



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, December 3, 2018 at 7:00p.m.

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

1. Public Comment – 15 Minute Limit
2. Insurance Renewal (Peter Murphy) – A/R (Pgs. 1-6)
3. Firehouse Funding Request (Capt. Hines) – A/R (Pgs. 7-16)
4. Minutes of Meeting – November 5, 2018 Regular Meeting (Pgs. 17-23), November 8, 2018 Special Meeting (Pgs. 24-26) and November 14, 2018 Special Meeting (Pgs. 27-29) – A/R
5. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 30-37)
6. Capital Improvement Account - Corporate Resolution – A/R (Pgs. 38-46)
7. Strategic Planning – Possible A/R
8. General Manager's Report
9. Project Summary (Pgs. 47-56)
10. Executive Session
 - CMEEC Investigation Update [Exemption Sec. 1-201(6) and 1-210(b)(4)]
 - Performance Review – General Manager [Exemption Sec. 1-200(6)(A)]
11. Adjourn

*A/R – Action Required/See Attached Motion

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

M:\Shared\ Commission Meeting Information\Agenda 12-3-18.doc

District Commissioners

David L. Brown	203-984-1129	Chairman	Kevin Barber	203-866-9271	General Manager
Debora Goldstein	203-252-7214	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Pamela Parkinson	203-858-4261	Commissioner	Johnnie Weldon	203-216-2652	Treasurer



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2 Second Street
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Tel: (203) 866-9271
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Memorandum

To: TTD Commissioners

From: **Kevin Barber – General Manager** 

Date: November 30, 2018

Subject: Property and Casualty Insurance Renewal 2019

Attached please find the property and casualty insurance renewals, prepared by Peter Murphy from James P. Murphy & Associates, for the period January 1, 2019 to January 1, 2020. As currently listed in the renewal package, the total renewal premiums for 2019 are \$147,582.52 which represents an increase of \$2,319.44 or 1.6% compared to the premiums for 2018.

Mr. Murphy has informed us that he is still working with the underwriters to resolve a few issues that may or most likely will result in changes to the Commercial Auto and Boiler and Machinery policies. I don't expect these changes to result in large increases to premiums of either policy.

I would like to point out the Workers Compensation renewal premium **decreased** by 20.87% or \$4,531 over last year. This is due in part to our excellent MOD rating of 0.89 and TTD's commitment to safety for our employees.

As soon as the revised premium information is available, we will send these out to the Commission via email.

Peter Murphy and I will be available at Monday's meeting to address any questions you may have.

District Commissioners

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Pamela Parkington	203-858-4261	Commissioner	Johnnie Weldon	203-216-2652	Treasurer



James P. Murphy & Associates

**Third Taxing District Electrical Department
Two Second Street
Norwalk, CT 06855**

**Property & Casualty
Insurance Renewal Proposal**

January 1, 2019 to January 1, 2020

Peter J. Murphy

James P. Murphy & Associates, Inc.

3 Belden Avenue, P.O. Box 551

Norwalk, CT 06852

Phone: (203) 840-8877

Fax: (203) 840-8880

www.jpminsurance.com

This proposal was created expressly for Third Taxing District Electrical Department and is designed to outline the coverages and premiums as quoted. This is not a binding contract for insurance. Upon review and acceptance of coverages, terms and premiums by Third Taxing District Electrical Department coverage can be bound through James P. Murphy & Associates, Inc.

Three Belden Avenue - P.O. Box 551, Norwalk, CT 06852 • **phone** 203.840.8877 • **fax** 203.840.8880

www.jpminsurance.com • **email** info@jpminsurance.com • **toll free** 800.378.7526

**Third Taxing District City of Norwalk Electrical Department
Insurance Renewal January 1, 2019 to January 1, 2020
Comparison of Expiring to Renewal Coverages**

Policy Type	Expiring Coverage	Renewal Coverage
Commercial Package Policy		
2 Second Street - Office Building	\$753,408.00	\$753,408.00
Business Personal Property	120,120.00	120,120.00
EDP equipment and Media	208,000.00	208,000.00
2 Second Street - Garage Building	467,688.00	467,688.00
Business Personal Property	78,000.00	78,000.00
56 Van Zant Street - Firehouse Building	702,684.00	702,684.00
213 East Avenue - Office Building	300,000.00	300,000.00
213 East Avenue - Garage Building	52,000.00	52,000.00
Business Personal Property	52,000.00	52,000.00
213 East Avenue - Electrical Substation	3,220,000.00	3,220,000.00
51 Van Zant Street - Library Building	1,133,868.00	1,133,868.00
Business Personal Property	208,000.00	208,000.00
16 Rowan Street - Electrical Substation	3,120,000.00	3,120,000.00
16 Rowan Street - Garage Building	71,488.00	71,488.00
Business Personal Property	10,400.00	10,400.00
East Avenue, Cemetery Street - Cemetery Fence	208,000.00	208,000.00
Headstones	520,000.00	520,000.00
East Avenue, Hanford Switch - Clock	52,000.00	52,000.00
Fifth St/Gregory Blvd/Marvin St - Monument	10,400.00	10,400.00
10 Norden Place - Generators	3,016,000.00	3,016,000.00
6 Fitch Street - Substation	5,175,500.00	5,175,500.00
Norden Place - Substation	1,100,000.00	1,100,000.00

Policy Type	Expiring Coverage	Renewal Coverage
Deductibles		
Building and Business Personal Property	5,000.00	5,000.00
Earthquake	25,000.00	25,000.00
Flood	10,000.00	10,000.00
Inland Marine	500.00	500.00
General Liability Limits		
Per Occurrence	1,000,000.00	1,000,000.00
Personal Injury & Advertising Injury	1,000,000.00	1,000,000.00
Products/Completed Operations Aggregate	2,000,000.00	2,000,000.00
General Aggregate	2,000,000.00	2,000,000.00
Fire Legal Liability	500,000.00	500,000.00
Medical Expense	5,000.00	5,000.00
Employee Benefits Injury Limit Each Offense	1,000,000.00	1,000,000.00
<hr/>		
General Liability Rating Basis – Payroll		
Electric Power Payroll	754,977.00	806,680.00
Total Commercial Package Premium	\$49,142.08	\$51,205.44
Boiler and Machinery/Equipment Breakdown Policy		
Property Damage Total Insurance Values, Including Building, Business Personal Property, EDP Equipment/Media, Substation, Clock and Generators	19,665,656.00	19,665,656.00
Deductibles:		
Direct Coverage	10,000.00	10,000.00
\$1.50 per KVA, subject to minimum	10,000.00	10,000.00
Transformers	50,000.00	50,000.00
Indirect Coverages		
Transformers - minimum \$1.50 per KVA	1 Times ADV 3 Times ADV	1 Times ADV 3 Times ADV
Total Boiler & Machinery Premium	\$33,218.00	\$34,770.00
Commercial Auto Policy		
Combined Single Limit, Hired/Non-Owned Auto Liability		
Uninsured/Underinsured Motorists	1,000,000.00	1,000,000.00
Comprehensive/Collision Deductible with Full Glass	2,000.00	2,000.00

	Expiring Coverage	Renewal Coverage
Policy Type		
6 Trucks, 1 Trailer, 4 Private Passenger	6 Trucks	6 Trucks
Total Commercial Auto Premium	\$19,208.00	\$21,193.00
Crime Policy		
Employee Theft	100,000.00	100,000.00
Deductible	5,000.00	5,000.00
Total Crime Premium	\$793.00	\$793.00
Workers Compensation Policy		
Electrical Light and Power NOC All Employees/Drivers Payroll	770,077.00	770,077.00
Clerical Employees NOC Policy	690,397.00	690,397.00
Mod Rate	0.89	0.89
Total Workers Compensation Premium	\$21,712.00	\$17,181.00
Professional Liability/EPLI Policy		
Public Officials - Per Claim	1,000,000.00	1,000,000.00
Employment Practices Liability - Per Claim	1,000,000.00	1,000,000.00
Retention for Any Claim	10,000.00	10,000.00
Total Professional Liability/EPLI Premium	\$3,933.00	\$4,074.00
Excess Liability		
Liability Limit	10,000,000.00	10,000,000.00
Retention	10,000.00	10,000.00
Total Umbrella Premium	\$11,649.00	\$11,922.00
Cyber Liability		
Limit of Liability - Each Claim or Event	\$2,000,000.00	\$2,000,000.00
General Aggregate	2,000,000.00	2,000,000.00

Policy Type	Expiring Coverage	Renewal Coverage
Retention for Any Claim	2,500.00	2,500.00
Total Cyber Liability Premium	\$5,608.00	\$6,444.08
GRAND TOTAL OF ALL PREMIUMS	<u>\$145,263.08</u>	<u>\$147,582.52</u>



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East Norwalk, CT 06855

Tel: (203) 866-9271
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Memorandum

To: TTD Commissioners

From: Kevin Barber – General Manager 

Date: November 30, 2018

Subject: East Norwalk Firehouse – Funding Request

On Monday, November 19, 2018, Ron Scofield and I met with Captain Jim Hines of the Norwalk Fire Department to discuss a funding request for the East Norwalk Firehouse. The funding request in the amount of \$4,500 is for structural engineering services for the firehouse’s apparatus floor. The engineering work would create permit ready structural drawings with repair details to be used in obtaining price quotes for the work. Attached is a copy of the proposal presented by Innovative Engineering Services, LLC.

Background information: In fiscal year 2016-2017, the firehouse requested and received a budget item in the amount of \$4,500 for the “Structural Review of the Firehouse.” This preliminary survey was to deal with the structural integrity of the apparatus level. As a result of the preliminary study, temporary metal plates were installed on the apparatus floor.

The intent of the funding request is to have the engineering work completed in the current fiscal year. This would provide the firehouse with the necessary information to determine the cost of the structural work required for the apparatus floor.

