



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, February 24, 2020 at 6:30p.m.

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

1. Public Comment – 15 Minute Limit
2. Commercial Insurance Policy Renewal Discussion (Peter Murphy) (Pgs. 1-2)
3. Minutes of Meeting – January 27, 2020 Regular Meeting – A/R (Pgs. 3-12)
4. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 13-19)
5. Annual Meeting Packet Review (Pgs. 20-32)
6. General Manager's Report
 - Renaming of Cemetery Street Update (Pgs. 33-34)
7. Project Summary (Pgs. 35-38)
8. 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 2-24-2020.doc

District Commissioners

Johnnie Mae Weldon
Pamela Parkington
Michele Sweeney

203-216-2652
203-858-4261
203-820-3107

Chairperson
Commissioner
Commissioner

Kevin Barber
Ron Scofield
Read Auerbach

203-866-9271
203-866-9271
203-451-7047

General Manager
Assistant General Manager
Treasurer



Norwalk Taxing District

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Memorandum

To: TTD Commissioners

From: **Kevin Barber – General Manager**

Date: February 19, 2020

Subject: Update on Commercial Insurance Policy Renewals

During the January 27, 2020 Commission Meeting, I provided the Commission with a brief update on the renewal of our commercial insurance policy. As you may recall, I advised the Commission the insurance renewals for 2020 came in with extremely large increases of more than 137% over the previous year. The insurance premiums rose from \$147,309.52 in 2019 to \$349,288.88 in 2020, an increase of \$201,979.36. Attached is a summary of the renewals for your review.

I've invited Mr. Peter Murphy, TTD's insurance agent from Marsh & McLennan Agency, to join us on Monday night to discuss the renewals and the reasons for the large increases. Mr. Murphy has been TTD's agent for the past twenty plus years and has an in depth understanding of TTD's insurance requirements.

At the suggestion of Mr. Murphy, TTD is in the process of reviewing TTD's insurance needs with another insurance company to determine if the new insurance premiums are reasonable or if TTD should switch to a different insurance provider. Mr. Murphy is also looking at options for TTD's insurance needs to help lower the premiums.

Mr. Murphy and I will be available to answer any questions you may have at Monday's Commission meeting.

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Chairperson
Commissioner
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Third Taxing District

Commercial Insurance Renewal Analysis

	2019	2020 Renewal	Inc	% Inc
Commercial Package Premium	51,205.44	153,689.52	102,484.08	200.14%
Boiler and Machinery Premium	34,770.00	47,591.00	12,821.00	36.87%
Commercial Auto Policy Premium	21,193.00	56,365.00	35,172.00	165.96%
Crime Provention Premium	793.00	793.00	0.00	0.00%
Workers Compensation Premium	17,181.00	17,490.00	309.00	1.80%
Professional Liability/EPLI Premium	4,074.00	6,961.48	2,887.48	70.88%
Umbrella Policy Premium	11,649.00	60,560.00	48,911.00	419.87%
Cyber Liability Premium	6,444.08	5,838.88	-605.20	-9.39%
Grand Total of All Premiums	147,309.52	349,288.88	201,979.36	137.11%

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THIRD TAXING DISTRICT

of the City of Norwalk

Commission Meeting

January 27, 2020

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington (7:45 p.m.); Michele Sweeney; Read Auerbach, Treasurer

STAFF: Kevin Barber, General Manager
Ron Scofield, Assistant General Manager/District Clerk
Mike Adams, General Line Foreman

OTHERS: Peter Johnson, CMEEC Ratepayer Representative
Vanessa Valadares, City of Norwalk
Laoise King, City of Norwalk
Sarah Mann, ENIA; Minnie Davis, ENIA

PUBLIC: Diane Cece (7:45 p.m.)

CALL TO ORDER

Commissioner Weldon 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.

EAST AVENUE WIDENING PROJECT (CITY OF NORWALK)

Mr. Barber reminded the Commission that at the meeting of December 16, 2019, he informed the Commission the City of Norwalk would likely be coming back to the Commission at this meeting with their “ask” for the undergrounding of electric utilities on East Avenue. He continued to review the events that took place up until this time. He told the Commission that during the past months, Mr. Adams has been working with the City of Norwalk developing a conceptual plan.

Ms. King brought regrets from Mayor Rilling, who was planning to attend the meeting, but unfortunately an unforeseen circumstance prohibited him from attending. One item Mayor Rilling asked Ms. King to make clear to the Commissioners is that the East Norwalk area of town is very important to the City of Norwalk and they are in the process of making significant

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January 27, 2020

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investments to beautify the area and improve the infrastructure for all of the residents that live in East Norwalk and utilize the businesses.

When the State DOT came forward with the projects for the Walk Bridge, the City of Norwalk found it to be an opportunity to work with them and to invest some City funds as well in order to beautify the gateway into Norwalk.

Ms. Valadares thanked the Third Taxing District for the opportunity to work with their staff on developing this project. Due to the Walk Bridge program, the East Avenue bridge will be replaced and with that the CT DOT will have all the utilities that are attached to the bridge go underground from Winfield Street to Fort Point Street. Since this was taking place, the City saw a great opportunity to expand the underground up to originally Fitch Street, but after working on the concept design, it was realized that it would be better to expand it up to Olmstead Place.

The request this evening is to ask the Third Taxing District Commission to allow the City of Norwalk to move forward with the undergrounding project on East Avenue as the CT DOT needs to be informed of a final decision within the next 30-45 days.

Discussion took place between all parties involved. Some main points include:

- Only the conduits will be below ground. All other equipment, i.e., transformers, will be above ground on pad mounts.
- The design of street lighting has not been finalized, but ornamental lighting was discussed.
- Should TTD decline to underground the electric, the City indicated all utilities would remain above ground.

The Commissioners and Treasurer asked questions of staff and the City related to undergrounding. The Commission spoke to the subject and gave their opinions about the project and whether or not they would like to see it move forward and why. Commissioners Weldon and Sweeney, as well as Treasurer Auerbach would like to see the project move forward.

**** COMMISSIONER WELDON MOVED TO APPROVE THE EAST AVENUE UNDERGROUND PROJECT FOR THE THIRD TAXING DISTRICT AS PART OF THE CITY OF NORWALK'S EAST AVENUE ROADWAY IMPROVEMENT PROJECT.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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LIBRARY BUDGET PRESENTATION

Ms. Mann informed the Commission that the budget in their packet was incorrect. A new budget was supposed to have been sent to the office but was never received. The Commission was given the new library budget (see attachment) and Ms. Mann reviewed some of the highlights on the budget.

The following items were brought to the Commission's attention:

- Hall Rental – The revenue was down last year. The kitchen is scheduled to be remodeled and the room will also be painted (on a volunteer basis). The room is being advertised.
- Bookkeeping – The bookkeeper has been charged with extra duties and her salary has been increased.
- Computer Hardware & Software – The adult computers have not been upgraded in eight years and additional protective software needs to be purchased for all computers.
- Building Security – Has increased due to the problems with the alarm going off and incurring additional costs. The system has been repaired, but the budget was increased in case any other problems should occur.
- Contractor – Expense has decreased as the library cannot always afford it. Board members have stepped up to the plate to assist where needed.
- Fundraising – Some of the fundraising events include a craft fair in May, a book sale, and fundraising events at Mr. Frosty's and Dom Carmelo's.

The new total for the library budget is \$217,676. The request from the District is \$170,000 for Appropriation and \$11,000 for Matching Funds.

DISTRICT BUDGET PRESENTATION

Mr. Barber reviewed the District Budget with the Commission on a line by line basis. Two items were discussed in detail – Summer Concert Series and Park Improvements.

