



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Third Taxing District of the City of Norwalk

Commission Meeting

Monday, August 6, 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 – July 2, 2018 Regular Meeting – A/R (Pgs. 1-7)
3. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 8-16)
4. Library Roof Contractor Negotiations – A/R (Pg. 17)
5. Event Participation Discussion
 - Annual Oyster Festival – A/R (Pgs. 18-19)
 - A Taste of East Norwalk – A/R (Pgs. 20-23)
 - Norwalk 2.0 Concerts
6. TTD Tree Lighting Event – Possible A/R
7. Project Summary (Pgs. 24-34)
8. Executive Session – Exemption Sec. 1-210(b)(10)
 - CMEEC Litigation Update
 - CMEEC Investigation Update
9. 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
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

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THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
July 2, 2018

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

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

OTHERS: Matt Allred (Bliss Allred & Co.)¹
Peter Johnson (CMEEC Ratepayer Representative)

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING

June 25, 2018 Special Meeting

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF JUNE 25, 2018 SPECIAL MEETING AS PRESENTED.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Allred reviewed the Financial Highlights with the Commission. Total Income was \$9,364,323, a decrease of 0.58% over last year. Total Expense was \$9,040,693, a decrease of 6.28% over last year. Other Income is \$1,683,505, an increase of 373%. Net Income Before

¹ Matt Allred was on the phone and confirmed that he could hear us and we could hear him.

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Rate Stabilization was \$1,986,896, an increase of 2047%. Net Income was \$2,026,637, an increase of 48% over the previous year.

Cash Balances continue to be in good shape. The Capital Improvement Fund is approximately \$1,998,155 due to the recent CMEEC Equity Distribution. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,188,764.

At this time, Mr. Allred was disconnected on the phone and Mr. Barber finished the review of the financials with the Commission.

KPI's – The Actual Rate of Return on Rate Base continues to be high, most in part due to the CMEEC Equity Distribution. Rate Stabilization is still above the target of \$3MM, but should start to show a slow decrease now that the CMEEC Billable Rate and PCA have been adjusted for the new fiscal year.

PCA –Mr. Barber reviewed the PCA spreadsheet with the Commission. He pointed out in the projection sheets the change for the new fiscal year in both the CMEEC Billable Rate and PCA. He also introduced a new graph to the Commission called Rate Stabilization Balance Forecast which will be included in all future monthly financials.

HOLIDAY PARTY DATE SELECTION

The Commission reviewed the calendar for December 2018 to select a date for the Holiday Party. A date of Thursday, December 13, 2018 was chosen. The Commission has requested Mr. Scofield to contact Mr. Bove to see if the South Norwalk Boat Club is available for this date. If so, Mr. Scofield should ask Mr. Bove to please book the date for TTD.

APPOINTMENT TO TOD STUDY OVERSIGHT/STEERING COMMITTEE

Commissioner Goldstein explained that there remains one seat available on the Committee for the District and asked if anyone was interested in filling the spot other than herself. There was no interest from anyone else for the position.

Commissioner Brown nominated Commission Goldstein. There were no other nominations.

**** COMMISSIONER BROWN MOTIONED TO APPOINT COMMISSIONER GOLDSTEIN AS THE REPRESENTATIVE OF THIRD TAXING DISTRICT ON THE TOD STUDY OVERSIGHT/STEERING COMMITTEE.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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REVIEW OF PURCHASING POLICY

Mr. Barber explained that based on recent conversations, he is proposing changes to Item #6 of the Purchasing Policy as follows:

“... Notwithstanding the above:

- a) Any project that exceeds \$100,000 for extensive renovation or repair of assets shall come back to the commission for re-approval.
- b) All purchases with any single item to be purchased or leased exceeding \$00,000 must be brought before the Commission for approval at a Regular or Special meeting.
- c) All capital purchases for the District that exceed \$10,000 must be brought before the Commission for approval at a Regular or Special meeting.”

The Commission discussed the proposed changes in detail and what projects could be affected by the changes for both the Electric Company and the District.

**** COMMISSIONER GOLDSTEIN MOVED TO STRIKE “C’ FROM THE PROPOSED PURCHASING POLICY AS IT IS APPROVED IN THE DISTRICT BUDGET BY THE RATEPAYERS.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** COMMISSIONER GOLDSTEIN ADDED A FRIENDLY AMENDMENT TO HER MOTION TO CHANGE \$00,000 TO \$100,000 IN “B” OF THE PROPOSED PURCHASING POLICY.**

**** COMMISSIONER PARKINGTON SECONDED.**

The Commission continued to discuss the proposed changes and their effect. Commissioner Brown was not in favor of having both the striking of “c” and the change to “b” in the same motion.

**** COMMISSIONER GOLDSTEIN WITHDREW HER MOTION.**

**** COMMISSIONER GOLDSTEIN MOVED TO STRIKE “C” FROM THE PROPOSED PURCHASING POLICY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** 2 IN FAVOR, 1 OPPOSED.**

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

**** COMMISSIONER BROWN MOVED TO APPROVE THE CHANGE IN “B” FROM \$00,000 TO \$100,000.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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LIBRARY ROOF UPDATE

Mr. Barber informed the Commission that the contractor has submitted an invoice in the amount of \$21,600 to Gill & Gill for the base project cost of the library roof which Gill & Gill has approved and forwarded to TTD. Mr. Barber will be submitting the invoice for payment as soon as possible.

Gill & Gill and the contractor are still in negotiation about the add-ons for the roof project. The contractor states the additional cost for the add-ons is \$18,890 and Gill & Gill calculated the add-ons to be \$15,363, a difference of \$3,527. Once the matter has been settled, Mr. Barber will report back to the Commission. The original approved amount for the library roof was \$31,230, which was for the base price and any change orders for add-ons that may have occurred.

An additional allocation will be required to cover the add-ons, once the matter is settled.

GENERAL MANAGER'S REPORT

APPA Conference Report

Mr. Barber attended the APPA Conference in New Orleans from June 16 to June 20, 2018. He attended numerous general and break-out sessions. He informed the Commission that he has access to all the presentations and would be happy to obtain any of the presentations for any of the Commissioners. Each Commissioner will be in touch with Mr. Barber individually with their requests.

DISC Assessment Update

Mr. Barber was in contact with Dr. Ashley Miles, who had conducted the DISC Assessment for the CMEEC Board. He asked about having an assessment conducted for the TTD Board and staff. Dr. Miles has sent out the questionnaire to those members who did not take the assessment through CMEEC. To date, Commissioner Parkington and Treasurer Weldon have not taken the survey. Dr. Miles and/or Mr. Barber will be forwarding the link to them again in order for them to complete the assessment. Once everyone has completed the assessment, Dr. Miles will write up a final report for TTD Board and staff.

