

## **THIRD TAXING DISTRICT OF THE CITY OF NORWALK PENSION PLAN COMMITTEE CHARTER**

### **I. Establishment, Purpose and Authority of Committee**

This Charter constitutes the articles governing the structure and operation of the Third Taxing District of the City of Norwalk ("TTDN" or the "Company") Pension Plan Committee (the "Committee"). The Committee is being established to fulfill certain administrative and operational duties with respect to the Third Taxing District of the City of Norwalk Electrical Department's Pension Plan (the "Plan"), and as such, is responsible for the oversight of the Plan's operation and administration. The Committee is being created by resolution of the TTDN Commission (the "Commission").

### **II. Committee Membership, Structure and Procedures**

At all times the Committee shall consist of at least three (3) Company employees. The initial selection of members and any changes to the membership of the Committee shall be made by the Commission. The Committee members shall appoint a Chairperson and Secretary. The Chairperson and Secretary shall serve in their positions for a one (1) year period, then the Committee shall re-appoint each position. The Committee shall meet at least two (2) times per year. In addition, the Committee shall meet at such other times as it deems necessary or desirable to fulfill its responsibilities. Members may participate in a Committee meeting in person, by telephone or through the use of other electronic media.

The agenda of each Committee meeting shall be prepared by the Secretary and circulated to each member prior to the meeting date. The presence of a majority of the Committee shall be necessary to constitute a quorum. The affirmative vote of a majority of the members present shall be necessary for the adoption of any resolution. However, any action required or permitted to be taken at any Committee meeting may be taken without a meeting if all members of the Committee consent thereto in writing. Minutes shall be prepared for all meetings to document the Committee's activities. The minutes shall be circulated to all members, and shall be approved as presented or as modified at a subsequent Committee meeting.

### **III. Committee Authority, Duties and Responsibilities**

The Committee is authorized to perform the following duties and maintains the following powers, responsibilities and authority with respect to the Plan.

#### **A. Plan Administration, Design and Policy**

1. Control, manage and make decisions associated with the design, operation, administration and interpretation of the Plan.
2. Provide a full and fair review to any participant in the Plan whose claim has been denied, in whole or in part. The Committee shall have the sole and absolute discretion to interpret the Plan and make factual finding relating to such appeals.

3. Take all action and to make all decisions necessary or proper to carry out the provisions of the Plan.
4. Interpret the Plan, and to resolve ambiguities, inconsistencies and issues.
5. Decide on questions concerning the Plan and the eligibility of any employee to participate in or receive benefits from the Plan, in accordance with the provisions of the Plan.
6. Determine the amount of benefits payable to any person from the Plan.
7. Determine the manner in which the funds shall be disbursed pursuant to the provisions of the Plan (for non-investment purposes), including the review of the reasonableness of expenses paid by the Plan to service providers.
8. Employ or remove counsel, a qualified public accountant, consultants and such clerical and other service providers as it may require in carrying out the provisions of the Plan or in complying with requirements imposed applicable law.
9. Interpret and/or adopt amendments to the Plan as the Committee deems necessary and/or desirable for proper administration of the Plan.
10. Prepare, file with the appropriate governmental agencies, furnish or make available to appropriate participants, alternate payees, and beneficiaries, any statements, reports, descriptions, registrations and other documents as may be required pursuant to applicable law, or cause such filings to be prepared and made.
11. The Committee may not make any changes to the Plan which would increase the cost to maintain it or increase the benefits under such plans unless such changes are approved by the Commission.

#### **IV. Indemnification**

To the extent permitted by law, the Company shall indemnify each member of the Committee, and any other employee of the Company with duties under the Plan, against expenses (including any amount paid in settlement) reasonably incurred by him or her in connection with any claims against him or her by reason of his or her conduct in the performance of his or her duties under the Plan, except in relation to matters as to which he or she acted fraudulently or in bad faith in the performance of such duties. The preceding right of indemnification shall pass to the estate of such a person. The preceding right of indemnification shall be in addition to any other right to which the Committee member or other person may be entitled as a matter of law or otherwise.

Adopted October 1, 2017



## Project: East Norwalk Library

**SITE ADDRESS:** 51 Van Zant Street, Norwalk, CT 06855

**DATE PERFORMED:** 9/20/17

### **BLOWER DOOR TEST:**

CFM was calculated to reflect a pressure of 50 Pascals even though this pressure could not be achieved due to excessive leakage.

CFM PRE	CFM POST	CFM REDUCTION
7021	5102	1919

### **ENERGY CONSERVATION MEASURES:**

- Inserted foam board behind all mesh hatchways
- Installed foam board to seal off old attic fan opening
- Basement storage room abandoned vent filled with Roxul
- Caulked perimeter of glass block windows in basement
- Sealed around AC Window sleeve units
- Sealed boiler room penetrations with Roxul and Foam
- Caulked and sealed spaces between window frame and wall in basement
- Sealed abandoned flue pipe in utility room
- Re-foamed wherever existing foam had degraded
- Caulked and foamed around all windows
- Caulked and foamed edge where ceiling intersects wall throughout building
- Provided 249 ft pipe insulation for all pipes off water heater and boiler

Please see the attached sheets for calculations per the Energize CT Program for Estimated Annual Energy Savings for this project.

