

DRAFT

**THIRD TAXING DISTRICT
OF THE CITY OF NORWALK
REGULAR MEETING
MARCH 3, 2014**

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

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

OTHERS: Common Council Member John Kydes

CALL TO ORDER.

Commissioner Yost called the meeting to order at 7:01 p.m. A quorum was present.

PUBLIC COMMENT.

There were no comments from the public at this time.

MINUTES OF THE MEETING.

January 6, 2014.

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF THE
JANUARY 6, 2014.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE
JANUARY 6, 2014 AS SUBMITTED PASSED UNANIMOUSLY.**

January 9, 2014 Special Meeting.

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF THE
JANUARY 9, 2014.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE
JANUARY 9, 2014 AS SUBMITTED PASSED UNANIMOUSLY.**

February 3, 2014 Special Meeting.

- ** COMMISSIONER BROWN MOVED TO TABLE THE MINUTES OF THE
FEBRUARY 3, 2014.**
- ** COMMISSIONER YOST SECONDED.**
- ** THE MOTION TO TABLE THE MINUTES OF THE**

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FEBRUARY 3, 2014 PASSED UNANIMOUSLY.

SUMMER CONCERT.

Common Council Member John Kydes came forward and greeted the Commissioners. He said that he had prepared a preliminary proposal for a summer concert for 2015 to benefit a 501c3 organization. There will be a number of corporate sponsors involved with the concert. The benefits will be for support of the "Room to Grow" program located at St. Thomas Church. Council Member Kydes reviewed the details of the proposal. There will be one opening act and one headline. He said that it would also be good to showcase the City. Discussion followed. Council Member Kydes will come back to update the Commissioners on the status of this project.

DISTRICT BUDGET PRESENTATION FOR ANNUAL MEETING.

Mr. Scofield then directed everyone's attention to the budget document. He reviewed the details regarding the Fire Department's request for \$30,000 to remodel one bathroom along with adding two more. Discussion followed about the estimated costs for installing the bathrooms.

The discussion moved to the East Norwalk Library Capital budget request. Commissioner Yost said that the Commission had previously discussed having a Master Plan done for the Library. Discussion followed about the allocation of funding for the library.

The Commissioners then considered the number of summer concerts. Mr. Scofield explained that he had increased the amount allocated because there had been several requests to have more concerts.

Mr. Scofield also clarified the increases in the landscaping line item and the line item for the costs associated with the annual meeting. Commissioner Goldstein pointed out that there may need to be a second special electors' meeting. The District was able to schedule the upcoming March 5, 2014 Electors' meeting at The Marvin Senior Housing complex.

The Commissioners requested additional information be included with the budget for the electors. Mr. Scofield made a note of this. The Commissioners then reviewed the agenda for the electors' meeting. It was agreed that Mr. Scofield would compile a list of the various items that have been past practices in preparation for the annual meeting for the Commissioners' review in the future.

**** COMMISSIONER BROWN MOVED TO APPROVE AND RECOMMEND
THE AMENDED BUDGET TO THE ELECTORS AT THE MARCH 5TH
ANNUAL MEETING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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ELECTRIC VEHICLE CHARGING FACILITY.

Mr. Smith said that he would need consensus from the Commission regarding moving forward with the \$4,000 in State grant funding awarded to the TTD. The location of the charging facility would need to be determined.

**** COMMISSIONER YOST MOVED TO ACCEPT THE STATE GRANT FUNDING AND TO MOVE FORWARD WITH THE ELECTRIC VEHICLE CHARGING PROJECT SUBJECT TO MR. SMITH'S RECOMMENDATIONS.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT.

Follow up on Fitch Street Substation Plaque.

Mr. Smith said that the final draft of the plaque has been done and submitted to the trophy company. It should take 30-60 days for completion.

Mr. Smith said that he would like to schedule a special meeting to discuss the rates. He said that he would email the Commissioners with possible dates.

Discussion/Analysis of Financial Statements/Key Performance Indicator.

Mr. Smith reviewed the details of the financial statements as found on pages 53-58 of the Commissioners' information packet.

Mr. Smith said that Cervalis has not been ramping up as quickly as projected. This will affect their ability to transfer to the contract rate. The projections were based on the best data available at the time.

He added that the Cogsdale billing system needs to be upgraded because it had not been updated since 2006. There have been problems with the estimation billing module for bills and budget billing module.

Mr. Smith said that he had expected the purchased power costs would drop, but this has not happened as quickly as expected. CMEC said that the decreases would not be as great as they originally expected; however it was still decreasing slowly.

Mr. Smith updated the Commissioners on the various projects that were underway. For example, he reported that the payroll module was working. The staff is being trained in Excel and PowerPoint. The draft copy of the Line Foreman's position has been completed. The radio read meters will be installed when the weather improves. The computer data room has been

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completed by the staff. Mr. Smith then reviewed the details of the remaining items on the project list.

Mr. Smith said that he would be sending out the existing pole agreement between the TTD and the telephone company. He informed the Commission that cable companies have attached their cables to the TTD poles. This has been done without any permission or payment to the TTD for the use of their poles. Discussion followed.

Standard pole life is around 20 to 25 years. There are many that will need replacement. He went on to explain how the poles are now treated with Penta rather than creosote, which is a preservative that is better for the environment and extends the pole's service life.

EXECUTIVE SESSION.

Maplewood -

- ** COMMISSIONER GOLDSTEIN MOVED TO TABLE THE EXECUTIVE SESSION REGARDING MAPLEWOOD DUE TO THE ABSENCE OF THE THIRD TAXING DISTRICT'S ATTORNEY.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT.

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

The meeting adjourned at 9:12 p.m.

Respectfully submitted

Sharon L. Soltes
Telesco Secretarial Services

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THIRD TAXING DISTRICT
of the City of Norwalk
Regular Meeting
April 7, 2014

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

STAFF: James Smith, General Manager; Ron Scofield, Assistant General Manager.

OTHERS: Sarah Amato Mills, Marvin PTO; Mr. Stan Siegel, the Executive Director of the East Norwalk Library; Marie Jablonski, Jumar Marketing; Judi Virgulak, Jumar Marketing; Jim Anderson, East Norwalk Association President.

CALL TO ORDER.

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

PUBLIC COMMENT.

Ms. Amato Mills from Marvin Elementary School PTO came forward to address the commissioners. She stated that the school had applied for a grant in the past and that someone else was 'handling it' on the PTO. Ms. Amato Mills said she was coming before the commission to see if it was too late to apply for the grant. She stated that the prior grant had been for \$6,000 and said that the money had been used to fund various science programs for the students, which she reviewed for the commission. Ms. Amato Mills said that the new grant she was applying for was also for \$6,000 and, when the grant had not happened in the past, the programs either did not happen or required alternate fund-raising. A brief discussion followed. Commissioner Goldstein asked if there was a formal presentation available. She was told that there was. Commissioner Goldstein stated that since the item was not on the agenda, no vote could be undertaken at this meeting.

Mr. Stan Siegel, the Executive Director of the East Norwalk Library, came forth to talk about the Library. Mr. Siegel then distributed copies of a document to the Commissioners, which he then read into the record. (See Attached).

Commissioner Brown asked for a list of board members. Mr. Siegel then recited the following list:

OFFICERS
Jim Anderson - President

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Kevin Emro - Vice President
David Park - Secretary
Katherine Cray - Treasurer

MEMBERS
Nancy O'Connor
Marlene DeBellis
David Castle

MINUTES OF MEETINGS –

FEBRUARY 3, 2014

- ** COMMISSIONER YOST MOVED THE MINUTES OF FEBRUARY 3, 2014.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**

Commissioner Brown asked if the Library Capital budget projects had ever been included on the March agenda for a vote. Commissioner Goldstein replied that it had been in the March 18th minutes.

- ** THE MOTION TO APPROVE THE MINUTES OF FEBRUARY 3, 2014 PASSED UNANIMOUSLY.**

SPECIAL MEETING MARCH 18, 2014.

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES.**

The following corrections were noted:

Page 2, under RFP Process and Calendar: paragraph 1, line 2: please change the following from : “downloaded several RFP plans from neighboring towns”

to: downloaded budgets and strategic plans from libraries from neighboring towns”

Page 2, under Executive Assistant Need: paragraph 3, line 5: please change the following from; “Both Commissioner Yost and Dr. Intieri said”

to: “Both Commissioner Yost and Dr. Intrieri said”

Page 2, under RFP Process and Calendar: Paragraph 1, line 3: please change the following from: “plans from neighboring towns. Dr. Intieri said”

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to: "plans from neighboring towns. Dr. Intrieri said"

**** COMMISSIONER YOST SECONDED THE MOTION TO APPROVE AS AMENDED.**

**** THE MOTION TO APPROVE THE MINUTES AS AMENDED WAS APPROVED WITH THREE IN FAVOR (YOST, GOLDSTEIN AND INTRIERI) AND ONE ABSTENTION (BROWN).**

Commissioner Brown noted that in the second paragraph on page 2, the following statement was made: "Mr. Smith said he would like to have someone hired for this within the next 45 days. He wished to know when the discussion on this would be held. It was agreed that this would be discussed at the next meeting.

UPDATE ON ELECTRIC VEHICLE CHARGING FACILITY.

Mr. Smith delivered a summary of the updates on the Electric Vehicle Charging facility. He clarified a question delivered prior to the meeting about the funding for the project and the location of the funding for the project. He stated that they were looking at a DC charger for the facility and passed out papers showing what a DC charger looked like to the Commission. Discussion followed on the merits of a DC charger.

RENEWAL OF JUMAR MARKETING SERVICE CONTRACT.

The details of the Jumar contract that had been in place since April of 2013 was up for renewal. Mr. Smith stated that Jumar had exceeded the expectations for the contract based on the original scope of services. It was also stated that there were still areas of improvement though. Commissioner Yost said that a good job had been done with the website, branding, and PR marketing. Discussion followed regarding the details of the contract. There was no indication of the cost of the contract.

Judy Virgulak of Jumar Marketing was present to speak about the contract. She said that the suggested improvements would happen as well as having the website translated into Spanish. She then gave an overview of the required process for doing so. Following that, the representative went into further detail on what the contract would cover and the details for improving services along with an outage map. Compensation for the contract was also discussed.

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CMEEC WINTER MARKET ANALYSIS – PROJECTS AND IMPACT.

A handout was provided for the commissioners. It outlined the details on the cost of energy, the impact of the weather on the cost of energy, as well as a graphical representation of the cost. Discussion followed on the various costs incurred over the winter. Of particular note was the price of gas transportation, hedging, and futures.

UPDATE ON LIBRARY MASTER PLAN.

Commissioner Yost suggested that the commissioners hold off on the Library Master Plan until after they have discussed Mr. Siegel's input.

**** COMMISSIONER GOLDSTEIN MOTIONED TO TABLE THE DISCUSSION OF THE LIBRARY MASTER PLAN UNTIL THE NEXT AVAILABLE AGENDA.**

**** COMMISSIONER INTRIERI SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT.

Mr. Smith presented his report. He then suggested a cut-off of the Commission meeting agenda in order to give him some time to put together the monthly agenda package without issues. Mr. Smith stated that this had been a problem in the past that resulted in having to recreate agendas with more items and additional back-up material. Having the cut-off point as the Friday before the information packet is distributed would be optimal. Anything submitted after that would go onto the next meeting agenda. Discussion on the details followed.