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July 2, 2018

PROJECT SUMMARY

T3 – Mike Adams will be going to ABB for the witness testing on July 16 and 17.

Public Relations/Marketing – Commissioner Brown would like to see the website updated with current photos and bios. He reviewed a list of what is needed.

Photos – Johnnie Mae Weldon, Pam Parkington, Ron Scofield, David Brown, Peter Johnson and TTD staff

Bios – Pam Parkington, David Brown, Peter Johnson, Debora Goldstein

State Projects – Commissioner Goldstein asked whether or not Mr. Barber had received the updated list of properties. He replied not yet. She told Mr. Barber she would contact Jim Fallon on his behalf if need be to obtain the updated list.

**** COMMISSIONER BROWN MOVED TO SUSPEND THE RULES AND ADD AN AGENDA ITEM #10 EXECUTIVE SESSION WITH THE SUBJECT UPDATE ON SECURITY THREAT.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION

- Update on Security Threat

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS UPDATE ON SECURITY THREAT.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager, Assistant General Manager, Executive Assistant and CMEEC Ratepayer Representative entered into Executive Session at 8:45 p.m.

The Commissioners, Treasurer, General Manager, Assistant General Manager, Executive Assistant and CMEEC Ratepayer Representative returned to public session at 8:55 p.m.

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ADJOURNMENT

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

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:56 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
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July 2, 2018

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.

**Third Taxing District
Financial Highlights
Jul-June- 2018 vs. Jul-June 2017**

	Jul-June 18	July-June 2017	\$ Change	% Change
Total Income	10,553,664	10,751,615	-197,951	-1.84%
Total Expense	9,757,587	10,354,496	-596,909	-5.76%
Net Ordinary Income	796,077	397,118	398,958	100%
Other Income	1,895,393	521,790	1,373,603	263%
Other Expense	20,000	47,025	(27,025)	-57%
Net Income before Rate Stabilization	2,671,470	871,883	1,799,587	206%
Rate Stabilization	52,294	1,310,963	-1,258,668	-96%
Net Income	2,723,764	2,182,846	540,918	25%

CASH BALANCES FY 06/30/2018

ACCTS

	Jun-18
Operating Accounts	1,945,010
Savings	1,285,856
Capital Improvements Fund	1,992,110

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2016	4,345,583
Current Balance	3,175,025
Current Fiscal Year Capital Additions to date	792,013

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 5,691,591	\$ 6,273,285	\$(581,694)	-9%
Budget Energy Cost	\$ 5,236,264	\$ 5,959,621	\$(723,357)	-12%
Energy Cost Cents/KWH	9.800	10.750	\$(0.95)	-9%

Third Taxing District
Profit & Loss Prev Year Comparison
June 2018

	Jun 18	Jun 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	20,611.50	18,261.20	2,350.30	12.87%
427-00 · Non Operating Income - CMEEC	0.00	0.00	0.00	0.0%
440-00 · Residential Sales	238,316.67	300,413.81	-62,097.14	-20.67%
442-01 · Large Commercial Sales	73,545.07	81,923.20	-8,378.13	-10.23%
442-02 · Small Commercial Sales	216,729.55	234,892.87	-18,163.32	-7.73%
445-01 · Water Pollutn Contrl Pnt Sales	81,037.17	91,504.83	-10,467.66	-11.44%
445-02 · Flat Rate	8,347.29	8,383.29	-36.00	-0.43%
451-00 · Miscellaneous Service Revenue	0.00	0.00	0.00	0.0%
557-00 · Purchased Power Adjustment	97,915.77	102,984.19	-5,068.42	-4.92%
Total Income	736,503.02	838,363.39	-101,860.37	-12.15%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	463,738.59	480,602.25	-16,863.66	-3.51%
Total COGS	463,738.59	480,602.25	-16,863.66	-3.51%
Gross Profit	272,764.43	357,761.14	-84,996.71	-23.76%
Expense				
904-00 · Substation	34,224.30	22,034.59	12,189.71	55.32%
403-00 · Depreciation Expense	64,676.80	62,283.00	2,393.80	3.84%
408-00 · Taxes	1,050.59	4,349.76	-3,299.17	-75.85%
540-00 · Other Power Generation Expense	29,128.69	8,009.19	21,119.50	263.69%
580-00 · Distribution Expenses	19,645.36	24,928.50	-5,283.14	-21.19%
590-00 · Maintenance Expenses	18,471.85	16,613.64	1,858.21	11.19%
900-00 · Customer Accounts & Service	19,347.07	29,784.26	-10,437.19	-35.04%
920-00 · Administrative Expenses	169,958.65	170,648.27	-689.62	-0.4%
Total Expense	356,503.31	338,651.21	17,852.10	5.27%
Net Ordinary Income	-83,738.88	19,109.93	-102,848.81	-538.2%
Other Income/Expense				
Other Income				
418-00 · Dividends	0.00	8,065.32	-8,065.32	-100.0%
419-00 · Interest Income	0.00	855.54	-855.54	-100.0%
420-00 · Gain/(Loss) on Investments	0.00	-285.17	285.17	100.0%
421-00 · Norden Project Income	49,183.23	21,429.94	27,753.29	129.51%
423-00 · Gain/(Loss) from Sale of FA	2,000.00	0.00	2,000.00	100.0%
424-00 · Energy Conservation Fund Income	10,647.47	17,669.52	-7,022.05	-39.74%
425-00 · Miscellaneous Income	1,328.09	0.00	1,328.09	100.0%
Total Other Income	63,158.79	47,735.15	15,423.64	32.31%
Other Expense				
942-00 · Interest Expense	0.00	10,899.51	-10,899.51	-100.0%
990-00 · Miscellaneous items	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	10,899.51	-10,899.51	-100.0%
Net Other Income	63,158.79	36,835.64	26,323.15	71.46%
Net Income before rate stabilization	-20,580.09	55,945.57	-76,525.66	-136.79%
 Rate Stabilization	 31,669.15	 31,850.00	 -180.85	 -0.57%
 Net Income	 11,089.06	 87,795.57	 -76,706.51	 -87.37%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

Third Taxing District
Profit & Loss Prev Year Comparison
July 2017 through June 2018

