



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Third Taxing District of the City of Norwalk Commission Meeting

Monday February 3, 2014 at 7:00 PM

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

1. Public comment – 15 minute limit
2. Minutes of meeting – January 6, 2014 & Special Meeting January 9, 2014
3. East Norwalk Library – Budget Request – (Stan Siegel)
4. District Budget Presentation for Annual Meeting – (Ron Scofield)
5. Award of Bid – Rowan St. Demolition
6. Update on Code Red System
7. Options – Project Funds
8. General Manager's Report
 - Follow-up on Fitch St. Substation Plaque
9. Discussion/Analysis of Financial Statements / Key Performance Indicators – (KPI's)
10. Adjourn

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.

M:\Shared\Commission Meeting Information\Agenda 2-3-14.doc

District Commissioners

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

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Regular Meeting
January 6, 2014

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

OTHERS: Joseph Cristino, Fire Chief Denis McCarthy, Capt. James Hines,
Firefighter Dacunto, Taber Hamilton, III

CALL TO ORDER.

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

PUBLIC COMMENT.

No one present wished to comment at this time.

**MINUTES OF MEETING, DECEMBER 2, 2013 &
SPECIAL MEETING DECEMBER 11, 2013.**

December 2, 2013 Regular Meeting.

The following corrections were noted:

Page 1, under **ATTENDANCE**, please change “Michael Intreri, Treasurer” to Dr. Michael
Intieri, Treasurer.

Page 1, under **Minutes of meeting November 6, 2013**, line 2: please change the following:
“Debra to Debora”

**** COMMISSIONER BROWN MOVED THE MINUTES OF DECEMBER 2, 2013 AS
CORRECTED.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF DECEMBER 2, 2013 AS
CORRECTED PASSED UNANIMOUSLY.**

December 11, 2013 Special Meeting.

The following corrections were noted:

Third Taxing District
of the City of Norwalk
Regular Meeting
January 6, 2014

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Page 1, under **ATTENDANCE**, please change “Treasurer: Michael Intreri,” to Treasurer: Dr. Michael Intrieri”

Page 1, under **PUBLIC** please change “Tabor Hamilton II” to “Taber Hamilton III”

**** COMMISSIONER GOLDSTEIN MOVED THE MINUTES OF DECEMBER 11, 2013 AS CORRECTED.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF DECEMBER 11, 2013 AS CORRECTED PASSED UNANIMOUSLY.**

PRESENTATION BY NORWALK FIRE CHIEF - RENOVATIONS TO EAST NORWALK FIRE HOUSE.

Fire Chief McCarthy came forward and displayed a proposed re-modeling plan for the East Norwalk Fire House. Fire Chief McCarthy said that the project had gone through the City process for bidding but the first bid results were not acceptable. Capt. Hines reviewed the bidding process with the Commissioners. Firefighter Dacunto, who has a background in construction, then gave an overview of the project and the plans to restore it to a more period look, including the restored tin ceiling. The fire pole will be moved forward from the back of the building to the front area and the bunk area will be moved to the back of the building. There is no bathroom on the first floor, so this will be added. The second floor bathroom will be reconfigured. Firefighter Dacunto said that as a second generation builder, he felt that the building could be both more functional for the department as well as restored. The existing furniture and appliances will be used. The focus of this project is the second floor and other than the first floor bathroom, the first floor restoration will be a subsequent project. The project request is for \$30,000 plus the \$20,000 that was allocated in the 2013-14 Capital budget. Discussion about the details followed. No Action was taken.

Mr. Smith then gave a brief overview of the District financial budget. Fire Chief McCarthy said that the Department was working on the HVAC bid.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO CONSIDER AGENDA ITEM #7 - UPDATE ON OUTAGE MANAGEMENT SYSTEMS AND AGENDA ITEM # 6 - FINAL UPDATE ON FITCH STREET/CERVALIS PROJECTS NEXT.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UPDATE ON OUTAGE MANAGEMENT SYSTEMS.

Mr. Smith said that for the utility the size of the TTD, it would not be practical to have an emergency notification system to inform the customers when an outage occurs. Mr. Smith said that the City has the Notify Norwalk system that might be more efficient. Fire Chief McCarthy said that since the Notify Norwalk system has unlimited minutes, the system could be made available for the TTD if needed. He gave a brief overview of the protocol. Mr. Smith said that he felt that it would be a good way to notify the District if there were outages. Fire Chief McCarthy said that the Notify Norwalk system covers the entire city and can target just the District customers. The residents that have landlines are automatic enrollments. Cell phones and email notification need to be self-enrolled.

**** COMMISSIONER GOLDSTEIN MOVED THAT THE TTD INTERFACE WITH THE CITY'S NOTIFY NORWALK EMERGENCY NOTIFICATION SYSTEM.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED WITH TWO IN FAVOR (YOST AND GOLDSTEIN) AND ONE AGAINST (BROWN).**

Commissioner Brown said that he felt that people in a different area of the District would be getting calls about an outage in another section of the District. Fire Chief McCarthy said that the system was able to narrow down the call area to individual streets. Mr. Smith said that the smaller, shorter duration outages would not utilize the system, but the Notify Norwalk system would work better when there was a longer outage or larger outage area. Fire Chief McCarthy said that it would be good to encourage people to register their cell phones and their email addresses so that if they are working in a different town and the power goes out, they can be notified of the issue.

