

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

**Meeting Date and Location:** January 7, 2016, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Mike Sheridan, John McNamara, Sandra Corney, Joe Cunningham, Bob Skibitski, Bill Stevens

**Members Absent:** Tim Woods

**Others Present:** Dan Maneen, Mike Davis, Erin Long

Chairman Mike Sheridan brought the meeting to order at 3:09pm.

**Acceptance of Minutes:**

The first order of business was the acceptance of minutes from the Board meeting dated November 18, 2015.

**Motion to accept Minutes by Bill Stevens, seconded by Bob Skibitski, approved unanimously.**

**Financial Reports:**

The second order of business was the Financials, which was presented by Dan Maneen. In summary, there was nothing out of the ordinary to report.

**Motion to accept the Financials by Sandra Corney, seconded by John McNamara, and approved unanimously.**

The next order of business was 2016 Expense Budget review.

**Motion to approve the 2016 Expense Budget by John McNamara, seconded by Sandra Corney, and approved unanimously.**

**Committee Reports:**

Next on the agenda was:

Governance Committee Report, which was presented by Chairman Mike Sheridan.

**Other Reports:**

Next on the agenda was the Operations Report, which was presented by Mike Davis.

**OPERATIONS**

**SAFETY**

There were no lost time or OSHA recordable accidents for the months of November and December 2015.

There were 2 per week of “weekly” safety topics covered this period.

**Environmental**

11/2 – Performed periodic SPEDES water sampling.

11/4 – Monitoring Solutions completed the quarterly service and calibrations on the opacity monitor for Biomass Stack.

12/4 – Performed periodic SPEDES water sampling.

12/10 – Sent request to USEPA seeking a variance to avoid periodic calibrations of the Biomass Stack opacity monitor when the Biomass Energy Plant is not operating.

Steam Production

*November 2015 & December 2015*

**Monthly Degree Day & Steam Production**

		2010	2011	2012	2013	2014	2015	Averages
<b>January</b>	Degree Days	1,293	1,396	1,145	1,208	1,404	1,442	1,315
	Steam (klbs)	36,187	32,598	27,425	27,443	32,531	36,525	32,118
<b>February</b>	Degree Days	1,060	1,161	976	1,119	1,217	1,461	1,166
	Steam (klbs)	32,196	28,814	25,528	26,299	29,301	34,790	29,488
<b>March</b>	Degree Days	760	1,007	630	985	1,191	1,158	955
	Steam (klbs)	26,565	28,823	19,974	26,507	32,135	32,549	27,759
<b>April</b>	Degree Days	431	532	606	612	508	602	549
	Steam (klbs)	21,265	20,412	19,952	23,211	21,366	23,866	21,679
<b>May</b>	Degree Days	(2)	133	25	13	101	24	49
	Steam (klbs)	2,430	5,648	1,000	737	5,259	2,701	2,963
<b>June-Sept</b>								
<b>October</b>	Degree Days	426	414	306	347	307	427	371
	Steam (klbs)	13,253	11,200	11,535	11,588	12,965	15,673	12,702
<b>November</b>	Degree Days	780	603	809	873	808	595	745
	Steam (klbs)	23,652	18,487	22,488	22,123	27,195	22,542	22,748
<b>December</b>	Degree Days	1,218	974	985	1,148	1,009	755	1,015
	Steam (klbs)	29,995	25,421	23,779	28,130	29,457	26,046	27,138

*November and December Steam Numbers as Compared to Historical Values:*

Degree Days: Down 23% to 30% (most recent 5-year average)

Production: Down 10% to 5% (most recent 5-year average)

Power Delivery

Park usages were consistent with the historical averages.

*November 2015*

Supplied: 6,204,793 kWh

Next on the agenda was the Administrations Report, which was presented by Dan Maneen.

**New Business:**

Board of Directors meeting schedule for 2016: 2nd week of month, on Wednesday at 3:00pm.

**Old Business:**

N/A

**At 4:04pm, upon a motion by Bill Stevens, seconded by Bob Skibitski, the Board voted to enter executive session to discuss potential litigation and contracts.**

**At 6:13pm, upon a motion by Bob Skibitski, seconded by Bill Stevens, the Board voted to exit executive session.**

There was no further business.

**At 6:14pm, upon a motion by John McNamara, seconded by Joe Cunningham, approved unanimously, the Board voted to adjourn.**