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	243,905.67	233,174.56	10,731.11	4.6%
427-00 · Non Operating Income - CMEEC	0.00	9,462.00	-9,462.00	-100.0%
440-00 · Residential Sales	4,068,343.57	4,072,992.96	-4,649.39	-0.11%
442-01 · Large Commercial Sales	1,033,434.61	1,057,027.54	-23,592.93	-2.23%
442-02 · Small Commercial Sales	2,717,940.95	2,711,583.37	6,357.58	0.23%
445-01 · Water Pollutn Contrl Plnt Sales	1,046,188.76	1,047,125.47	-936.71	-0.09%
445-02 · Flat Rate	101,256.61	102,255.69	-999.08	-0.98%
451-00 · Miscellaneous Service Revenue	31,692.58	39,711.91	-8,019.33	-20.19%
557-00 · Purchased Power Adjustment	1,310,901.05	1,478,281.37	-167,380.32	-11.32%
Total Income	10,553,663.80	10,751,614.87	-197,951.07	-1.84%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	5,691,591.06	6,273,285.11	-581,694.05	-9.27%
Total COGS	5,691,591.06	6,273,285.11	-581,694.05	-9.27%
Gross Profit	4,862,072.74	4,478,329.76	383,742.98	8.57%
Expense				
904-00 · Substation	167,511.36	130,980.87	36,530.49	27.89% Footnote 1
403-00 · Depreciation Expense	852,500.00	806,680.00	45,820.00	5.68%
408-00 · Taxes	307,948.24	360,101.36	-52,153.12	-14.48%
540-00 · Other Power Generation Expense	98,531.50	155,123.79	-56,592.29	-36.48% Footnote 2
580-00 · Distribution Expenses	160,246.06	183,590.26	-23,344.20	-12.72% Footnote 3
590-00 · Maintenance Expenses	504,868.33	499,114.17	5,754.16	1.15%
900-00 · Customer Accounts & Service	324,797.31	284,143.18	40,654.13	14.31% Footnote 4
920-00 · Administrative Expenses	1,649,593.42	1,661,477.70	-11,884.28	-0.72%
980-00 · General Community Expenses	0.00	0.00	0.00	0.0%
Total Expense	4,065,996.22	4,081,211.33	-15,215.11	-0.37%
Net Ordinary Income	796,076.52	397,118.43	398,958.09	100.46%
Other Income/Expense				
Other Income				
418-00 · Dividends	50,702.23	32,704.50	17,997.73	55.03%
419-00 · Interest Income	9,050.77	7,828.33	1,222.44	15.62%
420-00 · Gain/(Loss) on Investments	-12,441.38	40,893.55	-53,334.93	-130.42%
421-00 · Norden Project Income	568,017.41	309,207.97	258,809.44	83.7%
423-00 · Gain/(Loss) from Sale of FA	8,121.41	4,598.95	3,522.46	76.59% Footnote 5
424-00 · Energy Conservation Fund Income	131,561.20	126,556.49	5,004.71	3.96%
425-00 · Miscellaneous Income	1,140,381.59	0.00	1,140,381.59	100.0% Footnote 6
Total Other Income	1,895,393.23	521,789.79	1,373,603.44	263.25%
Other Expense				
426-30 · PERSON TO PERSON	20,000.00	20,000.00	0.00	0.0%
426-10 · Distribution to "District Fund"	0.00	0.00	0.00	0.0%
942-00 · Interest Expense	0.00	11,039.60	-11,039.60	-100.0%
990-00 · Miscellaneous items	0.00	15,985.41	-15,985.41	-100.0% Footnote 7
Total Other Expense	20,000.00	47,025.01	-27,025.01	-57.47%
Net Other Income	1,875,393.23	474,764.78	1,400,628.45	295.02%
Net Income before rate stabilization	2,671,469.75	871,883.21	1,799,586.54	206.4%
Rate Stabilization	52,294.49	1,310,962.62	-1,258,668.13	-96.01%
Net Income	2,723,764.24	2,182,845.83	540,918.41	24.78%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-June 2018 vs. Jul-June 2017

1. The increase in substation expense of \$36K is due mainly to an increase in call time as well as substation supplies. Note: All call time in relation to substation is now reported under this expense correctly as some was reported under distribution in the prior year.
2. The \$57K decrease in Other Power Generation Expense is due to a decrease in expenses with HO Penn for approximately \$12K, a decrease in expenses with Miratech for approximately \$21K, a decrease in expenses with Berkshire Environmental for \$10K, and a decrease in expenses with CMEEC for testing of \$14K. The timing of fuel expenditures with East River for the generators is also accountable for the decrease with respect to the prior year.
3. The \$23K decrease in Distribution Expense is due to a decrease in supplies for the substation and overhead lines.
4. The \$40K 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.
5. The \$8K is a result of sale of old circuit breakers for \$3,500 and the remainder is scrap sales with LaJoie's.
6. This amount represents the year-to-date equity distributions from CMEEC.
7. 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.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

			2018	June 2017	Industry Average (Bandwidth)
1)	<i>OPERATING RATIO</i>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	92.46%	96.31%	95-105%
2)	<i>POWER SUPPLY EXPENSE RATIO</i>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	58%	61%	65% - 70%
3)	<i>OUTSTANDING RECEIVABLES</i>	TOTAL DOLLAR AMOUNT OF CUSTOMER RECEIVABLES OVER 90 DAYS	\$36,730	\$40,053	
4)	<i>ACTUAL RATE OF RETURN ON RATE BASE</i>	AUTHORIZED BY STATE STATUTE	18.0%	12.5%	Varies by state
5)	<i>ELECTRIC CUSTOMERS PER EMPLOYEE</i>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	351	350	200 - 500
6)	<i>RATE STABILIZATION</i>	Rate Stabilization Fund Balance	\$ 3,991,310	\$ 3,812,211	Commission Approved Target of \$2.75MM - \$3.0MM
7)	<i>ENERGY LOSS %</i>	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	4.68%	4.43%	2.5% - 6%
8)	<i>SYSTEM LOAD FACTOR</i>	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	57.9%	53.5%	50% - 65%

East Norwalk - PCA Calculation

Power Cost Adjustment Calculation

6 Month Rolling Average (starting January 2014)

Yellow indicates Forecast

Orange indicates data is from the preliminary CMEEC monthly bill, numbers will change when the "true up" numbers are available from CMEEC

Green indicates the final numbers have been entered for the month.

Colors will change when actual numbers are received.

