



N O R W I C H
BOARD OF PUBLIC UTILITIES' COMMISSIONERS
REGULAR MEETING

October 28, 2008

The Regular October Meeting of the Norwich Board of Public Utilities' Commissioners was held on Tuesday, October 28, 2008, in the Training Room at the NPU office located at 16 South Golden Street, Norwich.

Item 1. The Meeting was called to order at 6:02 P.M. by Chairman James Sullivan.

Present: Chairman James Sullivan, Secretary Frank Demicco and Commissioners Stanley Israelite and Alan Remondi. Absent was Vice Chairman Diana Boisclair. Also in attendance were: General Manager John Bilda; NPU Staff Members Steve Sinko, Chris LaRose, Michele Addabbo, and Tammy McCarty. Also in attendance from the public were Robert Mills, Ken Capano, Grace Jones, and Jen Shoennagel.

Item 2. Fifteen-Minute Public Comment Period. None

Item 3. Minutes of the Regular September Meeting, which was held on Tuesday, September 23, 2008. Commissioner Remondi, seconded by Commissioner Israelite, moved to approve the Minutes of the Regular September Meeting, which was held on Tuesday, September 23, 2008. Unanimously approved.

Minutes of the Special October Meeting, which was held on Thursday, October 16, 2008. Commissioner Remondi, seconded by Secretary Demicco moved to approve the Minutes of the Special Meeting, which was held on October 16, 2008. Unanimously approved.

Item 4. Presentations.

Presentation was given by Robert Mills on Norwich Community Development Corporation (NCDC) activity. Chairman Sullivan commented that these types of reports are important and very helpful to the Utility Board in maintaining a successful relationship between NPU and NCDC.

Presentation was given by Grace Jones, Ken Capano, and Jen Shoennagel of Three Rivers Community College on the NPU establishment of a scholarship endowment and the benefits that it brings to individuals and the community.

Presentation was given by Tammy McCarty on the Red Flag rules of the FACTAct and Norwich Public Utilities' program to comply with them.

Item 5. Action Items.

a) Three Rivers Scholarship Fund

Commissioner Remondi, seconded by Secretary Demicco moved to pass the following resolution for the Three Rivers Scholarship Fund. Commissioner Remondi, seconded by Chairman Sullivan moved to amend the wording in the last sentence to reflect Norwich Public Utilities, rather than Norwich Department of Public Utilities. Unanimously approved as amended.

RESOLUTION

WHEREAS, Norwich Public Utilities is the locally owned and operated provider of electricity, natural gas, water and wastewater services to the city of Norwich; and the responsibility of local ownership includes community support, and involvement;

WHEREAS, The Norwich Public Utilities' Board of Commissioners recognizes the role of higher education in the workplace and the implications of higher education to the community's standard of living;

WHEREAS, The Norwich Public Utilities' Board of Commissioners believes that opportunities for higher education should be made available to all students and supports providing that opportunity to students who otherwise could find continuing education out of financial reach;

WHEREAS, The Norwich Public Utilities' Board of Commissioners recognizes that a significant number of students graduating from local programs seek employment locally;

WHEREAS, The Norwich Public Utilities' Board of Commissioners recognize that investing in the future of the Utility will include investing in graduates, especially those graduates of the schools of engineering and business, and graduates with an interest in economic development.

NOW, THEREFORE, BE IT RESOLVED THAT The Board of Public Utilities Commissioners agree that it is in the best interest of the Public Utilities of the City of Norwich to support Three Rivers Community College's major gift campaign which provides continuing education opportunities in the community.

In furtherance of this resolution, John Bilda, the General Manager, is duly authorized to contribute a \$100,000 endowment to establish a scholarship fund at Three Rivers Community College, on behalf of Norwich Public Utilities. The General Manager is further authorized to define and establish selection criteria pending approval of the Board of Public Utilities Commissioners.

Dated this 28th day of October 2008, in Norwich, Connecticut.

James M. Sullivan, Chairman

Diana Boisclair, Vice Chairwoman

Stanley Israelite, Commissioner

Frank Demicco, Secretary

Alan M. Remondi, Commissioner

John Bilda, General Manager

b) FACTAct Policy

Motion by Commissioner Remondi, seconded by Commissioner Israelite to pass the following resolution with regard to the FACTAct. Unanimously approved.

RESOLUTION

WHEREAS, Norwich Public Utilities is the locally owned and operated provider of electricity, natural gas, water and wastewater services to the city of Norwich; and the responsibility of local ownership includes ensuring security and protection of information provided to the utility by community members;

WHEREAS, The Norwich Public Utilities' Board of Commissioners understands that the fastest growing form of economic crime in the US is identity theft and understand that Utilities are the third largest target for information theft;

WHEREAS, The Norwich Public Utilities' Board of Commissioners recognize the need for the utility to be in complete compliance with the Red Flag rules of the Fair and Accurate Credit Transactions (FACT) act;

WHEREAS, The Norwich Public Utilities' Board of Commissioners believes that developing policies and programs designed to safeguard customers' personal information is in the best interest of both the customer and the utility;

WHEREAS, The Norwich Public Utilities' Board of Commissioners understand that Management and Staff have developed policies and programs designed specifically to protect customers' identity.