In the current year’s budget, there was no capital request from the firehouse. If the Commission approves this request, the funds would have to come from the District’s Contingency account. As of October 2018, the District incurred expenses totaling \$4,080 from the contingency account leaving a balance of \$25,920 for the remainder of the fiscal year.

I invited Captain Hines to Monday’s meeting to address any questions the Commission may have.

District Commissioners

David L. Brown	203-984-1129	Chairman	Kevin Barber	203-866-9271	General Manager
Debra 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



INNOVATIVE ENGINEERING
SERVICES, LLC
AN INTEGRATED ENGINEERING + DESIGN FIRM

April 30, 2018

Mr. James Hines
Captain
Norwalk Fire Department
Norwalk, CT.

RE: Firehouse Structural Repair / Design at 56 Van Zant Street
Norwalk, CT

Dear Captain Hines,

We are pleased to submit our proposal to provide Structural Engineering services to your department for the above captioned project.

DESCRIPTION OF PROJECT

Our understanding based on our recently completed Study and Report, is that the existing Firehouse structural elevated slab will need to have some remedial framing / supports added in order to safely carry the new Fire Truck loading.

I. SCOPE OF SERVICES

The Scope of Services shall consist of the following:

A. Structural Engineering & Drawings

1. Field monitor the existing structure currently supporting the existing elevated slab by witnessing the new Fire Truck parking and leaving the Fire House.
2. Evaluate all the structural components in the Sketch for the maximum wheel loads imparted on the elevated slab.
3. Prepare permit ready structural drawings with repair details for the existing floor structure under the new Fire Truck loading.
4. We have allowed for (3) site visits during the repair / design process.
5. Review all Construction Submittals and RFI's.
6. Final Inspection and Sign-off for the remedial work performed.



B. Structural Construction Phase (Hourly Rate Services)

1. All other evaluations not mentioned in section "A" can be reviewed on an hourly basis.
2. All other site visits, inspections and meetings not mentioned in section "A" can be attended on an hourly basis.
3. Special Inspections are not included.

II. CLIENT RESPONSIBILITY

The Client shall be responsible to:

- A. Provide all applicable Fire Truck specifications, especially wheel loads. (Received)
- B. It is understood that IES has the right to rely upon the accuracy and completeness of all data furnished to it.

III. FEES

A. Basic Fee

1. The fee for above-mentioned scope of services shall be provided for at a lump-sum of \$ 4,500.00.
2. All additional services requested will be performed at an hourly rate. Please refer to our Hourly Rate Fee Schedule.

B. Payment

1. IES shall invoice you monthly for fees and expenses, and your payments shall be due within thirty (30) days of date of invoice.

IV. ADDITIONAL SERVICES

The following services are not included in the Scope of Services of this Agreement and are not included in the basic fee. If authorized by Client, IES will perform the following additional services at its normal hourly billing rates, which are updated annually.

- A. Special Inspections
- B. Other evaluations not mentioned in section A.
- C. Services required due to project changes including, but not limited to, changes in the following: scope, design, size, complexity, Owner's schedule or the character of construction.
- D. Revisions for work that has already been completed and approved.



- E. Engineering services for future facilities, systems and equipment that are not within the scope of this project.

VI. STANDARD CONDITIONS

The IES Standard Conditions, which are attached to this proposal, are made a part of this Agreement.

We look forward to an opportunity to be of service, and to your response to our proposal. If the above meets with your agreement, kindly sign and return this letter agreement, keeping a copy for your records.

Very truly yours,

INNOVATIVE ENGINEERING SERVICES, LLC

A handwritten signature in cursive script, reading "Cliff A. Barone, Sr., P.E.", is written over the printed name.

Cliff A. Barone, Sr., P.E.
Senior Associate

ACCEPTED BY:

Mr. Jim Hines – Captain
Norwalk Fire Department

BY: _____

DATE: _____



STANDARD TERMS & CONDITIONS

1.0 Term of the Proposal:

This proposal is valid for 60 days from the date of issue. If an acceptance of the offer does not occur within said time period, the Engineer reserves the right to alter the proposal, including but not limited to the scope of services, the time for performance and the costs for services rendered. The term "Engineer" as used herein refers to Innovative Engineering Services, LLC.

2.0 Document Ownership:

Drawings and specifications prepared by the engineer as scope of services are and shall remain the property of the engineer whether the project for which they are developed is executed or not. The drawings and specifications are not to be used on other projects, extensions to this project, or for completion of this project by others, except by agreement in writing and with appropriate compensation to the engineer.

3.0 Hourly Rates:

Hourly rates quoted for professional services are firm for a period of one (1) year from the date of proposal. Services provided after the expiration of said one-year period may be subject to an increase in hourly rates not to exceed ten percent (10%). In the event that overhead and other job related costs have increased at the expiration of said one-year period, such increases shall be the responsibility of and shall be paid by the client. Fees for pretrial conferences and expert testimony will be billed at one and one half (1.5) times scheduled hourly rates.

4.0 Reimbursable Expenses:

Unless noted otherwise in this proposal, the following indirect expenses will be billed.

- a. Reproduction of drawings, specifications and reports.
- b. Mailing charges for UPS, Federal Express, Express Mail, etc.
- c. Long distance telephone calls, faxes, telegrams, and cables.
- d. Automobile mile expense (per mile maximum per federal requirements) plus tolls for travel to and from the job site
- e. Transportation and living expenses for assignments outside Connecticut.
- f. Plotting and printing services provided by outside vendors.
- g. Services or labor provided by special contract personnel.
- h. Purchases or rental of special equipment from outside vendors.

5.0 Invoices:

Payment for invoices is due within thirty (30) days of the invoice date. Interest will be accrued against accounts in arrears at the rate of one and one half percent (1.5%) per month on any unpaid balance. In the event legal action is commenced to enforce the terms and conditions of the Agreement between the parties, the client shall be responsible for all costs and expenses incurred by the Engineer including reasonable attorneys' fees and expenses incurred in connection therewith.

6.0 Engineer's Right to Withhold Delivery:

Final payment for design services is due upon delivery of the plans and specifications. Notwithstanding the thirty (30) day payment period set forth in Section 5.0, if the final invoice is less than thirty (30) days old at the time the plans and specifications are delivered, the client shall pay said invoice in full at the time of delivery. In the event that the client fails to pay said final invoice in full, including any other



invoices which might be outstanding, at the time of delivery of the plans and specifications, client acknowledges and agrees that Engineer shall have the absolute right to withhold delivery of the plans and specifications until payment is made in full. The withholding of the plan and specifications by Engineer shall not constitute a breach of agreement by Engineer.

7.0 Contractor Selection:

Selections of a Contractor to fabricate, erect, and install Engineers design shall be based on qualifications, and not just Bid Price. The Engineer will advise the Owner in selecting a qualified Contractor for the project. If the Owner chooses to select a Contractor against the advice of the Engineer, it is to be understood that the Engineer shall not be held responsible in any way for deficiencies relating to the Contractor's workmanship, quality or performance of the work. It is further understood that the Engineer reserves the right to invoice for additional service fees for deficiencies relating to the Contractor's workmanship, quality or performance of the work, including the resubmission of shop drawings.

8.0 Engineering Services excluding Bid and Construction Administration:

It is understood and agreed that if the Engineers Services under this Agreement do not include project observation or review of the Contractor's performance or any other bid and construction phase services, and that such services will be provided for by the client. The client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against the Engineer that maybe in anyway connected thereto.

In addition, the Client agrees to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and sub consultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorney fees and defense costs arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions.

If the Client requests in writing that the Engineer provide any specific bid and construction phase services and if the Engineer agrees in writing to provide such services, then they shall be compensated for as Additional Services as provided in Section 'Services Included,' Item 4.

9.0 Shop Drawings:

The Engineer will provide corrections or comments to Contractor drawings and submittals during the construction. This review is only for general conformance with the project design concept and general compliance with the information set forth in the contract documents. The Contractor is responsible for confirming all dimensions and quantities; selecting fabrication processes and methods of construction; coordinating his work with the work of other trades; and performing all work in a safe and satisfactory manner. Where substitute equipment is used, the Contractor shall also be solely responsible for system redesign and coordination of substituted equipment including space requirements, clearances, and access utility connections. The Engineer assumes no responsibility for the accuracy and correctness of shop drawings or for performance of systems whenever substituted equipment or products are used.

10.0 On-Site Services during Construction:

Should our services be provided on the job site during the project construction, it is understood in accordance with generally accepted construction practices, that the contractor is solely responsible for



job site working conditions, including safety of persons and property, and compliance with OSHA regulations. Any monitoring of the Contractor's performance by our personnel is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the Construction site. It is further understood that on-site services by our personnel does not relieve the contractor of his responsibility for the accuracy of his work, and for performing all work in accordance with the plans and specifications. The Owner releases, indemnifies, and holds the Engineer, his agents, servants, subcontractors, and employees harmless from any and all claims, liabilities, losses, injuries or damages arising out of or resulting from the failure of the Contractor to maintain a safe work site or comply with any federal, state or local law, ordinance or regulations.

11.0 Work Progress:

The fee for this project assumes a steady progression of work from start to finish. A startup fee of twenty percent (20%) of the contract price will be charged to resume work delayed for more than thirty (30) days for any reason. The proposal for engineering services is based upon the assumption that the client will provide all required information and design criteria in a timely manner. The Engineer will not be expected to proceed with portions of the work unless the necessary information is provided by the client. If the client requests the Engineer to perform work out of sequence or based on preliminary information, then the additional time required necessary to perform work or change work based on revised project data or design criteria supplied by the client will be billed as Additional Services at the hourly rates set forth in the Agreement between parties.

12.0 Information Provided by the Client:

The Engineer shall be entitled to rely on the completeness and accuracy of information and documents furnished by the client. Any inaccuracies or errors in the quality or completeness of the information provided which requires the Engineer to change or correct work which has been based information provided by the client shall constitute a change in the Scope of Services and shall be subject to additional fees based upon the additional time spent by the Engineer in performing the Engineer's services in accordance with the fee schedule set forth in the agreement between the parties.

