



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### Third Taxing District of the City of Norwalk

#### Commission Meeting

**Monday, January 8, 2018 at 7:00p.m.**

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

1. Public Comment – 15 Minute Limit
2. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs 1-6)
3. Minutes of Meeting –December 4, 2017 Regular Meeting (Pgs. 7-19) and  
December 18, 2017 Special Meeting (Pgs. 20-22) – A/R
4. Initial Discussion of Annual Meeting Procedures
5. General Manager's Report
  - Audit Update
  - Cablevision Billing Issue (Pgs. 23-36)
6. Project Summary (Pgs. 37-45)
7. Adjourn

\*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 1-8-18.doc

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#### *District Commissioners*

**David L. Brown** 203-866-8099  
**Debora Goldstein** 203-252-7214  
**Pamela Parkington** 203-858-4261

Chairman  
Commissioner  
Commissioner

**Kevin Barber** 203-866-9271  
**Ron Scofield** 203-866-9271  
**Johnnie Weldon** 203- 216-2652

General Manager  
Assistant General Manager  
Treasurer

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

	Jul-Nov 2017	July-Nov 2016	\$ Change	% Change
Total Income	4,072,981	4,348,337	-275,356	-6.33%
Total Expense	4,071,545	4,644,155	-572,610	-12.33%
Net Ordinary Income	1,436	(295,818)	297,254	100%
Other Income	429,509	202,712	226,797	112%
Other Expense	144	36,126	(35,982)	-100%
Net Income before Rate Stabilization	430,801	(129,231)	560,032	433%
Rate Stabilization	128,602	862,146	-733,544	-85%
Net Income	559,403	732,915	(173,512)	-24%

**CASH BALANCES FY 2017**

**ACCTS**

	Nov-17
Operating Accounts	2,035,971
Construction WIP	29,681
Savings	515,737
Capital Improvements Fund	987,755

**TTD Outstanding Principal Balance with CMEEC**

Balance as of July 1, 2016	4,345,583
Current Balance	3,303,054
Current Fiscal Year Capital Additions to date	371,163

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 2,370,625	\$ 2,905,709	\$(535,084)	-18%
Budget Energy Cost	\$ 2,180,975	\$ 2,760,424	\$(579,448)	-21%
Energy Cost Cents/KWH	9.000	10.950	\$ (1.95)	-18%

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
November 2017

	Nov 17	Nov 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	20,875.29	17,425.09	3,450.20	19.8%
440-00 · Residential Sales	279,497.09	250,196.04	29,301.05	11.71%
442-01 · Large Commercial Sales	91,955.98	72,077.10	19,878.88	27.58%
442-02 · Small Commercial Sales	200,904.74	234,903.74	-33,999.00	-14.47%
445-01 · Water Pollutn Contrl Plnt Sales	85,112.43	80,947.50	4,164.93	5.15%
445-02 · Flat Rate	8,375.74	8,655.54	-279.80	-3.23%
557-00 · Purchased Power Adjustment	94,104.21	109,981.15	-15,876.94	-14.44%
<b>Total Income</b>	<b>780,825.48</b>	<b>774,186.16</b>	<b>6,639.32</b>	<b>0.86%</b>
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	428,130.71	482,982.81	-54,852.10	-11.36%
<b>Total COGS</b>	<b>428,130.71</b>	<b>482,982.81</b>	<b>-54,852.10</b>	<b>-11.36%</b>
<b>Gross Profit</b>	<b>352,694.77</b>	<b>291,203.35</b>	<b>61,491.42</b>	<b>21.12%</b>
<b>Expense</b>				
904-00 · Substation	16,845.33	13,240.37	3,604.96	27.23%
403-00 · Depreciation Expense	64,676.80	64,676.80	0.00	0.0%
408-00 · Taxes	1,003.22	986.65	16.57	1.68%
540-00 · Other Power Generation Expense	21,707.46	6,213.17	15,494.29	249.38%
580-00 · Distribution Expenses	9,156.47	27,716.16	-18,559.69	-66.96%
590-00 · Maintenance Expenses	57,888.54	47,514.12	10,374.42	21.83%
900-00 · Customer Accounts & Service	25,685.67	30,328.07	-4,642.40	-15.31%
920-00 · Administrative Expenses	159,670.53	155,014.17	4,656.36	3.0%
<b>Total Expense</b>	<b>356,634.02</b>	<b>345,689.51</b>	<b>10,944.51</b>	<b>3.17%</b>
<b>Net Ordinary Income</b>	<b>-3,939.25</b>	<b>-54,486.16</b>	<b>50,546.91</b>	<b>92.77%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
419-00 · Interest Income	0.00	477.49	-477.49	-100.0%
421-00 · Norden Project Income	48,000.00	44,388.34	3,611.66	8.14%
423-00 · Gain/(Loss) from Sale of FA	0.00	1,680.75	-1,680.75	-100.0%
424-00 · Energy Conservation Fund Income	10,233.20	10,149.96	83.24	0.82%
<b>Total Other Income</b>	<b>58,233.20</b>	<b>56,696.54</b>	<b>1,536.66</b>	<b>2.71%</b>
<b>Other Expense</b>				
426-30 · PERSON TO PERSON	0.00	20,000.00	-20,000.00	-100.0%
942-00 · Interest Expense	0.00	36.00	-36.00	-100.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>20,036.00</b>	<b>-20,036.00</b>	<b>-100.0%</b>
<b>Net Other Income</b>	<b>58,233.20</b>	<b>36,660.54</b>	<b>21,572.66</b>	<b>58.84%</b>
<b>Net Income before rate stabilization</b>	<b>54,293.95</b>	<b>-17,825.62</b>	<b>72,119.57</b>	<b>404.58%</b>
 <b>Rate Stabilization</b>	 <b>22,806.75</b>	 <b>86,560.19</b>	 <b>-63,753.44</b>	 <b>-73.65%</b>
 <b>Net Income</b>	 <b>77,100.70</b>	 <b>68,734.57</b>	 <b>8,366.13</b>	 <b>12.17%</b>

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
July through November 2017

	Jul - Nov 17	Jul - Nov 16	\$ Change	% Change	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
443-00 · Cervalis Data Center Revenues	87,109.85	78,616.72	8,493.13	10.8%	
440-00 · Residential Sales	1,547,948.84	1,633,896.21	-85,947.37	-5.26%	
442-01 · Large Commercial Sales	402,156.71	391,046.05	11,110.66	2.84%	
442-02 · Small Commercial Sales	1,102,063.58	1,168,139.79	-66,076.21	-5.66%	
445-01 · Water Pollutn Contrl Plnt Sales	395,462.07	397,034.83	-1,572.76	-0.4%	
445-02 · Flat Rate	36,943.63	37,419.39	-475.76	-1.27%	
557-00 · Purchased Power Adjustment	501,297.01	642,184.15	-140,887.14	-21.94%	
<b>Total Income</b>	<b>4,072,981.69</b>	<b>4,348,337.14</b>	<b>-275,355.45</b>	<b>-6.33%</b>	
<b>Cost of Goods Sold</b>					
555-00 · Electrical Power Purchased	2,370,625.36	2,905,709.47	-535,084.11	-18.42%	
<b>Total COGS</b>	<b>2,370,625.36</b>	<b>2,905,709.47</b>	<b>-535,084.11</b>	<b>-18.42%</b>	
<b>Gross Profit</b>	<b>1,702,356.33</b>	<b>1,442,627.67</b>	<b>259,728.66</b>	<b>18.0%</b>	
<b>Expense</b>					
904-00 · Substation	68,243.25	58,851.58	9,391.67	15.96%	Footnote 1
403-00 · Depreciation Expense	323,384.00	323,384.00	0.00	0.0%	
408-00 · Taxes	113,909.46	104,239.63	9,669.83	9.28%	
540-00 · Other Power Generation Expense	46,165.26	41,916.56	4,248.70	10.14%	
580-00 · Distribution Expenses	55,167.02	77,118.71	-21,951.69	-28.47%	Footnote 2
590-00 · Maintenance Expenses	228,969.13	227,137.48	1,831.65	0.81%	
900-00 · Customer Accounts & Service	125,526.66	105,237.55	20,289.11	19.28%	Footnote 3
920-00 · Administrative Expenses	739,555.53	800,559.90	-61,004.37	-7.62%	Footnote 4
<b>Total Expense</b>	<b>1,700,920.31</b>	<b>1,738,445.41</b>	<b>-37,525.10</b>	<b>-2.16%</b>	
<b>Net Ordinary Income</b>	<b>1,436.02</b>	<b>-295,817.74</b>	<b>297,253.76</b>	<b>100.49%</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
418-00 · Dividends	10,165.00	6,742.60	3,422.40	50.76%	
419-00 · Interest Income	3,885.67	3,263.49	622.18	19.07%	
420-00 · Gain/(Loss) on Investments	14,263.65	21,225.97	-6,962.32	-32.8%	
421-00 · Norden Project Income	232,927.72	142,858.00	90,069.72	63.05%	
423-00 · Gain/(Loss) from Sale of FA	517.37	4,180.75	-3,663.38	-87.63%	
424-00 · Energy Conservation Fund Income	26,728.68	24,441.57	2,287.11	9.36%	
425-00 · Miscellaneous Income	141,020.50	0.00	141,020.50	100.0%	Footnote 5
<b>Total Other Income</b>	<b>429,508.59</b>	<b>202,712.38</b>	<b>226,796.21</b>	<b>111.88%</b>	
<b>Other Expense</b>					
426-30 · PERSON TO PERSON	0.00	20,000.00	-20,000.00	-100.0%	
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%	
942-00 · Interest Expense	0.00	140.09	-140.09	-100.0%	
990-00 · Miscellaneous items	144.29	15,985.41	-15,841.12	-99.1%	Footnote 6
<b>Total Other Expense</b>	<b>144.29</b>	<b>36,125.50</b>	<b>-35,981.21</b>	<b>-99.6%</b>	
<b>Net Other Income</b>	<b>429,364.30</b>	<b>166,586.88</b>	<b>262,777.42</b>	<b>157.74%</b>	
<b>Net Income before rate stabilization</b>	<b>430,800.32</b>	<b>-129,230.86</b>	<b>560,031.18</b>	<b>433.36%</b>	
<b>Rate Stabilization</b>					
	128,602.40	862,146.14	-733,543.74	-85.08%	
<b>Net Income</b>	<b>559,402.72</b>	<b>732,915.28</b>	<b>-173,512.56</b>	<b>-23.67%</b>	

