



Third Taxing District
 2 Second Street
 East Norwalk, CT 06855
 Tel: (203) 866-9271
 Fax: (203) 866-9856

Third Taxing District Application for Contribution from District Funds

This completed application will be reviewed for eligibility by District Staff and for approval by the Third Taxing District Commission. All information will be subject to review and dissemination under the state's FOI regulations for public records.

Overview

- District funds are maintained from the proceeds (when available) of the Third Taxing District Electric Department under a budget that is approved by the electors of the District at the annual meeting.
- Distributions from the District funds are intended to primarily benefit residents, businesses and rate-payers of the Third Taxing District.
- District funds are not intended to help with individual financial hardship requests, except as administered through a designated agency funded for that purpose.
- Decisions regarding fund disbursements are dependent upon timely, properly documented requests that meet the requirements of the "Third Taxing District Policy on Contributions from District Funds" and any applicable governing documents.
- All determinations made by the Commission shall be final and binding, and shall be made by the Commission in its sole discretion.

Full Name: Andrew Strauss	Date of Application: 04.16.2020
Legal Address: 328 Flax Hill Rd. Norwalk 06854	Needed by: FALL 2020
Organization: NORWALK TREE ALLIANCE	Preferred Phone#: 917.862.4567
Amount Requested: \$ 2500.	Preferred Email: strausa99@gmail.com

Describe in detail your reason(s) for this request.

1. To continue the TTD tree planting program in order to plant 12 or more street trees in front yards of East Norwalk homeowners.
2. To enhance the tree canopy of East Norwalk, beautify its neighborhoods and to improve the quality of the environment.

Attestation (check boxes)

Qualified

I attest that my organization meets the stated requirements for a contribution from District funds and that this request is made to primarily benefit residents, businesses or rate-payers of the District.

No Conflict

I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

Should your request be approved, will you consent to be publicized? Y N

By signing below, I verify that I understand the purpose of the Third Taxing District Funds and the requirements for contributions from these funds. I verify that the information provided in this application is true to the best of my knowledge.

Signature of authorized representative:

A Strauss, VP, NTA

Date:

04.16.2020



DATE: 16 April 2020

TO: Third Taxing District Commission and Executive:
Johnnie Mae Weldon, Michelle Sweeney, Pamela Parkington
Read Auerbach, Kevin Barber, Ronald Scofield

FROM: Andrew Strauss, Vice President, NTA

SUBJECT: **TTD-NTA Tree Planting Program**

This is to report on the status of our tree planting program, supported by the Commission's grant of \$2500 to the Norwalk Tree Alliance for 2019-20.

Tree planting, 2019

TTD has enabled the NTA to procure 12 trees, one each for 12 homeowners in East Norwalk. The total cost for procuring the trees, including installation, was \$2500, representing the TTD grant in 2019.

12 East Norwalk homeowners were selected from qualified "winners" from a lottery-type drawing in April, 2019. (The names of the 12 homeowners, with addresses and trees planted, are attached here as an addendum.) The internet-assisted drawing was conducted at TTD offices from over 35 requests, as a result of a media campaign, promoted in the TTD Newsletter and in a subsequent email solicitation to TTD customers. Winning homeowners were offered four tree options: Little-leaf Linden, Red Maple, London plane and White Oak. In spring, the 12 trees selected were provided and installed by Courville Nurseries of Norwalk in locations representing all neighborhoods in East Norwalk.

Program status, 2020

This spring TTD and NTA, assisted by GreySkye, conducted a tree lottery and media campaign similar to 2019, as described above. From approximately 29 entries, 12 top lottery winners were notified, via email in early April, that tree selection and planting would be deferred until the fall, due to current social distancing and stay-in-place rules. We anticipate that social distancing will be relaxed sufficiently by this September to complete the program.

Looking Forward

Norwalk Tree Alliance has applied once again this year for a grant to continue our partnership with Third Taxing District for enhancing the urban tree canopy in East Norwalk. Given the resilient enthusiasm of homeowners for the Free Tree program, as evidenced by the response again this year to the lottery, we have an established base of interested homeowners for next year.

Thank you

Norwalk Tree Alliance is grateful to the Commission for your partnership in the tree planting program in East Norwalk. Since its inception some five years ago, together, we have planted over 60 trees in East Norwalk and garnered the goodwill of residents in all neighborhoods. As well, we would like to thank Cynthia Tenney of TTD and David Riss of GreySkye for their important contributions in making the program a success, year after year.



TTD Tree Planting, Spring 2019

Tree order

- 3 Red Maple
 - 4 Little-leaf linden
 - 1 White oak
 - 4 London plane tree
- 12 trees total**

Planting locations, all staked in residential front yards.

6 Alden Avenue Red maple
Ellen Mitten
mobile 203.613.5723
203857.4595
dmitten42@aol.com

31 Second Street Little-leaf linden
Garret LaCava
917.340.1049
glacava@datto.com

5 Tonetta Circle London plane tree
Dwight St. John
203.943.0000
dwright@vanderblue.com

25 Cottage Street Little-leaf linden
Andrew McClory
mobile 203.559.6266
amccclory77@gmail.com

25 Russell Street White oak
Barbara Marzolf
203.853.1238

4 Pine Hill Avenue Extension Red maple (behind fence in front yard)
Glenn Martin
mobile 203.570.0419
glennmartin@optonline.net

TTD Tree Planting, Spring 2019 (continued, page 2)

74 Old Saugatuck Road London plane tree

David Alumbaugh
mobile 917.673.6514
jgdact@gmail.com

21 Old Saugatuck Road London plane tree

Jean Byrne
203.216.3411
chrissy-246@hotmail.com

3 Pequot Drive London plane tree

John Kenaga
203.506.2629
jack.kenga@ssa.gov

105 Winfield Street Red maple

Lorinda Blackman
203.354.0744, 203.275.5997
bcobc@aol.com

3 Marvin Street Little-leaf linden (plant higher than grade)

Marie Kenney
203.856.8387
mariekenney8@gmail.com

16 Alden Avenue Little-leaf linden

Jon Maggio
203.515.2555
jonmaggio@optimum.net

Questions or assistance? Please call: Andrew Strauss, mobile 917.862.4567

**** COMMISSIONER _____ MOVED TO ACCEPT THE NORWALK TREE ALLIANCE DONATION REQUEST IN THE AMOUNT OF \$2,500 TO BE FUNDED OUT OF OTHER DISTRICT SERVICES IN THE DISTRICT BUDGET WHICH WILL BE AWARDED AFTER JULY 1, 2020.**

**** COMMISSIONER _____ SECONDED.**

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Special Telephonic Commission Meeting
April 24, 2020

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington; Michele Sweeney; Read Auerbach, Treasurer

STAFF: Kevin Barber, General Manager
Ron Scofield, District Clerk & Assistant General Manager

The Special Commission Meeting of April 24, 2020 was held telephonically. All participants could hear and be heard.

CALL TO ORDER

Commissioner Weldon called the meeting to order at 4:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

ACTION ON CONNECTICUT GOVERNOR'S EXECUTIVE ORDER 7S AND 72
MUNICIPALITY PROGRAM ELECTION

Mr. Barber informed the Commission that Governor Lamont had signed two Executive Orders (EO), 7S and 7W, that require each municipality to elect the program(s) they will participant in to provide relief to customers impacted by the COVID-19 pandemic.

The two programs are as follows:

- 1) Deferment Program: This program will require TTD to offer to eligible customers a ninety (90) day deferment on their electric bills. Eligible customers will need to attest to or document significant economic impact by COVID-19 and/or those that document they are providing relief to those significantly impacted by the COVID-19 pandemic.
- 2) Low Interest Rate Program: This program requires municipalities to charge a lower interest rate for past due balances for a period of ninety (90) days. TTD currently does not charge customers interest on past due balances and by default is following this program.

Third Taxing District
of the City of Norwalk
April 24, 2020

DRAFT

Mr. Barber said that per the Executive Order the municipalities would have to participate in one or both of the programs. Mr. Barber explained and discussed the programs with the Commission.

It is the staff's recommendation that Third Taxing District participate in both of the above-mentioned program.