13.0 Existing Conditions:

Information on the site and on existing buildings has been obtained from documentation provided by Client to the Engineer and from limited site observations and measurements taken by Engineer. Engineer has based its design on the assumption that the construction of the existing building(s) was done in strict compliance with documents provided by Client which have been reviewed and relied upon by the Engineer. It shall be the Contractor's responsibility to immediately report to the Client any discrepancies or deficiencies discovered at the site, which vary from the conditions depicted on the documentation provided by Client to the Engineer.

14.0 Concealed Conditions:

It shall be mutually understood and agreed that projects require certain assumptions to be made regarding existing conditions, which are concealed, not known by the Engineer or otherwise not visible. Because such conditions are not verifiable without cutting, opening, harming or destroying existing structure, finishes and/or systems, the client agrees that the costs to verify concealed or unknown conditions are to be borne by the client. If verification is not obtained, the Client acknowledges and agrees that the Engineer has used reasonable care and diligence in the making of any assumptions incidental to the performance of the Engineer's work. In the event that concealed, unknown or unforeseen conditions exist, Client agrees to defend, hold harmless and indemnify the Engineer from



any and all claims, injuries, losses, damages, attorneys' fees, costs, expenses or demands arising out of any unverified, unknown, unforeseen and/or concealed conditions.

In the event that unverified, unforeseen or concealed conditions are discovered after the Engineer has commenced the performance of its services, Client shall pay for any additional work performed by the Engineer resulting from such unverified, unforeseen, unknown and concealed conditions in accordance with the fee schedule set forth in the Agreement between the parties.

15.0 Asbestos and Hazardous Substances:

It is understood and agreed that the handling and removal of asbestos or products involving certain health risks requires specific safety measures. The Engineer shall not be responsible for safety or safety measures on the job including measures for the protection of employees of contractors and subcontractors. The Engineer shall not be responsible for safety or safety measures on the job for the protection of the general public. Such responsibility is and shall remain the responsibility of the contractor. The client acknowledges and agrees that it is the responsibility of the client and contractor to remove, encapsulate or otherwise handle and render safe any conditions related to asbestos, asbestos related products or any hazardous materials or substances which pose a health risk to any member of the public or present a potential environmental hazard. The client shall defend, indemnify and hold harmless the Engineer, his agents, servants, employees, subcontractors and consultants from and against any and all claims, damages, losses, injuries, expenses, and liabilities, including but not limited to reasonable attorneys fees arising out of or resulting from the presence at the site and/or removal of asbestos, asbestos related products or any hazardous materials or substances which pose a health risk to any member of the public or present a potential environmental hazard. The client also agrees to take immediate measures to protect human health and safety, and the environment.

16.0 Permits:

The Engineer will assist the client in applying for and obtaining permits and approvals normally required by law. This assistance shall not extend to the preparation of environmental impact reports, research studies, and special documentation for utility company rebate programs, or special tests. Such services, if requested, will be billed extra in accordance with the Engineers hourly rate schedule. Permit fees are not the responsibility of the Engineer and shall be paid Client.

17.0 Standard of Care:

In accepting this agreement for engineering services, the client acknowledges the inherent risks associated with construction. In performing our professional service, we will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar capacity and locality. The client agrees not to withhold payment of fees upon claim of any error or omission on the part of the Engineer, its employees, agents, or consultants, unless the Engineer has been found legally liable for the negligence.

18.0 Unconditional Fee Payment:

Payment of invoices arising out of the performance of the work under this agreement is expressly not conditioned upon receipt of payment or fees, grants, awards, contracts, etc. by the client under any other agreement and shall not be subject to any claims or delays arising out of any other agreement.

19.0 Indemnification:

The Client agrees to defend, indemnify and hold harmless Engineer, Engineer's agents, servants, employees subcontractors and consultants from all and any claims, damages, losses, injuries, liabilities and expenses including reasonable attorney's fees arising out of or resulting from the acts or omissions,



negligence, recklessness, defective products, breach of warranty, breach of contract, or fraud committed by the Client, Contractor, or of any subcontractor, independent contractor, architect, engineer, consultant, construction manager, or of any person or entity performing work or providing materials, equipment, machinery or services of any nature for the project.

20.0 Risk Allocation:

The client herewith acknowledges that engaging the Engineer for the work defined herein is subject to risk, rewards, and benefits. The risks and the fee have been allocated such that to the fullest extent permitted by law the Engineer's total liability to the client for any and all injuries, claims, losses, expenses, damages, and claim expenses arising out of this agreement from any cause or causes of action shall not exceed the total amount of the fees earned or fifty thousand dollars (\$50,000), whichever is lesser. Such causes include but are not limited to negligence, errors, omissions, and strict liability, breach of contract and breach of liability.

21.0 Recovery of Dispute Resolution Costs AND Attorney's Fees:

Client agrees that client shall be liable and responsible for all costs and reasonable attorney's fees incurred by engineer in seeking to enforce this agreement or in taking any action for the collection of money owed to engineer.

22.0 Warranty of Authority to Sign:

The person signing this contract warrants he has the authority to sign as, or on behalf of, the client. If such person does not have the authority, he agrees that he is personally liable for all breaches of this contract and that in any action against him for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.

23.0 Assignment:

This agreement may not be assigned to any other party or entity without the prior written consent of both original parties hereto.

24.0 Amendment or Modification:

This agreement contains the entire understanding of the parties and may not be amended or modified except by instrument in writing signed by both parties.

25.0 Retainer:

Not applicable.

26.0 Miscellaneous:

a. Entire Agreement. This Agreement supersedes all other agreements and understandings between the parties, either oral or written, and constitutes the entire agreement between the parties with respect to the subject matter hereof.

b. Amendment of Agreement. This Agreement may be amended only by an instrument in writing, executed by all of the parties hereto.

c. Succession. This Agreement shall, when adopted as herein provided, be binding upon and inure to the benefit of the successors and assigns of each of the parties hereto.

d. Section Headings. The Section and all other headings contained in this Agreement are for reference

purposes only and shall not in any way whatsoever affect the meaning or interpretation of this agreement.



e. Gender & Usage. Any word used in the singular, plural, masculine, feminine or neuter, shall be either singular, plural, masculine, feminine or neuter, as the context may indicate.

f. Governing Law/Severability. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut. In the event that any provision or clause of this Agreement conflicts with applicable law, such conflict shall not affect other provisions of this Agreement which can be given effect without the conflicting provision. To this end the provisions of this Agreement are declared to be severable.

g. Counterpart Originals. This Agreement may be executed in one or more counterparts and each of such counterparts shall, for all purposes, be deemed to be an original, but all such counterparts shall, together, constitute but one and the same instrument.

Innovative Engineering Services, LLC

Cliff A. Barone, Sr., P.E.
Senior Associate

ACCEPTED BY:

Mr. Jim Hines – Captain
Norwalk Fire Department

BY: _____

DATE: _____

DRAFT

THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

November 5, 2018

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

STAFF: Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.;
Mike Adams, General Line Foreman

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Sylvia Archibald, Executive Director, East Norwalk Library
Sarah Amato, President, ENIA

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.

LIBRARY BUDGET PRESENTATION

Ms. Archibald reviewed all the changes for the Library's expenses and income on the proposed budget for 2019/20 and provided detailed explanations for each change in the budget from the previous year's budget. The Commission gave their input on the different line item titles they are currently using and suggested some changes.

Ms. Archibald presented the capital expense item that the East Norwalk Library is requesting. They would like to have the kitchen in the hall rental (lower level) renovated, i.e., new lower cabinets and upper shelving. The quote presented was received from Express Kitchens in the amount of \$5,078.99. This is not a formal quote. It is only being used to determine an approximate cost to put in the budget. Once approved, quotes will be obtained for the project. The Library is requesting \$6,000 for the capital expense.

Third Taxing District
of the City of Norwalk
November 5, 2018

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission. Total Income was \$2,705,458, an increase of 9.85% over last year. Total Expense was \$2,514,907, an increase of 0.65% over last year. Other Income is \$281,680, a decrease of 16%. Net Income Before Rate Stabilization was \$472,231, an increase of 57%. Net Income was \$552,317, an increase of 33% over the previous year.

Cash Balances continue to be in good shape. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,133,808. Current Fiscal Year Capital Additions to date is \$458,767.

Mr. Barber reviewed the P&L Previous Year Comparison.

KPI's – Mr. Barber reviewed the KPI's with the Commission. Everything appears to be on track.

PCA –Mr. Barber reviewed the current PCA and the forecast with the Commission. The current balance in the Rate Stabilization Fund is \$4,134,657. The forecast is for the balance to decrease over the next two years to the target balance of \$3 million.

OIL CIRCUIT BREAKER REPLACEMENT PROJECT (EAST AVE. SUBSTATION)

Mr. Barber told the Commission that a capital project was approved for the replacement of an oil circuit breaker at the East Avenue substation with a new vacuum circuit breaker. The current year's project has a budget appropriation of \$192,500. The total cost of replacing the circuit breaker and installing new lightning arresters is \$177,391, which is \$15,109 under the budgeted amount.

The proposal is from Eaton Corporation and is a turnkey project. Price quotes have been received from vendors for the equipment to be installed in this project, but after analyzing the pricing information, it was determined that the proposal from Eaton was the best for this project.

Mr. Barber informed the Commission that there are three more breakers to be replaced over the next two years, another at East Avenue Substation and two at the Rowan Street Substation.

Approval is being requested from the Commission as the cost of this project exceeds the \$100,000 threshold set forth in the recently revised Purchasing Policy.