**** COMMISSIONER BROWN MOVED TO RECONSIDER THE VOTE REGARDING TTD INTERFACING WITH THE CITY'S NOTIFY NORWALK EMERGENCY NOTIFICATION SYSTEM.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

FINAL UPDATE ON FITCH STREET/CERVALIS PROJECTS.

Mr. Joe Cristino came forward and gave a PowerPoint overview on the status of both the Cervalis and Fitch Street project status.

Mr. Cristino said that there were three outstanding items that remained to be done at Fitch Street, one being a curb cut, the second was tying in the bathroom in the control house, and the final one is the landscape plantings, which will be done in the spring.

Mr. Smith then distributed copies of the financial sheets for the project and reviewed it with the Commissioners. Discussion followed about the allocation of the remaining funding. Mr. Smith

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will provide the Commissioners with several suggestions about allocating the remaining funding for the next meeting.

FITCH STREET FENCE.

Commissioner Brown then spoke about the cost of tree plantings and a 12 foot fence along the Accurate Auto property line. Mr. Smith reviewed the bids for the security fence. Discussion followed about possible options for the fencing.

**** COMMISSIONER YOST MOVED TO APPROVE INSTALLATION OF SCREENING ON THE EXISTING FENCE LOCATED ON THE PROPERTY LINE WITH ACCURATE AUTO ON FITCH STREET.
** COMMISSIONER GOLDSTEIN SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

BANNER HEIGHT ISSUE.

Commissioner Brown said that there was not enough contrast at 20 feet to see the design. Mr. Smith said that over the last several weeks, several banners have been lowered to be more visible. The bottom of the banner is at 10 or 11 feet. Commissioner Yost said that he would like to see the Calf Pasture Beach Road banners lowered to 8 feet so that the Commissioners would be able to evaluate the height.

GENERAL MANAGER'S REPORT.

Discussion on Participation in City-wide Summer Concert.

Mr. Scofield said that he had been contacted by Council Member John Kydes regarding the summer concert scheduling. Commissioner Goldstein said that she had concerns about scheduling conflicts. Commissioner Yost suggested that Council Member Kydes be invited to present this to the Commissioners at the next meeting.

Fitch Street Substation Plaque.

Mr. Smith then distributed documents regarding the suggestions from the Commissioners. Discussion followed about the details. The Commissioners agreed on the following wording for the plaque:

Fitch Street Substation

Established 2013

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This substation is dedicated to the Third Taxing District Commissioners whose service and perseverance helped in creating this Fitch Street Substation and has kept the Electric Department a viable enterprise since 1913.

Third Taxing District Commissioners.

Charles Yost, Chairman

David Brown, Commissioner

Debora Goldstein, Commissioner

Dr. Michael Intrieri, Treasurer

Discussion /Analysis of Financial Statements/Key Performance Indicators.

Mr. Smith then reviewed the financial statements and the KPI indicators with the Commissioners.

ADJOURNMENT.

**** COMMISSIONER YOST MOVED TO ADJOURN.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:38 p.m.

Respectfully submitted

Sharon L. Soltes
Telesco Secretarial Services

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

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

STAFF: James Smith, General Manager; Ron Scofield, Assistant General Manager
Matt Allred, District Accountant

CALL TO ORDER

Chairman Yost called the meeting to order at 8:18 p.m. A quorum was present.

PUBLIC COMMENT

There were no members of the public present.

DISCUSSION OF RATE STUDY

There was discussion and questions asked regarding the various aspects of the rate study so far. This resulted in the following motions .

****COMMISSIONER YOST MOVED THAT WE SHARE OUR COST SAVINGS IN THE FORM OF A RATE REDUCTION OVER 3 YEARS TOTALLING 11.55% (5% THE FIRST YEAR, 4% THE SECOND YEAR AND 2.55% IN THE THIRD YEAR), AS SUPPORTED BY THE RATE STUDY.**

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

****COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE DAWN LUND TO MOVE AHEAD PROVIDING RECOMMENDATIONS FOR A PCA ADJUSTMENT FORMULA AT A COST OF \$3,000.(PLUS OR MINUS 10%).**

****COMMISSIONER YOST SECONDED
THE MOTION PASSED UNANIMOUSLY

****COMMISSIONER GOLDSTEIN MOVED, BASED UPON THE**

DRAFT

**RECOMMENDATIONS AND THE COST OF SERVICE STUDY, ANY CHANGES
IN THE FUTURE ARE TO BE REVENUE NEUTRAL**

****COMMISSIONER BROWN SECONDED
THE MOTION PASSED UNANIMOUSLY

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

The meeting adjourned at 9:29 P.M.

Respectfully submitted

**Ronald Scofield
District Clerk**

Memorandum

Third Taxing District

Electric Department

To: TTD Commissioners

From: Ron Scofield – Asst. General Manager

Date: January 29, 2014

Subject: District Budget for 2014-2015

Attached please find a copy of the Proposed District Budget, prepared by Matt Allred and myself, for your approval and ultimately to be recommended to the electors at the Annual Meeting. I am including the following footnotes to help you in understanding some of the budget requests.