Summer Concert Series – The Commission discussed the number of concerts that take place each season. Commissioner Weldon said that she believes eight concerts are too many for the season. Commissioner Parkington added that there are many concerts during the season all over the City of Norwalk and perhaps it is time to decrease the number of concerts that Third Taxing District will hold. The Commission agreed to decrease the number of concerts from eight to six for the season. The budget requested was \$34,200 and was decreased to \$30,000.

Park Improvements – This is a new line item under Capital Expenditures with a request of \$15,000. Ludlow Park lost a very large tree this past year which spurred some thoughts about improving the parks in the District. Included in the improvements would be a new Christmas Tree in Ludlow Park. In addition to the new tree, the suggestion of park benches be added to the

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park. The Commission agreed with improving Ludlow Park and Commissioner Parkington suggested that TTD retain a professional to assist in the planning/layout of foliage and benches.

Mr. Barber revised the District Budget and provided updated sheets to the Commission (see attached).

**** COMMISSIONER PARKINGTON MOVED TO RECOMMEND THE APPROVAL OF THE BUDGET OF THE TOTAL FUNDING REQUIRED FOR THE DISTRICT IN THE AMOUNT OF \$308,251 AND TRANSFER OF FUNDS IN THE AMOUNT OF \$265,000.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ANNUAL MEETING DISCUSSION

Mr. Barber spoke to the Commission about the layout for the upcoming Annual Meeting. He is recommending to the Commission that the meeting be kept as simple as possible. He does not believe the meeting needs to include various discussions that were presented in the past based on feedback from ratepayers, i.e., parks.

What would be provided would be the required opening motions, which includes nominating a Secretary and Chair for the meeting. Other items would be an Electric Department update similar to last year, a Budget discussion, and the approval from the Electors on the District Budget.

Mr. Scofield said that he and Mr. Barber discussed with Commissioner Weldon (Chair) about the idea of not setting up head tables at the front of the room. The Commissioners would have reserved seating in the front row along with TTD's attorney and accountant. Commissioner Weldon would open the meeting and once the Chair of the meeting was elected, she would take her seat in the front row with the rest of the Commission. This would also alleviate the problem of the Commission having trouble viewing the presentations on the screen. There would be only one screen in the middle for all to view. Mr. Barber said that the simple reason is that the elected officials are ratepayers at the meeting.

MINUTES OF MEETING

November 18, 2019 Regular Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF NOVEMBER 18, 2019 REGULAR MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

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December 16, 2019 Special Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF DECEMBER 16, 2019 SPECIAL MEETING.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber reviewed the Financial Highlights with the Commission for December 2019. Total Income is \$4,567,752 versus \$5,007,405 for last year, a difference of (8.78%). Total Expense is \$4,785,349 versus \$4,894,540 for last year, a difference of (2.23%). Net Income is \$46,108 versus \$319,915 for last year, a difference of (86%).

Total cash balance on hand is \$6,304,227. Current outstanding principal balance with CMEEC is \$3,378,681. Current Fiscal Year Capital Additions to date is \$687,131.

P&L's for both the Operating and Districts accounts are in good shape. One item that Mr. Barber pointed out to the Commission was Distribution Expenses, which is currently over budget by \$56,024.09. The reason for this is that the Fitch Street substation was due for its six-year testing and the cost incurred was \$63,000. This expense was included in the budget and we expect to be under budget by year-end.

KPI's: Remain in good shape.

PCA: The current balance of the RSF is \$3,861,314. Looking forward, it appears that the RSF will be on an upward trend. This is due to CMEEC's power costs and forecast to go down over the next 4-5 years.

CMEEC UPDATE AND BOARD APPOINTMENTS

CMEEC Update

- The new CEO, David Meisinger, is now on board and it appears he is going to work out very well for CMEEC.
- During the month of January, new officers were elected to the CMEEC Board and Mr. Barber was elected Chairman.
- There have been no updates on the trials of former CMEEC officials. The trials were supposed to start in February but appears that they may be postponed to 2021.

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CMEEC Board Appointments

Mr. Barber reminded the Commission that at the December 16, 2019 meeting, they re-appointed Peter Johnson as the CMEEC Ratepayer Representative. As he mentioned last month, the Commission still needs to fill the CMEEC Board position formerly held by former Commissioner Goldstein. She was a Member Representative to the CMEEC and CTMEEC Board and also the Alternate Member Delegate for TTD.

After discussion, the decision was made to elect Commissioner Sweeney to the positions.

**** COMMISSIONER PARKINGTON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER WELDON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER PARKINGTON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE ALTERNATE MEMBER DELEGATE TO THE CMEEC MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER WELDON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER WELDON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO) BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** COMMISSIONER WELDON MOVED TO APPOINT COMMISSIONER MICHELE SWEENEY AS THE ALTERNATE MEMBER DELEGATE TO THE CTMEEC (TRANSCO) MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**** COMMISSIONER PARKINGTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REPORT

Commission Photos/Bios

TTD would like to get photos of the Commissioners and Treasurer, as well as their bios for the website. The marketing firm, Greyskye, is willing to come to the February meeting and take the needed photos. The Commissioners and Treasurer would still need to write up their bios. They are welcome to take either a group photo or individual photos.

Business Insurance

Mr. Barber informed the Commission that the business insurance for this year has increased drastically. He is going to have the insurance agent come to a meeting in the very near future to explain to the Commission what is going on and why. The agent is also suggesting that TTD go out and seek comparative bids. If the bids come in considerably less, TTD has the opportunity to switch on a quarterly basis.

Pending Lawsuit

Mr. Barber could not go into detail but wanted to inform the Commission that there is a pending lawsuit from a former consultant who is seeking unpaid invoices. This is currently in the hands of the attorney. Further information will be forthcoming in the future.

PROJECT SUMMARY

Rowan Street Building – Almost complete. They are currently working on a final punch list, putting in a flooring treatment and working with the City of Norwalk for the Certificate of Occupancy.

ADJOURNMENT

**** COMMISSIONER PARKINGTON MOVED TO ADJOURN.**
**** COMMISSIONER WELDON SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
January 27, 2020

Budget 2019/2020

Budget 2019/2020

**Proposed Budget
July 2020-June 2021**

Revised

Hall Rental--Individual	\$3,000.00	\$5,500.00	\$5,500.00
Hall Rental--Monthly Contract	\$23,850.00	\$17,500.00	\$17,500.00
Grants-Library Appropriation	\$170,000.00	\$170,000.00	\$170,000.00
TTD Fundraising Match	\$10,000.00	\$11,000.00	\$11,000.00
Grants	\$6,000.00	\$7,500.00	\$7,500.00
Fundraising/Contributions--Individual	\$2,000.00	\$2,000.00	\$2,000.00
Fundraising/Contributions-Business Ot	\$2,000.00	\$2,000.00	\$2,000.00
Fundraising/Book Sales	\$1,045.00	\$1,000.00	\$1,000.00
Fines	\$300.00	\$315.00	415
Copies/Faxes	\$600.00	\$600.00	731
ENIA Dues	\$20.00	\$25.00	\$25.00
Interest Income	\$10.00	\$5.00	\$5.00
Total	\$218,825.00	\$217,445.00	\$217,676.00

