

**SECOND TAXING DISTRICT COMMISSIONERS**

Regular Meeting Minutes

June 21, 2016

Present:	David Westmoreland Maria Borges-Lopez Harold Bonnet Mary Geake Mary Mann Sandra Stokes Martha Wooten-Dumas	Chairperson Vice Chairperson
Absent:	None	
Also Present:	Paul Yatchko Lisa Roland Kara Murphy, Esq. Frank Murphy, Esq.	General Manager District Clerk Tierney, Zullo, Flaherty & Murphy Tierney, Zullo, Flaherty & Murphy
Public Present:	None	

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*Lisa Roland, District Clerk, recorded.*

**Call To Order:**

Chairman Westmoreland called the Regular Meeting of The Second Taxing District Commissioners to order at 7:01 p.m. on Tuesday, June 21, 2016. The meeting was held at South Norwalk Electric and Water, One State Street, Norwalk, Connecticut.

*Lisa Roland, District Clerk, read the legal notice.*

1. Acceptance of the Minutes:

1.1 Special Meeting Minutes of April 26, 2016

A motion was made by Commissioner Borges-Lopez, seconded by Commissioner Mann, to approve the Special Meeting Minutes of April 26, 2016.

**Vote passed unanimously.**

**(16-06-21-1.1)**

*Public Participation*

No public participation ensued as there was no public present.

**EXECUTIVE SESSION:**

Chairman Westmoreland asked for a motion to enter Executive Session to discuss

legal strategies regarding the ongoing Wilton tax appeal, and the ongoing litigation with Ryan Park.

A motion was made by Commissioner Borges-Lopez, and seconded by Commissioner Wooten-Dumas, to enter Executive Session.

**Vote passed unanimously, and the Executive Session was entered at 7:05 pm. All District Commissioners, Attorneys Frank Murphy and Kara Murphy, the General Manager, and the District Clerk were in attendance during the Executive Session.**

*EXECUTIVE SESSION ENSUED*

Chairman Westmoreland asked for a motion to exit Executive Session.

A motion to end Executive Session was made by Commissioner Borges-Lopez, and seconded by Commissioner Wooten-Dumas.

**Vote passed unanimously, and the Executive Session ended at 8:25 pm. No action was taken as a result of Executive Session discussions.**

**REGULAR AGENDA:**

2. Appointment of New Members to CMEEC Board of Directors

General Manager, Mr. Yatcko, explained SNEW's relationship with CMEEC (Connecticut Municipal Electric Energy Cooperative) as both customer and member. As member, SNEW is entitled to have two representatives, and one alternate, participate on the CMEEC Board of Directors (BOD). With the recent passing of Mark Harris and the resignation of Scott Whittier, Mr. Yatcko recommended the appointment of Kevin Barber, SNEW Director of Finance and Services, to fill the empty CMEEC Director's chair, with Michael Giordano, SNEW's Director of Electric Operations, as an alternate.

Chairman Westmoreland noted that some Commissioners of the Third Taxing District participate on CMEEC's BOD. Mr. Yatcko did not know why Commissioners of the Second Taxing District do not currently participate on the CMEEC BOD, but informed the Commissioners that the commitment to CMEEC requires one Board meeting a month, as well as, at least one Committee meeting a month, usually held in Norwich CT.

None of the Commissioners of the Second Taxing District expressed an interest to participate on the CMEEC BOD.

Chairman Westmoreland asked for a motion to approve the Resolution making the recommended appointments of Kevin Barber and Michael Giordano.

The motion to approve the Resolution was made by Commissioner Borges-Lopez, seconded by Commissioner Geake.

**Vote passed unanimously.**

**(16-06-21-2)**

3. Verbatim District Commission Meeting Minutes – Discussion

Mr. Yatcko opened the discussion regarding the format of meeting minutes. A change to condensed, versus verbatim, minutes was proposed. A summary of the pros and cons presented and discussed by the Commissioners and Mr. Yatcko are given in the tables below.

<b>VERBATIM MEETING MINUTES</b>	
<b>PROS</b>	<b>CONS</b>
Long history of verbatim minutes	Labor intensive
Public's right to meeting proceedings	Out of line with current practice in most organizations
Constituents read them	Redundant and ineffective use of time as meetings are recorded and two copies kept (thus a verbatim record on electronic media is available should the need arise)
Exact record of whom said what and when	On occasion, oral language – whether in grammar, trend of thoughts, or intent - does not translate well into written language, and therefore verbatim minutes can be misconstrued
Impressive because rarely provided by most organizations	

<b>CONDENSED (OR SUMMARIZED) MEETING MINTUES</b>	
<b>PROS</b>	<b>CONS</b>
Saves transcription time	Sudden or hasty change
More palatable to review summary minutes of only a few pages in length, as opposed to verbatim minutes of several pages in length	Public scrutiny: perception that change due to recent change in Management, or to hide information from the Public
Potentially less exposure to litigation	Concern that salient discussion points or comments will be left out
An audio CD could be easily provided, with a short turnaround time, to anyone requesting it	

Commissioner Geake proposed providing a link, on the District website, to a full length audio file, in addition to the summarized minutes.

Commissioner Stokes expressed concern regarding whom decides/identifies what is important. Mr. Yatcko responded that the District Clerk is responsible.

Chairman Westmoreland added that the onus will fall upon the individual Commissioners to review draft meeting minutes and to request amendments/corrections to anything they find lacking. The draft minutes will continue to be provided, as they have been to this point, with the Agenda for the next meeting.

Commissioner Borges-Lopez further added that it would be each individual Commissioner's right to request, during the course of a meeting, that any particular content deemed important be dutifully outlined in the minutes.

Commissioner Borges-Lopez made a motion to 1) provide summarized meeting minutes on the District's website, and to 2) allow the Public to request an audio CD of the meeting, to take effect with the minutes of this meeting of June 21, 2016, and going forward. Commissioner Wooten-Dumas seconded.

**Vote passed unanimously**

**(16-06-21-3)**

**Adjournment**

A motion was made by Commissioner Geake, seconded by Commissioner Mann, to adjourn the meeting.

**Vote passed unanimously**

*The meeting adjourned at 8:45 p.m.*

Attest:

Lisa G. Roland  
District Clerk