NOW, THEREFORE, BE IT RESOLVED THAT The Board of Public Utilities Commissioners agree that it is in the best interest of Norwich Public Utilities to approve the development and implementation of an Identity Theft Prevention Program.

In furtherance of this resolution, John Bilda, the General Manager, is duly authorized to establish the program, subject to annual review, and amend and adjust the program(s) as law may require with approval by the Board of Public Utilities Commissioners.

Dated this 28th day of October 2008, in Norwich, Connecticut.

James M. Sullivan, Chairman

Diana Boisclair, Vice Chairwoman

Stanley Israelite, Commissioner

Frank Demicco, Secretary

Alan M. Remondi, Commissioner

John Bilda, General Manager

c) 2009 Board Meeting Schedule

Secretary Demicco, seconded by Commissioner Remondi moved to approve the 2009 Board Meeting Schedule. Unanimously approved

d) Strategic Plan Approval

Commissioner Remondi, seconded by Commissioner Israelite moved to approve the Strategic Plan. Commissioner Remondi and Chairman Sullivan commented that the working plans and documents associated with the Strategic Plan may be subject to further review and comments by the Commissioners. Unanimously approved.

Commissioner Remondi, seconded by Secretary Demicco moved to suspend the rules of the meeting and add an additional item related to NCDC Funding for action to the agenda. Unanimously approved.

Chairman Sullivan, seconded by Commissioner Remondi moved to direct General Manager Bilda to arrange for \$75,000 of funding from the CMEEC Economic Development Fund to NCDC for the Fiscal Year 2008-2009 budget as part of the three year \$150,000 annual commitment. Unanimously approved.

Item 6. Performance Reports. The following performance reports were provided to the Commissioners for their review:

- a) Financial Reports: The September 2008 and the First Quarter financial statements were provided to the Board for their information. Steve Sinko provided a detailed review of the First Quarter financial performance of Norwich Public Utilities four operating divisions. Discussion followed. Additionally, Mr. Sinko reported to the Board that as a result of the current financial conditions the budget reforecast has been initiated and will be reported to the Board at the end of the second quarter reporting period.
- b) Collections Reports: Steve Sinko reported on current collection activities.
- c) Customer Satisfaction Indicators – informative.

Item 7. NPU Tactical Information. The following tactical reports were provided to the Commissioners for their review:

- a) Operations & Construction Report. Informative.
- b) Water Division Report. Chris LaRose provided information to the Board on the THM update.
- c) Communications Calendar. Informative.
- d) Energy Efficiency initiatives. Informative.
- e) Construction Status Report. Informative.
- f) PGA/PPA. There are no changes to the PPA or PGA this month.
- g) MAN Project. Informative.
- h) Other.

Chris LaRose provided the Board with general information regarding city wide gas availability and extensions to expand the gas distribution system into new and existing neighborhoods. Additionally, Mr. LaRose provided information regarding the gas system expansion into the Flyers Drive and Lambert Drive neighborhoods in conjunction with the sewer extension work.

General Manager Bilda provided the Board with a Letter of Understanding between Norwich Public Utilities and Jewett City Electric Department related to electrical distribution support work that NPU will be providing to Jewett City Electric Department.

Commissioner Remondi, seconded by Chairman Sullivan moved to recess the meeting at 8:08 P.M. for the purpose of conducting Sewer Authority business. Unanimously Approved.

Meeting reconvened at 8:24 P.M.

Item 8. Executive Session Commissioner Remondi, seconded by Secretary Demicco moved to enter into Executive Session at 8:24 P.M. to Discuss Confidential Trade Secret & Commercially Valuable Confidential or Proprietary Information Not Subject to Inspection or Public Disclosure Pursuant to Section 1-210[5] and 7-232a of the CT General Statutes. Unanimously approved. **General Manager Bilda, Chris LaRose, and Steve Sinko were asked by the Board to stay for the purpose of providing proprietary information.**

The Board arose from Executive Session at 8:55 P.M.

There were no votes taken during Executive Session.

Item 9. Executive Session – To Discuss Labor Issues. Commissioner Remondi, seconded by Secretary Demicco moved to enter into Executive Session at 8:55 P.M. to discuss contract and labor issues. **General Manager Bilda was asked by the Board to stay for the purpose of providing proprietary information.**

The Board arose from Executive Session at 9:05 P.M.

Commissioner Remondi, seconded by Secretary Demicco moved to increase General Manger Bilda's salary by \$15,000, effective October 1, 2008. Unanimously approved.

Item 10. Other Business. None.

Item 11. The next Regular Meeting is scheduled for Tuesday, November 25, 2008.

Commissioner Israelite, seconded by Secretary Demicco moved to adjourn the Meeting at 9:10 P.M. Unanimously approved.

Attest:

Frank Demicco
Secretary