Salaries/Benefits	\$108,500.00	\$113,000.00	\$113,000.00
Payroll Taxes--Employer	\$7,400.00	\$7,800.00	\$7,800.00
Audit Expenses	\$5,350.00	\$6,000.00	\$6,000.00
Bank Charges	\$25.00	\$55.00	\$55.00
Bookkeeping Expense	\$5,000.00	\$5,700.00	\$5,700.00
Children's Program Expense	\$3,500.00	\$6,000.00	\$6,000.00
Adult Programs	\$3,500.00	\$2,300.00	\$2,300.00
Community Awareness Library	\$2,000.00	\$4,000.00	\$4,000.00
Computer Hardware	\$800.00	\$3,000.00	\$3,000.00
Computer Software	\$800.00	\$2,700.00	\$2,700.00
Maintenance / Repair	\$4,500.00	\$2,265.00	\$2,265.00
Janitorial/Exterminator	\$7,400.00	\$7,500.00	\$7,500.00
Fees & Dues	\$200.00	\$150.00	\$150.00
Building Security	\$650.00	\$800.00	\$800.00
Insurance-Directors	\$3,000.00	\$3,000.00	\$3,000.00
Insurance-Health	\$14,000.00	\$14,500.00	\$14,500.00
Insurance Workmen's Comp	\$600.00	\$500.00	\$500.00
Insurance-Life	\$2,000.00	\$0.00	\$0.00
Legal	\$1,000.00	\$1,000.00	\$1,000.00
Library Books Adult	\$10,000.00	\$9,200.00	\$9,200.00
Library Books Children	\$5,000.00	\$4,000.00	\$4,000.00
Library-Mags and Newspapers	\$3,200.00	\$2,800.00	\$2,800.00
Library--Videos/DVD	\$1,750.00	\$1,500.00	\$1,500.00
Contractor	\$3,200.00	\$2,000.00	\$2,000.00
IT-Maintenance	\$1,750.00	\$1,400.00	\$1,400.00
Stationery & Supplies	\$6,000.00	\$3,525.00	\$3,525.00
Postage	\$1,000.00	\$300.00	\$300.00
Printing & Binding	\$1,100.00	\$1,300.00	\$1,300.00
office Equipment	\$2,100.00	\$2,400.00	\$2,400.00
Communications	\$4,000.00	\$3,500.00	\$3,500.00
Utilities Electric	\$4,900.00	\$0.00	\$231.00
Utilities Gas	\$4,200.00	\$4,700.00	\$4,700.00
Utilities-Water	\$400.00	\$550.00	\$550.00
TOTAL	\$218,825.00	\$217,445.00	\$217,676.00

TTD District Fund
Fiscal Year 2020-2021 Budget

2020-2021 Third Taxing District Budget - Recommended by Commission on 1-27-2020



	FY 2018-2019		FY 2019-2020		FY 2020-2021	Percentage
	Budget	Actual	Budget	Projected Actuals	Proposed	Change
District Revenues						
Rental Income - Firehouse	\$42,769	\$42,769	\$44,052	\$44,052	\$45,374	3.00%
Interest	\$325	\$322	\$325	\$325	\$325	0.00%
Total Revenues	\$43,094	\$43,091	\$44,377	\$44,377	\$45,699	2.98%
District Expenses						
District Operations						
Commission Stipends	\$10,500	\$12,250	\$10,500	\$10,500	\$10,500	0.00%
Treasurer Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Clerk Stipend	\$1,800	\$1,350	\$1,800	\$1,800	\$1,800	0.00%
Rate Payer Representative Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Payroll Tax Exp	\$1,300	\$1,316	\$1,300	\$1,300	\$1,300	0.00%
District Events						
Holiday Events (Christmas Tree Lighting)	\$6,500	\$7,297	\$6,800	\$3,817	\$6,750	-0.74%
Summer Concert Series	\$33,000	\$31,153	\$33,000	\$26,020	\$30,000	-9.09%
Annual Electors Meeting	\$5,000	\$3,666	\$6,000	\$6,000	\$3,200	-46.67%
Maintenance of District Assets						
Parks - Groundskeeping & Maintenance	\$32,000	\$26,659	\$26,000	\$26,000	\$28,100	8.08%
Firehouse Building Maintenance	\$2,000	\$0	\$2,000	\$2,000	\$1,500	-25.00%
East Norwalk Library Building Maintenance	\$8,000	\$13,106	\$8,000	\$8,000	\$9,900	23.75%
East Norwalk Historical Cemetery Maintenance	\$20,000	\$24,555	\$23,650	\$23,650	\$21,300	-9.94%
Other						
Other District Services	\$8,000	\$8,900	\$10,000	\$10,000	\$10,000	0.00%
Contingencies	\$30,000	\$4,605	\$30,000	\$30,000	\$30,000	0.00%
East Norwalk Improvement Association						
Library - Operations	\$162,900	\$162,900	\$170,000	\$170,000	\$170,000	0.00%
Library - Contingent Matching Funds	\$11,500	\$11,500	\$10,000	\$10,000	\$11,000	10.00%
Total District Expenses	\$336,100	\$312,857	\$342,650	\$332,687	\$338,950	-1.08%
Net Operating Income (Revenues minus Expenses)	(\$293,006)	(\$269,766)	(\$298,273)	(\$288,310)	(\$293,251)	-1.68%
Capital Expenditures						
Park Improvements					\$15,000	
Firehouse Building	\$0	\$0	\$20,000	\$13,835	\$0	-100.00%
East Norwalk Library Building	\$5,000	\$1,200	\$6,000	\$6,000	\$0	-100.00%
East Norwalk Historical Cemetery	\$3,200	\$0	\$6,500	\$6,500	\$0	-100.00%
Total Capital Projects	\$8,200	\$1,200	\$32,500	\$26,335	\$15,000	-53.85%
Total Funding Required	\$301,206	\$270,966	\$330,773	\$314,645	\$308,251	-6.81%
Opening District Fund Balance	\$3,136	\$43,790	\$58,254	\$85,894	\$77,022	
Transfer from Electric	\$313,070	\$313,070	\$305,773	\$305,773	\$265,000	-13.33%
Ending - District Fund Balance	\$15,000	\$85,894	\$33,254	\$77,022	\$33,771	

MOTION FOR MINUTES

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

OR

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

**Third Taxing District
Financial Highlights
Jul-Jan-2020 vs. Jul-Jan-2019**

	Jul-Jan-20	Jul-Jan-19	\$ Change	% Change
Total Income	5,538,209	5,941,785	(403,576)	-6.79%
Total Expense	5,528,032	5,903,178	(375,146)	-6.35%
Net Ordinary Income	10,177	38,607	(28,430)	-74%
Other Income	609,580	613,931	(4,351)	-1%
Other Expense	249,330	234,750	14,580	6%
Net Income before Rate Stabilization	370,427	417,788	(47,361)	-11%
Rate Stabilization	39,885	27,759	12,126	44%
Net Income	410,312	445,547	(35,235)	-8%

CASH BALANCES

ACCTS

	Jan-20
Operating Accounts	2,144,091
Savings	1,299,230
Capital Improvements Fund	2,395,213
\$	5,838,534

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2019	3,439,361
Current Balance	3,363,512
Current Fiscal Year Capital Additions to date	690,615

Third Taxing District
Profit & Loss Budget vs. Actual
July 2019 through January 2020