Lantern Energy, LLC  
33 Wisconsin Avenue, Norwich, CT 06360  
877-878-3006

### Visit Summary

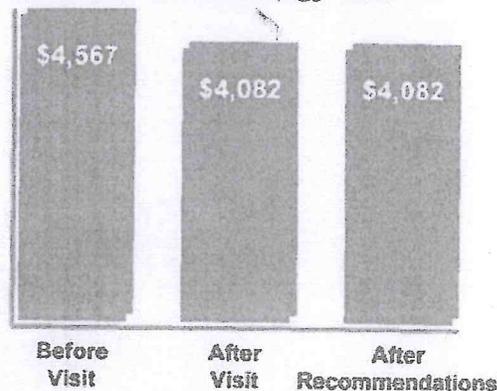
Prepared For  
 East Norwalk Library  
 51 Van Zant St.  
 Norwalk CT 06855

Prepared By  
 Lantern Energy  
 33 Wisconsin Avenue  
 Norwich CT 06360

### Facts About Your Home

Type: Single Family  
 Heated Area: 5,787 sq.ft.  
 Stories: 1.0  
 Occupants: 14  
 Heating: Gas  
 Hot Water: Gas  
 A/C: Central Air/HP  
 Est. Elec. Cost: \$0.220/kWh  
 Est. Gas Cost: \$1.990/CCF

### Estimated Annual Energy Cost



Where Did You Save	Est. Annual Electric Savings (kWh)	Est. Annual Gas Savings (CCF)	Estimated Annual Savings (Total \$)
Blower Door	113.8	224.5	\$471.80
Duct Sealing	0.0	0.0	\$0.00
Hot Water	0.0	6.6	\$13.13
Lighting	0.0	0.0	\$0.00
<b>Total</b>	<b>113.8 kWh</b>	<b>231.1 CCF</b>	<b>\$484.93</b>

### What Did We Do:

Blower Door Before/After Door 1 (7021/5102),  
 Hot Water 3/4 inch Pipe Insulation ft. (250),



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 smart energy choices

### Direct Install Detail

	Quantity	Electric (kWh)	Gas (CCF)	Oil (Gal)	Propane (Gal)	MMBTU	Customer Savings (Estimated)
<b>Blower Door</b>							
CFM Reduction	1,919	-113.8	-224.5	0	0	-23.49	\$471.80
<b>Duct Sealing</b>							
Duct Sealing	—	0	0	0	0	0	\$0.00
<b>DHW</b>							
Shower Head	—	0	0	0	0	0	\$0.00
Aerator	—	0	0	0	0	0	\$0.00
Pipe Wrap	—	0	-6.6	0	0	-0.66	\$13.13
Subtotal, DHW	—	0	-6.6	0	0	-0.66	\$13.13
<b>Lighting</b>							
Subtotal, Lighting	0	0	0	0	0	0	\$0.00
<b>Total, Direct Install</b>	—	-113.8	-231.1	0	0	-24.17	\$484.93



Empowering you to make  
smart energy choices

----- Forwarded message -----

From: **john b** <[reoappliance@gmail.com](mailto:reoappliance@gmail.com)>

Date: Thu, Sep 21, 2017 at 12:38 PM

Subject: quote

To: [mecassella@gmail.com](mailto:mecassella@gmail.com)

for the east norwalk library the ac unit sl28n30 cost \$1699 each

4 units total cost \$6796

our installer matt reith will charge \$ each for install and removing old

total cost for install \$1000

making total cost \$7796

thank you john blackman [203-838-7925](tel:203-838-7925) ext 310 reo appliance



401 WESTPORT AVE, NORWALK, CT 06851  
 PHONE: 203-847-2471

QUOTE # 170926.151.606.11.266

HANS KLEIN - HANS@AITORO.COM

SALES NOTE

09-26-2017

MICHAEL MECASSELLA  
 CITY OF NORWALK  
 VAN ZANT STREET LIBRARY  
 NORWALK, CT 06851

TYPE	LOCATION
OTHER	OTHER
PROJECT START	
09-26-2017	

Model	Brand	Color	Description	Qty	Price	Total
SL28N30C	FRIEDRICH	OTHER	28000 BTU FRIEDRICH KUHL WALL AC	4	1950	7800
<b>INSTALLATION</b>						
IF SLEEVES CAN BE USED AND IT IS AN IN/OUT INSTALL APPROX. \$ 750.00 IF ALL SLEEVES NEED TO BE CHANGED AN EXTRA \$ 400.00 TO \$ 600.00 ALL UNITS ARE IN BRICK. YOU WILL HAVE CONCRETE FILLING AND SOME SLEEVES MUST BE CHOPPED OUT						

QUOTE NOTES

PAYMENT TERMS AND POLICIES

Price quotes are based on pricing at time of quote.

**\*\*ASK ABOUT OUR PRICE MATCH GUARANTEE\*\***

**We will not be undersold**

Important Warranty information

A 5-year Expert Protection extended warranty equates to less than the average service call. Appliances today need repairs more often than appliances of ten years ago. Today's appliances have multiple computer and sensors inside to make performance and efficiency improvements. These components give us more features but are very delicate. An average service call from a local servicer is \$120 just to diagnosis, then the average repair ranges from \$200-\$600. With an extended warranty you will not pay any of these charges, this extended warranty plan is a repair or replace plan. These 5 years extended plans start as low \$129.99.

# Memorandum Third Taxing District Electric Department

**To:** TTD Commissioners

**From:** Ron Scofield – Interim General Manager



**Date:** October 12, 2017

**Subject:** Library Roof Replacement

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Last year when we had a leak in the roof at the Library, we were advised to replace the roof as it was at the end of its useful life. The advice was to replace it within a year, two years at the most. Please see the email from Richard Todd at Gill & Gill who prepared a bid package for us in order to replace the roof.

My recommendation would be for you to approve that we move forward with the bid process in order to put this in the District Budget for 2018-19, allowing us to replace the roof sometime after July 1, 2018.