**** COMMISSIONER PARKINGTON MOVED THAT IN REGARD TO TWO EXECUTIVE ORDERS, 7S AND 7W THAT REQUIRE THE THIRD TAXING DISTRICT MUNICIPALITY TO ELECT THE PROGRAMS THAT WE WILL PARTICIPATE IN TO PROVIDE RELIEF TO OUR CUSTOMERS IMPACTED BY THE COVID-19 PANDEMIC, THAT TTD CHOOSE BOTH PROGRAMS THAT WERE LISTED, A DEFERMENT PROGRAM AND A LOW INTEREST RATE PROGRAM.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 4:22 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

Third Taxing District
of the City of Norwalk
April 24, 2020

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
Telephonic Commission Meeting
April 27, 2020

ATTENDANCE: Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington;
Michele Sweeney

STAFF: Kevin Barber, General Manager
Ron Scofield, District Clerk & Assistant General Manager

The Commission Meeting of April 27, 2020 was held telephonically. All participants could hear and be heard.

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.

NORWALK/FAIRFIELD CANINE UNIT DONATION REQUEST

Mr. Barber informed the Commission that the Norwalk/Fairfield Police K9 Unit is once again asking for a donation from Third Taxing District in the amount of \$1,000. The donation includes 4 tickets to the fundraiser dinner and a full-page ad in the program. It was pointed out to the Commission that due to the current COVID-19 pandemic, the dinner for the fundraiser will be rescheduled for a future date.

After discussion, the Commission approved the request.

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE NORWALK VETERINARY HOSPITAL 2020 FUNDRAISER FOR \$1,000. IN THE EVENT THE FUNDRAISER DINNER IS NOT HELD, THE DONATION WILL GO DIRECTLY TO BENEFIT THE NORWALK AND FAIRFIELD CANINE UNITS.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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

MINUTES OF MEETING

February 24, 2020 Regular Meeting

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF FEBRUARY 24, 2020 REGULAR 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 March 2020. Total Income is \$7,073,494 versus \$7,661,299 for last year, a difference of (7.67%). Total Expense is \$7,048,184 versus \$7,251,290 for last year, a difference of (2.80%). Year-to-Date Net Income is (\$39,286) versus \$995,536 for last year, a difference of (104%).

Total cash balance on hand is \$6,011,319. Of this, the Capital Improvement Fund is down approximately 10% (or approximately \$240,000) due to the drop in the financial markets because of the COVID-19 pandemic. Current outstanding principal balance with CMEEC is \$3,332,517. Current Fiscal Year Capital Additions to date is \$764,571.

Mr. Barber reviewed the P&L for the Operating account. Revenues are down which is associated with the mild winter the area experienced and probably will remain down due to the pandemic. Mr. Barber's discussion with CMEEC indicated that ISO New England has seen a 4-6% drop in energy usage. Expenses for the month are in good shape for the month and for the year.

The P&L for the District account is on or below budget.

KPI's: Mr. Barber reviewed the KPI's with the Commission and they remain consistent. He did point out that there could be an increase in Outstanding Receivables in the next few months due to the result of the pandemic.

PCA: The current balance of the RSF (Rate Stabilization Fund) is \$3,815,803. TTD is forecasting to use a little bit of the funds through the end of the current fiscal year and will expect the balance to drop to approximately \$3.7 million. But over the next three years there is still an upward trend.

Commissioner Parkington mentioned that they were going to review and work on the RSF, but during these times believes the Commission should hold off on this until the Fall to see how everything pans out.

DRAFT

PENSION COMMITTEE REPORT

The Third Taxing District Pension Committee met on February 28, 2020, to perform the Bi-Annual review of the Pension Fund with Hooker & Holcombe, TTD's Pension Fund Managers.

During the meeting, a discussion was held on the names that appear on the Charles Schwab pension accounts. Currently the names of previous Commissioners Brown and Goldstein are on the account. After discussion with Hooker & Holcombe, Chris Hodgson, TTD's labor attorney and a review of the Trust Agreement, it was determined that the District Commission was appointed as the Trustee of the Pension Trust. This means the Commission, as a group, should be listed on the Charles Schwab pension account as Trustee.

Staff is looking to get approval from the Commission to change the names to the District Commission, which may require some information and signatures from each Commissioner to complete the name changes.

**** COMMISSIONER SWEENEY MOVED TO REMOVE DAVID BROWN AND DEBORA GOLDSTEIN AS SIGNATORIES FROM THE PENSION PLAN AND APPOINT THE CURRENT THIRD TAXING DISTRICT COMMISSION BE LISTED ON THE HOOKER & HOLCOMBE PENSION ACCOUNT AS THE TRUSTEE.
** COMMISSIONER PARKINGTON SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

BANKING

Signatory Changes

Mr. Barber told the Commission that following the November elections, changes to the signatories with the accounts at Patriot Bank are needed, specifically adding Commissioner Sweeney as a signatory.

Mr. Barber asked about possibly adding the Treasurer as a signer to the accounts. Mr. Scofield stated that since 1995 (his time of hire), the Treasurer was never a signer on any of the accounts. Per the Charter, the Treasurer would only sign for bonds within the District.

Mr. Barber spoke to the Commission about the practice of having to have a Commissioner sign the checks in addition to the General Manager or Assistant General Manager. Due to the restrictions of the current COVID-19 pandemic, Messrs. Barber and Scofield have been signing the checks and Mr. Barber then emails the check registers to the Commission. Mr. Barber would like to continue the practice of having both a Commissioner and staff sign checks but would like to have the option that if a Commissioner cannot come in and sign, that the General Manager and Assistant General Manager can sign the checks. This will allow some flexibility in order to get the checks out in a timely fashion.

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

DRAFT

Commissioner Parkington asked if any accounting or financial policy indicates that a Commissioner must sign a check. Mr. Scofield does not believe there is anything in writing to that effect. Because this is not in any written policy, it gives staff and the Commission flexibility for signing checks.

**** COMMISSIONER PARKINGTON MOVED THAT THE FOLLOWING POSITIONS BE DESIGNATED AS SIGNATORIES ON THE DISTRICT AND THE ELECTRIC DEPARTMENT'S OPERATING BANK ACCOUNTS: THIRD TAXING DISTRICT COMMISSIONERS, GENERAL MANAGER AND ASSISTANT GENERAL MANAGER.
** COMMISSIONER SWEENEY SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

Investments

Mr. Barber told the Commission that a few months ago he and Mr. Scofield started talking about the banking accounts and the rate of return that TTD was receiving on them. Over the last few years, the interest rates on a lot of the accounts was either at zero or very close to zero. Messrs. Barber and Scofield began investigating options in order to get a better rate of return on the operating funds.

Part of the review process was to identify various options that would earn a higher rate of return on the funds held, while still providing the flexibility required in the cash management to cover District/Electric operations. Options included investment in Certificates of Deposits (CDs) with various financial institutions and transferring a larger amount into the investment account.

The funds currently held at Patriot Bank are fully collateralized by the bank as per an agreement between the District and the bank dating back to when the accounts were opened with Patriot Bank.

It was determined the best approach was to work with Patriot Bank and utilize two programs available to their customers. The programs are CDARS and ICS (Insured Cash Sweep). Both programs are reciprocal deposit placement services which provide access to multi-million dollar FDIC (Federal Deposit Insurance Corporation) insurance through a single bank relationship.

After discussion with the Commission, it is the recommendation of the staff to utilize the CDARS program with the funds held in the Electric Department's Security Deposit account. The security deposit account is an account that holds the security deposits paid by customers when they establish an electric account and the funds are required to be segregated from the operating funds of the electric department.

Staff is also recommending utilizing ICS accounts for the District and the Electric Department's operating accounts. TTD has been quoted a rate equal to the Fed rate plus .25%, guaranteed through June 30, 2020. After June 2020, a floating interest rate will be utilized with a floor rate of 1.0%.

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

DRAFT

**** COMMISSIONER PARKINGTON MOVED TO APPROVE THE STAFF'S RECOMMENDATION TO UTILIZE THE CDARS PROGRAM WITH THE FUNDS BEING HELD FOR THE ELECTRIC DEPARTMENT'S SECURITY DEPOSITS AND TO UTILIZE THE OTHER PROGRAM OFFERED BY PATRIOT BANK, THE ICS (INSURED CASH SWEEP) ACCOUNT FOR THE OPERATING ACCOUNT.**

**** COMMISSIONER SWEENEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

SUMMER CONCERT SERIES

As a follow-up to the Annual Meeting, Mr. Barber wanted to review the results from the meeting with regard to a motion made from the floor to modify the budget for the Summer Concert Series and increase it back to the same amount as last year (\$33,000). The motion was approved by the electors.

