON CERTAIN TTD POLES. WE ANTICIPATE THEY WILL ATTACH TO THREE TO FIVE POLES IN THE SYSTEM.</li> <li>• CMEEC LEGAL IS DEVELOPING A "MASTER LEASE AGREEMENT" ON BEHALF OF THE MEU'S STATEWIDE OUTLINING THE TERMS AND CONDITIONS FOR ATTACHMENT.</li> </ul>	IN PROCESS – FINALIZING IN NEXT 30-60 DAYS.	<ul style="list-style-type: none"> <li>• MARCH 2017 – ROBIN KIPNIS, CMEEC'S ATTORNEY, IS CURRENTLY RECEIVING COMMENTS FROM THE MEU'S AND WILL CIRCULATE A DRAFT WHEN ALL COMMENTS HAVE BEEN RECEIVED.</li> </ul>