

Ashburnham Municipal Light Board

Wednesday, April 18, 2018
24 Williams Road, Conference Room
Ashburnham, MA 01430

Meeting Minutes

Commissioners: Rick Ahlin, Chairman
Mark Carlisle, Vice Chairman
Sarah Davis, Clerk
AMLP General Manager: Kevin Sullivan
Other Attendees: Brooke Czasnowski

Ahlin called the meeting to order at 7:03 pm with a roll call vote. Ahlin present. Carlisle present. Davis present.

Ahlin announced all Board meetings are subject to audio and video recording.

Ahlin made a motion to accept the agenda as written. Davis seconded. All in favor. Carlisle aye, Ahlin aye, Davis Aye.

Carlisle made a motion to approve the meeting minutes from March 21, 2018. Ahlin seconded. All in favor. Carlisle aye, Ahlin aye, Davis aye.

General Manager Items:

Battery Storage Project: There have been incremental changes to the project. On 3/26 Sullivan met with Whitman & Bingham and the conservation committee. On 4/2 Sullivan had a meeting with PLM & MMWEC. Discussions included the driveway, site, operation, maintenance, electrical access into the site and project management. On 4/9 there was an abutters meeting and the project was approved as designed.

General Managers Goals and Objectives: Sullivan provided the Board with an update of his goals as described in the board packet.

Website – nearing completion

Reliability Report – implemented and will adjust throughout the year

Geographical Informational System – exploring options

Accounting Manual – FERC accounting, worksheets, NDS and inventory

Cross-Train Office Personnel – on-going development

Institute Rate Study – financial health analysis of AMLP completed

Reliability Report Q1: Sullivan presented report from the board packet.

Rate Study – Financial Review: Matt Ide (MMWEC) came to the AMLP to present the financial review to Sullivan. Sullivan followed up the meeting by sending the 2017

audit to Ide to show the true direction of the AMLP. The financial health analysis will move right into the rate study and should be completed by the end of the year.

Funding OPEB: Sullivan stated that the AMLP will be funding OPEB \$62,000 this year. This will be evaluated annually to determine funding level. The Board approved.

Meter Replacement Project: Sullivan stated we have started to receive some of the shipments for the project. To date we have received the TCU, CT's, lemo cable, specialty meters and the PLX collector blade. The Landis + Gyr technician will be here on May 1st to commission the TCU. Before the technician arrives eighteen meters will be installed. These meters will be strategically placed to have three meters on each phase of each circuit and will be at different locations in relation to the substation.

Peaking Generator: Sullivan discussed that the peaking generator is for rate stabilization. MMWEC went out to bid and Milton Cat won the bid. The generator will be 2MW and will be on wheels. The generator is anticipated to arrive in the beginning of June and will be removed by September 15th. The generator should run approximately fifteen times during this period.


Staff Accountant/Customer Service Assistant: There were ninety resumes received. Sullivan discussed that every resume was read and the applicant pool was narrowed down to six finalists. Finalists were asked to complete an application, submit a letter describing their interests in the job and the difference they could make, as well as answer a series of accounting questions. There was no response from some of the finalists. Two of the finalists were interviewed.

Invoice Cloud: Czasnowski discussed that the AMLP will be transitioning from UniPay to Invoice Cloud (IC). Invoice Cloud offers web based electronic invoice presentment and payment solutions. The decision was made to move forward with Invoice Cloud based on customer requests for automatic payments, the features available with IC, reviews from other light departments and because of Invoice Cloud's compatibility with Northern Data Systems.

MEAM Managers Meeting: The MEAM managers meeting is May 16-17 in Plymouth, MA. Both Sullivan and Ahlin will be attending.

The next meeting for the Board was scheduled for May 23, 2018 at 7:00pm

Ahlin made a motion to adjourn the meeting at 8:40 pm. Carlisle seconded the motion. All in favor. Ahlin aye, Carlisle aye, Davis aye.



Mark Carlisle, Vice Chair