Third Taxing District
of the City of Norwalk
November 5, 2018

DRAFT

**** COMMISSIONER GOLDSTEIN MOVED PER THE PURCHASING POLICY TO APPROVE THE OIL CIRCUIT BREAKER REPLACEMENT WITH A VACUUM CIRCUIT BREAKER AT THE EAST AVENUE SUBSTATION AS THE PROJECT EXCEEDS \$100,000, AND RECOGNIZING THAT THE QUOTE IS \$177,391 AND SHOULD NOT EXCEED THE BUDGETED AMOUNT OF \$192,500.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

MINUTES OF MEETING

October 1, 2018 Regular Meeting

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF OCTOBER 1, 2018 REGULAR MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

October 15, 2018 Regular Meeting

**** COMMISSIONER BROWN MOVED TO APPROVE THE MINUTES OF OCTOBER 15, 2018 REGULAR MEETING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CHRISTMAS TREE LIGHTING PROGRAM REVIEW

Mr. Scofield asked the Commission if they would still like to participate in the Christmas Tree Lighting Program and if so, would they like to keep their parts from the previous year, change their participation or not participate at all. The Commission would like to participate in the program and have the following parts:

Commissioner Brown – Greetings from the Commissioners & Treasurer

Commissioner Parkington – Recognition of City & State Officials/Introduce Mayor

Johnnie Mae Weldon, Treasurer – Food and Toy Drive

Commissioner Goldstein – Lighting of the Christmas Tree

Third Taxing District
of the City of Norwalk
November 5, 2018

DRAFT

UPDATE ON EAST AVENUE TOD STUDY OVERSIGHT COMMITTEE MEETING

Commissioner Goldstein reported that at the last meeting of the Committee they worked on making revisions to the Statement of Work. Once the revisions have been made, they will be presented to the Committee again for another review before going to the City Council.

EAST NORWALK HISTORICAL CEMETERY

The Commission discussed the possibility of having the East Norwalk Historical Cemetery listed on the State and National Historical Registers. Commissioner Goldstein would like to see this happen prior to the work commencing on the Walk Bridge projects in the area in order to protect the cemetery.

Commissioner Parkington recalled from a past meeting that it is possible to hire a consultant to assist with the filing. The cost was approximately \$10,000.

The Commission asked staff to reach out to either/both Tod Bryant, President of the Norwalk Preservation Trust, or David Westmoreland of the Historical Commission to see if they knew of any consultants in the area who could assist Third Taxing District with the filing for the registers.

Third Taxing District had previously been in touch with Chris Burr, who heads the Cemetery Association, and he was not in favor of being listed on the registers, as he thought it would put too many restrictions on the Association with regard to the maintenance and repairs in the cemetery. After further discussion, the Commission thought it would be best to invite Chris Burr to a future meeting to discuss this in more detail.

Commissioner Goldstein addressed the condition of the cemetery gates and that they need to be restored and repaired. Staff was instructed to obtain quotes for the restoration of the gates.

GENERAL MANAGER'S REPORT

Audit Update

Mr. Barber reported that the audit is complete and is now being finalized. The delay had to do with GASB implementing new standards relating to OPEB. He is expecting the final report some time during the week of November 12, 2018.

Third Taxing District
of the City of Norwalk
November 5, 2018

DRAFT

Health Insurance Update

Mr. Barber reported that the health insurance renewal is usually handled at the first meeting in November, but unfortunately Mr. Imbrogno (agent for Best Planning) was not available for the meeting.

Mr. Imbrogno and management are proposing a change to the insurance plan. It is currently being reviewed by the union. Once approved by the union, it will be brought to the Commission. There is a timing issue for the approval process. The union will be meeting on November 8, 2018 to vote on whether or not they approve the change in the plan. Once the union meeting has taken place, the insurance renewal will be brought to the Commission.

Mr. Barber asked the Commission if they would schedule a special meeting to review the health insurance plan proposal. The Commission agreed to schedule a special meeting for Thursday, November 8, 2018.

Update on Walk Bridge Project

Mr. Barber referred to his memo to the Commission of October 31, 2018 giving an update on the Walk Bridge Project. As of June 28, 2018, 60% Plans and Specifications were received from the State of Connecticut.

Commissioner Goldstein asked about the undergrounding for the Osborne Avenue bridge and wanted to know if it was relocating lines already underground, or putting lines from above ground to underground. Mr. Barber indicated that the distribution system is currently underground and will only be relocated.

PROJECT SUMMARY

Mr. Barber indicated that all timelines in the Project Summary have been updated.

Verizon Small Cell – Mr. Barber has not heard back from them.

Veteran's Park Ice Rinks – Mr. Barber send a letter to Mr. Hughes to determine the status of the rinks.

Third Taxing District
of the City of Norwalk
November 5, 2018

DRAFT

EXECUTIVE SESSION

- Union Contract Negotiations

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager and Assistant General Manager entered into Executive Session at 9:17 p.m.

The Commissioners, Treasurer, General Manager and Assistant General Manager returned to public session at 9:50 p.m.

ADJOURNMENT

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

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
November 5, 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.

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
November 8, 2018

ATTENDANCE: Commissioners: David Brown, Chair; Debora Goldstein;
Pamela Parkington

STAFF: Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.;
Mike Adams, General Line Foreman

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Mike Imbrogno, Best Planning

CALL TO ORDER

Commissioner Brown called the meeting to order at 6:30 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

HEALTH INSURANCE RENEWAL

Mr. Barber reviewed his memo to the Commission explaining the process that took place and how they arrived at the two options being presented. Mr. Barber is recommending a High Deductible Health Plan (HDHP) with a Health Reimbursement Account (HRA) to the union which is new.

Mr. Imbrogno reviewed the current Anthem Blue Cross Blue Shield Plan with the Commission. He then presented the two options which were narrowed down with management: Anthem Gold Century Preferred PPO and Anthem Silver Century Preferred PPO (HRA). He explained the differences between the two plans and how each one works.

The HRA could potentially provide Third Taxing District and its employees a savings compared to the current premiums. The HRA deductible would be funded by Third Taxing District. Once an employee uses his/her deductible, the plan would then pick up 100% of costs with the exception of prescriptions. Prescriptions would then follow the Prescription Drug Benefit based on Tier levels, which in turn would follow the union contract for the cost(s) to the employees.

Mr. Imbrogno said that he had met with the union employees, presented the HRA and answers any questions they had.

Third Taxing District
of the City of Norwalk
November 8, 2018

DRAFT

Mr. Adams stated that union realizes this a potential savings for Third Taxing District and its employees and the union believes it to be an acceptable plan. The choice will depend on how this plan would be entered into the upcoming union contract in 2019 with a Memorandum of Understanding (MOU).

Mr. Barber shared and reviewed a spreadsheet with an analysis he prepared which shows the potential savings to both Third Taxing District and its employees based on the current health insurance plan. He reviewed the spreadsheet with the Commission.

Mr. Barber stated that he believes both sides (management and union) are on board with the new plan, but before a final decision can be made, they need to work out the MOU. Negotiations will continue between management and the union over the next couple of days. Once finalized, the Commission will reconvene and vote on the selection of the health insurance renewal.

EXECUTIVE SESSION

- Collective Bargaining

**** COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.**

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, General Manager and Assistant General Manager entered into Executive Session at 7:07 p.m.

The Commissioners, General Manager and Assistant General Manager returned to public session at 8:07 p.m.

ADJOURNMENT

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

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
November 8, 2018

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

OR

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

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Commission Meeting
November 14, 2018

ATTENDANCE: Commissioners: David Brown, Chair; Debora Goldstein;
Pamela Parkington

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

CALL TO ORDER

Commissioner Brown called the meeting to order at 5:03 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

EXECUTIVE SESSION

- Collective Bargaining

**** COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, General Manager and Assistant General Manager entered into Executive Session at 5:05 p.m.

The Commissioners, General Manager and Assistant General Manager returned to public session at 5:15 p.m.

**** COMMISSIONER GOLDSTEIN MOVED TO AUTHORIZE GENERAL MANAGER, KEVIN BARBER, TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE THIRD TAXING DISTRICT AND AFSCME COUNCIL 4 AFL-CIO REGARDING THE HEALTH INSURANCE RENEWAL FOR DECEMBER 2018 INCORPORATING COMMISSIONER GOLDSTEIN'S COMMENTS.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
November 14, 2018

DRAFT

HEALTH INSURANCE PLAN SELECTION

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE, WITH CONCURRENCE OF UNION AS PRESENTED IN THE MEETING, RENEWING THE EMPLOYEE HEALTH INSURANCE AND APPROVING THE SELECTION OF ANTHEM BLUE CROSS/BLUE SHIELD 2018 ANTHEM SILVER CENTURY PREFERRED PPO 3000/0%/6500 W/HSA (ALSO KNOWN AS HRA) – CY-2V15 PY-2VIT SILVER PLAN AND TO AUTHORIZE GENERAL MANAGER, KEVEN BARBER, TO TAKE ALL NECESSARY ADMINISTRATIVE ACTIONS TO OPEN ACCOUNTS IN CONNECTION WITH THE HRA ACCOUNT.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
November 14, 2018

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

OR

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

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

	Jul-Oct18	Jul-Oct17	\$ Change	% Change
Total Income	3,432,457	3,283,286	149,171	4.54%
Total Expense	3,373,220	3,320,617	52,604	1.58%
Net Ordinary Income	59,237	(37,330)	96,568	259%
Other Income	387,544	368,414	19,130	5%
Other Expense	-	-	-	0%
Net Income before Rate Stabilization	446,781	331,084	115,697	35%
Rate Stabilization	85,630	105,796	-20,165	-19%
Net Income	532,411	436,879	95,532	22%

CASH BALANCES FY 06/30/2019

	Oct-18
ACCTS	
Operating Accounts	2,213,021
Savings	1,288,572
Capital Improvements Fund	1,990,095

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2018	3,161,286
Current Balance	3,120,069
Current Fiscal Year Capital Additions to date	505,929

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 1,913,387	\$ 1,942,495	\$ (29,108)	-1%
Budget Energy Cost	\$ 1,760,316	\$ 1,845,370	\$ (85,054)	-5%
Energy Cost Cents/KWH	10.400	10.550	\$ (0.15)	-1%