Cervalis has scheduled an Open House from 10 a.m. to 2 p.m. on April 10th. Discussion followed about the details.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS / KEY PERFORMANCE INDICATORS – (KPI'S).

A recap of the financial highlights was given to the Commission by Mr. Smith. It was stated that both income and expenses had increased, but the expenses more-so resulting in a reduced income. A detailed review of the analysis followed.

Mr. Smith stated that there would be an effort to gain additional revenue sources such as a customer located in the Norden facility. The discussion then moved to the service area map and whether the Norden facility was within the boundaries. Last week, Mr. Smith met with someone from one of the companies in the Norden facility that is interested in entering into a ten-year contract.

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Commissioner Goldstein had several questions about the footnotes, particularly footnote Number 5 that showed an expense had gone up. She wanted to know if this was due to unexpected equipment failure or routine maintenance. Mr. Smith explained that it was routine maintenance. Commissioner Goldstein wished to know if the credit-card processing fees in Number 6 were negotiable. Mr. Smith said that the administration tried to negotiate the best deal possible every year. Regarding Number 7, Commissioner Goldstein also asked whether the marketing website details were built into the retainer. Mr. Smith explained that the figure was actually part of the total expenses and just added as a separate footnote.

EXECUTIVE SESSION.

There was no business to conduct in Executive Session.

ADJOURNMENT.

**** COMMISSIONER GOLDSTEIN MOTIONED TO ADJOURN.**

**** COMMISSIONER INTRIERI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Ian A. Soltes
Telesco Secretarial Services

EAST NORWALK ASSOCIATION

51 Van Zant Street – East Norwalk, CT 06855

STATEMENT TO TTD COMMISSIONERS / REGULAR MEETING / APRIL 7, 2014

This has reference to the Minutes of the East Norwalk Electrical Department (Third Taxing District) Annual Meeting, March 5, 2014.

Item 9, 3rd paragraph: "Chairman Yost said the largest component of the budget is the East Norwalk Library which has served the community for the past 100 years. They believe that in order to be a good steward of the library they should provide a focus and a study of its history versus its potential of what it can be so they are planning on doing a master plan for the East Norwalk Library...."

In speaking for the East Norwalk Improvement Association I must point out, the *East Norwalk Electrical Department* is NOT the steward of the East Norwalk Library – that responsibility lies alone with the East Norwalk Improvement Association since it's founding and management of the East Norwalk Library since 1915.

In its stewardship of the East Norwalk Library, the East Norwalk Improvement Association has in place and will continue to have various benchmarks and procedures which measure the usefulness and effectiveness of the East Norwalk Library for its cardholders, and other patrons of every age on a regular and continuing basis. This monitoring enables changes and improvements of the services provided as deemed necessary including the institution of new "extension services" to support its total East Norwalk marketplace.

We do not object to seeking a review of the Library via a Master and/or Strategic Plan as may be provided by a professional consultancy. As "stewards" of the Library, however the determination of what and when such a review is or becomes necessary lies with the Board of Directors of the East Norwalk Improvement Association in concert with East Norwalk Library management and staff.

Therefore we feel that the holding of a "Public Hearing" under the auspices of the East Norwalk Electrical Department is premature and not in keeping with the Department's authority when it comes to the East Norwalk Library.

It should be noted too, that the approval at the Annual Meeting for "Master Plan funding" was not tied to the approval of Line Item 34 of the Department's Budget which was "given" to the East Norwalk Improvement Association (for library operations).

RESPECTFULLY SUBMITTED:

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ADDITIONAL REMARKS / REGULAR MEETING / APRIL 7, 2014

During a conversation regarding the District's support of the East Norwalk Improvement Association and the Library, as recorded in the Minutes of the "Third Taxing District of the City of Norwalk" held March 4, 1998, the following was stated:

"The Association deeded the library to the District but they retained control."

"Mr. Knopp read the warranty Deed which said that:

"the grantors reserve to the grantor, for the purpose of a public library, two rooms for now used for such purpose provided that the location of the library space may be changed with the grantor. in which case the reservation should attach to the new location."

There is a provision stating that if the Third District ever gives up the property, title reverts back to the Association grantor."

It should be noted that in the Fiscal Year 1997-98 the requested appropriation from the Third Taxing District to the East Norwalk Improvement Association was \$142,850. **This coming Fiscal Year's approved request is only \$24,271 more than sixteen years ago, while the Library's service to the community during those same years has grown exponentially.**

This furthers the contention of the East Norwalk Improvement Association that the purpose, work, and operation of the East Norwalk Association Library resides with the Board of the Association as its steward and governing management.

RESPECTFULLY SUBMITTED.

Grantor/grantor(s) - a person or organization that makes a grant

Grant/grant(s) - someone from whom the title of property is transferred

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THIRD TAXING DISTRICT
Of the City of Norwalk
Special Meeting
April 9, 2014

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

STAFF: James Smith, General Manager

CALL TO ORDER

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

PUBLIC COMMENT

There were no members of the public present.

RENEWAL OF JUMAR MARKETING SERVICE CONTRACT

There was discussion and questions regarding various aspects of the Jumar Marketing Service Contract, including specific questions and comments on their performance for the initial 12 months as a business partner with TTD.

****CHAIRMAN YOST MOVED TO EXTEND THE JUMAR MARKETING SERVICE CONTRACT FOR ONE MONTH OR LESS, PENDING THE RESOLUTION OF OUTSTANDING LEGAL ISSUES IN THE CONTRACT. THE CONTRACT WOULD BE RENEWED PENDING PRESENTATION AT THE MAY 5TH MEETING.**

****COMISSIONER GOLDSTEIN SECONDED.**

****THE MOTION PASSED UNANIMOUSLY**

MARVIN SCHOOL GRANT REQUEST

Discussion ensued regarding the Marvin School Grant request amongst the Commissioners based on the presentation made by a representative from the Marvin School at the previous commission meeting of Monday, April 7, 2014.

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Commissioner Goldstein expressed concern about the non-energy nature in the specifics of the request and questioned whether TTD should fund those aspects of the program. Commissioner Brown expressed general concern with the request and was opposed to the concept of donating to anyone soliciting TTD funds.

Additional discussion ensued amongst the Commissioners on the topic of donations which resulted in the following motion:

****CHAIRMAN YOST MOVED TO HAVE THE GENERAL MANAGER DRAFT A FORMAL WRITTEN POLICY ON DONATIONS WHICH WOULD BE SUBSEQUENTLY REVIEWED AND APPROVED BY THE COMMISSIONERS AND BECOME EFFECTIVE ON JULY 1, 2014.**

****COMMISSIONER GOLDSTEIN SECONDED.
THE MOTION PASSED UNANIMOUSLY.

Additional motions were made regarding this topic:

****COMMISSIONER GOLDSTEIN MOVED TO PROPOSE TO THE MARVIN SCHOOL PTO THAT GRANT FUNDING WILL BE AT THE SAME LEVELS AS IN PREVIOUS YEARS (\$4,460) AND THAT THEIR PROPOSAL BE RESTRUCTURED SO THAT ALL EDUCATIONAL INITIATIVES IN THE FUTURE BE ENERGY RELATED.**

****CHAIRMAN YOST SECONDED.
COMMISSIONER GOLDSTEIN AND CHAIRMAN YOST VOTED FOR AND COMMISSIONER BROWN VOTED AGAINST.

An amendment was added to the above motion:

****COMMISSIONER GOLDSTEIN MOVED THAT ANY FUTURE DONATIONS TO THE MARVIN SCHOOL INCLUDE THE STIPULATION THAT ANY PROMOTIONAL LITERATURE INCLUDE TTD AS AN EVENT SPONSOR.**

****CHAIRMAN YOST SECONDED.
COMMISSIONER GOLDSTEIN AND CHAIRMAN YOST VOTED FOR AND COMMISSIONER BROWN VOTED AGAINST.

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UPDATE ON LIBRARY MASTER PLAN

Commissioners discussed various aspects of the Library Master Plan, including key dates for upcoming meetings. The following activities were mentioned:

- April 15, 2014 Steering Committee Meeting – Requires TTD Commission, ENIA, TTD staff and ENIA Board members. Idea is to agree on the general direction of the Library Master Plan. An e-mail was sent by Chairman Yost to all ENIA Board members informing them of the meeting.
- May 8, 2014 Public Input Meeting – Discussion between TTD Commission and ENIA Board members with the general public soliciting input on the Master Plan process.

ADJOURNMENT

****CHAIRMAN YOST MOTIONED TO ADJOURN.**

****COMMISSIONER GOLDSTEIN SECONDED.**

****MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:20p.m.

Respectfully submitted,

James Smith
General Manager

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THIRD TAXING DISTRICT
Of the City of Norwalk
Library Adhoc Committee Meeting
April 15, 2014

ATTENDANCE: Commissioners: Charles Yost, Chairman; David Brown;
Deborah Goldstein; Dr. Michael Intrieri, Treasurer

STAFF: James Smith, General Manager.

OTHER: East Norwalk Association: Jim Anderson, President;
David Castle, Marlene DeBellis, Katherine Cray, Kevin Emro,
Sarah Mann, Nancy Stephanek;
Stan Siegel, East Norwalk Library Director.

CALL TO ORDER

Mr. Yost called the meeting to order at 8:03 p.m. and asked the Commissioners of the Third Taxing District to introduce themselves. He then asked the members of the East Norwalk Association to introduce themselves, and those in attendance are as listed above.

Mr. Yost stated that this was the first meeting in partnering with the East Norwalk Association in choosing a consultant for the Master Plan funded by the Third Taxing District. He stated that there will be a public meeting on May 8, 2014 at 6:45 p.m. at Marvin Elementary School with moderator John Hargrove. Mr. Yost stated that the goal of the meeting is to engage the community, gather and display information on the scope of the RFP for consultants on the Master Plan.

Mr. Jim Anderson asked for a point of order on the agenda that calls for public comment as the first item but this was not done.

Public Comments

Ms. Sarah Mann stated that the Association held an Executive Session tonight to discuss the Master Plan as discussed at the Third Taxing District Annual Meeting in March 2014. She stated that they took a vote and it was unanimously agreed that the Association will look at the plan themselves and will seek professional advice if required.

Mr. Stan Siegel stated that the word communication is something that he wanted to elaborate upon as the challenge here is the lack of communication on the issue.

Mr. Siegel asked the members if he had permission to speak on behalf of the Board and it was noted that this was acceptable for him to do so. He stated that the underlying issue here is that the Third Taxing District does not have the authority to tell the Association what should be done with regard to the Library.

Mr. Yost stated that this was not the intention of tonight's meeting to discuss district authority, but was under the impression that this was a work session to determine the next steps of the process.

Ms. Mann stated that based on the agenda issued and posted by the TTD this was not the interpretation of the purpose of the meeting.

Mr. Siegel stated that the electors have given the Association the go ahead to enable \$20,000 to hire a consultant, but the concept of a consultant for the Library was not voted upon. The premise that a consultant is necessary is premature and does not exist. What the Board should be doing as far as the further direction of the Library is not within the purview or oversight of the Third Taxing District.

Mr. Anderson stated that this issue would be similar to management of the Fire Department that just because the TTD owns the building they have no managerial or operational oversight.

Mr. Yost stated that the TTD was merely doing their due diligence to oversee the allocation of the item with funding approved for by the district.