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

1. The increase in substation expense of \$9K is due mainly to an increase in call time as well as substation supplies.
2. The \$22K decrease in Distribution expense is due to a bill for \$17K in the prior year for the transformer for the Vets Park Ice Rink. Note: This amount was reimbursed to TTD in miscellaneous revenues in the prior year. Furthermore, the decrease is attributable to a license fee of \$5K with MPower for GIS mapping versus \$9K in the prior year.
3. The \$20K increase in Customer Accounts and services is due mainly to a reclass of wages in the current year for Kristen Malone. Kristen's wages were listed under the administrative category in the prior year and have been moved to customer accounts to remain consistent with our current year budget.
4. Administrative expenses decreased approximately \$61K due to the reclass of wages noted above in Footnote 2 as well as notable decreases in seminars and trainings, and company truck expense as we no longer are leasing the Bucket Truck with Altec. Furthermore attributing to the decrease is that Jim Smith's wages were not present during the part of the year and Ron Scofield was receiving a stipend.
5. This amount represents the dividend distribution from CMEEC.
6. The prior year amount of \$15K is representative of the balance written off as an incentive for Cervalis to prepay their entire loan amount off during FY' 16.

**THIRD TAXING DISTRICT**  
**KEY PERFORMANCE INDICATORS (KPI'S)**

			2017	Nov 2016	Industry Average (Bandwidth)
1)	<b><i>OPERATING RATIO</i></b>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	99.96%	106.80%	95-105%
2)	<b><i>POWER SUPPLY EXPENSE RATIO</i></b>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	58%	63%	65% - 70%
3)	<b><i>OUTSTANDING RECEIVABLES</i></b>	TOTAL DOLLAR AMOUNT OF CUSTOMER RECEIVABLES OVER 90 DAYS	\$35,848	\$46,240	
4)	<b><i>ACTUAL RATE OF RETURN ON RATE BASE</i></b>	AUTHORIZED BY STATE STATUTE	4.6%	5.8%	Varies by state
5)	<b><i>ELECTRIC CUSTOMERS PER EMPLOYEE</i></b>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	351	348	200 - 500
6)	<b><i>ENERGY LOSS %</i></b>	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	3.80%	3.65%	2.5% - 6%
7)	<b><i>SYSTEM LOAD FACTOR</i></b>	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	55.8%	56.40%	50% - 65%

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

		2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
		November	December	January	February	March	April	May	June	July	August	September	October	November	
Total Energy		kWh													
h	Grand Total Purchased Power Costs	\$	\$ 482,983	\$ 563,687	\$ 563,194	\$ 487,869	\$ 489,912	\$ 384,726	\$ 397,585	\$ 480,602	\$ 569,395	\$ 523,941	\$ 449,363	\$ 399,796	\$ 428,131
i	(Sum of current and previous 5 months)	\$	3,441,164	3,469,397	3,332,437	3,101,735	3,047,931	2,972,371	2,886,973	2,803,888	2,810,089	2,846,161	2,805,612	2,820,682	2,851,228
j	kWh's Purchased	kWh													
l	Total Purchased Power kWh Units	kWh	4,347,256	4,809,142	5,732,210	5,199,650	4,628,845	4,204,693	4,427,132	5,332,932	6,378,800	5,874,790	5,009,653	4,463,617	4,347,256
m	(Sum of current and previous 5 months)	kWh	31,778,892	31,592,489	30,791,548	29,692,716	29,026,375	28,921,796	29,001,672	29,525,462	30,172,052	30,847,192	31,228,000	31,486,924	31,407,048
n	Power Supply Costs @ Retail	\$	0.1143	0.1160	0.1143	0.1103	0.1109	0.1085	0.1051	0.1003	0.0984	0.0974	0.0949	0.0946	0.0959
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	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%	5.6%	5.6%
q	Calculated PCA	\$	0.0185	0.0202	0.0185	0.0145	0.0151	0.0127	0.0093	0.0045	0.0026	0.0016	(0.0009)	(0.0012)	0.0001
r	Actual PCA Implemented	\$	\$ 0.0270	\$ 0.0270	\$ 0.0250	\$ 0.0250	\$ 0.0250	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230
s	Total System Retail Sales (kWh's)	kWh	4,450,569	4,618,003	5,796,522	5,028,127	4,489,846	5,076,518	3,621,793	4,737,321	6,215,088	5,115,275	5,446,535	4,473,296	4,316,930
t	Base PCA Revenue	\$	426,365	442,405	555,307	481,695	430,127	486,330	346,968	453,835	595,405	490,043	521,778	428,542	413,562
u	Fuel Factor Revenue	\$	120,165	124,686	144,913	125,703	112,246	116,760	83,301	108,958	142,947	117,651	125,270	102,886	99,289
v	Total Revenues through PCA	\$	546,530	567,091	700,220	607,398	542,373	603,090	430,269	562,794	738,352	607,695	647,048	531,428	512,851
w	Difference of Collection vs Expense	\$	\$ 606,611	\$ 610,015	\$ 747,041	\$ 866,569	\$ 919,030	\$ 1,137,395	\$ 1,170,079	\$ 1,252,270	\$ 1,421,228	\$ 1,504,982	\$ 1,702,667	\$ 1,834,299	\$ 1,919,019

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**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
December 4, 2017

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein;  
Pamela Parkington; Treasurer: Johnnie Mae Weldon

**STAFF:** Kevin Barber, General Manager; Ron Scofield, Asst. General Manager

**OTHERS:** Peter Murphy (Benefit Planning)  
Tony D'Andrea (Norwalk 2.0)  
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.

**INSURANCE RENEWAL**

Mr. Murphy informed the Commission that the insurance renewal went smoothly. Overall, it resulted in less than a 3% increase. Once again the workers compensation experience MOD dropped from 0.89 to 0.88, which is a direct result of the great work from the management and TTD staff to mitigate and continue with the proactive safety of the employees.

The Cyber Liability Policy will renew on February 3, 2018 and will be written as a short-term policy in order to expire on December 31, 2018 thereby aligning it with all other insurance policy renewals. Mr. Murphy does not anticipate any major increase and would like to request that he get approval in advance to renew if there is a 5% increase or less.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE JAMES P. MURPHY & ASSOCIATES TO EXECUTE THE RENEWAL OF THE INSURANCE, INCLUDING THE CYBER POLICY IF WE HAVE A 5% INCREASE OR LESS REQUESTED AND PURSUANT TO THE MATERIALS PRESENTED IN THE AMOUNT OF \$144,727.52 ±5% FOR THE AFOREMENTIONED.**

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

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

Third Taxing District  
of the City of Norwalk  
December 4, 2017



## NORWALK 2.0

Mr. Tony D'Andrea, representative for Norwalk 2.0, explained to the Commission the original use of the "pink containers" that were placed in Constitution Park in August 2016. The original programming was intended to foster an open arts exhibit at the site that would attract artists to engage with the site itself and create original artworks. There were some challenges at the site, mainly infrastructure issues, which caused a delay in their launch.

They are currently working on these issues, including the installation of WIFI, a weather station and cameras. Once operational they will have the ability to record and document data, i.e., future work on the walk bridge for historical purposes.

Some of the other activities which are planned for the site include:

- Harbor Exhibit Launch
- Iconic Norwalk 2 Exhibit
- Artists Studio Workshops for Public
- Music Programming
- History of Liberty Square Exhibit
- Plaintoids Exhibit

Norwalk 2.0 is asking for an extension of three years on the lease. Discussion took place about the terms written in the lease, i.e., PR in lieu of rental fee. Commissioner Parkington stated that the end date for the lease was vague and would like to see an actual date in place, as well as adding a clause for a 90-day mutual termination.

**\*\* COMMISSIONER PARKINGTON MOVED TO ACCEPT THE NORWALK 2.0 CONSTITUTION PARK EVENT EXHIBIT SPACE AGREEMENT WITH THE FOLLOWING CHANGES: THE AGREEMENT DATES TO RUN FROM AUGUST 1, 2016 TO JULY 31, 2020 AND TO ADD A MUTUAL TERMINATION AGREEMENT OF 90 DAYS WRITTEN NOTICE.**

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

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

The Agreement will be updated to reflect the above revisions and submitted for signatures.

(See attached document for further information on Norwalk 2.0.)

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

Mr. Allred reviewed the Financial Highlights and Footnotes with the Commission. Net Income was \$513,384, a decrease of 28% over last year. Net Income Before Rate Stabilization was \$377,839, an increase of 665% or \$444,686 over the previous year, which was (\$66,848).