## Ron Scofield

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**From:** Richard Todd <r.todd@gillandgill.com>  
**Sent:** Wednesday, December 14, 2016 12:41 PM  
**To:** James W. Smith  
**Cc:** Patsy Gill; Ron Scofield; Mike Adams  
**Subject:** RE: East Norwalk Library  
**Attachments:** 1653\_2016.12.16\_Roof Photographs.pdf

Mr. Smith – The asphalt shingle roofing is at the end of its useful life. While immediate replacement is not necessary, it is our opinion it should be replaced within 1 year, 2 years at the most. The library was not open at the time of visit and so we were unable to view inside or inquire about leaks. Any leaks would reveal more serious problems that would need immediate attention. A short narrative of our findings follows:

- a. A majority of the shingles are curled; they do not lay flat; some are blistered. The gaps between shingles are pronounced (photos 1, 2 and 3).
- b. Although there are no obvious signs of leaks through the roof, the crickets and flashing at both chimneys is old and should be replaced along with the roofing (photo 4).
- c. Although shingles are not denuded, there are a lot of granules in the gutters (photos 5 and 6).
- d. About 5% of the shingles are broken at the edges; shingles are brittle (photos 7, 8 and 9).

Richard S. Todd

**GILL & GILL Architects LLC** 39 Wall Street Norwalk CT 06850 T 203.831.8808 F 203.831.8780 [r.todd@gillandgill.com](mailto:r.todd@gillandgill.com) / [www.gillandgill.com](http://www.gillandgill.com)

Think **GREEN**. Please consider the environment before printing this message.

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**From:** Richard Todd  
**Sent:** Wednesday, December 14, 2016 9:29 AM  
**To:** 'Mike Adams' <madams@ttd.gov>  
**Cc:** 'James W. Smith' <jsmith@ttd.gov>; Patsy Gill <p.gill@gillandgill.com>; 'Ron Scofield' <rscofield@ttd.gov>  
**Subject:** RE: East Norwalk Library

Mike – Mr. Smith has requested that our office examine the East Norwalk Library roof to determine its life cycle. He told me that you would be able to assist with a ladder that would get me on the roof. I am generally available today until 3:00 p.m.; Thursday 8:00 a.m. – 12:00 p.m. and Friday 1:00 p.m. – 3:00 p.m. Please let me know. Thanks.

Richard S. Todd

**GILL & GILL Architects LLC** 39 Wall Street Norwalk CT 06850 T 203.831.8808 F 203.831.8780 [r.todd@gillandgill.com](mailto:r.todd@gillandgill.com) / [www.gillandgill.com](http://www.gillandgill.com)

Think **GREEN**. Please consider the environment before printing this message.

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**From:** James W. Smith [<mailto:jsmith@ttd.gov>]  
**Sent:** Wednesday, December 14, 2016 8:56 AM  
**To:** Richard Todd <[r.todd@gillandgill.com](mailto:r.todd@gillandgill.com)>  
**Subject:** FW: East Norwalk Library

Richard: Please give me a call on this @ 203-939-1860.  
Jim Smith

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**From:** Ron Scofield  
**Sent:** Tuesday, December 13, 2016 4:19 PM

# EAST NORWALK ASSOCIATION LIBRARY

Serving the Community — Since 1915

51 Van Zant Street—East Norwalk CT 06855 / Phone: 203-838-0408 / Fax 203-855-8382  
Email: [info@eastnorwalklibrary.org](mailto:info@eastnorwalklibrary.org) / [www.eastnorwalklibrary.org](http://www.eastnorwalklibrary.org)

October 1, 2017

## 3<sup>rd</sup> quarter July 2017-Sept 30, 2017 Library Director's Report

After observation of the Library and patron behavior patterns, the Library created its mission statement. As follows: The Mission of the ENAL is to provide the people of EN with access to information and material which will aid them in their pursuit of education, information, recreation and the creative use of leisure time. There are approximately 1600 community residents who hold active Library cards. The size of the library collection is 21,305 items ranging from books, DVDs, magazines and newspapers and twelve public computers with Wi-Fi access.

### Circulation Stats

Over the past quarter, the circulation staff saw an average of 400 people a month. This includes computer, copy or fax inquiries. Around 1503 people have visited the library in some capacity, to take out books, use the computers or attend the summer 2017 series programs in this quarter. The Library circulation for this 3<sup>rd</sup> quarter is near 4000. Items most popular are DVDs, children's books, popular fiction and magazines.

### Programs

The Library did very well this summer with the series of summer programs. Over three hundred people attended six weekly shows. The Library is continuing the momentum with fall and holiday programs. The new Library newsletter is included in this report. The Board has all pitched in to help get the newsletter out to the community by doing a mass mailing. The Board also incorporated a fundraising request in the mailing. Staff has placed the newsletter on the web and Constant Contact.

### Technology

This past quarter the Library had its existing technology components examined by respective tech. companies to see if an upgrade or total replacement of units were needed. We did some upgrades that were deemed practical for moving technology forward and are still getting costs estimates for equipment we need to replace or to purchase outright. Some software platforms have been purchased to improve the speed and efficiency of our web connectivity.

### Facility

The re-configuration of the book shelves has created the biggest impact and has made a significant difference in the overall appearance of the Library. We have been able to bring in more natural light into the building and create wider and a linear flow of space between the bookcases. In addition, we were able to create 3 feet wide passage between and around the book ranges. Moreover, the purging of unwanted goods in the Library both upstairs and downstairs has also contributed to the Library's new appearance.

Energy audits have been done to examine heat and energy loss in the building. The company Lantern Energy performed the audit. They also plugged holes found under the dropped ceiling from the roof vent system and sealed around visible cracks in the building. Also they insulated exposed pipes.

Routine maintenance was performed too. The air conditioning units were repaired. Inside lighting was replaced when needed. Also the Library has been working with the cleaning company to include better ways to sanitize the public restrooms.

### **Finance**

The federal tax return for the tax year 2016 has been filed and accepted by the IRS. I have also enclosed a copy of the auditor's report regarding the Library's years end June 30, 2017 and 2016 financial statement. In addition, you will find copies of the 2018-2019 budget for the Library.

