

Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Third Taxing District of the City of Norwalk

Commission Meeting

Monday, June 5, 2017 at 7:00 p.m.

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

1. Public Comment (15 Minute Limit)
2. Application for TOD Planning Grant – East Norwalk Train Station (Steve Kleppin)
– A/R (Pgs 1-13)
3. Minutes of Meeting – Special Meeting May 8, 2017 (Pgs. 14-20) and Special Meeting May 16, 2017 (Pgs. 21-23) – A/R
4. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 24-29)
5. General Manager's Report (Pg. 30)
 - PCA Review – A/R
6. Project Summary
7. Adjourn

*A/R – Action Required/See Attached Motion

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 6-5-17.doc


District Commissioners

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

Memorandum

May 31, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director 

Re: 2017 Responsible Growth/TOD Grant Proposal

Grant Background:

The State of CT Office of Policy and Management (OPM) has solicited a request for applications to promote smart growth and/or opportunities for transit oriented development (TOD). The Planning and Zoning Department is proposing to submit an application in the amount of \$225,000.

Grant applications are due by June 23rd and require a certified resolution from the municipality's legislative body in order to proceed. There is no local match required as part of the application and there is no local match proposed; however, local matches do help in the scoring of the various proposals. The supporting material, submitted as part of the grant application, will outline planning and funding efforts that have directly and indirectly occurred around the projects proposed for approval. For your convenience, I have attached a copy of a portion of the grant application.

While the grant applications are due to the state by June 23rd, the certified resolution from Council is due by July 21st. I understand that the full Council is scheduled to meet on June 13th and June 27th. Should the Planning Committee look favorably on the proposal, I would happy to seek the full Council's endorsement at your June 13th meeting.

Proposal:

There has been well documented interest locally, state-wide and nationally regarding developing around transit facilities such as train stations. The Redevelopment Agency conducted a thorough study around the South Norwalk Train Station and is currently working with the Zoning Commission on approving a revised set of zoning regulations which strategically enhance development potential in and around that train station while requiring more affordable units within the developments. The State of Connecticut is strongly encouraging the development of strong urban centers in order to attract residents and employment alike. The City has taken steps in these areas by strengthening its urban core. In order to build on that I am proposing to submit a planning grant application (East Avenue T.O.D./Wall Street Railroad Station Analysis) on behalf of the city to study two (2) areas in more depth:

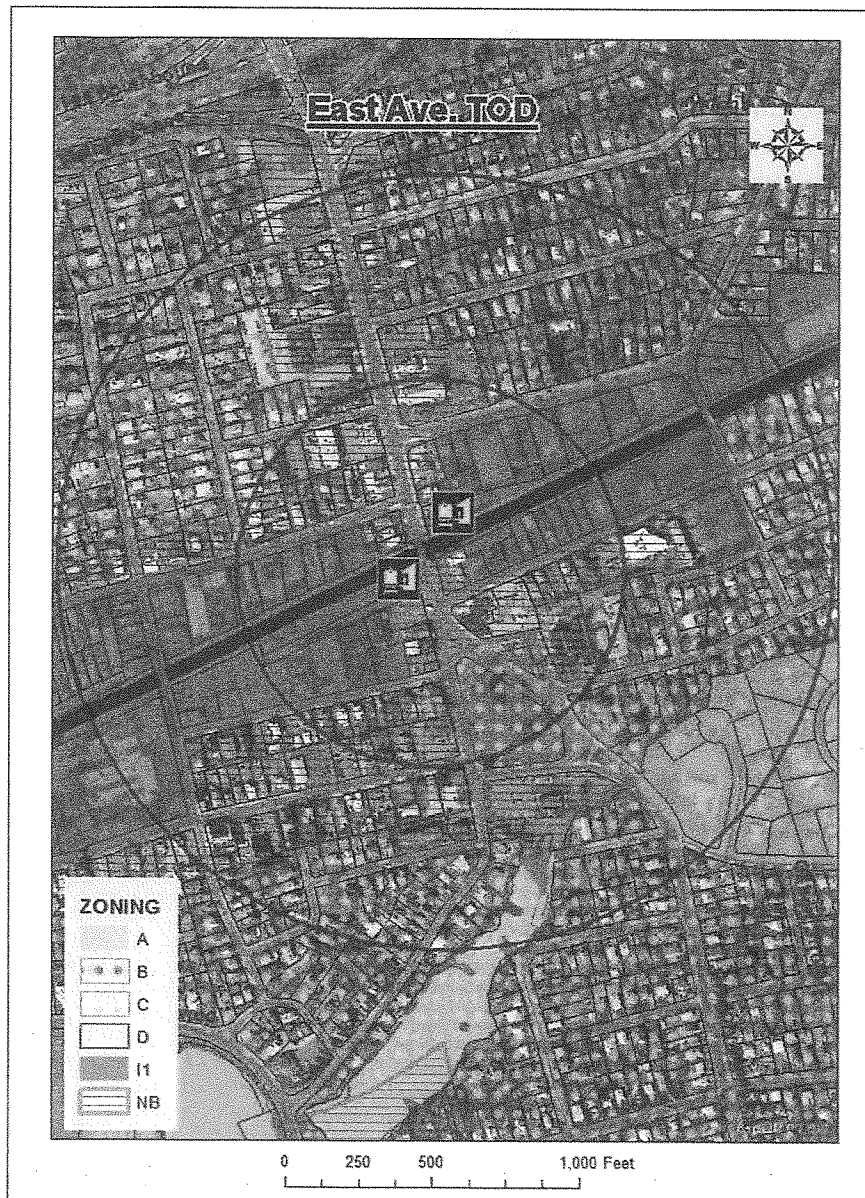
1. East Avenue TOD Analysis.
2. Wall Street Train Station Viability and Location Analysis.

East Avenue TOD Analysis:

The East Avenue Train Station is an underutilized asset. While that is a reasonable conclusion reached by simply visiting the area, the extent to which development should occur around the station and where those bounds should be is a much more complicated issue.

The map below is an aerial view depicting the east and west station platforms, and includes 1/4 and 1/2 mile circle radii from the East Avenue Bridge. This area has been looked at preliminarily in the past by staff and others and it is clear from studying the area more closely that simply applying an arbitrary circle around the stations based on documented and accepted walking distances for TOD is not the appropriate starting point for this area.

East Avenue is a complex study area due to the existing road constraints, the established and stable neighborhoods surrounding the station, some thriving businesses in the area, differing land uses, the gateway to the Sound this area represents and the existing traffic concerns.



My preliminary recommendation is that the TOD study examines some initial questions to establish baseline conditions for the area.

Initial Questions:

1. What is the vision for this area? This will be answered by the property owners, residents, businesses and others within the city.
2. What are the infrastructure (roadways, sanitation, energy, etc.) possibilities and limitations in this area?
3. How will planned roadway improvements and eventual replacement of both the East Ave and Walk Bridge affect the area and potential for redevelopment?
4. What are the employment numbers and businesses within the Industrial One Zone and what impacts would regulation changes have on these businesses?

Based upon the data and conclusions reached from the initial phase, the second part of the study will establish more finite details.

Secondary Considerations:

1. What should be the bounds of a potential TOD area?
2. What's the appropriate density and massing of a potential TOD area?
3. Establish building and streetscape design guidelines for a potential TOD area.
4. Recommended zoning regulations for any new TOD area, which could include Village Districts or Form Based Code.

I envision the final plan including graphic representations of the potential build-out which reflects any proposed regulation amendments as well as graphic representations and examples of any new design standards.

I have spoken with the Third Taxing District as well as the East Norwalk Neighborhood Association and the East Norwalk Business Association and they are interested in partnering with the city on this phase of the study, pending further discussion of the proposal. It should be noted that applications that demonstrate partnering with interested parties score higher.

