



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

Special Commission Meeting

Monday, February 5, 2018 at 7:00p.m.

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

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting –January 8, 2018 Regular Meeting – A/R (Pgs. 1-6)
3. Library Budget Presentation of Modified Budget (ENIA) (Pgs. 7-8)
4. District Budget and Agenda Presentation to Commission (Pgs. 9-21)
5. Annual Meeting Procedures (Pg. 22)
6. Adjourn

*A/R – Action Required/See Attached Motion

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

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District Commissioners

David L. Brown	203-866-8099	Chairman	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkington	203-858-4261	Commissioner	Johnnie Weldon	203- 216-2652	Treasurer

DRAFT

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

January 8, 2018

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

STAFF: Kevin Barber, General Manager; Cynthia Tenney, Executive Asst.

OTHERS: Matt Allred (Bliss Allred & Co.)

PUBLIC: Peter Johnson

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.

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Allred reviewed the Financial Highlights and Footnotes with the Commission. Net Income was \$559,403, a decrease of 24% over last year. Net Income Before Rate Stabilization was \$430,801, an increase of 433% or \$560,032 over the previous year, which as (\$129,231).

Cash Balances continue to be in good shape. Operating Accounts are \$2,035,971, Construction WIP is \$29,681, Savings is \$515,737 and Capital Improvements Fund is \$987,755. The Outstanding Principal Balance with CMEEC continues to decrease and is currently at \$3,303,054.

KPIs – Mr. Allred reviewed the KPIs with the Commission. All items continue to be in line with the Industry Average.

PCA – The PCA still remains in over-collection.

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Mr. Allred presented a draft financial model to the Commission which would allow TTD to better forecast the CMEEC billable rate and the PCA. He explained how the model would work and showed the Commission different scenarios, i.e., what happens when you change the PCA or the CMEEC billable rate and the effect it will have on TTD's accounts.

Commissioner Goldstein asked when the model would be fully functional. Mr. Allred stated that it is about 95% complete and he will continue to work with it through year-end.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND CHANGE THE ORDER OF THE AGENDA AND BRING THE GENERAL MANAGER'S REPORT TO POSITION #3.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT

Audit Update

Mr. Barber said that he had added the audit to the agenda just to let the Commission know it was completed by the end of December and confirmed that the Commission received a copy of the audit.

Commissioner Parkington asked Mr. Allred why the audit had not been completed in October as originally predicted. He responded that the process was interrupted by the Sales Tax Audit.

Commissioner Parkington asked Mr. Allred his feelings about TTD's internal controls and procedures. Mr. Allred stated that the internal controls are very good at TTD and continue to get better over time.

Commissioner Brown asked if there were any other questions with regard to the audit, as he would like to have a special meeting with Mr. Allred to review the audit in more detail. Since no one else had any other questions, Commissioner Brown will meet separately with Messrs. Allred and Barber on this matter.

Cablevision Billing Issue

Mr. Barber began by reviewing the history of the Cablevision matter.

At this time, Commissioner Goldstein wanted to go on record that AT&T is not approaching TTD for the first time. AT&T is approaching TTD because they now want something from TTD. She had asked the former General Manager to approach AT&T before they sold off the assets to Frontier. The former GM had made numerous calls to AT&T and they never returned

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his calls. Mr. Barber said that he would like to clarify off-line that both he and Commission Goldstein are talking about the same thing - Pole Attachment Agreement.

Mr. Barber continued by reviewing the history of how the current Pole Attachment Agreement was developed and executed in 2015. At that time, TTD manually back-billed Cablevision to 2012 (prior 3 years) and then billed them yearly going forward in calendar years 2016 and 2017.

When AT&T reached out to TTD to discuss a Pole Attachment Agreement, Mr. Barber went back to the Agreement with Cablevision to see if it could be used to create an agreement for AT&T. When Mr. Barber asked staff about Cablevision's billing, he received information that they were billing Cablevision through the billing system (Cogsdale) on a semi-annually basis. In December 2014, the account was changed (for an unknown reason) to being billed on a monthly basis using the semi-annual billing rate. Mr. Barber determined that Cablevision was being billed both manually and through the Cogsdale billing system.

After further discussion on the Cablevision double billing matter and how to handle the error, Mr. Barber will reach out to Cablevision to discuss the matter and see what options can be worked out for reimbursing Cablevision, i.e., work off a credit on their account or issue a check in full for the overpayment.

There was discussion about the manual billings in the system. Commissioner Goldstein would like all of these billings identified and reviewed on a semi-annually basis. Mr. Allred stated that a Miscellaneous Bill Procedure should be written up and followed.