Mr. Barber pointed out that at no time was the motion made to change the number of concerts. The discussion was that this would be up to the Commission if they wanted to increase the number of concerts to be held. The first motion included eight concerts but was withdrawn and then a new motion that just increased the funding back to the prior year's amount of \$33,000.

Since the Annual Meeting, staff has been working on planning for the summer concerts and currently have six concerts in place, with the first concert scheduled for July 12, 2020. Mr. Scofield has been in touch with Parks and Recreation and was informed that events/activities had been cancelled for June, but so far had not cancelled anything in July, but would keep him informed.

CONSTITUTION PARK

Mr. Barber informed the Commission that TTD had been notified by the State DOT (Department of Transportation) of a proposed property acquisition for 185 Liberty Square (Constitution Park) as part of the Walk Bridge project. The proposed acquisition is for the purpose of access to two sections of the property for compensatory wetland mitigation. In discussions with the State of CT DOT, access is required to mitigate invasive species along the water line.

Access to these two areas would be provided by two access paths. One path is from the parking lot on the north end of the property and the second is the paved walkway that runs down the middle of the park.

Mr. Barber met with Stephen Miller, a CT Certified General Appraiser, at the park to review the proposed property acquisition and to discuss any options or alternatives that may be available. Mr. Miller explained the contractor for the Walk Bridge project will be required to mitigate the invasive species for a period of ten years after the project is completed.

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

DRAFT

Mr. Barber reviewed the deed of Constitution Park with the Commission and stated that there is a restriction on the deed that requires the property to be maintained as open space in perpetuity for the general public. Within the deed one of the conditions imposed is: "The Planning and Zoning Commissions shall review site plans before any proposed construction begins..." which means TTD would need to go to the City if there were plans to make any changes/construction in the park.

Mr. Barber believes the State DOT will be back in touch with TTD over the next couple of months to present the next step in the process which could be a dollar value for the two easements.

During the discussion, the subject of the pink trailers owned by Norwalk 2.0 came up. Their lease is due to expire at the end of July and will be brought to the attention of the Commission at the next meeting.

GENERAL MANAGER'S REPORT

COVID-19 TTD Response Update

Mr. Barber reviewed with the Commission all steps that have taken place in response to the COVID-19 pandemic.

- The Electric Department has closed its doors to the general public and customers are utilizing either electronic payments, the night drop box, paying by phone or U.S. mail.
- The outcome of the Special Commission meeting held on April 24, 2020, the State was notified that TTD had elected that they would participate in one or both of the programs offered, Deferment Program and Low Interest Rate Plan Program.
- TTD is also following suit with PURA's (Public Utility Regulatory Authorities) request and the Executive Order of the Governor to not terminate accounts.
- Internally, the company was split into two teams (Team A and Team B). The staff has been working in split shifts with the logic that if any one employee gets ill, they will not potentially infect the entire staff.

The Commission discussed options for possible incentives that could be provided to the ratepayers in order to assist them during this difficult time. Further discussion will be held at the next Commission meeting.

FY2019-20 Auditors

Mr. Barber recently discovered that the Commission had requested that TTD go out and obtain bids for auditors for the current year, not necessarily with the intention of changing auditors, but to be true to the process of competitive bidding. With the current situation of the pandemic, getting bids from auditors will be very chaotic. Mr. Barber is requesting that we continue using

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

DRAFT

Hope & Hernandez for the upcoming audit and defer getting bids until next year. The Commission was in agreement with this.

Cost of Service Study Update

Mr. Barber has been in communication with Utility Financial Services (UFS) with regard to a Rate Study. He has been informed that TTD's rates are in a good spot at this time. Staff is working with UFS on a review of the rate structures which will be brought before the Commission at a future meeting.

Discussion on Future Meetings

Mr. Barber discussed the options with the Commission about future meetings while the restrictions are still in place due to the COVID-19 pandemic. He offered to continue to hold the meetings telephonically or asked if everyone had the ability to have a video conference via Zoom. The Commission responded that they all have the ability to have a video conference. Mr. Barber is going to look into options for the office staff with regard to video ability.

Electric Budget

The staff is currently working on the budget for FY20-21 and is planning on presenting it to the Commission at the May meeting, or possibly at the June meeting if need be.

PROJECT SUMMARY

Mr. Barber stated that the topics of interest were discussed during the meeting, but if the Commission had any questions, he would be happy to answer them. There were no questions at this time from the Commission.

ADJOURNMENT

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

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

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

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-Apr-2020 vs. Jul-Apr-2019**

	Jul-Apr-20	Jul-Apr-19	\$ Change	% Change
Total Income	7,802,592	8,422,805	(620,213)	-7.36%
Total Expense	7,847,040	8,014,625	(167,585)	-2.09%
Net Ordinary Income	(44,448)	408,180	(452,628)	-111%
Other Income	339,956	936,171	(596,215)	-64%
Other Expense	325,773	313,070	12,703	100%
Net Income before Rate Stabilization	(30,265)	1,031,281	(1,061,546)	-103%
Rate Stabilization	(140,563)	(406,033)	265,470	65%
Net Income	(170,828)	625,248	(796,076)	-127%

CASH BALANCES

ACCTS

	Apr-20
Operating Accounts	2,542,942
Savings	1,301,636
Capital Improvements Fund	2,123,137
Total	5,967,715.00

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2019	3,439,361
Current Balance	3,317,020
Current Fiscal Year Capital Additions to date	748,327

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

	CURRENT MONTH				YEAR TO DATE			
	Apr 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
	Ordinary Income/Expense							
Income								
443-00 · Cervalis Data Center Revenues	22,500.61	19,177.17	3,323.44	17.33%	236,653.27	220,689.82	15,963.45	7.23%
440-00 · Residential Sales	316,126.13	285,689.36	30,436.77	10.65%	3,252,905.41	3,330,893.16	-77,987.75	-2.34%
442-01 · Large Commercial Sales	65,128.86	83,496.26	-18,367.40	-22.0%	722,224.11	894,430.50	-172,206.39	-19.25%
442-02 · Small Commercial Sales	178,050.45	199,540.61	-21,490.16	-10.77%	2,118,569.30	2,236,695.38	-118,126.08	-5.28%
445-01 · Water Pollutn Contrl PInt Sales	85,311.09	94,621.30	-9,510.21	-10.03%	806,723.15	661,953.42	-55,230.27	-6.41%
445-02 · Flat Rate	8,342.79	8,382.54	-39.75	-0.47%	77,925.22	78,511.74	-586.52	-0.75%
451-00 · Miscellaneous Service Revenue	25.00	1,673.49	-1,648.49	-98.51%	11,848.65	9,636.13	2,212.52	22.96%
557-00 · Purchased Power Adjustment	53,612.88	56,368.68	-2,755.80	-4.89%	575,742.87	656,333.03	-80,590.16	-12.28%
Total Income	729,097.81	749,149.41	-20,051.60	-2.68%	7,802,591.98	8,289,143.18	-486,551.20	-5.87%
Cost of Goods Sold								
555-00 · Electrical Power Purchased	339,367.96	325,040.00	-14,327.96	-4.41%	4,113,551.00	4,130,480.00	16,929.00	0.41%
Total COGS	339,367.96	325,040.00	-14,327.96	-4.41%	4,113,551.00	4,130,480.00	16,929.00	0.41%
Gross Profit	389,729.85	424,109.41	-34,379.56	-8.11%	3,689,040.98	4,158,663.18	-469,622.20	-11.29%
Expense								
904-00 · Substation	15,448.92	15,149.99	-298.93	-1.97%	149,406.40	151,500.02	2,093.62	1.38%
403-00 · Depreciation Expense	71,663.00	71,667.00	4.00	0.01%	716,630.00	716,666.00	36.00	0.01%
408-00 · Taxes	98,418.34	1,151.54	-97,266.80	-8,446.67%	302,253.81	292,765.37	-9,488.44	-3.24%
540-00 · Other Power Generation Expense	2,885.04	11,500.00	8,614.96	74.91%	73,660.10	115,000.00	41,339.90	35.95%
580-00 · Distribution Expenses	4,029.61	21,541.66	17,512.05	81.29%	196,739.12	215,416.68	18,677.56	8.67%
590-00 · Maintenance Expenses	44,062.90	51,345.00	7,282.10	14.18%	438,322.10	513,450.00	75,127.90	14.63%
900-00 · Customer Accounts & Service	28,822.76	29,297.92	475.16	1.62%	315,691.49	292,979.16	-22,712.33	-7.75%
920-00 · Administrative Expenses	176,770.03	190,402.10	13,632.07	7.16%	1,540,785.92	1,904,020.80	363,234.88	19.08%
Total Expense	442,100.60	392,055.21	-50,045.39	-12.76%	3,733,488.94	4,201,798.03	468,309.09	11.15%
Net Ordinary Income	-52,370.75	32,054.20	-84,424.95	-263.38%	-44,447.96	-43,134.85	-1,313.11	-3.04%
Other Income/Expense								
Other Income								
418-00 · Dividends	5,100.00	4,166.67	933.33	22.4%	63,007.76	41,666.66	21,341.10	51.22%
419-00 · Interest Income	615.00	625.00	-10.00	-1.6%	12,112.01	6,250.00	5,862.01	93.79%
420-00 · Gain/(Loss) on Investments	2,500.00	2,500.00	0.00	0.0%	-238,795.95	25,000.00	-263,795.95	-1,055.18%
421-00 · Norden Project Income	44,133.79	50,000.00	-5,866.21	-11.73%	455,234.39	500,000.00	-44,765.61	-8.95%
423-00 · Gain/(Loss) from Sale of FA	1,781.25	583.33	1,197.92	205.36%	1,781.25	5,833.34	-4,052.09	-69.46%
424-00 · Energy Conservation Fund Income	10,314.75	12,083.33	-1,768.58	-14.64%	26,805.00	120,833.34	-94,028.34	-77.82%
425-00 · Miscellaneous Income	2,431.25	3,166.67	-735.42	-23.22%	19,811.77	31,666.66	-11,854.89	-37.44%
Total Other Income	66,876.04	73,125.00	-6,248.96	-8.55%	339,956.23	731,250.00	-391,293.77	-53.51%
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%	305,773.00	305,773.00	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%	325,773.00	325,773.00	0.00	0.0%
Net Other Income	-9,567.21	-3,318.25	-6,248.96	-188.32%	14,183.23	405,477.00	-391,293.77	-96.5%
Net Income	-61,937.96	28,735.95	-90,673.91	-315.54%	-30,264.73	362,342.15	-392,606.88	-108.35%