Mr. Siegel stated that the public did not give authority to the TTD to manage this but merely asked for a grant and was not awarding or given oversight ever on past or future operations of the East Norwalk Library.

Ms. Goldstein stated that this was not entirely true as \$20,000 for a Master Plan was authorized by the district and voted upon at the annual meeting, which suggests oversight, and cooperation with management of the process. She added that with any municipality, there is due diligence as part of the process of input, as this would be a waste of money that will not be used what it was designated for. She added that the funding was a result of the Association being asked to go through a wish list of items needed and there is an expectation of cooperation with the TTD for oversight of the expenditures.

Mr. Siegel stated that the key word used by Debora is suggests not mandate which is what the TTD is doing with the funding approval. He added that the assumption is not of what the electors have asked or approved for with the East Norwalk Library Master Plan not a TTD Master Plan.

Mr. Yost stated that one can make a case that TTD involvement is required for spending district money and if no one will monitor how it is used, the Board could decide to retain it and just say thank you for very much for the money.

Ms. Goldstein said the TTD just can't give the money without governance; it is a line item in the budget of which the Commissioners have oversight. We should just put the money back into the general fund.

Ms. Mann asked if there was discussion of this in a regular TTD meeting, and Mr. Yost replied that the district had discussed this before the annual meeting. Ms. Mann stated that she was concerned with what was discussed prior to coming to this meeting.

There was an exchange of comments with regard to when this was discussed and at which meeting, and if meeting minutes are posted on the website.

Ms. Goldstein stated that it would be in the minutes for the regular District meeting prior to the annual meeting. She added that funding an item in the budget without fiscal responsibility is what was pointed out at the annual meeting during the budget discussion.

Ms. Mann stated that the Library is in good financial shape, the audit report is clean, and there are no red flags. She feels like the Board has been hit over the head with a 2x4 and this could have been avoided with a discussion of what will the \$20,000 be spent for. She added that a power play was unnecessary and it is not appropriate to be slammed with a 2 x 4. The Board's perception is that we have worked hard for the best interest of the Library and with cooperation and a healthy relationship with the Board rather than a concern with visibility and taking credit.

Mr. Yost stated that he wanted to make sure the District will get the best bang for the buck.

Dr. Intreri stated that he is new on the Commission and is the Treasurer with no voting power and wanted all to know that he came here tonight with the expectation to work together as a team and to listen to comments from the Association relative to comments made at the annual meeting. He read from those minutes and highlighted statements such as more services for the tax dollars spent, make use of the history room, improve facilities, make handicap accessible, and expand the basement. He stated that the goal was to enhance and upgrade the building, and this was the feeling for the meeting and the expectation and he is sorry for any misunderstanding otherwise, as that was not the intent.

Ms. Mann stated that the statement made tonight expressed the consensus of the board and Mr. Yost asked if it was a unanimous vote. Mr. Anderson said it was unanimous.

Ms. Goldstein asked if this attempt can be overlooked and the clumsy approach forgiven and have this false start done over.

Ms. Mann said the Association wants to facilitate and examine if there is a need to hire a consultant, and we want to be in the drivers' seat. Ms. Cray stated that she feels \$20,000 is much too high and not a good use of the money, and that based on the size of the budget there is no consultant needed.

Ms. Goldstein stated that her intention of this meeting was to form a steering committee to develop more detail and identify the scope of the project to bring all ideas and information into the mix.

Mr. Siegel said if that was the case why was a public meeting already scheduled?

Mr. Yost asked when was the last public survey of services done, and Mr. Siegel replied it is being done now with "Love your Library because" cards.

Mr. Yost added that this is very disappointing because the district cannot even voice ideas.

Ms. Mann said the Board needs to start somewhere. We have just started with increasing membership and usage with 18+ age membership guidelines. Mr. Anderson read from the bylaws on membership terms, and Mr. Yost asked for a copy of the bylaws.

Mr. Yost stated that the analogy used by Mr. Anderson on comparing this issue with that of the Fire Department is not the same, as the District does not have knowledge or managerial input on how to operate a fire station.

Mr. Anderson stated that this does apply because why would the District presume they know how to run the Library.

Mr. Yost replied that we do know how things can be done in a better way.

There was further exchange of comments on clarifying the issue and next steps.

Ms. Mann stated that the Board would reconvene and based upon the statements made tonight, will come back to the TTD with the next steps.

Mr. Brown stated that he came here with the preconceived perception of comments from the annual meeting. It would be nice to have an open dialogue rather than what happened tonight. We should start with how can we make it better and come to a meeting of the minds.

Mr. Siegel stated that as Sara Mann has read the Association vote and now indicated the Board would reconvene and based upon the statement read tonight, come back to the TTD with the next steps.

Ms. Mann stated that this meeting tonight was not entirely unproductive.

Ms. Goldstein stated that the Commissioners have had meetings with respect to this trying to figure out how to structure the Steering Committee, but the TTD has other business to attend to and there needs to be a timeline for the Library plan.

Mr. Yost stated that this was the intention, and unfortunately we can't do that.

Ms. Mann asked to just knock off the power play tactics and these are two equal entities. Normally a meeting agenda is done jointly as a partnership not forced this way, and there needs to be equal input and direction.

Ms. Goldstein stated that in order to proceed with an Ad-Hoc Committee there needs to be parameters set with voting authority such as the way the commission is set up.

Dr. Intreri stated that we should all think positively and come to work cooperatively with the intent to collaborate on ways to improve the Library. He added that they meet every third Wednesday at the Marvin, and all are welcome to attend, and to bring baked goods.

- ** **MS. GOLDSTEIN MOVED TO SUSPEND THE RULES AND TO DISREGARD THE REMAINDER OF THE AGENDA FOR THIS MEETING BEYOND PUBLIC COMMENTS.**
- ** **MR. BROWN SECONDED THE MOTION.**
- ** **MOTION PASSED UNANIMOUSLY.**

Adjournment

- ** **MS. GOLDSTEIN MOVED TO ADJOURN.**
- ** **MR. BROWN SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Marilyn Knox,
Telesco Secretarial Services

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: April 21, 2014

Subject: Renewal of Jumar Marketing Services Contract



As a follow up to the discussion held @ the Special Commission Meeting of April 9, 2014, attached please find a copy of Statement of Work # 5 from Jumar Marketing.

This document outlines the scope of services to be performed for TTD for the twelve month period beginning May 10, 2014.

The Commission has already created a one month extension of the existing contract through a prior vote @ the April 9, 2014 Special Commission meeting.

Please review so that a decision can be made @ the May 5, 2014 Commission meeting.

STATEMENT OF WORK #5

STATEMENT OF WORK #5

This Statement of Work #5, dated as of May 10, 2014, is by and between JumarMarketing, LLC, a Connecticut limited liability Client (“JumarMarketing”), with its principal place of business at 94 East Avenue, Norwalk, CT 06851 and Third Taxing District (the “Client”) having an office at 2 Second Street, Norwalk, CT 06855.

WHEREAS, JumarMarketing and the Client have entered into a Master Services Agreement between JumarMarketing and the Client dated as of April 3, 2013 (the “Agreement”); capitalized terms used herein but not otherwise defined herein shall have the respective meaning given such terms in the Agreement;

WHEREAS, both JumarMarketing and the Client wish to enter into this Statement of Work #5 in connection with the Agreement;

NOW, THEREFORE, the parties hereto, intending to be legally bound, agree as follows:

1. Services Provided. Marketing Services, including the following (the “Services”):

- Website Management
- General Business Support
- Customer Service Programs
- Communications Campaign
- Public Relations
- Meetings & Special Events

Any changes in Client requirements shall require an amended Statement of Work to be executed by Client and JumarMarketing. JumarMarketing shall not be responsible for any delays that are as a result of Client’s failure to meet agreed deadlines.

2. Deliverables. JumarMarketing shall deliver to Client the following (the “Deliverables”):

- Website Management
 - Define Phase 2 plan
 - Content
 - Ongoing updates ie. Calendar, agenda, minutes, etc.
 - Enhance existing online content
 - Create new content
 - Implementation and management of all online content and messaging
 - Resources
 - Define new sources of content
 - Technology
 - Enhance customer usability with additional features and functionality
 - Monthly traffic/analytics
- General Business Support
 - Emergency planning support
 - Ongoing training for staff – software/technology

- Liaise with Netology on key data and integration points
 - Team processes and Q&A support
 - Customer Service Programs
 - Email capture
 - Internal – process development and support
 - External
 - Quarterly emergency drills
 - Planning & execution
 - Communications Campaign
 - Create bi-monthly eNewsletter content & imagery
 - Coordinate community news with Library, Firehouse, etc.
 - Coordinate & execute deployment
 - Subscribe, unsubscribe, bounce, and change management
 - Reporting on email open rates, click-through rates and bounce rates
 - Develop any other customer communications as needed – ie. Bill inserts, flyers, etc.
 - Public Relations
 - Identify & develop PR opportunities as needed
 - Press release development & distribution
 - Outreach to & ongoing management of local media
 - Meetings & Special Events
 - Coordination
 - Communications
 - On-site support (as needed)
3. Client Responsibilities. Client responsibilities shall include:
- Approval and sign-off on all deliverables
 - Payment of all third-party costs including, but not limited to: list rentals, email deployment tool, print, production and mailing (postage)
4. Compensation. The Client shall pay to JumarMarketing the following compensation in connection with the performance of the Services and delivery of the Deliverables hereunder:
- Monthly Retainer: \$3,000/per month for twelve (12) months
5. Expenses. In addition to the compensation payable to JumarMarketing as set forth in paragraph #2 above, the Client agrees to pay the reasonable travel and other extraordinary direct expenses incurred by JumarMarketing in connection with the performance of the Services and delivery of the Deliverables, including (i) All imagery or photography that requires purchase, (ii) Any additional rounds of design changes to be billed at an hourly rate of \$150. Office related expenses, such as phone, copier and office supplies shall be excluded. JumarMarketing shall submit proper supporting documentation accounting for such expenses to the Client prior to any reimbursement upon Client's request.
6. Payment Schedule & Payments. All contracts executed between the first (1st) and fourteenth (14th) of the month require payment in full of first month retainer by Client in advance of the performance of Services and delivery of the Deliverables. All contracts executed between the fifteenth (15th) and last day of the month, require payment equal to one-half the first month's retainer by Client in advance of the performance of Services and delivery of the Deliverables. Subsequent payments will be invoiced monthly, on the first of each month, and are due no later than the 5th of the month. Past due balances will

incur the lesser of (i) a 2% per month charge and (ii) the maximum percentage allowed under applicable law. JumarMarketing, LLC accepts checks, ACH and credit card payments. Client *must* provide JumarMarketing with a credit card authorization form for a valid credit card (Credit Cards Accepted: MasterCard, VISA and Discover Card). At such time as Client's account becomes 30 days past due, the balance will be automatically charged to the credit card.

IN WITNESS WHEREOF, the parties have each caused this Statement of Work #5 to be signed by their duly authorized representatives effective as of the date first written above.

JumarMarketing, LLC

Third Taxing District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: April 21, 2014

Subject: Narrative on Rate Study



As a follow up to the discussion on the Rate Study which was held by the Commission @ the March 18, 2014 meeting, I am attaching a narrative which can be used to explain the process we followed to our customers.

The narrative was originally drafted by our rate consultant, Dawn Lund, and was modified by incorporating feedback from the Commissioners, Jumar, and myself.

