

MINUTES OF THE
SPECIAL MEETING OF THE

JOINT AUDIT COMMITTEE OF
THE BOARDS OF DIRECTORS OF

CONNECTICUT MUNICIPAL ELECTRIC ENERGY COOPERATIVE
AND
CONNECTICUT TRANSMISSION MUNICIPAL ELECTRIC ENERGY COOPERATIVE

May 15, 2023

A Special Meeting of the Joint Audit Committee of the Boards of Directors of Connecticut Municipal Electric Energy Cooperative (“CMEEC”) and Connecticut Transmission Municipal Electric Energy Cooperative (“CTMEEC” d/b/a Transco) was held via Zoom and telephonically on Monday, May 15, 2023 at 2:00 p.m.

The meeting was legally noticed in compliance with Connecticut General Statutes and all proceedings and all actions hereafter recorded occurred during the publicly open portions of the meeting.

The following Committee Members participated:

Bozrah Light & Power: Scott Barber
Groton Municipal Representative: Mark Oefinger
Jewett City Department of Public Utilities: Kenneth Sullivan
Norwich Public Utilities: Stewart Peil, Robert Staley
South Norwalk Municipal Representative: Dawn DelGreco
Third Taxing District, East Norwalk: Kevin Barber

The following Non-Voting Members participated:

Bozrah Light & Power: William Ballinger
Jewett City Department of Public Utilities: Louis Demicco

The following CMEEC Staff participated:

Dave Meisinger, CMEEC CEO
Patricia Meek, CMEEC Director of Finance & Accounting
Joanne Menard, CMEEC Controller
Michael Rall, CMEEC Director of Asset Management
Linda Audit, CMEEC Human Resources Lead
Candice DiVita, CMEEC Lead Accounts Payable Accountant
Margaret Job, CMEEC Paralegal and Compliance Manager
Leslie Williams, CMEEC Principal Billing & Rate Analyst
Heidi Winnick, CMEEC Financial & Treasury Analyst

Other participated:

David Silverstone, Esquire, Municipal Electric Consumer Advocate

Ms. Job recorded.

Committee Chair Stewart Peil called the meeting to order at 2:00 p.m. noting for the record that today's meeting is being held telephonically and via Zoom. Committee Chair Peil reminded participants to keep their devices on mute unless speaking to eliminate background noise. He asked participants to state their names when speaking for clarity of the record.

Specific Agenda Item

A Public Comment

No public comment was made.

B Roll Call

Ms. Job conducted roll call. Committee Chair Peil confirmed a quorum of the Committee was present.

C Approve the Minutes of the March 16, 2023 Regular Meeting of the CMEEC / CTMEEC Joint Audit Committee

A motion was made by Committee Member Mark Oefinger, seconded by Committee Member Scott Barber to Approve the Minutes of the March 16, 2023 Regular Meeting of the CMEEC / CTMEEC Joint Audit Committee.

Motion passed unanimously.

D Discussion of the Request for Proposal and Scope of Internal Audit of the CMEEC Safety Manual and CMEEC Safety Guidelines

Committee Chair Peil reminded the Committee that it had approved the internal audit of the CMEEC Safety Manual at its meeting on March 16, 2023. He asked Mr. Rall to discuss the draft Request for Proposal (RFP) and the project scope that was provided in advance of today's meeting.

Mr. Rall walked the Committee through the RFP noting that the language of the RFP was standard. He highlighted that the scope of work included both the CMEEC Safety Policy Manual and the CMEEC Safety Guidelines noting that the Safety Guidelines are an appendix of the Safety Policy.

After lengthy discussion, the Committee agreed by vote that CMEEC will amend the Scope of Work included in the RFP by adding the number of locations of CMEEC assets that will be relevant to the audit fieldwork, that the Scope of Work is for CMEEC-owned assets only, and to include an audit of contractor compliance with the CMEEC Safety Manual and Safety Guidelines at CMEEC-owned locations. The Committee also agreed that staff can move forward with engaging the preferred contractor whose proposal is within budget as well as within the modified RFP scope.

A motion was made by Committee Member Scott Barber, seconded by Committee Member Dawn DelGreco, to approve the RFP and Scope of Work as amended at today's meeting, and for staff to move forward with engaging a preferred contractor as long as their proposal is within budget and within the modified RFP scope.

Motion passed unanimously.

E Adjourn

A motion was made by Committee Member DelGreco, seconded by Committee Member Oefinger to adjourn.

Motion passed unanimously.

The meeting was adjourned at 2:29 p.m.