The line item for the Library-major capital of \$30,000, represents various items requested by the Executive Director, such as Exterior painting and repair, floor sanding/refinishing/stripping, work on restrooms, kitchen repainting, cleaning and installation of shelves, front office minor repairs, parking lot signage and striping.

The annual meeting expense is increased by \$1,000. To cover additional expenses for the rental of Marvin school, rather than the East Norwalk Library, for ADA Compliance issues raised by Diane Cece, just prior to the Annual Meeting last year.

The Parks Grounds keeping & Maintenance line item was increased to cover the addition of the Island by Sweet Ashley's which was cared for by a merchant who is no longer in business and therefore there is no maintenance being done there.

The Summer concert series was increased to allow for 7 concerts instead of 5 concerts (last year we only had 3 because of the 100th Anniversary), because there were some suggestions that we consider more and because the General Manager and the Commission Chairman would like to select the bands performing and want to use some bands that charge more per concert than we have paid in the past.

Any questions that you may have can be addressed at the Commission meeting.

	A	L	M	N	O	P
1						
2						
3	2014-2015 Third Taxing District Budget					
4		Column L	Column M	Column N	Column O	Column P
5		2012-2013 Approved 3/7/12	2012-2013 Actual	2013-2014 Approved 3/6/13	2013-2014 Projected Actual	2014-2015 Proposed
6	<u>Sources of District Funds</u>					
7	Fund Balance - Carryover from prior years	\$49,770	\$41,058	\$2,323	\$5,713	\$57,648
8	Rental Income from Firehouse Building	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
9	Interest Income	\$100	\$15	\$30	\$30	\$30
10	Transfer from Electric Department (from available funds)	\$207,930	\$207,930	\$299,342	\$299,342	\$299,342
11	Total of Funds Available to District	\$295,800	\$287,003	\$339,695	\$343,085	\$395,020
12	<u>Uses of District Funds</u>					
13	Cash Expenditures & Appropriations for District Operating & Capital Needs					
14	Stipends (3 Commissioners @ \$3500 ea.)	\$11,303	\$10,500	\$10,500	\$10,500	\$10,500
15	Stipend (Treasurer)	\$1,938	\$1,800	\$1,800	\$1,800	\$1,800
16	Stipend (District Clerk)	\$1,938	\$1,800	\$1,800	\$1,800	\$1,800
17	Payroll Tax Expense		\$1,079	\$1,079	\$1,079	\$1,079
18	Parks Groundskeeping & Maintenance	\$22,000	\$18,798	\$23,100	\$23,000	\$26,000
19	Holiday Events (Christmas Tree & Menorah Lighting)	\$6,500	\$6,116	\$8,150	\$6,500	\$7,000
20	Summer Concert Series	\$14,000	\$13,644	\$14,850	\$11,244	\$25,200
21	District Newsletter Allowance	\$1,800	\$0	\$0	\$0	\$0
22	Annual Electors Meeting	\$4,000	\$3,493	\$3,950	\$3,493	\$4,500
23	Legal and Accounting Services for the District	\$2,500	\$0	\$0	\$0	\$0
24	Firehouse Building Expense/Maintenance	\$900	\$0	\$0	\$0	\$0
25	Firehouse Building Major/Capital	\$3,700	\$0	\$20,000	\$20,000	\$30,000
26	Library Building Expenses/Maintenance	\$8,100	\$11,501	\$10,000	\$10,200	\$10,200
27	Library Building Major/Capital	\$0	\$24,220	\$0	\$8,000	\$30,000
28	East Norwalk Historical Cemetery Expense/Maintenance	\$20,000	\$21,218	\$22,200	\$20,000	\$22,000
29	East Norwalk Historical Cemetery Major/Capital	\$0	\$0	\$0	\$0	\$0
30	Contingencies	\$10,000	\$0	\$25,000	\$700	\$25,000
31	Sub-Total for District General Items	\$108,679	\$114,169	\$142,429	\$118,316	\$195,079
32						
33	Appropriations on Behalf of Other Organizations					
34	East Norwalk Improvement Association (for library operations)	\$167,121	\$167,121	\$167,121	\$167,121	\$167,121
35	Total District Expenditures and Appropriations for Future Work	\$275,800	\$281,290	\$309,550	\$285,437	\$362,200
36	Fund Balance at Year End	\$20,000	\$5,713	\$30,145	\$57,648	\$32,820



ENIA/ENL: TTD "CAPITAL PROJECTS" MEETING / 10/4/12

BACKGROUND: In 1913 (99 years ago) the East Norwalk Improvement Association (ENIA) – which itself was organized in 1910 -- founded the East Norwalk Library (ENL) and built the present Library building/Community Hall at 51 Van Zant Street in 1917.

The Third Taxing District (TTD) acquired the East Norwalk Improvement property from the East Norwalk Improvement Association in 1959 – 53 years ago, with the proviso that TTD main support for the East Norwalk Library which will continue to be managed by the East Norwalk Improvement Association.