Wall Street Train Station Viability and Location Analysis:

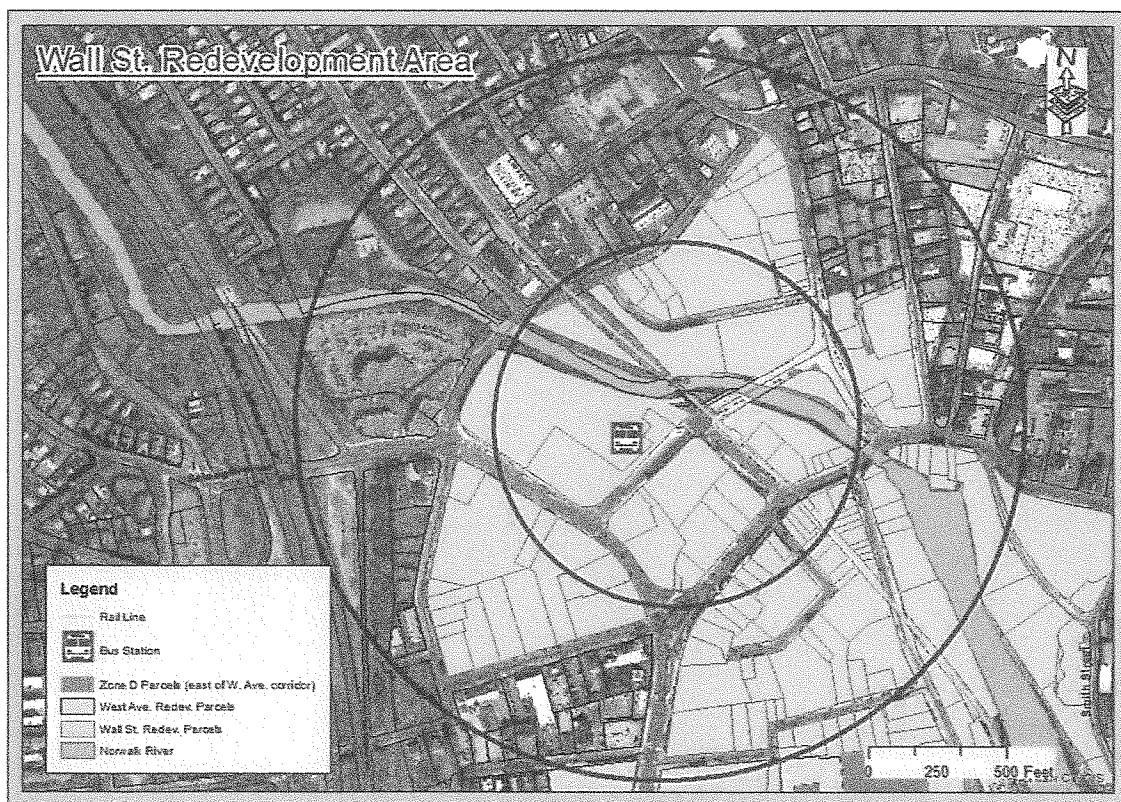
There has been considerable interest in adding a Danbury Branch train stop in the Wall Street area in order to assist in the revitalization and marketability of this historic section of the city. However, there needs to be the ridership and demand in order to justify the expense of constructing the station infrastructure and demonstrated ability to sustain ridership over the long haul. In addition, there are additional significant infrastructure hurdles, such as track electrification and the availability of sufficient public parking that must be overcome in order for this vision to become reality.

Some of the initial fact finding is currently being conducted through the Wall Street Redevelopment Plan being conducted by the Redevelopment Agency. That plan will look at existing densities and development potential based on existing zoning as well as recommended regulations changes that are more appropriate for the area.

This portion of the TOD study will utilize the data and results obtained from the redevelopment plan and identify what is needed in order for rail service to be restored to this area, not only from an infrastructure standpoint, but also from a ridership perspective. In addition, the study will also further explore the possibility of combining functionality of the existing Wheels Pulse Point bus station with a new train station. The Pulse Point station currently serves as Fairfield County hub for transit, including the Coastal Link to Bridgeport and Milford but also links to Danbury and Stamford.

The study will explore whether this new station could function more as a true transit hub, offering both bus and rail service, from one location, which could very well increase ridership for both modes of transit. It is also important to note that the Harbor Loop portion of the Norwalk River Valley Trail also circulates through this area and potentially could service as a means for further connecting bicycle and pedestrian users to the station.

The map below is an aerial view depicting the Wall Street Redevelopment Area and includes 1/4 and 1/2 mile circle radii from the Wheels Pulse Point bus station. For reference, the existing bus station is approximately 1,500 foot from the southern portion of the redevelopment area and approximately 500 feet from its northern bounds. The study will also explore whether the zoning to the areas to the north of the Wall Street redevelopment area is adequate to accomplish the TOD goals necessary to attract and sustain the ridership needed to justify an investment in a new rail station for this area. If additional areas are identified as needed and appropriate, for consideration of rezoning to justify a new rail station, the appropriate standards will be included in the plan.



Wall Street Train Station Viability and Location Analysis goals:

1. Identify viable locations for a new rail station in the Wall Street area.
2. Identify the infrastructure obstacles that must be met in order to accommodate a train station in this vicinity.
3. Provide preliminary estimates on costs for infrastructure shortfalls.
4. If a new rail station can be located and constructed in conjunction with the existing bus terminal, what are the potential benefits verse other identified locations.
5. Are there existing shortfalls within the current zoning designations and/or regulations that are preventing a rail station?
6. If there are zoning designations and/or regulations identified, what changes are needed to accommodate a rail station and are they appropriate for the area and consistent with the area's identified vision and goals.
7. Work with the Norwalk Transit District and Metro North on furthering the vision established in this study.

END

Certified Resolution of the Norwalk Common Council

2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program

The Common Council of the City of Norwalk met on _____ and adopted a resolution by the vote of _____ to _____ which:

- (1) authorizes submission of the East Avenue T.O.D./Wall Street Railroad Station Analysis in accordance with the 2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Request for Applications;
- (2) authorizes Mayor Harry Rilling or his successor, to sign the grant application, attached hereto, and to sign any other documents associated with administering the grant, if awarded, including but not limited to the final grant agreement and any amendments thereto.
- (3) In administering the grant, if awarded, the City of Norwalk hereby agrees to comply with the terms and conditions in the final grant agreement, as executed, including the local match requirement contained in such agreement. The local match presented in the initial Application Form shall form the basis for the match requirements of the grant agreement.

Attested to by:

Name: _____

Title: _____

(City/Town Clerk or COG equivalent)

Date: _____

Request for Applications (RFA)
2017 Responsible Growth and Transit-Oriented Development Program
State of Connecticut, Office of Policy and Management

A. INTRODUCTION

The Office of Policy and Management (OPM) is seeking applications from municipalities and regional councils of governments for projects to promote (1) responsible growth consistent with the Conservation & Development Policies: The Plan for Connecticut 2013-2018 (C&D Plan) and/or (2) opportunities for transit-oriented development (TOD), as defined in Section 13b-79o of the Connecticut General Statutes.

B. ELIGIBLE APPLICANTS

Only Connecticut municipalities and Regional Councils of Governments (COGs) may submit applications. Joint applications and collaborative partnerships with developers, non-profits, and other outside entities are encouraged. Eligible applicants may submit multiple applications.

C. PROGRAM OBJECTIVE

Develop an inventory of high-quality projects for consideration of funding through this grant program, or other state-agency programs, which advance State and local goals for responsible growth and/or TOD. Priority may be given to applications from municipalities awarded implementation grants under CTNext's Innovation Places program, in accordance with Public Act 16-3.

In general, proposals shall:

- Identify key problems or critical barriers preventing responsible growth and/or transit oriented development;
- Identify pragmatic strategies for problem-solving or eliminating these barriers, and develop implementable work plans;
- Demonstrate strong local support for the proposal;
- Improve or expand opportunities for future private investment in responsible growth and/or TOD; and
- Leverage other investment.

D. ELIGIBILITY REQUIREMENTS

A wide range of planning and construction projects will be considered, provided applicants meet the minimum requirements as follows:

- Proposals are consistent with the State C&D Plan and local plans of conservation and development (POCD) of the affected municipalities;
- Proposals will further State goals relating to responsible growth and/or TOD;
- Only Connecticut Municipalities or COGs are eligible to apply. Please note, to be eligible to receive funding under this program, municipalities shall have (1) adopted a plan of conservation and development (POCD) within the past ten years, pursuant to C.G.S. § 8-23, as amended by P.A. 15-95, or (2) have applied for, and received, a waiver of the discretionary state funding

prohibition from the OPM Secretary, in accordance with the process described in CGS § 8-23; and

- Proposed projects cannot supplant other grantee funding or operational costs, as detailed in Section 16 of the General Grant Conditions.

E. SELECTION PROCESS

This is a competitive grant program, in which proposals shall be selected on a rolling basis at the discretion of the OPM Secretary, and subject to availability of funding approved by the Bond Commission. Selected applicants will work collaboratively with OPM, and other State agencies, to develop detailed implementation strategies based on the applicant's completed **APPLICATION FORMS**. Only complete applications will be evaluated. OPM reserves the right to contact applicants in order to seek clarification and additional detail, as needed.

F. PROGRAM FUNDING LIMITS

Grant awards under this program shall be not less than ten thousand dollars (\$10,000) and not more than two million dollars (\$2,000,000). OPM reserves the right to award funding outside of those limits at the discretion of the OPM Secretary.

