

**SECOND TAXING DISTRICT COMMISSIONERS**

Regular Meeting Minutes  
August 15, 2017

Present: David Westmoreland Chairperson  
Maria Borges-Lopez Vice Chairperson  
Harold Bonnet  
Mary Geake  
Mary Mann  
Sandra Stokes  
Martha Wooten-Dumas

Absent: none

Also Present: Paul Yatcko General Manager  
Lisa Roland District Clerk  
Kara Murphy, Esq. Tierney, Zullo, Flaherty & Murphy

Public Present: None

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*The meeting was recorded in its entirety.*

**Call To Order:**

Commissioner Westmoreland called the Regular Meeting of The Second Taxing District to order at 7:00 p.m. on Tuesday, August 15, 2017. The meeting was held at South Norwalk Electric and Water, One State Street, Norwalk, Connecticut.

1. Acceptance of the Minutes:

1.1 Regular Meeting Minutes of June 20, 2017

Commissioner Borges-Lopez moved to accept the minutes. Commissioner Mann seconded.

**Commissioners Wooten-Dumas and Stokes abstained.  
The Minutes were approved.**

**(2017-08-15-1.1)**

**CONSENT AGENDA**

2. Ratify Appeal Committee's Decision / 17 West Avenue
3. Electric Write-Off – April 1, 2017 through June 30, 2017

Commissioner Stokes moved to accept the Consent Agenda. Commissioner Geake seconded.

**The Consent Agenda items were approved unanimously.**

**(2017-08-15-2.)**

**(2017-08-15-3.)**

*Public Participation*

No Public was present.

**EXECUTIVE SESSION**

Appointment, employment, performance and evaluation of a public officer or employee

Commissioner Geake moved to enter executive session. Commissioner Stokes seconded.

Executive session was entered at about 7:02 p.m. with all of the Commissioners present. Also present was Attorney Kara Murphy.

Commissioner Wooten-Dumas moved to exit executive session at approximately 7:49 p.m. Commissioner Borges-Lopez seconded.

Commissioner Borges-Lopez moved to take action as a result of discussions held during executive session. She motioned to approve Chief Executive Officer and General Manager Amended Employment Agreement for January 1, 2018 to December 31, 2020. Commissioner Geake seconded.

No further discussion took place.

**The motion carried with Commissioner Stokes abstaining.**

**REGULAR AGENDA**

4. Legal Counsel Annual Retainer Agreement – FYE 2017 – 2018

The annual retainer fee will remain at \$10,000, with a proposed increase of \$10 in the hourly rate to \$250 per hour. The retainer fee and new hourly rate remain low in comparison to market prices for these services. Paul Yatcko recommended we remain with Tierney and Zullo. The District has had a long relationship with the firm, has been well served and derives considerable value from its relationship. It would be difficult to replace their knowledge of the District's history and another firm would cost more.

Commissioner Borges-Lopez moved to accept the appointment of Tierney, Zullo, Flaherty and Murphy as general legal counsel based on the attached retainer for the fiscal year 2017 – 2018. Commissioner Mann seconded.

No further discussion took place.

**The motion carried unanimously.**

**(2017-08-15-4.)**

5. Management Update

Paul Yatcko reported that the current reservoir level is at 78%, which is just about right on the ten year average, and a little above the 28 year average for this week of the year. Last year at this time we were at 65%. Summer demand has been normal at 6 – 6.5 million gallons per day, and with a fair amount of rainfall since the spring, we are in good shape.

Several personnel changes have occurred in the last month. Four employees have either retired or applied for retirement, and the District terminated its relationship with one other employee. Three (from the Water Operations side) of the four retirements were well anticipated. The fourth retirement (from Electric Operations) was not expected, but that individual was of retirement age and so it was not a surprise.

The District's relationship with the newly hired Director of Electric Operations was terminated on July 20<sup>th</sup>.

The Water Laboratory Manager position has been filled. The other two positions on the water side have been posted. Interviews for the Water Laboratory Technician have been underway and a decision will be made shortly. Several applications for the Water Operations Manager have been received and are being screened for possible call-ins.

An interim Director of Electric Operations will serve for the next 2 - 3 months while a national search is conducted for a permanent replacement. The search will be conducted at no additional cost to the District.

Commissioner Stokes asked why a national search was necessary, and, alternatively, if there was anyone within the organization right now that could fill the position. Paul Yatcko replied that cost of living, particularly housing, being so much higher in the Northeast than most of the country, it is difficult to fill a senior level position at the salary being offered and, thus, an extensive search, especially within New England, New York and New Jersey where individuals are inoculated to the high cost of living in Fairfield County, is required. As to the second half of her question, no one within the organization is qualified for the position. This is an inherent issue in any small organization, and particularly at SNEW where the experience required cannot be obtained working up from the lower levels of the Electric Operations Department. The position requires an electrical engineering degree, as well as managerial experience.

The Mall project is mostly back on track. Paul Yatcko has hired an engineering consultant firm to perform an overview of our electrical design, as well as an analysis of our cost figures, and to resolve a conflict with a circuit located at the north side of the property.

Paul Yatcko will be working to develop a rate proposal to bring to the

Commissioners for approval.

The total installed transformer capacity will be on the order of 11.25 MVA, which is approximately 50 - 55% of our current capacity, but SNEW would never expect all of these transformers to seek peak demand at the same time. Typical load would be on the order of 4 to 5 MVA, and peak load is not expected to reach anywhere near 11. A redundant loop distribution scheme, with four individual feeders, is being planned, and, although SNEW wouldn't want to do so, the design would probably permit serving all of the transformers on one circuit if necessary.

Additionally, Paul Yatcko is speaking with the engineering firm regarding support for better project documentation, and possibly also assistance with project management.

### **Adjournment**

Commissioner Borges-Lopez move to adjourn. Commissioner Stokes seconded.

*The meeting adjourned at 8:07 p.m.*

Attest:

Lisa G. Roland  
District Clerk