

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

Meeting Date and Location: May 22, 2013, 410 Phoenix Drive, Rome NY

Members Present: Doug Bartell, Mike Sheridan, Tim Woods, Fred Tillman, Bob Skibitski, Sandra Corney, Bill Stevens

Members Absent: None

Others Present: Dan Maneen, John Nash, Mike Davis, Chip Clark

Chairman Doug Bartell brought the meeting to order at 12:30pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from Board meeting dated April 4, 2013.

Motion to accept Minutes by Fred Tillman, seconded Sandra Corney, approved unanimously.

Financial Report:

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

Motion to accept the financial report by Fred Tillman, seconded by Bill Stevens and approved unanimously.

Other Business

Chip Clark from D’Arcangelo & Co. presented the 2012 Audit & Financial Statements to the Board.

Motion to accept the 2012 Audited Financial Statements by Fred Tillman, seconded by Tim Woods and approved unanimously.

Motion to approve Capital Project (\$28,500) to relocate storage yard by Mike Sheridan, seconded by Fred Tillman and approved unanimously.

The Board acted upon the following:

1. Internal Control Policy

Motion to approve by Tim Woods, seconded by Bob Stevens and approved unanimously.

2. Mission Statement and Performance Measurements

Motion to approve by Bob Skibitski, seconded by Bill Stevens and approved unanimously.

3. Appoint entire Board to Governance and Finance Committees

Motion to approve by Fred Tillman, seconded by Bill Stevens and approved unanimously.

4. Appoint Doug Bartell, Mike Sheridan, and Sandra Corney to Audit Committee

Motion to approve by Fred Tillman, seconded by Tim Woods and approved unanimously.

Operations Report

Safety

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

The safety topics covered throughout the period were as follows;

- Safety at Railroad Crossings
- Preventing Hearing Loss
- Ground Fault Protection
- Deer-Vehicle Collision
- Hand Protection
- Chainsaw Safety
- Trenching and Excavating Safety
- Compressed Gasses

ENVIRONMENTAL

-Sent Opacity Monitoring Plan for Biomass emissions to NYSDEC, Matt Polge.

OPERATIONS

- Continue to analyze extra use of chemicals for treatment of boiler water. DA Tank will be shutdown and thoroughly inspected to evaluate operating parameters. The chemical analysis are indicating potential critical component breakdown inside tank.
- Syracuse Time & Alarm Tech. quoted under \$2,500 to reenergize the existing plant fire arm system. Work to start as soon as biomass electrical contractor completes their work.
- New hire (Jeff Sann) to fill position newly created position of Material Handler/Receiver began April 29, 2013. He will undergo approximately 3 months of training.

POWER DELIVERY

March 2013

Allocated: 7,053,103 kWh

Purchased: 7,075,651 kWh

POWER OUTAGES

4/29- Loss of feeder #51. Total of 15 customers (33 meters) affected (AFRL, RRS, Sovena, Midair, Oneida Co. Airport, etc.)). Reported at 3:41 am, the upstream feeder breaker opened on a phase-to-phase fault, source of fault determined to be caused by an animal (i.e. snake) across on the source-side switch terminals of high-voltage switch S-53, service restored at 5:00 am. (1hr. 19 min.)

MISC.

-FERC Electronic Quarterly Report (EQRs): Finalized and submitted on 4/29/13.

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 equipment installation continues in schedule and as of 4/24/13 report the mechanical installation effort was estimated at 95% complete. Electrical installation was estimated to be 25% complete.

Truck Tipper installation was ongoing and 75% complete.

At 2:15pm, upon a motion by Fred Tillman, seconded by Bill Stevens, approved unanimously, the board voted to adjourn.

The board then entered into the strategic planning meeting.