		2017 July	2017 August	2017 September	2017 October	2017 November	2017 December	2018 January	2018 February	2018 March	2018 April	2018 May	2018 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000	0.09000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 491,136	\$ 475,890	\$ 415,180	\$ 393,967	\$ 422,276	\$ 530,620	\$ 613,999	\$ 501,605	\$ 420,470	\$ 386,002	\$ 382,313	\$ 413,678
i (Sum of current and previous 5 months)	\$	2,444,343	2,514,654	2,544,013	2,596,444	2,628,946	2,729,069	2,851,932	2,877,647	2,882,938	2,874,973	2,835,010	2,718,068
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,143,036	5,667,380	4,825,991	4,274,352	4,611,012	5,694,565	6,237,294	4,782,202	5,166,753	4,409,436	4,344,469	4,948,304
m (Sum of current and previous 5 months)	kWh	29,713,910	30,636,562	30,175,886	30,327,898	30,658,965	31,216,336	31,310,594	30,425,416	30,766,178	30,901,262	30,634,719	29,888,458
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07995	0.08397	0.08603	0.09217	0.09158	0.09318	0.09844	0.10489	0.08138	0.08754	0.088	0.0836
n Power (Actual) Supply Costs @ Retail	\$	0.0869	0.0867	0.0890	0.0904	0.0905	0.0923	0.0962	0.0999	0.0990	0.0982	0.0977	0.0960
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
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%
q Calculated PCA	\$	(0.0089)	(0.0091)	(0.0068)	(0.0054)	(0.0053)	(0.0035)	0.0004	0.0041	0.0032	0.0024	0.0019	0.0002
r Actual PCA Implemented	\$	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230	\$ 0.0230
s Total System Retail Sales (kWh's)	kWh	6,019,350	4,852,074	5,239,125	4,289,634	4,127,665	4,538,082	6,107,957	5,377,195	4,181,812	4,655,436	3,883,582	4,311,396
t Base PCA Revenue	\$	576,654	464,829	501,908	410,947	395,430	434,748	585,142	515,135	400,618	445,991	372,047	413,032
u Fuel Factor Revenue	\$	138,445	111,598	120,500	98,662	94,936	104,376	140,483	123,675	96,182	107,075	89,322	99,162
v Total Revenues through PCA	\$	715,099	576,426	622,408	509,609	490,367	539,124	725,625	638,811	496,799	553,066	461,370	512,194
w Difference of Collection vs Expense	\$	\$ 4,483,713	\$ 4,584,249	\$ 4,791,477	\$ 4,907,119	\$ 4,975,209	\$ 4,983,714	\$ 5,095,340	\$ 5,232,545	\$ 5,308,874	\$ 5,475,938	\$ 5,554,994	\$ 5,653,510
Over collect / (Under Collect) in each month		\$223,963.06	\$100,536.48	\$207,228.04	\$115,641.49	\$68,090.12	\$8,504.57	\$111,626.07	\$137,205.61	\$76,328.91	\$167,063.77	\$79,056.27	\$98,515.62
RSF Balance at CMEEC		3,897,708	3,955,334	3,985,898	3,984,002	3,983,510	3,961,526	3,866,923	3,880,386	3,940,153.00	3,965,569.00	3,986,008.00	3,991,310.00
Diff between Billed Rate and Actual Cost	\$	0.01005	0.00603	0.00397	(0.00217)	(0.00158)	(0.00318)	(0.00844)	(0.01489)	0.00862	0.00246	0.00200	0.00640
Affect on RSF - by Month	\$	61,737.52	34,174.29	19,159.18	(9,275.35)	(7,285.40)	(18,108.72)	(52,642.76)	(71,206.98)	44,537.41	10,847.21	8,688.94	31,669.15

East Norwalk - PCA Calculation

Power Cost Adjustment Calculation

6 Month Rolling Average (starting January 2014)

		2018 July	2018 August	2018 September	2018 October	2018 November	2018 December	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 474,992	\$ 466,303	\$ 402,409	\$ 379,098	\$ 374,436	\$ 444,106	\$ 551,599	\$ 510,389	\$ 441,014	\$ 381,683	\$ 376,064	\$ 368,502
i (Sum of current and previous 5 months)	\$	2,579,061	2,543,758	2,525,697	2,518,794	2,510,916	2,541,344	2,617,952	2,662,038	2,700,643	2,703,228	2,704,856	2,629,252
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,091,854	5,833,313	4,746,366	4,173,940	4,453,696	5,316,326	5,876,672	5,134,321	5,079,313	4,239,986	4,347,192	4,952,347
m (Sum of current and previous 5 months)	kWh	29,743,018	30,794,129	30,373,742	30,138,246	30,247,473	30,615,495	30,400,314	29,701,322	30,034,268	30,100,314	29,993,810	29,629,831
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07654	0.07841	0.08346	0.09009	0.08437	0.08387	0.09212	0.09781	0.0866	0.08962	0.08673	0.0731
n Power (Actual) Supply Costs @ Retail	\$	0.0916	0.0872	0.0878	0.0883	0.0877	0.0877	0.0909	0.0946	0.0950	0.0948	0.0952	0.0937
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
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%
q Calculated PCA	\$	(0.0042)	(0.0086)	(0.0080)	(0.0075)	(0.0081)	(0.0081)	(0.0049)	(0.0012)	(0.0008)	(0.0010)	(0.0006)	(0.0021)
r Actual PCA Implemented	\$	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130	0.0130
s Total System Retail Sales (kWh's)	kWh	5,750,710	5,506,647	4,480,570	3,940,200	4,204,289	5,018,612	5,547,579	4,846,799	4,794,871	4,002,547	4,103,749	4,675,015
t Base PCA Revenue	\$	550,918	527,537	429,239	377,471	402,771	480,783	531,458	464,323	459,349	383,444	393,139	447,866
u Fuel Factor Revenue	\$	74,759	71,586	58,247	51,223	54,656	65,242	72,119	63,008	62,333	52,033	53,349	60,775
v Total Revenues through PCA	\$	625,677	599,123	487,486	428,694	457,427	546,025	603,577	527,332	521,682	435,477	446,488	508,642
w Difference of Collection vs Expense	\$	\$ 5,804,195	\$ 5,937,016	\$ 6,022,093	\$ 6,071,688	\$ 6,154,679	\$ 6,256,598	\$ 6,308,575	\$ 6,325,518	\$ 6,406,185	\$ 6,459,979	\$ 6,530,403	\$ 6,670,542
Over collect / (Under Collect) in each month		\$150,685.47	\$132,820.59	\$85,076.58	\$49,595.46	\$82,990.87	\$101,918.79	\$51,977.17	\$16,942.93	\$80,667.67	\$53,794.05	\$70,423.80	\$140,139.22
RSF Balance at CMEEC		4,012,387.81	4,021,662.78	4,005,240.35	3,963,125.30	3,943,662.65	3,923,088.46	3,851,863.19	3,760,420.94	3,726,897.47	3,686,108.81	3,656,852.21	3,691,023.40
Diff between Billed Rate and Actual Cost	\$	0.00346	0.00159	(0.00346)	(0.01009)	(0.00437)	(0.00387)	(0.01212)	(0.01781)	(0.00660)	(0.00962)	(0.00673)	0.00690
Affect on RSF - by Month	\$	21,077.81	9,274.97	(16,422.43)	(42,115.06)	(19,462.65)	(20,574.18)	(71,225.27)	(91,442.26)	(33,523.46)	(40,788.66)	(29,256.60)	34,171.19