G. PROGRAM FUNDING SOURCES

Bond funds have been authorized for these purposes under Section 2(a)(1) of Public Act 16-4 (May Special Session), and Sections 2(d)(3) and 32(a)(2) of Public Act 15-1 (June Special Session). Funding is contingent upon Bond Commission approval, and OPM reserves the right to select the funding source it deems most appropriate for each grant award.

H. MILESTONE DATES AND SUBMITTAL REQUIREMENTS

(1) Wednesday, May 10, 2017 at 4:00 pm – Deadline to submit written questions on the RFA. All questions must be directed, in writing, to the Official State Contact: Matthew Pafford, at either Matthew.Pafford@ct.gov or Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. Proposers are required to limit their contact regarding this RFA to the person(s) named herein.

(2) Wednesday, May 24, 2017 at 4:00 pm – Deadline for OPM to post responses to RFA questions on its website. Written responses to all questions received will be posted to the Office of Policy and Management website:

http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=383284&opmNav_GID=1386

and the Department of Administrative Services (DAS) website:

<http://das.ct.gov/cr1.aspx?page=12>

(3) Friday, June 23, 2017 at 4:00 pm – **Deadline to submit completed APPLICATION FORM. In no event shall the content of any proposal be modified after this date; however, municipalities or COGs that need additional time to complete the Certified Resolution or COG letter requirements shall ensure that any such documents are received by no later than Friday, July 21, 2017 at 4:00 pm, in order for the application to be deemed complete.**

Completed applications and attachments are encouraged to be submitted electronically to OPM.Responsiblegrowth-tod@ct.gov. If an applicant prefers to submit a hard copy of their application, it should be mailed to Matthew Pafford, Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. All applications must be received by the deadline specified in Section H. All applicants will receive acknowledgement of receipt via email.

Any addendums to this program will be posted to the websites listed in subsection (2). It is the responsibility of the applicant to monitor these websites for any updates.

All communications with the State or any person representing the State concerning this RFA are strictly prohibited, except as permitted by this RFA. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.

In addition to the requirements in this RFA, applicants agree to comply with OPM's Special, and General Grant Conditions, or any terms and conditions required by the administering agency, if other than OPM. For informational purposes, a copy of OPM's Grant Condition are included in Section U of this RFA.

I. MINIMUM SUBMISSION REQUIREMENTS.

Proposals must be (1) submitted before the deadline, (2) follow the required format, (3) include all required forms, and (4) be duly executed. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

RIGHTS RESERVED TO THE STATE

J. The State reserves the right to award in part, to reject any and all bids in whole or in part for misrepresentation or if the proposer is in default of any prior State contract, or if the bid or proposal limits or modifies any of the terms and conditions and/or specifications of the RFA. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to a proposer and subsequently awarding the grant to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the grant with the initial proposer is deemed to be void *ab initio* and of no effect as if no grant ever existed between the State and the proposer.

K. The State may amend or cancel this RFA, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.

L. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.

M. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.

N. All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

O. This RFA is not an offer and neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the State and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the grant until the successful proposer is notified that the grant has been accepted and approved by the State. The grant may be amended only by means of a written instrument signed by the State and the proposer.

P. All proposals in response to this RFA are to be the sole property of the State. Proposers are encouraged NOT to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal and labeled CONFIDENTIAL and enclosed in a separate envelope.

If the proposer indicates that certain documentation, as required by this RFA, is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, OPM will endeavor to keep said information confidential to the extent permitted by law. OPM, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. As set forth below, the proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall OPM or any of its staff have any liability for disclosure of documents or information in the possession of OPM which OPM or such staff believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the information is not readily available to the public from other sources and the proposer submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." A convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 1-210(b) of the Connecticut General Statutes shall be prepared by the proposer and shall accompany the proposal. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the proposer that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to Section 1-210(b) of the Connecticut General Statutes.

Q. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFA is to be the sole property of the State.

R. Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFA Selection Committee.

S. The proposer represents and warrants that the proposal is without collusion or fraud. The proposer further represents and warrants that they did not participate in any part of the RFA development process, had no knowledge of the specific contents of the RFA prior to its issuance, and that no agent, representative or employee of the State participated directly in the proposer's proposal preparation.

T. All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

U. OPM GRANT CONDITIONS

• **GENERAL GRANT CONDITIONS, Updated November 4, 2015:**

http://www.ct.gov/opmathome/lib/opmathome/general_grant_conditions_revised_november_4_2015.docx#47984

• **SPECIAL GRANT CONDITIONS**

- 1. The Grantee agrees to complete and submit to OPM a revised project narrative not later than thirty (30) days after signing this grant award. The Grantee must contact OPM program staff at _____ regarding the required revisions.
- 2. Specific funding limitations have been applied to this grant. Please contact OPM program staff at _____ for further detail on these funding restrictions.
- 3. The Grantee is required to participate in training session(s) on _____. The Grantee must contact _____ to schedule training and determine if there are other technical assistance opportunities.
- 4. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than \$500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to OPM by letter.
- 5. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by OPM.
- 6. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of OPM or any party designated by OPM for such purpose. The

Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to OPM or its designee; and (3) permitting access by OPM or its designee to any and all project information whether stored by manual or electronic means.

- 7. Grantee's attendance at all training events, seminars and conferences must be approved by OPM prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates and costs. Staff attending training events may be required to present a summary of the training to OPM and/or other Grantees.
- 8. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.
- 9. The Grantee certifies that the application on which this grant is based was presented to the superintendent of schools for its school district and his or her comments thereon were given consideration prior to the submission of the application to OPM.
- 10. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by the controlling underlying federal grant program:
 - Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended.
 - 28 C.F.R. Part 42, Subparts C, D, E.
 - 28 C.F.R. Part 23 (Criminal Intelligence Systems).
 - 28 C.F.R. Part 38 (Equal Treatment of Faith Based Organizations).
 - U.S. Department of Justice, Office of Justice Program (OJP) Financial Guide.
 - To avoid duplicating existing networks or IT systems in any initiatives funded by Bureau of Justice (BJA) for law enforcement information sharing systems, which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
- 11. The Grantee agrees to and shall comply with all other applicable attachments provided by the federal government, as may be amended.

- 12. The Grantee agrees to and shall comply with the scope of work in the Grant, as may be amended.
- 13. The Grantee shall comply with all requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, as amended, that are attached hereto.
- 14. If applicable, the Grantee shall grant to other Connecticut municipalities or towns and/or the State limited, non-exclusive and royalty free license to use any Proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding Third-Party Software. For the purpose of this grant "Computer Software" means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.
- 15. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee's subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee's proprietary Computer Software and Grantee's subcontractor's Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.

Revised November, 2012

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
May 8, 2017

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

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager;
Mike Adams, General Line Foreman

OTHERS: Marissa Mangone, Sarah Mills (Marvin PTO)

PUBLIC: Diane Cece, Alan Botens

CALL TO ORDER

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

PUBLIC COMMENT

Ms. Diane Cece commented on the donation requests on the agenda for the meeting. Her concern was that TTD not maintain an "open door" policy for the donation requests. It was her feeling that any of the requests should be directly related to the businesses or ratepayers of the district and fall under the categories of science, conservation or electricity/power. She also said that some of the requests which do not meet the criteria should not even be put on the agenda; they should be vetted before they reach the Commission level.

Ms. Cece also spoke about The Rink at Vets Park and was hoping that TTD was not extending any special courtesies to them, as many of the residents of East Norwalk are opposed to the business being in Vets Park.

Ms. Cece thanked Mr. Scofield for providing her with the information she requested about the additional expenses which were incurred by moving the Annual Meeting date. She informed the Commission that the additional expense was \$1,800. It was her suggestion that if the Commission were going to do Charter revisions that they consider adding something in the revision to the effect of the date for the Annual Meeting cannot be changed unless by an act of God or weather-related or if it needs to be changed that it can only be done by unanimous vote of the Board.

MARVIN SCHOOL PTO DONATION REQUEST

Ms. Sarah Mills presented the donation request from the Marvin School PTO in the amount of \$4,600. She explained to the Commission that the funds would be used for two programs for the next school year – High Touch, High Tech Session “Currently Attracted” (4th grade) and CT Science Center trip (5th grade). The programs are science and electricity related.

Ms. Marissa Mangone thanked the Commission and TTD staff for their past support and presented them with a book of “thank you” letters from the students, which will be displayed in the TTD front lobby.

