

**BOZRAH UTILITIES COMMISSION**  
**Minutes of the Regular Meeting**  
January 21, 2026  
9:00AM  
Bozrah Senior Center  
59 Bozrah Street Ext, Bozrah, CT 06334

1. **CALL MEETING TO ORDER**

Chairperson Rusk called the meeting to order at 9:06 A.M.

**A. ROLL CALL**

**Present:** Chairperson Jill Rusk

**Commissioners:** **Present:** Seymour Adelman, Scott Barber, Jeffrey Godley, George Scully, and Robert Zuliani

**Absent:** Kieran Flannery, Bill Ballinger, and George Mathanool

**Staff present:** Director of Utilities, Ronald A. Gaudet  
Executive Administrator, Maureen French  
Executive Administrative Assistant, Cindy Trepanier  
Controller, Yi Xiang  
General Accountant, Linda Gawronski  
General Manager of Electric, Bill Robarge  
General Manager Customer Service, Tina Daniels  
General Manager Business Development, Aaron Brooks  
Project Manager, Kelsey Odell  
Electrical Engineer, Projects and Planning, Martin Cloudas  
Executive Assistant, Jonathon Taveras

2. **SAFETY MOMENT**

General Manager, Bill Robarge shared a safety moment on How to Prevent Heart Attacks When Shoveling Snow.

3. **APPROVAL OF MINUTES**

A. Regular Meeting of October 22, 2025

**Commissioner Barber moved; Commissioner Scully** seconded a motion to approve the minutes of the Regular Meeting of October 22, 2025

**Motion Carried Unanimously**

4. **COMMUNICATIONS AND CORRESPONDENCE**

There were no Communications or Correspondence

5. **PUBLIC COMMUNICATION**

There was no Public Communication.

6. **QUARTERLY FINANCIAL HIGHLIGHTS**

October 2025 – December 2025

General Accountant Linda Gawronski reviewed the October 2025 – December 2025 Quarterly Financial Highlights, and Fiscal Year to Date Highlights. She explained the Quarterly non-pass-through revenue totaled \$2.7 million, which is \$63K (2.4%) above budget and \$139K (5.4%) higher than last year. Residential and Commercial sales exceeded budget by 5.5% and 7.8%, respectively, while Industrial sales fell short by 3.6%, and other sales were on target. Cooling degree days matched last year, while heating degree days were 13% higher than the same period last year. Chairperson Rusk asked what defines a Heating Degree Day. General Accountant Gawronski explained it is the number of days that the mean temperature was above or below sixty-five (65) degrees.

General Accountant Gawronski went on to say for the second quarter, net income before return to Groton was \$182K, which is \$144K above budget, primarily due to other operating expenses being \$142K (19%) below budget. Fiscal year-to-date, net income before return to Groton totaled \$446K, exceeding the budget by \$259K, driven by other operating expenses coming in \$277K (18.4%) below budget. Non-pass-through revenue for the fiscal year to date reached \$5.7 million, an increase of \$49K (0.9%) compared to budget and \$180K (3.2%) compared to last year. Residential and Commercial sales were above budget by 2.4% and 3.3%, respectively, while Industrial sales were 2.4% below budget, with other sales categories remaining on target.

The favorable expense variance is primarily attributable to three factors. First, the absence of major storm costs contributed significantly; although a large windstorm occurred on December 19–20, incurring \$51K in expenses, these costs were recorded in January due to Groton Utilities billing cycle and therefore did not impact this reporting period but will be reflected in the next quarter. The budget to date for storm-related costs was \$74K. Second, Groton Utilities labor costs on work order projects were substantially reduced compared to the budgeted amount of \$133K. Finally, transportation costs were lower by \$29K.

Commissioner Barber inquired if the \$51K expense for the windstorm is an approximation or a firm amount. General Accountant Gawronski stated the final expense amount for the December storm was \$51K and will reflect in next quarter.

Commissioner Zuliani mentioned although we did better than the budget we did not meet debt obligations for the quarter, but for the half-year mark we have done much better than the budget and have been able to meet all debt obligations.

7. **PROJECTS/INITIATIVES UPDATE**

**A. Customer Service Update**

General Manager of Customer Service, Tina Daniels explained the new customer portal was scheduled to go live on January 13<sup>th</sup>. She said there are twenty-three steps to completing the conversion and on Step twenty-one an issue was identified. Customer information was not coming over because of a dash that was missing from the account number. There are six thousand customers on auto pay, and the correction was made to prevent those customers from having to go into re-setting up their auto pay account. The new go-live date will happen later this week, and by waiting for the Bozrah billing cycle, autopay processing will occur without any glitches. A test batch was run last week and there were only five errors. All customers will need to reset passwords, but that is all. Customers will be notified to reset passwords by text message blast, email blast, and reverse dialing indicating that the new system is up and to please

log in. She will send emails with tutorials to all customers with email information currently in the system. There will be no late fees assessed for January and February to ensure customers who are utilizing autopay are all set without any issues. Customers will not have the ability to see e-bills for thirty days to allow time to troubleshoot any potential problems with the migration to the new portal. General Manager Daniels explained the new portal is very impressive and that customers will have the ability to see usage history, set alarms for usage amounts, and will be able to see hour by hour usage.