Briefly discussed with some members of the TDD, I am enclosing a statement on some of the capital or R&M the Library would like to have done to the building but we are not equipped to handle such items in our budget. The following are the project and estimated costs:

- Floor sand and stain on the main floor. Size approximately 3200 sq. feet cost 100 per square foot.
- Paint and interior window sills done for the main floor public reading area, trims around the building and Directors Office. (Exclude the children's room and the staff office, bathrooms). Cost estimated at \$11,000.
- Paint downstairs hall, including kitchen, and storage areas (exclude the bathrooms) in addition sheet rock of backroom storage area. Cost estimate 10,000.

Secondary projects to be addressed: The Library rents the hall to help supplement its fund source, the kitchen area which renters use needs attention. Cabinet doors are missing or do not open, and within the cabinet unit there is a broken dish washer appliance that needs to be removed and disposed. The inside of the cabinets look to be fine. We are suggesting a refacing of the cabinets.

End-

Submitted by- Sylvia Archibald, Director

**Proposed Budget --July 2018-June 2019**

**Norwalk Financials**

**Income**

<b>Hall Rental--Individual</b>	\$2,500.00
<b>Hall Rental--Monthly Contract</b>	\$20,000.00
<b>Grants-Library Appropriation</b>	\$180,000.00
<b>Contribution--Individual</b>	\$2,000.00
<b>Contributions-Business 06855</b>	\$14,775.00
<b>Sales, Books, Copies</b>	\$1,500.00
<b>ENIA Dues</b>	\$40.00
<b>Interest Income</b>	\$10.00
<b>Total</b>	\$220,825.00

**Expenses**

<b>Salaries</b>	\$112,500.00
<b>Payroll Taxes--Employer</b>	\$7,600.00
<b>Audit Expenses</b>	\$5,350.00
<b>Bank Charges</b>	\$25.00
<b>Bookkeeping Expense</b>	\$4,800.00
<b>Children's Program Expense</b>	\$3,000.00
<b>Adult Program</b>	\$3,000.00
<b>Community Awareness Library</b>	\$3,000.00
<b>Computer Hardware</b>	\$2,100.00
<b>Computer Software</b>	\$1,000.00
<b>Maintenance Library</b>	\$3,000.00
<b>Janitorial-Supplies</b>	\$1,000.00
<b>Fees &amp; Dues</b>	\$400.00
<b>Hall Janitorial/Exterminator</b>	\$1,900.00
<b>Hall Security</b>	\$900.00
<b>Building Security</b>	\$650.00
<b>Insurance-Directors</b>	\$1,500.00
<b>Insurance-Health</b>	\$13,200.00
<b>Insurance Workmen's Comp</b>	\$600.00
<b>Insurance-Life</b>	\$2,000.00
<b>Legal Expenses</b>	\$1,200.00
<b>Library-Books</b>	\$10,000.00
<b>Library-Mags and Newspapers</b>	\$3,500.00
<b>Library--Videos/DVD</b>	\$1,600.00
<b>Janitorial-Library</b>	\$4,500.00
<b>Contractor</b>	\$3,200.00
<b>IT-Maintenance</b>	\$1,750.00
<b>Stationary &amp; Supplies</b>	\$5,500.00
<b>Postage</b>	\$4,500.00
<b>Printing and Binding</b>	\$1,100.00
<b>office Equipment</b>	\$1,850.00

<b>Communications</b>	\$4,000.00
<b>Utilities Electric</b>	\$5,700.00
<b>Utilities Gas</b>	\$4,500.00
<b>Utilities-Water</b>	\$400.00
<b>TOTAL</b>	\$220,825.00



# ALMSTEAD

TREE, SHRUB & LAWN CARE

The Science of Preserving Nature Since 1964

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## Tree Care Proposal

Third Taxing District

2 2<sup>nd</sup> Street

October 10, 2017

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# ALMSTEAD

TREE, SHRUB & LAWN CARE

80 Lincoln Avenue  
Stamford, CT 06902  
Phone (203) 348-4111  
Fax (203) 708-0071  
[www.almstead.com](http://www.almstead.com)

arbor care

plant health care

lawn care

organic

October 10, 2017

Third Taxing District  
2 2<sup>nd</sup> Street  
Norwalk, CT 06855  
Attention: Ron Scofield

Dear Ron:

It was a pleasure meeting you the other day. Per our conversation, my recommendations are outlined in the following proposal. To proceed with the work, we ask that you complete the authorization page and either mail or fax it back to our office.

If you have any questions, don't hesitate to reach out to me or my assistant Daneen. My email is [itaylor@almstead.com](mailto:itaylor@almstead.com), and our phone number is 203-348-4111. You can also find detailed descriptions of our services online at [almstead.com](http://almstead.com).

Sincerely,

Isaac Taylor  
Connecticut Licensed Arborist #S-5526

## Arbor Care Definitions

**Pruning Standards:** Experts in the field of arboriculture have established a committee to develop standards of tree maintenance. This committee, working with the American National Standards Institute (ANSI), developed standards from pruning and other aspects of tree care. These standards provide for a higher, more uniform level of service and help ensure public safety.

Almstead adheres to the principals of the International Society of Arboriculture (ISA), the Tree Care Industry Association (TCIA) and *The American National Standard for Tree Care Operations – Tree, Shrub and other Woody Plant Maintenance – Standard Practices (ANSI A300)*. All work shall be completed in compliance with A300 Standards.

### Pruning Objectives:

**Structural Pruning:** Structural pruning shall consist of selective pruning to improve tree and branch architecture primarily on young- and medium-aged trees.

**Restoration Pruning:** Restoration shall consist of selective pruning to redevelop structure, form, and appearance of severely pruned, vandalized, or damaged trees.

**Vista Pruning:** Vista/view pruning shall consist of the use of one or more pruning methods (types) to enhance a specific line of sight.

### Pruning Methods:

**Prune to Clean:** Cleaning shall consist of pruning to remove one or more of the following non-beneficial parts: dead, diseased, and/or broken branches.