**** COMMISSIONER YOST MOVED TO GRANT \$4,600 TO THE MARVIN SCHOOL PTO FOR THE TWO PROGRAMS FOR THE NEXT SCHOOL YEAR.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

N.I.C.E. FESTIVAL DONATION REQUEST

Ms. Janet Evelyn, requestor for the N.I.C.E. Festival, was not present at the Commission meeting.

Commissioner Goldstein stated that the festival is not being held in the District and does not meet the criteria of the donation policy.

**** COMMISSIONER BROWN MOVED TO DENY THE REQUEST FOR THE N.I.C.E. FESTIVAL.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXCHANGE CLUB DONATION REQUEST

Commissioner Goldstein stated that TTD does have an existing partnership with the Exchange Club with regard to the tree in the Roger Ludlow Park. The request is not so much a donation request, but more in the line of a sponsorship. Commissioner Goldstein would not be opposed if the Electric Department sends a foursome on behalf of TTD, just like the events that are held through the Chamber of Commerce and others in the City. The request does not meet the criteria of a donation from the District Budget.

It was the consensus that Dr. Intrieri have the sponsorship go through the Electric Department’s Operating Budget in the amount of \$700.00

MINUTES OF MEETING

April 10, 2017 Special Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF APRIL 10, 2017 SPECIAL COMMISSION MEETING.
- ** COMMISSIONER GOLDSTEIN SECONDED.
- ** THE MOTION PASSED UNANIMOUSLY.

April 17, 2017 Regular Meeting

- ** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF APRIL 17, 2017 REGULAR COMMISSION MEETING.
- ** COMMISSIONER GOLDSTEIN SECONDED.
- ** THE MOTION PASSED UNANIMOUSLY.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE

Mr. Smith said that Total Income and Total Expense for March 2017 are about the same as compared to 2016. Net Ordinary Income is (\$189,988) compared to (\$110,670) last year. Other Income is \$374,327, which is up 21% from the previous year. Other Expense is \$72,840, which is up 15% or \$9,238 from last year. Net Income before Rate Stabilization is \$111,499, down 17% from last year. Net Income on a cash basis is \$1,301,060 which is up 55% from the previous year.

Cash Balance account is in good shape. Construction WIP account is down normally as the monies have been used for current projects. The Outstanding Principal Balance with CMEEC continues to go down as debt is paid off. Current Fiscal Year Capital Additions to Date is at \$679,456. There are a few more items totaling approximately \$75,000 that still need to be purchased.

Mr. Smith made mention of the Bad Debt Ratio and the reason for it being up is that we are at the tail-end of the shut-off period. It also reflects monies owed from Maplewood and the Rink at Vets Park which have since been collected.

Commissioner Yost asked about accounts 540 and 580. Mr. Smith reviewed the two accounts and directed him to the Footnotes on page 23 and explained it in detail.

PCA – The new amount of 2.5 cents has been in effect for three months and the over collection continues to go up. The Commission would like Mr. Smith to bring this back to them next month to review in order to keep a watchful eye on it.

UPDATE ON 18 ROWAN STREET BUILDING PROJECT

Mr. Mike Adams spoke to the Commission about what is now taking place at the property of 18 Rowan Street. He said an architectural firm (Gill & Gill) had been secured to assist in the design of the building. Once designed, it will be taken to legal counsel who will present it to Planning and Zoning of the City of Norwalk. Once approved by P&Z, it will go out for bid. Gill & Gill will continue to work with TTD through the bidding process. The Commission will receive the results of the bidding, hear the recommendations and a final decision will be made.

Mr. Smith wanted the Commission to see the drawings and see if they had any questions with regard to the process and the new building in general. Commissioner Goldstein asked about any noise (i.e., whines, buzz, banging, etc.) and lighting that may need to be mitigated that could be intrusive within the area and whether or not it was taken into consideration when designing the building. Mr. Adams responded that TTD has always tried to keep the "good neighbor" policy with regard to the property since its purchase. The wall that will be closest to a residential dwelling will be a one-hour fire rated wall and there should not be any lighting on that side of the building.

Mr. Adams said there was also a traffic study conducted for P&Z. It should not have any more traffic than the substations.

GENERAL MANAGER'S REPORT

Excess Equity Distribution

Mr. Smith informed the Commission about CMEEC's Excess Equity. TTD's proportionate share is approximately \$639,000. He has reviewed the options with Matt Allred (accountant) and the recommendation is to split the funds 50/50 between the Capital Improvements Fund and the CMEEC Municipal Trust Fund. The CMEEC Municipal Trust Fund would yield approximately 1 - 1.5% higher interest rate than if placed in the Rate Stabilization Fund. The Capital Improvements Fund would allow for a cushion and easier access to current funds should the need arise.

Discussion took place around whether or not 50% of the funds should be placed in the Capital Improvements Fund, in another account, i.e., Savings or if 100% of the funds should be placed in CMEEC's Municipal Trust Fund.

DRAFT

**** COMMISSIONER YOST MOVED TO ALLOCATE THE EXCESS EQUITY DISTRIBUTION 50/50 AS RECOMMENDED BY THE GENERAL MANAGER, JIM SMITH.**

**** COMMISSIONER GOLDSTEIN MOVED TO AMEND AND HAVE 50% OF THE FUNDS BE PLACED INTO SAVINGS.**

**** THERE WAS NO SECOND TO THE AMENDMENT.**

**** COMMISSIONER BROWN SECONDED THE ORIGINAL MOTION.**

**** 2 IN FAVOR; 1 OPPOSED.**

**** MOTION PASSED 2 TO 1.**

Follow-Up on Rate Stabilization Recommendation

Mr. Smith gave a follow-up on the previous month's Rate Stabilization recommendation, which was to reduce the contribution from 10 cents to 9 cents per KWH. He gave the Commission back-up information to support his recommendation, which was based on CMEEC's power cost projections over the next five years.

**** COMMISSIONER GOLDSTEIN MOVED TO CHANGE THE RATE STABILIZATION CONTRIBUTION FROM 10 CENTS TO 9 CENTS AS RECOMMENDED BY THE GENERAL MANAGER, JIM SMITH.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

New Marketing Firm Update

Mr. Smith informed the Commission that TTD and Greyskey had an initial meeting in late April to review what was expected of them. Greyskey (David Riss and Skye Riss) is now on board and the transition from Jumar went smoothly. Mr. Riss has received all files from Jumar, as well as passwords, and has been working on the website. He has suggested that the software for the website be updated as an older version of Wordpress is currently running.

He has secured a date of May 19th with Marvin School for the Touch-A-Truck program and will be working on press around this event.

Monthly meetings have been put in place and the Commission was invited to attend in order to get a gauge as to what is taking place, ask questions and make any necessary suggestions. Mr. Smith suggested that if the Commission had any specific issues they would like to see addressed to please send the information over to Mr. Smith in an email and he will be sure to discuss them with Mr. Riss.

At this time, Commissioner Brown welcomed a comment from Mr. Alan Botens. Mr. Botens just wanted to say that with regard to Greyskey, the ideas for the newsletter and website is good information for Greyskey to think about.

Third Taxing District
of the City of Norwalk
May 8, 2017

DRAFT

ADJOURNMENT

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

The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
May 8, 2017

~~Page 6~~ Pg. 19

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

OR

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

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
May 16, 2017

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

STAFF: Jim Smith, General Manager

CALL TO ORDER

Commissioner Brown called the meeting to order at 2:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

EXECUTIVE SESSION

- Personnel Search

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL SEARCH COMMITTEE OR AGENT.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Mr. Smith entered into Executive Session at 2:01 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO EXIT EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners and Mr. Smith returned to public session at 2:50 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO HAVE THE COMMISSION PROCEED WITH REQUESTING A PROPOSAL FROM THE RECRUITMENT FIRM HEADED BY CARL MYCOFF IN ANTICIPATION OF HIRING A NEW GENERAL MANAGER.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

DRAFT

ADJOURNMENT

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

The meeting adjourned at 2:54 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
May 16, 2017

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

OR

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

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

	Jul-Apr-2017	Jul-Apr-2016	\$ Change	% Change
Total Income	8,790,500	8,757,719	32,780	0.37%
Total Expense	8,856,075	8,860,361	-4,286	-0.05%
Net Ordinary Income	(65,576)	(102,642)	37,066	36%
Other Income	406,972	350,680	56,292	16%
Other Expense	360,121	365,637	(5,516)	-2%
Net Income before Rate Stabilization	(18,724)	(117,599)	98,875	84%
Rate Stabilization	1,273,963	787,431	486,533	62%
Net Income	1,255,239	669,831	585,408	87%

CASH BALANCES FY 2017

Apr-17

ACCTS

Operating Accounts	1,067,779
Construction WIP	65,575
Savings	1,149,602
Capital Improvements Fund	807,427