	CURRENT MONTH				YEAR TO DATE			
	Jan 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
443-00 - Cerrville Data Center Revenues	27,947.55	28,356.78	-409.23	-1.44%	168,346.54	162,359.42	5,987.12	3.69%
440-00 - Residential Sales	411,798.69	373,214.07	38,584.62	10.34%	2,278,534.55	2,319,846.25	-41,311.70	-1.78%
442-01 - Large Commercial Sales	96,003.67	104,577.27	-8,573.60	-8.2%	512,384.17	629,250.82	-116,866.65	-18.57%
442-02 - Small Commercial Sales	249,140.00	227,511.67	21,628.33	9.51%	1,540,145.28	1,606,426.71	-66,281.43	-4.13%
445-01 - Water Pollutn Contrl Pint Sales	101,792.73	105,081.03	-3,288.30	-3.13%	567,354.26	597,594.71	-30,240.45	-5.06%
445-02 - Flat Rate	8,342.79	8,382.54	-39.75	-0.47%	52,896.85	53,364.12	-467.27	-0.88%
451-00 - Miscellaneous Service Revenue	1,623.35	515.59	1,107.76	214.85%	9,493.65	6,476.96	3,016.69	46.58%
557-00 - Purchased Power Adjustment	73,808.74	70,251.27	3,557.47	5.06%	409,053.83	471,104.07	-62,050.24	-13.17%
Total Income	970,457.52	917,890.22	52,567.30	5.73%	5,538,209.13	5,846,423.06	-308,213.93	-5.27%
Cost of Goods Sold								
555-00 - Electrical Power Purchased	429,777.76	467,680.00	37,902.24	8.1%	3,009,941.56	2,984,800.00	-25,141.56	-0.84%
Total COGS	429,777.76	467,680.00	37,902.24	8.1%	3,009,941.56	2,984,800.00	-25,141.56	-0.84%
Gross Profit	540,679.76	450,210.22	90,469.54	20.09%	2,528,267.57	2,861,623.06	-333,355.49	-11.65%
Expense								
904-00 - Substation	17,413.80	15,149.99	-2,263.81	-14.94%	107,511.08	106,050.05	-1,461.03	-1.38%
403-00 - Depreciation Expense	71,663.00	71,667.00	4.00	0.01%	501,641.00	501,665.00	24.00	0.0%
408-00 - Taxes	932.35	1,151.54	219.19	19.03%	120,397.18	195,560.75	75,163.57	38.43%
540-00 - Other Power Generation Expense	1,638.73	11,500.00	9,861.27	85.75%	63,258.65	80,500.00	17,241.35	21.42%
580-00 - Distribution Expenses	4,230.10	21,541.66	17,311.56	80.36%	168,979.65	150,791.70	-18,187.95	-12.06%
590-00 - Maintenance Expenses	46,323.52	51,345.00	5,021.48	9.78%	316,383.98	359,415.00	43,031.02	11.97%
900-00 - Customer Accounts & Service	31,807.06	29,297.92	-2,509.14	-8.56%	223,463.15	205,085.40	-18,377.75	-8.96%
909-00 - Conservation Expenses								
920-00 - Administrative Expenses	152,401.16	190,402.10	38,000.94	19.96%	1,016,455.50	1,332,814.50	316,359.00	23.74%
Total Expense	326,409.72	392,055.21	65,645.49	16.74%	2,518,090.19	2,931,882.40	413,792.21	14.11%
Net Ordinary Income	214,270.04	58,155.01	156,115.03	268.45%	10,177.38	-70,259.34	80,436.72	114.49%
Other Income/Expense								
Other Income								
418-00 - Dividends	3,850.00	4,166.67	-316.67	-7.6%	44,754.21	29,166.65	15,587.56	53.44%
419-00 - Interest Income	615.00	625.00	-10.00	-1.6%	8,023.50	4,375.00	3,648.50	83.39%
420-00 - Gain/(Loss) on Investments	0.00	2,500.00	-2,500.00	-100.0%	28,444.09	17,500.00	10,944.09	62.54%
421-00 - Norden Project Income	44,202.24	50,000.00	-5,797.76	-11.6%	433,137.55	350,000.00	83,137.55	23.75%
423-00 - Gain/(Loss) from Sale of FA	0.00	583.33	-583.33	-100.0%	0.00	4,083.35	-4,083.35	-100.0%
424-00 - Energy Conservation Fund Income	14,198.23	12,083.33	2,114.90	17.5%	77,840.00	84,583.35	-6,743.35	-7.97%
425-00 - Miscellaneous Income	0.00	3,166.67	-3,166.67	-100.0%	17,380.52	22,166.65	-4,786.13	-21.59%
Total Other Income	62,865.47	73,125.00	-10,259.53	-14.03%	609,579.87	511,875.00	97,704.87	19.09%
Other Expense								
426-30 - PERSON TO PERSON	0.00	0.00	0.00	0.0%	20,000.00	20,000.00	0.00	0.0%
426-10 - Distribution to "District Fund"	76,443.25	76,443.25	0.00	0.0%	229,329.75	229,329.75	0.00	0.0%
990-00 - Miscellaneous Items	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
999-00 - Miscellaneous Unknown	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Other Expense	76,443.25	76,443.25	0.00	0.0%	249,329.75	249,329.75	0.00	0.0%
Net Other Income	-13,577.78	-3,318.25	-10,259.53	-309.0%	360,250.12	262,545.25	97,704.87	37.21%
Net Income	200,692.26	54,836.76	145,855.50	265.98%	370,427.50	192,285.91	178,141.59	92.64%

TTD District Fund
Profit & Loss Budget vs. Actual
July 2019 through January 2020

	CURRENT MONTH				YEAR TO DATE			
	Jan 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
980-02 · INTEREST INCOME	23.50	27.08	-3.58	-13.22%	214.19	189.60	24.59	12.97%
980-05 · FIRE HOUSE RENT	0.00		0.00	0.0%	44,052.00	44,052.00	0.00	0.0%
980-10 · FUNDING FROM ELECTRIC	76,443.25	76,443.25	0.00	0.0%	229,329.75	229,329.75	0.00	0.0%
Total Income	76,466.75	76,470.33	-3.58	-0.0%	273,572.44	273,571.35	1.09	0.0%
Expense								
980-12 · FEES- COMMISSIONERS	0.00	0.00	0.00	0.0%	5,250.00	5,250.00	0.00	0.0%
980-14 · FEES-CLERKS	0.00	0.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-16 · FEES-TREASURER	0.00	0.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-17 · Fees - Rate Payer Rep	0.00	0.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-19 · PAYROLL EXPENSES	0.00	0.00	0.00	0.0%	650.00	650.00	0.00	0.0%
980-20 · PARKS MAINTENANCE	162.14	2,166.67	2,004.53	92.52%	18,254.54	15,166.65	-3,087.89	-20.36%
980-30 · EAST NORWALK CEMETERY ASS'N	2,130.98	1,970.83	-160.15	-8.13%	23,688.26	20,295.85	-3,392.41	-16.71%
980-34 · Library - Master Plan	0.00	500.00	500.00	100.0%	0.00	3,500.00	3,500.00	100.0%
980-35 · EAST NORWALK IMP ASSOC LIBRARY	51,073.14	43,166.67	-7,906.47	-18.32%	139,652.68	137,166.65	-2,486.03	-1.81%
980-40 · CHRISTMAS TREE LIGHTING	0.00	0.00	0.00	0.0%	3,815.65	6,800.00	2,984.35	43.89%
980-45 · FIREHOUSE EXPENSES	0.00	1,833.34	1,833.34	100.0%	785.00	12,833.30	12,048.30	93.88%
980-55 · CONCERTS IN THE PARK	0.00	0.00	0.00	0.0%	26,020.00	33,000.00	6,980.00	21.15%
980-70 · ANNUAL MEETING EXPENSES	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
980-90 · CONTINGENCY EXPENSES	0.00	2,500.00	2,500.00	100.0%	0.00	17,500.00	17,500.00	100.0%
980-95 · Other District Services	0.00	181.81	181.81	100.0%	8,200.00	9,090.95	890.95	9.8%
Total Expense	53,366.26	52,319.32	-1,046.94	-2.0%	229,099.91	263,953.40	34,853.49	13.2%
Net Ordinary Income	23,100.49	24,151.01	-1,050.52	-4.35%	44,472.53	9,617.95	34,854.58	362.39%
Net Income	23,100.49	24,151.01	-1,050.52	-4.35%	44,472.53	9,617.95	34,854.58	362.39%