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

	CURRENT MONTH				YEAR TO DATE			
	Apr 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
980-02 · INTEREST INCOME	25.00	27.08	-2.08	-7.68%	275.13	270.84	4.29	1.58%
980-05 · FIRE HOUSE RENT	0.00	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%	305,773.00	305,773.00	0.00	0.0%
Total Income	76,468.25	76,470.33	-2.08	-0.0%	350,100.13	350,095.84	4.29	0.0%
Expense								
980-12 · FEES- COMMISSIONERS	0.00	0.00	0.00	0.0%	7,875.00	7,875.00	0.00	0.0%
980-14 · FEES-CLERKS	0.00	0.00	0.00	0.0%	1,350.00	1,350.00	0.00	0.0%
980-16 · FEES-TREASURER	0.00	0.00	0.00	0.0%	1,350.00	1,350.00	0.00	0.0%
980-17 · Fees - Rate Payer Rep	0.00	0.00	0.00	0.0%	1,350.00	1,350.00	0.00	0.0%
980-19 · PAYROLL EXPENSES	0.00	0.00	0.00	0.0%	1,058.78	975.00	-83.78	-8.59%
980-20 · PARKS MAINTENANCE	2,819.82	2,166.67	-653.15	-30.15%	21,528.33	21,666.66	138.33	0.64%
980-30 · EAST NORWALK CEMETERY ASS'N	1,815.00	1,970.83	155.83	7.91%	25,532.36	26,208.34	675.98	2.58%
980-34 · Library - Master Plan	0.00	500.00	500.00	100.0%	0.00	5,000.00	5,000.00	100.0%
980-35 · EAST NORWALK IMP ASSOC LIBRARY	42,894.13	43,166.67	272.54	0.63%	182,827.68	184,166.66	1,338.98	0.73%
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	18,333.32	17,548.32	95.72%
980-55 · CONCERTS IN THE PARK	0.00	0.00	0.00	0.0%	26,020.00	35,640.00	9,620.00	26.99%
980-70 · ANNUAL MEETING EXPENSES	0.00	2,000.00	2,000.00	100.0%	2,789.20	6,000.00	3,210.80	53.51%
980-90 · CONTINGENCY EXPENSES	0.00	2,500.00	2,500.00	100.0%	0.00	25,000.00	25,000.00	100.0%
980-95 · Other District Services	1,000.00	181.81	-818.19	-450.02%	9,200.00	9,636.38	436.38	4.53%
Total Expense	48,528.95	54,319.32	5,790.37	10.66%	285,426.68	351,351.36	65,924.68	18.76%
Net Ordinary Income	27,939.30	22,151.01	5,788.29	26.13%	64,673.45	-1,255.52	65,928.97	5,251.13%
Net Income	27,939.30	22,151.01	5,788.29	26.13%	64,673.45	-1,255.52	65,928.97	5,251.13%

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

	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	100.57%	95.15%	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	102.37%	99.97%	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	52.42%	55.43%	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	54.21%	60.50%	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	\$37,659	\$36,096		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	5.33%	4.84%		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	0.0%	6.7%	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	\$3,839,328	\$ 3,695,567	\$2.75MM -\$3.0MM	Commission approved the target balance, which is based on a RSF balance to 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 Losses/Total Sources of Energy	5.78%	5.32%	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.

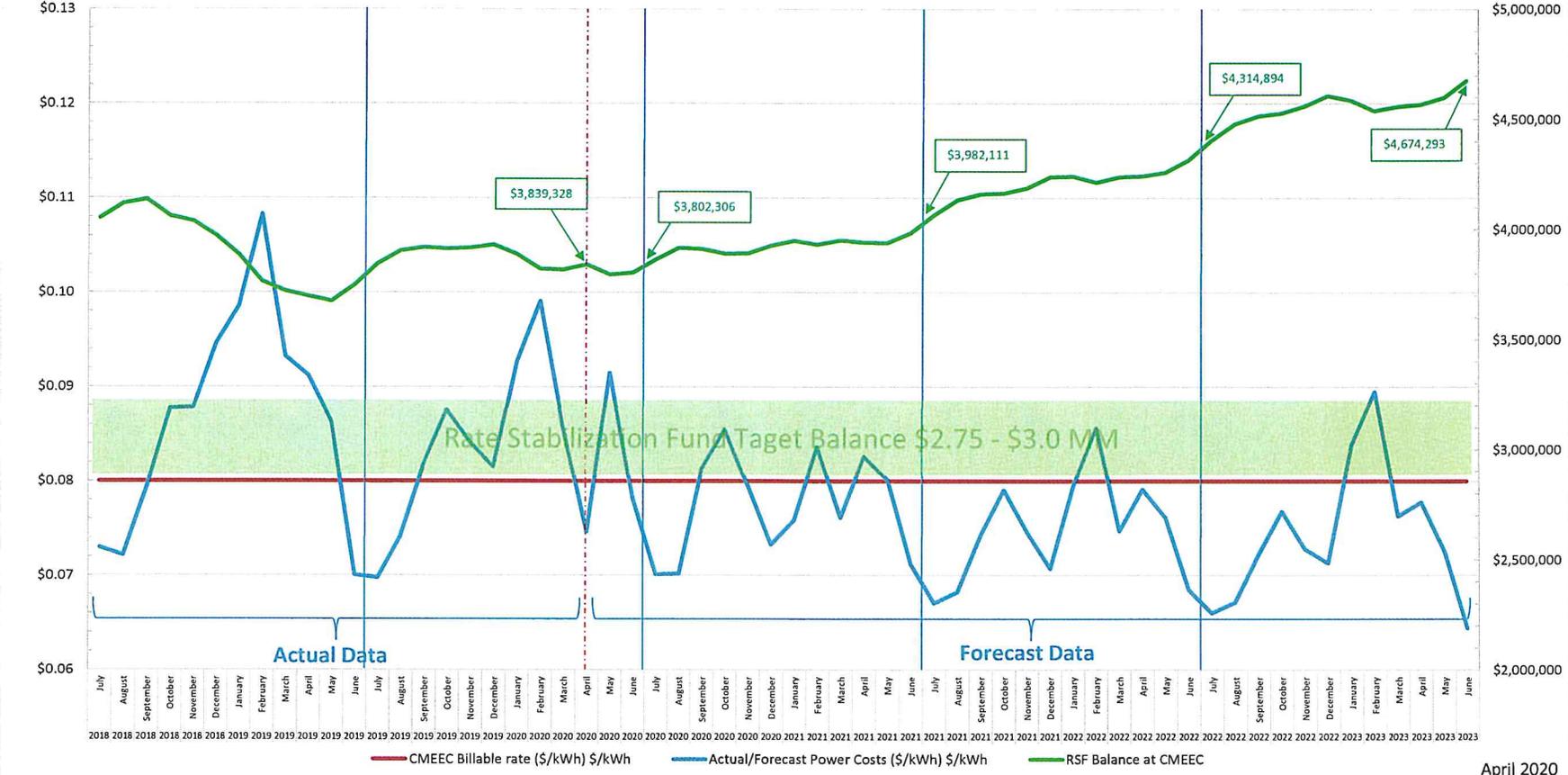
Colors will change when actual numbers are received.