MINUTES OF MEETING

December 4, 2017 Regular Meeting

- ** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF DECEMBER 4, 2017 REGULAR MEETING.**
- ** COMMISSIONER BROWN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Commissioner Brown confirmed with TTD staff if the two letters to Bruce Chimento advising him of the additions to the East Avenue Design Committee and the Walk Bridge Stakeholders/ Design Committee were sent. This was confirmed.

December 18, 2017 Special Meeting

- ** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF DECEMBER 18, 2017 SPECIAL MEETING.**
- ** COMMISSIONER GOLDSTEIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

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**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES AND ADD TWO AGENDA ITEMS FOR DISCUSSION ONLY: CONSTITUTION PARK AND DOT STATE TAKING AND MAYOR'S DESIGN ADVISORY COMMITTEE WALK BRIDGE.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CONSTITUTION PARK AND DOT STATE TAKINGS

Commissioner Goldstein asked Mr. Barber to confirm if he was able to contact the State for a new list of property takings for the Walk Bridge project. Mr. Barber replied that he was able to obtain a new list and confirmed that Constitution Park is NOT on the list.

MAYOR'S DESIGN ADVISORY COMMITTEE WALK BRIDGE

Commissioner Goldstein confirmed with the Commission that they had received her email of December 18, 2017 which was a summary of the meeting she had recently attended.

Commissioner Goldstein's report is as follows:

Just a brief summary of what transpired at the Mayor's Walk Bridge Design Advisory Committee last week. The DOT engineer's objective for the meeting was to get consensus on two elements of the high tower design, to narrow the scope of design choices going forward.

It was either "chorded" which is straight on one side and narrows from bottom to top on the other or "straight" in which both sides run parallel to the top. And the machine room could be one level or two.

There were a lot of discussions about what the top of the high towers might look like, but the "prison guardhouse" look seen in the newspaper was discarded.

Ultimately the group decided that the straight design was preferable because it permits the stairways and the elevator works to be inside. And I believe they were okay with the two story design, given that more graceful architectural elements are being examined for the top, and for the latticework up the side.

Engineers also ruled out any other sort of latticework configuration on the horizontal span or the approaches, due to weight and structural support considerations (and also clearance in the right of way).

The one thing I am concerned about is that this committee appears to be making no effort to solicit outside feedback from the public at all, preferring to narrow the choices before presenting to the public.

The DOT has committed (subject to Metro North's rules) to allowing an infinite color palette choice for the color(s) the bridge can be painted and for digital lighting displays on the bridge.

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I am not sure East Norwalk will want another light display in our skyline at night on top of the digital signage that will be on the mall and the outdoor lighting for the commercial activities in Vets Park. Am wondering if it's worthwhile to have a discussion at a meeting to find a way to solicit feedback.

Next meeting tentatively scheduled for January 23rd 9:30am-11am.

Debora Goldstein
Commissioner

Commissioner Goldstein explained the information in the report and discussion took place about the report and the design that was presented at the meeting. She would like to reach out to the East Norwalk community for their opinion/view about the lights they would like to put on the bridge. This could be done through the newsletter or a small survey.

INITIAL DISCUSSION OF ANNUAL MEETING PROCEDURES

Ms. Tenney, on behalf of Mr. Scofield, asked the Commission if there were any procedures they would like to see added or modified for the upcoming Annual Meeting.

The following suggestions were made:

- Shorten the General Manager's report.
- Re-adjust the projection screens so that both the audience and Commission can easily see.
- Add a public session to the agenda. Possible title: "What's On Your Mind?" This would be an open session prior to adjournment for a maximum of 30 minutes. Any person speaking would have a maximum of 3 minutes/person to state their question and/or comment. Allowable topics would be listed on the packets. The Commission would reply to the questions/comments on an individual basis.
- Is there any other way to do the voting instead of holding up a card?
- Same microphone for Commissioner Brown as last year.

These suggestions will be taken back to Mr. Scofield and considered/initiated for the upcoming Annual Meeting.

More information about the Annual Meeting agenda and packet will be discussed at the next Commission meeting on January 29, 2018.

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PROJECT SUMMARY

Mr. Barber reviewed the Project Summary with the Commission as follows:

- Chevy Bolt – The lease on the new Chevy Bolt came in less expensive than originally stated.
- Cost of Service/Rate Study for the security lights. Mr. Barber is going to see where this stands and whether or not an actual study was conducted and if so, what the results were, and if it was implemented.
- 18 Rowan Street Storage Facility – Gil & Gil is currently developing the bid packages which will be going out in the very near future.
- Norden Generators – The generators passed all testing performed – both Nox stack testing and a spot audit from CT DEEP.
- SCADA – Complete.
- Verizon Small Cell – A Master Lease Agreement has been finalized by the CMEEC attorney and Verizon. Other MEU's have executed the agreement with Verizon. An attachment rate is being developed that is in line with the industry.
- Commercial Lighting Retrofits – No customers have moved forward with any lighting retrofits.

