

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

Meeting Minutes  
December 2, 2015

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

AML Manager: Michael Rivers

Others in attendance: Anne Olivari, Jane Dancause, Jeremy Holmes, Matthew Wilson, Jeffrey Schrecke.

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 video and audio recording.

Carlisle motioned for the agenda to be accepted as written. Seconded by Davis. The vote was unanimous.

Manager's report and updates:

Intersection of Rte 101 and Williams Rd. upgrades and changes are largely dependent on Verizon moving their lines. Verizon wants to charge for upgrades. There was some discussion on rumble strips and flashing lights.

Regulator at the substation is low on oil. We have gotten quotes to repair, and have scheduled job. All other oil to be tested at same time for comparison to previous testing by other company.

New 2014 Digger truck has had recall on outrigger, repairs are to be done after the first of the year. Crews will be performing a recommended interim test weekly.

Energy storage meeting in Boston was informative and valuable to give Municipal point of view, many Investor Owned utilities, vendors and other stakeholders were well represented. Priorities moving forward were voted on, and we were able to influence this. Hopefully there will be grant monies made available.

Rivers and Wilson to attend SubStation II school session the week of December 15-18<sup>th</sup>.

Rivers attended MMWEC HELPS meeting and helped moderate MMWEC Net Metering forum for MLP's. Most MLP's are at some stage of writing or modifying their Net Metering Policy's and while all are slightly different, most are putting in provisions very

similar to those adopted by AMLP this year. Rivers also attended 4 day ECNE Meter Seminar & School, which was excellent. Got lots of useful contacts and info for upcoming Metering & AMI project. Rivers also wanted to compare ECNE classes vs NEPPA and others to evaluate future training options.

Warrants will be in front office for signatures this weekend.

Solar update:

Five large solar systems on three sites are going into Westminster they will be tied into the substation. National Grid had informed AMLP of four systems, AMLP is charging a small fee as we need to review the impact of these systems. Some discussion was centered around cost we are charging compared to cost National Grid is charging. Questions as to how this affects AMLP, what if we need to open switching, how long would systems be on AMLP side or substation, possibility of a "held harmless clause" should a problem arise.

Solar array on the AMLP banking will be serviced by Allain who was the installer. System failed in September, hopefully they can tell us why and correct.

LED lighting at Overlook school is a work in progress. There is grant money but AMLP would need to pay 60%, an upstream lighting project that applies to all.

Seal coating- We got quotes, and had one vendor who tried to fit us in as one of their last seasonal jobs, but cold weather and weather prevented this year. We will wait until spring and hopefully get done in April after updating quotes.

A discount is being made available to Ashburnham employees and Board members at Mount Wachusett Community College for the health club. The regular health insurance HMO Blue also offers a rebate on the membership fee. The program does need 20 people to sign up to get the maximum discount. Current members could sign on at their regular renewal date.

Inventory: The auditors explained some of the adjustments that still need to be made to Rivers and Olivari earlier this week. A call to NDS was suggested to get these items corrected. Also suggested was switching to Peachtree for inventory and doing a manual entry monthly to the NDS system to track. Rivers mentioned scheduling a conference call to resolve the issues.

Old Business:

GM job description was reviewed by legal. His primary concern was that the draft description might be too specific with regard to technical background, as the trend has been for MLP Managers with less technical and more business & management backgrounds. Rivers presented new draft with some changes highlighted. Ahlin mentioned if this draft was approved it could be reviewed again next summer. Carlisle

motioned the draft be approved as written with the highlighted corrections. Davis seconded. The Board voted in favor of it.

Evaluation worksheet was reviewed, Rivers to have letter for next meeting, December 16, 2015. Carlisle made the motion to approve worksheet, Davis seconded. The vote was unanimous in approval.

Website: As previously agreed, Rivers asked Website vendor to review our options for having AMLP staff do routine postings such as minutes and meeting notices to save our prepaid time for more unique upgrades. Vendor says their system currently won't allow anyone but them to post. They are investigating other options but recommend keeping the status quo. Rivers also noted that several web updates had recently been done, including a link to Facebook page and some rebate links changed. Board agreed to put off major updates for the time being.

New Business: A draft copy of the Manager's letter was presented. Some suggestions were offered, it will be in the December 2015 billings.

Net metering: Rivers stated that there are new versions at the Legislature, and while it won't apply to MLP's, both draft versions include provisions similar to what we and other MLP's have been doing. The new state version will likely include a provision for a customer charge to cover the non-energy portions of the electric rate credit.

Rivers mentioned that there was an issue with a customer and line trimming on private property. There is no written policy, and different things have been done at different times. Same issue with new service work charges and underground service. Board and Manager concur that we need standardized policies to be fair and consistent over time.

Procurement policy:

Insurance requirements for vendors were discussed, are we ok with owner not having worker compensation on owners of our vendor companies, what level do we want to require, "hold harmless policy". Tree trimming and cleaning services being two examples used in discussion.

In the future we will do a fixed year tree trimming contract. Many MLP's bid out specific roads each year plus get a fixed rate for other work.

Rivers stated the modular unit is upstairs, ready to be assembled, will be a "weather day" project as time is available.

The wire spool racks had the wrong cross pieces and new ones are in.

Davis shared a customer suggestion with the Board to have the reflective tape on the transformers or poles marking services where a customer with medical issues resides,

help to aid Town departments and AMLP. Rivers to check into the program with Fire & Police.

Davis also asked about the status of the Labor contract. Rivers said he would send out update as we weren't having an Executive session this meeting.

Minutes:

The Minutes of October 21, 2015 were reviewed. Carlisle made a motion to approve as written, Davis seconded. The vote to approve was unanimous.

Next Board meeting is scheduled for December 16, 2015, possible to have a regular and executive session. Item for agenda is the budget.

A motion by Carlisle was made to adjourn the meeting at 7:55 pm, Davis seconded./ The Board vote was unanimous.