		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	\$ 480,816	\$ 465,282	\$ 385,052	\$ 323,694	\$ 363,136	\$ 356,746
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	2,455,296	2,486,080	2,499,481	2,473,741	2,457,124	2,374,726
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	4,697,924	4,496,172	4,340,418	3,970,865	4,564,893
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	28,328,757	28,278,734	28,627,448	28,086,044	27,262,666
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06971	0.07409	0.08175	0.08754	0.08416	0.0815	0.0926	0.09904	0.08564	0.07458	0.09145	0.07815
n Power (Actual) Supply Costs @ Retail	\$	0.0903	0.0840	0.0820	0.0815	0.0812	0.0832	0.0879	0.0927	0.0933	0.0913	0.0924	0.0920
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)	(0.0079)	(0.0031)	(0.0025)	(0.0045)	(0.0034)	(0.0038)
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	4,864,330	3,890,014	4,097,355	3,748,496	4,309,259
t Base PCA Revenue	\$	516,339	620,904	500,737	360,599	384,034	379,871	546,603	466,003	372,663	392,527	359,106	412,827
u Fuel Factor Revenue	\$	70,067	84,256	67,950	48,933	52,113	51,548	74,174	63,236	50,570	53,266	48,730	56,020
v Total Revenues through PCA	\$	586,406	705,160	568,687	409,532	436,147	431,419	620,776	529,239	423,234	445,792	407,836	468,847
w Difference of Collection vs Expense	\$	\$ 6,763,569	\$ 7,034,231	\$ 7,231,266	\$ 7,291,364	\$ 7,347,759	\$ 7,340,034	\$ 7,479,994	\$ 7,543,951	\$ 7,582,133	\$ 7,704,231	\$ 7,748,932	\$ 7,861,033
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)	\$139,960.56	\$63,956.70	\$38,181.36	\$122,098.27	\$44,700.80	\$112,101.01
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	3,886,661.00	3,819,573.00	3,815,803.00	3,839,328.07	3,793,861.67	3,802,306.72
Diff between Billed Rate and Actual Cost	\$	0.01029	0.00591	(0.00175)	(0.00754)	(0.00416)	(0.00150)	(0.01260)	(0.01904)	(0.00564)	0.00542	(0.01145)	0.00185
Affect on RSF - by Month	\$	69,145.57	34,659.02	(7,955.84)	(30,097.45)	(18,771.04)	(8,082.41)	(65,424.18)	(89,448.47)	(25,358.41)	23,525.07	(45,466.40)	8,445.05

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	\$	\$ 416,656	\$ 383,265	\$ 355,863	\$ 322,945	\$ 331,139	\$ 365,166	\$ 430,842	\$ 408,626	\$ 376,888	\$ 333,635	\$ 338,800	\$ 346,027
i (Sum of current and previous 5 months)	\$	2,310,566	2,228,549	2,199,359	2,198,611	2,166,614	2,175,034	2,189,219	2,214,581	2,235,606	2,246,295	2,253,956	2,234,817
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	5,944,586	5,464,284	4,377,153	3,781,560	4,166,323	4,985,197	5,683,178	4,886,118	4,953,188	4,039,159	4,228,653	4,861,299
m (Sum of current and previous 5 months)	kWh	28,014,857	28,781,217	28,662,198	28,103,340	28,298,798	28,719,102	28,457,694	27,879,528	28,455,563	28,713,162	28,775,493	28,651,595
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07009	0.07014	0.0813	0.0854	0.07948	0.07325	0.07581	0.08363	0.07609	0.0826	0.08012	0.07118
n Power (Actual) Supply Costs @ Retail	\$	0.0871	0.0818	0.0810	0.0826	0.0808	0.0800	0.0812	0.0839	0.0830	0.0826	0.0827	0.0824
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)	(0.0140)	(0.0148)	(0.0132)	(0.0150)	(0.0158)	(0.0146)	(0.0119)	(0.0128)	(0.0132)	(0.0131)	(0.0134)
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	5,611,689	5,158,284	4,132,033	3,569,792	3,933,009	4,706,026	5,364,920	4,612,496	4,675,809	3,812,966	3,991,849	4,589,066
t Base PCA Revenue	\$	537,600	494,164	395,849	341,986	376,782	450,837	513,959	441,877	447,943	365,282	382,419	439,633
u Fuel Factor Revenue	\$	72,952	67,058	53,716	46,407	51,129	61,178	69,744	59,962	60,786	49,569	51,894	59,658
v Total Revenues through PCA	\$	610,552	561,221	449,565	388,393	427,911	512,016	583,703	501,840	508,728	414,851	434,313	499,290
w Difference of Collection vs Expense	\$	\$ 8,054,928	\$ 8,232,885	\$ 8,326,587	\$ 8,392,036	\$ 8,488,808	\$ 8,635,658	\$ 8,788,519	\$ 8,881,733	\$ 9,013,573	\$ 9,094,789	\$ 9,190,302	\$ 9,343,565
Over collect / (Under Collect) in each month		\$193,895.73	\$177,956.45	\$93,702.64	\$65,448.19	\$96,772.02	\$146,849.98	\$152,861.59	\$93,213.50	\$131,839.98	\$81,216.15	\$95,513.46	\$153,263.12
RSF Balance at CMEEC		3,861,217.57	3,915,095.40	3,909,405.10	3,888,984.68	3,891,151.17	3,924,801.25	3,948,613.76	3,930,877.15	3,950,244.12	3,939,742.30	3,939,234.86	3,982,111.52
Diff between Billed Rate and Actual Cost	\$	0.00991	0.00986	(0.00130)	(0.00540)	0.00052	0.00675	0.00419	(0.00363)	0.00391	(0.00260)	(0.00012)	0.00882
Affect on RSF - by Month	\$	58,910.85	53,877.84	(5,690.30)	(20,420.42)	2,166.49	33,650.08	23,812.51	(17,736.61)	19,366.96	(10,501.81)	(507.44)	42,876.66

Rate Stabilization Balance - 5 Year Forecast



April 2020



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: May 11, 2020

Subject: Norwalk 2.0 Constitution Park Lease – Expiration Date – July 31, 2020

As a follow up to a conversation held during the April 27, 2020 Commission Meeting regarding Constitution Park, I would like to bring to the Commission’s attention the current lease with Norwalk 2.0 for the use of space in Constitution Park will expire on July 31 2020.

The history surrounding the lease of space at Constitution Park by Norwalk 2.0 is as follows:

In June 2016, Norwalk 2.0 requested the TTD Commission to consider allowing the installation of two mobile arts center shipping containers at Constitution Park. These containers would allow for an art space and allow Norwalk 2.0 to continue with their programming of art exhibits, concerts, and workshops. During the August 1, 2016 Commission meeting, the request was discussed, and the Commission approved an agreement with Norwalk 2.0, including various conditions. Copies of the agreement and the minutes of the August 1, 2016 Commission meeting minutes are attached for your reference. The agreement was executed on August 23, 2019 by both parties with an expiration date of Fall 2017.

