

## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

### AGENDA

Special Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Wednesday, March 8, 2017, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 2, 2016
7. District Year in Review
8. Industry/Legislative Update, followed by Q&A from the public.
9. Report of the District Commission
10. Library Vision & Commitment
11. Presentation of Library Budget
12. Report of the operation of the Electric Department for the fiscal year July 1, 2015 through June 30, 2016, followed by Q&A from the public.
13. Presentation of District Budget, followed by Q&A from the public.
14. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2017 through June 30, 2018.
15. Adjourn

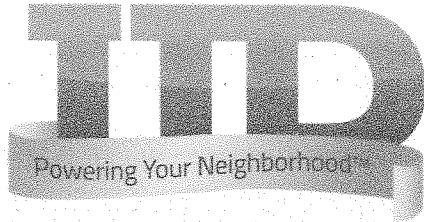
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*District Commissioners*

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

## General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 8, 2017

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	David Brown	7:00 PM	5
2. Introductions	David Brown	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice	David Brown	7:10 PM	5
4. Election of a Meeting Chairman	David Brown	7:15 PM	5
(Pause) – Review Procedures with Elected Chairman		7:20 PM	5
5. Election of a Meeting Secretary	Meeting Chairman	7:25 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/2/16	Meeting Chairman	7:30 PM	5
7. District Year in Review	Dr. Michael Intrieri	7:35 PM	5
8. Industry/Legislative Update, followed by Q&A	Debora Goldstein	7:40 PM	5
9. Report of District Commission	David Brown	7:45 PM	5
10. Library Vision & Commitment	Charlie Yost	7:50 PM	10
11. Presentation of Library Budget	Sarah Mann	8:00 PM	10
12. Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2015 through June 30, 2016, followed by Q&A	Jim Smith	8:10 PM	15
13. Presentation of District Budget, followed by Q&A from Public	David Brown	8:25 PM	15
<b>14. Vote to Approve District Budget &amp; Transfer Funds</b>	Meeting Chairman	8:40 PM	5
15. Adjourn		8:45 PM	



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### NOTICE

The legal voters of the Third Taxing District of the City of Norwalk are hereby notified and warned that a meeting of said District will be held at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut, on Wednesday March 8, 2017 at 7:00 P.M. for the following purposes:

To receive the report of the District Commission Chairman, the financial report of the District for the fiscal year July 1, 2015 through June 30, 2016, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2015 through June 30, 2016.

To receive the financial report of the Directors of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2015 through June 30, 2016, and budget thereof for the fiscal year July 1, 2017 through June 30, 2018.

To act on the District budget for the fiscal year July 1, 2017 through June 30, 2018, including the appropriation of funds to cover the budget requirements of the District for care and use of parks owned by the District, care of the East Norwalk Historical Cemetery, salaries of District Officials and support of the East Norwalk Improvement Association Public Library, for the fiscal year July 1, 2017 through June 30, 2018.

To approve the District budget and to transfer funds from the Electrical Department to the Third Taxing District account to cover the budget requirements for the fiscal year July 1, 2017 through June 30, 2018.

Ronald Scofield  
District Clerk  
February 22, 2017

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#### *District Commissioners*

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



**Third Taxing District**

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

**MINUTES OF  
ANNUAL MEETING OF THE  
THIRD TAXING DISTRICT OF THE CITY OF NORWALK  
WEDNESDAY, MARCH 2, 2016 AT 7:00 P.M.  
AT THE MARVIN, 60 GREGORY BOULEVARD, E. NORWALK, CT**

Attendance: See attached sheet

The meeting was called to order at 7:08 p.m. by Chairman Yost. He asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence.

Chairman Yost introduced the Commission and staff to the attendees.

Motion was made by Bill Solder, seconded by David Brown, to waive the reading and acceptance of the Notice of the Special Annual Meeting.

Yes – 34, No – 0, Abstain - 0

Motion was made by Commissioner Brown, seconded by Craig Cuttner, to nominate Liz Lyons as Annual Meeting Chairperson.

Yes – 33, No – 0, Abstain - 0

Motion was made by Chairman Yost, seconded by Commissioner Goldstein, to elect Michael Intrieri as Secretary.