Cash Balances continue to be in good shape. Operating Accounts are \$1,768,883, Construction WIP is \$29,659, Savings is \$575,394 and Capital Improvements Fund is \$987,755. The Outstanding Principal Balance with CMEEC continues to decrease.

KPIs – Mr. Allred reviewed the KPIs with the Commission. The Outstanding Receivables continues to decrease. All items continue to be in line with the Industry Average.

PCA – Messrs. Allred and Barber are still working on a new model for the PCA which will assist in forecasting for the PCA and the Rate Stabilization Fund.

**MINUTES OF MEETING**

November 8, 2017 Regular Meeting

- \*\* COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF NOVEMBER 8, 2017 REGULAR MEETING.**
- \*\* COMMISSIONER GOLDSTEIN SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

November 16, 2017 Special Meeting

- \*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF NOVEMBER 16, 2017 SPECIAL MEETING.**
- \*\* COMMISSIONER PARKINGTON SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**SECOND 2016 CMEEC EQUITY DISTRIBUTION**

Mr. Barber told the Commission that on November 17, 2017 the CMEEC Member Delegation voted unanimously to distribute the remaining portion of the 2016 Distribution Eligible Equity, of which TTD's original portion was \$638,923. On June 7, 2017, the Member Delegation voted to distribute 44% (or \$282,041) of the distribution.

The remaining balance of TTD's 2016 equity share is \$356,882 and is available for distribution. Mr. Barber stated that there are multiple options in how TTD can take their equity portion, i.e.,

Third Taxing District  
of the City of Norwalk  
December 4, 2017

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leave at CMEEC, deposit into CMEEC's Municipal Trust Fund, deposit into the Rate Stabilization Fund, take the funds as a direct check or have the funds offset a CMEEC invoice. Mr. Barber has consulted with Mr. Allred and is recommending that the funds be deposited into the Capital Improvements Fund as this account would yield the best interest.

**\*\* COMMISSIONER BROWN MOVED TO AUTHORIZE THE FUNDS BE DEPOSITED INTO THE CAPITAL IMPROVEMENTS FUND BASED ON THE RECOMMENDATION OF THE GENERAL MANAGER, KEVIN BARBER.**

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

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

### GENERAL MANAGER'S REPORT

CT Sales Tax Audit – Update – Mr. Allred has been working on this with the State over the last month or so, as a few issues came up in the audit. As a result of their findings, TTD was assessed an additional \$20,000 due to issues mostly related to Cervalis billing which has been corrected.

Audit Status – Almost near completion. Mr. Allred is working with Hope & Hernandez to complete the audit by year-end. The delay was caused by a recent activity with the CT Sales Tax Audit that became a priority.

Chevy Volt – Lease Status – Mr. Barber informed the Commission that the Chevy Volt lease is due to expire at the end of the year and a decision needs to be made whether or not to buyout the vehicle (approximately \$18,000) or lease another vehicle. After discussion with the Commission, leasing a new vehicle would be the best option versus a buyout. The staff will work on obtaining information on leasing a new vehicle. Mr. Barber will bring this item back to the Commission in January with a recommendation for their approval.

Pole Attachments – Mr. Barber informed the Commission that AT&T has reached out to TTD about entering into a Pole Attachment Agreement. Mr. Barber reviewed the current agreement in place with another provider in the hope of being able to use it as a model for AT&T.

During the research, Mr. Barber discovered that TTD has been billing the other provider yearly for the pole attachments, but has also been creating and sending out monthly bills through the Cogsdale system which could mean that they are being over-billed. Mr. Barber will continue to research the situation and bring it back to the Commission at a future meeting.

With regard to AT&T, questions were raised as to what type of attachments they want to put up. Commissioner Goldstein stated that if the attachments have to do with broadband, then she would not be in favor of it. There was discussion as to whether or not TTD has the right to deny AT&T from attaching to their poles or preventing them from dropping new poles within the District. Mr. Barber will consult with Atty. Studer on this subject.

Third Taxing District  
of the City of Norwalk  
December 4, 2017

Other

- East Avenue Road Widening – Mr. Adams recently attended a meeting on this project in New Haven. During the meeting the City of Norwalk began pressuring Mr. Adams about going underground. Mr. Adams informed them that it was above him and that they needed to speak with the General Manager. In turn, Mr. Barber is bringing this to the Commission to see if they have taken a stance on going underground. Currently, there is not enough information to make an informed decision on the matter.
- Eversource Meeting at SNEW – Mr. Barber recently attended a meeting at SNEW with Eversource to see the proposed route of the undergrounding for the Walk Bridge project. At this time the only assets that would be disturbed would be in the area of 25 Van Zant Street, where the electric would potentially come back up from the underground. It does not appear that there would be much disturbance to TTD's distribution system.
- 230 East Avenue – The developer (Spinnaker) has contacted Mr. Barber and has set up a meeting for Wednesday, December 6<sup>th</sup> to discuss their plans for 230 East Avenue.

**APPOINTMENT OF NEW REPRESENTATIVE ON THE  
EAST AVENUE DESIGN COMMITTEE**

Commissioner Goldstein stated that the Planning Commission Chair insisted that TTD appoint a representative to the Committee. She was told that ex-Commissioner Yost was a member of the East Avenue Design Committee by virtue of the fact that he was on the Traffic Commission and he was appointed in that role and he would serve both. Unfortunately, Mr. Yost never reported back to the TTD Commission. Now that Mr. Yost is no longer a member of the TTD Commission, he cannot hold that appointment on behalf of the TTD. Therefore, someone needs to be appointed to the Committee, attend the meetings, keep the dialogue open and report back to the Commission.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPOINT COMMISSIONER PARKINGTON AS TTD'S REPRESENTATIVE TO THE EAST AVENUE DESIGN COMMITTEE.**

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

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

Third Taxing District will send a letter to the Bruce Chimento at the City of Norwalk, with copies to Frances DiMeglio and Mayor Rilling advising them of this appointment.

Third Taxing District  
of the City of Norwalk  
December 4, 2017

DRAFT

**APPOINTMENT OF NEW REPRESENTATIVE ON THE  
WALK BRIDGE STAKEHOLDERS/DESIGN COMMITTEE**

- \*\* COMMISSIONER BROWN MOVED TO APPOINT COMMISSIONER GOLDSTEIN TO THE WALK BRIDGE STAKEHOLDERS/DESIGN COMMITTEE.**
- \*\* COMMISSIONER PARKINGTON SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District will send a letter to the Bruce Chimento at the City of Norwalk, with copies to Frances DiMeglio, Mayor Rilling and Elizabeth Stocker advising them of this appointment.

**UNDERGROUNDING BY EVERSOURCE RELATING TO WALK BRIDGE**

Commissioner Goldstein is asking whether the Commission wants to take a formal position or issue a written statement in connection with the Eversource undergrounding. Commissioner Goldstein went through the history of the events. The current proposed route for the undergrounding will start at Police Headquarters, go under the visitor's dock at Vet's Park, go in front of Vet's Park and come back up at 25 Van Zant Street, where it will connect to the above ground infrastructure.

Discussion took place and it was suggested that the Commission hear from others, i.e., Harbor Commission and Bloom, continue researching and gather more information before taking a formal position.

**ADJOURNMENT**

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

The meeting adjourned at 9:56 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
December 4, 2017



Third Taxing District Commissioners:

Dave Brown  
Deborah Goldstein  
Pam Parkington  
Johnnie Weldon

Third Taxing District  
2 Second Street  
East Norwalk, CT 06855

December 4, 2017

Dear Commissioners,

Thank you for your time in reviewing the status of our project. We appreciate your support, and look forward to an exciting year ahead.

As an update to our proposal from 2016, we are requesting an extension of our permission to operate the Harbor Containers at Constitution Park for an additional three years.

Our original programming was intended to foster an open arts exhibit at the container site, that would attract artists to engage with the site itself and create original artworks. We have had some challenges at the site which has delayed our launch of the site in an official way. Much of this is due to infrastructure issues.

Three issues have contributed to the delay of final work in preparing the containers for programming. The first, is the delay in getting electricity to the containers. The solar powered system we used at the previous site did not work here, and has been dismantled. We have had ongoing issues with our feeder line losing power since the electricity was installed in May of this year. During the move of the containers last year, we sustained some damage to the one of the garage doors, resulting in it not staying open. We needed to wait for the containers to settle before rebalancing the spring mechanisms that operate the door. We think all of these issues are finally resolved.

Norwalk 2.0 did launch the Iconic Norwalk project though, and for much of 2017, we engaged the community at large to participate in our Iconic Norwalk Instagram exhibit. This program transpired from March through June of 2017, and resulted in over 900 photos of Norwalk submitted to the project. Nineteen prizes were awarded in June, and the winning entries have been displayed on a banner on one of the containers. We have used the location of the containers to promote Iconic Norwalk, and would not have had the number of submissions that we had without the containers.

The electricity serves several purposes, it provides power for a lighting, our environmental art display, and public wifi. We have yet to complete the WIFI installation. We have been appreciative of the park location, and have attempted to secure WIFI and power without altering the landscape and having any aerial wires.

You may have noted that we have cameras, and a weather station attached to one of the containers. This is part of our interactive art program that uses sensors to monitor environmental conditions and then displays those conditions on an interactive OLED panel with infographic art.

Our submission to the State of Connecticut includes the historic documentation of the Harbor, and the Walk Bridge. As you are aware, the significant disruption to the harbor will commence soon, and much like our work on Wall Street, we will be exhibiting historic photos, contemporary photos and videos, and commissioning artists to portray the harbor and bridge.

We are excited about these projects and think that they reflect the importance of honoring the cultural history of Liberty Square and the significance of East Norwalk's maritime history.