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2016	4,345,583
Current Balance	3,667,818
Current Fiscal Year Capital Additions to date	724,308

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 5,395,098	\$ 5,517,328	\$(122,230)	-2%
Budget Energy Cost	\$ 4,963,490	\$ 5,241,462	\$(277,972)	-5%
Energy Cost Cents/KWH	10.300	10.500	\$ (0.20)	-2%

Third Taxing District Profit & Loss Prev Year Comparison

April 2017

	Apr 17	Apr 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	19,225.06	18,299.35	925.71	5.06%
440-00 · Residential Sales	339,270.95	304,084.07	35,186.88	11.57%
442-01 · Large Commercial Sales	87,682.45	77,215.78	10,466.67	13.56%
442-02 · Small Commercial Sales	218,914.97	208,935.58	9,979.39	4.78%
445-01 · Water Pollutn Contrl Plnt Sales	102,164.22	90,502.29	11,661.93	12.89%
445-02 · Flat Rate	8,630.79	8,680.29	-49.50	-0.57%
451-00 · Miscellaneous Service Revenue	-813.82	8,868.34	-9,682.16	-109.18%
557-00 · Purchased Power Adjustment	111,564.52	117,662.68	-6,098.16	-5.18%
Total Income	886,639.14	834,248.38	52,390.76	6.28%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	384,726.19	457,782.72	-73,056.53	-15.96%
Total COGS	384,726.19	457,782.72	-73,056.53	-15.96%
Gross Profit	501,912.95	376,465.66	125,447.29	33.32%
Expense				
904-00 · Substation	11,980.81	18,340.85	-6,360.04	-34.68%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	88,920.99	80,800.98	8,120.01	10.05%
540-00 · Other Power Generation Expense	9,249.87	7,175.38	2,074.49	28.91%
580-00 · Distribution Expenses	3,896.54	6,680.51	-2,783.97	-41.67%
590-00 · Maintenance Expenses	40,248.13	41,544.99	-1,296.86	-3.12%
900-00 · Customer Accounts & Service	20,238.02	21,171.83	-933.81	-4.41%
920-00 · Administrative Expenses	125,647.33	130,439.99	-4,792.66	-3.67%
Total Expense	364,858.49	368,437.53	-3,579.04	-0.97%
Net Ordinary Income	137,054.46	8,028.13	129,026.33	1,607.18%
Other Income/Expense				
Other Income				
419-00 · Interest Income	515.00	437.35	77.65	17.76%
421-00 · Norden Project Income	18,681.30	29,270.07	-10,588.77	-36.18%
424-00 · Energy Conservation Fund Income	12,131.13	10,899.62	1,231.51	11.3%
Total Other Income	31,327.43	40,607.04	-9,279.61	-22.85%
Other Expense				
426-10 · Distribution to "District Fund"	69,970.25	73,751.50	-3,781.25	-5.13%
942-00 · Interest Expense	0.00	182.42	-182.42	-100.0%
990-00 · Miscellaneous items	0.00	0.00	0.00	0.0%
Total Other Expense	69,970.25	73,933.92	-3,963.67	-5.36%
Net Other Income	-38,642.82	-33,326.88	-5,315.94	-15.95%
Net Income before rate stabilization	98,411.64	-25,298.75	123,710.39	489.0%
Rate Stabilization	19,746.01	85,145.03	-65,399.02	-76.81%
Net Income	118,157.65	59,846.28	58,311.37	97.44%

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

	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	% Change	
Ordinary Income/Expense					
Income					
443-00 · Cervalis Data Center Revenues	171,801.66	152,491.55	19,310.11	12.66%	
440-00 · Residential Sales	3,360,680.14	3,381,407.51	-20,727.37	-0.61%	
442-01 · Large Commercial Sales	876,314.92	823,888.95	52,425.97	6.36%	
442-02 · Small Commercial Sales	2,211,579.36	2,230,323.34	-18,743.98	-0.84%	
445-01 · Water Pollutn Contrl Plnt Sales	851,984.59	853,218.05	-1,233.46	-0.15%	
445-02 · Flat Rate	80,573.34	80,845.59	-272.25	-0.34%	
557-00 · Purchased Power Adjustment	1,237,565.71	1,235,544.40	2,021.31	0.16%	
Total Income	8,790,499.72	8,757,719.39	32,780.33	0.37%	
Cost of Goods Sold					
555-00 · Electrical Power Purchased	5,395,098.08	5,517,328.44	-122,230.36	-2.22%	
Total COGS	5,395,098.08	5,517,328.44	-122,230.36	-2.22%	
Gross Profit	3,395,401.64	3,240,390.95	155,010.69	4.78%	
Expense					
904-00 · Substation	117,284.28	180,941.50	-63,657.22	-35.18%	Footnote 1
403-00 · Depreciation Expense	646,768.00	622,830.00	23,938.00	3.84%	
408-00 · Taxes	263,708.63	267,225.41	-3,516.78	-1.32%	
540-00 · Other Power Generation Expense	128,750.80	86,008.96	42,741.84	49.7%	Footnote 2
580-00 · Distribution Expenses	101,035.59	51,564.16	49,471.43	95.94%	Footnote 3
590-00 · Maintenance Expenses	445,706.56	458,679.10	-12,972.54	-2.83%	Footnote 4
900-00 · Customer Accounts & Service	209,739.01	215,675.51	-5,936.50	-2.75%	
920-00 · Administrative Expenses	1,546,492.06	1,458,480.50	88,011.56	6.03%	Footnote 5
980-00 · General Community Expenses	1,492.29	1,627.75	-135.46	-8.32%	
Total Expense	3,460,977.22	3,343,032.89	117,944.33	3.53%	
Net Ordinary Income	-65,575.58	-102,641.94	37,066.36	36.11%	
Other Income/Expense					
Other Income					
418-00 · Dividends	24,639.18	25,888.28	-1,249.10	-4.83%	
419-00 · Interest Income	5,699.00	5,634.24	64.76	1.15%	
420-00 · Gain/(Loss) on Investments	31,983.33	-43,363.84	75,347.17	173.76%	Footnote 6
421-00 · Norden Project Income	241,527.53	274,190.36	-32,662.83	-11.91%	
423-00 · Gain/(Loss) from Sale of FA	4,598.95	10,606.42	-6,007.47	-56.64%	Footnote 7
424-00 · Energy Conservation Fund Income	98,524.41	77,724.62	20,799.79	26.76%	
Total Other Income	406,972.40	350,680.08	56,292.32	16.05%	
Other Expense					
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%	
426-10 · Distribution to "District Fund"	279,881.00	295,006.00	-15,125.00	-5.13%	
426-20 · Energy Conservation Expense	60,099.89	47,412.01	12,687.88	26.76%	
942-00 · Interest Expense	140.09	3,219.39	-3,079.30	-95.65%	Footnote 8
Total Other Expense	360,120.98	365,637.40	-5,516.42	-1.51%	
Net Other Income	46,851.42	-14,957.32	61,808.74	413.23%	
Net Income before rate stabilization	-18,724.16	-117,599.26	98,875.10	84.08%	
Rate Stabilization	1,273,963.44	787,430.69	486,532.75	61.79%	
Net Income	1,255,239.28	669,831.43	585,407.85	87.4%	

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

1. The decrease in the substation expense of \$63K is due primarily to Pete Johnson retiring as well as maintenance activities.
2. The \$42K increase in Other Power Generation Expense is due to \$7K of NOX testing from CEM Services during the current year as well as other maintenance of the generators with H.O. Penn and Miratech.
3. The \$49K increase in Distribution expense is due to Netwatch quarterly expenditures of approximately \$27K due to the monitoring of the SCADA system to remain compliant, \$9K for an annual fee to MPower for the GIS Mapping, and the remainder due to timing of purchases for supplies and equipment.
4. The \$12K decrease in Maintenance expenses is due to a decrease in substation maintenance costs from the prior year in relation to maintenance with SNEW, Cristino Associates, and EPA technologies
5. Administrative Expenses increased \$88K from the prior year primarily due to a \$30K increase in Seminars and Training with NEPPA and Hometown Connections, a \$5K increase in travel and lodging, a \$40K increase in Pension & Benefits as a result of TTD's increased monthly pension contributions, and a \$10K increase in auto expense due mainly to bucket truck repairs. The remainder of the difference is due to the timing of insurance payments and premiums.
6. The unrealized gain year-to-date of \$32K is representative of the cumulative year to date adjustments to bring our capital improvements investment account to market value as of 03/31/2017 . The next adjustment will be for the quarter ending 06/30/2017.
7. The gain or loss from sale of fixed assets is \$2,500 of sale proceeds from the 2003 Form F-350 which was fully depreciated and \$1,600 of proceeds from the scrap of a transformer. The remainder of the difference is due to the sale of scrap.
8. The decrease in interest expense is due to the fact that the line of credit with Patriot Bank was paid off in July,-2016.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