ADJOURNMENT

- ** COMMISSIONER PARKINGTON MOVED TO ADJOURN.**
- ** COMMISSIONER BROWN SECONDED.**
- ** 2 ACCEPTED; 1 OPPOSED.**
- ** THE MOTION PASSED 2 TO 1.**

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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	Budget approved by the Board last year 2017	Amended 2018 -2019 Budget for TTD approval
Proposed Budget --July 2018-June 2019		
Norwalk Financials		
Income		
Hall Rental--Individual	\$2,500.00	\$3,000.00
Hall Rental--Monthly Contract	\$20,000.00	\$24,000.00
Grants-Library Appropriation	\$180,000.00	\$188,500.00
Contribution--Individual	\$2,000.00	\$2,000.00
Contributions-Business 06855	\$14,775.00	\$5,000.00
Sales, Books, Copies	\$1,500.00	\$2,000.00
ENIA Dues	\$40.00	\$40.00
Interest Income	\$10.00	\$10.00
Total	\$220,825.00	\$224,550.00
Expenses		
Salaries-	\$112,500.00	\$112,500.00
Payroll Taxes--Employer	\$7,600.00	\$7,600.00
Audit Expenses	\$5,350.00	\$5,350.00
Bank Charges	\$25.00	\$25.00
Bookkeeping Expense	\$4,800.00	\$4,800.00
Children's Program Expense	\$3,000.00	\$3,000.00
Adult Program	\$3,000.00	\$3,000.00
Community Awareness Library	\$3,000.00	\$3,300.00
Computer Hardware	\$2,100.00	\$2,100.00
Computer Software	\$1,000.00	\$1,000.00
Maintenance Library	\$3,000.00	\$4,500.00
Janitorial-Supplies	\$1,000.00	\$1,000.00
Fees & Dues	\$400.00	\$400.00
Hall Janitorial/Exterminator	\$1,900.00	\$1,900.00
Hall Security	\$900.00	\$700.00
Building Security	\$650.00	\$650.00
Insurance-Directors	\$1,500.00	\$1,500.00
Insurance-Health	\$13,200.00	\$13,200.00
Insurance Workmen's Comp	\$600.00	\$600.00
Insurance-Life	\$2,000.00	\$2,000.00
Legal Expenses	\$1,200.00	\$225.00
Library-Books	\$10,000.00	\$15,000.00
Library-Mags and Newspapers	\$3,500.00	\$3,000.00
Library--Videos/DVD	\$1,600.00	\$1,400.00
Janitorial-Library	\$4,500.00	\$4,500.00
Contractor	\$3,200.00	\$3,700.00
IT-Maintenance	\$1,750.00	\$1,750.00

Stationary & Supplies	\$5,500.00	\$5,500.00
Postage	\$4,500.00	\$2,000.00
Printing and Binding	\$1,100.00	\$900.00
office Equipment	\$1,850.00	\$1,850.00
Communications	\$4,000.00	\$4,000.00
Utilities Electric	\$5,700.00	\$4,600.00
Utilities Gas	\$4,500.00	\$4,000.00
Utilities-Water	\$400.00	\$400.00
401K Fees	\$0.00	\$2,600.00
TOTAL	\$220,825.00	\$224,550.00



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AGENDA

Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Wednesday, March 7, 2018, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 8, 2017
7. Industry/Legislative Update, followed by Q&A from the public.
8. Report of the District Commission
9. Presentation of Library Budget (*Do we need this?*)
10. Report of the operation of the Electric Department for the fiscal year July 1, 2016 through June 30, 2017, followed by Q&A from the public.
11. Presentation of District Budget, followed by Q&A from the public.
12. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2018 through June 30, 2019.
13. Adjourn

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District Commissioners

David L. Brown	203-866-8099	Chairman	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkington	203-858-4261	Commissioner	Johnnie Weldon	203-216-2652	Treasurer

General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 7, 2018

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	David Brown	7:00 PM	5
2. Introductions	David Brown	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice	David Brown	7:10 PM	5
4. Election of a Meeting Chairman	David Brown	7:15 PM	5
(Pause) – Review Procedures with Elected Chairman		7:20 PM	5
5. Election of a Meeting Secretary	Meeting Chairman	7:25 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/2/16	Meeting Chairman	7:30 PM	5
7. Industry/Legislative Update, followed by Q&A	Debora Goldstein	7:35 PM	5
8. Report of District Commission	David Brown	7:40 PM	5
9. Presentation of Library Budget (<i>Do we need this?</i>)	Sarah Mann	7:45 PM	10
10. Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2016 through June 30, 2017, followed by Q&A	Kevin Barber	7:55 PM	15
11. Presentation of District Budget, followed by Q&A from Public	David Brown	8:10 PM	15
12. Vote to Approve District Budget & Transfer Funds	Meeting Chairman	8:25 PM	5
13. Adjourn		8:30 PM	