Commissioner Barber asked whether the portal would be available to all customers or only those enrolled in the autopay system. General Manager Daniels clarified that all customers would have access to the portal. She noted the team will send multiple notifications to ensure customers are aware when the system goes live and remind them to log in and create a new password. She also informed the commission that customers with multiple accounts will be able to manage them all in one place, rather than through separate portals. Additionally, the portal will include new payment options such as Venmo and PayPal.

Commissioner Barber mentioned the paper bills still not arriving timely. General Manager Daniels explained the bills are mailed by the 5<sup>th</sup> of each month and unfortunately, the delays in customers receiving their bills are due to challenges within the postal delivery system. With the new portal in the future customers will have an option to utilize e-billing which will eliminate a lot of the issues with timely delivery of bills.

Commissioner Barber thanked General Manager Daniels for sending the updated Rules and Regulations.

## **B. FY27 Capital Plan**

General Manager Robarge provided an update on the current fiscal year Capital Budget. The remaining balance in the Non-Bonded Capital Budget is \$43,000. Completed projects funded through this budget include the installation of two reclosers on Route 82 and Route 163, replacement of a three-phase voltage regulator on Goshen Hill Road, pole line extensions on Waters Edge, pole relocation to accommodate the new Tractor Supply, several new underground services, double wood pole replacements, miscellaneous distribution work, and the installation of backup feeders at Stockhouse Substation. The remaining funds will be used to purchase a new 115kV switch for the Stockhouse Substation and to complete additional miscellaneous distribution work.

The Bonded Capital Budget has a remaining balance of \$1.3 million from the 2021 bond. Completed projects include the site survey for the yard, and upgrades to the operations complex at Stockhouse. Upcoming projects include installing a three-phase line across Route 2 to connect two single-phase circuits on the opposite side, supporting four pad-mount transformers and providing new underground service for the apartment complex on Scott Hill Road. The estimated cost for this project is \$400,000–\$500,000. Additional planned improvements at the Bozrah Operations Complex include replacing the diesel pump, installing a pole storage rack system, and completing interior renovations.

**Looking ahead to FY27 and beyond for the Capital Budget**, Management plans to allocate non-bonded funds for maintenance, distribution, new customer connections, cut-out and pole replacements, as well as reclosers and switch gear. For Stockhouse, priorities include breaker maintenance, switch and relay replacements, and SCADA system upgrades. Last fiscal year,

\$300,000 was budgeted, and this year Management anticipates requesting approximately \$550,000.

For bonded capital, several projects are scheduled within the five-year plan, including work at Acorn Acres and Red Cedar Lake to replace overhead bare conductors with insulated conductors to minimize outages. There will be an evaluation of the addition of a fourth circuit and improving connectivity to ensure system reliability in the event of a circuit loss. Bozrah Light and Power and Groton Utilities will partner with RLC, a new electrical engineering and architectural firm to review the current five-year capital plan, prioritize upcoming projects, and identify areas where system hardening is needed to enhance overall reliability.

General Manager Robarge summarized that the non-bonded capital request will be approximately \$550,000 and discussed the possibility of taking out a new bond in FY28. Director Gaudet asked if the current bond would be used by the end of this FY or next. General Manager Robarge explained the bond funds would be used both during FY26 and FY27 and that if a new bond is to be taken out it would be FY28.

Project Manager Odell stated that our portfolio includes approximately \$10 million in work that needs to be completed. RLC Engineering will serve as the System Architect, helping to prioritize the sequence of these projects. She further explained that if it's decided to not to issue a bond, the non-budgeted capital budget will need to increase to fund the necessary projects that support expanding facilities, equipment upgrades, and distribution improvements in the area.

Commissioner Barber inquired whether the pole relocation on Route 82 would be billable to the customer. Electrical Engineer Cloudas confirmed that a portion of the work is billable. Commissioner Barber then asked about the cost of the manual disconnect switch and whether the remaining \$43,000 in the non-capital budget would be sufficient to cover the expense. Project Manager Odell stated that the estimated cost is \$30,000. Commissioner Barber emphasized the need to ensure the project does not result in a negative financial position for Bozrah Light and Power. The General Accountant noted that additional funding is available through Contributions in Aid of Construction (CIAC), which are customer contributions intended to offset the cost of constructing electrical infrastructure. CIAC funds are held until projects are completed, and any remaining balance is used for future Bozrah Light and Power's project work. The estimated current balance in the CIAC fund is \$170,000.

