

**Griffiss Utility Services Corporation
Board of Directors
Meeting Notes**

Meeting Date and Location: March 7, 2013, 410 Phoenix Drive, Rome NY

Members Present: Doug Bartell, Mike Sheridan, Bill Stevens, Sandra Corney, Tim Woods,

Members Absent: Fred Tillman, Bob Skibitski

Others Present: Dan Maneen, John Nash, Mike Davis

Chairman Doug Bartell brought the meeting to order at 3:35pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from Board meeting dated February 7, 2013.

Motion to accept Minutes by Mike Sheridan, seconded by Sandra Corney, approved unanimously.

Financial Report:

John Nash reported that the financials were on track for the month of January and there were no major issues to report.

Other Business

D'Arcangelo & Company completed their field work for the Audit. Nothing of significance was found during the audit.

Operations Report

Safety

There were no lost time or OSHA recordable accidents for the month of February 2013.

The safety topics covered throughout the period were as follows;

- Forklift Safety
- Preventing Hydraulic System Injection Injury
- OSHA Focus Four Hazards-Highlighting the top 4 injuries reported annually
- Hazards of Second hand smoke
- Machine Guards
- Forklifts

- Hand and Portable Power Tools

Operations

Boiler Inspector completed running inspection of boilers and signed off on operating permits.

Requested competitive quotations for plant fire alarm system upgrade.

Encountered leaking expansion joint in pit by Bldg. #37. Awaiting shutdown of system to repair/replace as necessary.

POWER DELIVERY

January 2013

Allocated: 7,221,186 kWh

Purchased: 7,269,138 kWh

POWER OUTAGES

There were no reported outages for the month of February.

ADMINISTRATIVE REPORT

Co-Gen Project Update...CHP PROJECT

ENGINEERING- Proceeding on schedule with update meetings every Monday in Albany for contractors and every other Wednesday for entire project team in Rome.

CONSTRUCTION-

- Wellons installation crew is currently working on boiler, breeching and remaining conveyors.
- Construction of steel building for STG completed and Boiler House is ongoing.
- Wellons equipment installation continues on schedule and as of 2/26/13 report the mechanical installation efforts was estimated at 71% complete. Electrical installation has not been started but contractor has been selected.
- As of 2/26/13, with the shipments of the furnace cell refractory materials and spare parts, all truck shipments have been completed.
- Steam turbine generator set leveled and grouted in place.
- Metal siding and roof on boiler house being installed.

TREASURY DEPT 1603 GRANT

-Still ascertaining the impact of the Sequestration on the 1603 grants. Presently projects awarded between March 1 and September 30, awards are cut by 8.7%.

At 4:10, upon a motion by Bill Stevens, seconded by Tim Woods, the board voted to enter Executive Session to discuss ongoing Litigation with Rome City School District.

At 4:15, upon a motion by Bill Stevens, seconded by Mike Sheridan, the board voted to exit Executive Session.

The Board discussed general plans for a strategic planning meeting.

The next meeting is scheduled for April 4, 2013 at 3:30pm.

At 4:19, upon a motion by Bill Stevens, seconded by Mike Sheridan, approved unanimously, the board voted to adjourn.