**Third Taxing District
Profit & Loss Prev Year Comparison
October 2018**

	Oct 18	Oct 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	31,571.97	20,947.91	10,624.06	50.72%
440-00 · Residential Sales	268,759.39	296,498.48	-27,739.09	-9.36%
442-01 · Large Commercial Sales	69,956.53	77,901.07	-7,944.54	-10.2%
442-02 · Small Commercial Sales	198,490.35	215,275.58	-16,785.23	-7.8%
445-01 · Water Pollutn Contrl PInt Sales	96,919.47	80,764.38	16,155.09	20.0%
445-02 · Flat Rate	8,426.04	8,383.29	42.75	0.51%
451-00 · Miscellaneous Service Revenue	2,105.00	22,532.63	-20,427.63	-90.66%
557-00 · Purchased Power Adjustment	50,770.79	98,038.12	-47,267.33	-48.21%
Total Income	726,999.54	820,341.46	-93,341.92	-11.38%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	380,587.52	399,796.08	-19,208.56	-4.81%
Total COGS	380,587.52	399,796.08	-19,208.56	-4.81%
Gross Profit	346,412.02	420,545.38	-74,133.36	-17.63%
Expense				
904-00 · Substation	12,059.62	12,052.48	7.14	0.06%
403-00 · Depreciation Expense	70,674.83	64,676.80	5,998.03	9.27%
408-00 · Taxes	123,828.00	109,382.47	14,445.53	13.21%
540-00 · Other Power Generation Expense	9,705.16	9,895.79	-190.63	-1.93%
580-00 · Distribution Expenses	27,836.61	9,140.79	18,695.82	204.53%
590-00 · Maintenance Expenses	37,441.85	43,911.93	-6,470.08	-14.73%
900-00 · Customer Accounts & Service	23,538.97	25,300.47	-1,761.50	-6.96%
920-00 · Administrative Expenses	172,640.59	147,888.97	24,751.62	16.74%
Total Expense	477,725.63	422,249.70	55,475.93	13.14%
Net Ordinary Income	-131,313.61	-1,704.32	-129,609.29	-7,604.75%
Other Income/Expense				
Other Income				
419-00 · Interest Income	715.00	606.91	108.09	17.81%
421-00 · Norden Project Income	63,500.00	43,160.00	20,340.00	47.13%
423-00 · Gain/(Loss) from Sale of FA	0.00	231.20	-231.20	-100.0%
424-00 · Energy Conservation Fund Income	9,767.64	10,660.71	-893.07	-8.38%
Total Other Income	73,982.64	54,658.82	19,323.82	35.35%
Other Expense				
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	73,982.64	54,658.82	19,323.82	35.35%
Net Income before rate stabilization	-57,330.97	52,954.50	-110,285.47	-208.27%
Rate stabilization	-16,138.69	-9,275.34	-6,863.35	-74.0%
Net Income	-73,469.66	43,679.16	-117,148.82	-268.2%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

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

	<u>Jul - Oct 18</u>	<u>Jul - Oct 17</u>	<u>\$ Change</u>	<u>% Change</u>	
Ordinary Income/Expense					
Income					
443-00 · Cervalis Data Center Revenues	121,559.91	66,234.56	55,325.35	83.53%	
440-00 · Residential Sales	1,358,489.62	1,227,494.17	130,995.45	10.67%	
442-01 · Large Commercial Sales	336,315.37	310,200.73	26,114.64	8.42%	
442-02 · Small Commercial Sales	957,355.50	901,158.84	56,196.66	6.24%	
445-01 · Water Pollutn Contrl Plnt Sales	342,526.93	310,349.64	32,177.29	10.37%	
445-02 · Flat Rate	28,211.46	28,567.89	-356.43	-1.25%	
451-00 · Miscellaneous Service Revenue	4,861.67	32,087.58	-27,225.91	-84.85%	
557-00 · Purchased Power Adjustment	283,136.84	407,192.80	-124,055.96	-30.47%	Footnote 1
Total Income	<u>3,432,457.30</u>	<u>3,283,286.21</u>	<u>149,171.09</u>	<u>4.54%</u>	
Cost of Goods Sold					
555-00 · Electrical Power Purchased	1,913,387.12	1,942,494.65	-29,107.53	-1.5%	
Total COGS	<u>1,913,387.12</u>	<u>1,942,494.65</u>	<u>-29,107.53</u>	<u>-1.5%</u>	
Gross Profit	<u>1,519,070.18</u>	<u>1,340,791.56</u>	<u>178,278.62</u>	<u>13.3%</u>	
Expense					
904-00 · Substation	54,922.53	53,211.32	1,711.21	3.22%	
403-00 · Depreciation Expense	282,699.32	258,707.20	23,992.12	9.27%	Footnote 2
408-00 · Taxes	129,684.64	112,906.24	16,778.40	14.86%	
540-00 · Other Power Generation Expense	49,270.16	24,457.80	24,812.36	101.45%	Footnote 3
580-00 · Distribution Expenses	76,639.26	46,517.55	30,121.71	64.75%	Footnote 4
590-00 · Maintenance Expenses	168,374.75	180,618.85	-12,244.10	-6.78%	Footnote 5
900-00 · Customer Accounts & Service	96,021.82	107,999.05	-11,977.23	-11.09%	Footnote 6
920-00 · Administrative Expenses	602,220.52	593,703.95	8,516.57	1.43%	
Total Expense	<u>1,459,833.00</u>	<u>1,378,121.96</u>	<u>81,711.04</u>	<u>5.93%</u>	
Net Ordinary Income	<u>59,237.18</u>	<u>-37,330.40</u>	<u>96,567.58</u>	<u>258.68%</u>	
Other Income/Expense					
Other Income					
418-00 · Dividends	21,563.57	8,253.00	13,310.57	161.28%	
419-00 · Interest Income	2,912.57	2,936.22	-23.65	-0.81%	
420-00 · Gain/(Loss) on Investments	35,033.64	14,263.65	20,769.99	145.62%	
421-00 · Norden Project Income	305,017.99	184,927.72	120,090.27	64.94%	Footnote 7
423-00 · Gain/(Loss) from Sale of FA	0.00	517.37	-517.37	-100.0%	
424-00 · Energy Conservation Fund Income	17,244.48	16,495.48	749.00	4.54%	
425-00 · Miscellaneous Income	5,771.35	141,020.50	-135,249.15	-95.91%	Footnote 8
Total Other Income	<u>387,543.60</u>	<u>368,413.94</u>	<u>19,129.66</u>	<u>5.19%</u>	
Other Expense					
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
Net Other Income	<u>387,543.60</u>	<u>368,413.94</u>	<u>19,129.66</u>	<u>5.19%</u>	
Net Income before rate stabilization	<u>446,780.78</u>	<u>331,083.54</u>	<u>115,697.24</u>	<u>34.95%</u>	
Rate stabilization	<u>85,630.32</u>	<u>105,795.65</u>	<u>-20,165.33</u>	<u>-19.06%</u>	
Net Income	<u>532,411.10</u>	<u>436,879.19</u>	<u>95,531.91</u>	<u>21.87%</u>	

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

1. The \$124K decrease in fuel adjustment power is due to the change in the fuel adjustment rate. Note: The fuel adjustment rate was 2.3 cents in Oct-17 vs. 1.3 cents in Oct-18.
2. The increase in Depreciation expense is due to the SCADA system that is now onboard as well as other fixed asset capital additions.
3. The increase in other Power Generation is due to repairs on the Norden generators with Miratech of \$5K and \$13K with HO Penn. The remaining difference is due to the timing of fuel purchases with East River.
4. The increase in Distribution expense is due to \$8K with Utility Services for Fitch Street service contract and \$2K for testing with SNET. The remaining increase is due to \$15K in expenses for the SCADA support program with Survalent Technologies.
5. The \$12K decrease in maintenance expense is due to expenses in the prior year for an audit with Utility Services Inc. for \$3K and the remainder is due to tree work done by KTI.
6. The \$12K decrease in Customer Accounts and Service is due to a \$6K decrease in credit card fees and the remainder is due to the timing of paper and supplies purchases.
7. The \$120K increase in Norden Income is due to increased running of the generators. Furthermore, in Sep-18, TTD was called upon over Labor Day weekend to run the generators due to a capacity issue within the marketplace which brought in significant revenues.
8. The decrease in Miscellaneous Income is due to the fact that TTD has not received any CMEEC equity distributions in the current fiscal year.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

			2018	October 2017	Industry Average (Bandwidth)
1)	<i>OPERATING RATIO</i>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	98.27%	101.14%	95-105%
2)	<i>POWER SUPPLY EXPENSE RATIO</i>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	57%	58%	65% - 70%
3)	<i>OUTSTANDING RECEIVABLES</i>	TOTAL DOLLAR AMOUNT OF CUSTOMER RECEIVABLES OVER 90 DAYS	\$38,314	\$35,322	
4)	<i>ACTUAL RATE OF RETURN ON RATE BASE</i>	AUTHORIZED BY STATE STATUTE	4.0%	4.2%	Varies by state
5)	<i>ELECTRIC CUSTOMERS PER EMPLOYEE</i>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	351	351	200 - 500
6)	<i>RATE STABILIZATION</i>	Rate Stabilization Fund Balance	\$ 4,059,858	\$ 3,984,002	Commission Approved Target of \$2.75MM - \$3.0MM
7)	<i>ENERGY LOSS %</i>	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	3.58%	3.42%	2.5% - 6%
8)	<i>SYSTEM LOAD FACTOR</i>	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	56.8%	54.5%	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.

