

Ashburnham Municipal Light Board
Conference Room 24 Williams Rd.
Ashburnham, MA 01430

Meeting Minutes
June 10, 2015

Commissioners: Richard Ahlin, Chairman
Mark Carlisle, Vice Chairman
Sarah Davis, Clerk

AMLP Manager: Michael Rivers

Others in attendance: James Goulet and Heather Isaac of Goulet & Salvidio ,
Matthew Wilson, Jeff Schrecke, Jordan Gendron, Jane Dancause, Amy Fischer
and Anne Olivari.

Meeting was called to order by Commissioner Rick Ahlin at 6:32 pm with a roll
call vote. Ahlin aye, Carlisle aye, Davis aye. Commissioner Ahlin announced all
meetings are subject to audio and video recording.

Commissioner Carlisle made a motion to approve the agenda as written. It was
seconded by Commissioner Davis. The vote was unanimous.

2014 Financial review and Audit:

James Goulet presented a clean opinion of our accounting practices and touched
on several items comparing our financial position to last year. An item that will
most likely show a negative amount will be the OPEB requirement to show the
obligation for retirees healthcare and the \$200,000 payment into that account for
the first time. Heather Isaacs presented the Internal control report, many items
are the same as past years. Some are due to the size of the department, such as
not having an accountant on staff.

James Goulet did a brief explanation of the DPU report that they will file, there
was some discussion as this was the first year ever AMLP has filed for an
extension of the Match 31st date. Goulet explained that it wasn't that unusual,
and a number of their other municipal customers did as well. He explained that
many customers delayed their tax returns due to the extreme snow, so his office
got backlogged as well. There was some general discussion on the rate
stabilization fund and it's restrictions as to covering any liabilities.

The Board thanked James Goulet and Heather Isaacs for their services and they
left the meeting.

Manager's Report

- a. Manager expenses included hotel for E & O conference, cell phone and postage upgrade. Commissioners reviewed, Commissioner Carlisle made a motion to approve, seconded by Commissioner Davis. Vote was unanimous.
- b. NDS is requiring us to update Inventory module prior to 2016.
- c. Sales tax audit is complete for period from 4/1/2012 to 8/31/2014. We were able to negotiate the amount owed down significantly and now AMLP owes just under three thousand dollars for three accounts that were listed as tax exempt and did not qualify as exempt.

Anne Olivari brought to the Board a customer's request for a waiver on service fees. Customer is a single mother, experiencing hardships. Customer just qualified for a disability and paid her current account in full. She asked Commissioners to contact her so she was able to discuss her situation. Board declined to recommend additional waivers.

Bill stuffer Policy

Rivers reviewed the draft policy previously presented. He had incorporated Davis' recommendation in the new draft to remove the requirement that non-profit organizations had to provide the majority of their benefits to town residents. No other changes have been recommended. The Board agreed that it would be good to give the 2 or 3 private groups currently using the service a heads up about the policy in advance so they aren't surprised.

Ashburnham's 250th Anniversary Celebration

AMLP will be providing the tent, tables and chairs for the event. The student volunteers will be given shirts. There was some discussion as to what AMLP would be giving away this year. Glow necklaces will be purchased by the department and sold with the funds benefiting the Ashburnham food pantry and Good Neighbor Energy Fund. Jeremy Holmes and Jordon Gendron volunteered to bring down the digger truck to display for the day.

The trial sample for having the billing printed and mailed remotely has been delayed as Manager Rivers has been working on other issues such as Audit, DPU report, Verizon and Comcast agreements and RFP for the meters. Manager Rivers stated he has been regularly meeting with meter representatives. Verizon Wireless is about to introduced an AMI metering system that seems to be worth considering whereby we pay a monthly fee to use their existing network rather than building our own.

Approval of Board Minutes

The Minutes of May 20, 2015 were motioned for approval by Commissioner Carlisle and seconded by Commissioner Davis. Approved unanimously.

The Board decided not to meet in July.

Future Board meetings will review the Terms and Conditions of AMLP and the fee schedule.

Manager Rivers asked if the Board wanted a member to work with him on the RFP for the meters. Commissioner Carlisle volunteered.

Anne Olivari asked the Board

- a. as to the status of the January minutes from the meeting that was held at the Public Safety Building. Manager would look into it.
- b. Also asked was the decision on the attendance award for Jeff Schrecke and Amy Fischer.

Adjournment

Motion was made at 8:10 by Commissioner Carlisle for the purpose of entering in to Executive Session as stated in the Meeting Notice to return to open session only to adjourn. Seconded by Commissioner Davis. Roll call vote: Commissioner Carlisle- yes, Commissioner Ahlin- yes, Commissioner Davis-yes.

The board returned to Open Session to adjourn at 9:40. Carlisle made motion to adjourn, seconded by Wright-Davis, all in favor aye.