Third Taxing District

2 Second Street
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NOTICE

The legal voters of the Third Taxing District of the City of Norwalk are hereby notified and warned that a meeting of said District will be held at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut, on Wednesday March 7, 2018 at 7:00 P.M. for the following purposes:

To receive the report of the District Commission Chairman, the financial report of the District for the fiscal year July 1, 2016 through June 30, 2017, and the financial report of the operation of the Electrical Department for the fiscal year July 1, 2016 through June 30, 2017.

To receive the financial report of the Directors of the East Norwalk Improvement Association for the operation of the East Norwalk Improvement Association Library for the fiscal year July 1, 2016 through June 30, 2017, and budget thereof for the fiscal year July 1, 2018 through June 30, 2019.

To act on the District budget for the fiscal year July 1, 2018 through June 30, 2019, including the appropriation of funds to cover the budget requirements of the District for care and use of parks owned by the District, care of the East Norwalk Historical Cemetery, salaries of District Officials and support of the East Norwalk Improvement Association Public Library, for the fiscal year July 1, 2018 through June 30, 2019.

To approve the District budget and to transfer funds from the Electrical Department to the Third Taxing District account to cover the budget requirements for the fiscal year July 1, 2018 through June 30, 2019.

Ronald Scofield
District Clerk
February 22, 2018

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District Commissioners

David L. Brown	203-866-8099	Chairman	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkington	203-858-4261	Commissioner	Johnnie Weldon	203-216-2652	Treasurer



Third Taxing District

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**MINUTES OF
SPECIAL ANNUAL MEETING OF THE
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
WEDNESDAY, MARCH 8, 2017 AT 7:00 P.M.
AT THE MARVIN, 60 GREGORY BOULEVARD, E. NORWALK, CT**

Attendance: See attached sheet

The meeting was called to order at 7:09 p.m. by Chairman Brown.

Commissioner Yost asked all in attendance to stand for the Pledge of Allegiance.

Chairman Brown introduced the Commission and staff to the attendees.

Motion was made by Craig Cuttner, seconded by Jim Anderson, to waive the reading and acceptance of the Notice of the Special Annual Meeting.

Yes – 42, No – 0, Abstain - 0

Motion was made by Commissioner Yost, seconded by Bill Solder, to nominate Michelle Maggio as Annual Meeting Chairperson.

Motion was made by Susan Lane, seconded by Debora Goldstein, to nominate Craig Cuttner as Annual Meeting Chairperson.

Michelle Maggio was named Chairperson, with a vote of 22 to 21.

Motion was made by Susan Lane, seconded by Commissioner Yost, to elect Michael Intrieri as Secretary.

Yes – 33, No – 0, Abstain - 0

Motion was made by Bill Solder, seconded by Craig Cuttner, to waive the reading and acceptance of the Annual Meeting Minutes of 3/2/16.

Yes- 37, No – 0, Abstain - 0

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

District Commissioners

David L. Brown	203-866-8099	Chairman	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkington	203-858-4261	Commissioner	Johnnie Weldon	203-216-2652	Treasurer

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

Motion was made by Commissioner Brown, seconded by Commissioner Yost, to waive the reading of the Report of the District Commission.

Yes – 34, No – 0, Abstain – 1

Commissioner Yost presented the Library Vision & Commitment.

Sarah Mann presented the Library Budget.

Mr. Smith presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2015 through June 30, 2016, followed by Q&A from the public.

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

Motion was made by Debora Goldstein, seconded by Commissioner Yost and Craig Cuttner, to authorize and approve the District Budget and transfer funds in the amount of \$288,429 from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2017 through June 30, 2018.

Yes – 33; No – 0; Abstain - 0

Motion was made by Jim Anderson, seconded by Michael Intrieri, to adjourn.

Motion passed unanimously.

The meeting adjourned at 9:23 p.m.