Yes – 38, No – 0, Abstain - 0

Motion was made by Susan Lane, seconded by Bill Solder, to waive the reading and acceptance of Annual Meeting Minutes of 3/23/15.

Yes- 36, No – 0, Abstain - 0

Michael Intrieri presented the District Year in Review, highlighting the past year’s activities.

Motion was made by Mary DeKlyn, seconded by Susan Lane, to waive the reading of the Report of the District Chairman.

Yes – 20, No – 7, Abstain – 4

*District Commissioners*

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

Commissioner Goldstein presented the Industry/Legislative Update, followed by Q&A from the public.

Mr. Smith presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2014 through June 30, 2015, followed by Q&A from the public.

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

Motion was made by Craig Cuttner, seconded by Michael Sweeney, to authorize and approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.

Motion was made by Sarah Mann, seconded by Sarah Amato-Mills, to amend the motion and remove line 24, Library Masterplan/Improvements, in the amount of \$8,000 from the District Budget.

Yes – 31, No – 1, Abstain – 0

Amendment passed.

Chairperson Lyons stated that the original motion has been amended. A vote was then taken to approve and transfer funds in the amount of \$279,881 from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2016 through June 30, 2017.

Yes – 34, No – 0, Abstain – 0

Motion was made by Commissioner Goldstein, seconded by Michael Sweeney, to adjourn.

Motion passed unanimously.

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Cynthia Tenney  
Recording Secretary

## ATTENDANCE SHEET

### TTD Ratepayers:

Amato-Mills, Sarah Marie  
Anderson, James C.  
Ayn, V. Elizabeth  
Bove, John J.  
Bove, Vicki A.  
Brown, David L.  
Cece, Diane M.  
Chelminski, Julie North  
Clark, Nicholas R.  
Cray, Katherine A.  
Cuttner, Craig D.  
Deacy, John P.  
Debellis, Marlene  
Deklyn, Mary F.  
Gerety, William Joseph  
Goldstein, Debora  
Hensing, George A.  
Holowinko, Edward M.  
Intrieri, Karen C.  
Intrieri, Michael F.  
Johnson, Karen D.  
Johnson, Peter M.  
Knopp, Alex A.  
Lane, Susan E.  
Lilliedahl, Mark  
Lyons, Elizabeth  
Maggio, Jonathan C.

Maggio, Michelle A.  
Mann, Sarah M.  
McFarland, Ivette  
McFarland, James M.  
Mehle, Owen L.  
Mele, Dawn L.  
Mineo, Linda M.  
Mulford, Charles W.  
Roberts, Jr., Robert W.  
Solder, William M.  
Stefanidis, Iordanis  
Stoops, John A.  
Sweeney, Michael J.  
Tenney, Cynthia M.  
Toussaint, Kendall R.  
Yost, Charles L.  
Zilich, Anton M.

### Others:

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



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### TTD 2016 Commission's State of the District Letter

As we look forward to 2017, the Commission is pleased to reflect on our accomplishments over the past year. The Third Taxing District (TTD) has positioned itself as one of the best run utilities in the State of Connecticut and continues to make positive progress in achieving its overall strategic goals.

Examples of initiatives/action steps taken during 2016 include:

#### Administrative Operations:

- Continued to provide training and educational opportunities for administrative/management staff.
- Continued to upgrade TTD's website as necessary, including coordination with the CT-DOT on Walk Bridge news updates, survey results, etc.
- Assigned and trained specific staff to handle day-to-day responsibilities for TTD's Conservation & Load Management Programs.
- Continued to upgrade our Customer Information System (CIS) when necessary.
- Continued to work at streamlining our administrative processes and procedures in order to increase workflow and improve productivity.
- Received a worker's Compensation "MOD" rating of .89 based on prudent safety practices, thus lowering our overall Worker's Compensation insurance costs for 2016.
- Negotiated a three-year collective bargaining agreement with union employees in a fair and professional manner.
- Conducted periodic visits with our largest commercial customers in order to enhance our business relationships and respond to customer needs.