**Prune to Thin:** Thinning shall consist of selective pruning to reduce density of live branches.

**Prune to Raise:** Raising shall consist of pruning to provide vertical clearance.

**Prune to Reduce:** Reducing shall consist of pruning to decrease height and/or spread.

**Take Down:** Removing a tree and cutting stump as flush to grade as possible.

**Stump Grinding:** Grinding the stump to recommended depth below grade and backfilling with the resulting debris/wood chips.

**Cabling:** Cables restrict the distance that branches can move in relation to each other. Installed across a weak junction, they will greatly reduce the risk of failure. Installed on overextended branches, they can be used to support the branch.

**Bracing:** Brace rods are used to reduce the risk of two or more stems spreading farther apart or moving sideways in relation to each other. They are also used to fasten together a junction or branch that is split apart.



## Arbor Care Recommendations

The following recommendations are for Arbor Care on the property, which includes all phases of pruning, cabling, and tree removals. Unless otherwise noted, branches are chipped and removed from the property, and stumps are cut as close to grade as equipment will allow. When stump grinding is recommended, stumps are ground 6-8" below grade and the hole is backfilled with the resulting debris.

### Arbor Care: Pruning and Removals

1. Take down two multi-stemmed Black Cherries and one dead standing black cherry.
2. Prune to clean Norway Maple and three (3) Cedars at southern end of cemetery. Raise lowest limbs to provide clearance to gravestones.
3. Take down Norway Maple adjacent to specimen Oak and prune to clean Oak of all deadwood 2" in diameter and greater. Prune to raise lowest limbs to improve aesthetic.

Cost of Pruning and Removals..... \$3,120



### Authorization to Proceed

**Check for Authorization**

Arbor Care: Pruning and Removals \$3,120

Amount of Deposit (1/3 or greater): \$ \_\_\_\_\_

**Pay by Check**

Please make checks payable to Almstead Tree & Shrub Care Company.

**Pay Online**

Pay your deposit online easily and securely using any major credit card. Simply visit [almstead.com/payment.php](http://almstead.com/payment.php) and reference the following customer number: 3RDTAXING

**Pay by Credit Card**

The credit card provided will be charged for the deposit of the work outlined above. Unless otherwise noted, this credit card will also be charged for the balance upon completion of the work.

Name on card: \_\_\_\_\_

MasterCard  Visa  Discover  AmEx

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Almstead Tree & Shrub Care Company is authorized to proceed with the work outlined in this proposal. I understand that the amounts listed above do not include sales tax, and that I am responsible for payment of same, or for providing a Tax Exempt Certificate to Almstead Tree, Shrub & Lawn Care.

**Authorization Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Customer: 3RDTAXING**



## Terms and Conditions

The following terms and conditions are a part of the confirmation of work to be performed by ALMSTEAD TREE & SHRUB CARE COMPANY, LLC (hereinafter "ALMSTEAD") and with the information on the front, constitute the entire agreement. This proposal is valid for 90 days.

**Performance by Almstead** Work crews will arrive at the job site unannounced unless otherwise noted herein. ALMSTEAD shall attempt to meet all performance dates, but shall not be liable for damages due to delays for inclement weather or other causes beyond its control. The client shall not be relieved of his responsibility because of delays. Our Plant Health Care and Lawn Care programs are designed to manage and not eradicate pest and disease infestations. Horticulturally tolerable levels of pests and disease may still be present after treatment. Any epidemic infestation may require additional visits at additional cost to the client, pending client approval. As grass and other plant life are living, changing organisms affected by several factors beyond our control, no guarantee on turf, plant or general landscape safety, health or condition is expressed or implied in this contract unless specifically stated in writing. At each Plant Health Care or Lawn Care application, an evaluation will be left indicating the service(s) performed and, if necessary, any additional recommendations. Re-measurement of your lawn may also be performed if there is a discrepancy; should this occur, you will be notified of any resulting price adjustments.

**Workmanship** All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Our work meets and exceeds the guidelines and standards set forth in section Z133.1 of ANSI A300 by the American National Standards Institute (ANSI) and endorsed by the National Arborist Association. The client is responsible for advising ALMSTEAD regarding the location of underground utilities, including irrigation systems and invisible fencing, in the area where work is to be done. ALMSTEAD shall not be responsible for damage to such utilities unless the location has been indicated prior to the commencement of work. Unless otherwise indicated herein, ALMSTEAD will remove wood, brush and debris incidental to the work.

**Insurance** ALMSTEAD is insured for liability resulting from injury to persons or negligent damage to property, and all its employees are covered by Workers' Compensation Insurance. A certificate of insurance is available upon request.

**Access to Work** The client shall provide free access to work areas for ALMSTEAD employees and vehicles and agrees to keep driveways clear and available for movement and parking of required trucks and equipment during normal working hours. ALMSTEAD employees shall not be expected to keep gates closed for children or animals.

**Ownership** The client warrants that all plant material and property upon which work is to be performed are either owned by the signatory to this agreement or that permission for the work has been obtained from the owner by the signatory. It is further agreed that the property owner or representative shall be responsible for obtaining any and all permits which may be required by local authorities. ALMSTEAD is hereby held harmless from all claims for damages resulting from the client's failure to obtain such permits.

**Product Information** Certain states require that specific product application information be submitted to the client. We will send you our DataBook, which provides approximate dates of application and ingredient information when required. Please note that *the property owner or owner's agent may request the specific date or dates of the application(s) to be provided and, if so requested, the pesticide applicator or business must inform of the specific dates and include that date or dates in the contract.* Your written authorization on the reverse of this form waives any pre-notification unless otherwise noted.

**Plant Health Care and Lawn Care Applications** ALMSTEAD will be responsible for the proper application of any formulation that is commonly used in the industry to control specific problems affecting trees, shrubs, or lawns. However, ALMSTEAD shall not be responsible for any unforeseen, unusual, or abnormal reaction in persons, pets, or other animals resulting from the use of such materials. The parties agree that in no instance may the client seek damages in excess of the contract price.