Respectfully submitted,

Cynthia Tenney
Recording Secretary

ATTENDANCE SHEET

TTD Ratepayers:

Anderson, James C.
Bove, John J.
Bove, Vicki A.
Brown, David L.
Burr, Christopher D.
Cartwright, Rommell
Cece, Diane M.
Chelminski, Julie North
Chelminski, Paul
Clarke, Nicholas R.
Cray, Katherine A.
Cuttner, Craig D.
Debellis, Marlene
Doerr, Sandra L.
Dudeney, Fiona V.
Goldstein, Debora
Gray, John P.
Harris, Judith Lynn
Holowinko, Edward M.
Hungaski, Judith Ann
Intrieri, Michael F.
Johansson, Marianne F.
Johnson, Peter M.
Kaufman, Mark
Kitchen, Joe S.
Laganza, Joseph Lewis
Lane, Susan E.
Langston, Linda P.
Leonard, Edna Lee

Maggio, Michelle A.
Mann, Sarah M.
Mann, Steven J.
Mehle, Owen L.
Mele, Dawn L.
Mineo, Linda M.
Parkington, Pamela Mills
Roberts, Jr., Robert W.
Siegelbaum, Beth M.
Sitton, Frances
Sitton, Willie D.
Solder, William M.
Toussaint, Kendall R.
Yost, Charles L.

Others:

Jim Smith, General Manager, TTD
Cynthia Tenney – TTD Staff
Tricia Dennison – TTD Staff
Kristen Malone – TTD Staff
Mike Adams – TTD Staff
Scott Tracy – TTD Staff
Joe Charriot – TTD Staff
Matt Allred, TTD Accountant



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TTD 2017 Commission's State of the District Letter

As we look forward to 2018, the Commission is pleased to reflect on our accomplishments over the past year. The Third Taxing District (TTD) has positioned itself as one of the best run utilities in the State of Connecticut and continues to make positive progress in achieving its overall strategic goals.

Examples of initiatives/action steps taken during 2017 include:

Administrative Operations:

- Hired new General Manager.
- Appointed TTD ratepayer representative to the CMEEC Board.
- Continued to provide training and educational opportunities for administrative/management staff.
- Continued to upgrade TTD's website as necessary, including coordination with the CT-DOT on Walk Bridge news updates, survey results, etc.
- Continued to upgrade our Customer Information System (CIS) when necessary.
- Continued to work at streamlining our administrative processes and procedures in order to increase workflow and improve productivity.
- Received a worker's Compensation "MOD" rating of .88 based on prudent safety practices, thus lowering our overall Worker's Compensation insurance costs for 2017.
- Conducted periodic visits with our largest commercial customers in order to enhance our business relationships and respond to customer needs.
- Continued monitoring and working with the State on DOT projects, i.e., Walk Bridge and East Avenue.

Distribution Operations:

- SCADA project completed in 2017 which enables TTD to meet NERC/FERC and Convex regulations.
- Received over \$1 million from ISO New England for recovery of transmission expenses related to Fitch Street substation. These savings are a direct benefit of being a transmission owner.
- Project started to replace the T3 transformer at the East Avenue substation. Project scheduled to be completed by summer 2018.

District Commissioners

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

- Continued the process of upgrading our vehicle fleet in accordance with the five-year vehicle replacement schedule contained within the current five-year Capital Budget.
- Continued progress on replacing outdated “A-Base” meters in the distribution system.
- Completed the installation of LED Street Lights in the distribution system. A total of 671 lights were installed over a 2-1/2 year period.
- Followed the planned replacement of equipment/materials outlined in TTD’s 5-Year Capital Budget Program.
- Continued progress on the Materials Storage Facility located on 18 Rowan Street. Design complete. Construction is expected in the spring of 2018.

Management and Financial Integrity:

- Continued to serve on the CMEEC Board of Directors to maximize the value of TTD’s investment by actively participating in the decision-making process.
- Continued to refine and implement our 5-Year Capital Plan and Annual Operating Budget in conjunction with approval by the Commission.
- Continued to reach out to new and existing business partners (I/T, Audit, etc.) in order to maximize their impact and value to TTD.
- Continued to refine and report out on TTD’s financial performance at regularly scheduled Commission meetings.
- Completed TTD’s financial audit for FYE 6/30/17. We again received a “clean” audit opinion with no material deficiencies listed in the Management Letter.
- Continued the process of developing a short and long-term Strategic Plan with the staff and Commission during 2016.
- Completed a cost of Service/Financial Projection “tune up” to insure the integrity of our existing customer rates and our internal financial targets. It was determined that we are consistently meeting our targets and that rates currently being charged are adequate in the near term.

Major Projects:

- Continued progress on the A-Base Meter Replacement Project (15-20% complete).
- Continued progress on the radio-read meter upgrade project (85% complete).
- Continued progress on on-going Conservation & Load Management projects.
- Completed SCADA project.
- Continued progress on 18 Rowan Street Materials Storage Facility.

We want to thank the ratepayers of TTD for continuing to place their confidence in the Commission and staff and look forward to another exciting year in 2018.

