

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

Meeting Minutes  
October 21, 2015

Commissioners: Richard Ahlin, Chairman  
Mark Carlisle, Vice Chairman  
Sara Davis, Clerk  
AMLP Manager: Michael Rivers  
Others in attendance: Anne Olivari, Bruce Brackett

Meeting was called to order by Commissioner Ahlin at 6:35 pm with a roll call vote. Ahlin aye, Carlisle aye, Davis aye. Ahlin announced all meetings are subject to audio and video recording.

Carlisle motioned for the agenda to be accepted as written. It was seconded by Davis. Vote was unanimous.

Manager's reports and updates:

Rivers informed the Commissioners that Donald Behringer a former Commissioner who served for many years had passed away.

Rivers presented a newspaper article regarding slow mail and discussed how it could affect AMLP customers in receiving and paying their bills. He suggested looking into more electronic payments to vendors and pushing bank payments from our customers. At this time we are only receiving ACH payments from customers using Unibank, all other banks actually cut and mail payments in to office.

November 17, 2015 there is an Inspector General Procurement Class in Boston for members of Boards and Committees. Rivers said that past training by the IG's office was very good and encourage Commissioners to consider attending.

Public Safety meeting for the discussion of the intersection at Williams Rd. and Rte 101 was scheduled and he planned to attend. Target date for start is April 2017 with AMLP possibly starting earlier.

Rivers stated October 27, 2015 is our semi- annual voltage reduction at the substation, he would be with the crew during this test.

The modular unit for upstairs to house server is overdue. Rivers was also expecting some racks with roof to house wire reels.

Public power week give away is continuing thru the month of October to reach all customers with the draft stoppers for outlets and switches.

Rivers told Commissioners he is to attend an energy storage symposium in Boston to help push it for municipals as well.

Substation II school that Manager Rivers and Matt Wilson are attending is half over. Manager Rivers is to attend the annual HELPS meeting on October 28, 2015. Net metering is to be discussed.

Rivers has signed on to attend ECNE school for four days dealing with Metering & AMI followed by Engineering & Operations (E&O) Conference in Leominster.

Rivers stated meter vendor meetings have continued, the payroll and warrant will in in office for signatures this weekend. AMLP should consider cold testing of transformer at the substation due to age (20 yrs).

Rivers mentioned a impact study for the solar that would be feeding into the substation as Westminster plans to do two locations with four arrays each.

Manager Rivers informed the Board that the solar array on the Williams Rd. hill failed on September 29, 2015. No reason for it tripping off other than age, the inverters have failed and are not covered by warranty.

Bruce Brackett joined meeting 6:50 pm

Rivers informed the Board that the last solar system passed in paperwork today and should go live shortly.

Rivers stated an AMLP employee was in an accident with a parked vehicle on a job site and the damage to other vehicle is in excess of one thousand dollars.

Several articles on public power week were shared with the Board.

Manager Rivers gave a financial overview. Sales are exactly where they were last year and revenue is the same also. Inventory needs to be adjusted in the area of two hundred thousand dollars, the main adjustment to overhead line expenses. Pilgrim plant is closing we are going to wait and see how this affects our costs. Storage could be the key to stabilizing costs.

Rivers mentioned that the solar companies are starting to target municipal customers. Board discussed an informational letter should be included with the billing regarding solar.

GM job description chief procurement officer certification:

Carlisle and Rivers are working on a draft which is based on 12 to 14 others. It still will need a legal review. Ahlin suggested looking over and reviewing again at the next meeting. Carlisle and Davis agreed to table until next meeting.

The evaluation form is also in draft form, this is based on the Library review form. Davis wanted a section on building maintenance added back into the form. All commissioners were in agreement with the form with the addition. Rivers to get it sent out to them for the November 16<sup>th</sup> meeting. The December 16<sup>th</sup> meeting will be Manager's review. Process of review as discussed with all Commissioners filling out form and submitting to Ahlin, he will review w Manager then the Board will later have a review with Rivers.

Web site:

Davis and Rivers working on web site. Davis wants to upgrade with current vendors, and Rivers wants to set parameters to first determine what features or options we want to add, then solicit quotes. Carlisle said that he had previously filed a disclosure with Town Hall as he uses current vendor for his web site. AMLP website was created in 2012. There was discussion as to costs and possible ways to lower costs, what we use web site for, how long to contract for, idea of going out to bid, keeping local, mobile site, child's page, training staff member to take over some tasks such as postings to cut cost. Search Engine Optimization (SRO) is not a big priority, as we have a "captive audience" unlike a private business that is trying to reach new customers. Rivers and Davis will continue to work on website project.

Minutes:

Minutes of September 29, 2015 were motioned to be accepted by Carlisle and seconded by Davis. The note was unanimous.

Next meeting dates were set for November 18, 2015 and December 16, 2015.

Items for the agenda will be the solar letter, review of web site, lighting program and possible rate increases.

Ahlin made note that he noticed mileage is being paid for employee travel, he wants a company vehicle to be used whenever possible. Board and General Foreman Brackett were in agreement.

Meeting adjourned at 8:12 pm