Although I have included a July 1, 2014 date for implementation of the new rate structure in the narrative, this is always subject to change based on the final decision of the Commission.

Please review the final draft version of the document prior to the meeting so that we can discuss and make any additional changes which may be necessary.

We can then use this document along with other materials as part of a larger effort to “roll out” the results of the Rate Study to our customers @ some point in the future.

The Third Taxing District (TTD) is in the process of updating all of our internal and external policies and procedures, and are continuing to make needed improvements to the department's infrastructure.

One of the fundamental areas which we have recently concentrated on is retail rate design and the development of associated retail rate structures.

As approved by the Commissioners of the Third Taxing District, the Electrical Department is changing the method by which your electric bill will be calculated, beginning in July 1, 2014. TTD's existing rates have been in effect since 1985.

This change is a move to bring our rate structure in line with best practices across the industry and is supported by a cost of service study conducted by a utility rate consultant. The study showed that the monthly customer charge for all of our customer classes is set too low to cover the operations of the utility.

The combined charges for electricity, which includes the KWh ("Kilowatt Hour" charge) and the FCA ("Fuel Cost Adjustment"), which is an adjustment for variations in the cost of fuel to provide the electricity, have been higher than necessary to cover those supply costs.

The new calculation will change the way the charges are distributed across the different categories on your bill however, it will be an overall revenue neutral adjustment. This means that a customer, on average, will not see a change in their bill amount.

For example, a typical residential customer using 740 KWh per month might previously have paid a monthly customer charge of \$6.80 and combined KWh and FCA charge of \$0.154 for a total monthly bill of \$120.76. Under the new rate design, that same residential customer might instead pay an \$8.00 monthly customer charge and a combined KWh and FCA charge of \$0.1524 for a total bill of \$120.78.

Residential Customer = 740 KWh per month	Current Structure	New Structure
Customer Charge	\$6.80	\$8.00
Combined KWh and FCA	\$0.154	\$0.1524
Total Bill	\$120.76	\$120.78

DRAFT MOTION

To be made at the May 5, 2014 Commission Meeting

Motion to approve and implement the RETAIL RATE DESIGN as presented to the Commission by Utility Financial Solutions at the Special Meeting of March 18, 2014.

All updates to existing rates and the calculation of the purchased power adjustment shall become effective as of July 1, 2014.

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: April 16, 2014

Subject: Five Year Commission Planning Calendar –Calendar Year 2014-2018



Attached please find for your review a draft version of a Five Year Planning Calendar for the years 2014-2018 which outlines routine and non-routine items discussed at monthly regular and special Commission meetings throughout the calendar year.

This draft has been created in Excel and can be modified easily based on feedback from the Commissioners at the May 5th Commission meeting.

Once a final format and content has been agreed on, we will update the calendar each month based on what has been discussed at each monthly Commission meeting and add items/activities as appropriate.

2014

Month	Routine	Non-Routine
January	<ul style="list-style-type: none"> - Monthly Commission Meeting - Library Operating District Budget Request - Fire Operating Budget Request - Cemetery District Budget Request - Review Monthly Financials with Commission - Project Summary Report to Commission 	<ul style="list-style-type: none"> - Fitch Street Fence - Banner Height Issue - Final Update on Fitch Street/Cervalis Projects - Discussion on Participation in City-wide Summer Concert - Fitch Street Substation Plaque - Discussion of Rate Study
February	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Budget Presentation to Commission - Preparation for District Annual Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Discussion of Summer Concerts with Commission 	<ul style="list-style-type: none"> - East Norwalk Library Budget Request - Award of Bid - Rowan Street Demolition - Update on Code Red System - Project Fund Options - Follow-up on Fitch Street Substation Plaque
March	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Annual Meeting - Review Monthly Financials with Commission - P/R Marketing Update 	<ul style="list-style-type: none"> - Summer Concert - Electric Vehicle Charging Facility - Follow-up on Fitch Street Substation Plaque - Final Rate Design and PCA Calculation - Jumar Newsletter - Executive Assistant Need - RFP Process and Calendar - Maplewood - Strategy in Negotiations
April	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 - Project Summary Report to Commission - CMEEC - Regional Competitiveness Presentation 	<ul style="list-style-type: none"> - Update on Electric Vehicle Charging Facility - Renewal of Jumar Marketing Service Contract - Update on Library Master Plan - Cutoff for Commission Meeting Agendas - Marvin School Grant Request

2014

Month	Routine	Non-Routine
May	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 (Cont'd) - Project Summary Report to Commission - Update on Cost of Service/Rates - CMEEC - Update on Energy Conservation Programs/Activities 	<ul style="list-style-type: none"> - Renewal of Jumar Marketing Service Contract - Update on Library Master Plan - Marvin School Grant Request - Motion on Rate Study - Planning Calendar - Construction Work in Progress - Motion to Deposit Excess Funds - Dedication Ceremony Date for Fitch Street Substation
June	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Present Capital/Operating Budgets to Commission for Approval - Project Summary Report to Commission - CMEEC - Review of Norden Generating Units/Summer Market Conditions - Summer Concerts Held 	
July	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Capital/Operating Budget Begins for New Fiscal Year - Project Summary Report to Commission - Summer Concerts Held - Develop/Update Department Policies (General Manager/Commission) 	
August	<ul style="list-style-type: none"> - Monthly Commission Meeting - Oyster Festival Participation - TTD Audit Begins - Review Monthly Financials with Commission - CMEEC - Presentation on Five-Year Power Supply Projection - Summer Concerts Held 	

2014

Month	Routine	Non-Routine
September	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Summer Concerts Held 	
October	<ul style="list-style-type: none"> - Monthly Commission Meeting - Audit Presented to Commission - Review Monthly Financials with Commission - Project Summary Report to Commission - CMEEC - Review of Winter Market Conditions 	
November	<ul style="list-style-type: none"> - Monthly Commission Meeting - Health Insurance Renewal Presented to Commission - Approve Next Year's Meeting Schedule - Review Monthly Financials with Commission - Project Summary Report to Commission - Employee Holiday Luncheon 	
December	<ul style="list-style-type: none"> - Monthly Commission Meeting - Tree Lighting Ceremony - Review Monthly Financials with Commission - Project Summary Report to Commission 	

2015

Month	Routine	Non-Routine
January	<ul style="list-style-type: none"> - Monthly Commission Meeting - Library Operating District Budget Request - Fire Operating Budget Request - Cemetery District Budget Request - Review Monthly Financials with Commission - Project Summary Report to Commission 	
February	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Budget Presentation to Commission - Preparation for District Annual Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Discussion of Summer Concerts with Commission 	
March	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Annual Meeting - Review Monthly Financials with Commission - P/R Marketing Update 	
April	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 - Project Summary Report to Commission - CMEEC - Regional Competitiveness Presentation 	

2015

Month	Routine	Non-Routine
May	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 (Cont'd) - Project Summary Report to Commission - Update on Cost of Service/Rates - CMEEC - Update on Energy Conservation Programs/Activities 	
June	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Present Capital/Operating Budgets to Commission for Approval - Project Summary Report to Commission - CMEEC - Review of Norden Generating Units/Summer Market Conditions - Summer Concerts Held 	
July	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Capital/Operating Budget Begins for New Fiscal Year - Project Summary Report to Commission - Summer Concerts Held - Develop/Update Department Policies (General Manager/Commission) 	
August	<ul style="list-style-type: none"> - Monthly Commission Meeting - Oyster Festival Participation - TTD Audit Begins - Review Monthly Financials with Commission - CMEEC - Presentation on Five-Year Power Supply Projection - Summer Concerts Held 	

2015

Month	Routine	Non-Routine
September	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Summer Concerts Held 	
October	<ul style="list-style-type: none"> - Monthly Commission Meeting - Audit Presented to Commission - Review Monthly Financials with Commission - Project Summary Report to Commission - CMEEC - Review of Winter Market Conditions 	
November	<ul style="list-style-type: none"> - Monthly Commission Meeting - Health Insurance Renewal Presented to Commission - Approve Next Year's Meeting Schedule - Review Monthly Financials with Commission - Project Summary Report to Commission - Employee Holiday Luncheon 	
December	<ul style="list-style-type: none"> - Monthly Commission Meeting - Tree Lighting Ceremony - Review Monthly Financials with Commission - Project Summary Report to Commission 	

2016

Month	Routine	Non-Routine
January	<ul style="list-style-type: none"> - Monthly Commission Meeting - Library Operating District Budget Request - Fire Operating Budget Request - Cemetery District Budget Request - Review Monthly Financials with Commission - Project Summary Report to Commission 	<ul style="list-style-type: none"> - Start Union Contract Negotiations
February	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Budget Presentation to Commission - Preparation for District Annual Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Discussion of Summer Concerts with Commission 	
March	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Annual Meeting - Review Monthly Financials with Commission - P/R Marketing Update 	
April	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 - Project Summary Report to Commission - CMEEC - Regional Competitiveness Presentation 	

2016

Month	Routine	Non-Routine
May	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 (Cont'd) - Project Summary Report to Commission - Update on Cost of Service/Rates - CMEEC - Update on Energy Conservation Programs/Activities 	
June	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Present Capital/Operating Budgets to Commission for Approval - Project Summary Report to Commission - CMEEC - Review of Norden Generating Units/Summer Market Conditions - Summer Concerts Held 	
July	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Capital/Operating Budget Begins for New Fiscal Year - Project Summary Report to Commission - Summer Concerts Held - Develop/Update Department Policies (General Manager/Commission) 	
August	<ul style="list-style-type: none"> - Monthly Commission Meeting - Oyster Festival Participation - TTD Audit Begins - Review Monthly Financials with Commission - CMEEC - Presentation on Five-Year Power Supply Projection - Summer Concerts Held 	

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2016

Month	Routine	Non-Routine
September	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Summer Concerts Held 	
October	<ul style="list-style-type: none"> - Monthly Commission Meeting - Audit Presented to Commission - Review Monthly Financials with Commission - Project Summary Report to Commission - CMEEC - Review of Winter Market Conditions 	
November	<ul style="list-style-type: none"> - Monthly Commission Meeting - Health Insurance Renewal Presented to Commission - Approve Next Year's Meeting Schedule - Review Monthly Financials with Commission - Project Summary Report to Commission - Employee Holiday Luncheon 	
December	<ul style="list-style-type: none"> - Monthly Commission Meeting - Tree Lighting Ceremony - Review Monthly Financials with Commission - Project Summary Report to Commission 	

2017

Month	Routine	Non-Routine
January	<ul style="list-style-type: none"> - Monthly Commission Meeting - Library Operating District Budget Request - Fire Operating Budget Request - Cemetery District Budget Request - Review Monthly Financials with Commission - Project Summary Report to Commission 	
February	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Budget Presentation to Commission - Preparation for District Annual Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Discussion of Summer Concerts with Commission 	
March	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Annual Meeting - Review Monthly Financials with Commission - P/R Marketing Update 	
April	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 - Project Summary Report to Commission - CMEEC - Regional Competitiveness Presentation 	