Commissioner Scully inquired about the location of the new development on Scott Hill Road. Electrical Engineer Cloudas explained the location of the development on Scott Hill Road and went on to give details about extending the three-phase lines from Waterman to the intersection of Scott Hill Road and Goshen Hill Road.

Commissioner Scully asked whether the CMEEC generators could support the load if the Stockhouse Substation were to go offline. Electrical Engineer Cloudas explained that, in theory, the CMEEC generators would be capable of carrying the load. He further noted that RLC Engineering will provide guidance on strategies to interconnect circuits and strengthen the system in Bozrah and Lebanon. General Manager Robarge added that RLC will also evaluate the CMEEC generators and develop design recommendations to ensure system reliability, along with contingency plans for emergency situations.

Commissioner Barber asked about the status of security enhancements at the Stockhouse Substation. General Manager Robarge informed the Commission that the IT team is currently

reviewing camera systems, with Stockhouse being the top priority. He added that purchase orders for the necessary equipment will be issued soon, and installation will follow promptly.

8. **OLD BUSINESS**

**A. Bozrah Office Building Status**

Director Gaudet reported that Finance Director Ron Yuhas consulted with the Real Estate Attorney, who advised that obtaining a variance would be necessary since the property is currently zoned for Residential or Municipal use. He explained that securing the variance would provide the purchaser with the required documentation to utilize the property as either residential or commercial office space. Chairperson Rusk noted that the lot size is smaller than the zoning requirements for residential property. Commissioner Barber mentioned that the Planning and Zoning Commission meets on the second Thursday of each month and requested that arrangements be made to include this matter on the agenda.

9. **NEW BUSINESS**

No New Business

10. **ACTION ITEMS**

**A. BUC-26-01-01** – Consideration of and action to authorize Bozrah Light and Power Management to issue a purchase order to Cardinal Enterprises, LLC., 15 Old West Rd, Granville, Massachusetts for an amount not to exceed Ninety-Nine Thousand Dollars and Zero Cents (\$99,000.00) including a Ten-Thousand, Five-Hundred Dollar (\$10,500.00) contingency for the temporary relocation of Electric AMI Antennas to help facilitate Norwich Public Utility's rehabilitation of the Yantic Water Tank, to be paid from Bozrah Light and Power available cash on hand, and furthermore that the City Council be apprised of this action with the recommendation that it concur

**Commissioner Godley** moved; **Commissioner Scully** seconded that Bozrah Utility Commission approve Action Item BUC-26-01-01

General Manager, Aaron Brooks, explained that the AMI antennas located on Norwich Public Utility's Yantic Water Tank were installed in 2006. This site serves as the primary location for the entire AMI system, enabling the reading of all electric meters for Bozrah. Commissioner Adelman asked when the antennas were placed on the water tank, and General Manager Brooks confirmed the installation occurred when Bozrah transitioned to AMI. Commissioner Barber then inquired why that location was selected. Brooks noted that the tank's height—approximately 200 feet and 350–400 feet above sea level—provides optimal coverage, and there is no fee for using the tank. Norwich Public Utility now needs to rehabilitate the tank, requiring the temporary relocation of AMI equipment to scaffolding. Once the work is complete, the equipment will be reinstalled. General Manager Brooks added that Cardinal Enterprises performed the initial installation and has maintained the equipment for the past 20 years.

Commissioner Barber asked about the possibility of utilizing the CPTV Tower located in Bozrah. Commissioner Scully noted that during the original installation, when he was still with the Utility, the tower's owners declined the request to use the CPTV Tower. Electrical Engineer Cloudas added that a survey conducted by the AMI company in collaboration with Noel Leonard determined that the Yantic Water Tank was the optimal location for the AMI antennas.

Commissioner Barber asked whether the AMI antennas were shared with Norwich Public Utility. General Manager Brooks clarified that the readers are licensed exclusively to BLP. He added that he has applied to the FAA for approval to exceed 200 feet in height; if granted, this would allow for reduced infrastructure and lower costs. Director Gaudet then asked if the antennas would be reinstalled on the tank. General Manager Brooks explained that they would be mounted on the side of the tank but positioned ten feet higher than the tank itself. Commissioner Barber inquired about the project timeline, and stated that work is expected to begin in March 2026.

**Motion carried – Votes: 5-0-0**

Commissioner Barber has requested that Action Items be sent as soon as they are ready rather than in the meeting package which will allow more time for the Commissioners to review in the future.

**B. ADJOURNMENT**

At 10:24 A.M. **Commissioner Adelman** made a motion, **Commissioner Barber** seconded to adjourn.

**Motion carried – Votes: 5-0-0**

Attest:  
Cynthia Trepanier  
Executive Assistant