		2017	April 2016	Industry Average (Bandwidth)	
1)	OPERATING RATIO	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	100.75%	101.17%	95-105%
2)	POWER SUPPLY EXPENSE RATIO	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	61%	62%	65% - 70%
3)	BAD DEBT RATIO	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	5.30%	4.70%	3% - 10%
4)	OUTSTANDING RECEIVABLES	TOTAL CUSTOMER RECEIVABLES OVER 90 DAYS	\$41,238	\$39,312	
5)	ACTUAL RATE OF RETURN ON RATE BASE	AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
6)	ELECTRIC CUSTOMERS PER EMPLOYEE	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	348	383	200 - 500
7)	ENERGY LOSS %	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	3.35%	3.50%	2.5% - 6%
8)	SYSTEM LOAD FACTOR	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	54.5%	57.10%	50% - 65%

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

	2016 May	2016 June	2016 July	2016 August	2016 September	2016 October	2016 November	2016 December	2017 January	2017 February	2017 March	2017 April
Total Energy	kWh											
h	Grand Total Purchased Power Costs	\$ 474,985	\$ 535,454	\$ 700,154	\$ 718,571	\$ 543,716	\$ 482,983	\$ 563,687	\$ 563,194	\$ 487,869	\$ 489,912	\$ 384,726
i	(Sum of current and previous 5 months)	\$ 3,124,943	\$ 3,143,931	\$ 3,229,169	\$ 3,388,153	\$ 3,430,664	\$ 3,441,164	\$ 3,469,397	\$ 3,332,437	\$ 3,101,735	\$ 3,047,931	\$ 2,972,371
j	kWh's Purchased											
k	Total Purchased Power kWh Units	4,427,132	4,995,545	6,533,151	6,298,482	5,295,186	4,347,256	4,809,142	5,732,210	5,199,650	4,628,845	4,204,693
m	(Sum of current and previous 5 months) kWh	29,001,672	29,188,075	29,989,016	31,087,848	31,754,189	31,778,892	31,592,489	30,791,548	29,692,716	29,026,375	28,921,796
n	Power Supply Costs @ Retail	\$ 0.1138	\$ 0.1137	\$ 0.1137	\$ 0.1151	\$ 0.1141	\$ 0.1143	\$ 0.1160	\$ 0.1143	\$ 0.1103	\$ 0.1109	\$ 0.1085
o	Base Fuel Cost	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958	\$ 0.0958
p	Loss Factor	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%	% 5.6%
q	Calculated PCA	\$ 0.0180	\$ 0.0179	\$ 0.0179	\$ 0.0193	\$ 0.0183	\$ 0.0185	\$ 0.0202	\$ 0.0185	\$ 0.0145	\$ 0.0151	\$ 0.0127
r	Actual PCA Implemented	\$ 0.0270	\$ 0.0270	\$ 0.0270	\$ 0.0270	\$ 0.0270	\$ 0.0270	\$ 0.0270	\$ 0.0250	\$ 0.0250	\$ 0.0250	\$ 0.0230
s	Total System Retail Sales (kWh's)	3,943,809	5,127,075	5,691,198	5,986,748	6,625,943	4,450,569	4,618,003	5,796,522	5,028,127	4,489,846	5,076,518
t	Base PCA Revenue	\$ 377,817	\$ 491,174	\$ 545,217	\$ 573,530	\$ 634,765	\$ 408,691	\$ 442,405	\$ 555,307	\$ 481,695	\$ 430,127	\$ 486,330
u	Fuel Factor Revenue	\$ 106,483	\$ 138,431	\$ 153,662	\$ 161,842	\$ 178,900	\$ 115,184	\$ 124,686	\$ 144,913	\$ 125,703	\$ 112,246	\$ 116,760
v	Total Revenues through PCA	\$ 484,300	\$ 629,605	\$ 698,879	\$ 735,173	\$ 813,666	\$ 523,876	\$ 567,091	\$ 700,220	\$ 607,398	\$ 542,373	\$ 603,090
w	Difference of Collection vs Expense	\$ 100,047	\$ 194,197	\$ 192,923	\$ 209,524	\$ 479,474	\$ 543,064	\$ 606,611	\$ 747,041	\$ 866,569	\$ 919,030	\$ 1,137,395

pg. 29

GENERAL MANAGER'S REPORT
(Note Page)

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2016-2017

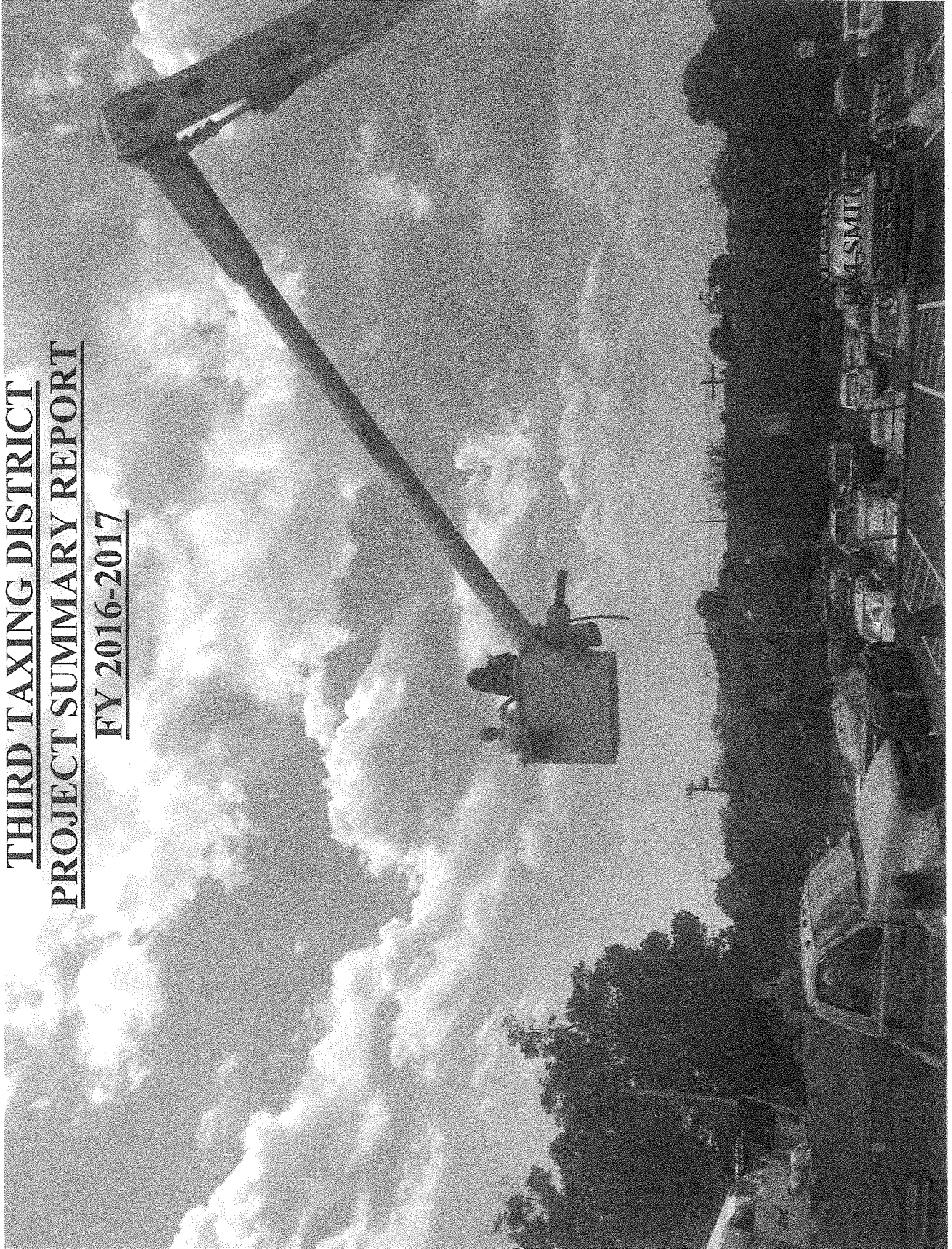
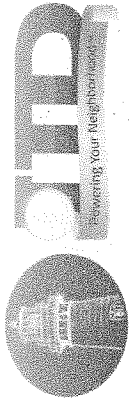


