

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

Meeting Date and Location: November 14, 2016, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney (via phone), Joe Cunningham, Tim Woods.

Members Absent: John McNamara, Bob Skibitski, Bill Stevens.

Others Present: Dan Maneen, Doug Bartell, Mike Davis, Erin Long.

Chairman Mike Sheridan brought the meeting to order at 3:20pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated October 17, 2016.

Motion to accept Minutes by Tim Woods, seconded by Joe Cunningham, and approved unanimously.

Financial Reports:

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

Motion to accept the Financials by Joe Cunningham, seconded by Tim Woods, and approved unanimously.

Next on the agenda was the review of 2017 Operating Budget – Draft 2, which was presented by Doug Bartell.

Committee Reports:

Next on the agenda was the Investment Committee Report, which was presented by 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 during this period.

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

Environmental

10/4 – SPEDES sample taken, prepared & sent out for analysis.

10/19 – Sent MOSF Closure documents for Tank 8001 to DEC.

10/27 – DEC, Ron Novak, did tank closure inspection and records review.

Monthly Degree Day & Steam Production

		2011	2012	2013	2014	2015	2016	5-Year Averages
January	Degree Days	1,396	1,145	1,208	1,404	1,442	1,216	1,319
	Steam (klbs)	32,598	27,425	27,443	32,531	36,525	34,602	31,304
February	Degree Days	1,161	976	1,119	1,217	1,461	1,078	1,187
	Steam (klbs)	28,814	25,528	26,299	29,301	34,790	29,973	28,946
March	Degree Days	1,007	630	985	1,191	1,158	792	994
	Steam (klbs)	28,823	19,974	26,507	32,135	32,549	26,270	27,998
April	Degree Days	532	606	612	508	602	638	572
	Steam (klbs)	20,412	19,952	23,211	21,366	23,866	21,459	21,761
May	Degree Days	133	25	13	101	24	66	59
	Steam (klbs)	5,648	1,000	737	5,259	2,701	2483	3,069
June-Sept								
October	Degree Days	414	306	347	307	427	386	360
	Steam (klbs)	11,200	11,535	11,588	12,965	15,673	15352	12,592
November	Degree Days	603	809	873	808	595		738
	Steam (klbs)	18,487	22,488	22,123	27,195	22542		22,567
December	Degree Days	974	985	1,148	1,009	755		974
	Steam (klbs)	25,421	23,779	28,130	29,457	26046		26,567

Steam Production (cont'd)

October 2016 Steam Numbers as Compared to this Period Last Year:

Degree Days: Down 10%

Production: Down 2%

Power Delivery

Park usages were consistent with the historical averages.

October 2016

Supplied: 6,814,586 kWh

September Electric Costs:

- Market energy costs are trending towards being more consistent as compared to this period last year.

Power Outage(s)

None.

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

New Business:

N/A

Old Business:

N/A

At 3:55pm, upon a motion by Joe Cunningham, seconded by Tim Woods, approved unanimously, the Board voted to enter Executive session to discuss Personnel & Potential Litigation.

At 4:25pm, upon a motion by Sandra Corney, seconded by Joe Cunningham, the Board voted to exit executive session.

At 4:30pm, upon a motion by Tim Woods, seconded by Sandra Corney, approved unanimously, the Board voted to adjourn.