To my knowledge the most recent major capital improvement to the building, as undertaken by TTD was the circa 1960 renovation as a major undertaking and included, among other amenities:

MAIN FLOOR -- installing glass panels in the lobby; open doorways to the now office and children's room; removing existing stage; divided stage area into two offices; enclosed rear outdoor stair rails; replaced wooden inside stairs to metal stairs; new acoustical tile; sanding and finishing wooden floors; painting brick walls; installation of Class 'B' stairhall doors.

LOWER FLOOR – installed steel support beams and 2-hour fire-rated acoustical tile; removal of existing boiler and toilet rooms rebuilt with masonry block; removal of existing kitchen; removal existing oil tank; installation of 1/8" asphalt tiles throughout except toilets and boiler room; toilets to have ceramic tiles and walls; provided secondary exits from boiler room to exterior.

EXTERIOR – rehang or replace front doors; repair broken or damaged trim; replace broken glass with new glass; repaint all wood trim.

MECHANICAL/ELECTRICAL – install complete new heating system, forced hot water, oil-fired boiler, 550 gallon oil tank; finned-tubed radiation on outside walls with some convector radiation arranged in three zones; provide ventilation to toilets, meeting rooms by wall-mounted fans and shutters; install complete new electrical system – 400 amp; fluorescent lighting on main floor; incandescent lighting in lower floor; electric water heater; complete emergency lighting system.

The total (from original estimate) was \$56,899.00

OPEN HOUSE – upon completion of the above project, TTD issued a press release inviting the public to view the "auditorium, seating more than 100 persons, to accommodate civic and charitable organizations... formerly an unused basement, the area has been completely renovated into a modern, fire-safe quarters with kitchen facilities..."

ADA COMPLIANCE OPPORTUNITY – about 2002, the ENIA/ENL applied to the State of Connecticut for a "matching" grant to provide funds to renovate the entire building to comply with ADA requirements. Although

the State was agreeable to provide \$500,000, to be matched, to meet the then construction estimate of \$1 million. At that time, matching funds were not realized. The building remains in non-compliance with ADA requirements but, as “grandfathered,” is able to continue as a public library and community hall.

SINCE THEN – a new dropped ceiling was installed in the Library two years ago as funded by both TTD and ENIA. Other improvements, over the years, include: through the wall air conditioners 2 on Library level, 2 in Lower level; fluorescent ceiling lighting in lower level, new weather resistant windows, etc. TTD also continues to provide “landlord” services – for certain repairs. ENIA procured and maintains the services of an intrusion alarm company (ADT) for the Library level. ENIA continues to provide and maintain its own furnishings and equipment through budgeted line items and/or in-kind or donated materials (over the past three years the donated, in-kind, services amounted to close to \$10,000 – furniture, computers, printers, printing, posters, informational material, etc.). A challenge to securing other major contributions – corporate or government – is limited by our non-ADA compliant status.

OUR IMMEDIATE “CAPITAL NEEDS” AND “WISH LIST” –

Not particularly in order of priority, but can be prioritized if necessary.

VAN ZILEN COMMUNITY HALL ENTRANCE DOORS – The Hall from the parking lot is entered through a set of doors, exterior and interior. The exterior door, is fitted with a panic bar on the inside and is keyed by a Medico lock. The exterior door, due to use and age is very difficult to close – it appears that the door binds against the jamb make it very difficult to close from the inside. It may be able to be fixed by rehanging, or replaced altogether. If replaced, the Medico lock would have to be retained due to the number of keys being used by monthly renters. The interior door needs to have its “closer” replaced to eliminate slamming.

PARKING LOT SIGNAGE AND STRIPING – The TTD signs (the one on the Library building itself, is missing) indicating “Parking for Library Patrons Only – Night & Day – Violators will be towed at their expense – per order of Third Taxing District Commission” is in disrepair and marked with Graffiti. “ There is another metal sign indicating “Tow Away Zone – Parking Restricted to Library Only – Third Taxing District.” This sign too, is in disrepair.

The parking space “striping” is long-faded and needs repainting. As well, the first five or six spaces alongside the Library, needs signs indicating: “RESERVED FOR LIBRARY PATRONS.

EXTERIOR PAINTING AND REPAIR -- The Library entrance railing needs to be repainted (possibly with an Epoxy paint) as does the doors to the Hall and the rear exits. Additionally, the two wood columns at the entrance to the Library is in need of repair and repainting.

CLIMATE CONTROL – Presently there are 4 large through-the-wall air conditioners in place – two in the Library, two in the Hall – and two window air conditioners, one each in the front and rear office. Best case? Central air conditioning! Minimally two new window air conditioners to replace the existing old and very inefficient and noisy ones, and a ceiling fan in both the front office and children’s room.

FLOORS – The wood floor in the Library and the tile floor in the Hall requires complete sanding/stripping and refinishing. Best case, the Library floor, would be carpet-square tiled instead.

LIBRARY FRONT DOORS – Although recently repaired, the existing doors are ill-fitting and should be replaced by automatic doors. This to afford ease of access, especially for our senior citizen users.

FRONT OFFICE – Double-swinging half-height pair of doors would help assure that patrons and others remain outside the office while conducting business.