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

	Formula	2020	2019	Industry Average (Bandwidth)	Comments
1) OPERATING RATIO - This ratio measures the proportion of revenues required to cover the operation and maintenance costs associated with the operation of the electric utility.					
a. Operating Ratio - without Change in Rate Stabilization Fund	Total Operating Expenses / Total Operating Revenues	99.82%	99.35%	95-105%	Calculation is based on the CMEEC billable rate that is set by TTD
b. Operating Ratio - with Change in Rate Stabilization Fund	Total Operating Expenses + Change in RSF / Total Operating Revenues	99.10%	98.88%	95-105%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
2) POWER SUPPLY EXPENSE RATIO - This ratio measures the proportion of the total operating expenses that is for power supply (purchased power)					
2) a. Power Supply Expense Ratio - without Change in Rate Stabilization Fund	Purchased Power / Total Operating Expenses	54.45%	55.21%	65% - 70%	Calculation is based on the CMEEC billable rate that is set by TTD
b. Power Supply Expense Ratio - with Change in Rate Stabilization Fund	Purchased Power + Change in RSF / Total Operating Expenses	53.73%	54.74%	65% - 70%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
3) OUTSTANDING RECEIVABLES - Total amount of outstanding receivables greater than 90 days past due					
a. Outstanding Receivables - Dollars	Total (\$) Outstanding Receivables > 90 days	\$39,919	\$39,589		Indicates if TTD is doing an adequate job of collecting past due receivables
b. Percentage of total receivables	Receivables > 90 days past due / total receivables	5.06%	5.45%		Indicates the percentage of receivables that is greater than 90 days past due
4) RATE OF RETURN - Year to Date (YTD) Net income divided by audited Net Book Value of Assets					
Actual Rate of Return on Rate Base	AUTHORIZED BY STATE STATUTE	2.9%	3.2%	Varies by state 5 - 8 %	Rate of Return authorized by State statute
5) RATE STABILIZATION FUND - this index lists the balance of the rate stabilization fund held for TTD at CMEEC					
Rate Stabilization Fund balance	RSF Balance	\$3,929,448	\$3,834,345	\$2.75MM -\$3.0MM	Commission approved the target balance, which is based on a RSF balance of cover 6 months of power bills
7) ENERGY LOSS % - This ratio measures how much energy is lost in the utility's electrical system and is an indicator of the efficiency of the electrical system.					
Energy Loss %	Total Energy Loses/Total Sources of Energy	4.38%	5.72%	2.5% - 6%	This ratio is calculated on a 12 month rolling average of electricity purchased compared to energy sold to customers

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.

		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	\$	\$ 468,429	\$ 434,499	\$ 371,651	\$ 349,434	\$ 379,753	\$ 439,144	\$ 414,405	\$ 508,398	\$ 416,481	\$ 362,183	\$ 381,770	\$ 361,579
i (Sum of current and previous 5 months)	\$	2,566,035	2,453,066	2,355,558	2,337,972	2,340,901	2,442,910	2,388,885	2,462,785	2,507,614	2,520,363	2,522,380	2,444,815
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,719,686	5,864,470	4,546,195	3,991,704	4,512,269	5,388,270	5,192,395	5,245,000	4,986,000	4,049,000	4,240,000	4,875,000
m (Sum of current and previous 5 months)	kWh	30,021,522	30,829,487	30,340,703	30,306,306	30,449,847	31,022,594	29,495,303	28,875,833	29,315,638	29,372,934	29,100,665	28,587,395
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06971	0.07409	0.08175	0.08754	0.08416	0.0815	0.07981	0.09693	0.08353	0.08945	0.09004	0.07417
n Power (Actual) Supply Costs @ Retail	\$	0.0903	0.0840	0.0820	0.0815	0.0812	0.0832	0.0855	0.0901	0.0903	0.0906	0.0915	0.0903
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	\$	(0.0055)	(0.0118)	(0.0138)	(0.0143)	(0.0146)	(0.0126)	(0.0103)	(0.0057)	(0.0055)	(0.0052)	(0.0043)	(0.0055)
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	5,389,759	6,481,248	5,226,901	3,764,083	4,008,705	3,965,248	5,705,665	4,951,280	4,706,784	3,822,256	4,002,560	4,602,000
t Base PCA Revenue	\$	516,339	620,904	500,737	360,599	384,034	379,871	546,603	474,333	450,910	366,172	383,445	440,872
u Fuel Factor Revenue	\$	70,067	84,256	67,950	48,933	52,113	51,548	74,174	64,367	61,188	49,689	52,033	59,826
v Total Revenues through PCA	\$	586,406	705,160	568,687	409,532	436,147	431,419	620,776	538,699	512,098	415,861	435,479	500,698
w Difference of Collection vs Expense	\$	\$ 6,763,569	\$ 7,034,231	\$ 7,231,266	\$ 7,291,364	\$ 7,347,759	\$ 7,340,034	\$ 7,546,405	\$ 7,576,707	\$ 7,672,324	\$ 7,726,003	\$ 7,779,711	\$ 7,918,830
Over collect / (Under Collect) in each month		\$117,976.47	\$270,661.15	\$197,035.39	\$60,098.45	\$56,394.53	(\$7,725.04)	\$206,371.30	\$30,301.41	\$95,617.52	\$53,678.40	\$53,708.93	\$139,118.85
RSF Balance at CMEEC		3,842,752.00	3,902,439.00	3,917,760.00	3,910,981.00	3,914,820.00	3,929,448.00	3,886,999.00	3,798,201.15	3,780,600.57	3,742,337.52	3,699,767.92	3,728,189.17
Diff between Billed Rate and Actual Cost	\$	0.01029	0.00591	(0.00175)	(0.00754)	(0.00416)	(0.00150)	0.00019	(0.01693)	(0.00353)	(0.00945)	(0.01004)	0.00583
Affect on RSF - by Month	\$	69,145.57	34,659.02	(7,955.84)	(30,097.45)	(18,771.04)	(8,082.41)	986.56	(88,797.85)	(17,600.58)	(38,263.05)	(42,569.60)	28,421.25