On December 4, 2017, Tony D’Andrea, a representative of Nowalk 2.0, came before the Commission to request a three-year extension to the lease. Mr. D’Andrea explained the reason for the request and what the plans were for the site. Following a discussion on the request, the Commission approved an extension on the lease, with the new lease expiring on July 31, 2020. The new lease also included a mutual termination agreement of 90 days written notice. Copies of the information provided in the Commission packet and minutes for the December 4, 2017 Commission meeting are included for your review.

Also attached is a copy of the executed, revised lease for your review.

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

Since that time, Norwalk 2.0 has held various summer concerts in 2018 and 2019. In 2018, TTD received a complaint from a local business regarding the concerts. The complaints were brought to the attention of Norwalk 2.0 and they were promptly addressed.

The issue before the Commission relates to the expiring of the lease. The Commission must decide what, if anything, should be done with the lease.

As a reminder, TTD has been approached by the State of Connecticut, who is seeking to potentially acquire certain property rights located at 185 Liberty Square, Constitution Park. The rights will be used for compensatory wetland mitigation of invasive species along the water line, during and after the Walk Bridge project.

EVENT EXHIBIT SPACE AGREEMENT

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

LOCATION: Constitution Park, East Norwalk, CT 06855

DATES: August 1, 2016 through July 31, 2020

MUTUAL TERMINATION: 90 Days Written Notice

TIMES: Various events scheduled with varying times.

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

Personnel: Event personnel supplied by Norwalk 2.0;

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

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

Rental Fee: PR in lieu of fee.

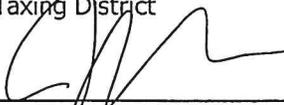
Promotion: Norwalk 2.0 agrees to include, as appropriate, mention of the TTD in promotional materials, efforts and announcements: i.e. space provided courtesy of the THIRD TAXING DISTRICT.



Third Taxing District

12/18/17

Date



Norwalk 2.0

12/31/17

Date

FINAL

Another possibility would be to utilize Stan Siegel and ask him to include information in his bi-weekly article.

Another option would be to purchase an electronic LED streaming sign and place it at Hanford Switch (entrance to East Norwalk) with current information. The cost of this will need to be researched.

DISCUSSION OF NON-PERFORMING ASSETS

Discussion took place about the house at 215 East Avenue and what should be done with it both short-term and long-term. Mr. Smith said he realizes this subject is on the mind of the Commission with regard to Strategic Planning, but would like to know their ideas for the short-term. Commissioner Yost said the only money that should be spent on it right now should be for any work to protect it from the elements. With regard to long-term, Commissioner Yost said there are many alternatives. The best way to start would be to list the alternatives, examine them and determine cost and implementation. The first item would be to create a list and perhaps a budget for someone to do the groundwork to evaluate the alternatives.

Further discussion took place and it was decided that each Commissioner should create a list and submit them to Mr. Smith, who will then compile them for the Commission. From there, a budget can be discussed. This subject will continue to be discussed during Strategic Planning.

Commissioner Goldstein raised a point with regard to the State and Eminent Domain, as the State has already taken out houses/businesses in the area for the upcoming projects. Her thinking was if the State would want to take the house in the future, TTD should take into consideration that they would give fair market value and we would want to get the highest value possible.

DISCUSSION OF NORWALK 2.0

Mr. Smith reviewed the background on Norwalk 2.0's request to put two art containers in Constitution Park. Mr. Smith had sent the Space Agreement to Atty. Bove for legal input. The Space Agreement has been signed, but not returned as Mr. Smith was waiting for Atty. Bove's response on the subject, which has been received and presented to the Commission. Discussion took place about the concerns raised by Atty. Bove in his letter.

**** COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES TO AMEND THE ITEM TO REFLECT THAT IT IS AN ACTION ITEM.**

**** COMMISSIONER BROWN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
August 1, 2016

FINAL

**** COMMISSIONER YOST MOVED TO APPROVE THE AGREEMENT WITH THE FOLLOWING CONDITIONS: 1) NORWALK 2.0 MUST MAINTAIN THE GROUNDS AND KEEP IN THE SAME CONDITION AS FOUND; 2) DURING CONCERTS, THERE MUST BE POLICE PATROL, SECURITY AND TRAFFIC CONTROL; 3) INSURANCE LEVELS MUST BE RAISED TO THE RECOMMENDED LIMITS OF TTD'S INSURANCE BROKER*; AND 4) NORWALK 2.0 MUST NOTIFY THE NEIGHBORS/BUSINESSES OF CONSTITUTION PARK THAT THE CONTAINERS ARE BEING PLACED ON THE PROPERTY.**

**** COMMISSIONER BROWN SECONDED.**

**** COMMISSIONER GOLDSTEIN OPPOSED.**

**** THE MOTION PASSED TWO TO ONE.**

***Coverage that Norwalk 2.0 should have in place at a minimum is as follows:**

- 1M/2M General Liability
- 1M Umbrella Policy
- Property Coverage (i.e., coverage for the trailers, Coverage for the contents inside the trailers)
- Workers Comp Insurance

ANNUAL OYSTER FESTIVAL PARTICIPATION

Mr. Smith told the Commission that the Seaport has once again requested the assistance of TTD for setting up/taking down of the electric for the Annual Oyster Festival. The Festival will only be two days this year (Saturday and Sunday). TTD will invoice the Seaport for the work involved in the approximate amount of \$8,000 to \$10,000.

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

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ENGAGEMENT LETTER – FYE JUNE 30, 2016 AUDIT

Mr. Smith presented the Engagement Letter from Hope & Hernandez for the FYE June 30, 2016 Audit. The cost of this year's audit is \$20,960. The work has already begun and is moving along. The plan is to have the audit completed by October. Mr. Smith has been in touch with Stan Siegel at the East Norwalk Library about turning in the documents requested in a timely fashion in order that the audit can be completed as quickly as possible.

**** COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE ENGAGEMENT LETTER PROPOSAL AS PRESENTED.**

**** COMMISSIONER YOST SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District
of the City of Norwalk
August 1, 2016

norwalk 2.0

Third Taxing District Commissioners:

Dave Brown
Charles Yost
Deborah Goldstein
Dr. Michael Intrieri

Third Taxing District
2 Second Street
East Norwalk, CT 06855

June 6, 2016

Dear Commissioners,

Thanks for considering participation in our program this year. We are looking at installing our two mobile arts center shipping containers at Constitution Park. This will create an arts pace for us to continue our programming of art exhibits, concerts and workshops in a highly visible space.

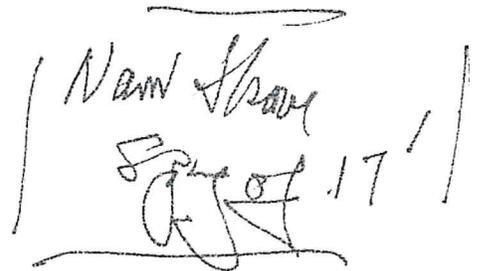
We are a registered 501c3 non profit. so your donation of the space would be considered an in-kind donation.

Our intended use of the property is to program daytime and special event exhibits that reflect the cultural heritage of Norwalk and introduce emerging artists to a broader community. In addition we would be hosting evening activities including art exhibits and events, ultimately providing activity on a periodic basis dependent on the weather..

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

Regards,

Jackie Lightfield
chief problem solver
203 434 5506



New Show
Page of 17

norwalk 2.0

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

Impact

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

Evaluation

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

Key Personnel

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

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

Project Partners

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

EVENT EXHIBIT SPACE AGREEMENT

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

LOCATION: Constitution Park, East Norwalk, CT 06855

DATES: June 14, 2016 through Spring of 2017

TIMES: Various events scheduled with varying times.

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

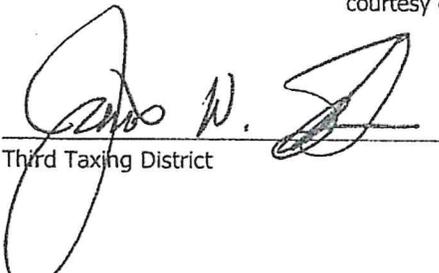
Personnel: Event personnel supplied by Norwalk 2.0;

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

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

Rental Fee: PR in lieu of fee.