Respectfully submitted,

TTD Commission

July 2017-June 2018 East Norwalk Association Library Financials	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	July 17-Nov-18	Budget 2017/2018	Run Rate (see Notes)	Variance	Notes (see below)	Proposed Budget 2018/2019
Income												
Hall Rental--Individual	\$0.00	\$410.00	\$0.00	\$520.00	\$290.00	\$0.00	\$1,220.00	\$3,000.00	\$2,440.00	-\$560.00		\$3,000.00
Hall Rental--Monthly Contract	\$1,999.99	\$1,666.66	\$1,771.66	\$1,450.00	\$1,091.66	\$1,741.66	\$9,721.63	\$23,925.00	\$19,443.26	-\$4,481.74		\$24,000.00
Grants-Library Appropriation	\$15,833.33	\$15,833.33	\$15,833.34	\$15,833.33	\$15,833.33	\$15,833.34	\$95,000.00	\$190,000.00	\$190,000.00	\$0.00		\$188,500.00
Contribution--Individual	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$550.00	\$760.00	\$500.00	\$1,520.00	\$1,020.00		\$2,000.00
Contributions-Business 06855	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$22,400.00	\$200.00	-\$22,200.00		\$5,000.00
Friends of Library Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$10,000.00	\$30.00	-\$9,970.00		\$0.00
Sales, Books, Copies	\$69.00	\$66.95	\$86.40	\$0.00	\$434.60	\$76.73	\$733.68	\$2,000.00	\$1,467.36	-\$532.64		\$2,000.00
ENIA Dues	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$5.00	\$20.00	\$40.00	\$40.00	\$0.00		\$40.00
Interest Income	\$0.88	\$0.89	\$0.00	\$1.75	\$0.86	\$0.90	\$5.28	\$10.00	\$10.56	\$0.56		\$10.00
Total	\$17,903.20	\$17,977.83	\$17,691.40	\$17,820.08	\$17,860.45	\$18,322.63	\$107,575.59	\$251,875.00	\$215,151.18	-\$36,723.82		\$224,550.00
Expenses												
Uncategorized Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.02	\$0.02	\$0.00	\$0.04	\$0.04		\$0.00
Salaries	\$10,185.64	\$9,905.88	\$13,992.17	\$7,897.91	\$9,576.09	\$8,881.08	\$60,438.77	\$130,500.00	\$117,716.48	-\$12,783.52	*1	\$112,500.00
Payroll Taxes--Employer	\$779.19	\$757.79	\$1,070.43	\$604.19	\$732.58	\$679.41	\$4,623.59	\$10,100.00	\$9,247.18	-\$852.82	*2	\$7,600.00
Audit Expenses	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00	\$5,250.00	\$0.00	*3	\$5,350.00
Bank Charges	\$2.00	\$2.00	\$0.00	\$16.00	\$4.00	\$2.00	\$26.00	\$25.00	\$40.00	\$15.00		\$25.00
Bookkeeping Expense	\$153.39	\$450.91	\$200.00	\$670.44	\$579.20	\$584.73	\$2,638.67	\$4,800.00	\$5,277.34	\$477.34		\$4,800.00
Children's Program Expense	\$1,175.16	\$1,445.25	\$52.97	\$813.00	\$451.16	\$576.35	\$4,513.89	\$5,000.00	\$7,500.00	\$2,500.00	*4	\$3,000.00
Adult Programs												
Community Awareness Library	\$166.40	\$45.45	\$0.00	\$338.66	\$45.45	\$45.45	\$641.41	\$2,400.00	\$1,282.82	-\$1,117.18		\$3,300.00
Computer Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	-\$400.00		\$2,100.00
Computer Software	\$0.00	\$14.05	\$0.00	\$34.17	\$6.99	\$6.99	\$62.20	\$650.00	\$124.40	-\$525.60		\$1,000.00
Maintenance Library	\$6.65	\$0.00	\$1,762.85	\$3,435.56	\$0.00	\$0.00	\$5,205.06	\$3,000.00	\$7,000.00	\$4,000.00	*5	\$4,500.00
Janitorial-Supplies	\$55.00	\$0.00	\$149.50	\$86.49	\$0.00	\$182.00	\$472.99	\$1,300.00	\$945.98	-\$354.02		\$1,000.00