TOILETS – The manual/timed exhaust fan switches are either inoperable or not used, they (as well as the light switches) should be replaced by motion-detection switches. These rooms, too, need deep-cleaning and repainting

VAN ZILEN COMMUNITY HALL KITCHEN – Presently the kitchen area contains outdated-dirty cabinets, a sink, two microwave/convection ovens, refrigerator freezer as well as an inoperable cooktop and dishwasher. A minor modernization – removal of cabinets and inoperable equipment with repainting and installation of storage shelving would be in order to make the area appealing, sanitary and useful.

VAN ZILEN HALL AMENITIES – In addition to the floor restoration as noted above, the Hall is in dire need of a complete repainting. The existing furniture – folding and non-folding chairs and tables are in virtual complete disrepair. They are either or both broken, stained and otherwise shabby and unsanitary.

As an aside, the Hall is very well used by paying monthly renters (Churches, Model Airplane Club, Fairfield Counts Orchestra, Union organizations, etc.). Not-for-profits (Cub Scouts, Girl Scouts, Brownies, Youth Outreach, The Advocacy Group, Civic organizations, and others). Private paying events (birthday and anniversary parties, baby and wedding showers, etc.).

The East Norwalk Library also uses the Hall for various special and ongoing programs – Sensational Summer Series; K9's and Kids; ENIA holds various community informational and educational seminars and sessions.

IN SUMMARY –

Although, they say, “a picture is worth a thousand words” there aren’t any “pictures” included in this overview since if any (or all) of these suggestions are of interest to you, for consideration to be included in your Capital Budget, a walk-through to see, touch, feel, hear, and even smell, the needs listed herein would be useful. I will be happy to escort the Commission, singly or as a group, to inspect any or all of the points listed herein.

Thank you for enabling this overview of conditions at our mutual East Norwalk Library/Van Zilen Community Hall facility – a much needed, much utilized “Cornerstone of the Community” facility.

Most respectfully,

Stanley M. Siegel
Executive Director
East Norwalk Improvement Association/East Norwalk Library
51 Van Zant Street, East Norwalk, CT 06855
Cell: 203-249-6293
Email: stan@eastnorwalklibrary.org

Memorandum

Third Taxing District

Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: January 14, 2014

Subject: Evaluation of Bids – 18 Rowan St.



Attached please find a copy of two bids submitted by local firms on the demolition of the house and garage on 18 Rowan St.

As noted in the bid documents, this work will include the demolition of both structures after all utilities have been shut off, capped, etc.

The entire site will be backfilled and compacted with gravel to prepare it for the future extension of the existing Rowan St. substation property.

The next step in the process is to fence in and blacktop the entire property with the proper security fencing and look @ options for future use. We will come back to the Commission @ a later date once specifications are developed for both and bids are received for both items.

My recommendation would be to award the bid to Conte Company in the amount of \$29,500.

For reference, this amount is slightly over the “approximately \$20,000 “listed as part of the original motion made by the Commission as part of the purchase of the property @ the October 7, 2013 meeting (see attached motion).



**Builders
General Contractors**

27 December 2013

Proposal #13-117a

To: Third Taxing District Electric
2 Second Street
Norwalk, CT 06855

Attn: Jim Smith

Project: 18 Rowan Street - Demolition

Description: Demolition and disposal of existing single-family dwelling, as well as, the detached two-car garage. Demolition of existing asphalt parking lot

We propose to provide all the necessary labor and material needed to complete the above mentioned project for the sum of **Twenty Nine Thousand, Five Hundred Dollars and No Cents (\$29,500.00)**.

Inclusions:

- Install water meter pit per First District Water Dept requirements and disconnect service from structure. Water to be used for dust control during demolition
- Cut and cap existing sewer line to structure
- Disconnect letters for demolition permit (Electric and Gas letters to be provided by Third Taxing District Electric)
- Pump and remove existing oil tank in basement
- Demolish and dispose of structures listed in above Description
- Demolish and dispose of foundations
- Demolish and dispose of asphalt parking lot
- Backfill and compact foundation with structural fill material
- Grade and compact entire site with 1" process material

Exclusions:

- Hygenist material testing
- Asbestos abatement
- Electric and Gas service disconnects
- Any work not mentioned
- Any ledge rock removal
- Any work outside the proposed area
- Any overtime work of any kind
- CT Sales Tax

Quoted price not valid after 30 days

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Anthony Conte", is written over a blue horizontal line.

Anthony Conte

Seaman Construction Inc.

PO Box 490, Wilton, CT 06897
203-866-8140, 203-286-7350 (Fax)

PROPOSAL SUBMITTED TO:

Jim Smith
Third District Taxing

DATE: January 9, 2014

JOB NAME/ADDRESS:

Osborne Avenue
Norwalk, CT

We hereby submit specifications and estimates for furnishing labor, material and equipment to perform the work described below:

Demo existing structure
Water and Sewer disconnects in property
Install Meter Pit
Backfill and compact foundation w/3" minus
Remove garage and blacktop

TOTAL: \$32,500.00

NOTE: We cannot be responsible for the accuracy of information we received regarding the location of underground pipes, cables, etc. and any damage resulting therefrom must be at the owner's expense. A finance charge of 1½% per month (18% annual interest) may be charged on balances over 30 days. Owner (or agent for same) agrees to pay all collection costs, reasonable attorney fees, court costs, or any expense involved in the collection of these charges will be borne by them in the court of the county in which the indebtedness is incurred. Please sign and return the original copy. Thank you.