We have contracted with Frontier to install the WIFI feed to the containers, which we anticipate will be complete by end of 2017.

Once the WIFI is running, we think we will have the OLED display working within 90 days.

Our timeline of activities now looks like:

March 2018	– Harbor Exhibit launch
May 2018	– Iconic Norwalk 2 exhibit
June 2018	– Artist studio workshops for public
July 2018	– Music Programing
August 2018	– History of Liberty Square exhibit
Sept. 2018	– Plantoids exhibit
Oct. 2018	– tbd

We continue to maintain liability and property insurance at the site. We have partnered with businesses at Liberty Square, to build awareness of the area and participate in our art and history research.

Norwalk 2.0 is a non-profit arts organization that has been creating public art projects celebrating the cultural history of Norwalk for the past 7 years. We are a 5-time grant recipient from the State of Connecticut and enjoy collaborative relationships with a variety of local organizations including the City of Norwalk.

Attached you will a draft of a memorandum of understanding outlining the terms use of Constitution Park.

**Regards,**



Jackie Lightfield  
chief problem solver  
203 434 5506

## **norwalk 2.0**

The purpose of the project is to connect with the community and draw people to Norwalk as part of our Catalyzing Placemaking efforts. Norwalk 2.0 has been a grant awardee by the State of Connecticut for the past three successive years, and this project represents the programming end of our mobile arts center grant.

### **Impact**

At the individual level, we anticipate that participation in the program will result in: improved access to downtown services; increased feelings of coolness; increased integration into the community; increased knowledge of community history; and increased feelings of neighborhood. At the community level, we believe the program will result in: increased utilization of the downtown and increased commercial activity.

### **Evaluation**

During each activity we will initiate data collection by conducting baseline interviews with community residents and businesses in the target zip codes and completing detailed community observations at multiple locations over several occasions. Over time, findings from these interviews and observations will allow us to assess progress towards our community outcomes.

### **Key Personnel**

**Jackie Lightfield, Project Manager:** As an entrepreneur since 1996, Jackie Lightfield has been a driving force in overseeing Norwalk 2.0's growth. Lightfield served as Chairman of the City of Norwalk's Zoning Commission and Arts Commission prior to co-founding Norwalk 2.0 Lightfield brings extensive experience in managing projects, conducting research, and analyzing policy around a variety of topics within the field of economic development. She will manage all aspects for the duration of the project.

**Maribeth Becker, Project Manager:** A renowned Norwalk community activist and social change leader, Maribeth Becker co-founded Norwalk 2.0 following a decade of work in Norwalk as a community volunteer. Becker has many years of experience in organizing for the betterment of our communities. She previously served as Vice Chair of the Norwalk Arts Commission and as a lifelong advocate for building teamwork and strategic community partnerships.

### **Project Partners**

**DECD Department of Arts & Culture:** The **Office of the Arts** develops and strengthens the arts in Connecticut and makes artistic experiences widely available to residents and visitors. Through its grant programs, the office invests in Connecticut artists and arts organizations and encourages the public's participation as creators, learners, supporters, and audience members. Through its program and services, the office connects people to the arts and helps to build vital communities across the state.



# EVENT EXHIBIT SPACE AGREEMENT

On behalf of Norwalk 2.0, thank you for offering Constitution Park as a host location for our pop up gallery and art events programming. Norwalk 2.0 in collaboration with various artists, associations and entities are looking forward to creating an awesome space.. The details are confirmed as follows:

**LOCATION:** Constitution Park, East Norwalk, CT 06855

**DATES:** August 1, 2016 through Fall of 2020

**TIMES:** Various events scheduled with varying times.

**EVENT:** Pop Up/Artists Incubator branded as "TBD"

**Personnel:** Event personnel supplied by Norwalk 2.0;

**Other:** Norwalk 2.0 to supply show items, and provide own tables, chairs, racks etc for show needs. Space delivered as is/where is and returned in same condition with the exception of agreed upon work that may need to take place from time to time, based on specific event needs. Electricity will be billed directly to Norwalk 2.0.

**Insurance:** Norwalk 2.0 agrees to name Third Taxing District as additional insured with a certificate of insurance naming same with such insurance providing the minimum following liability coverage of \$500,000 per occurrence and \$1,000,000 in the aggregate.

**Rental Fee:** PR in lieu of fee.

**Promotion:** Norwalk 2.0 agrees to include, as appropriate, mention of the TTD in promotional materials, efforts and announcements: i.e. space provided courtesy of the THIRD TAXING DISTRICT.

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Third Taxing District

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Date

---

Norwalk 2.0

---

Date

## Information for Property Owners

Want to lure throngs of the tri-state area's art-loving residents and tourists who visit or work in Norwalk to pop over to your property?

That's the goal with the pop-up exhibit initiatives from Norwalk 2.0. Norwalk 2.0 is transforming vacant real estate into new temporary creative spaces where art, startups and creative economy energy fill retail spaces to excitement and additional foot traffic in downtowns.

Starting with three projects in 2008, we have successfully created events and exhibits that have drawn thousands of active visitors to SoNo, Mathews Park, Wall Street and Freese Park. The economic benefit was immediate, more people, more sales, more awareness of the exciting opportunities to create new business ventures in Norwalk. With the support of the Department of Economic and Community Development, Connecticut Office of the Arts which also receives support from the National Endowment for the Arts, a federal agency (**DECD Office of the Arts**) we have developed a project focusing on Wall Street. Our goal is to expand throughout the Norwalk, supporting the work of artists and Norwalk's business community at the same time. We need your help to make it happen!

### Benefits of Temporarily Donating Space

- Provides an exciting new way to market your property;
- Increases pedestrian traffic to surrounding businesses;
- Showcases vacant retail spaces as attractive sites;
- Your property and your donation will be prominently featured on both the POP City and Norwalk 2.0 web sites;
- Generates economic development in the Liberty Square and East Norwalk Area through increased traffic to area stores and restaurants;
- Helps create good will that the public and media will embrace;
- Your property will be part of an ongoing PR campaign;
- Recognition for your donation in the Norwalk 2.0 newsletter; (distribution 3,000)

Norwalk 2.0 will work with you to set the guidelines for your space and find an appropriate match to showcase your space throughout the exhibit.

All Norwalk businesses are eligible to participate.

Your generosity is the cornerstone of this program and our first priority is to safeguard your

interests by returning your property in the same or better condition than received.

Norwalk 2.0 is part of a growing national movement that leverages technology to increase social engagement in and participation in communities. **Gov 2.0**, **Code for America** and **Startup America** all focus on delivering tech tools to local organizations and communities to enable better and more efficient ways of making communities better.

Maribeth Becker and Jackie Lightfield founded Norwalk 2.0 in the summer of 2010 to address needs in Norwalk after extensive work as civic leaders.

Norwalk 2.0's mission is to engage residents, businesses and community organizations to work together and create an authentic, creative, economically diverse and sustainable future.

For more information visit the website: [www.norwalk2.org](http://www.norwalk2.org)

**Please contact:**

Jackie Lightfield

Program Manager & Curator

**[jackie@norwalk2.org](mailto:jackie@norwalk2.org)**

203.434.5506

MOTION FOR MINUTES

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

OR

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

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
December 18, 2017

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein;  
Pamela Parkington; Treasurer: Johnnie Mae Weldon

**STAFF:** Kevin Barber, General Manager; Ron Scofield, Asst. General Manager;

**PUBLIC:** Peter Johnson

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 6:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**VEHICLE LEASE APPROVAL**

Mr. Barber reviewed the new vehicle lease information with the Commission. The lease he is recommending is for a 2017 Chevy Bolt EV – LT Model 1FB48 and would be for a term of 36 months. He presented three payments options to the Commission. The option he is recommending to the Commission would require a deposit of \$270.00 with a monthly payment of \$268.16 which is less than the current lease that is expiring at the end of the year.

**\*\* COMMISSIONER BROWN MOVED TO APPROVE THE LEASE AS PUT FORTH BY KEVIN BARBER, GENERAL MANAGER FOR A 2017 CHEVY BOLT EV – LT MODEL 1FB48 WITH A DEPOSIT OF \$270.00 AND A MONTHLY PAYMENT OF \$268.16 FOR 36 MONTHS AND AUTHORIZES KEVIN BARBER, GENERAL MANAGER, TO SIGN THE LEASE ON BEHALF OF THE COMMISSION.**

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

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

Third Taxing District  
of the City of Norwalk  
December 18, 2017

DRAFT

**APPOINTMENT OF RATEPAYER REPRESENTATIVE TO CMEEC BOARD**

**\*\* COMMISSIONER BROWN NOMINATED PETER JOHNSON FOR THE POSITION OF RATEPAYER REPRESENTATIVE TO THE CMEEC BOARD FOR A TERM OF TWO YEARS.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED THE NOMINATION.**

Commissioner Brown asked if there were any other nominations. Having no other nominations, a vote was taken.

**\*\* THE NOMINATION PASSED UNANIMOUSLY.**

Mr. Johnson's term will be effective as of December 21, 2017.

**ADJOURNMENT**

**\*\* COMMISSIONER PARKINGTON MOVED TO ADJOURN.**

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

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

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
December 18, 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.

## **Cablevision - Pole Attachments Billing Issue**

Recently, TTD has been approached by AT&T to make attachments to TTD owned utility poles. The first step in the process was to determine if TTD had a pole attachment agreement that could be utilized. The existing Pole Attachment Agreement between Cablevision of Litchfield, LLC and the Third Taxing District was reviewed and determined that this agreement can be the basis for starting the communication with ATT. The development of the Cablevision agreement was performed by TTD and Robin Kipnis, CMEEC's General Counsel.