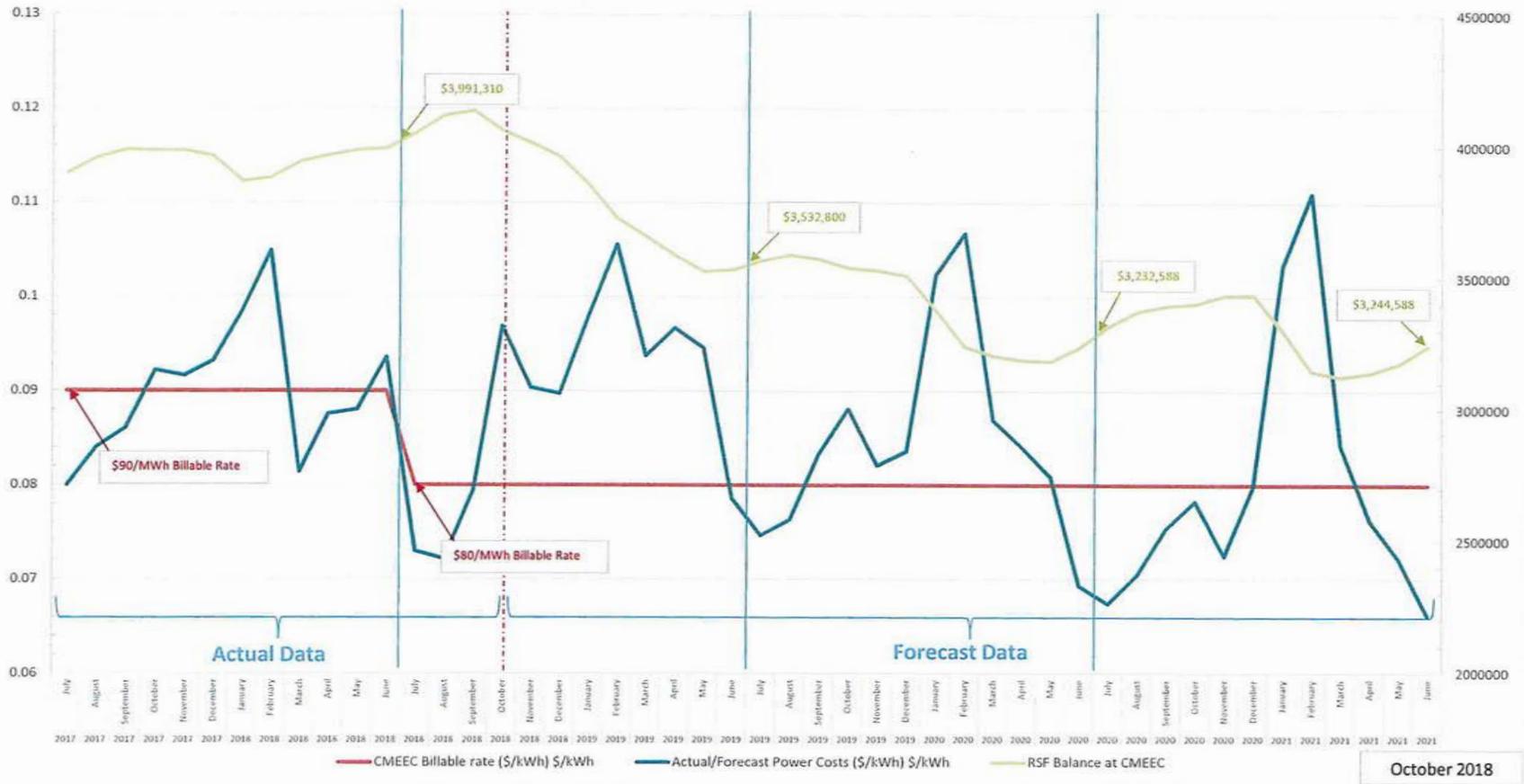
Colors will change when actual numbers are received.

		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	\$	\$ 475,283	\$ 481,252	\$ 402,827	\$ 374,776	\$ 401,978	\$ 476,441	\$ 574,923	\$ 529,559	\$ 475,714	\$ 409,675	\$ 406,571	\$ 389,696
i (Sum of current and previous 5 months)	\$	2,628,785	2,608,433	2,590,790	2,579,564	2,599,228	2,612,557	2,712,198	2,760,504	2,833,391	2,868,289	2,872,882	2,786,137
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,515,187	6,671,090	5,077,866	4,482,969	4,450,104	5,311,493	5,871,356	5,016,661	5,074,822	4,236,554	4,299,149	4,958,600
m (Sum of current and previous 5 months)	kWh	30,166,351	32,055,239	31,966,352	32,039,885	32,145,520	32,508,709	31,864,878	30,210,449	30,207,405	29,960,990	29,810,036	29,457,143
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07295	0.07214	0.07933	0.09688	0.09033	0.0897	0.09792	0.10556	0.09374	0.0967	0.09457	0.07859
n Power (Actual) Supply Costs @ Retail	\$	0.0920	0.0859	0.0856	0.0850	0.0854	0.0849	0.0899	0.0965	0.0991	0.1011	0.1018	0.0999
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	\$	(0.0038)	(0.0099)	(0.0102)	(0.0108)	(0.0104)	(0.0109)	(0.0059)	0.0007	0.0033	0.0053	0.0060	0.0041
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	5,592,906	6,079,846	6,365,722	3,916,402	4,200,898	5,014,049	5,542,560	4,735,728	4,790,632	3,999,307	4,058,397	4,680,918
t Base PCA Revenue	\$	535,800	582,449	609,836	375,191	402,446	480,346	530,977	453,683	458,943	383,134	388,794	448,432
u Fuel Factor Revenue	\$	72,708	79,038	82,754	50,913	54,612	65,183	72,053	61,564	62,278	51,991	52,759	60,852
v Total Revenues through PCA	\$	608,508	661,487	692,591	426,105	457,058	545,529	603,031	515,247	521,221	435,125	441,554	509,284
w Difference of Collection vs Expense	\$	\$ 5,737,302	\$ 5,917,536	\$ 6,207,300	\$ 6,258,628	\$ 6,313,708	\$ 6,382,796	\$ 6,410,903	\$ 6,396,591	\$ 6,442,098	\$ 6,467,548	\$ 6,502,531	\$ 6,622,119
Over collect / (Under Collect) in each month		\$133,225.28	\$180,234.81	\$289,763.44	\$51,328.33	\$55,079.83	\$69,087.62	\$28,107.31	(\$14,311.50)	\$45,506.91	\$25,449.82	\$34,983.06	\$119,587.52
RSF Balance at CMEEC		4,050,820.00	4,117,685.00	4,134,657.00	4,059,858.00	4,013,888.43	3,962,366.95	3,857,152.24	3,728,926.39	3,659,198.33	3,588,447.88	3,525,809.28	3,532,800.90
Diff between Billed Rate and Actual Cost	\$	0.00705	0.00786	0.00067	(0.01688)	(0.01033)	(0.00970)	(0.01792)	(0.02556)	(0.01374)	(0.01670)	(0.01457)	0.00141
Affect on RSF - by Month	\$	45,932.07	52,434.77	3,402.17	(75,672.52)	(45,969.57)	(51,521.48)	(105,214.71)	(128,225.85)	(69,728.06)	(70,750.45)	(62,638.60)	6,991.63

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	\$	\$ 472,190	\$ 459,522	\$ 394,526	\$ 366,324	\$ 364,290	\$ 442,676	\$ 599,231	\$ 552,309	\$ 439,594	\$ 355,059	\$ 346,797	\$ 342,728
i (Sum of current and previous 5 months)	\$	2,683,404	2,613,367	2,532,180	2,488,830	2,446,549	2,499,528	2,626,570	2,719,357	2,764,425	2,753,160	2,735,667	2,635,719
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,327,083	6,022,566	4,733,367	4,158,053	4,438,227	5,295,169	5,853,011	5,170,468	5,058,619	4,223,881	4,287,264	4,944,863
m (Sum of current and previous 5 months)	kWh	29,912,869	30,918,774	30,577,319	30,498,818	30,637,896	30,974,466	30,500,394	29,648,296	29,973,547	30,039,375	29,888,412	29,538,105
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07463	0.0763	0.08335	0.0881	0.08208	0.0836	0.10238	0.10682	0.0869	0.08406	0.08089	0.06931
n Power (Actual) Supply Costs @ Retail	\$	0.0947	0.0893	0.0874	0.0862	0.0843	0.0852	0.0909	0.0969	0.0974	0.0968	0.0967	0.0942
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	\$	(0.0011)	(0.0065)	(0.0084)	(0.0096)	(0.0115)	(0.0106)	(0.0049)	0.0011	0.0016	0.0010	0.0009	(0.0016)
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	5,972,766	5,685,302	4,468,299	3,925,202	4,189,687	4,998,640	5,525,242	4,880,922	4,775,336	3,987,344	4,047,177	4,667,950
t Base PCA Revenue	\$	572,191	544,652	428,063	376,034	401,372	478,870	529,318	467,592	457,477	381,988	387,720	447,190
u Fuel Factor Revenue	\$	77,646	73,909	58,088	51,028	54,466	64,982	71,828	63,452	62,079	51,835	52,613	60,683
v Total Revenues through PCA	\$	649,837	618,561	486,151	427,062	455,838	543,852	601,146	531,044	519,557	433,823	440,333	507,873
w Difference of Collection vs Expense	\$	\$ 6,799,766	\$ 6,958,805	\$ 7,050,429	\$ 7,111,167	\$ 7,202,715	\$ 7,303,891	\$ 7,305,806	\$ 7,284,541	\$ 7,364,504	\$ 7,443,267	\$ 7,536,803	\$ 7,701,948
Over collect / (Under Collect) in each month		\$177,646.77	\$159,039.07	\$91,624.77	\$60,737.48	\$91,548.25	\$101,175.89	\$1,915.06	(\$21,265.05)	\$79,962.58	\$78,763.59	\$93,536.07	\$165,144.53
RSF Balance at CMEEC		3,566,777.34	3,589,060.83	3,573,204.05	3,539,523.82	3,530,292.30	3,511,229.70	3,380,239.31	3,241,567.37	3,206,662.90	3,189,513.94	3,185,698.27	3,238,558.86
Diff between Billed Rate and Actual Cost	\$	0.00537	0.00370	(0.00335)	(0.00810)	(0.00208)	(0.00360)	(0.02238)	(0.02682)	(0.00690)	(0.00406)	(0.00089)	0.01069
Affect on RSF - by Month	\$	33,976.43	22,283.49	(15,856.78)	(33,680.23)	(9,231.51)	(19,062.61)	(130,990.39)	(138,671.94)	(34,904.47)	(17,148.96)	(3,815.67)	52,860.58

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: November 30, 2018

Subject: Capital Improvements Investment Account – Corporate Resolution

During a quarterly review of the District’s Capital Improvement Investment account with account executive Jamie Hunter, it was determined that an updated corporate resolution was required due to a change in authorized personnel listed on this account.