We propose hereby to furnish materials and labor – complete in accordance with above specifications for the sum of:

Thirty two thousand five hundred dollars

\$ 32,500.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:

NOTE: This proposal may be with withdrawn by us if not accepted within 15 days.

Acceptance of proposal – the above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature/Date: _____ Signature/Date: _____

Memorandum

Third Taxing District

Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: January 28, 2014

Subject: Code Red Update



As a follow up to the discussion on outages @ the last Commission meeting, we have corresponded with the chief (see attached e-mail) and have had a subsequent meeting to discuss the how the City's Code Red (reverse 911) system might be able to help us in the future.

We are in the process of working out the details, including coordination, message content etc., in order to allow the system to be as effective as possible. These activities will take place over the next few weeks in coordination with City staff, Jumar, Netology, etc.

I will keep the Commission informed as to the progress as we move along in the process.

One important point to remember is that this system will be used only when we have a system wide outage which has duration of four hours or more (i.e. major event). The Chief and I both agree that use of this type of system for smaller, more localized, outages is not the best use of resources @ this point in time.

James W. Smith

From: McCarthy, Denis <DMcCarthy@norwalkct.org>
Sent: Tuesday, January 07, 2014 9:11 AM
To: James W. Smith
Cc: DeLuca, Michele; Rilling, Harry; Kulhawik, Thomas; Alvord, Harold
Subject: RE: Code Red System

Jim, glad we were able to help with the Code Red solution for the Third Taxing District. Use of the city system for TTD emergencies is an appropriate use of the system and will save the district from purchasing a redundant service. We have been very protective of the system to insure that it remains a significant event resource and does not become so routine that residents ignore the calls. There are a couple of steps that we should explore:

- 1) create at TTD customer call group - this will allow us to select your customers for a district wide announcement
- 2) develop a protocol for launching a code red message,
 - coordination with other messaging during an event
 - authorization for use of the system
 - message content review prior to launch
- 3) insure that the city web site, customer service and 911 operators are updated on the event and code red call so that they can process inquiries when they come in through 911 and the call center
- 4) develop standard content format that includes:
 - intro
 - calling agency
 - nature of emergency
 - how residents should react
 - how to get additional information (web site) and who to call if needed
 - closing
- 5) develop a announcement for your mailing and encourage customers to sign up for cell and email messages

Chief Denis McCarthy

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:

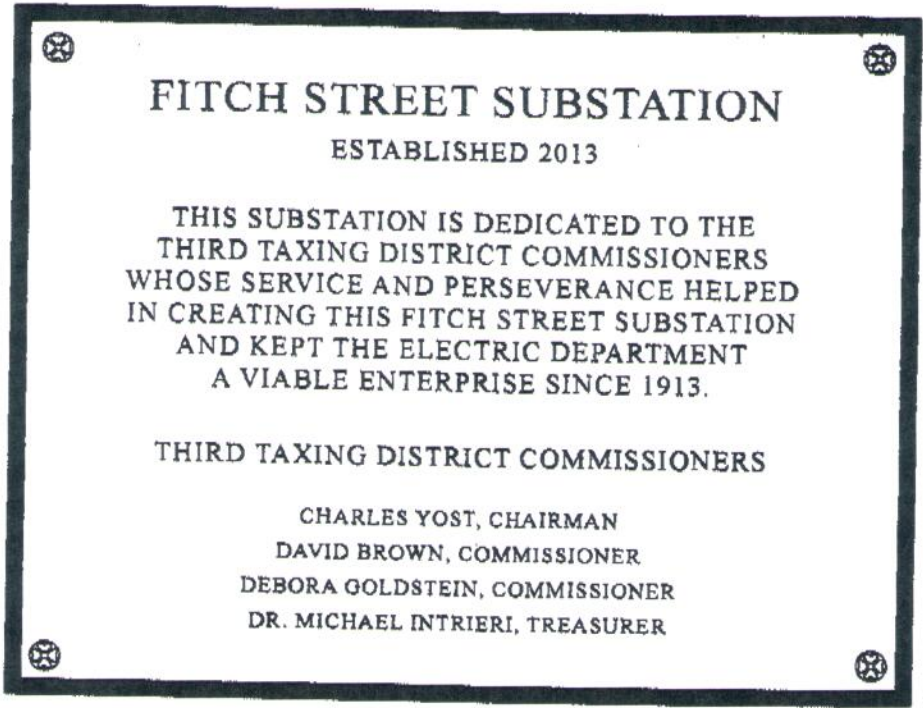
- Deposit the funds in our Operating Cash Account
- Return the funds to the Capital Improvements Account
- Return the funds to TTD's Rate Stabilization Fund @ CMEEC

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.