Fees & Dues	\$0.00	\$25.00	\$130.00	\$325.00	\$150.00	\$2,014.00	\$2,644.00	\$400.00	\$10,700.00	\$10,300.00	*6	\$400.00
Hall Janitorial/Exterminator	\$160.36	\$0.00	\$195.72	\$285.36	\$0.00	\$320.72	\$962.16	\$1,900.00	\$1,924.32	\$24.32		\$1,900.00
Hall Security	\$0.00	\$0.00	\$0.00	\$100.00	\$50.00	\$0.00	\$150.00	\$900.00	\$300.00	-\$600.00		\$700.00
Building Security	\$91.00	\$46.99	\$46.99	\$46.99	\$46.99	\$46.99	\$325.95	\$650.00	\$651.90	\$1.90		\$650.00
Insurance-Directors	\$0.00	\$0.00	\$1,476.00	\$0.00	\$0.00	\$0.00	\$1,476.00	\$1,500.00	\$1,476.00	-\$24.00	*7	\$1,500.00
Insurance-Health	\$2,765.82	\$1,382.91	\$2,742.06	\$914.02	\$914.02	\$1,117.24	\$9,836.07	\$30,000.00	\$16,540.00	-\$13,460.00	*8	\$13,200.00
Insurance Workmen's Comp	\$0.00	\$0.00	-\$191.00	\$0.00	\$0.00	\$0.00	-\$191.00	\$600.00	\$300.00	-\$300.00		\$600.00
Insurance-Life	\$346.00	\$0.00	\$173.00	\$220.50	\$0.00	\$110.25	\$849.75	\$2,300.00	\$1,699.50	-\$600.50		\$2,000.00
Legal Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	-\$1,200.00		\$225.00
Library-Books	\$514.60	\$691.98	\$651.15	\$1,833.67	\$2,226.17	\$2,670.23	\$8,587.80	\$10,000.00	\$17,175.60	\$7,175.60		\$15,000.00
Library-Mags and Newspapers	\$506.60	\$110.30	\$110.30	\$110.30	\$110.30	\$225.60	\$1,173.40	\$3,500.00	\$2,346.80	-\$1,153.20		\$3,000.00
Library--Videos/DVD	\$0.00	\$73.25	\$375.57	\$55.87	\$21.68	\$21.68	\$548.05	\$1,500.00	\$1,096.10	-\$403.90		\$1,400.00
Janitorial-Library	\$775.00	\$0.00	\$375.00	\$850.00	\$13.14	\$850.00	\$2,863.14	\$4,500.00	\$5,726.28	\$1,226.28		\$4,500.00
Contractor	\$345.00	\$355.00	\$430.00	\$390.00	\$225.00	\$412.50	\$2,157.50	\$3,000.00	\$4,315.00	\$1,315.00		\$3,700.00
IT-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$885.00	\$0.00	\$885.00	\$1,750.00	\$1,770.00	\$20.00		\$1,750.00
Repairs-Building	\$1,313.95	\$280.00	-\$1,593.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	*9	\$0.00
Stationery & Supplies	\$251.13	\$160.64	\$109.51	\$1,978.98	\$631.95	\$559.23	\$3,691.44	\$8,500.00	\$7,382.88	-\$1,117.12		\$5,500.00
Postage	\$0.00	\$0.00	\$82.30	\$437.16	\$0.00	\$72.75	\$592.21	\$350.00	\$1,184.42	\$834.42		\$2,000.00
Printing and Binding	\$0.00	\$0.00	\$104.84	\$294.85	\$0.00	\$0.00	\$399.69	\$1,100.00	\$799.38	-\$300.62		\$900.00
office Equipment	\$0.00	\$0.00	\$0.00	\$373.96	\$444.99	\$83.14	\$902.09	\$1,850.00	\$1,804.18	-\$45.82		\$1,850.00
Communications	\$385.73	\$162.06	\$241.79	\$493.19	\$162.28	\$322.94	\$1,767.99	\$3,200.00	\$3,535.98	\$335.98		\$4,000.00
Utilities Electric	\$0.00	\$615.22	\$723.14	\$498.87	\$341.79	\$248.80	\$2,427.82	\$5,700.00	\$4,855.64	-\$844.36		\$4,600.00
Utilities Gas	\$0.00	\$155.24	\$165.43	\$165.49	\$166.24	\$360.70	\$1,013.10	\$3,650.00	\$2,026.20	-\$1,623.80		\$4,000.00
Utilities-Water	\$0.00	\$0.00	\$0.00	\$69.01	\$0.00	\$65.63	\$134.64	\$400.00	\$269.28	-\$130.72		\$400.00
401K Fees												\$2,600.00
TOTAL	\$19,978.62	\$16,679.92	\$28,825.77	\$23,339.64	\$17,785.02	\$20,460.43	\$127,069.40	\$251,875.00	\$242,263.70	-\$9,611.30		\$224,550.00