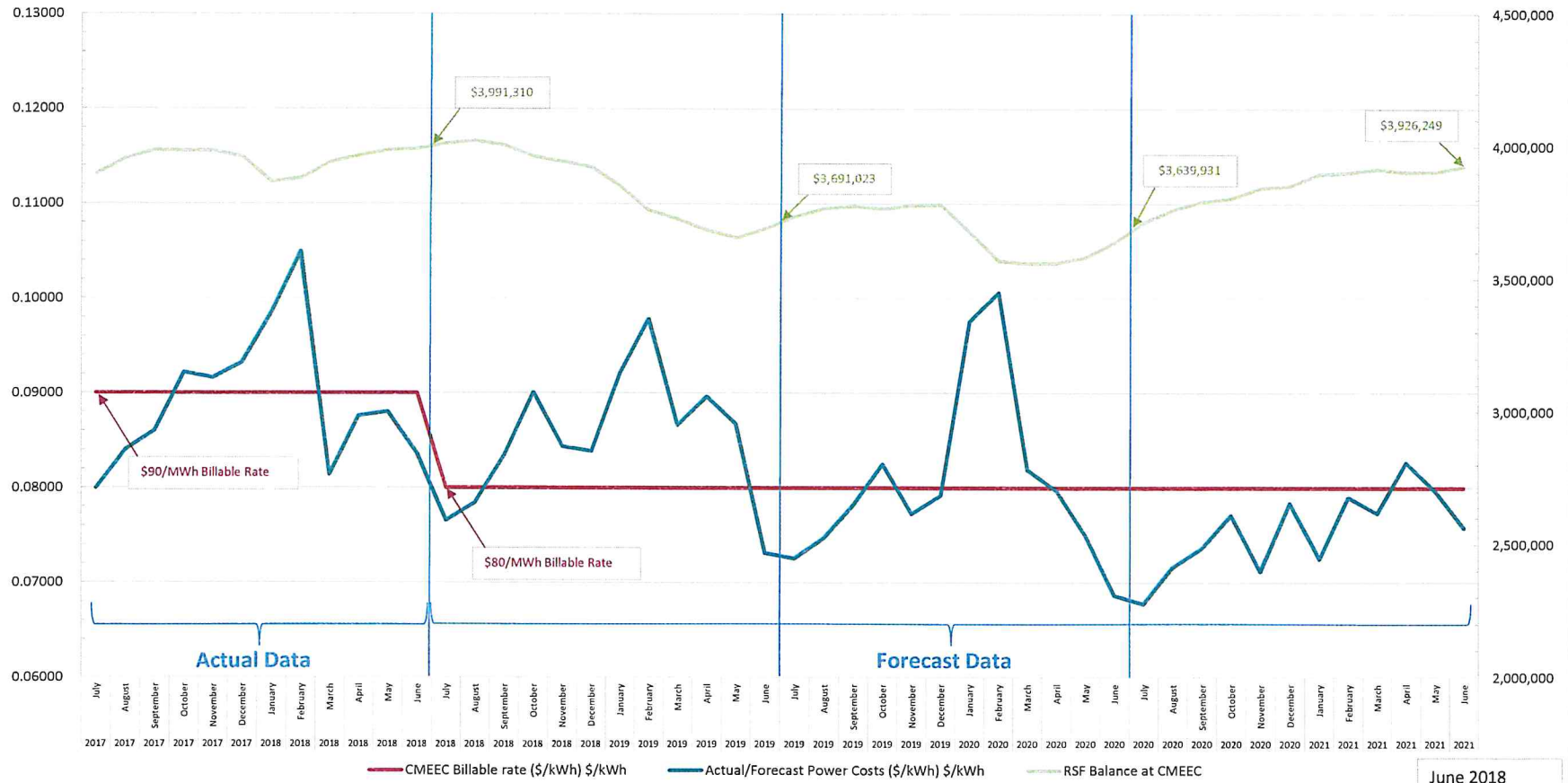
East Norwalk - PCA Calculation

Power Cost Adjustment Calculation

6 Month Rolling Average (starting January 2014)

		2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	2020 January	2020 February	2020 March	2020 April	2020 May	2020 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 445,907	\$ 439,252	\$ 374,505	\$ 342,153	\$ 337,263	\$ 410,868	\$ 555,038	\$ 519,332	\$ 415,033	\$ 334,788	\$ 322,743	\$ 340,236
i (Sum of current and previous 5 months)	\$	2,523,559	2,452,423	2,385,913	2,346,383	2,307,582	2,349,948	2,459,079	2,539,159	2,579,687	2,572,323	2,557,802	2,487,171
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,071,764	5,813,455	4,730,056	4,160,861	4,440,899	5,298,739	5,856,908	5,288,570	5,061,857	4,226,334	4,334,334	4,937,818
m (Sum of current and previous 5 months)	kWh	29,824,923	30,504,056	30,154,800	30,075,675	30,169,382	30,515,775	30,300,918	29,776,034	30,107,835	30,173,309	30,066,743	29,705,822
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07251	0.07467	0.07817	0.0825	0.07726	0.0792	0.09758	0.1006	0.08188	0.07972	0.07494	0.06864
n Power (Actual) Supply Costs @ Retail	\$	0.0894	0.0849	0.0836	0.0824	0.0808	0.0813	0.0857	0.0901	0.0905	0.0900	0.0898	0.0884
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
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%
q Calculated PCA	\$	(0.0064)	(0.0109)	(0.0122)	(0.0134)	(0.0150)	(0.0145)	(0.0101)	(0.0057)	(0.0053)	(0.0058)	(0.0060)	(0.0074)
r Actual PCA Implemented	\$	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130
s Total System Retail Sales (kWh's)	kWh	5,731,746	5,487,901	4,465,173	3,927,853	4,192,209	5,002,010	5,528,921	4,992,410	4,778,393	3,989,660	4,091,611	4,661,300
t Base PCA Revenue	\$	549,101	525,741	427,764	376,288	401,614	479,193	529,671	478,273	457,770	382,209	391,976	446,553
u Fuel Factor Revenue	\$	74,513	71,343	58,047	51,062	54,499	65,026	71,876	64,901	62,119	51,866	53,191	60,597
v Total Revenues through PCA	\$	623,614	597,084	485,811	427,350	456,112	544,219	601,547	543,174	519,889	434,075	445,167	507,149
w Difference of Collection vs Expense	\$	\$ 6,848,250	\$ 7,006,081	\$ 7,117,387	\$ 7,202,585	\$ 7,321,434	\$ 7,454,785	\$ 7,501,293	\$ 7,525,135	\$ 7,629,991	\$ 7,729,278	\$ 7,851,702	\$ 8,018,616
Over collect / (Under Collect) in each month		\$177,707.44	\$157,831.17	\$111,306.11	\$85,197.60	\$118,848.99	\$133,350.90	\$46,508.75	\$23,841.84	\$104,856.20	\$99,286.64	\$122,424.20	\$166,913.57
RSF Balance at CMEEC		3,736,500.92	3,767,486.63	3,776,142.63	3,765,740.48	3,777,908.55	3,782,147.54	3,679,183.09	3,570,238.55	3,560,722.26	3,561,905.63	3,583,837.36	3,639,930.98
Diff between Billed Rate and Actual Cost	\$	0.00749	0.00533	0.00183	(0.00250)	0.00274	0.00080	(0.01758)	(0.02060)	(0.00188)	0.00028	0.00506	0.01136
Affect on RSF - by Month	\$	45,477.52	30,985.71	8,656.00	(10,402.15)	12,168.06	4,238.99	(102,964.45)	(108,944.54)	(9,516.29)	1,183.37	21,931.73	56,093.61