2017

Month	Routine	Non-Routine
May	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 (Cont'd) - Project Summary Report to Commission - Update on Cost of Service/Rates - CMEEC - Update on Energy Conservation Programs/Activities 	
June	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Present Capital/Operating Budgets to Commission for Approval - Project Summary Report to Commission - CMEEC - Review of Norden Generating Units/Summer Market Conditions - Summer Concerts Held 	
July	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Capital/Operating Budget Begins for New Fiscal Year - Project Summary Report to Commission - Summer Concerts Held - Develop/Update Department Policies (General Manager/Commission) 	
August	<ul style="list-style-type: none"> - Monthly Commission Meeting - Oyster Festival Participation - TTD Audit Begins - Review Monthly Financials with Commission - CMEEC - Presentation on Five-Year Power Supply Projection - Summer Concerts Held 	

2017

Month	Routine	Non-Routine
September	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Summer Concerts Held 	
October	<ul style="list-style-type: none"> - Monthly Commission Meeting - Audit Presented to Commission - Review Monthly Financials with Commission - Project Summary Report to Commission - CMEEC - Review of Winter Market Conditions 	
November	<ul style="list-style-type: none"> - Monthly Commission Meeting - Health Insurance Renewal Presented to Commission - Approve Next Year's Meeting Schedule - Review Monthly Financials with Commission - Project Summary Report to Commission - Employee Holiday Luncheon 	
December	<ul style="list-style-type: none"> - Monthly Commission Meeting - Tree Lighting Ceremony - Review Monthly Financials with Commission - Project Summary Report to Commission 	

2018

Month	Routine	Non-Routine
January	<ul style="list-style-type: none"> - Monthly Commission Meeting - Library Operating District Budget Request - Fire Operating Budget Request - Cemetary District Budget Request - Review Monthly Financials with Commission - Project Summary Report to Commission 	
February	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Budget Presentation to Commission - Preparation for District Annual Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Discussion of Summer Concerts with Commission 	
March	<ul style="list-style-type: none"> - Monthly Commission Meeting - District Annual Meeting - Review Monthly Financials with Commission - P/R Marketing Update 	
April	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 - Project Summary Report to Commission - CMEEC - Regional Competitiveness Presentation 	

2018

Month	Routine	Non-Routine
May	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Prepare Capital/Operating Budgets for FY 2014-15 (Cont'd) - Project Summary Report to Commission - Update on Cost of Service/Rates - CMEEC - Update on Energy Conservation Programs/Activities 	
June	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Present Capital/Operating Budgets to Commission for Approval - Project Summary Report to Commission - CMEEC - Review of Norden Generating Units/Summer Market Conditions - Summer Concerts Held 	
July	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Capital/Operating Budget Begins for New Fiscal Year - Project Summary Report to Commission - Summer Concerts Held - Develop/Update Department Policies (General Manager/Commission) 	
August	<ul style="list-style-type: none"> - Monthly Commission Meeting - Oyster Festival Participation - TTD Audit Begins - Review Monthly Financials with Commission - CMEEC - Presentation on Five-Year Power Supply Projection - Summer Concerts Held 	

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2018

Month	Routine	Non-Routine
September	<ul style="list-style-type: none"> - Monthly Commission Meeting - Review Monthly Financials with Commission - Project Summary Report to Commission - Summer Concerts Held 	
October	<ul style="list-style-type: none"> - Monthly Commission Meeting - Audit Presented to Commission - Review Monthly Financials with Commission - Project Summary Report to Commission - CMEEC - Review of Winter Market Conditions 	
November	<ul style="list-style-type: none"> - Monthly Commission Meeting - Health Insurance Renewal Presented to Commission - Approve Next Year's Meeting Schedule - Review Monthly Financials with Commission - Project Summary Report to Commission - Employee Holiday Luncheon 	
December	<ul style="list-style-type: none"> - Monthly Commission Meeting - Tree Lighting Ceremony - Review Monthly Financials with Commission - Project Summary Report to Commission 	

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: April 10, 2014

Subject: Construction Work in Progress – Motion to Deposit Excess Funds

As a follow up to my memo on the above issue dated January 24, 2014 (see attached), and subsequent recommendation and discussion at the February 3rd Commission meeting, I am suggesting that one of the Commissioners make the following motion:

“Motion to deposit all remaining funds in the Construction Work in Process (CWIP) account in the Capital Improvements Account”.

This motion is “housekeeping” in nature, since it was agreed to accept the recommendation to deposit these funds into the Capital Improvements Account by the Commission that night, but an actual motion was never made, seconded, and made part of the meeting minutes.

Memorandum

Third Taxing District

Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: January 24, 2014

Subject: Possible Uses of Excess Funds – Construction Work in Process Account

Attached please find a copy of an analysis listing all invoices paid on the Cervalis and Fitch St. substation projects paid through January 24, 2014.

We believe we have captured all of the invoices on both projects and have \$ 245,010 in excess funds remaining.

At this point, we are suggesting three possible options for disbursing the remaining funds:

- Deposit the funds in our Operating Cash Account
- Return the funds to the Capital Improvements Account
- Return the funds to TTD's Rate Stabilization Fund @ CMEEC

Based on the fact that we continue to have future needs for capital investment in the system, it is our recommendation that these monies be placed in our Capital Improvements Account.

I will discuss the "pros and cons" of each option in greater detail @ the Commission meeting on February 3rd.

Memorandum Third Taxing District Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: April 17, 2014

Subject: HVAC Bid – Van Zant St. Firehouse

Attached please find for your review recent bid documentation presented by the Fire Chief regarding HVAC work he is requesting be performed @ the Firehouse on Van Zant St.

The total amount of money he is requesting is \$24,461.00

We have also included a copy of the pertinent sections of the minutes from the Commission meetings of April 2, 2012 and May 7, 2012, where the original request of \$19,800.00 was made by the Chief and approved by the Commission.

Since the amount requested exceeds what was originally approved by the Commission, I have asked him to appear @ the meeting to answer any questions the Commissioners may have.

THIRD TAXING DISTRICT
Of the City of Norwalk
May 7, 2012

ATTENDANCE: Commissioners: Paul Kokias, Chair: David Brown,
Charles Yost; Connie DiScalia, Treasurer

STAFF: George Leary, General Manager; Ron Scofield,
Assistant
General Mgr.: Attorney John Bove, Counsel

CALL TO ORDER

Mr. Kokias called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

None

MINUTES OF MEETINGS

- ** **MR. BROWN MOTIONED TO APPROVE THE MINUTES FROM THE MEETINGS OF APRIL 2 AND APRIL 17, 2012 AS SUBMITTED.**
- ** **MR. YOST SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Firehouse Renovations

Fire Chief Denis McCarthy presented a survey and proposed plans and stated that while they had originally proposed an architect it did not seem a justified expense, since Capt. Hines is a certified estimator and could bid out the job. Chief McCarthy presented an outline of the proposed expenses and explained that the total is approximately \$100,000 of which the Fire Department has \$50,000 in their budget. He added that the largest item is the heating and air conditioning, which

FINAL

**THIRD TAXING DISTRICT
Of The City Of Norwalk
April 2, 2012**

ATTENDANCE: Commissioners: Paul Kokias, Chairman; David Brown; Charles Yost

STAFF: George Leary, General Manager; Ron Scofield, Asst. General Manager;
Attorney John Bove, Counsel

CALL TO ORDER

Mr. Kokias called the meeting to order at 7:00 pm.

PUBLIC COMMENT

There were no members of the public present.

MINUTES OF MEETING OF MARCH 12, 2012

- ** Mr. Brown moved to accept the minutes as submitted.
- ** Mr. Yost Seconded.
- ** Motion passed unanimously.

FIREHOUSE RENOVATIONS

Chief Denis McCarthy presented a request for approval to do renovations at the firehouse. He outline the proposed renovations and indicated that the Fire Department had some funds to do this proposed project but fell short by about \$20,000.00. They are requesting the \$20,000.00 or to whatever extent we were willing to participate. He will come back to the May 7th meeting with more of a plan of action.

GENERAL MANAGER'S REPORT

Mr. Leary indicated that the report was included in the packet. He reviewed and answered questions about the financials and the certificate for former Commissioner Tim Plunkett.

will be only for the second floor of the building. Capt. Hines explained that after the scope of the job is outlined this project will follow the City's three-bid RFP process for actual bids, and that time, there may be significant reductions.

Chief McCarthy stated that they are requesting the District to cover costs for the HVAC of approximately \$20,000. A discussion ensued on where the money would come from and Mr. Leary stated that there is a contingency of \$10,000 along with a carryover that could cover the expense.

- ** MR. YOST MOTIONED TO APPROVE THE DISTRICT'S FUNDING OF AN AMOUNT NOT TO EXCEED \$19,800 FOR HEATING AND AIR CONDITIONING FOR THE FIRE HOUSE SECOND FLOOR RENOVATIONS.
- ** MR. BROWN SECONDED.
- ** MOTION PASSED UNANIMOUSLY.

Mr. Brown noted that there is lumber that is there and asked that it be used. Chief McCarthy replied that he will be sure that it is safely stored and used.

General Manager's Report

Mr. Leary stated that the report as included in the packet was self explanatory and everything seems to be on track with the Financial Statements.

Mr. Yost asked about the purchased power adjustment and the percentage lower rate on less commodity and Mr. Leary replied that that as he pointed out last month, the reduction of sales is out of balance with the cost of product bought, and that sales are down as an offset with cost of power being down.

James W. Smith

From: McCarthy, Denis <DMcCarthy@norwalkct.org>
Sent: Tuesday, April 15, 2014 3:30 PM
To: James W. Smith
Cc: 'James Hines'
Subject: HVAC work at Van Zandt St Firehouse
Attachments: 20140415150948097.pdf

Jim, attached is the bid summary for the HVAC work at Van Zandt St. The bid will be awarded to SAV-MOR. The total cost of the work is \$24,641. This is above the amount allocated for the work by the District however I am writing to ask if the district can cover the additional cost of the work. We intend to award to SAV MOR and they will bill the district for the amount you agree to cover. Please let me know if this is possible

Thank you
Denis

Denis McCarthy
Fire Chief / Emergency Management Director
121 Ct Av
Norwalk Ct 06854
203-854-0230(o)
203-667-4388 (c)
dmccarthy@norwalkct.org

April 10, 2014

**NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY – PROJECT #3383
Furnish & Install Heating /Cooling System – NFD- Station #3**

Thank you for your response to our Request for Bids. The following is a summary of the responses received for this project.

Firms	Manufacturer's Equipment	Model	Total Lump Sum Bid	Add Alternates	
				Provide All Electrical Wiring	Remove Existing Radiators on 2 nd Floor
1. Coastal Mechanical Services, Inc.	Bryant Air Handler Bryant Hot Water Coil Bryant Condenser Programmable Thermostat	FB4CNF048000 CCWC21121-2 113ANA048	\$25,700.00	\$6,500.00	\$1,500.00
2. Landmark Air Systems, Inc.	Bryant Air Handler Bryant Hot Water Coil Bryant Condenser Honeywell	FB4CNF048 CCWC21121-2 113ANA048 4000	\$19,300.00	No	No
3. SAV-MOR Cooling & Heating Inc.	Bryant Air Handler Bryant Hot Water Coil Bryant Condenser Top Tech	FB4CNF048000 CCWC21121-2 113ANA048 TT-701	\$19,441.00	\$2,500.00	\$2,700.00



**Purchasing Department
Finance Group**

March 20, 2014

INVITATION TO BID

The City of Norwalk is soliciting bids to Furnish & Install a Heating / Cooling System – Norwalk Fire Department – Station #3. The budget estimate for this project is approximately \$20,000.00. Below is an outline of some of the requirements which apply specifically to this project. The requirements of these services are discussed in greater detail under Section 2 – Project Specifications.