**Removal** ALMSTEAD will render complete removal of the tree within 6" of ground level and cleanup of all debris, unless otherwise noted. Additional charges may be levied for unseen concrete or metal in tree upon notification of owner. Some lawn damage is expected when removing trees.

**Cabling/Bracing** Cabling and bracing of trees is intended to reduce hazard potential only. It does not permanently remedy structural weakness, is not a guarantee against failure and requires periodic inspection.

**Terms of Payment** All accounts are net payable upon receipt of invoice. A service charge of 1.5% per month, which is an annual percentage rate of 18%, will be added to accounts thirty days after invoice date. If outside assistance is used to collect the account, the client is responsible for all costs associated with the collection including, but not limited to, attorney fees and court costs. ALMSTEAD reserves the right to make reasonable changes in price on an annual basis to automatically renewing contracts based upon market conditions.

**Concealed Contingencies** The client agrees to pay ALMSTEAD on a time and materials basis for any additional work required to complete the job occasioned by concrete, or other foreign matter, or stinging insect nests in the tree(s) or branches, rock, pipe or electrical lines encountered in excavations and not described on the face of this agreement, or any other condition not apparent in estimating the work specified.

**Guarantee** At Almstead Tree & Shrub Care, we want to exceed your expectations of us. If you are not happy with us for any reason, please call. We will take all reasonable steps to correct the situation. If our treatments have failed to reduce or eliminate the problem we originally treated, we will re-treat the problem or provide appropriate care at no charge. We strive to guarantee your satisfaction.

Ken Almstead, CEO

CT Reg. B-1068

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
August 29, 2017

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

**STAFF:** Ron Scofield, Interim General Manager;  
Mike Adams, General Line Foreman

**OTHERS:** Matt Allred (Bliss Allred & Co.)

**CALL TO ORDER**

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

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**MINUTES OF MEETING**

August 7, 2017 Regular Meeting

**\*\* COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF AUGUST 7,  
2017 REGULAR MEETING.**

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

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

**ADDITION TO CAPITAL BUDGET**

Mr. Adams reviewed the events of the 2017-18 budget approval process with the Commission and informed them that during the allocation process, a line item for the two vacuum breakers at the Rowan Street substation was overlooked. He is asking the Commission to approve additional funds in the amount of \$49,087 to cover the cost for an additional breaker which is in TTD's possession and in use, but has an outstanding invoice for payment.

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Commissioner Goldstein asked for clarification on how many breakers there were in total, how many had been purchased and what was left to purchase. Mr. Adams reviewed the history of the purchases going back to the budget year 2013/14 and gave a breakout of how many were purchased each year as follows: 2014/15 – 2 breakers; 2015/16 – 2 breakers; 2016/17 – 3 breakers and 2017/18 – 1 breaker. Mr. Adams also informed the Commission that he was going to look into selling off the old breakers, which are in acceptable working condition, and recoup some of the funds to offset the purchase price.

**\*\* COMMISSIONER BROWN MOVED TO AMEND THE 2017/18 CAPITAL BUDGET TO INCLUDE THE OUTSTANDING INVOICE FROM EATON IN THE AMOUNT OF \$49,087 FOR THE PURCHASE OF THE ROWAN STREET VACUUM BREAKERS.**

**\*\* COMMISSIONER YOST SECONDED.**

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

Mr. Adams informed the Commission that while he was reviewing the Capital Budget for the Rowan Street vacuum breakers, he realized that there was a similar situation with regard to the eight East Avenue vacuum breakers. The intent was to purchase the breakers over two fiscal years (four and four). He explained that this project should not wait until next fiscal year to purchase the breakers because the current style breaker prohibits employees from safely operating the equipment while energized. This would require TTD to completely de-energize the East Avenue station to operate existing breakers which would result in widespread outages. The new breakers, once purchased and installed, would eliminate the situation and allow TTD employees to operate the equipment safely without outages. Also, in order to realize the savings from the vendor in the approximate amount of \$17,000, all eight breakers would need to be ordered in the immediate future. The Commission and Mr. Adams continued to discuss the situation.

**\*\* COMMISSIONER YOST MOVED TO ADD \$67,000  $\pm$  5% TO THE 2017/18 CAPITAL BUDGET FOR THREE ADDITIONAL EAST AVENUE VACUUM BREAKERS TO REALIZE A SAVINGS OF APPROXIMATELY \$17,000.**

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

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

### CMEEC EQUITY DISTRIBUTION

Mr. Allred reviewed his discussion with Ed Pryor (CMEEC) which was outlined in the memo sent to the Commission. He explained how the funds from the Trust Fund and the Rate Stabilization Fund (aka non-Trust Fund) can be used and how long it takes to obtain those funds. He then reviewed CMEEC's financial reports to the utilities for the past several years – how much was taken from each account and how the funds were used. The sum of the two funds equals the Rate Stabilization Fund.

Mr. Allred said that he and Mr. Scofield have placed another call in to Ed Pryor and is waiting to hear back from him on a couple of items. On August 5, 2015 there was a distribution in the

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amount of \$1MM taken from the non-Trust Fund and placed it into TTD's Savings account. Per Mr. Pryor the only use for these funds would be to offset TTD's power bill. Mr. Allred is waiting to hear back from Mr. Pryor to clarify how TTD was able to receive these funds if not used for the purchase of power.

The other question for Mr. Pryor has to do with a \$1.5MM transfer from the non-Trust Fund to the Trust Fund in March 2017. Mr. Allred is not clear whether or not this was a CMEEC transfer or something that Mr. Smith had done.

Mr. Allred and/or Mr. Scofield will wait to hear back from Mr. Pryor and request supporting documentation for the two transactions and report back to the Commission.

It was requested that Mr. Allred reflect the proper names of the accounts on future financials reported to the Commission.