Rate Stabilization Balance Forecast





Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

Memorandum

To: TTD Commissioners

From: Kevin Barber – General Manager

Date: August 2, 2018

Subject: East Norwalk Library Roof Project – Change Orders

As discussed at previous Commission meetings, TTD staff has been working with Gil and Gil Architects and the roofing contractor, Rick's Main Roofing, to resolve issues with the change orders stemming from the discovery of wooden shingles and a yankee gutter system on the East Norwalk Library roof.

Following multiple meetings regarding the cost of the change orders, the issue has been resolved. TTD has agreed to change orders totaling \$16,837 for the extras relating to the roof project. The base cost of the project was \$21,600, bringing the roof project total to \$38,437.

At the April 16, 2018 Commission meeting, the Commission approved \$31,230 for the replacement of the library roof. This approval included the base price of replacing the roof and contingencies for replacing the sheathing on the roof. The cost did not include the costs for stripping of wood shingles or framing of the yankee gutter system as those were unknown and not included in the bid documents.

I am recommending the Commission approve the additional allocation of \$7,207 to cover the change orders that exceed the amount previously approved by the Commission.

We have also requested the contractor verify the status of the roof ventilation system currently installed at library. To provide proper ventilation for the new roof, installation of soffit vents may be required. Proper ventilation will allow the roof to reach its anticipated life span of 30 years. The need and cost of soffit vents has not yet been determined.

District Commissioners

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

Chairman
Commissioner
Commissioner

Kevin Barber
Ron Scofield
Johnnie Weldon

203-866-9271
203-866-9271
203-216-2652

General Manager
Assistant General Manager
Treasurer



**2018
OFFICERS**

Mike Reilly
President

Richard McQuaid
Vice President

Norma Zukin
Secretary

Treasurer
Mike Joshi

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Penny Bloom

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Linda Cappello

Steve DeMarco, Sr

Jim Erotopoulos

James Ferguson

Eric Fischman

Jim Keenan

Patty Kolkmeier

John Lindgren

Melissa Minisci

Urban Mulvehill

Zackery Palumbo

Art Petrone

Gerald Rabin

Aline Rochefort

Jeremy Rubino

Steve Sabol

Pauline Schlegel

Vincent Scicchitano

Jonathan Small

Michael Veno

Rick Welch

Gerald B. Toni
Business Manager

June 29, 2018

Mr. Kevin Barber
Third Taxing District Electric Department
2 Second Street
East Norwalk, CT 06855

Dear Kevin:

The purpose of this letter is to request support of the Seaport Association's 41st Oyster Festival to be held on Friday, Saturday, and Sunday, September 7, 8, and 9, 2018 at Veteran's Park in East Norwalk.

The setup process will begin on Friday, August 24, and the removal process will begin on Monday, September 10 with completion on or about September 15. Following are the anticipated tasks we request support from Third Taxing District Electric Department.

- Connect power lines to temporary services (about 20) prior to the event and disconnect them after the event..

Please provide the hourly rates for the positions and equipment that will be necessary to accomplish those tasks.

The on-site contact this year will be Bill Solder; Jerry Toni, Business Manager, Seaport Association, will be the contact for invoicing. Contact information is Jerry (203-838-9444) or jerry.toni@seaport.org and Bill (203-856-8111) or bill.solder@seaport.org.

Thank you for your continuing support of the Seaport Association Oyster Festival.

Sincerely,

Copy: Jerry Toni, Business Manager
Mike Reilly, Oyster Festival Chair

**** COMMISSIONER _____ MOVED TO APPROVE TTD'S PARTICIPATION IN
THE 2018 ANNUAL OYSTER FESTIVAL AS PRESENTED.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**



Select Page



Come together to celebrate East Norwalk's 2nd annual *Taste of East Norwalk* festival!

Sunday, August 19th, 2018, 1:30–5:30pm

Ages 12 and Under are FREE!

\$30 admission fee includes all food, drink and entertainment!

(\$35 at the door)

Buy tickets here...click on the image below!



Buy tickets here...click on the image below!



Sponsored by East Norwalk's finest local businesses and organizations with an afternoon of food, drinks, live entertainment and fun for all!

Get your taste buds ready to experience cuisine from many restaurants and learn about all participating local businesses within the community.

It is time to Rise Up... Again! and support 06855!

Thank you to all of our vendors!



**** COMMISSIONER _____ MOVED TO APPROVE TTD'S
PARTICIPATION IN A TASTE OF EAST NORWALK FOR THE COST OF \$100 FOR
A TABLE.**