PROJECT NUMBER:	3383
DEADLINE :	2:00 p.m., April 10, 2014
BID TITLE :	Furnish & Install Heating / Cooling System – NFD - Station #3
SITE LOCATIONS:	Norwalk Fire Department, Station #3 56 Van Zant Street, Norwalk, CT 06855

Candidates will be required to provide:

- Contractors shall obtain and pay for all required permit(s) for this project. Permits fees are not waived for this project.
- Copies of current certifications as applicable.

BID DOCUMENTS are available upon receipt of this invitation over the Internet at <http://www.norwalkct.org> . Adobe Acrobat reader is required to view this document. If you do not have this software you may download it from Adobe.

A PRE-BID CONFERENCE for this project will be held at 10:00 a.m., Thursday, March 27, 2014, at the Norwalk Fire Department, Station #3, 56 Van Zant Street, Norwalk, CT 06855. A walk-through will follow the meeting.

All questions must be directed, in writing, to David Carroll, Purchasing Officer, via e-mail dcarroll@norwalkct.org . The deadline for submission of questions concerning this project solicitation is 12:00 pm, April 2, 2014.

- continued next page -

SPECIAL NOTES:

1) PROJECT SCHEDULE

Construction shall commence within thirty (30) calendar days of the contract award date. Substantial completion of the project shall be within thirty (30) calendar days of the contract award date. The project area shall be occupied during the construction period.

2) BUILDING PERMITS

Contractors shall obtain and pay for all required permit(s) for this project. Permits fees are **NOT** waived for this project.

3) References to Department of Public Works, Director of Public Works, and Engineer in section 3 and section 4 are to be interpreted as "Owner's designated representative".

4) Section 4, Item 109-04-2b, Contractor Charges is changed to read "...profit and overhead shall be figured at fifteen (15) percent unless some other basis is approved by the Director."

5) Contractors are hereby reminded that all submitted bid amounts **MUST** include all costs/insurance premium required to satisfy the various insurance limits as identified in these documents.

6) Section 3.8, Liquidated Damages, change to read "Liquidated damages as defined in Article 20 of the Norwalk General Conditions for Construction will be \$100.00 per day.

BIDDER LISTS will not be published.

ADDENDAS, if issued, will be available over the Internet at <http://www.norwalket.org>. It is the responsibility of the bidders to verify the issuance of any addenda. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete documents, along with your detailed proposal, to the Purchasing Department by the due date.

David Carroll
Purchasing Officer
(Ph) 203-854-7712, (Fax) 203-854-7817, E-mail – dcarroll@norwalket.org

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- 1.3 INSURANCE COVERAGE REQUIREMENTS

SECTION 2 - PROJECT SPECIFICATIONS

- 2.0 FURNISH & INSTALL A HEATING / COOLING SYSTEM –
NORWALK FIRE DEPARTMENT – STATION #3

SECTION 3 - GENERAL INFORMATION

SECTION 4 - GENERAL CONDITIONS FOR CONSTRUCTION

CITY OF NORWALK - GENERAL CONDITIONS FOR CONSTRUCTION

SECTION 1 – RESPONSE INFORMATION

SPECIAL NOTES ON RESPONDING:

ADDENDAS, if issued, will be available over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. **We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the bid deadline.**

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.norwalkct.org>. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES One (1) Original plus three (3) copies are to be delivered to:

City of Norwalk
Purchasing Department
Room 103
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See Section 3 for information on delivering bids by fax.

1.1 Response Form - # 3383 – Furnish & Install Heating / Cooling System – NFD - Station #3

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied him as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

A. Furnish & Install Heating / Cooling System – NFD - Station #3

	Total Lump Sum Price
Furnish & Install Heating / Cooling System	\$

B List of Equipment to be Furnished & Installed

Manufacturer	Model

C. Add Alternates

Provide All Electrical Wiring	\$
Remove Existing Radiators on 2 nd Floor	\$

Warranties: _____

Parts - _____

Labor - _____

Insurance Agency Name -		Tel.-	
Agency Address -			

Submitted by:

Authorized Agent of Company – Printed Name	
Authorized Agent of Company - Signature	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Vendor Name -

1.2 STATEMENT OF BIDDERS QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

- 1. Number of years in business: _____
- 2. Number of personnel employed Part-time: _____, Full-time: _____.
- 3. List projects of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	general partnership
	limited partnership
	limited liability corporation
	limited liability partnership,
	corporation doing business under a trade name
	individual doing business under a trade name
	other (specify)

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Vendor Name -

5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	Out-of -State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No

6. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:

Business Name				
Address				
City	State	Zip		
Name of Agent				

7. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

1.3 INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

A. Minimum Scope and Limits of Insurance:

Workers' Compensation insurance: With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand Dollars (\$500,000.00) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage and contractual liability coverage for the indemnification obligations arising under this Contract. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00) and Two Million Dollars (\$2,000,000.00) coverage for products/completed operations aggregate.

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage.

Environmental Liability: If applicable based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation (Contractor's Pollution Liability –CPL-) insurance in the amount of Five Million Dollars (\$5,000,000.00) per claim limit and Five Million Dollar (\$5,000,000.00) aggregate limit per occurrence. The policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.

Errors and Omissions/Professional Liability: With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Contract the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the CONTRACTOR is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the CONTRACTOR shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the CONTRACTOR's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Contract, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Contract. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, P. O. Box 798, Norwalk, Connecticut 06856-0798.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

End of Section 1

SECTION 2

PROJECT SPECIFICATIONS

#3383

FURNISH & INSTALL HEATING / COOLING SYSTEM
NORWALK FIRE DEPARTMENT - STATION #3

Furnish & Install Heating / Cooling System Norwalk Fire Department - Station #3

The City of Norwalk is soliciting bid submissions to Furnish & Install a Heating / Cooling System – Norwalk Fire Department – Station #3 located at 56 Van Zant Street, Norwalk, CT 06855. The awarded contractor shall provide labor, equipment and materials necessary to furnish and install a new heating and cooling system in Norwalk Fire Department – Station #3.

NOTE: The City of Norwalk may consider other brands or models substantially equivalent to those specified in this project for award. The City of Norwalk, Norwalk Fire Department, and Purchasing Department reserve the final right to determine equivalency.

1. BRYANT HYDRO AIR HANDLER WITH HOT WATER COIL

The City of Norwalk's Fire Department intends to install one (1) new Bryant hydro air handler with hot water coil in the attic of Station #3.

This unit shall have galvanized sheet metal supply and return trunks wrapped with 3" fiberglass foil faced insulation. All branch duct work to registers shall be insulated flexible round duct. The contractor shall install a new thermostat and (11) RGD's. The system shall be started and adjusted for proper operation. The electrical wiring is NOT included.

EQUIPMENT:

- (1) Bryant Air Handler #FB4CNF048000
- (1) Bryant Hot Water Coil #CCWC21121-2
- (1) Programmable Thermostat

2. BRYANT CONDENSING UNIT & HYDRONIC PIPING

The City of Norwalk's Fire Department intends to install (1) new Bryant condensing unit on a PVC pad located outdoors at Station #3.

This unit shall be connected to the existing AHU with ACR refrigerant piping. All necessary condensate piping is included. The contractor shall also connect new hydronic piping and one (1) circulator pump with trim from the AHU to the existing boiler located in the basement. The system will be started and tested for proper operation. The electrical wiring is NOT included.

EQUIPMENT:

- (1) Bryant Condensing Unit #113ANA048, (4-ton / 13 SEER / 410A)

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 041011 or later on file you may obtain a copy over the Internet at <http://www.norwalket.org> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided. Document number 1006.

SECTION 4
CITY OF NORWALK GENERAL SPECIFICATIONS FOR CONSTRUCTION

NOTE: SECTION 4 contains the City's General Terms and Conditions for construction. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 042011 or later on file you may download a copy from the Terms and Conditions section of our website at the Internet at <http://www.norwalket.org> Document number 1008.

**Third Taxing District
Financial Highlights
July-March 2014**

	Jul-Mar-14	Jul-Mar-13	\$ Change	% Change
Total Income	8,046,519	7,708,312	338,207	4%
Total Expense	8,104,262	7,451,177	653,085	9%
Net Ordinary Income	(57,745)	257,134	(314,879)	-122%
Other Income	409,557	143,693	265,864	185%
Other Expense	1,658	-	1,658	0%
Net Income before Rate Stabilization	350,154	400,827	(50,673)	-13%
Rate Stabilization	54,719	9,006	45,713	508%
Net Income	404,873	409,833	(4,960)	-1%

CASH BALANCES FY 2014

March

ACCTS

Operating Accounts	1,248,309
Capital Improvements Fund	937,606

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date
Energy Cost	\$ 4,800,830	\$ 4,681,341
Budget Energy Cost	\$ 4,449,094	\$ 4,475,112
Energy Cost Cents/KWH	10.544	10.600

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Third Taxing District
Profit & Loss Prev Year Comparison
 July 2013 through March 2014

	Jul '13 - Mar 14	Jul '12 - Mar 13	\$ Change	% Change	
Ordinary Income/Expense					
Income					
440-00 · Residential Sales	2,176,907.01	2,113,215.27	63,691.74	3.01%	
442-01 · Large Commercial Sales	524,612.50	480,560.51	44,051.99	9.17%	
442-02 · Small Commercial Sales	1,448,289.57	1,514,936.20	-66,646.63	-4.4%	
445-01 · Water Pollutn Contrl PInt Sales	543,451.44	551,216.57	-7,765.13	-1.41%	
445-02 · Flat Rate	68,688.02	67,335.77	1,352.25	2.01%	
451-00 · Miscellaneous Service Revenue	57,630.62	0.00	57,630.62	100.0%	Footnote 1
567-00 · Purchased Power Adjustment	3,112,014.93	2,981,047.72	130,967.21	4.39%	
Income - Cervallis	114,924.00	0.00	114,924.00	100.0%	
Total Income	8,046,518.09	7,708,312.04	338,206.05	2.13	
Cost of Goods Sold					
555-00 · Electrical Power Purchased	5,356,948.49	5,233,561.67	123,386.82	2.36%	
Total COGS	5,356,948.49	5,233,561.67	123,386.82	2.36%	
Gross Profit	2,689,569.60	2,474,750.37	214,819.23	8.68%	
Expense					
904-00 · Substation	53,710.79	0.00	53,710.79	100.0%	Footnote 2
930-43 · TTD 100th Anniversary	36,099.47	0.00	36,099.47	100.0%	
403-00 · Depreciation Expense	412,927.06	312,160.14	100,766.92	32.28%	Footnote 3
408-00 · Taxes	173,142.07	181,690.42	-8,548.35	-4.71%	
540-00 · Other Power Generation Expense	173,382.43	66,428.41	106,954.02	161.01%	Footnote 4
565-00 · Transmission Expenses	0.00	1,462.50	-1,462.50	-100.0%	
580-00 · Distribution Expenses	41,917.84	44,450.44	-2,532.60	-5.7%	
590-00 · Maintenance Expenses	385,189.23	301,919.14	83,270.09	27.58%	Footnote 5
900-00 · Customer Accounts & Service	336,382.66	307,814.55	28,568.11	9.28%	Footnote 6
920-00 · Administrative Expenses	1,134,562.74	1,001,690.65	132,872.09	13.27%	Footnote 7
Total Expense	2,747,314.29	2,217,616.25	529,698.04	23.89%	
Net Ordinary Income	-57,744.69	257,134.12	-314,878.81	-122.46%	
Other Income/Expense					
Other Income					
418-00 · Dividends	1.68	6.24	-4.56	-73.08%	
419-00 · Interest Income	333.04	46,445.92	-46,112.88	-99.28%	
420-00 · Gain/(Loss) on Investments	0.00	-22,949.30	22,949.30	100.0%	Footnote 8
421-00 · Norden Project Income	351,753.86	44,117.84	307,636.02	697.31%	Footnote 9
423-00 · Gain/(Loss) from Sale of FA	12,500.00	2,032.50	10,467.50	515.01%	Footnote 10
424-00 · Energy Conservation Fund Income	64,968.98	73,686.27	-8,717.29	-11.83%	
425-00 · Miscellaneous Income	0.00	353.12	-353.12	-100.0%	
Total Other Income	429,557.56	143,692.59	285,864.97	198.94%	
Other Expense					
Energy Assistance Program - Person to Person	20,000.00	0.00	20,000.00	100.0%	Footnote 11
942-00 · Interest Expense	1,658.03	0.00	1,658.03	100.0%	
Total Other Expense	21,658.03	0.00	21,658.03	100.0%	
Net Other Income	407,899.53	143,692.59	264,206.94	183.87%	
Net Income before rate stabilization	350,154.84	400,826.71	-50,671.87	-12.64%	
Rate Stabilization	54,719.00	9,005.81	45,713.19	507.6%	
Net Income	404,873.84	409,832.52	-4,958.68	-1.21%	

