

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

**Meeting Date and Location:** April 4, 2013, 410 Phoenix Drive, Rome NY

**Members Present:** Doug Bartell, Mike Sheridan, Tim Woods, Fred Tillman (phone)

**Members Absent:** Bob Skibitski, Bill Stevens, Sandra Corney

**Others Present:** Dan Maneen, John Nash, Mike Davis, Camille Kahler

Chairman Doug Bartell brought the meeting to order at 3:45pm.

**Acceptance of Minutes:**

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

**Motion to accept Minutes by Fred Tillman, seconded by Mike Sheridan, approved unanimously.**

**Financial Report:**

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

**Motion to accept the financial report by Tim Woods, seconded by Mike Sheridan and approved unanimously.**

**Other Business**

Camille Kahler briefed the board on PAAA issues/compliance. All resolutions emailed to the board in March were approved unanimously on March 29, 2013.

**Operations Report**

**Safety**

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

The safety topics covered throughout the period were as follows;

- Slips, Trips, and Falls
- Foot Protection
- Head Protection

- Eye and Face Protection
- Distracted Driving
- Proper Falls Protection
- Pinch Points
- Ladder Safety

## ENVIRONMENTAL

-Performed periodic SPDES water sample testing.

## OPERATIONS

- Continue to analyze extra use of chemicals for treatment of boiler water. Jim Scala set up oxygen analyzer on feed water line from DA-tank. Running various tests and very preliminary indications that a problem with the DA-tank may exist. More updates to follow.
- Syracuse Time & Alarm Tech. spent about 4 hours ringing out faults on the plant fire alarm system. First pass indicates that existing system can be salvaged and awaiting estimate to repair & test for plant fire alarm system.
- Encountering intermittent faults on the new condensate flow valve control. DA-tank level control output swings out of control. Operator has to manually return it to set point. Additional follow up pending.
- New hire (Joe Long) to fill position of Plant Electrician began March 25, 2013. He will undergo approximate 3 months of training prior to being assigned to permanent crew.

## POWER DELIVERY

*February 2013*

Allocated: 6,632,993 kWh

Purchased: 6,669,668 kWh

## POWER OUTAGES

3/26- Loss of feeder #52. Total of 7 customers (9 meters) affected (AIS, Cathedral, DFAS). Reported at 6:43 pm, the upstream feeder breaker opened on a phase-to-ground fault, source of determined to be a blown lighting arrester (LA) on the source-side of high-voltage switch S-5 caused by a rodent (i.e. squirrel) across the switch terminal and LA, service restored at 8:12 pm. (1hr. 29 min.)

## **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-**

- Boiler hydrostatic testing was complete on March 11, 2013. Authorized inspector signed off.
- Conveyor belts were vulcanized the week of 3/18/13.
- Wellons equipment installation continues on schedule and as of 3/27/13 report the mechanical installation efforts was estimated at 85% complete. Electrical installation contract has been awarded and work begun.
- Rogue Pro is onsite installing furnace cell refractory materials.
- National Grid approved/accepted Electrical Intercommunication Request layouts and protection schemes as submitted.

The Board decided to hold a strategic planning meeting in May. The date will be determined.

**At 4:30, upon a motion by Mike Sheridan, seconded by Tim Woods, approved unanimously, the board voted to adjourn.**