Notes

- *1 *reflects staffing change
- *2 *reflects staffing change
- *3 *one time charge
- *4 *reflects adult programs and higher summer costs
- *5 * moved from building repair. Expect lower costs through 2018
- *6 *Includes unemployment expense
- *7 *one time charge
- *8 *reflects staffing change
- *9 *costs moved to library maintenance

East Norwalk Historical Cemetery
Major/Capital Budget for 2018-2019

Pruning and Removals

- Take down two multi-stemmed Black Cherries and one dead standing Black Cherry.

- Prune to clean Norway Maple and three (3) Cedars at southern end of cemetery. Raise lowest limbs to provide clearance to gravestones.

- Take down Norway Maple adjacent to specimen Oak and prune to clean Oak of all dead wood 2” in diameter and greater. Prune to raise lowest limbs to improve aesthetic.

TOTAL	\$3,120.00
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Firehouse
Major/Capital Budget for 2018-2019

There is no capital request from the
Firehouse for fiscal year 2018-19.

East Norwalk Library
Building Major/Capital Budget for 2018-2019

• Sand and stain main floor	\$4,000
• Paint main floor public reading area, repair window sills, repair trims around the building and Director's Office	\$11,000
• Paint downstairs hall, including kitchen and storage areas (not bathrooms) and sheet rock backroom storage area	<u>\$10,000</u>
Total	\$25,000

	A	L	M	N	O	P
2	2018-2019 Third Taxing District Budget - For Proposal to Commission					
3						
4		Column L	Column M	Column N	Column O	Column P
5		2016-2017 Approved 3/2/16	2016-2017 Actual	2017-2018 Approved 3/8/16	2017-2018 Projected Actual	2018-2019 Proposed
6	Sources of District Funds					
7	Fund Balance - Carryover from prior years	\$62,710	\$108,858	\$86,742	\$74,878	\$3,136
8	Rental Income from Firehouse Building	\$40,314	\$40,314	\$41,523	\$41,523	\$42,769
9	Interest Income	\$210	\$283	\$325	\$325	\$325
10	Transfer from Electric Department (from available funds)	\$279,881	\$279,881	\$288,429	\$288,429	\$349,199
11	Total of Funds Available to District	\$383,115	\$429,336	\$417,019	\$405,155	\$395,429
12	Uses of District Funds					
13	Cash Expenditures & Appropriations for District Operating & Capital Needs					
14	Stipends (3 Commissioners @ \$3500 ea.)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
15	Stipend (Treasurer)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
16	Stipend (District Clerk)	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
17	Payroll Tax Expense	\$1,079	\$1,129	\$1,079	\$1,129	\$1,129
18	Parks Groundskeeping & Maintenance	\$30,000	\$27,069	\$22,000	\$23,850	\$32,000
19	Holiday Events (Christmas Tree Lighting)	\$7,000	\$6,471	\$7,500	\$6,000	\$6,500
20	Summer Concert Series	\$26,500	\$29,681	\$33,000	\$30,200	\$33,000
21	Annual Electors Meeting	\$4,500	\$12,315	\$4,600	\$7,000	\$7,000
22	Firehouse Building Expense/Maintenance	\$1,500	\$0	\$2,000	\$2,000	\$2,000
23	Firehouse Building Major/Capital	\$4,500	\$9,800	\$17,840	\$17,840	\$0
24	Library Building Expenses/Maintenance	\$7,000	\$18,260	\$7,000	\$7,000	\$8,000
25	Library Building Major/Capital	\$42,000	\$41,600	\$40,000	\$40,000	\$25,000
26	East Norwalk Historical Cemetery Expense/Maintenance	\$22,000	\$18,067	\$20,000	\$20,000	\$20,000
27	East Norwalk Historical Cemetery Major/Capital	\$2,815	\$2,255	\$2,900	\$2,900	\$3,200
28	Other District Services (Donations based on TTD Commission Policy)	\$15,000	\$6,590	\$10,000	\$10,000	\$10,000
29	Contingencies	\$30,000	\$0	\$30,000	\$30,000	\$30,000
30	Sub-Total for District General Items	\$207,994	\$187,337	\$212,019	\$212,019	\$191,929
31	Appropriations on Behalf of Other Organizations					
32	East Norwalk Association (for library operations)	\$167,121	\$167,121	\$190,000	\$190,000	\$188,500
33	Total District Expenditures and Appropriations for Future Work	\$375,115	\$354,458	\$402,019	\$402,019	\$380,429
34	Fund Balance at Year End	\$8,000	\$74,878	\$15,000	\$3,136	\$15,000

DISCUSSION OF ANNUAL MEETING PROCEDURES

- Shorten the General Manager's report.
- Re-adjust the projection screens so that both the audience and Commission can easily see.
- Add a public session to the agenda. Possible title: "What's On Your Mind?" This would be an open session prior to adjournment for a maximum of 30 minutes. Any person speaking would have a maximum of 3 minutes/person to state their question and/or comment. Allowable topics would be listed on the packets. The Commission would reply to the questions/comments on an individual basis.
- Is there any other way to do the voting instead of holding up a card?
- Same microphone for Commissioner Brown as last year.