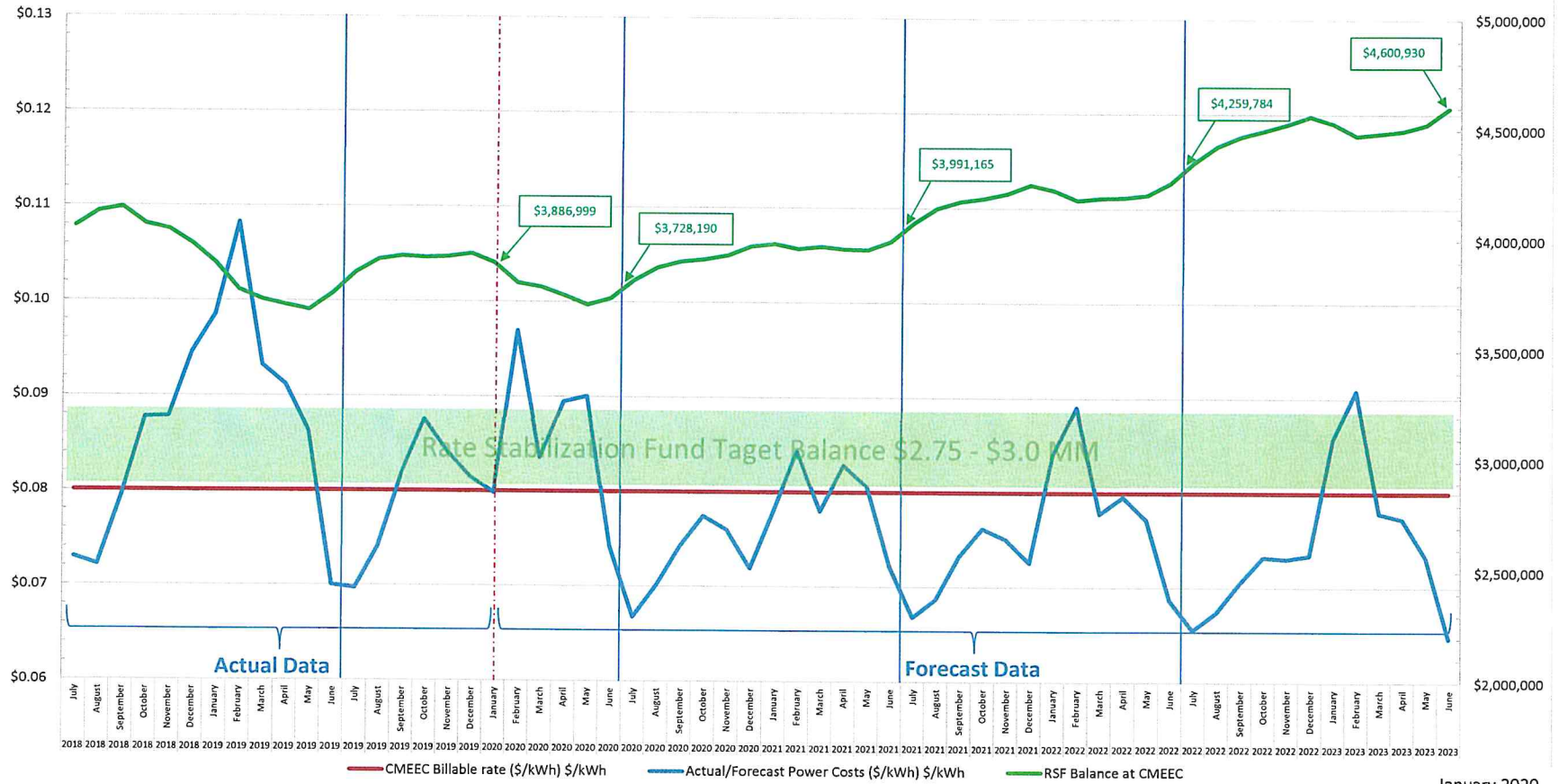
East Norwalk - PCA Calculation

Power Cost Adjustment Calculation

6 Month Rolling Average (starting January 2014)

		2020 July	2020 August	2020 September	2020 October	2020 November	2020 December	2021 January	2021 February	2021 March	2021 April	2021 May	2021 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	\$	\$ 423,916	\$ 409,501	\$ 346,904	\$ 312,780	\$ 338,168	\$ 382,774	\$ 445,146	\$ 428,363	\$ 389,148	\$ 335,751	\$ 342,321	\$ 352,092
i (Sum of current and previous 5 months)	\$	2,454,326	2,355,429	2,285,853	2,236,450	2,192,849	2,214,044	2,235,274	2,254,136	2,296,380	2,319,350	2,323,503	2,292,821
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,347,000	5,840,000	4,674,000	4,039,000	4,449,000	5,320,000	5,707,000	5,079,000	4,991,000	4,053,000	4,244,000	4,880,000
m (Sum of current and previous 5 months)	kWh	29,742,000	30,337,000	30,025,000	30,015,000	30,224,000	30,669,000	30,029,000	29,268,000	29,585,000	29,599,000	29,394,000	28,954,000
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06679	0.07012	0.07422	0.07744	0.07601	0.07195	0.078	0.08434	0.07797	0.08284	0.08066	0.07215
n Power (Actual) Supply Costs @ Retail	\$	0.0871	0.0820	0.0804	0.0787	0.0766	0.0762	0.0786	0.0813	0.0820	0.0827	0.0835	0.0836
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	\$	(0.0087)	(0.0138)	(0.0154)	(0.0171)	(0.0192)	(0.0196)	(0.0172)	(0.0145)	(0.0138)	(0.0131)	(0.0123)	(0.0122)
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	5,991,568	5,512,960	4,412,256	3,812,816	4,199,856	5,022,080	5,387,408	4,794,576	4,711,504	3,826,032	4,006,336	4,606,720
t Base PCA Revenue	\$	573,992	528,142	422,694	365,268	402,346	481,115	516,114	459,320	451,362	366,534	383,807	441,324
u Fuel Factor Revenue	\$	77,890	71,668	57,359	49,567	54,598	65,287	70,036	62,329	61,250	49,738	52,082	59,887
v Total Revenues through PCA	\$	651,883	599,810	480,053	414,834	456,944	546,402	586,150	521,650	512,612	416,272	435,889	501,211
w Difference of Collection vs Expense	\$	\$ 8,146,797	\$ 8,337,106	\$ 8,470,255	\$ 8,572,309	\$ 8,691,085	\$ 8,854,714	\$ 8,995,718	\$ 9,089,005	\$ 9,212,468	\$ 9,292,990	\$ 9,386,558	\$ 9,535,677
Over collect / (Under Collect) in each month		\$227,966.47	\$190,309.25	\$133,149.17	\$102,054.22	\$118,775.84	\$163,628.30	\$141,003.99	\$93,287.01	\$123,463.37	\$80,521.76	\$93,568.32	\$149,119.14
RSF Balance at CMEEC		3,812,033.04	3,869,732.24	3,896,747.96	3,907,087.80	3,924,839.31	3,967,665.31	3,979,079.31	3,957,036.45	3,967,168.18	3,955,657.66	3,952,856.62	3,991,164.62
Diff between Billed Rate and Actual Cost	\$	0.01321	0.00988	0.00578	0.00256	0.00399	0.00805	0.00200	(0.00434)	0.00203	(0.00284)	(0.00066)	0.00785
Affect on RSF - by Month	\$	83,843.87	57,699.20	27,015.72	10,339.84	17,751.51	42,826.00	11,414.00	(22,042.86)	10,131.73	(11,510.52)	(2,801.04)	38,308.00

Rate Stabilization Balance - 5 Year Forecast



January 2020



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

AGENDA

Annual Meeting of the Electors of the Third Taxing District of the City of Norwalk, Wednesday, March 4, 2020, at 7:00 p.m., at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut.

1. Welcome and call to order
2. Introductions
3. Reading and acceptance of the Notice of the Annual Meeting
4. Election of Annual Meeting Chairman
5. Election of Annual Meeting Secretary
6. Reading & Acceptance of Annual Meeting Minutes of March 6, 2019
7. Report of the operation of the Electric Department for the fiscal year July 1, 2018 through June 30, 2019, followed by Q&A from the public.
8. Presentation of District Budget, followed by Q&A from the public.
9. Authorization to approve the District Budget and transfer funds from the Electric Department to the District account to cover the budget requirements for the fiscal year July 1, 2020 through June 30, 2021.
10. Adjourn

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer

General Meeting Presentation Outline – Third Taxing District Annual Meeting – March 4, 2020

Item	Presenter	Begin By	Approx. Time (minutes)
1. Welcome and Call to Order	Johnnie Mae Weldon	7:00 PM	5
2. Introductions	Johnnie Mae Weldon	7:05 PM	5
3. Reading and Acceptance of the Meeting Notice	Johnnie Mae Weldon	7:10 PM	5
4. Election of a Meeting Chairperson	Johnnie Mae Weldon	7:15 PM	5
(Pause) – Review Procedures with Elected Chairperson		7:20 PM	5
5. Election of a Meeting Secretary	Meeting Chairperson	7:25 PM	5
6. Reading & Acceptance of Annual Meeting Minutes of 3/6/19	Meeting Chairperson	7:30 PM	5
7. Report of the Operation of the Electric Dept. for the Fiscal Year July 1, 2018 through June 30, 2019, followed by Q&A	Kevin Barber	7:35 PM	15
8. Presentation of District Budget, followed by Q&A from Public	Kevin Barber	7:50 PM	15
9. Vote to Approve District Budget & Transfer Funds	Meeting Chairperson	8:05 PM	5
10. Adjourn		8:10 PM	



Third Taxing District

2 Second Street
East Norwalk, CT 06855

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Fax: (203) 866-9856

NOTICE

The legal voters of the Third Taxing District of the City of Norwalk are hereby notified and warned that a meeting of said District will be held at The Marvin Community Room, 60 Gregory Boulevard, East Norwalk, Connecticut, on Wednesday March 4, 2020 at 7:00 P.M. for the following purposes:

To receive the financial report of the District for the fiscal year July 1, 2018 through June 30, 2019, and the report of the operation of the Electric Department for the fiscal year July 1, 2018 through June 30, 2019.