Mr. Allred addressed a question he received from Commissioner Goldstein prior to the meeting with regard to whether or not the monies in the CMEEC account are pooled, thus allowing anyone to use any of the funds. He clarified that that all the monies held at CMEEC from all of the municipalities is in one account, but tracked on an individual basis. No other municipality would be able to use funds from another municipality. They only have access to their own funds.

After discussion, no action was taken to alter the recent equity distribution (\$141,000) in the Trust Fund at CMEEC. Should there be another distribution in the future, the Commission will make a decision as to where the funds should be placed.

### **APPROVAL OF DISTRICT BANNER PRINTING**

Commissioner Brown said that he had received a total of five quotes for the printing of the new District banners. From those five, he culled out three and is presenting the two final quotes to the Commission. They are from Technical Reproductions (\$11,337) and Minuteman Press (\$11,895). The price quotes differ by only \$558. Both vendors are very reputable.

The Commission discussed whether or not they could split the printing job between the vendors and print 200 banners instead of 100, thereby having extra banners to use as replacements over time. It was decided that only 100 banners should be printed and one vendor chosen. Each vendor is willing to split up the 100 banners into however many groups TTD would like to have, i.e., 25 each of four designs, etc.

The final banner(s) design is still pending and will be brought to the Commission in the near future.

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**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE BID FROM TECHNICAL REPRODUCTIONS TO PRINT 100 DISTRICT BANNERS IN THE AMOUNT OF \$11,337 +5% SUBJECT TO CONFIRMATION THAT THE PRINTING SPECS ARE THE SAME OR BETTER AS THE ONES PRESENTED IN THE MINUTEMAN PRESS BID.**

**\*\* COMMISSIONER YOST SECONDED.**

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

**ADJOURNMENT**

**\*\* COMMISSIONER BROWN MOVED TO ADJOURN.**

**\*\* COMMISSIONER YOST SECONDED.**

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

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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August 29, 2017

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**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
October 2, 2017

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein

**STAFF:** Ron Scofield, Interim General Manager

**OTHERS:** Matt Allred (Bliss Allred & Co.)  
David Riss and Skye Riss (Greyskye Marketing)  
Ryan Hughes (The Rinks at Veteran's Park LLC)

**CALL TO ORDER**

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

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**THE RINKS AT VETS PARK SECURITY DEPOSIT**

Mr. Hughes told the Commission that he had been in touch with Mr. Scofield about the security deposit required for The Rinks. He said that cash flow at the beginning of the season is somewhat slow and did not have the required funds for the security deposit in the amount of \$40,000. He wanted to know if the Commission would consider reducing the security deposit.

Mr. Scofield explained to Mr. Hughes why security deposits were required and how they were calculated (the three highest months of usage from the previous year). He also stated that he had reduced the original security deposit by more than one-third because of energy saving equipment and procedures that Mr. Hughes had implemented.

Commissioner Brown asked if he could pay the security deposit over time as the business ramps up. Mr. Hughes replied, yes, it would ease the burden.

Discussion continued on how TTD could help Mr. Hughes with this situation. Commissioner Goldstein explained to Mr. Hughes why he was a higher risk than other commercial properties in the District, as they are permanent structures and can be liened by Third Taxing District whereas he is a temporary structure and there is no one to lien should he not make payments for his electric service.

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Commissioner Goldstein suggested one possible way to assist Mr. Hughes could be to calculate the security deposit differently since the account is seasonal and only open for six months of the year, not twelve, i.e., use only the top two months instead of three for the calculation. Mr. Scofield explained that the District would not be sufficiently protected in the first 2-3 months.

Mr. Scofield asked Mr. Hughes how much he could pay towards the security deposit in order to open the account. Mr. Hughes said that he could pay \$25,000 initially. He was asked if he could pay the balance of \$15,000 in increments and he agreed that he could.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE RON SCOFIELD, INTERIM GENERAL MANAGER, TO ENGAGE ATTY. STEVE STUDER TO CREATE AN INCREMENTAL PAYMENT PLAN FOR THE RINKS AT VETERANS PARK LLC, GIVING A \$25,000 INITIAL DEPOSIT AND INCREMENTAL PAYMENTS OF \$5,000 EVERY TWO WEEKS THEREAFTER. THE COMMISSION RESERVES ALL RIGHTS SHOULD THE PAYMENT DATES NOT REMAIN.**

**\*\* COMMISSIONER GOLDSTEIN AMENDED THE MOTION TO AUTHORIZE RON SCOFIELD, INTERIM GENERAL MANAGER, TO SIGN THE AGREEMENT ON BEHALF OF THE DISTRICT.**

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

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

**\*\* COMMISSIONER BROWN MOVED TO SUSPEND THE RULES AND MOVE ITEM #3 TTD NEW WEBSITE PROPOSAL BY GREYSKYE AFTER #8 CITY OF NORWALK LIGHT BULB SWAP.**

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

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

## MINUTES OF MEETING

### August 29, 2017 Special Meeting

Noted corrections:

Page 2, 1<sup>st</sup> Paragraph, 1<sup>st</sup> Word – Should be “Commissioner.”

Page 2, 2<sup>nd</sup> Paragraph, 2<sup>nd</sup> Line – Change “to Eaton” to “from Eaton.”

Page 2, 3<sup>rd</sup> Paragraph – Commissioner Goldstein asked the Recording Secretary to please go back and provide the explanation as to why the project should not wait until next fiscal year to purchase the breakers.

Page 2, 6<sup>th</sup> Paragraph, 1<sup>st</sup> Line – “into” should be two words.

Page 3, 5<sup>th</sup> Paragraph, 1<sup>st</sup> Line – Remove the words “It was the consensus of the Commission to leave” and replace with “After discussion, no action was taken to alter.”

Page 3, 9<sup>th</sup> Paragraph, 2<sup>nd</sup> Line – Correct spelling of “technical.”