**** COMMISSIONER _____ SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2017-2018

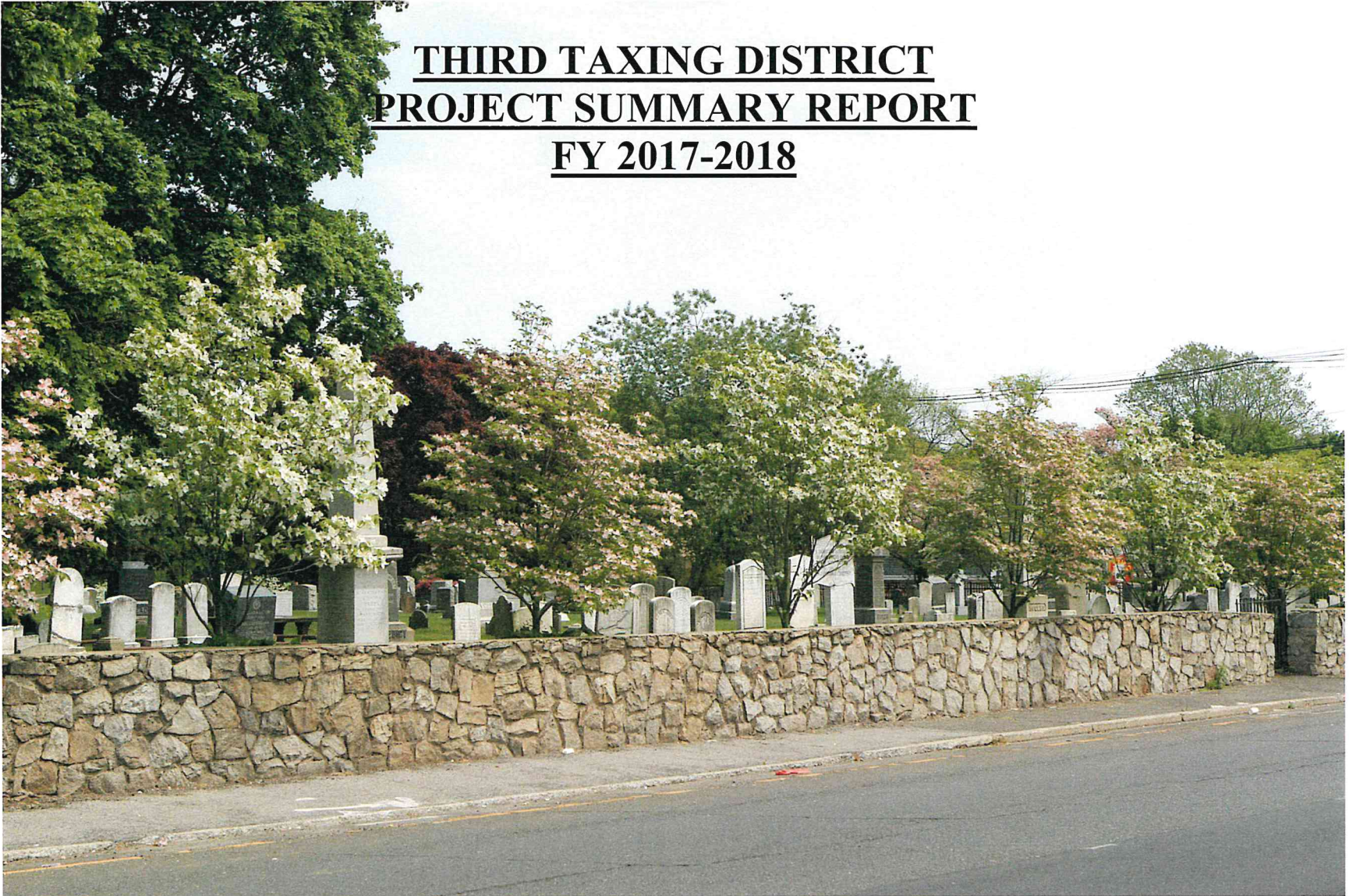


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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: JULY 31, 2018

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
1)	A-Base Meter Replacement Program	<ul style="list-style-type: none"> In progress – with Meter Department 	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> February 2018 – No A-Base Meters have been installed since the summer, but there remains 108 meters that still need to be replaced in the Distribution System. Working with staff to understand the A-Base meter issue and develop a plan. July 2018 - No A-Base replacements during the month.
2)	Customer Service/ Management Training Program	<ul style="list-style-type: none"> Training throughout the year based on training opportunities and employee schedules. 	On-Going	<ul style="list-style-type: none"> October 2017 – Tricia Dennison and Rachel Saunders attended “Developing Emotional IQ” seminar. Kevin Barber attended APPA Annual Conference in June
3)	Succession Planning Process	<ul style="list-style-type: none"> Complete with periodic review 	On-Going	
4)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> Approximately 92% of the system has been completed 	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> July 2018 – Installed 5 radio-read meters for a total of 3,511 to date or 92% of the system.
5)	Upgrade Fleet Vehicles	<ul style="list-style-type: none"> Purchasing/Leasing Vehicles in accordance with Five-Year fleet replacement schedule. 	On-Going	<ul style="list-style-type: none"> Digger Derrick truck to be replaced in FY 2018-19 Line truck to be refurbished in FY 2018-19 Chevy Equinox, lease complete in FY 2018-19, vehicle to be purchased
6)	I/T System Modifications	<ul style="list-style-type: none"> On-going to create greater efficiencies wherever possible 	Periodic updates as necessary	<ul style="list-style-type: none"> Upgrades to Microsoft Office and email systems completed in June

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
7)	Conduct Cost of Service/Rate Study with Periodic Updates	<ul style="list-style-type: none"> Initial rate study conducted in 2013 with results implemented in October 2014. Update/"Tune-Up" completed in July 2016 Cost of Service Study on security lighting began in June 2016 	Security light cost of service study completed in October 2016.	<ul style="list-style-type: none"> Need to determine status of Security Light rates and if they have been implemented. Street Lighting COS Study dated Sept. 29, 2016 has been located. Study is being reviewed by Staff to determine if it was completed. Will be forwarded to Commission. Initial discussion held with UFS regarding cost of service study.
8)	Strategic Planning Process	<ul style="list-style-type: none"> To be presented to Commission at the Feb 1, 2016 meeting Presented and Approved at the Feb 1, 2016 meeting Initial sessions were conducted with the Staff and Commission on May 18 and 19 Follow-up meetings have been scheduled with the Staff and Commission for Aug 16 and 17 Meetings have been scheduled with the Commission and Staff on Sep 27 Future meetings are being scheduled with Commission and Staff A follow-up meeting has been scheduled with the Commission for Nov 15. 	<ul style="list-style-type: none"> Begin in 1st Qtr 2016. Work continues into 2017 as necessary 	<ul style="list-style-type: none"> May 2017 – The following activities took place during the months April/May: <ul style="list-style-type: none"> A special commission meeting was held on Apr 10th 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 Commission has scheduled the August 20th Commission Meeting for Strategic Planning discussion.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
9)	Public Relations/ Marketing Program	<ul style="list-style-type: none"> Greyskye is TTD's public relations / marketing firm 	On-going	<ul style="list-style-type: none"> Monthly meetings have been held with Greyskye to discuss the following: Upcomings Events Newsletter Website updates Press Releases
10)	Substation Upgrades and Improvements	<ul style="list-style-type: none"> Projects on-going in all substations to upgrade / maintain compliance with CONVEX / FERC requirements 	On-going throughout 2017-18 fiscal year	<ul style="list-style-type: none"> T3 transformer replacement in progress, transformer has been ordered. Old T3 transformer has been taken out of service. Oil removed from transformer and properly disposed. Old transformer successfully removed on April 16th. Transformer manufacturer notified TTD on 4/30/18 of a manufacturing delay. TTD is working to develop an understanding of the delay and the affect on the project schedule. Witness testing scheduled for June 14-15, 2018. Witness test rescheduled for July 16-17, 2018 due to a factory delay. T3 Transformer passed the witness test. T3 Transformer delivered on July 31st