To act on the District budget for the fiscal year July 1, 2020 through June 30, 2021, including the appropriation of funds to cover the budget requirements of the District for care and use of parks owned by the District, care of the East Norwalk Firehouse, care of the East Norwalk Historical Cemetery, support of the East Norwalk Improvement Association Public Library, and stipends of District Officials for the fiscal year July 1, 2020 through June 30, 2021.

To approve the District budget and the transfer of funds from the Electric Department to the Third Taxing District account to cover the budget requirements for the fiscal year July 1, 2020 through June 30, 2021.

Ronald Scofield
District Clerk
February 18, 2020

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer



Third Taxing District

2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

**MINUTES OF
ANNUAL MEETING OF THE
THIRD TAXING DISTRICT OF THE CITY OF NORWALK
WEDNESDAY, MARCH 6, 2019 AT 7:00 P.M.
AT THE MARVIN, 60 GREGORY BOULEVARD, E. NORWALK, CT**

Attendance: See attached sheet

The meeting was called to order at 7:10 p.m. by Chairperson Weldon.

Chairperson Weldon introduced the Commission and staff to the attendees.

Motion was made by Diane Cece, seconded by Eugene Bauchner, to waive the reading and acceptance of the Notice of the Annual Meeting.

Motion passed unanimously.

Motion was made by Diane Cece, seconded by Andrew Strauss, to nominate Pamela Parkington as Annual Meeting Chairperson.

Motion passed unanimously.

Motion was made by Michael Foley, seconded by Peter Johnson, to elect Diane Cece as Secretary.

Motion passed unanimously.

Motion was made by Diane Cece, seconded by Andrew Strauss, to waive the reading and acceptance of the Special Annual Meeting Minutes of March 28, 2018.

Motion passed unanimously.

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

Mr. Barber, General Manager, presented the financial report of the operation of the Electric Department for the fiscal year July 1, 2017 through June 30, 2018, followed by Q&A from the public.

Mr. Barber presented the District Budget followed by Q&A from the public.

District Commissioners

Johnnie Mae Weldon 203-216-2652
Debora Goldstein 203-252-7214
Pamela Parkington 203-858-4261

Chairperson
Commissioner
Commissioner

Kevin Barber
Ron Scofield

203-866-9271
203-866-9271

General Manager
Assistant General Manager
Treasurer

Motion was made by Peter Johnson, seconded by Joseph Hawley, to approve the District Budget in the amount of \$330,773 and authorize the transfer of funds in the amount of \$305,773 from the Electric Department to the District.

Motion passed unanimously, 25 to 0.

Motion was made by Diane Cece, seconded by Michael Foley, to adjourn.

Motion passed unanimously.

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Cynthia Tenney
Recording Secretary

ATTENDANCE SHEET

TTD Ratepayers:

Bauchner, Eugene R.
Bauchner, Roberta N.
Cece, Diane M.
Chelminski, Julie North
Chelminski, Paul
Cray, Katherine A.
Davis, Minnie Ola
Foley, Michael S.
Goldstein, Debora
Hawley, Joseph S.
Hensinger, George A.
Hopkinson, Brian
Hoyt, Kristen M.
Johnson, Peter M.
Langston, Linda P.
McCrae, Janet A.
Mehle, Owen L.
Mele, Dawn L.
Mulford, Charles W.
Parkington, Pamela Mills
Stavrolakes, Georgiana Gilda
Strauss, Andrew R.
Toussaint, Kendall R.
Weldon, Johnnie Mae

Others:

Kevin Barber, General Manager, TTD
Ron Scofield, Asst. General Mgr., TTD
Cynthia Tenney – TTD Staff
Tricia Dennison – TTD Staff
Rachel Garcia – TTD Staff
Giovanna Trani – TTD Staff & Ratepayer
Mike Adams – TTD Staff
Scott Tracy – TTD Staff
Joe Charriot – TTD Staff
Matt Allred, TTD Accountant
Brian LeClaire – Berchem Moses



Third Taxing District

Proposed Budget

Fiscal Year 2020-2021

Budget Recommended by the Third Taxing District Commission to the Electors on January 27, 2020

Third Taxing District Proposed Budget – Fiscal Year 2020-2021



	<u>Proposed Budget FY 2020-2021</u>	<u>FY 2019-2020</u>	<u>% Change</u>
<i>DISTRICT REVENUES</i>			
Rental Income – Firehouse	\$45,374	\$44,052	3.00%
Interest	\$325	\$325	0.00%
<i>Total District Revenues</i>	\$45,699	\$44,377	2.98%

Third Taxing District Proposed Budget - Continued



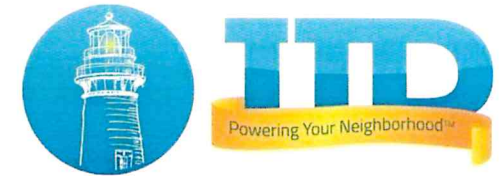
<i>DISTRICT EXPENSES</i>	Proposed Budget FY 2020-2021	FY 2019-2020	% Change
<i>District Operations</i>			
Commission Stipend	\$10,500	\$10,500	0.00%
Treasurer Stipend	\$1,800	\$1,800	0.00%
Clerk Stipend	\$1,800	\$1,800	0.00%
Ratepayer Representative Stipend	\$1,800	\$1,800	0.00%
Payroll Tax Expenses	\$1,300	\$1,300	0.00%
<i>District Events</i>			
Holiday Events (Tree Lighting)	\$6,750	\$6,800	(0.74%)
Summer Concert Series	\$30,000	\$33,000	(9.09%)
Annual Electors Meeting	\$3,200	\$6,000	(46.67%)
<i>Maintenance of District Assets</i>			
Parks – Maintenance	\$28,100	\$26,000	8.08%
Firehouse Building	\$1,500	\$2,000	(25.0%)
East Norwalk Library Building	\$9,900	\$8,000	23.75%
East Norwalk Historical Cemetery	\$21,300	\$23,650	(9.94%)
<i>Other Expenses</i>			
Other District Services	\$10,000	\$10,000	0.00%
Contingencies	\$30,000	\$30,000	0.00%
<i>East Norwalk Library</i>			
Library – Operations	\$170,000	\$170,000	0.00%
Library – Contingent Matching Funds	\$11,000	\$10,000	10.00%
<i>TOTAL DISTRICT EXPENSES</i>	\$338,950	\$342,650	(1.08%)

Third Taxing District Proposed Budget - Continued



	Proposed Budget <u>FY 2020-2021</u>	<u>FY 2019-2020</u>	<u>% Change</u>
<i>CAPITAL EXPENDITURES</i>			
Park Improvements	\$15,000	--	100.00%
Firehouse Building	\$0	\$20,000	(100.00%)
East Norwalk Library Building	\$0	\$6,000	(100.00%)
East Norwalk Historical Cemetery	\$0	\$6,500	(100.00%)
<i>TOTAL CAPITAL EXPENDITURES</i>	\$15,000	\$32,500	(53.85%)