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- \*\* COMMISSIONER GOLDSTEIN MOVED TO TABLE THE MINUTES OF AUGUST 29, 2017 SPECIAL MEETING TO THE NEXT SCHEDULED MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

September 11, 2017 Regular Meeting

Noted corrections:

- Page 1, Last Paragraph, 2<sup>nd</sup> Line – “Filed” should be “failed.”
- Page 2, 2<sup>nd</sup> Paragraph, 2<sup>nd</sup> Line – end the sentence after “approval.”
- Page 2, 4<sup>th</sup> Paragraph (Motion) – The word “ad” should be “add.”
- Page 4, Last Paragraph – First line should read, “The reason the report has not been generated...”
- Page 5, 2<sup>nd</sup> Paragraph (Motion) – The word “ad” should be “add.”
- Page 5, 4<sup>th</sup> Paragraph – First line should read, “The Commission discussed the situation. Mr. Scofield will contact...”

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 11, 2017 REGULAR COMMISSION MEETING AS AMENDED.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

September 20, 2017 Special Meeting

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 20, 2017 SPECIAL COMMISSION MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

September 27, 2017 Special Meeting

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF SEPTEMBER 27, 2017 SPECIAL COMMISSION MEETING.**
- \*\* COMMISSIONER BROWN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE**

Mr. Allred reviewed the Financial Highlights with the Commission. Net Income is down slightly over last year. Net Income Before Rate Stabilization was \$76,123, an increase from the previous year. Cash Balances are in good shape and the outstanding balance with CMEEC continues to go down.

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KPI's – Outstanding Receivables are down approximately \$6,000 from last year. Electric Customers per Employee is up 40. Overall, everything is in line.

PCA – Still increasing slightly. The last change was in April 2017. The Commission should consider revisiting in the very near future.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND MOVE UP ITEM, TTD NEW WEBSITE PROPOSAL BY GREYSKYE, TO THE NEXT AGENDA ITEM.**

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

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

### **TTD NEW WEBSITE PROPOSAL BY GREYSKYE**

Mr. David Riss of Greyskye presented a Website Redevelopment Project Proposal to the Commission. Greyskye has been working on the current TTD website. They have found it relatively simple to make updates. Several of these updates include posting new event dates, various documents, the web scroll, and some graphical elements.

Several weeks ago, they expressed issues that they were having with the website, i.e., design and content, ease of use and expandability. Mr. Riss recently performed some updates to the current software that is running on the website to bring it up-to-date. Greyskye feels that this is the right time to introduce and suggest that TTD consider developing a next-level website. There will be several immediate benefits.

Mr. Riss shared with the Commission his idea of what the new TTD website could look like. The Commission did like the “new” look. Mr. Riss said that the new look and feel would answer many of the issues: brand-new design, more colorful, better use of typography, more readable, dynamically scalable, mobile-friendly and utilizing a platform that is state-of-the-art.

Commissioner Goldstein asked what the cost of this project would be. Mr. Riss said that it would be between \$17,000 and \$20,000, but definitely would not exceed \$20,000. This is an estimate of 75 to 90 “man-hours” in total.

**\*\* COMMISSIONER BROWN MOVED TO TABLE THIS ITEM FOR FURTHER DISCUSSION AND APPROVAL TO THE NOVEMBER 8, 2017 COMMISSION MEETING.**

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

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

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**WALK BRIDGE – FONSI (FINDING OF NO SIGNIFICANT IMPACT)**

Commissioner Goldstein included in the packet the response from the State of Connecticut, as well as TTD's initial response (Statement of Position of the Third Taxing District) from November 17, 2016. Her point for including it on the agenda was to see if the Commission wanted to do anything more to respond to the State regarding the Walk Bridge. She said the Harbor Commission was considering hiring legal counsel to fight the State on some of the issues. The question remains as to whether the TTD Commission, as representatives of the District in East Norwalk, wants to do anything more in the way of talking to the State about the impacts. There is also a compensatory issue that can and should probably be addressed with the State.

Discussion continued about the Walk Bridge. It is Commissioner Goldstein's intent to be vocal on this case with or without the Commission, for as much compensatory action as possible on behalf of the ratepayers. Commissioner Brown expressed an interest, but would like more information on the subject and include Commissioner Yost in the discussion.

**DISCUSSION OF CHRISTMAS TREE LIGHTING**

Mr. Scofield told the Commission that plans are beginning this month for the annual Christmas Tree Lighting. The two things he would like to know from the Commission are: 1) do they have anything they would like to add or take-away from what is usually done; and 2) a band needs to be booked and he would like to use Summertime this year instead of Tim Currie.

**\*\* COMMISSIONER BROWN MOVED THAT TTD HIRE SUMMERTIME FOR THE UPCOMING CHRISTMAS TREE LIGHTING ON DECEMBER 3, 2017 AS RECOMMENDED BY MR. SCOFIELD.**

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

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

Some items that came up for discussion include:

- Having the Emcee/Band encourage audience participation for singing some of the Christmas songs.
- More announcements throughout the program about having children sign-up for the chance to be the Tree Lighter.
- Trip hazards, i.e., legs of tripods that the speakers are on, as well as the cords.
- Contact the Library to see if they would like to participate again this year.
- Possibly contact ENBA to see about any donations from individual businesses.

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**CITY OF NORWALK LIGHT BULB SWAP**

Commissioner Goldstein said that once again the City of Norwalk is going to conduct a light bulb swap for their Eversource electric customers, which is being broadly advertised throughout Norwalk. Unfortunately, customers from TTD and SNEW which might show up at City Hall for the bulb swap would not be eligible. Commissioner Goldstein would like to try to take some type of local advertising to inform TTD's customers and let them know about the free light bulb program that is offered through TTD once or twice a year.

Mr. Scofield will contact Greyskye to talk about ways to get the word out to the customers, i.e., email blast, newsletter, website, etc.

**ADJOURNMENT**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

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

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

The meeting adjourned at 9:56 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

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