

**CITY OF GROTON UTILITIES COMMISSION
/WATER POLLUTION CONTROL AUTHORITY
MEETING MINUTES**

April 13, 2022 10:30 a.m.
City of Groton Municipal Building
Council Chambers

1. CALL TO ORDER

Chairperson Hedrick called the meeting to order at 10:30 a.m.

ROLL CALL

Present: Chairperson Mayor Keith Hedrick

Commissioners: Jeffrey Godley (via ZOOM), George Mathanool (10:50 am), George Scully, Robert Zuliani

Staff present: Director of Utilities Ronald A. Gaudet
Executive Administrator to the Director of Utilities, Noemi Walencewicz
Executive Administrative Assistant Maureen French
City Finance Director, Ronald Yuhas
Manager Utility Finance, Yi Xiang
Senior Accounting Assistant, Nicole Romanski
Utility Financial Analyst, Patricia Thomas
General Manager Operations, Mark A. Biron
General Manager Projects & Planning, Bruce Kruszewski
Associate General Manager Key Accounts, Aaron Brooks
General Manager Information Technology, Sue Blanchette
General Manager Customer Service, Tina Daniels
Manager Electric Engineering, Randall Surprenant
Manager Water/Wastewater, Richard Stevens
Water Foreman, Mauricio Duarte
Manager of Communications and Community Outreach, Daniel Bouges

2. NEW BUSINESS

- A. The FY 2023 Electric Budget was presented by Utility Finance Manager Xiang
- B. The FY 2023 Water Budget was presented by Utility Finance Manager Xiang
- C. The FY 2023 Sewer Budget was presented by Utility Finance Manager Xiang

Director Gaudet reviewed the Organizational Chart noting that staffing is flat and explained two labor allocation changes. Commissioner Scully inquired if there are any open positions. Director Gaudet replied that open positions consist of customer service representatives and an electrical engineering aide; as an electrical engineer is resigning in the summer. Director Gaudet confirmed Commissioner Scully's question that engineering aides used to be titled project managers.

Manager Xiang presented the three division budgets.

Electric:

Commissioner Zuliani questioned if the percentage of contribution to City is set by the State. Manager Xiang stated it is set according to a City resolution. Chairperson Hedrick noted the City has not asked for an increase since 2019 and further explained he has not forecasted a need to increase.

Commissioner Zuliani inquired why revenues are not used for division allocation. Manager Xiang explained it is allocated in proportion to customers.

Commissioner Scully questioned the three additional line men in the Electric proposed budget. Director Gaudet stated this is for succession planning. Chairperson Hedrick gave a detailed explanation of staffing and the time requirement to achieve appropriate certifications, which is five years.

Director Gaudet clarified the internship positions and explained that Groton Utility is collaborating with Grasso Technical High School. The Utility is offering job shadowing and internship programs. Commissioner Mathanool informed the Commission of a State program called Technology Talent Bridge which provides a grant for companies to hire student interns.

Water:

Discussion between the Commissioners and the Director of Utilities took place regarding the water cash flow, and ideas of how revenues could be increased.

General Manager Blanchette reviewed the Information Technologies Department's budget highlights.

General Manager Daniels reviewed the Customer Service Department's budget highlights.

General Manager Brooks reviewed the Key Accounts Department's budget highlights. He informed the Commission that the Key Accounts Department name is changing to Business Development, due to the evolution of the duties within the group.

Director Gaudet reviewed the Admin and Finance Budget highlights.

Manager Xiang reviewed the Admin and General Budget highlights, noting employee benefits increased by 5% which includes an estimated insurance increase.

General Manager Biron reviewed the three divisions of the Operations (Electric, Water, and Wastewater) Operating Budget highlights.

General Manager Kruszewski reviewed the three divisions (Electric, Water, and Wastewater) Capital Budget highlights.

Electric Capital Projects:

Commissioner Scully questioned the Wyman Gordon substation rebuild. A technical discussion followed between Manager Surprenant and Commissioner Scully.

Water Capital Projects:

Commissioner Scully inquired about the location of the Warren Dam. Manager Stevens explained it is behind Gungywamp, and flows from Ledyard to Great Brook.

Director Gaudet stated that during the Technology and Process Assessment it was recommended to adopt a computer maintenance management system through Trimble called Cityworks. The City Public Works department is also adopting Cityworks.

Commissioner Zuliani expressed gratitude towards the preparation and presentation of the budgets. Commissioner Mathanool noted the collaboration of the departments. Commissioner Scully requested the budget details and capital project be emailed prior to the meeting.

Commissioner Zuliani questioned if the new Water Treatment Plant has been fully capitalized. Manager Xiang confirmed depreciation started in March 2022.

3. **ADJOURNMENT**

There being no further business, at 12:38 p.m., **Commissioner Zuliani** moved, **Commissioner Scully** seconded a motion to adjourn.

Motion Carried.

Attest:

Keith Hedrick
Chairperson