Ed Clark Trop

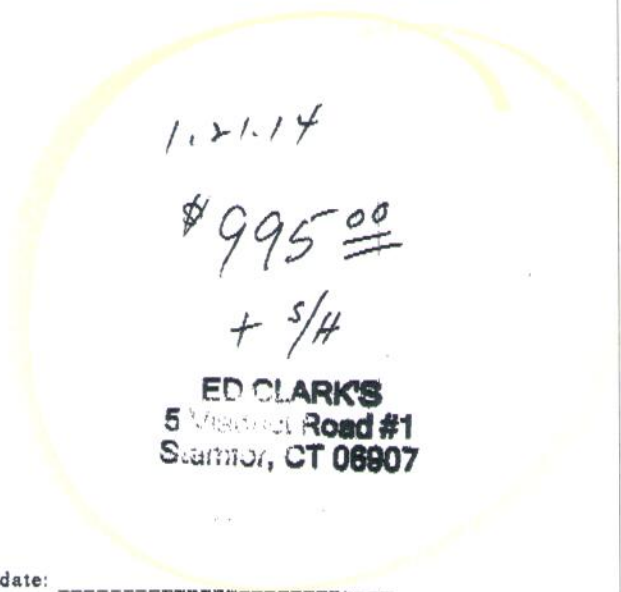
Rachel Saunders 203, 866, 9856



25% Scale

Project Specifications:

Material: cast BRONZE
Size: 16" ha x 20" we x 1/2" thick
Border: 1/2" wide Single Line
Letter style: Times Roman
Background texture: Pebble
Background color: Dark Brown
Mounting: 4 holes/rosettes



Approval: _____

date: _____

**Third Taxing District
Financial Highlights
July-December 2013**

	Jul-Dec-13	Jul-Dec-12	\$ Change	% Change
Total Income	5,110,207	5,151,904	(41,697)	-1%
Total Expense	5,078,078	4,910,023	168,055	3%
Net Ordinary Income	32,129	241,881	(209,752)	-87%
Other Income	256,574	79,022	177,552	225%
Other Expense	-	-	-	0%
Net Income before Rate Stabilization	288,703	320,902	(32,200)	-10%
Rate Stabilization	87,605	94,303	(6,698)	-7%
Net Income	376,307	415,205	(38,898)	-9%

CASH BALANCES FY 2013

	December
ACCTS	
Operating Accounts	1,098,024
Capital Improvements Fund	875,811
Construction Work In Process	323,565

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date
Energy Cost	\$ 2,796,754	\$ 2,870,880
Budget Energy Cost	\$ 2,798,740	\$ 2,772,628
Energy Cost Cents/KWH	10.234	10.446

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

	<u>Jul - Dec 13</u>	<u>Jul - Dec 12</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
440-00 · Residential Sales	1,377,120.96	1,399,063.72	-21,942.76	-1.57%
442-01 · Large Commercial Sales	329,277.83	312,225.37	17,052.46	5.46%
442-02 · Small Commercial Sales	997,562.58	1,029,799.93	-32,237.35	-3.13%
445-01 · Water Pollutn Contri Plnt Sales	346,066.98	372,542.87	-26,475.89	-7.11%
445-02 · Flat Rate	46,418.84	43,849.55	2,569.29	5.86%
451-00 · Miscellaneous Service Revenue	57,630.62	0.00	57,630.62	100.0%
557-00 · Purchased Power Adjustment	1,956,129.08	1,994,422.33	-38,293.25	-1.92%
Total Income	<u>5,110,206.89</u>	<u>5,151,903.77</u>	<u>-41,696.88</u>	<u>-0.81%</u>
Cost of Goods Sold				
555-00 · Electrical Power Purchased	3,445,683.69	3,475,783.16	-30,099.47	-0.87%
Total COGS	<u>3,445,683.69</u>	<u>3,475,783.16</u>	<u>-30,099.47</u>	<u>-0.87%</u>
Gross Profit	1,664,523.20	1,676,120.61	-11,597.41	-0.69%
Expense				
930-43 · TTD 100th Anniversary	36,099.47	0.00	36,099.47	100.0%
403-00 · Depreciation Expense	231,816.01	208,106.76	23,709.25	11.39%
408-00 · Taxes	100,535.83	109,018.50	-8,482.67	-7.78%
540-00 · Other Power Generation Expense	44,706.89	41,755.45	2,951.44	7.07%
565-00 · Transmission Expenses	0.00	731.25	-731.25	-100.0%
580-00 · Distribution Expenses	28,402.34	24,671.92	3,730.42	15.12%
590-00 · Maintenance Expenses	277,223.14	208,503.67	68,719.47	32.96%
900-00 · Customer Accounts & Service	255,726.18	206,169.19	49,556.99	24.04%
920-00 · Administrative Expenses	657,884.45	635,283.21	22,601.24	3.56%
Total Expense	<u>1,632,394.31</u>	<u>1,434,239.95</u>	<u>198,154.36</u>	<u>13.82%</u>
Net Ordinary Income	32,128.89	241,880.66	-209,751.77	-86.72%
Other Income/Expense				
Other Income				
418-00 · Dividends	1.68	6.17	-4.49	-72.77%
419-00 · Interest Income	3,500.00	38,892.78	-35,392.78	-91.0%
420-00 · Gain/(Loss) on Investments	0.00	-22,079.76	22,079.76	100.0%
421-00 · Norden Project Income	207,613.50	21,299.23	186,314.27	874.75%
423-00 · Gain/(Loss) from Sale of FA	12,500.00	0.00	12,500.00	100.0%
424-00 · Energy Conservation Fund Income	32,958.51	40,903.20	-7,944.69	-19.42%
Total Other Income	<u>256,573.69</u>	<u>79,021.62</u>	<u>177,552.07</u>	<u>224.69%</u>
Other Expense				
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	256,573.69	79,021.62	177,552.07	224.69%
Net Income before rate stabilization	<u>288,702.58</u>	<u>320,902.28</u>	<u>-32,199.70</u>	<u>-10.03%</u>
Rate Stabilization	<u>87,604.66</u>	<u>94,302.82</u>	<u>-6,698.16</u>	<u>-7.1%</u>
Net Income	<u>376,307.24</u>	<u>415,205.10</u>	<u>-38,897.86</u>	<u>-9.37%</u>