TABLE OF CONTENTS

PAGE #	PROJECT #	PROJECT
1	1	A-BASE METER REPLACEMENT PROGRAM
1	2	CUSTOMER SERVICE/MANAGEMENT TRAINING PROGRAM
1	3	SUCCESSION PLANNING PROCESS
2	4	RADIO-READ METER UPGRADE
2	5	UPGRADE FLEET VEHICLES
2	6	I/T SYSTEM MODIFICATIONS
3	7	COST OF SERVICE/RATE STUDY
4	8	STRATEGIC PLANNING PROCESS
5	9	PUBLIC RELATIONS/MARKETING PROGRAM
6	10	SUBSTATION UPGRADES AND IMPROVEMENTS
6	11	18 ROWAN STREET RENOVATION
7-10	12	MISCELLANEOUS
11	13	STATE (CT DOT) BRIDGE PROJECTS
11	14	LED FLOOD/SECURITY LIGHT UPGRADE
12	15	VERIZON SMALL CELL ANTENNA PROJECT
13	16	COMMERCIAL LIGHTING RETROFITS



THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: MAY 31, 2017

COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
1)	A-BASE METER REPLACEMENT PROGRAM	<ul style="list-style-type: none"> IN PROCESS WITH METER DEPT. 	ON-GOING UNTIL COMPLETED	<ul style="list-style-type: none"> MAY 2017 – WE REPLACED 2 A-BASE METERS DURING THE MONTH OF MAY IN THE DISTRIBUTION SYSTEM.
2)	CUSTOMER SERVICE/ MANAGEMENT TRAINING PROGRAM	<ul style="list-style-type: none"> TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES. 	ALL OF 2016-17 FISCAL YEAR	<ul style="list-style-type: none"> MAY 2017 – KRISTEN MALONE AND RACHEL GARCIA ATTENDED THE NEPPA TWO-DAY CUSTOMER SERVICE LEADERSHIP PROGRAM IN NORWICH, CT. BOTH RECEIVED CERTIFICATES AND ACTIVELY PARTICIPATED IN THE PROGRAM.
3)	SUCCESSION PLANNING PROCESS	<ul style="list-style-type: none"> COMPLETE WITH PERIODIC REVIEW 	ON-GOING	



PROJECT STATUS TIMELINE COMMENTS/MONTHLY UPDATE

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
4)	RADIO-READ METER UPGRADE	<ul style="list-style-type: none"> APPROXIMATELY 77% OF THE SYSTEM HAS BEEN COMPLETED. 	MULTI-YEAR PROGRAM BEGINNING IN 2015. WILL CONTINUE UNTIL COMPLETED.	<ul style="list-style-type: none"> MAY 2017 – INSTALLED 168 RADIO READ METERS THROUGH THE MONTH OF MAY FOR A TOTAL OF 2,915 TO DATE, OR 77% OF THE SYSTEM.
5)	UPGRADE FLEET VEHICLES	<ul style="list-style-type: none"> PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE. 	ON-GOING WITH PERIODIC UPDATES	<ul style="list-style-type: none"> MAY 2017 – THE LEASE ON THE 2014 FREIGHTLINER BUCKET TRUCK IS COMING DUE IN JUNE OF 2017. STAFF IS RECOMMENDING A BUYOUT OF THE REMAINING VALUE OF THE LEASE AS PART OF THE 2017-18 CAPITAL BUDGET REQUEST BASED ON CONDITION AND REMAINING USEFUL LIFE OF THE VEHICLE.
6)	I/T SYSTEM MODIFICATIONS	<ul style="list-style-type: none"> ON-GOING TO CREATE GREATER EFFICIENCIES WHEREVER POSSIBLE. 	PERIODIC UPDATES AS NECESSARY.	



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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7)	<p>CONDUCT COST OF SERVICE/RATE STUDY WITH PERIODIC UPDATES</p>	<ul style="list-style-type: none"> • INITIAL RATE STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014. • UPDATE/ "TUNE-UP" COMPLETED IN JULY 2016. • COST OF SERVICE STUDY ON SECURITY LIGHTING BEGAN IN JUNE OF 2016. 	<p>SECURITY LIGHT COST OF SERVICE STUDY COMPLETED IN OCTOBER 2016.</p>	
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	STRATEGIC PLANNING PROCESS	<ul style="list-style-type: none"> • TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING. • PRESENTED AND APPROVED AT THE FEBRUARY 1, 2016 MEETING. • INITIAL SESSIONS WERE CONDUCTED WITH THE STAFF AND COMMISSION ON MAY 18TH AND 19TH. • FOLLOW-UP MEETINGS HAVE BEEN SCHEDULED WITH THE STAFF AND COMMISSION FOR AUGUST 16TH AND 17TH. • MEETINGS HAVE BEEN SCHEDULED WITH THE COMMISSION AND STAFF ON SEPTEMBER 27TH. • FUTURE MEETINGS ARE BEING SCHEDULED WITH COMMISSION AND STAFF. • A FOLLOW-UP MEETING HAS BEEN SCHEDULED WITH THE COMMISSION FOR NOVEMBER 15TH. 	<ul style="list-style-type: none"> • BEGIN IN 1ST QTR 2016. • WORK CONTINUES INTO 2017 AS NECESSARY. 	<ul style="list-style-type: none"> • MAY 2017 – THE FOLLOWING ACTIVITIES TOOK PLACE DURING THE MONTHS OF APRIL/MAY: <ul style="list-style-type: none"> • A SPECIAL COMMISSION MEETING WAS HELD ON APRIL 10TH TO WORK ON THE CHARTER REVISIONS, BY-LAWS, AND VISION STATEMENTS. STEVE VANDERMEER FACILITATED THE MEETING AND ADDITIONAL PROGRESS WAS MADE IN ALL THESE AREAS. IT WAS AGREED THAT THE COMMISSION CONTINUE TO ADDRESS THE LEGAL ISSUES SURROUNDING THE CHARTER CHANGES AND MOVE FORWARD ONCE A DEFINITIVE LEGAL OPINION WAS RECEIVED.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

<p>9)</p>	<p>PUBLIC RELATIONS/ MARKETING PROGRAM</p>	<ul style="list-style-type: none"> • BIDS WERE EVALUATED BY STAFF IN EARLY APRIL AND A RECOMMENDATION WAS MADE TO THE COMMISSION. • COMMISSION INTERVIEWED TWO FINALISTS AND CHOSE GREYSKYE COMMUNICATIONS AS TTD'S NEW MARKETING P/R FIRM. 	<p>NEW FIRM SELECTED IN APRIL OF 2017.</p>	<ul style="list-style-type: none"> • MAY 2017 – THE FOLLOWING ACTIVITIES TOOK PLACE DURING THE MONTHS OF APRIL/MAY. <ul style="list-style-type: none"> • BID PACKAGES FOR MARKETING/P/R SERVICES WERE SENT TO OVER 30 COMPANIES. WE RECEIVED RESPONSES FROM 5 QUALIFIED BIDDERS. • STAFF REVIEWED EACH OF THE RESPONSES AND MADE RECOMMENDATIONS TO THE COMMISSION. • COMMISSION CHOSE GREYSKYE COMMUNICATIONS AS TTD'S NEW MARKETING P/R FIRM. • GREYSKYE/TTD STAFF HAVE MET TO REVIEW INITIAL EXPECTATIONS AND MAP OUT ACTION PLAN FOR MARKETING EFFORTS. • GREYSKYE HAS UPDATED WEBSITE, COVERED SEVERAL EVENTS, AND IS REVIEWING AND MAKING SUGGESTIONS ON TTD COLLATERAL MATERIALS MOVING FORWARD.
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COMMENTS/MONTHLY UPDATE

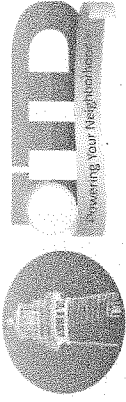
TIMELINE

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#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
10)	SUBSTATION UPGRADES AND IMPROVEMENTS	<ul style="list-style-type: none"> PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS. 	ON-GOING THROUGHOUT 2016-17 FISCAL YEAR.	
11)	18 ROWAN STREET RENOVATION	<ul style="list-style-type: none"> PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED. FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE. 	SUMMER OF 2017.	<ul style="list-style-type: none"> MAY 2017 – DETAILED DESIGN DRAWINGS/PLANS WERE REVIEWED WITH THE COMMISSION AT THE MAY 8TH MEETING. COMMENTS WERE RECEIVED FROM THE COMMISSION AT THAT TIME. SUBSEQUENT TO THAT MEETING, WE PRESENTED THE PLANS TO MIKE WRENN AT NORWALK PLANNING AND ZONING FOR INCLUSION/ CONSIDERATION BY THE P/Z COMMISSION AT THEIR NEXT MEETING IN JUNE.