Attached for your review is the Corporate Resolution Certification that has been provided by Infinex Investments, Inc., the investment management firm for this account. This resolution would designate Ron Scofield and myself as the authorized signers for this account. Previously, Jim Smith and Ron Scofield were the authorized signers on the account.

As a reminder, this is TTD’s investment account. All transactions into and out of this account have received, and will continue to require, approval of the District Commission.

Below is a motion for your consideration.

Commissioner _____ moved a motion to designate General Manager, Kevin Barber and Assistant General Manager, Ronald Scofield as the authorized signers on the Third Taxing District’s Capital Improvement Investment account with Infinex Investments, Inc., as per the Corporate Resolution Certification provided by Infinex Investments Inc. It shall also be moved that approval be required from the District Commission, at a regular or special Commission meeting, for all transactions into and out of this investment account.

District Commissioners

David L. Brown	203-984-1129	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

Corporate Resolution Certification

STEP 1. ACCOUNT INFORMATION

Account Title Third Taxing District	Account Number 6FK549708
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STEP 2. CERTIFICATION

I HEREBY CERTIFY that at a meeting, duly called, of the Board of Directors of _____, a Corporation, at which said meeting a quorum was present and acting throughout, the following preamble and resolution was adopted and ever since has been and now is in full force and effect.

WHEREAS this Corporation is duly authorized and permitted by its Charter and Bylaws to:

- Engage in cash and/or margin transactions in any and all forms of securities including, but not limited to, stocks, options, mutual funds, stock options, stock index options, short sales, foreign currency options and debt instrument options, bonds, bond debentures, annuities, notes, scrips, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper certificates or indebtedness, and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise.
- Receive on behalf of the Corporation or deliver to the Corporation or third parties, including but not limited to the President, Vice President, Treasurer or any other authorized officer or person listed in Step 3 below giving such instruction, monies, stocks, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Corporation.
- Establish and maintain an asset management account with debit card, check writing and margin privileges, from which account funds are directly spent, in the names of each authorized person and/or any additional signatories (as indicated in the separate Asset Management Account Agreement), the responsibility for which is entirely that of the Corporation.
- Borrow money or make any contract the effect of which is to borrow money, and secure such obligations by mortgages or other liens upon Corporate property; borrow, guarantee and/or pledge any Corporate assets as collateral, as the case may be, with respect to a loan; guarantee a borrowing of money or to make any contract the effect of which is to guarantee a borrowing, and secure such obligations by mortgages or other liens upon any Corporate property.

NOW THEREFORE BE IT RESOLVED that this Corporation opened an account or accounts in its name with

Infinex Investments, Inc.

Name of Introducing Firm

- and that the individuals named in Step 3 below ("Authorized Person") or any one of them acting individually, may, on behalf of this Corporation, be and they hereby are and each of them hereby is authorized and empowered to (1) give written or oral orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from Pershing LLC (Pershing), on behalf of this Corporation monies, stocks, bonds, and other securities, (3) establish and maintain an asset management account with debit card, check writing and margin privileges from which account funds are directly spent with each authorized person as indicated in the separate asset management account agreement having check writing and debit card privileges, (4) order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers or persons indicated below giving such instructions, (5) sign acknowledgements of the correctness of all statements of accounts, (6) borrow, pledge, guarantee or otherwise encumber Corporate assets, and (7) make, execute, and deliver under the corporate seal any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by

Infinex Investments, Inc.

Name of Introducing Firm

and Pershing.



Corporate Resolution Certification

Account Number 6FK549708

STEP 3. CERTIFICATION AND SIGNATURES

I FURTHER CERTIFY that the following are the names, titles and signatures of the officers (or others) authorized by the foregoing resolution to act for this Corporation:

Printed Name Kevin Barber	Date
Title General Manager	
Signature X	

Printed Name Ronald Scofield	Date
Title Assistant General Manger	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Corporate Resolution Certification

Account Number 6FK549708

Certification

This individual may or may not be listed in the authorized persons box above and may also be an Officer, Director, Secretary or Sole Officer/Secretary of the corporation.

Printed Name Kevin Barber	Date
Title General Manager	
Signature X	

If the Certification is executed by a Signer who is empowered to act for the Corporation pursuant to these resolutions and certifications, but is not an Officer of the Corporation, an Officer must complete and execute the Additional Certification in Step 4 below.

If the Corporation has only one Sole Officer, that Sole Officer must make the certification immediately above indicating his or her company title in addition to filling in and executing the Additional Certification in Step 4 below.

STEP 4. ADDITIONAL CERTIFICATION

This section to be completed only if the Signer in Step 3 above is authorized to act pursuant to the foregoing Resolutions, but is not an Officer of the Corporation, OR if the Corporation has only one Officer.

Check one:

- I FURTHER CERTIFY that the Signer in Step 3 above is authorized by the foregoing resolutions and its operating documents to act hereunder if listed as an authorized person.
- I FURTHER CERTIFY that the Corporation has only one Sole Officer/Secretary and that I am that Sole Officer/Secretary and am authorized to execute legal and binding documents in the name of and on behalf of the Corporation pursuant to its governing documents.

Printed Name	Date
Title	
Signature X	



New Account Form Secondary/Additional Holder

Account Number 6FK549708 IP A03

ADDITIONAL HOLDER/PARTICIPANT INFORMATION

First Name/Entity	Kevin	Middle	Last Name	Barber	Suffix
Social Security or Tax ID Number (EIN)		Person	Entity	Date of Birth	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Email					
Home Phone	Business Phone		Mobile Phone		
Legal Address (no P.O. box)					Apt/Ste
City	State	Zip/Postal Code			
Country	U.S. Resident?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing Address (if different from legal address)					Apt/Ste
City	State	Zip/Postal Code			
Country of Citizenship(s)		Country of Permanent Residence			

GENDER: Male Female

MARITAL STATUS: Single Married Divorced Domestic Partner Widowed

EMPLOYMENT/INDUSTRY AFFILIATIONS: Employed Self-Employed Retired Unemployed Homemaker Student

Occupation	Years Employed	Type of Business	
Employer Name			
Employer's Address			Apt/Ste
City	State	Zip/Postal Code	Country

UNEXPIRED GOVERNMENT IDENTIFICATION

GOVERNMENT PHOTO ID #1	
Type of Unexpired Photo ID	
ID Number	
Country of Issue	
State/Province/Subdivision of ID	
Date of Issue	Date of Expiration

GENERAL INVESTMENT KNOWLEDGE/EXPERIENCE: Limited Moderate Extensive None



Infinex Ref#



New Account Form Secondary/Additional Holder

Account Number **6FK549708** IP **AO3**

FINANCIAL INFORMATION: Check box if aggregated with other joint tenants.

Annual Income	Net Worth	Liquid Net Worth	Tax Bracket	Annual Expenses
<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> 0 - 15%	<input type="checkbox"/> \$50,000 and under
<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> 15.1% - 32%	<input type="checkbox"/> \$50,001 - \$100,000
<input type="checkbox"/> \$50,001-100,000	<input type="checkbox"/> \$50,001-\$200,000	<input type="checkbox"/> \$50,001-\$200,000	<input type="checkbox"/> 32.1% - 50%	<input type="checkbox"/> \$100,001-\$250,000
<input type="checkbox"/> \$100,001-\$250,000	<input type="checkbox"/> \$200,001-\$500,000	<input type="checkbox"/> \$200,001-\$500,000	<input type="checkbox"/> 50.1% +	<input type="checkbox"/> \$250,001-\$500,000
<input type="checkbox"/> \$250,001-\$500,000	<input type="checkbox"/> \$500,001-\$1,000,000	<input type="checkbox"/> \$500,001-\$1,000,000		<input type="checkbox"/> Over \$500,001
<input type="checkbox"/> Over \$500,000	<input type="checkbox"/> Over \$1,000,001	<input type="checkbox"/> Over \$1,000,001		

KNOWLEDGE AND EXPERIENCE BY INVESTMENT TYPE

INVESTMENT	INVESTMENT KNOWLEDGE				INVESTMENT VALUE
Equities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Options	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Fixed Income	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Mutual Funds	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Unit Investment Trusts	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Exchange Traded Funds	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Real Estate	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Insurance	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Fixed Annuities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Variable Annuities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Precious Metals	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Commodities, Futures	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Savings	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Bank CD's	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Cash	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Other:	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$

INDUSTRY AND OTHER AFFILIATIONS

Are you an employee of this broker-dealer? Yes No

Are you related to an employee at this broker-dealer? Yes No

Employee Name	Relationship
---------------	--------------

Are you an employee of another broker-dealer? Yes No

B/D Name

Are you related to an employee at another broker-dealer? Yes No

B/D Name	Employee Name	Relationship
----------	---------------	--------------

Are you maintaining any other brokerage accounts? Yes No

With what firm(s) are you maintaining brokerage accounts?	Yrs of Investment Experience
---	------------------------------

Are you or any member of your immediate family affiliated with or employed by a member of a stock exchange or the Financial Industry Regulatory Authority? Yes No

Employer authorization is required. What is the affiliation?
--

Are you a senior officer, director, or 10% or more shareholder of a public company? Yes No

Company Name(s)

Are you a bank officer, director or other official of this networking bank? Yes No

OFAC completed (required for all parties with beneficial interest in this account)? Yes

SIGNATURE

I ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT CONTAINS A PREDISPUTE ARBITRATION CLAUSE, IN PARAGRAPHS 13 AND 14.
 I HEREBY ACKNOWLEDGE RECEIPT OF THIS NEW ACCOUNT AGREEMENT WITH PREDISPUTE ARBITRATION CLAUSE THEREIN.