During the review of the existing agreement with Cablevision, I checked to verify the rates being charged as per the agreement were correct and the current status of the most recent billings. During this review, it was discovered that an issue exists with the billings to Cablevision. Account 503138 in the Cogsdale billing system, lists the customer as CABLEVISION and the service address as POLE ATTACHMENT. A note on the account dated 7/27/2010 indicates the account was used to bill for CATV Pole Attachments on a semiannual basis. See the attached copy of a bill and the note from the billing system for details.

History on charging Cablevision for pole attachments:

Per discussions with staff, it was determined that TTD has been charging Cablevision for pole attachments using the Cogsdale (and previous systems) billing system since approximately 1985. From 1985 until November 2014 the account was billed twice a year for pole attachments. Beginning in December 2014, the frequency of billings changed from semiannually to monthly. However, the account was billed the semiannual rate on a monthly basis. This caused the account to be overbilled by \$15,609.80 per year. The reason for the change from semiannual to monthly billing is not known.

In 2015, TTD began working with Cablevision to execute a pole attachment agreement. This agreement would establish the working relationship between Cablevision and TTD, including the rate that would be charged per pole attachment. In March 2016, the agreement was finalized and executed by both parties. As part of the agreement, TTD billed Cablevision for back charges totaling \$29,447.70 for the period January 2012 to December 2015. TTD also generated yearly invoices in the amount of \$9,815.90 for calendar years 2016 and 2017. These billings were performed outside of the Cogsdale billing system and have been paid in full by Cablevision.

Based on the billings that have been generated in the Cogsdale billing system and outside of the billing system, TTD has billed Cablevision \$119,323.60 during the period January 2012 to November 2017. During that same period, Cablevision made payments totaling \$117,762.62.



Based on the invoices generated following the execution of the pole attachment agreement, the total billings should have been \$49,079.50 or \$9,815.90 per year for 5 years.

TTD has overbilled and received payment from Cablevision by \$68,683.12, through December 2017. Currently Cablevision's billing account has an open balance of \$1,560.98. If Cablevision pays the outstanding balance, the total amount overbilled and paid would be \$70,244.10. See attached summary of account activity and backup information for details on the billings to and payments made by Cablevision.

#### Steps to Correct Issue:

Further research has been performed and no information has been identified or discovered that would indicate the apparent double billing is correct. Based on all of the information, it has been determined that Cablevision has been duplicate billed. The following steps will be performed to correct the account:

- 1) Correct the internal billing processes to ensure Cablevision is billed correctly going forward.
- 2) Contact Cablevision and advise them of the duplicate billing issue.
- 3) Develop a mutually agreeable method to refund the overbilling to Cablevision.

# Cablevision - Pole Attachment Billing Issue

## Summary of Account Activity

Manual Billings - Outside of Cogsdale billing system	
Back billing 2012-2015	\$29,447.70
CY 2016	\$9,815.90
CY 2017	\$9,815.90
Total Manual Billings 2012-2017	\$49,079.50
Billings generated in Cogsdale billing system (account 503138)	
Cogsdale CY 2012-2014	\$12,487.84
Cogsdale CY 2015	\$18,731.76
Cogsdale CY 2016	\$18,731.76
Cogsdale CY 2017	\$20,292.74
Total Cogsdale billings 2012-2017	\$70,244.10
<b>TOTAL CABLEVISION BILLINGS 2012-2017</b>	<b>\$119,323.60</b>
Payments Received - Outside of Cogsdale (account 503138)	
Payment - 02/16/2016	(\$29,447.70)
Payment - 08/22/2016	(\$9,815.90)
Payment - 03/23/2017	(\$9,815.90)
Total Payments - Outside of Cogsdale	(\$49,079.50)
Payments made in Cogsdale 2012-2017	(\$68,683.12)
<b>TOTAL CABLEVISION PAYMENTS 2012-2017</b>	<b>(\$117,762.62)</b>
Outstanding Balance (in Cogsdale)	\$1,560.98
 Amount of duplicate billings	 \$70,244.10
Amount of Pmts made on dup billings	(\$68,683.12)



**IMPORTANT NOTICE:**

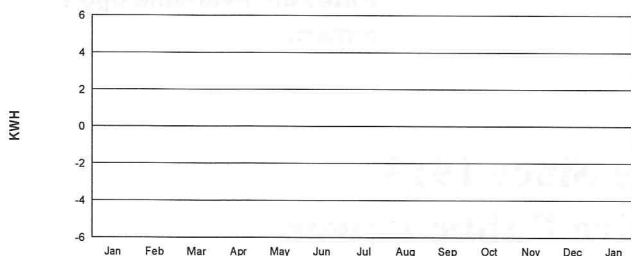
**OUTAGE RESPONSE ANNOUNCEMENT:**  
FOR IMMEDIATE ASSISTANCE FOR OUTAGES AFTER  
HOURS, AND ON WEEKENDS AND HOLIDAYS,  
DIAL (203) 663-6875

VISIT US AT: [WWW.TTD.GOV](http://WWW.TTD.GOV)

ACCOUNT INFORMATION	
Account #:	503138-103189 CABLEVISION
Statement #:	443907
Bill Date:	11/02/2017
Due Date:	Due Upon Receipt
Service Address: POLE ATTACHMENT EAST NORWALK CT 06855	
ACCOUNT ACTIVITY	
Previous Balance	3,121.96
Balance Due	3,121.96
Cable Vision 2	1,560.98
Total Current Charges	1,560.98
Total Amount Due	4,682.94

READING DATES	BILLING DAYS	METER NUMBER	CURRENT READ	PREVIOUS READ	USAGE
10/1/17 - 10/31/17	30				1

**ANNUAL ELECTRIC CONSUMPTION COMPARISON**



**IMPORTANT NOTICE**

**\$3,121.96**  
**MUST BE PAID BY 3:00PM ON:**  
**12/01/2017**  
**OR YOUR SERVICE WILL BE TERMINATED ON:**  
**12/04/2017**

Once your meter has been turned off for non-payment, a charge of \$30.00 will be made for re-connection of your meter during business hours (8:00AM to 4:00PM) and \$75.00 after business hours.

**PLEASE SEPARATE AT THE PERFORATION ABOVE AND RETURN STUB WITH PAYMENT.**  
**MAKE CHECKS PAYABLE TO: TTD ELECTRIC. ACCOUNT # MUST APPEAR ON CHECK.**  
**PLEASE DO NOT STAPLE, TAPE OR CLIP CHECK TO STUB.**



CABLEVISION  
c/o ACCOUNT PAYABLE DEPARTMENT  
1111 STEWART AVE  
BETHPAGE NY 11714

ACCOUNT NUMBER	
503138-103189	
DUE DATE	
Payment Due Upon Receipt	
PLEASE PAY	AMOUNT ENCLOSED
4,682.94	

THIRD TAXING DISTRICT  
ELECTRICAL DEPARTMENT  
2 SECOND ST  
EAST NORWALK, CT 06855

503138

7/27/2010

9:51:46 AM

Rachel 11/17/2017 10:14:31 AM

Ana 7/27/2010 9:46:16 AM

NEW SEMI ANNUAL CATV POLE ATTACHMENT BILLINGS SHOULD CONTAIN THE FOLLOWING DETAIL:

23 TTD OWNED POLES @ \$5.83 PER YEAR =	\$ 134.09
1025 JOINTLY OWNED POLES @ \$2.915 PER YEAR =	\$2,987.87

ANNUAL CHARGE	\$3,121.96
---------------	------------

SEMI ANNUAL BILLING \$1,560.98

PLEASE DO NOT DELETE THIS INFORMATION VERY IMPORTANT FOR FUTURE REFERENCE..

THANKS,

ANA



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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

February 29, 2016

Mr. Glenn F Cisek  
Director – Contracts Management  
Cablevision  
1111 Stewart Avenue  
Bethpage, NY 11714

Re: Agreement Between Cablevision and Third Taxing District

Dear Mr. Cisek:

Per Robin Kipnis, CMEEC Counsel, please find enclosed two copies of the full Agreement between Cablevision and Third Taxing District, which have been signed by Mr. James Smith, General Manager.

Please sign the copies and return one to:

Mr. James Smith  
General Manager  
Third Taxing District Electric Dept.  
2 Second Street  
E. Norwalk, CT 06855

Thank you for your attention to this matter.

Sincerely,

Cynthia M. Tenney  
Executive Assistant

Enclosures

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### *District Commissioners*

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



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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

October 20, 2015

Mr. George Rebentisch  
HFC Construction / Fiber Manager CT  
Cablevision Systems Corporation  
122 River St.  
Bridgeport, Ct. 06604

**RE: Cablevision, Inc. Telecommunication Attachments: Third Taxing District of City of Norwalk, Ct. East Norwalk Electric Department ("TTD") INVOICE**

Dear Mr. Rebentisch;

As you know TTD has been attempting to obtain Cablevision's response to TTD's pole attachment agreement for some time, with no success. As you currently are attached to the TTD's electric utility poles and have not been charged for these telecommunication attachments for many years, TTD is submitting this Invoice for Cablevision's payment for its telecommunication attachments to TTD's electric utility poles.

Until further notice and as a condition of Cablevision's continuing attachment to TTD's electric utility poles, TTD shall bill Cablevision on an annual basis for nine hundred and fifty three (953) (including booster boxes) attachments at the rate of \$10.30 per attachment.