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Mar 2014 vs. Jul-Mar 2013

1. The 57,630.62 in miscellaneous revenue is a bill to the Norwalk Transit District for the accident on East Avenue where a bus collided with the Pole and caused significant damage
2. The increase in substation expense of \$53K is due to the fact that a separate payroll expense category was setup for Pete Johnson and Scott Tracey who will be working on the substation.
3. Depreciation expense is up due primarily to the depreciation of substation which came on line in January of 2014. The substation will be depreciated over 20 year and will have annual depreciation of 251,328 or monthly depreciation of 20,944.
4. The \$106K increase in Other Power Generation Expense is due to increased running of the Norden Generators over the prior year which resulted in more fuel and repair and maintenance expenditures. The generators had extensive repairs in excess of \$45K in March, 2014 alone..
5. The \$83K increase in Maintenance Expense is due to approximately \$17K in substation maintenance mostly from Eleck & Salvato and a \$55K increase in Overhead Lines Maintenance from KTI Utility and WESCO due to repair and maintenance services.
6. The approximate \$28K increase in Customer Accounts & Service expense is due to the addition of Scott Tracey in October 2013 as well as \$5K in timing of purchases of paper from Lindenmeyer Munroe, and 4K increase from the prior year in credit card fees as more and more customers are processing electronic payments
7. The increase of \$132K in Administrative Expenses is due to the following:
 - a. \$17K in actuary fees that is paid every 2 years.
 - b. \$22K paid to Utility Financial Solutions for rate study
 - c. \$15K for Cogsdale upgrade
 - d. \$17K in timing of insurance health premiums/expenses
 - e. \$19 increase in auto mainly due to deposit and lease payments to Altec for new truck.
 - f. \$20K increase is due to the timing of health insurance payments.

- g. The remainder is due to marketing efforts and the work/creation of our website.
8. The \$22K decrease in Gain/(Loss) on investments is due to the fact that the investment account has been invested in cash (money markets) for liquidity purposes. The investments are adjusted to Fair Market Value for unrealized gains/(losses) that get booked to this account. The investment account has remained in cash for liquidity due to the funding needs of the substation and Cervalis data center projects. Management will be looking into other investment vehicles with appropriate returns as these projects come to a close.
9. The increase of approximately \$307K of Norden Income is due to the fact that TTD has been called on to place the generators in service for a significant period of time versus the prior year.
10. The 12,500 gain on sale of fixed assets is from the sale of the bucket truck which was fully depreciated.
11. The decrease in Energy conservation is mainly due to the Person to Person program payment during the current fiscal year.

Third Taxing District
Profit & Loss Prev Year Comparison
March 2014

	Mar 14	Mar 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
440-00 · Residential Sales	217,556.51	210,340.75	7,215.76	3.43%
442-01 · Large Commercial Sales	93,673.13	48,704.92	44,968.21	92.33%
442-02 · Small Commercial Sales	207,909.62	158,337.97	49,571.65	31.31%
445-01 · Water Pollutn Contrl Plnt Sales	59,453.10	47,341.62	12,111.48	25.58%
445-02 · Flat Rate	7,423.06	7,308.31	114.75	1.57%
557-00 · Purchased Power Adjustment	378,867.47	278,198.52	100,668.95	36.19%
Income - Cervalis	10,646.84	0.00	10,646.84	100.0%
Total Income	<u>975,529.73</u>	<u>750,232.09</u>	<u>225,297.64</u>	<u>30.03%</u>
Cost of Goods Sold				
555-00 · Electrical Power Purchased	580,676.14	559,328.91	21,347.23	3.82%
Total COGS	<u>580,676.14</u>	<u>559,328.91</u>	<u>21,347.23</u>	<u>3.82%</u>
Gross Profit	394,853.59	190,903.18	203,950.41	106.83%
Expense				
904-00 · Substation	16,239.41	0.00	16,239.41	100.0%
403-00 · Depreciation Expense	60,370.35	34,684.46	25,685.89	74.06%
408-00 · Taxes	738.47	675.27	63.20	9.36%
540-00 · Other Power Generation Expense	92,937.90	8,597.22	84,340.68	981.02%
580-00 · Distribution Expenses	4,020.99	2,753.64	1,267.35	46.03%
590-00 · Maintenance Expenses	33,453.46	25,304.42	8,149.04	32.2%
900-00 · Customer Accounts & Service	24,608.99	31,582.94	-6,973.95	-22.08%
920-00 · Administrative Expenses	135,328.53	112,195.01	23,133.52	20.62%
Total Expense	<u>367,698.10</u>	<u>215,792.96</u>	<u>151,905.14</u>	<u>70.39%</u>
Net Ordinary Income	27,155.49	-24,889.78	52,045.27	209.1%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.00	0.02	-0.02	-100.0%
419-00 · Interest Income	5.58	79.11	-73.53	-92.95%
421-00 · Norden Project Income	0.00	8,807.33	-8,807.33	-100.0%
424-00 · Energy Conservation Fund Income	13,984.75	668.11	13,316.64	1,993.18%
Total Other Income	<u>13,990.33</u>	<u>9,554.57</u>	<u>4,435.76</u>	<u>46.43%</u>
Other Expense				
942-00 · Interest Expense	386.13	0.00	386.13	100.0%
Total Other Expense	<u>386.13</u>	<u>0.00</u>	<u>386.13</u>	<u>100.0%</u>
Net Other Income	<u>13,604.20</u>	<u>9,554.57</u>	<u>4,049.63</u>	<u>42.38%</u>
Net Income before rate stabilization	<u>40,759.69</u>	<u>-15,335.21</u>	<u>56,094.90</u>	<u>365.79%</u>
Rate Stabilization	<u>74,880.17</u>	<u>11,464.11</u>	<u>63,416.06</u>	<u>553.17%</u>
Net Income	<u>115,639.86</u>	<u>-3,871.10</u>	<u>119,510.96</u>	<u>3,087.26%</u>

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2014	March 2013	Industry Average (Bandwidth)
1)	OPERATING RATIO TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	100.72%	96.66%	87% - 92%
2)	POWER SUPPLY EXPENSE RATIO TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	66%	70%	65% - 70%
3)	BAD DEBT RATIO TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	3.56%	8.68%	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	388	430	200 - 500

THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: APRIL 25, 2014

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS</u>
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> IN PROCESS WITH METER DEPT. 	FIRST QUARTER 2014 START TO CUTOVER	
2)	CUSTOMER SERVICE TRAINING PROGRAM	<ul style="list-style-type: none"> SOLICITED QUOTES THROUGH NEPPA, LEARNING DYNAMICS INC., VARIOUS WEBINARS – NEED TO SELECT FROM VENDORS LISTED 	THIRD QTR 2013 - FOURTH QTR 2014	<ul style="list-style-type: none"> APRIL 2014 – WORKING ON SETTING UP TRAINING THROUGH NETOLOGY TO INCREASE PROFICIENCY ON MICROSOFT OFFICE PRODUCTS (EXCEL, WORD, ETC.) BASED ON INDIVIDUAL NEEDS.
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> DEVELOPING POSITION DESCRIPTION FOR LINE FOREMAN'S POSITION EVALUATING ALL OTHER AREAS 	FIRST QTR 2014 FIRST QTR 2014	<ul style="list-style-type: none"> APRIL 2014 – INTERVIEWING FOR GENERAL FOREMAN'S POSITION. CURRENTLY EVALUATING CANDIDATES.

	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS</u>
4)	HANDHELD METER READING UPGRADE	<ul style="list-style-type: none"> • EXPLORED ALTERNATIVES TO EXISTING VENDOR • MET WITH JEWETT CITY TO INVESTIGATE ITRON SYSTEM THEY DON'T UTILIZE • AWAITING RECOMMENDATION FROM STAFF • ALSO EVALUATING OTHER OPTIONS 	BEGINNING THIRD QTR 2013 THRU ALL OF 2014 FOR FULL IMPLEMENTATION	<ul style="list-style-type: none"> • APRIL 2014 – INSTALLED AND READ APPROXIMATELY 100 METERS IN MOST INACCESSIBLE LOCATIONS IN SYSTEM. WE WILL BE INSTALLING AS MANY METERS AS POSSIBLE OVER THE NEXT SEVERAL MONTHS WITH THE GOAL OF CONVERTING APPROXIMATELY 1/3RD OF OUR SYSTEM TO RADIO READS BY THE END OF THE SUMMER, 2014.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS</u>
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> • AUCTIONING OFF 1991 BUCKET TRUCK • PURCHASED NEW PICKUP • LEASED NEW BUCKET TRUCK • EVALUATING BODYWORK /RE-PAINTING EXISTING VEHICLES TO EXTEND LIFE • DEVELOP FIVE YEAR FLEET VEHICLE REPLACEMENT SCHEDULE 	ON – GOING WITH PERIODIC UPDATES	

<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS</u>
<p>6) UPDATE EMERGENCY PLAN FOR DEPARTMENT</p>	<ul style="list-style-type: none"> • LAST PLAN FILED WITH PURA – OCT 2011 • UPDATED PLAN PARTIALLY COMPLETE • INCORPORATING CITY EMS INTO PLAN 	<p>SECOND QTR 2014</p>	
<p>7) UPDATE TERMS / CONDITIONS OF SERVICE / FEES</p>	<ul style="list-style-type: none"> • REVIEWING EXISTING DOCUMENTS • NEED TO RE- WRITE POLICIES • SOME FEES ADJUSTED- NEED TO UPDATE ALL OTHER FEES THROUGH DISCUSSION WITH COMMISSION ON IMPLEMENTATION STRATEGY <p>FORMALIZE ALL FEES IN BOOKLET FORM/WEBSITE</p>	<p>FIRST QTR 2014 – SECOND QTR 2014</p>	

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS</u>
8)	I/T UPDATE/ UPGRADE	<ul style="list-style-type: none"> • CONDUCTED SYSTEM AUDIT IN JULY 2013 • SOLICITED QUOTES FOR HARDWARE / SOFTWARE UPGRADE • EVALUATING QUOTES • DECISION BY OCT 1ST 2013 • TRANSITION PROCESS • TRANSITION PROCESS, COMPLETED – NOV 2013 	ON-GOING	<ul style="list-style-type: none"> • APRIL 2014 – WAITING ON BUSINESS PROGRESS REVIEW FROM COGSDALE. WILL DEVELOP ACTION PLAN WITH IMPLEMENTATION WHEN RECEIVED. WE ARE PUSHING TO ACCELERATE THE ISSUANCE OF THE REPORT.