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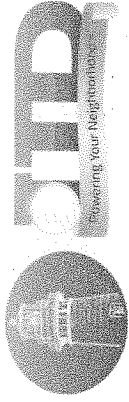
PROJECT

STATUS

TIMELINE

COMMENTS/MONTHLY UPDATE

<p>12)</p>	<p><u>MISCELLANEOUS</u></p> <ul style="list-style-type: none"> ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET FOR FY 2017-18 	<p>PRELIMINARY DISCUSSIONS BEING HELD WITH STAFF ON 2017-18 BUDGET PROCESS.</p>	<p>2017-18 BUDGETS WILL BE PRESENTED TO THE COMMISSION IN MAY/JUNE OF 2017.</p> <p>2ND QUARTER BUDGET VS. ACTUALS (THROUGH 12/31/16) WERE SENT OUT TO THE COMMISSION DURING THE MONTH.</p>	<ul style="list-style-type: none"> MAY 2017 -- SEVERAL INTERNAL BUDGET MEETINGS WERE CONDUCTED DURING THE MONTH BETWEEN STAFF AND MATT ALLRED. THESE MEETINGS HAVE RESULTED IN A "WORKING DRAFT" OF BOTH THE CAPITAL AND OPERATING BUDGETS WHICH ARE CONTINUING TO BE REFINED PRIOR TO SUBMISSION TO THE COMMISSION FOR REVIEW DURING THE MONTH OF JUNE.
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COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

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#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
<ul style="list-style-type: none"> • <u>MISC. (Cont.)</u> • NORDEN GENERATORS 	PERIODIC TESTING FOR "BLACK START" BACK-UP TO THE NORDEN FACILITY AND RUN INTO THE ISO LFR MARKET.	ON-GOING		
<ul style="list-style-type: none"> • SOLAR PROJECTS 	POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL AND COMMERCIAL CUSTOMERS.	ON-GOING	<ul style="list-style-type: none"> • MAY 2017 – STAFF CONTINUES TO WORK WITH RESIDENTIAL/ COMMERCIAL CUSTOMERS INTERESTED IN PURSUING ROOFTOP SOLAR PROJECTS IN TTD'S SERVICE TERRITORY. 	
<ul style="list-style-type: none"> • ANNUAL FINANCIAL AUDIT (FYE 6/30/16) 		EXPECTED COMPLETION DATE- OCTOBER 15 TH OF EACH YEAR		



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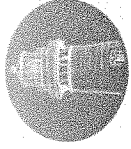
PROJECT

STATUS

TIMELINE

COMMENTS/MONTHLY UPDATE

	<u>MISC. (Cont.)</u>	PROJECT BEGINS JULY 2015		
	<ul style="list-style-type: none"> • SCADA PROJECT 	PROJECT BEGINS JULY 2015	<ul style="list-style-type: none"> • 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – JULY 2016 • 3RD PHASE (EAST AVENUE) JULY 2016 – JUNE 2017 • 4TH PHASE – JUNE 2017 – JULY 2017 • 5TH PHASE – JULY 2017 – AUGUST 2017 	<ul style="list-style-type: none"> • MAY 2017 - WORK CONTINUES ON PHASE 3 OF THE SCADA PROJECT (EAST AVENUE SUBSTATION). WE ARE ACTIVELY ENGAGING OUR OUTSIDE SCADA ENGINEERING CONSULTANTS, WHO ARE INSTALLING THE SWEITZER RELAYS IN THE SUBSTATION.



COMMENTS/MONTHLY UPDATE

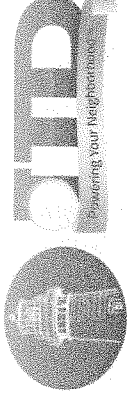
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	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<p><u>MISC. (Cont.)</u></p> <ul style="list-style-type: none"> • COMMERCIAL CUSTOMER VISITS 	<p>ON-GOING AS SCHEDULES PERMIT</p>	<p>THROUGHOUT 2017</p>	
	<ul style="list-style-type: none"> • ECONOMIC DEVELOPMENT INITIATIVES 	<p>ON-GOING MEETINGS WITH ELIZABETH STOCKER, THE CITY OF NORWALK'S ECONOMIC DEVELOPMENT DIRECTOR AND LAOISE KING, CITY OF NORWALK'S CHIEF OF STAFF</p>	<p>THROUGHOUT 2017</p>	<ul style="list-style-type: none"> • MAY 2017 – MET WITH DOUG ADAMS OF GGP TO REVIEW OUR DETAILED CONSTRUCTION ESTIMATE FOR SUPPLYING BACKUP POWER TO THE MALL. WE ARE CURRENTLY AWAITING DOUG'S RESPONSE.



PROJECT **STATUS** **TIMELINE** **COMMENTS/MONTHLY UPDATE**

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
13)	STATE (CT DOT) BRIDGE PROJECTS	INITIAL LETTER FROM CT DOT TO TTD ISSUED IN MARCH 2016. REGULAR UPDATES HAVE BEEN RECEIVED FROM CT DOT/PARSONS BRINKERHOFF AS INFORMATION IS REQUIRED.	REMAINDER OF 2016 INTO 2017 AND BEYOND.	<ul style="list-style-type: none"> MAY 2017 – CONTINUED TO WORK WITH CT DOT OFFICIALS ON THE VARIOUS BRIDGE PROJECTS THROUGH ATTENDANCE AT SCHEDULED MEETINGS, ETC. SEVERAL OF THESE PROJECTS ARE REACHING THE 30% DESIGN/ DEVELOPMENT PHASE, WHICH TRIGGERS ADDITIONAL MEETINGS AND COORDINATION EFFORTS.
14)	LED FLOOD/ SECURITY LIGHT UPGRADE	ON-GOING UNTIL COMPLETED.	TO BE FINALIZED IN SPRING/SUMMER OF 2017.	<ul style="list-style-type: none"> MAY 2017 – CONTINUED TO INSTALL LED SECURITY LIGHTS IN THE DISTRICT. WE HAVE CONVERTED APPROXIMATELY 60% OF THESE LIGHTS TO LED'S THROUGH THE END OF MAY. 123 LIGHTS REMAIN TO BE INSTALLED.



COMMENTS/MONTHLY UPDATE

TIMELINE

STATUS

PROJECT

15)	<p>VERIZON SMALL CELL ANTENNA PROJECT/ CO-LOCATION EQUIPMENT ATTACHMENTS</p>	<ul style="list-style-type: none"> • VERIZON REQUEST TO ATTACH "SMALL CELL ANTENNAS" ON CERTAIN TTD POLES. WE ANTICIPATE THEY WILL ATTACH TO THREE TO FIVE POLES IN THE SYSTEM. • CMEEC LEGAL IS DEVELOPING A "MASTER LEASE AGREEMENT" ON BEHALF OF THE MEU'S STATEWIDE OUTLINING THE TERMS AND CONDITIONS FOR ATTACHMENT. 	<p>IN PROCESS - FINALIZING IN NEXT 30-60 DAYS.</p>	<ul style="list-style-type: none"> • MAY 2017 -- FINAL COMMENTS HAVE BEEN RECEIVED FROM ALL THE MUNICIPALS ON A DRAFT OF A MASTER LEASE AGREEMENT WITH VERIZON. A "LEASE RATE" IS PART OF THIS AGREEMENT, SIMILAR TO WHAT WE CHARGE CABLEVISION FOR A POLE ATTACHMENT RATE, AND WILL RESULT IN SOME SMALL INCREMENTAL REVENUE TO TTD ON AN ANNUAL BASIS (LESS THAN \$1,000/YEAR).
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COMMENTS/MONTHLY UPDATE

TIMELINE

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#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
16)	COMMERCIAL LIGHTING RETROFITS	ON-GOING	ON-GOING	<ul style="list-style-type: none"> MAY 2017 -- AS OF MAY 31ST, LANTERN ENERGY HAS SECURED 5 COMMERCIAL LIGHTING RETROFITS WITHIN THE DISTRICT (ACCURATE AUTO, PHIL'S MAIN ROOFING, CT CLOSETS, RICK'S MAIN ROOFING AND NORWALK COLLISION). ALL PROJECTS HAVE BEEN PRE-INSPECTED BY TTD. WORK IS EXPECTED TO TAKE PLACE OVER THE NEXT FEW MONTHS SHOULD THE CUSTOMERS DECIDE TO MOVE FORWARD ON THEIR RESPECTIVE PROJECTS.