As a result please remit the following:

**For the period January 1, 2012 through December 31, 2015: \$29,447.70**

Payment is due within thirty days of receipt of this Invoice. Future billings will be made each January for the ensuing calendar year. It is still our hope to execute the pole attachment agreement in the near future.

Sincerely,

James Smith  
General Manager

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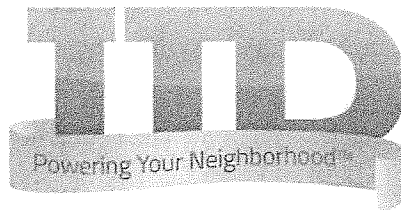
*District Commissioners*

Charles L. Yost      203-853-0837  
David L. Brown      203-866-8099  
Debora Goldstein      203-252-7214

Chairman  
Commissioner  
Commissioner

James Smith      203-866-9271  
Ron Scofield      203-866-9271  
Michael Intrieri      203-866-3001

General Manager  
Assistant General Manager  
Treasurer



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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

### INVOICE

March 1, 2016

MISC036

Mr. Glenn F Cisek  
Director – Contracts Management  
Cablevision  
1111 Stewart Avenue  
Bethpage, NY 11714

Cablevision, Inc. Telecommunication Attachments for the calendar year 2016

953 attachments (including booster boxes)  
@ \$10.30/attachment \$9,815.90

Please make check payable to Third Taxing District and remit to:

Third Taxing District Electric Dept.  
2 Second Street  
E. Norwalk, CT 06855

Attn: Cynthia Tenney

Thank you.

---

#### *District Commissioners*

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



## Third Taxing District

2 Second Street  
East Norwalk, CT 06855

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

### INVOICE

January 4, 2017

MISC036

Mr. George Rebentisch  
HFC Construction / Fiber Manager CT  
Cablevision Systems Corporation  
122 River St.  
Bridgeport, Ct. 06604

Cablevision, Inc. Telecommunication Attachments for the calendar year 2017

953 attachments (including booster boxes)	
@ \$10.30/attachment	\$9,815.90

Please make check payable to Third Taxing District and remit to:

Third Taxing District Electric Dept.  
2 Second Street  
E. Norwalk, CT 06855  
Attn: Accounts Receivable

Please be sure to include the account number (MISC036) on your check.

Thank you.

---

#### *District Commissioners*

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



Location: 503138 Address: POLE ATTACHMENT EAST NORWALK CT 06855 EAST NORWALK CT 06855  
Customer: 103189 CABLEVISION  
Including: Work, Open, History, Voided

Last Bill Date 1/3/2018 Last Bill Balance \$3121.96 Collection Agency Balance \$0.00  
Last Payment Date 1/3/2018 Current Balance \$1560.98

Date	Document	Type	Connection	Consumption	Amount	Running Balance
1/3/2018	PYMT00000430259	History PAYMEN			\$1,560.98	\$1,560.98
1/2/2018	BILL00000502346	Open REGULA			\$1,560.98	\$3,121.96
12/5/2017	PYMT00000426636	History PAYMEN			\$1,560.98	\$1,560.98
12/4/2017	BILL00000498467	History REGULA			\$1,560.98	\$3,121.96
11/22/2017	PYMT00000425180	History PAYMEN			\$3,121.96	\$1,560.98
11/2/2017	BILL00000494601	History REGULA			\$1,560.98	\$4,682.94
10/2/2017	BILL00000490362	History REGULA			\$1,560.98	\$3,121.96
9/12/2017	PYMT00000416648	History PAYMEN			\$1,560.98	\$1,560.98
9/5/2017	BILL00000486909	History REGULA			\$1,560.98	\$3,121.96
8/16/2017	PYMT00000413563	History PAYMEN			\$1,560.98	\$1,560.98
8/2/2017	BILL00000482706	History REGULA			\$1,560.98	\$3,121.96
7/6/2017	PYMT00000408331	History PAYMEN			\$1,560.98	\$1,560.98
7/5/2017	BILL00000478877	History REGULA			\$1,560.98	\$3,121.96
6/1/2017	BILL00000474245	History REGULA			\$1,560.98	\$1,560.98
5/30/2017	PYMT00000403674	History PAYMEN			\$1,560.98	\$0.00
5/9/2017	PYMT00000401420	History PAYMEN			\$1,560.98	\$1,560.98
5/2/2017	BILL00000470790	History REGULA			\$1,560.98	\$3,121.96
4/4/2017	PYMT00000397195	History PAYMEN			\$1,560.98	\$1,560.98
4/4/2017	BILL00000466572	History REGULA			\$1,560.98	\$3,121.96
3/7/2017	PYMT00000393554	History PAYMEN			\$1,560.98	\$1,560.98
3/1/2017	BILL00000462607	History REGULA			\$1,560.98	\$3,121.96
2/2/2017	BILL00000459167	History REGULA			\$1,560.98	\$1,560.98
2/1/2017	PYMT00000389214	History PAYMEN			\$1,560.98	\$0.00
1/2/2017	BILL00000454723	History REGULA			\$1,560.98	\$1,560.98
12/28/2016	PYMT00000384857	History PAYMEN			\$1,560.98	\$0.00
12/13/2016	PYMT00000383133	History PAYMEN			\$1,560.98	\$1,560.98
12/2/2016	BILL00000450926	History REGULA			\$1,560.98	\$3,121.96
11/4/2016	BILL00000447230	History REGULA			\$1,560.98	\$1,560.98
11/2/2016	PYMT00000378061	History PAYMEN			\$1,560.98	\$0.00
10/4/2016	PYMT00000374493	History PAYMEN			\$1,560.98	\$1,560.98
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7/28/2016	PYMT00000366451	History PAYMEN			\$1,560.98	\$0.00
7/1/2016	BILL00000429846	History REGULA			\$1,560.98	\$1,560.98
6/13/2016	PYMT00000361367	History PAYMEN			\$1,560.98	\$0.00
6/1/2016	BILL00000425322	History REGULA			\$1,560.98	\$1,560.98
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5/10/2016	PYMT00000357304	History PAYMEN			\$1,560.98	\$1,560.98
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3/14/2016	PYMT00000350140	History PAYMEN			\$1,560.98	\$1,560.98
3/4/2016	BILL00000412805	History REGULA			\$1,560.98	\$3,121.96
2/26/2016	BILL00000411715	History REGULA			\$1,560.98	\$1,560.98
2/9/2016	PYMT00000346143	History PAYMEN			\$1,560.98	\$0.00
1/29/2016	BILL00000407275	History REGULA			\$1,560.98	\$1,560.98
1/15/2016	PYMT00000342842	History PAYMEN			\$1,560.98	\$0.00
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12/11/2015	PYMT00000338636	History PAYMEN			\$1,560.98	\$0.00
11/30/2015	BILL00000398210	History REGULA			\$1,560.98	\$1,560.98

Location: 503138 Address: POLE ATTACHMENT EAST NORWALK CT 06855 EAST NORWALK CT 06855  
Customer: 103189 CABLEVISION  
Including: Work, Open, History, Voided

Last Bill Date 1/3/2018 Last Bill Balance \$3121.96 Collection Agency Balance \$0.00  
Last Payment Date 1/3/2018 Current Balance \$1560.98

Date	Document	Type	Connection	Consumption	Amount	Running Balance
7/23/2015	BILL00000380135	History REGULA			\$1,560.98	\$1,560.98
7/6/2015	PYMT00000319739	History PAYMEN			\$1,560.98	\$0.00
6/26/2015	BILL00000376220	History REGULA			\$1,560.98	\$1,560.98
6/11/2015	PYMT00000316715	History PAYMEN			\$1,560.98	\$0.00
5/28/2015	BILL00000371515	History REGULA			\$1,560.98	\$1,560.98
5/8/2015	PYMT00000312742	History PAYMEN			\$1,560.98	\$0.00
4/27/2015	BILL00000366779	History REGULA			\$1,560.98	\$1,560.98
4/6/2015	PYMT00000308725	History PAYMEN			\$1,560.98	\$0.00
3/27/2015	BILL00000362827	History REGULA			\$1,560.98	\$1,560.98
3/6/2015	PYMT00000304993	History PAYMEN			\$1,560.98	\$0.00
2/25/2015	BILL00000358018	History REGULA			\$1,560.98	\$1,560.98
2/6/2015	PYMT00000301026	History PAYMEN			\$1,560.98	\$0.00
1/29/2015	BILL00000354137	History REGULA			\$1,560.98	\$1,560.98
1/6/2015	PYMT00000297824	History PAYMEN			\$3,121.96	\$0.00
12/23/2014	BILL00000350396	History REGULA			\$1,560.98	\$3,121.96
12/22/2014	BILL00000350220	History REGULA			\$1,560.98	\$1,560.98
6/30/2014	PYMT00000274983	History PAYMEN			\$1,560.98	\$0.00
6/17/2014	BILL00000322989	History REGULA			\$1,560.98	\$1,560.98
1/3/2014	PYMT00000253651	History PAYMEN			\$1,560.98	\$0.00
12/18/2013	BILL00000297511	History REGULA			\$1,560.98	\$1,560.98
6/20/2013	PYMT00000229888	History PAYMEN			\$1,560.98	\$0.00
6/7/2013	BILL00000270422	History REGULA			\$1,560.98	\$1,560.98
1/24/2013	PYMT00000212156	History PAYMEN			\$1,560.98	\$0.00
1/3/2013	BILL00000247492	History REGULA			\$1,560.98	\$1,560.98
6/25/2012	PYMT00000185789	History PAYMEN			\$1,560.98	\$0.00
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12/28/2011	PYMT00000163652	History PAYMEN			\$1,560.98	\$0.00
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6/24/2011	PYMT00000141113	History PAYMEN			\$1,560.98	\$0.00
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8/22/2008	BILL00000016018	History REGULA VOID			\$1,552.12	
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System Date: 11/17/2017 4:02:30 PM Norwalk Third Tax Page: 0  
 User Date 11/17/2017 Document History User: Rachel

