

**SECOND TAXING DISTRICT COMMISSIONERS**

Regular Meeting Minutes

March 13, 2018

Present:	David Westmoreland	Chairperson
	Maria Borges-Lopez	Vice Chairperson
	Harold Bonnet	
	Mary Geake	
	Mary Mann	
	Sandra Stokes ( <i>entered 7:10 pm</i> )	
	Martha Wooten-Dumas	
Absent:	Paul Yatcko	
Also Present:	Eric Strom	Director of Customer Care
	Anthony Zeolla	Director of Finance & Services
	Lisa Roland	District Clerk
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, March 13, 2018. 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 February 20, 2018

Commissioner Geake moved to accept the minutes. Commissioner Mann seconded.

Before the Commissioners voted, Commissioner Borges-Lopez asked a question regarding the statement made in the minutes on the bottom of page 3 and continuing at the top of page 4, "There is no change in salary items." She questioned the accuracy of the statement, and asked whether there had been a COLA increase for 2018.

Eric Strom responded to the question in Mr. Yatcko's absence. Mr. Strom replied that anyone due a step increase received it, but no cost of living (COLA) increase had been given in December 2017 for the 2018 calendar year. Commissioner Westmoreland further explained that the decision not to issue a COLA increase had been discussed at length in Executive Session, and the reasoning could not be discussed in open session. Commissioner Westmoreland further stated that the Commission would be reconsidering the step change later in this [calendar] year and that it

[COLA] may possibly be retroactive to January 1, 2018 for the management employees.

Commissioner Borges-Lopez commented that she would like to discuss this issue further at the appropriate time.

**Minutes were approved unanimously.**

**(2018-03-13-1.1)**

*Public Participation*

No Public was present.

**REGULAR AGENDA**

2. Select Auditors for Fiscal Year Ending June 30, 2018

Eric Strom voiced management's recommendation that the firm of Michaud Accavallo Woodbridge & Cusano be retained for the fiscal year ending June 30, 2018 in order to maintain consistency in accounting in light of having a new Director of Finance & Services, Anthony Zeolla, on board.

Commissioner Borges-Lopez asked if the \$25,000 maximum figure given on page 6 of the auditor's letter was the same maximum cost for the prior year. Eric Strom replied that the previously completed audit cost approximately \$24,000 and an increase to \$25,000 was essentially insignificant.

Commissioner Westmoreland added that the District's policy is to change auditor's every three years, but the request for a fourth year is understandable given the circumstances. However, the renewal appointment will not be for the customary 3 years. A new auditor will need to be solicited for the 3 year period following the fiscal year ending 2018.

Commissioner Borges-Lopez moved to approve the firm of Michaud Accavallo Woodbridge & Cusano, LLC, to perform auditing services for the Second Taxing District for the fiscal year ending 2018. Commissioner Wooten-Dumas seconded.

**The motion carried unanimously.**

**(2018-03-13-2)**

3. Approve and Recommend to the Electors the 2018 - 2019 District Budget

Eric Strom presented the changes made to the previously presented proposed 2018 - 2019 budget. The revised budget is essentially the same as presented by Paul Yatcko on February 20<sup>th</sup>, with the exception of 3 items requested by the Commission. The changes were outlined on the last page of the handout, page 20.

1. The water rate for customer metered sales was increased from the

previously proposed 3% to 5% for both the current fiscal year, and the next fiscal year. The net revenue amounts to approximately \$200,000.

2. An amount of \$100,000 has been earmarked to study expanded or new sources of water for the District.
3. An additional \$20,000 expense has been budgeted for in payment of condo association charges to the City of Norwalk for the State Street facility. Previously, the District deducted an amount from the parking garage's electric bill as a credit against the fees due. Changes in electric rates were supposed to have been accounted for on an annual basis. This adjustment was overlooked, and ultimately became a messy calculation to bring the account up to date. Paying a flat fee upfront would not require adjustments or calculations. Additionally, upfront association charges are more easily discernible to a buyer were the space to be put up for sale. All parties agreed it would be easier and cleaner to pay the fee upfront. The rate is fixed for the next five years. There would be two options for renewal after the five years.

Commissioner Westmoreland added that the parking spaces in front of the building belong to SNEW for customer use and the Parking Authority would be re-striping and marking them, as well as monitoring use during high use periods such as would be expected during the discount period.

Commissioner Borges-Lopez moved to pass a resolution that the Commissioners of the Second Taxing District hereby receive and recommend to the Electors the proposed consolidated District, Water and Electric Budget for fiscal year 2018 – 2019. Commissioner Geake seconded.

**The motion passes unanimously.**

**(2018-03-13-3)**

4. Management Update

Eric Strom presented.

*Water Supply Status*

The reservoirs have reached 100% capacity and are spilling over.

*Mall Update*

There was nothing new to report on the Mall.

*Outages*

There have been two outages since the last meeting. One was planned and affected 130 people in Washington Village for approximately 1 ½ hours one evening. There was only one outage due to storm activity. This outage affected 13 people and lasted approximately 9 hours. A tree came down on Fairfield Avenue. Other calls received during storm activity were responded to and determined to have affected communication lines, not SNEW power lines.

Commissioner Westmoreland asked about when the new call center would be implemented. Eric Strom answered that it went live on February 22<sup>nd</sup>. The call center answers all night calls. During the day, a message instructs the caller to “press one” to report water or electric emergencies or outages. The call center receives these calls and dispatches a crew. Additionally, the system automatically contacts the call center when it senses an electric outage. A customer call is not required.

Commissioner Geake requested that the forthcoming Electors’ meeting be posted and advertised in several media forums such as the company website, Facebook and Twitter.

Commissioner Borges-Lopez stated that she would not be able to attend the Electors’ Meeting.

**Adjournment**

Commissioner Geake moved to adjourn. Commissioner Borges-Lopez seconded.

*The meeting adjourned at 7:20 p.m.*

Attest:

Lisa G. Roland  
District Clerk