#### Distribution Operations:

- Completed Phases 1 and 2 of the five-phase SCADA project during 2016. Substations that have been completed include Fitch Street and East Avenue. Installation of this system is critical in order to comply with NERC/FERC and Convex regulations.
- Received \$1.1 million from ISO New England for recovery of transmission expenses related to Fitch Street substation. These savings are \$300,000 more than the prior year and is a direct benefit of being a transmission owner.

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#### *District Commissioners*

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

- Replaced “dial up” telemetry at the Norden and CyrusOne customer sites in order to provide enhanced revenue metering capability. This upgrade has resulted in \$20-30,000 per year in savings.
- Continued the process of upgrading our vehicle fleet in accordance with the five-year vehicle replacement schedule contained within the current five-year Capital Budget.
- Continued progress on replacing outdated “A-Base” meters in the distribution system.
- Completed the installation of LED Street Lights in the distribution system. A total of 671 lights were installed over a 2-1/2 year period.
- Completed the replacement of 30+ year old fuel tanks at the 2 Second Street location in order to comply with State and Federal regulations. Upon completion, the parking lot at 2 Second Street was repaved, completing the project.
- Followed the planned replacement of equipment/materials outlined in TTD’s 5-Year Capital Budget Program.
- Continued progress on the construction of our Materials Storage Facility located on 18 Rowan Street. Design is underway and construction is expected in the spring of 2017.

Management and Financial Integrity:

- Continued to serve on the CMEEC Board of Directors to maximize the value of TTD’s investment by actively participating in the decision-making process.
- Continued to refine and implement our 5-Year Capital Plan and Annual Operating Budget in conjunction with approval by the Commission.
- Continued to reach out to new and existing business partners (I/T, Audit, etc.) in order to maximize their impact and value to TTD.
- Continued to refine and report out on TTD’s financial performance at regularly scheduled Commission meetings.
- Completed TTD’s financial audit for FYE 6/30/16. We again received a “clean” audit opinion with no material deficiencies listed in the Management Letter.
- Initiated the process of developing a short and long-term Strategic Plan with the staff and Commission during 2016.
- Completed the Master Planning process for the East Norwalk Library under the guidance and direction of the TTD Commission during 2016. The Master Plan consultant’s recommendations were subsequently shared with the Library Board and are in the process of being implemented.
- Completed a cost of Service/Financial Projection “tune up” to insure the integrity of our existing customer rates and our internal financial targets. It was determined that we are consistently meeting our targets and that rates currently being charged are adequate in the near term.
- Contacted GGP Business Partners, the developers of the SONO mall, regarding the concept of being a “back-up” supplier to the mall on a permanent basis. We have received initial approval and are currently pursuing engineering/design/rate options.



Major Projects:

- Finalized the Pole Attachment Agreement with Cablevision (Optimum).
- Completed the LED Street Lighting Project.
- Continued progress on the A-Base Meter Replacement Project (15-20% complete).
- Continued progress on the radio-read meter upgrade project.
- Continued progress on on-going Conservation & Load Management projects.
- Completed Phases I and II of the five-phase SCADA (System Control and Data Acquisition) project which remotely monitors our substations.
- Development of standby rate for the SONO Mall (i.e., back-up supplier).
- The Rinks at Vets Park has been energized (Fall 2016).
- Installation of high-speed data lines at CyrusOne for revenue metering and data retrieval.
- Continued progress on 18 Rowan Street Materials Storage Facility.
- Relocation of electric facilities in conjunction with DOT Walk Bridge Project.
- Completion of TTD on-site fuel tanks to insure compliance with CT DEEP environmental regulations.
- Completed the front office renovation of the facility at 2 Second Street. The “front end” of the facility has now been completely renovated as part of our overall five-year capital plan.

We want to thank the ratepayers of TTD for continuing to place their confidence in the Commission and staff and look forward to another exciting year in 2017.