1

Location: 503138 Address: POLE ATTACHMENT EAST NORWALK CT 06855 EAST NORWALK CT 06855  
 Customer: 103189 CABLEVISION

Including: Work, Open, History, Voided

Last Bill Date 11/2/2017 Last Bill Balance \$4,682.94 Collection Agency \$0.00  
 Last Payment Date 9/12/2017 Current Balance \$4,682.94

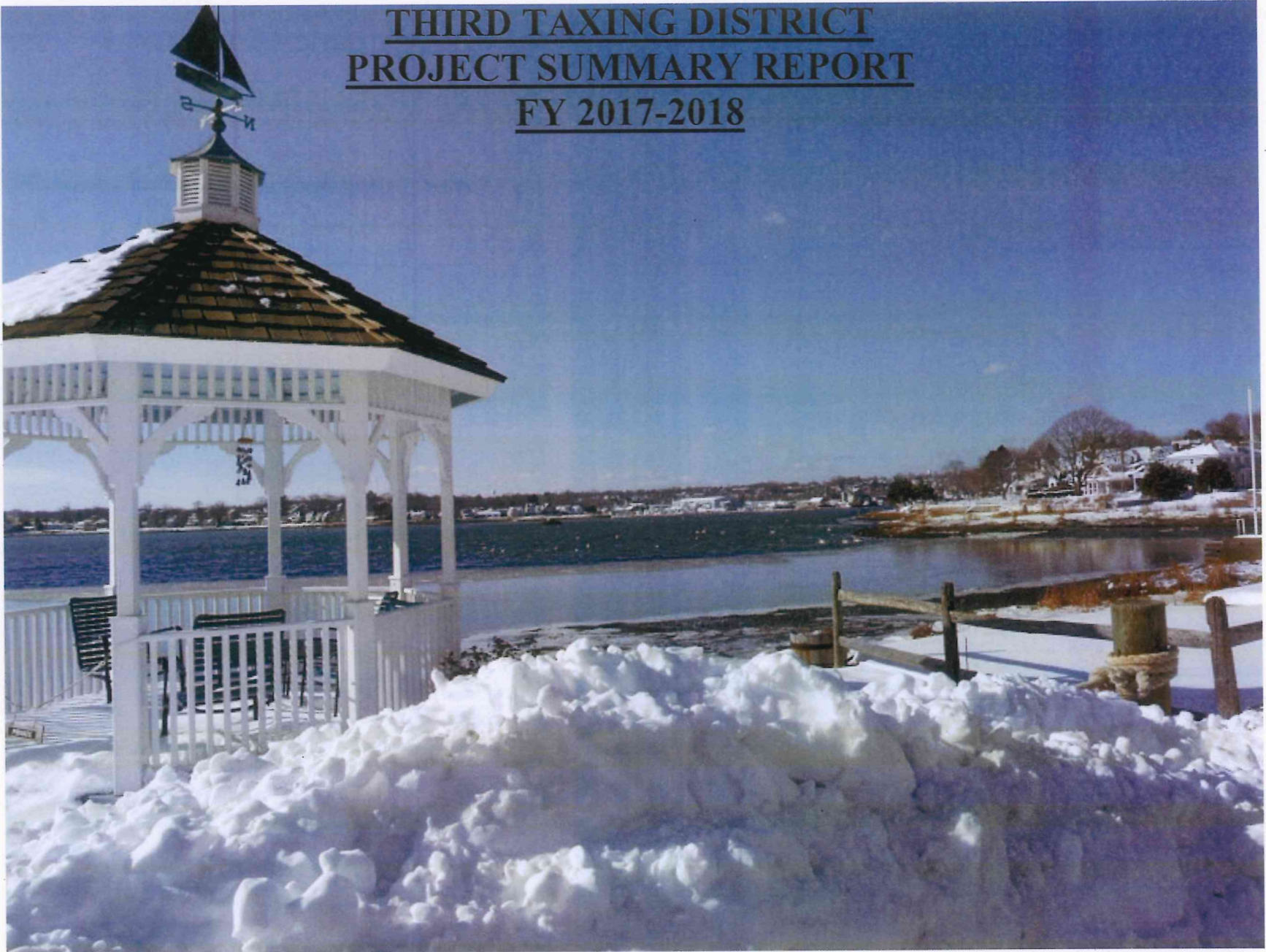
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12/5/2017	PYMT00000426636	History	PAYMEN		\$1,560.98	
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9/12/2017	PYMT00000416648	History	PAYMEN		\$1,560.98	
8/16/2017	PYMT00000413563	History	PAYMEN		\$1,560.98	
7/6/2017	PYMT00000408331	History	PAYMEN		\$1,560.98	
5/30/2017	PYMT00000403674	History	PAYMEN		\$1,560.98	
5/9/2017	PYMT00000401420	History	PAYMEN		\$1,560.98	
4/4/2017	PYMT00000397195	History	PAYMEN		\$1,560.98	
3/7/2017	PYMT00000393554	History	PAYMEN		\$1,560.98	
2/1/2017	PYMT00000389214	History	PAYMEN		\$1,560.98	
12/28/2016	PYMT00000384857	History	PAYMEN		\$1,560.98	
12/13/2016	PYMT00000383133	History	PAYMEN		\$1,560.98	
11/2/2016	PYMT00000378061	History	PAYMEN		\$1,560.98	
10/4/2016	PYMT00000374493	History	PAYMEN		\$1,560.98	
8/26/2016	PYMT00000370135	History	PAYMEN		\$1,560.98	
7/28/2016	PYMT00000366451	History	PAYMEN		\$1,560.98	
6/13/2016	PYMT00000361367	History	PAYMEN		\$1,560.98	
5/24/2016	PYMT00000358780	History	PAYMEN		\$1,560.98	
5/10/2016	PYMT00000357304	History	PAYMEN		\$1,560.98	
3/21/2016	PYMT00000351103	History	PAYMEN		\$1,560.98	
3/14/2016	PYMT00000350140	History	PAYMEN		\$1,560.98	
2/9/2016	PYMT00000346143	History	PAYMEN		\$1,560.98	
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5/8/2015	PYMT00000312742	History	PAYMEN		\$1,560.98	
4/6/2015	PYMT00000308725	History	PAYMEN		\$1,560.98	
3/6/2015	PYMT00000304993	History	PAYMEN		\$1,560.98	
2/6/2015	PYMT00000301026	History	PAYMEN		\$1,560.98	
1/6/2015	PYMT00000297824	History	PAYMEN		\$3,121.96	
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6/20/2013	PYMT00000229888	History	PAYMEN		\$1,560.98	
1/24/2013	PYMT00000212156	History	PAYMEN		\$1,560.98	
6/25/2012	PYMT00000185789	History	PAYMEN		\$1,560.98	
12/28/2011	PYMT00000163652	History	PAYMEN		\$1,560.98	
6/24/2011	PYMT00000141113	History	PAYMEN		\$1,560.98	
3/21/2011	PYMT00000128476	History	PAYMEN		\$1,560.98	
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1/27/2010	PYMT00000076604	History	PAYMEN		\$1,522.12	

6/24/2009	PYMT00000049505	History	PAYMEN	\$1,552.12	
7/31/2008	PYMT00000008148	History	PAYMEN	\$1,552.12	
7/7/2008	PYMT00000004334	History	PAYMEN	\$1,552.12	
1/2/2018	BILL00000502346	Open	REGULA	\$1,560.98	\$20,292.74
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11/2/2017	BILL00000494601	History	REGULA	\$1,560.98	
10/2/2017	BILL00000490362	History	REGULA	\$1,560.98	
9/5/2017	BILL00000486909	History	REGULA	\$1,560.98	
8/2/2017	BILL00000482706	History	REGULA	\$1,560.98	
7/5/2017	BILL00000478877	History	REGULA	\$1,560.98	
6/1/2017	BILL00000474245	History	REGULA	\$1,560.98	
5/2/2017	BILL00000470790	History	REGULA	\$1,560.98	
4/4/2017	BILL00000466572	History	REGULA	\$1,560.98	
3/1/2017	BILL00000462607	History	REGULA	\$1,560.98	
2/2/2017	BILL00000459167	History	REGULA	\$1,560.98	
1/2/2017	BILL00000454723	History	REGULA	\$1,560.98	
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9/8/2016	BILL00000439006	History	REGULA	\$1,560.98	
8/2/2016	BILL00000434161	History	REGULA	\$1,560.98	
7/1/2016	BILL00000429846	History	REGULA	\$1,560.98	
6/1/2016	BILL00000425322	History	REGULA	\$1,560.98	
5/2/2016	BILL00000421346	History	REGULA	\$1,560.98	
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3/27/2015	BILL00000362827	History	REGULA	\$1,560.98	
2/25/2015	BILL00000358018	History	REGULA	\$1,560.98	
1/29/2015	BILL00000354137	History	REGULA	\$1,560.98	
12/23/2014	BILL00000350396	History	REGULA	\$1,560.98	2014 \$12,487.84
12/22/2014	BILL00000350220	History	REGULA	\$1,560.98	2014
6/17/2014	BILL00000322989	History	REGULA	\$1,560.98	2014
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3/11/2011	BILL00000153614	History	REGULA	\$1,560.98	2011
7/27/2010	BILL00000118410	History	REGULA	\$1,560.98	2010

