

CITY OF GROTON UTILITIES COMMISSION

Minutes of SPECIAL Meeting

April 20, 2016

1. CALL TO ORDER

Chairperson Galbraith called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Chairperson Mayor Marian K. Galbraith

Commissioners: Shirleyann Dunbar-Rose, Edward E. DeMuzzio

Staff present: Director of Utilities Ronald A. Gaudet
General Manager-Utility Finance David F. Collard
General Manager-Customer Service Tina M. Daniels
General Manager-Key Accounts Leonard J. Mediavilla
Manager-Engineering Brian J. Roche
Manager-Water/PAF Richard M. Stevens
Manager-Operations Raymond L. Valentini
Manager-Economic Development Frank E. Winkler
General Foreman -George R. Scully
Energy Engineer-Hollis C. McKee
Utility Analytics Specialist-Aaron K. Brooks
Accounting Manager Janet B. Pawlikowski
Executive Assistant Ronald O. Bata
Executive Assistant Deborah J. Gaudette

2. NEW BUSINESS

Agenda Item 2A: GUC-16-04-07: Management Review of the Proposed Operating and Capital Budgets for the Electric Division for Fiscal Year 2016-2017

Director Gaudet thanked management and staff for their work on this budget, and passed out his version of a pictorial summary of Groton Utilities Strategic Plan. Priorities include safety, reliability, cost effectiveness, regulatory compliance, and respect for people.

Director Gaudet reported with the proposed budget, rates remain competitive, and 24% lower than Eversource. Return to the City could potentially be increased to the maximum amount allowed per Ordinance R-03-3-22 in the next fiscal year. Additionally, Operation and Maintenance expense, including labor continues to be a marginal 2.1% annually.

General Manager Collard passed out DRAFT copies of the proposed budgets.

General Manager Blanchette reported on additional information security requirements including North American Electric Reliability Corporation (NERC – CIP), Criminal Justice Information Services (CJIS), State of Connecticut Department of Labor (DOL) ConnSMART, Homeland Security Act – Federal Information Security Management Act (FISMA), American Water Works Association (AWWA) National Institute of Standards and Technology (NIST) Cybersecurity Framework, Red Flags Rule, the Health Insurance Portability and Accountability Act (HIPPA), National Strategy to Secure Cyberspace, and Connecticut Public Act No. 05-148.

The proposed budget includes three (3) new positions in the IT Department – a Compliance Administrator, Network Support position, and an Applications Support position. Additionally, \$720,000 of the IT budget is attributable to City allocations, allocated by users and application use.

The Commission discussed proposed salaries and how salary ranges were determined. Director Gaudet will provide a spreadsheet with the current positions and salary ranges.

Mayor Galbraith asked if the budgets included the proposed funding for safety consulting services. Manager Roche replied it did, and Management will present its' recommendation to the Utilities Commission at its April 27th meeting.

Manager Roche reported that due to the addition tree trimming crew for part of the current fiscal year, reliability has increased and two (2) full time crews are proposed in the budget. Due to pending retirements, a position for an electrical engineer is also included in the budget.

The Commission discussed disaster insurance for major storms and funding a maintenance fund to cover expenses not recoverable from the Federal Emergency Management Agency (FEMA).

Agenda Item 2B: GUC-16-04-08: Management Review of the Proposed Operating and Capital Budgets for the Water Division for Fiscal Year 2016-2017

Manager Stevens gave an update on changing water regulatory standard, including source water regulation changes, lead/copper rules, and laboratory quality testing changes.

General Manager Collard reported that as a result of the water increases approved last year, the projected cash flow provides for cash reserves, to include a vehicle replacement reserve and reserves for the Water Treatment Plant Rebuild Project. The proposed budget also addresses increased compliance issues.

The Commission thanked Management for their presentation. Mayor Galbraith stated she is positive about the "forward looking budget".

3. ADJOURNMENT

There being no further business, at 3:47 p.m., **Commissioner DeMuzzio** moved, **Commissioner Dunbar-Rose** seconded a motion to adjourn. **Motion carried.**

Attest:

Paul Duarte
Clerk