Respectfully submitted,

TTD Commission

East Norwalk Association - Budget for 2017-18

July 2016-June 2017 Norwalk Financials Income	16-July/Aug	16-Sep	Jul-Sept	Budget 2016/2017	Actuals 2015/2016	Run Rate	Over/Under Budget	Proposed
Hall Rental--Individual	\$520.00	\$340.00	\$860.00	\$3,000.00	\$3,516.00	\$3,440.00	\$440.00	\$3,000.00
Hall Rental--Monthly Contract	\$3,975.00	\$1,935.00	\$5,910.00	\$20,000.00	\$25,960.00	\$23,640.00	\$3,640.00	\$23,925.00
Grants-Library Appropriation	\$27,853.50	\$13,926.75	\$41,780.25	\$167,121.00	\$167,121.00	\$167,121.00	\$0.00	\$190,000.00
Contribution--Individual	\$250.00	\$0.00	\$250.00	\$500.00	\$350.00	\$1,000.00	\$500.00	\$500.00
Contributions-Business 06855	\$0.00	\$0.00	\$0.00	\$1,000.00	\$662.70	\$0.00	-\$1,000.00	\$22,400.00
Friends of Library Contribution	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00	\$300.00	\$300.00	\$10,000.00
Sales, Books, Copies	\$883.36	\$450.80	\$1,334.16	\$1,995.00	\$1,192.30	\$5,336.64	\$3,341.64	\$2,000.00
ENIA Dues	\$0.00	\$0.00	\$0.00	\$50.00	\$30.00	\$0.00	-\$50.00	\$40.00
Interest Income	\$1.67	\$0.81	\$2.48	\$10.00	\$9.59	\$9.92	-\$0.08	\$10.00
<b>Total</b>	<b>\$33,483.53</b>	<b>\$16,728.36</b>	<b>\$50,211.89</b>	<b>\$193,676.00</b>	<b>\$199,041.59</b>	<b>\$200,847.56</b>	<b>\$7,171.56</b>	<b>\$251,875.00</b>
<b>Uncategorized Expenses</b>					\$42.00			
Salaries-Director	\$4,120.00	\$3,090.00	\$7,210.00	\$26,780.00	\$26,880.00	\$28,840.00	\$2,060.00	\$60,000.00
Salaries-Librarian	\$5,972.92	\$4,479.69	\$10,452.61	\$37,418.00	\$38,923.98	\$41,810.44	\$4,392.44	\$39,000.00
Salaries Asst Librarian	\$5,095.38	\$3,917.92	\$9,013.30	\$30,528.00	\$29,761.72	\$36,053.20	\$5,525.20	\$31,500.00
Payroll Taxes--Employer	\$1,161.91	\$878.80	\$2,040.71	\$7,304.00	\$7,315.77	\$8,162.84	\$858.84	\$10,100.00
Audit Expenses	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00
Bank Charges	-\$24.00	\$2.00	-\$22.00	\$25.00	\$24.00	-\$88.00	-\$113.00	\$25.00
Bookkeeping Expense	\$684.69	\$427.37	\$1,112.06	\$4,790.00	\$4,731.58	\$4,448.24	-\$341.76	\$4,800.00
Children's Program Expense	\$950.00	\$350.00	\$1,300.00	\$4,500.00	\$1,164.60	\$5,200.00	\$700.00	\$5,000.00
Community Awareness Library	\$40.00	\$40.00	\$80.00	\$2,400.00	\$2,559.39	\$320.00	-\$2,080.00	\$2,400.00
Computer Hardware	\$0.00	\$319.04	\$319.04	\$200.00	\$329.99	\$1,276.16	\$1,076.16	\$400.00
Computer Software	\$0.00	\$173.93	\$173.93	\$500.00	\$618.04	\$695.72	\$195.72	\$650.00
Maintenance Library	\$0.00	\$0.00	\$0.00	\$500.00	\$366.00	\$0.00	-\$500.00	\$3,000.00
Janitorial-Supplies	\$160.50	\$45.00	\$205.50	\$1,200.00	\$1,301.00	\$822.00	-\$378.00	\$1,300.00
Fees & Dues	\$300.00	\$0.00	\$300.00	\$450.00	\$380.00	\$1,200.00	\$0.00	\$400.00
Hall Janitorial/Exterminator	\$193.32	\$125.00	\$318.32	\$1,950.00	\$1,909.92	\$1,273.28	-\$676.72	\$1,900.00
Hall Security	\$100.00	\$100.00	\$200.00	\$900.00	\$880.00	\$800.00	-\$100.00	\$900.00
Building Security	\$99.94	\$49.97	\$149.91	\$650.00	\$599.64	\$599.64	-\$50.36	\$650.00
Insurance-Directors	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,476.00	\$0.00	\$0.00	\$1,500.00
Insurance-Health	\$3,557.70	\$1,185.90	\$4,743.60	\$15,750.00	\$14,347.08	\$18,974.40	\$3,224.40	\$30,000.00
Insurance Workmen's Comp	-\$169.00	\$0.00	-\$169.00	\$550.00	\$467.00	-\$676.00	\$0.00	\$600.00
Insurance-Life	\$347.26	\$173.63	\$520.89	\$2,300.00	\$2,083.56	\$2,083.56	-\$216.44	\$2,300.00
Legal Expenses	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	-\$1,300.00	\$1,200.00
Library-Books	\$725.53	\$1,242.36	\$1,967.89	\$9,500.00	\$9,207.44	\$7,871.56	-\$1,628.44	\$10,000.00
Library-Mags and Newspapers	\$214.60	\$460.60	\$675.20	\$3,500.00	\$3,157.52	\$2,700.80	-\$799.20	\$3,500.00
Library--Videos/DVD	\$73.46	\$0.00	\$73.46	\$1,500.00	\$1,503.13	\$293.84	-\$1,206.16	\$1,500.00