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



Third Taxing District



Date

Norwalk 2.0

Date

Information for Property Owners

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

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

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

Benefits of Temporarily Donating Space

- Provides an exciting new way to market your vacant property to potential tenants;
- Increases pedestrian traffic to surrounding businesses;
- Showcases vacant retail spaces as attractive sites;
- Your property and your donation will be prominently featured on both the POP City and Norwalk 2.0 web sites;
- Generates economic development in the downtown through increased traffic to area stores and restaurants;
- Helps create good will that the public and media will embrace;
- Your property will be part of an ongoing PR campaign;
- Recognition for your donation in the Norwalk 2.0 newsletter; (distribution 3,000)
- If your property is leased, the temporary exhibit moves out; (15 days notice)

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

All Norwalk businesses are eligible to participate.

Your generosity is the cornerstone of this program and our first priority is to safeguard your interests by returning your property in the same or better condition than received.

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

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

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

For more information visit the website: www.norwalk2.org

Please contact:

Jackie Lightfield

Program Manager & Curator

jackie@norwalk2.org

203.434.5506

LAW OFFICES OF
JOHN J. BOVE LLC
96 EAST AVENUE
NORWALK, CT 06851

TEL (203) 853-1344
FAX (203) 853-3038
E-MAIL: johnbove@bovelawct.com

VIA EMAIL: jsmith@ttd.gov

July 7, 2016

James W. Smith, General Manager
Third Taxing District
2 Second Street
Norwalk, CT 06855

Re: Constitution Park/Norwalk 2.0

Dear Jim:

Pursuant to your email and our subsequent telephone conversations, I have reviewed the request of Norwalk 2.0 dated June 6, 2016 to install two (2) mobile arts center shipping containers at Constitution Park for the purpose of conducting daytime and special event art exhibits, concerts and workshops.

In reviewing their proposal I have the following concerns:

The park is owned by the District which, of course, is comprised of the electors. Further it is for the use and enjoyment of the electors. Do the commissioners have the right and/or authority to unilaterally allow the use of the District's park land by a third party to the potential detriment and/or exclusion of the electors or is this request of such magnitude as to require a vote of the electors at a Special Meeting or at the Annual Meeting? This is a substantive issue. Obviously these containers will take up park space. Additionally these events will presumably draw people to the park. Does this use infringe on the previously unfettered use of the park by residents?

Additionally, does the granting of this use set a precedence (or open the door) for requests by other individuals or entities to use the park in the future for other events? Arguably it does. Therefore is there a policy in place for the review and granting or denying such future requests? How will the commission differentiate among various requests? Can the commission arbitrarily grant or deny any future requests and, in doing so, does it incur any liability if it denies any such request? These are all real concerns with potential adverse consequences.

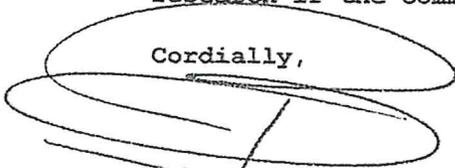
Does this requested use and, more particularly the installation of these containers, comply with Norwalk's Zoning Regulations? Additionally given the description of the events, are the organizers responsible to supply parking and traffic control?

Another substantive issue would be the indemnity of the TTD. In the proposal there is no mention of insurance. The TTD would require liability insurance in a sufficient amount to completely protect the District. We should consult with our insurance agent for a suggestion as to the appropriate coverage to be obtained by Norwalk 2.0, which insurance should also name the TTD as an additional insured. Also and possibly more importantly does this proposed use affect our insurance coverage? In addition to insurance coverage, Norwalk 2.0 should absolutely and unconditionally indemnify and hold the District harmless from any injury to persons or damage to property. Further, while this is appropriate and comports with standard legal requirements, what is the ability (financial strength, etc.) of Norwalk 2.0 to actually indemnify the District.

Finally, what are the security issues incidental to the installation of these containers. Obviously Norwalk 2.0 will be responsible to safe guard its property and will need to unconditionally release the TTD from any and all liability or damage to its property located at the park. Additionally, will this also create an increased security issue for the TTD by attracting more individuals to the park?

I regret that I have provided more issues or questions than answers. However, all of the above requires serious consideration and additional research if the Commission decides to grant this request.

Cordially,



John J. Bove
JJB/lf

TTD Ltr

NORWALK 2.0

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

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

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

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

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

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

**** COMMISSIONER GOLDSTEIN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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

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

EVENT EXHIBIT SPACE AGREEMENT

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

LOCATION: Constitution Park, East Norwalk, CT 06855

DATES: August 22, 2016 through Fall of 2017

TIMES: Various events scheduled with varying times.

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

Personnel: Event personnel supplied by Norwalk 2.0;

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

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

Rental Fee: PR in lieu of fee.

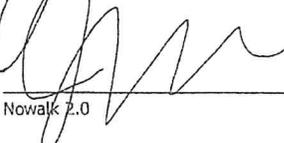
Promotion: Norwalk 2.0 agrees to include, as appropriate, mention of the TTD in promotional materials, efforts and announcements: i.e. space provided courtesy of the THIRD TAXING DISTRICT.



Third Taxing District

8/23/16

Date



Norwalk 2.0

8/23/16

Date

norwalk 2.0

Third Taxing District Commissioners:

Dave Brown
Charles Yost
Deborah Goldstein
Dr. Michael Intrieri

Third Taxing District
2 Second Street
East Norwalk, CT 06855

July 26, 2016

Dear Commissioners,

Thanks for considering participation in our program this year. We are looking at installing our two mobile arts center shipping containers at Constitution Park. This will create an arts space for us to continue our programming of art exhibits, concerts and workshops in a highly visible space.

We are a registered 501c3 non profit. so your donation of the space would be considered an in-kind donation.

Our intended use of the property is to program daytime and special event exhibits that reflect the cultural heritage of Norwalk and introduce emerging artists to a broader community. In addition we would be hosting evening activities including art exhibits and events, ultimately providing activity on a periodic basis dependent on the weather..

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

Regards,

Jackie Lightfield
chief problem solver
203 434 5506

norwalk2.org | 28 Morgan Ave | Norwalk, CT 06851 | 203.807.4031

norwalk 2.0

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

Impact

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

Evaluation

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

Key Personnel

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

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

Project Partners

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

norwalk2.org | 28 Morgan Ave | Norwalk, CT 06851 | 203.607.4031

Information for Property Owners

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

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

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

Benefits of Temporarily Donating Space

- Provides an exciting new way to market your vacant property to potential tenants;
- Increases pedestrian traffic to surrounding businesses;
- Showcases vacant retail spaces as attractive sites;
- Your property and your donation will be prominently featured on both the POP City and Norwalk 2.0 web sites;
- Generates economic development in the downtown through increased traffic to area stores and restaurants;
- Helps create good will that the public and media will embrace;
- Your property will be part of an ongoing PR campaign;
- Recognition for your donation in the Norwalk 2.0 newsletter; (distribution 3,000)
- If your property is leased, the temporary exhibit moves out; (15 days notice)

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

All Norwalk businesses are eligible to participate.

norwalk2.org | 28 Morgan Ave | Norwalk, CT 06851 | 203.807.4031

Your generosity is the cornerstone of this program and our first priority is to safeguard your interests by returning your property in the same or better condition than received.

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

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

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

For more information visit the website: www.norwalk2.org

Please contact:
Jackie Lightfield
Program Manager & Curator
jackie@norwalk2.org
203.434.5506



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: May 13, 2020

Subject: COVID-19 Pandemic – Customer Relief Options

As a follow up to discussions held at the April 27, 2020 Commission meeting, I am presenting various customer relief options for the Commission to consider. The options being presented are designed to provide relief to customer during this difficult time. In addition to this relief, TTD is preparing to assist customers in that are having a difficult time financially resulting from this pandemic.