Footnote 1

Footnote 2

Footnote 3

Footnote 4

Footnote 5

Footnote 6

Footnote 7

Third Taxing District
Profit & Loss Prev Year Comparison
December 2013

	Dec 13	Dec 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
440-00 · Residential Sales	168,364.03	182,184.45	-13,820.42	-7.59%
442-01 · Large Commercial Sales	44,619.04	40,202.11	4,416.93	10.99%
442-02 · Small Commercial Sales	159,391.73	116,413.46	42,978.27	36.92%
445-01 · Water Pollutn Contrl Pnt Sales	57,316.14	47,106.08	10,210.06	21.68%
445-02 · Flat Rate	8,984.04	7,308.31	1,675.73	22.93%
451-00 · Miscellaneous Service Revenue	21,259.48	0.00	21,259.48	100.0%
557-00 · Purchased Power Adjustment	269,314.93	232,987.93	36,327.00	15.59%
Total Income	729,249.39	626,202.34	103,047.05	16.46%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	519,263.54	520,580.84	-1,317.30	-0.25%
Total COGS	519,263.54	520,580.84	-1,317.30	-0.25%
Gross Profit	209,985.85	105,621.50	104,364.35	98.81%
Expense				
403-00 · Depreciation Expense	39,426.31	39,426.31	0.00	0.0%
408-00 · Taxes	670.88	516.74	154.14	29.83%
540-00 · Other Power Generation Expense	2,403.34	0.00	2,403.34	100.0%
580-00 · Distribution Expenses	3,193.99	3,110.92	83.07	2.67%
590-00 · Maintenance Expenses	71,414.65	34,191.02	37,223.63	108.87%
900-00 · Customer Accounts & Service	63,938.17	39,580.82	24,357.35	61.54%
920-00 · Administrative Expenses	124,834.60	113,553.70	11,280.90	9.93%
Total Expense	305,881.94	230,379.51	75,502.43	32.77%
Net Ordinary Income	-95,896.09	-124,758.01	28,861.92	23.13%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.02	0.07	-0.05	-71.43%
419-00 · Interest Income	3,500.00	12,250.00	-8,750.00	-71.43%
420-00 · Gain/(Loss) on Investments	0.00	1,650.00	-1,650.00	-100.0%
421-00 · Norden Project Income	33,433.00	2,783.02	30,649.98	1,101.32%
424-00 · Energy Conservation Fund Income	13,048.89	8,831.52	4,217.37	47.75%
Total Other Income	49,981.91	25,514.61	24,467.30	95.9%
Other Expense				
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	49,981.91	25,514.61	24,467.30	95.9%
Net Income before rate stabilization	-45,914.18	-99,243.40	53,329.22	53.74%
Rate Stabilization	14,955.06	-22,966.77	37,921.83	165.12%
Net Income	-30,959.12	-122,210.17	91,251.05	74.67%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Dec 2013 vs. Jul-Dec 2012

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 approximate \$68K increase in Maintenance expense is due to the fact that there were approximately \$25K more in expenses related to KTI Utility Services for tree trimming during the current fiscal year versus the prior year. Additionally, substation maintenance increased approximately \$30K from the prior year related to repairs and maintenance services.
 3. The approximate \$49K increase in Customer Accounts & Service expense is due to an increase in payroll and call time, \$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. In addition, James Tracey was added as an employee during the current fiscal year.
 4. The approximate \$22K increase in Administrative Expenses is due mainly to the Cogsdale software upgrade during the current year in addition to the timing of some insurance premium payments.
 5. 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.
 6. The increase of approximately \$186K 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.
 7. The 12,500 gain on sale of fixed assets is from the sale of the bucket truck which was fully depreciated.
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THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		December 2013	December 2012	Industry Average (Bandwidth)	
1)	OPERATING RATIO	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	99.37%	95.31%	87% - 92%
2)	POWER SUPPLY EXPENSE RATIO	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	68%	71%	65% - 70%
3)	BAD DEBT RATIO	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.68%	6.72%	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	392	418	200 - 500