Account Holder	
Print Name	Date
Signature	

Infinex Ref#



New Account Form Secondary/Additional Holder

Account Number **6FK549708** IP **AO3**

ADDITIONAL HOLDER/PARTICIPANT INFORMATION

First Name/Entity Ronald	Middle	Last Name Scotfield	Suffix
Social Security or Tax ID Number (EIN)	Person <input checked="" type="checkbox"/>	Entity <input type="checkbox"/>	Date of Birth
Email			
Home Phone	Business Phone	Mobile Phone	
Legal Address (no P.O. box)			Apt/Ste
City	State	Zip/Postal Code	
Country	U.S. Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing Address (if different from legal address)			Apt/Ste
City	State	Zip/Postal Code	
Country of Citizenship(s)		Country of Permanent Residence	

GENDER: Male Female

MARITAL STATUS: Single Married Divorced Domestic Partner Widowed

EMPLOYMENT/INDUSTRY AFFILIATIONS: Employed Self-Employed Retired Unemployed Homemaker Student

Occupation	Years Employed	Type of Business	
Employer Name			
Employer's Address			Apt/Ste
City	State	Zip/Postal Code	Country

UNEXPIRED GOVERNMENT IDENTIFICATION

GOVERNMENT PHOTO ID #1	
Type of Unexpired Photo ID	
ID Number	
Country of Issue	
State/Province/Subdivision of ID	
Date of Issue	Date of Expiration

GENERAL INVESTMENT KNOWLEDGE/EXPERIENCE: Limited Moderate Extensive None



Infinex Ref#



New Account Form Secondary/Additional Holder

Account Number 6FK549708 IP AQ3

FINANCIAL INFORMATION: Check box if aggregated with other joint tenants.

Annual Income	Net Worth	Liquid Net Worth	Tax Bracket	Annual Expenses
<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> \$25,000 and under	<input type="checkbox"/> 0 – 15%	<input type="checkbox"/> \$50,000 and under
<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> \$25,001 - \$50,000	<input type="checkbox"/> 15.1% – 32%	<input type="checkbox"/> \$50,001 - \$100,000
<input type="checkbox"/> \$50,001-100,000	<input type="checkbox"/> \$50,001-\$200,000	<input checked="" type="checkbox"/> \$50,001-\$200,000	<input type="checkbox"/> 32.1% – 50%	<input type="checkbox"/> \$100,001-\$250,000
<input type="checkbox"/> \$100,001-\$250,000	<input type="checkbox"/> \$200,001-\$500,000	<input type="checkbox"/> \$200,001-\$500,000	<input type="checkbox"/> 50.1% +	<input type="checkbox"/> \$250,001-\$500,000
<input type="checkbox"/> \$250,001-\$500,000	<input type="checkbox"/> \$500,001-\$1,000,000	<input type="checkbox"/> \$500,001-\$1,000,000		<input type="checkbox"/> Over \$500,001
<input type="checkbox"/> Over \$500,000	<input type="checkbox"/> Over \$1,000,001	<input type="checkbox"/> Over \$1,000,001		

KNOWLEDGE AND EXPERIENCE BY INVESTMENT TYPE

INVESTMENT	INVESTMENT KNOWLEDGE				INVESTMENT VALUE
Equities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Options	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Fixed Income	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Mutual Funds	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Unit Investment Trusts	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Exchange Traded Funds	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Real Estate	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Insurance	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Fixed Annuities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Variable Annuities	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Precious Metals	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Commodities, Futures	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Savings	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Bank CD's	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Cash	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$
Other:	<input type="checkbox"/> Limited	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive	<input type="checkbox"/> None	Value \$

INDUSTRY AND OTHER AFFILIATIONS

Are you an employee of this broker-dealer? Yes No

Are you related to an employee at this broker-dealer? Yes No

Employee Name	Relationship
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Are you an employee of another broker-dealer? Yes No

B/D Name Yes No

Are you related to an employee at another broker-dealer? Yes No

B/D Name	Employee Name	Relationship
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Are you maintaining any other brokerage accounts? Yes No

With what firm(s) are you maintaining brokerage accounts?	Yrs of Investment Experience
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Are you or any member of your immediate family affiliated with or employed by a member of a stock exchange or the Financial Industry Regulatory Authority? Yes No

Employer authorization is required. What is the affiliation?

Are you a senior officer, director, or 10% or more shareholder of a public company? Yes No

Company Name(s)

Are you a bank officer, director or other official of this networking bank? Yes No

OFAC completed (required for all parties with beneficial interest in this account)? Yes

SIGNATURE

I ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT CONTAINS A PREDISPUTE ARBITRATION CLAUSE, IN PARAGRAPHS 13 AND 14.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS NEW ACCOUNT AGREEMENT WITH PREDISPUTE ARBITRATION CLAUSE THEREIN.

Account Holder

Print Name	Date
Signature	

Infinex Ref#

Infinex Brokerage Account- Jamie Hunter

From: Cheri DiRoma
To: kbarber@ttd.gov
Cc:
Sent: 10/12/2018 12:12:09 PM
Attachments:  Scan-101218-120830.pdf

Dear Kevin,

We received notification that the Board Members of Third Taxing District have changed. I believe you discussed this change with Jamie and he dropped off the forms that we would need to make the change on the account. Our records indicate that we have not received those forms. I understand that you sent in changes on an Infinex Annual Account review data sheet. Unfortunately, because this is a corporate account we need to have the update on the proper forms to process your request. I have attached the forms for your convince.

I have attached the Corporate Resolution and an account holder form for each member. So there is no delay in processing, please complete all section of this form. If you have any questions, please feel free to contact me.

Cheri Di Roma

Financial Services Assistant for Jamie Hunter

Fairfield County Financial Services

20 Compo Road South

Westport, CT 06880

Phone:(203) 854-7611

Fax: 203-857-7788

Email: cdirioma@infinexgroup.com

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THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2018-2019

THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: NOVEMBER 30, 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"> In progress – with Meter Department 	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> Working with staff to understand the A-Base meter issue and develop a plan. November 2018 – One A-Base replacement 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"> K Barber attended APPA Annual Conference in June K Barber attended APPA Leadership Workshop
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 93% of the system has been completed 	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> November 2018 – Installed 2 radio-read meters for a total of 3,534 to date or 93% 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"> Line truck to be refurbished in FY 2018-19 Request for approval for purchased of Digger Derrick truck included in Oct 1 meeting Chevy Equinox Lease buy out complete
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

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
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 	2018 Cost of Service Study - Late fall 2018 – early 2019	<ul style="list-style-type: none"> • 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. • Reviewing proposal provided by UFS • UFS Proposal accepted and executed • Staff compiling data requested by UFS
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 • Strategic Planning process to begin again in late 2018 – early 2019 	<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. Meeting cancelled

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
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: <ul style="list-style-type: none"> 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 	T3 Transformer Replacement – Nov 2017 – Spring 2019	<ul style="list-style-type: none"> T3 transformer replacement in progress, transformer has been ordered. Old T3 transformer has been taken out of service. 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 effect 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 T3 Transformer – Multi-Ratio CT failed test TTD in communication with ABB on resolution to the CT problem Issue resolved with ABB, repairs to CT will be scheduled

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
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 • Contractor in the process of obtaining building permit from city

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
12)	<u>MISCELLANEOUS</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.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> • Solar Projects 	<p>Potential projects discussed with residential and commercial customers</p>	<p>On-going</p>	<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 • Bids received for battery storage and are being reviewed. • Request for approval – Oct 1st meeting • Solar panels installed on library roof
	<ul style="list-style-type: none"> • Annual Financial Audit (FYE 6/30/18) 		<p>Expected completion date – Oct 15th of each year</p>	<ul style="list-style-type: none"> • Engagement letter executed with Hope and Hernandez • Audit proceeding as scheduled • Audit complete, report pending • Audit report received on Wed, 11/28
	<ul style="list-style-type: none"> • Commercial Customer Visits 	<p>On-going as schedules permit</p>	<p>Throughout 2018</p>	<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

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
	<ul style="list-style-type: none"> Economic Development Initiatives 	<p>On-going meetings with Elizabeth Stocker, the City of Norwalk’s Economic Development Director and Laoise King, City of Norwalk’s Chief of Staff</p>	<p>Throughout 2018</p>	<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.
<p>13)</p>	<p>State (CT DOT) Bridge Projects</p>	<p>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</p>	<p>Apr 2019- Sep 2024</p>	<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. 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.

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
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.
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 Received comments back from vendor on attachment agreement. Reviewing comments
16)	Commercial Lighting Retrofits	On-going	On-going	<ul style="list-style-type: none"> Staff reviewing the forms used for the lighting projects, possible changes to be implemented. Discussions with Dooney and Bourke on possible lighting retrofit project. Lighting project completed at the Marvin

#	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
17)	Library Roof Projects	On-going	Roof – end of fiscal year 2018	<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 • Roof scheduled to be completed by June 23rd • 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 • Rinks will not be returning to Vet’s Park • Letter sent to rinks owner to determine status of rinks • Received reply from owner indicating business has been closed • Forwarded letter to attorney for review
19)	Tree Trimming	On-going	<p>Tree trimming will typically occur during the winter months.</p> <p>Spot trimming will occur on an as needed basis during the spring, summer and fall.</p>	<ul style="list-style-type: none"> • Streets trimmed in current fiscal year: Emmerson St, Myrtle St Ext, various other spot locations • Streets/areas planned for trimming: Roland St, Howard Ave, Triangle St, Winfield – Triangle to Duck, Strawberry @Winfield