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
11)	18 Rowan Street Renovation	<ul style="list-style-type: none"> Property Acquired, house demolished and lot repaved Final step is to site a material storage facility on the site 	Summer of 2018	<ul style="list-style-type: none"> Since May 2017, the CAM Application was submitted. Met with Gill & Gill to review project and develop bid specs Bid packages being developed and will be available in January. Revised project schedule being developed. Bids received from 4 companies. Price exceeded expectations. Value engineering recommendations were requested from the bidders. Review of bids and valued engineering taking place. Contractor selected and approved by Commission on March 5th Contract is being reviewed by attorneys Contract signed Meeting with Contractor and Gil & Gil held on June 7th Monthly status meetings planned Project submittals being reviewed and approved by TTD and Gil & Gil
12)	<u>MISCELLANEOUS</u> <ul style="list-style-type: none"> Annual Revenue/Expense Budget/ Five Year Capital Budget for FY 2018-19 	Preliminary discussions being held with staff on 2018-19 budget process	2018-19 budgets will be presented to the Commission in May/June of 2018	<ul style="list-style-type: none"> Started the internal budget process to prepare the 2018-19 budget. Draft budget to be sent to Commission mid to end of May for review Draft budget sent to Commission on May 25th Budget approved by Commission on June 25, 2018

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> Norden Generators 	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"> January 2017 - Nox stack testing was performed with State of CT – passed with no issues November 2017 – Spot audit from CT DEEP – passed with no issues Received revenue forecast update from CMEEC. Increase in revenues projected for the summer months (Jun – Sep) based on results of the summer LFR auction. Received a Consent Order from CT DEEP regarding stack testing issue from 2013. Commission addressed the issue at the June 25th Commission meeting. Consent order civil penalty has been paid and accepted by CT DEEP.
	<ul style="list-style-type: none"> Solar Projects 	Potential projects discussed with residential and commercial customers	On-going	<ul style="list-style-type: none"> Staff continues to work with customers interested in pursuing solar projects in TTD’s service territory. Commission approved a solar project for the East Norwalk Library. Met with Library Board to explain the project. Project expected to start within the next month. RFP created and available for an “Interactive / Smart Battery / Onsite Power Storage System” for the library
	<ul style="list-style-type: none"> Annual Financial Audit (FYE 6/30/18) 		Expected completion date – Oct 15 th of each year	<ul style="list-style-type: none"> Engagement letter executed with Hope and Hernandez

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> Commercial Customer Visits 	On-going as schedules permit	Throughout 2018	<ul style="list-style-type: none"> Met with owner of 25 Van Zant Street Will schedule visits with customers throughout the coming year Met with Dooney & Bourke
	<ul style="list-style-type: none"> Economic Development Initiatives 	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 2018	<ul style="list-style-type: none"> GGP – not proceeding with second service to mall. Elizabeth Stocker, no longer with the city. Will determine the next appropriate steps.

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13)	State (CT DOT) Bridge Projects	Initial letter from CT DOT to TTD issued in March 2016. Regular updates have been received from CT DOT / Parsons Brinkerhoff as information is required	Remainder of 2016 into 2017 and beyond	<ul style="list-style-type: none"> • May 2017 – Continued to work with CT DOT officials on the various bridge projects through attendance at scheduled meetings, etc. Several of these projects are reaching the 30% design/development phase, which triggers additional meetings and coordination efforts. • Since May – Staff is continuing to attend meetings and monitor the project. • Requested and received from the State of CT the current listing of properties that are being acquired for the projects. • Requested updated list of properties being acquired from the State of CT following the redesign/change to the location of the Fort Point St RR Bridge. • Received information from the State that no additional full acquisitions are occurring. Re-requested a list of properties from the State. • Received and forwarded to the Commission the revised listing of properties affected by the state projects. • Received the 60% project submissions from the State of CT. TTD reviewing the submissions and meeting with State to review.
14)	LED Flood/Security Light Upgrade	On-going until completed	To be finalized in 2018	<ul style="list-style-type: none"> • 99% of the security lights have been upgraded to LED.

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
15)	Verizon Small Cell Antenna Project/Co-Location Equipment Attachments	<ul style="list-style-type: none"> • Verizon request to attach “Small Cell Antennas” on certain TTD poles. We anticipate they will attach to three to five poles in the system. • CMEEC Legal is developing a “Master Lease Agreement” on behalf of the MEU’s statewide outlining the terms and conditions for attachment 	In process – finalizing in the next 30-60 days	<ul style="list-style-type: none"> • May 2017 – Final comments have been received from all the Municipals on a draft of a Master Lease Agreement with Verizon. A “Lease Rate” is part of this agreement, similar to what we charge Cablevision for a pole attachment rate, and will result in some small incremental revenue to TTD on an annual basis (less than \$1,000/year) • Master Lease Agreement has been finalized by CMEEC Attorney and Verizon. Other MEUs have executed the agreement with Verizon • Verizon interested in attaching to multiple TTD poles • Attachment rate needs to be developed
16)	Commercial Lighting Retrofits	On-going	On-going	<ul style="list-style-type: none"> • December 2017 – The above commercial customers have not moved forward with the retrofits. • Staff reviewing the forms used for the lighting projects, possible changes to be implemented. • Discussions with Dooney and Bourke on possible lighting retrofit project.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
17)	Library Roof Projects	On-going	Roof – end of fiscal year 2018 Solar – to be determined	<ul style="list-style-type: none"> • Roof project – RFP developed and due by Thursday, April 13th. Recommendation to be presented to the Commission at the April 16th Commission Meeting • Contract being reviewed • Solar project – RFP developed and due by Wednesday, April 25th. Presented to the Commission at the May 7th Commission Meeting. • Roof scheduled to be completed by June 23rd • Solar project being presented to Commission at the June 4th Commission Meeting • Roof completed by contractor. • Working through change order requests from the contractor with Gil & Gil • Change order issues have been resolved with the contractor. This will require additional allocation of funds from the Commission. • Status of roof ventilation system to be determined
18)	Veteran's Park Ice Rink		Fall – Winter months	<ul style="list-style-type: none"> • Staff to monitor status of rink installation