<p>9)</p>	<p>CONDUCT COST OF SERVICE /RATE STUDY</p>	<ul style="list-style-type: none"> • STUDY PERFORMED MAY 2013 • STUDY COMPLETED – SEPT. 2013 • REVIEWED WITH COMMISSION SEPT. 2013 • IMPLEMENTATION OF STRATEGIES BASED ON THE STUDY BEING DEVELOPED • WILL BEGIN WITH SET-UP OF WWTP NEGOTIATIONS 	<p>SECOND, THIRD QTR 2013 THRU 2014 FULL IMPLEMENTATION</p>	<ul style="list-style-type: none"> • APRIL 2014 – PREPARED NARRATIVE TO CUSTOMERS/MOTION FOR COMMISSION REVIEW/APPROVAL AT MAY 2014 MEETING ON RATE STUDY. IMPLEMENTATION TO BE DECIDED AT THAT TIME.
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10)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • CONTACTED HOMETOWN CONNECTIONS TO INQUIRE ABOUT PROCESS – SEPT 2013 • RECEIVED PRELIMINARY INFORMATION FOR REVIEW – CURRENTLY EVALUATING 	THIRD QTR 2013 THRU FOURTH QTR 2014	
11)	MAPLEWOOD	<ul style="list-style-type: none"> • COMMISSION APPROACHED BY MAPLEWOOD'S ATTORNEY'S IN APRIL 2013 WITH OBJECTIVE OF CHANGING SUPPLIERS • DISCUSSIONS / UPDATES GIVEN TO COMMISSION SINCE THEN THRU JOHN BOVE, PHIL SUSSLER, ETC. ON TTD'S LEGAL POSITION ON SERVICE TERRITORY ISSUE • ENGAGED BROWN JACOBSON FROM NORWICH TO 	ON - GOING	<ul style="list-style-type: none"> • APRIL 2014 – DRAFTED LETTER TO NEW EXECUTIVE DIRECTOR REQUESTING REVISED DEPOSIT OF \$24,500 (COPY SENT TO JOHN BOVE). • APRIL 2014 – RECEIVED NOTIFICATION THROUGH CMEEC'S ENERGY CONSERVATION GROUP THAT MAPLEWOOD IS PURSUING A LARGE SCALE (\$100,000) LIGHTING PROJECT AND IS LOOKING TO TTD FOR ASSISTANCE IN THE FORM OF A REBATE. HAVE INSTRUCTED CMEEC TO TIE ANY ASSISTANCE TO TOTAL PAYMENT OF OUTSTANDING DEPOSIT AMOUNT.

	<p>(Cont'd) MAPLEWOOD</p>	<p>REPRESENT TTD IF MAPLEWOOD'S ATTORNEY'S PURSUE AT STATE LEVEL (PURA)</p> <ul style="list-style-type: none"> • TTD ATTORNEY'S CURRENTLY DEVELOPING STRATEGY • NO FURTHER DISCUSSIONS WITH MAPLEWOOD'S ATTORNEY'S AT THIS TIME 		
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12)	<p>WEBSITE / BRANDING PROJECT</p> <ul style="list-style-type: none"> • SIGNED AGREEMENTS WITH JUMAR MARKETING IN APRIL 2013 FOR 12 MONTHS • NEW WEBSITE/ RE-BRANDING LAUNCHED JULY 2013 AT 100TH ANNIVERSARY CELEBRATION • WEBSITE BEING UPDATED AS NEEDED • RE-BRANDING COLLATERAL • MATERIALS BEING IMPLEMENTED AS TIME / RESOURCES ALLOW (STATIONARY, TRUCK LETTERING, SIGNAGE, ETC. 	<p>ON - GOING THRU SECOND QTR 2014 PENDING EXTENSION OF AGREEMENT</p>	<ul style="list-style-type: none"> • APRIL 2014 – EXTENDED CONTRACT WITH JUMAR FOR 30 DAYS BASED ON DECISION OF COMMISSION AT APRIL 7, 2014 MEETING. PRELIMINARY DETAILS OF PHASE II OF WEBSITE ARE HIGHLIGHTED IN STATEMENT OF WORK #5, WHICH HAS BEEN PREPARED BY JUMAR AS BACKUP TO THE 12-MONTH CONTRACT RENEWAL BEGINNING IN MAY OF 2014.
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<p>13)</p> <p>CATV POLE ATTACHMENTS/ AMPLIFIERS</p>	<ul style="list-style-type: none"> • REVIEWED HISTORICAL INFORMATION FROM FILES • POLE ATTACHMENTS SHOULD BE BILLED ON A SEMI-ANNUAL BASIS – HAS NOT BEEN BILLED FOR SEVERAL YEARS- LOSS OF REVENUE • WILL BE CONTACTING CABLE CO. FOR DISCUSSION / NEGOTIATION OF RATE 	<p>FIRST QTR 2014 – SECOND QTR 2014</p>	<ul style="list-style-type: none"> • APRIL 2014 – RECEIVED DATA REQUESTS/PROPOSALS TO PERFORM A POLE ATTACHMENT RATE STUDY FROM THREE UTILITY RATE FIRMS. EVALUATION MATRIX WILL BE DEVELOPED, REVIEWED WITH THE COMMISSION, AND PRESENTED WITH A RECOMMENDATION AT THE JUNE 2014 COMMISSION MEETING.
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<p>14) UPGRADE / ENHANCE FUEL TANKS @ 2 SECOND STREET</p>	<p>RECEIVED NOTICE OF NON – COMPLIANCE IN MAY 2013 BASED ON TANK INSPECTION</p> <ul style="list-style-type: none"> • CONTACTED VENDORS IN JUNE 2013 FOR REMEDIATION • RECEIVED QUOTES IN JULY / AUGUST 2013 • SELECTED VENDOR SEPT 2013 • PERFORMED WORK SEPT /OCT 2013 TO INSURE COMPLIANCE 	<p>LAST QTR 2013</p>	<ul style="list-style-type: none"> • APRIL 2014 – PROJECT COMPLETED AND FULLY OPERATIONAL. MONTHLY MONITORING INSPECTIONS ONGOING WITH NO ISSUES DETECTED.
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15)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> • UPGRADE EXISTING SUBSTATIONS - ROWAN STREET & EAST AVENUE • BUILDING NEW FITCH STREET SUBSTATION TO COMPLY WITH NERC REQUIREMENTS • FOCUS ON CYBER-SECURITY / SECURITY CONCERNS BASED ON REGIONAL / NATIONAL INCIDENTS 	ON GOING	<ul style="list-style-type: none"> • APRIL 2014 – LANDSCAPING WORK COMPLETED, CURB CUTS/ SIDEWALKS DELAYED BASED ON CITY'S REPAIRING OF FITCH STREET. • APRIL 2014 – SENT PROPOSAL TO CONNELLY CORP. TO FEED THEIR FACILITY. HAVE HAD SEVERAL DISCUSSIONS BASED ON PROPOSAL. WAITING TO HEAR BACK FROM CONNELLY'S UPPER MANAGEMENT ON A FINAL DECISION WITH RESPECT TO PROJECT. • APRIL 2014 – WORKING WITH CRISTINO AND ASSOCIATES ON BID SPECIFICATIONS FOR THE SUBSTATION SCADA SYSTEM. SPECIFICATIONS WILL BE SENT OUT THE FIRST TWO WEEKS OF MAY.

<p>16)</p>	<p>PURCHASE OF HOUSE – 18 ROWAN ST.</p>	<ul style="list-style-type: none"> DISCUSSION HELD IN SPRING OF 2013 WITH COMMISSION TO CONSIDER ACQUISITION OF PROPERTY FOR SALE ADJACENT TO THE ROWAN ST. SUBSTATION FOR POSSIBLE EXPANSION. CONCEPT WAS DEVELOPED TO USE PROPERTY FOR OVERALL STORAGE NEEDS THROUGH CONSTRUCTION OF A STORAGE FACILITY AND CONSOLIDATION OF MATERIALS IN ONE LOCATION. 	<p>SECOND QTR 2013 THROUGH FOURTH QTR 2014</p>	<ul style="list-style-type: none"> APRIL 2014 – DEMOLITION/GRADING BLACKTOPPING WILL BE COMPLETED DURING THE LAST WEEK OF APRIL. APRIL 2014 – TALKED WITH SEVERAL FENCE CONTRACTORS TO RECEIVE BIDS ON FENCING IN 18 ROWAN STREET PROPERTY. FENCING WILL BE SIMILAR TO SUBSTATION FENCING AT ROWAN STREET SUBSTATION.
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17)	CONSTRUCTION OF ELECTRIC VEHICLE CHARGING STATION	CONCEPT DEVELOPED THROUGH DISCUSSIONS WITH COMMISSION BASED ON POTENTIAL LOCATION AT EAST AVE HOUSE LOCATED NEXT TO TRAIN STATION	ALL OF 2014	<ul style="list-style-type: none"> • APRIL 2014 – CONTINUING TO GATHER INFORMATION FROM VARIOUS VENDORS, INCLUDING SITE VISITS TO EXISTING E/V CHARGING STATIONS IN SOUTH WESTERN CONNECTICUT. • APRIL 2014 – BEGAN FORMULATING AN “EV ACTION PLAN” ON TYPES OF EQUIPMENT, LOCATION, DO WE CHARGE A FEE, ETC. IN PREPARATION FOR PRESENTATION TO COMMISSION.
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18)	<u>MISCELLANEOUS</u>			
	<ul style="list-style-type: none"> • ANNUAL REVENUE/ EXPENSE BUDGET 	IN PROCESS	SECOND QTR 2014	<ul style="list-style-type: none"> • PRESENTATION IN DRAFT TO COMMISSION MAY 2014.
	<ul style="list-style-type: none"> • SOLAR P/V PROJECT ROOFTOP AT SECOND STREET OFFICE 	DISCUSSION STAGE	SECOND QTR 2014 FOR FOURTH QTR 2014	<ul style="list-style-type: none"> • REVIEWING FOR FEASIBILITY WITH CMEEC ENERGY CONSERVATION GROUP.
	<ul style="list-style-type: none"> • LOBBY RENOVATION 	IN PROCESS	SECOND QTR 2014 TO THIRD QTR 2014	<ul style="list-style-type: none"> • BEGAN “TEAR OUT” OF EXISTING LOBBY TO EXPAND FOOTPRINT/ INCREASE CONVENIENCE FOR CUSTOMERS.
	<ul style="list-style-type: none"> • SOLAR PROJECTS 	DISCUSSION STAGE	TBD	<ul style="list-style-type: none"> • EAST AVENUE PIZZA, LUDLOW COMMONS AND MAPLEWOOD.