Janitorial-Library	\$375.00	\$375.00	\$4,500.00	\$4,500.00	\$3,000.00	-\$1,500.00	\$4,500.00
Contractor	\$540.00	\$210.00	\$4,201.00	\$4,625.00	\$3,000.00	-\$1,201.00	\$3,000.00
IT-Maintenance	\$0.00	\$0.00	\$1,200.00	\$1,750.62	\$0.00	-\$1,200.00	\$1,750.00
Stationary & Supplies	\$2,207.45	-\$402.02	\$7,000.00	\$8,233.69	\$7,221.72	\$221.72	\$8,500.00
Postage	\$122.11	\$28.93	\$300.00	\$336.67	\$604.16	\$304.16	\$350.00
Printing and Binding	\$435.28	\$0.00	\$730.00	\$1,015.70	\$1,741.12	\$1,011.12	\$1,100.00
office Equipments	\$16.43	\$16.42	\$1,800.00	\$1,818.72	\$131.40	-\$1,668.60	\$1,850.00
Communications	\$495.47	\$673.81	\$2,900.00	\$2,736.56	\$4,677.12	\$1,777.12	\$3,200.00
Utilities Electric	\$909.32	\$1,010.75	\$5,700.00	\$5,551.96	\$7,680.28	\$1,980.28	\$5,700.00
Utilities Gas	\$176.65	\$176.80	\$3,650.00	\$3,631.18	\$1,413.80	-\$2,236.20	\$3,650.00
Utilities-Water	\$0.00	\$0.00	\$450.00	\$375.09	\$0.00	-\$450.00	\$400.00
<b>TOTAL</b>	<b>\$28,881.92</b>	<b>\$19,150.90</b>	<b>\$193,676.00</b>	<b>\$189,854.55</b>	<b>\$192,131.28</b>	<b>\$5,681.28</b>	<b>\$251,875.00</b>

\* annualized

East Norwalk Historical Cemetery  
Major/Capital Budget for 2017-2018

- Two Additional Sprinkler Heads and Soaking Hose	\$ 90.00
- Professional Tree Pruning, Tree Removal, Stump Removal	<u>\$2,810.00</u>
TOTAL	\$2,900.00

Firehouse Budget Request  
FY 2017-18

The wall paint was tested last year while the renovation work was being done at the station and the results came back as lead paint. The Firehouse would like to have this lead paint removed.

Mobile Blast Away	Est.	\$14,840.00
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Deering & Company (East Norwalk Firehouse Parking & Driveway Repair)		<u>\$ 3,000.00</u>
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	Total	\$17,840.00
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East Norwalk Library  
Building Major/Capital for 2017-2018

This amount has been placed in the Budget  
by the Commissioners at the February 6, 2017  
meeting to cover any expenses for the Library  
to update the facilities

\$40,000.00

A							2017-2018 Third Taxing District Budget - Approved by Commission on 2-6-17			
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