Third Taxing District Proposed Budget - Continued



BUDGET SUMMARY

	Proposed Budget FY 2020-2021	FY 2019-2020	% Change
District Revenues	\$45,699	\$44,377	2.98%
District Expenses	\$338,950	\$342,650	(1.08%)
Net Operating Income (Revenues - Expenses)	(\$293,251)	(\$298,273)	(1.68%)
Capital Expenditures	\$15,000	\$32,500	(53.85%)
TOTAL FUNDING REQUIRED (Expenses + Capital Expenditures - Revenues)	\$308,251	\$330,773	(6.81%)
 <i>Opening District Fund Balance</i>	 \$77,022	 \$58,254	
TRANSFER FROM ELECTRIC	\$265,000	\$305,773	(13.33%)
<i>Ending District Fund Balance</i>	\$33,771	\$33,254	

Budget Recommended by the Third Taxing District Commission to the Electors on January 27, 2020

Questions?

PROPOSED MOTIONS FOR ANNUAL MEETING

Reading & Acceptance of the Notice of the Annual Meeting

_____ MOVES TO WAIVE THE READING OF THE NOTICE OF THE ANNUAL MEETING AND ACCEPT IT AS IS.

_____ SECONDS.

Election of Annual Meeting Chairman

_____ MOVES TO NOMINATE _____ AS ANNUAL MEETING CHAIRPERSON.

_____ SECONDS.

Election of Annual Meeting Secretary

_____ MOVES TO ELECT _____ AS SECRETARY OF THE ANNUAL MEETING.

_____ SECONDS.

Reading & Acceptance of Annual Meeting Minutes of March 6, 2019

_____ MOVES TO WAIVE THE READING OF THE MINUTES OF MARCH 6, 2019 AND ACCEPTS THEM AS IS.

_____ SECONDS.

Approval of District Budget and Authorize to Transfer Funds

_____ MOVES TO APPROVE THE DISTRICT BUDGET IN THE AMOUNT OF \$308,251 AND AUTHORIZE THE TRANSFER OF FUNDS IN THE AMOUNT OF \$265,000 FROM THE ELECTRIC DEPARTMENT TO THE DISTRICT.

_____ SECONDS.




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: February 19, 2020

Subject: Update - City of Norwalk – Renaming of Cemetery Street

On January 30, 2020, I received a call from Paul Sotnik, Senior Civil Engineer with the City of Norwalk, Department of Public Works to advise the District of a request from the owner of 1 Cemetery Street (Wells Fargo Bank property) to rename the street to Mill Pond Place. Mr. Sotnik advised the District because we were an adjacent property owner and the request was going to be on the Public Works Committee agenda for their February 4, 2020 meeting.

Mr. Sotnik explained the process is for the Public Works Committee to schedule a public hearing on the request. The tentative date for the public hearing was Tuesday, March 3, 2020. I have been advised that the item for scheduling the public hearing was tabled at the Feb. 4th meeting.

On February 19, 2020, I spoke with Mr. Sotnik and he advised me the request to rename Cemetery Street to Mill Pond Place has been withdrawn by the owner. It is expected that the request may be resubmitted at some point in the future.

The process and approval for the renaming of a street is with the City of Norwalk. Attached is Chapter 95-19 of the City of Norwalk Charter that explains the process for the renaming of a street. I am providing this for your information only.

I will be happy to answer any questions you have regarding this subject at Monday night's meeting.

District Commissioners

Johnnie Mae Weldon	203-216-2652	Chairperson	Kevin Barber	203-866-9271	General Manager
Pamela Parkington	203-858-4261	Commissioner	Ron Scofield	203-866-9271	Assistant General Manager
Michele Sweeney	203-820-3107	Commissioner	Read Auerbach	203-451-7047	Treasurer

§ 95-19 Responsibility for naming of streets and numbering of lots.

All matters pertaining to the naming of public streets and the numbering of lots thereon shall be referred to the Public Works Committee of the Common Council. In connection with such matters, the Public Works Committee shall hear such persons and make such investigation as it may deem necessary and, after obtaining the approval of the Planning Commission and Zoning Commission, shall report the result of such investigation, together with its recommendations as to names of public streets and numbers of lots, to the Common Council.

THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: January 31, 2020

#	<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. January 2020 – No A-Base Meters were installed during the month of December.
2)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> Approximately 97% of the system has been completed 	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> January 2020 – Installed 0 radio-read meters for a total of 3,683 to date or 97% of the system.
3)	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 Cost of Service Study to be performed in 2019 	Cost of Service Study - 2019	<ul style="list-style-type: none"> 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 Data provided to UFS UFS presented a Financial Check UP report to the Commission on Oct 21st UFS developing the Cost of Service Study

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
4)	Strategic Planning Process	<ul style="list-style-type: none"> Commission started a Strategic Planning process in Jan 2019 	<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"> Jan 28th meeting scheduled. Dedicated to Strategic Planning 2nd Meeting held on Feb 25th. List of issues created and categorized. 3rd meeting held on Apr. 15th. Reviewed year 1 lists for Governance and Infrastructure categories. 4th meeting scheduled for Jun 17th
5)	Rowan Street Storage Facility	<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 Construct storage facility 	Expected completion Fall 2019 Early 2020	<ul style="list-style-type: none"> Contractor selected and approved by Commission on March 5th Contract signed Building Permit issued Site work began on Jan 2nd Building delivery scheduled for Feb 28th Excavation began on Mar 25th Building erection beginning on June 3rd Exterior of building almost complete Interior concrete completed Interior work progressing Building expected to be substantially completed by the end of the year. Some work will be completed in the spring. Final work on the building continues. Expected completion in the next few weeks. Final inspections completed, waiting for Certificate of Occupancy

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
6)	State (CT DOT) Bridge Projects	Initial letter from CT DOT to TTD issued in March 2016. Regular updates have been received from CT DOT / Parsons Brinkerhoff as information is required	Apr 2019- Sep 2024	<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. • Received the 60% project submissions from the State of CT. TTD reviewing the submissions and meeting with State to review. • Continue to work with the State on the design of the infrastructure that affects TTD • Advanced utilities construction project, 60% design review occurring with the state • TTD met with the State to review the plans for the Advanced Utilities Construction Project on Dec 12th
7)	Small Cell Antenna Project/Co-Location Equipment Attachments – Verizon and ATT&T	<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 developed a “Master Lease Agreement” on behalf of the MEU’s statewide outlining the terms and conditions for attachment 	On-going	<ul style="list-style-type: none"> • 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 inquiry from AT&T on small cell attachments • Reviewing agreement with AT&T • Received additional comments/clarifications from AT&T on agreement

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	East Ave Road Widening Project / Undergrounding of Electric Utilities	Study of undergrounding of electric distribution system		<ul style="list-style-type: none"> • Staff, at the approval of the Commission has been working with the City to develop a conceptual plan of undergrounding a portion of East Ave • Letter sent to Mayor Rilling stating the District's understanding and position related to the East Ave Design Project • Report of Undergrounding provided to Commission for discussion at the May 6th Commission meeting • Staff continuing to work with City on conceptual plans regarding East Ave, RR bridge to I-95 and 215 East Ave property • Cost estimates for the underground of East Ave are being developed • City will be requesting a decision from the Commission at the January Commission meeting. • Commission approved undergrounding of East Ave at the Jan 27, 2020 Commission Meeting • Met with City to discuss next step of design process for East Ave