The following options are for your review and consideration:

- Provide customers with a one-time credit to their account. This option would provide a one-time credit to their electric account. Cost of the option: For each \$10.00 credit would cost \$39,000. To provide the customer with a \$50 credit would cost TTD approximately \$195,000. A \$100 credit would cost approximately \$390,000.
- Provide relief in the amount of one month of electric billing for free. This option would provide the customer with one month’s electricity for free. Cost of the option: Depending on the month this option is applied, the cost to TTD would range between \$600,000 and 700,000.
- Reduce Power Cost Adjustment (PCA) to \$0.00/kWh. This option would reduce the PCA from \$0.013/kWh to \$0.0/kWh. The PCA reduction would result in all customers receiving a monthly savings of between 7–8% on their electric bills. For a residential customer using 700 kWh, the savings would be \$9.10 per month. The PCA reduction could be left in place for multiple months until it is determined the need for the relief is over. The estimated cost to TTD will range between \$50,000 – 75,000 per month depending of the time of year and the amount of electric usage. As an offset to the reduction in sales revenue (lowering the

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

PCA), the CMEEEC billable rate could also be lowered, which would effectively take funds from the Rate Stabilization Fund (RSF) to pay for the relief. This option is a more equitable approach as customers who use more electricity will receive a larger reduction in their monthly electric bill.

After reviewing the options, it is my recommendation to the option to reduce the PCA. This option provides the most equitable relief for all TTD customers. My recommendation would be to reduce the PCA for a three-month period, June, July, and August. The estimated savings to our customers is approximately \$196,000, which could be paid for directly out of the rate stabilization fund. This option could also be left in place for additional months to provide continued relief to our customers with lower electric bills.

As a follow-up to the April 24, 2020 Commission meeting, at which the Commission elected to provide TTD customers, financially impacted by COVID-19, with the ability to defer their electric bills for a period of 3 months. TTD has developed the following plan that will allow staff to work with our customers to develop payment plans for their accounts.

In addition to providing a three-month deferment to eligible customers, TTD will be allowing customers to enter a payment plan that would provide them with the ability to pay the outstanding balance over a period of time. The payment plan would be available to not only eligible customers, as defined by the State of Connecticut Office of Policy and Management (OPM), but to all customers who are having difficulty in paying their electric bills. Attached is a copy of the OPM form titled "Application for Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S and Executive Order 7W." TTD will be utilizing this form for customers who declare they have been impacted by the COVID-19 pandemic.

TTD would provide a standard payment arrangement to customers that would allow them to pay the outstanding balance plus the estimated monthly bills over a period of time, not to exceed six (6) months. For example, if a customer has an open balance of \$300 and we estimate their monthly electric bill is \$100 per month, we can enter into a payment arrangement with the customer to make monthly payments of \$150 per month for a period of 6 months. Customers would be required to make the monthly payments and if they default, they could be subject to termination of electric service. Termination would be the last resort. Staff would contact the customer and review the agreement and determine if adjustments to the agreement are required. Any adjustments to agreements would require approval from the Assistant General Manager or the General Manager.

Customers that require arrangements that exceed six months in length will require the approval of the Assistant General Manager or the General Manager. The basis of these arrangements will be to work with the customer to develop a payment arrangement that they can meet, while also protecting the interest of TTD.

TTD staff will be monitoring the payment arrangements on a regular basis and will provide updates to the Commission as needed. Staff will also determine if adjustments to the program is required or additional relief will be necessary.

Ron Scofield and I will address any questions you may have at Monday's Commission Meeting.

PLEASE PRINT LEGIBLY

MUNICIPALITY / QUASI-MUNICIPALITY NAME: _____

APPLICATION FOR MUNICIPAL/QUASI-MUNICIPAL TAX RELIEF DEFERRAL PROGRAM
UNDER EXECUTIVE ORDER 7S AND EXECUTIVE ORDER 7W

For deferral of real estate, motor vehicle, and personal property taxes and/or municipal electric, water and sewer,
or C-PACE Benefit Assessment charges due between and including April 1, 2020 and July 1, 2020.

1. PROPERTY OWNER NAME	LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH
2. IF YOU ARE NOT THE OWNER, YOUR AUTHORITY TO MAKE THIS APPLICATION ON THE OWNER'S BEHALF (E.G., BUSINESS'S MANAGER, INDIVIDUAL POWER-OF-ATTORNEY, ETC.)				
3. MAILING ADDRESS	NUMBER AND STREET	MUNICIPALITY	STATE	ZIP CODE
4. DAYTIME TELEPHONE	WITH AREA CODE	EMAIL ADDRESS		
5. PROPERTY FOR WHICH DEFERRAL IS REQUESTED				
ADDRESS(ES) OF REAL ESTATE: _____				
YEAR, MAKE, MODEL OF VEHICLE(S): _____				
TYPE(S) OF PERSONAL PROPERTY: _____				

DEFERRAL PROGRAM: I request that the applicable real estate, motor vehicle, and personal property taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including April 1, 2020 and July 1, 2020, be deferred until three (3) months after the original due date of each without interest or penalty. Deferral, for purposes of this program, means that the tax or charge can be paid up to three (3) months after its due date without interest or penalty.

CHECK PROPER ELIGIBILITY:

- Resident:** My household has suffered a reduction in income of at least 20% due to COVID-19.
- Since April 1, 2020, I either (1) have been furloughed without pay; (2) had my hours significantly reduced; or (3) am unemployed. This has resulted in at least a 20% reduction in my household income.
 - Proof of Residency is attached (i.e. a copy of driver's license, utility bill, or other proof of residency)
- Business / Non-Profit:** Revenue is expected to decrease at least 30% in the April to June 2020 period versus the April to June 2019 period at this property.
- Proof of Ownership is attached (i.e. copy of my business license, utility bill, Secretary of State listing, or other proof of ownership)

LANDLORDS - Fill Out this Section only if you are the landlord of the real estate listed above.

Deferral Program. If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including April 1, 2020 and July 1, 2020, be deferred until three (3) months after the original due date of each without interest or penalty.

- I have attached documentation proving that the property has or will suffer a significant revenue decline, OR
- I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees.

"Commensurate forbearance, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the three (3) months after its due date; b) a deferral of one month's rent to be paid over the three (3) month period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance.

CERTIFICATION:

- (A) I am aware of the amount and/or basis of the taxes, charges, and assessments that I am requesting to be deferred and I hereby irrevocably waive all rights to appeal or dispute them on any basis. I understand that the municipality's lien, priority, and enforcement rights will remain unaffected during and after this period.
- (B) I understand that this request, if approved, will not defer any taxes, charges, fees, or assessments I may owe the municipality which came due before April 1, 2020 or after July 1, 2020 or the interest and penalties applicable to them, or any other debt I may owe the municipality at any time.
- (C) I authorize the municipality and its agents to verify the statements above, and any certification information I have provided, from its records and other third parties. I consent to those third parties releasing relevant information to the municipality and its agents for this purpose upon the municipality's request and that a copy of this application shall be adequate evidence of my consent. I hold the municipality harmless in their collection of this data.
- (D) I understand that I must pay all taxes, charges, and assessments deferred in full (i) within three (3) months after the original due date or (ii) immediately, if the municipality determines that I am not eligible for deferment. I understand that if I fail to make payments as noted in this section, all interest, fees, and penalties will be applied to all unpaid portions retroactive to the original due date.
- (E) My financial information is being provided in confidence and I request that the information contained in this application not be disclosed to the extent allowed by state law. I understand that the Freedom of Information Act Section 1-210(b)(5) (B) allows, but does not require, a public agency to withhold records that constitute commercial or financial information given in confidence, not required by the Connecticut General Statutes.

APPLICANT'S ATTESTATION	Under penalties of perjury, I hereby swear or affirm that that I have read and understood all of the statements above, that they are true and accurate, and that I have attached any and all additional information necessary to process my application herein. I attest that this application, and all attachments, are genuine and unaltered.
SIGNATURE OF APPLICANT X	Date signed (Mo., Day, Yr.) ____/____/____

**STOP! DO NOT WRITE BELOW THIS LINE
FOR TAX COLLECTOR'S USE ONLY**

DEFERRAL FOR: <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Motor Vehicle Tax <input type="checkbox"/> Supp. Motor Vehicle Tax <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Water Charges <input type="checkbox"/> Sewer Usage Charges <input type="checkbox"/> Sewer Assessment Charges <input type="checkbox"/> Electric Charge <input type="checkbox"/> C-PACE	
TAX COLLECTOR'S DETERMINATION	<input type="checkbox"/> I am satisfied that the applicant meets all the necessary statutory requirements <input type="checkbox"/> This claim is denied for the following reason(s):
SIGNATURE OF TAX COLLECTOR OR MEMBER OF TAX COLLECTOR'S STAFF X	Date signed (Mo., Day, Yr.) ____/____/____