1/6/2010	BILL00000089552	History	REGULA		\$1,552.12	2010
6/12/2009	BILL00000063486	History	REGULA		\$1,552.12	
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6/12/2008	BILL00000004335	History	REGULA		\$1,552.12	



THIRD TAXING DISTRICT  
PROJECT SUMMARY REPORT  
FY 2017-2018



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1	3	SUCCESSION PLANNING PROCESS
1	4	RADIO-READ METER UPGRADE
1	5	UPGRADE FLEET VEHICLES
1	6	I/T SYSTEM MODIFICATIONS
2	7	COST OF SERVICE/RATE STUDY
2	8	STRATEGIC PLANNING PROCESS
3	9	PUBLIC RELATIONS/MARKETING PROGRAM
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3	11	18 ROWAN STREET RENOVATION
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## THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: JANUARY 8, 2018

<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"> <li>In progress – with Meter Department</li> </ul>	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> <li>August 2017 – Replaced 2 A-Base Meters during the month of August in the Distribution System..</li> </ul>
2)	Customer Service/ Management Training Program	<ul style="list-style-type: none"> <li>Training throughout the year based on training opportunities and employee schedules.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>October 2018 – Tricia Dennison and Rachel Saunders attended “Developing Emotional IQ” seminar.</li> </ul>
3)	Succession Planning Process	<ul style="list-style-type: none"> <li>Complete with periodic review</li> </ul>	On-Going	
4)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> <li>Approximately 85% of the system has been completed</li> </ul>	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> <li>December 2017 – Installed 22 radio-read meters through the month of December for a total of 3,242 to date, or 85% of the system.</li> </ul>
5)	Upgrade Fleet Vehicles	<ul style="list-style-type: none"> <li>Purchasing/Leasing Vehicles in accordance with Five-Year fleet replacement schedule.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>Buy out of 2014 Freightliner Bucket Truck completed in August 2107.</li> <li>Lease on 2013 Chevy Volt came due at the end of Dec. Lease for a new 2017 Chevy Bolt approved by Commission and vehicle was received on Jan 2, 2018.</li> </ul>
6)	I/T System Modifications	<ul style="list-style-type: none"> <li>On-going to create greater efficiencies wherever possible</li> </ul>	Periodic updates as necessary	



#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
7)	Conduct Cost of Service/Rate Study with Periodic Updates	<ul style="list-style-type: none"> <li>Initial rate study conducted in 2013 with results implemented in October 2014.</li> <li>Update/"Tune-Up" completed in July 2016</li> <li>Cost of Service Study on security lighting began in June 2016</li> </ul>	Security light cost of service study completed in October 2016.	<ul style="list-style-type: none"> <li><b>Need to determine status of Security Light rates and if they have been implemented.</b></li> </ul>
8)	Strategic Planning Process	<ul style="list-style-type: none"> <li>To be presented to Commission at the Feb 1, 2016 meeting</li> <li>Presented and Approved at the Feb 1, 2016 meeting</li> <li>Initial sessions were conducted with the Staff and Commission on May 18 and 19</li> <li>Follow-up meetings have been scheduled with the Staff and Commission for Aug 16 and 17</li> <li>Meetings have been scheduled with the Commission and Staff on Sep 27</li> <li>Future meetings are being scheduled with Commission and Staff</li> <li>A follow-up meeting has been scheduled with the Commission for Nov 15.</li> </ul>	<ul style="list-style-type: none"> <li>Begin in 1<sup>ST</sup> Qtr 2016.</li> <li>Work continues into 2017 as necessary</li> </ul>	<ul style="list-style-type: none"> <li>May 2017 – The following activities took place during the months April/May:               <ul style="list-style-type: none"> <li>A special commission meeting was held on Apr 10<sup>th</sup> to work on the charter revision, by-laws and vision statements. Steve Vandermeer facilitated the meeting and additional progress as 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</li> </ul> </li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
9)	Public Relations/ Marketing Program	<ul style="list-style-type: none"> <li>Bids were evaluated by Staff in early April and recommendation was made to the Commission</li> <li>Commission interviewed two finalists and chose Greyskye Communications as TTD's new Marketing/PR firm.</li> </ul>	On-going	<ul style="list-style-type: none"> <li>Monthly meetings have been held with Greyskye to discuss the following: Upcomings Events Newsletter Website updates Press Releases</li> </ul>
10)	Substation Upgrades and Improvements	<ul style="list-style-type: none"> <li>Projects on-going in all substations in order to upgrade / maintain compliance with CONVEX / FERC requirements</li> </ul>	On-going throughout 2017-18 fiscal year	<ul style="list-style-type: none"> <li>T3 transformer replacement in progress, transformer has been ordered.</li> </ul>
11)	18 Rowan Street Renovation	<ul style="list-style-type: none"> <li>Property Acquired, house demolished and lot repaved</li> <li>Final step is to site a material storage facility on the site</li> </ul>	Summer of 2018	<ul style="list-style-type: none"> <li>Since May 2017, the CAM Application was submitted.</li> <li>Met with Gil &amp; Gil to review project and develop bid specs</li> <li>Bid packages being developed and will be available in January.</li> <li>Revised project schedule being developed.</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
12)	<b><u>MISCELLANEOUS</u></b> <ul style="list-style-type: none"> <li>Annual Revenue/Expense Budget/ Five Year Capital Budget for FY 2017-18</li> </ul>	Preliminary discussions being held with Staff on 2017-18 budget process	2017-18 budgets will be presented to the Commission in May/June of 2017  2 <sup>nd</sup> Quarter budget vs actuals (through 12/31/16) were sent to the Commission during the month	<ul style="list-style-type: none"> <li>May 2017 – Several internal budget meetings were conducted during the month between Staff and Matt Allred</li> </ul> <p>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</p>
	<ul style="list-style-type: none"> <li>Norden Generators</li> </ul>	Periodic testing for “Black Start” backup to the Norden facility and run into the ISO LFR Market	On-going	<ul style="list-style-type: none"> <li>Quarterly testing performed</li> <li>January 2017 - Nox stack testing was performed with State of CT – passed with no issues</li> <li>November 2017 – Spot audit from CT DEEP – passed with no issues</li> </ul>
	<ul style="list-style-type: none"> <li>Solar Projects</li> </ul>	Potential projects discussed with residential and commercial customers	On-going	<ul style="list-style-type: none"> <li>Staff continues to work with customers interested in pursuing solar projects in TTD’s service territory.</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Financial Audit (FYE 6/30/17)</li> </ul>		Expected completion date – Oct 15 <sup>th</sup> of each year	<ul style="list-style-type: none"> <li>Audit completed on 12/28/17</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
	<ul style="list-style-type: none"> <li>SCADA Project</li> </ul>	Project begins July 2015	<ul style="list-style-type: none"> <li>1<sup>st</sup>/2nd Phase (Second St -Fitch St Substations) – July 2015 – July 2016</li> <li>3<sup>rd</sup> Phase (East Ave) July 2016 – <b>June 2017</b></li> <li>4<sup>th</sup> Phase – <b>June 2017</b> – <b>July 2017</b></li> <li>5<sup>th</sup> Phase – <b>July 2017</b> – August 2017</li> </ul>	<ul style="list-style-type: none"> <li><b>SCADA project completed in October 2017.</b></li> </ul>
	<ul style="list-style-type: none"> <li>Commercial Customer Visits</li> </ul>	On-going as schedules permit	Throughout <b>2018</b>	<ul style="list-style-type: none"> <li><b>Met with owner of 25 Van Zant Street</b></li> <li><b>Will schedule visits with customers throughout the coming year</b></li> </ul>
	<ul style="list-style-type: none"> <li>Economic Development Initiatives</li> </ul>	On-going meetings with Elizabeth Stocker, the City of Norwalk's Economic Development Director and Laoise King, City of Norwalk's Chief of Staff	Throughout <b>2018</b>	<ul style="list-style-type: none"> <li><b>GGP – not proceeding with second service to mall.</b></li> <li><b>Elizabeth Stocker, no longer with the city. Will determine the next appropriate steps.</b></li> </ul>



<u>#</u>	<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"> <li>• 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.</li> <li>• Since May – Staff is continuing to attend meetings and monitor the project.</li> <li>• Requested and received from the State of CT the current listing of properties that are being acquired for the projects.</li> </ul>
14)	LED Flood/Security Light Upgrade	On-going until completed	To be finalized in 2018	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 99% of the lights have been upgraded to LED.</li> </ul>

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15)	Verizon Small Cell Antenna Project/Co-Location Equipment Attachments	<ul style="list-style-type: none"> <li>Verizon request to attach “Small Cell Antennas” on certain TTD poles. We anticipate they will attach to three to five poles in the system.</li> <li>CMEEC Legal is developing a “Master Lease Agreement” on behalf of the MEU;s statewide outlining the terms and conditions for attachment</li> </ul>	In process – finalizing in the next 30-60 days	<ul style="list-style-type: none"> <li>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)</li> <li><b>Master Lease Agreement has been finalized by CMEEC Attorney and Verizon. Other MEUs have executed the agreement with Verizon</b></li> <li><b>Verizon interested in attaching to multiple TTD poles</b></li> <li><b>Attachment rate needs to be developed</b></li> </ul>
16)	Commercial Lighting Retrofits	On-going	On-going	<ul style="list-style-type: none"> <li>May 2017 – as of May 31<sup>st</sup>, 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.</li> <li><b>December 2017 – The above commercial customers have not moved forward with the retrofits.</b></li> </ul>