

Minutes of February 15, 2012

Meeting of the Ashburnham Municipal Light Plant Board

Present Commissioners: Richard Ahlin, Mark Carlisle & Kevin Lashua

Stan Herriott, Manager

Others Present: Verizon representatives Shawn Reaves & Bob Garlick

Chairman Ahlin opened the meeting at 2:00 P. M.

There were no customer or citizen comments.

Chairman Ahlin opened the meeting and welcomed the Verizon representatives. Manager Herriott added that we were here to discuss the costs on completing the underground telephone project in Town. Bob Garlick, the engineer who designed the project described how the job was mapped out and how Verizon structured the pricing. Mr. Garlick also stated that it is very important for the establishment paying for this type of project to carefully track the hours of the Verizon employees who are doing the job, on a daily basis. Mr. Reaves stated that he would work with AMLP to develop a check off sheet, similar to what the state uses for accounting on construction projects. This way we can verify the hours worked on the job by Verizon employees. The Commissioners agreed that this was an important part of the process and directed Manager Herriott to come up with a process that would work to accomplish this. Manager Herriott said that we were still on track to use a PO to complete the work and would be billed when the work was completed. The discussion then focused on the completing the work, Verizon stated that the work could be done in 3 months once the PO is received. The Commissioners directed Manager Herriott to prepare the necessary paper work and get the project off the ground and requested being kept apprised of the progress.

The Commissioners thanked the representatives from Verizon for attending the meeting.

Chairman Ahlin asked for approval of the January 18 , 2012 Minutes. After some discussion Commissioner Carlisle made a motion to approve the Minutes from January 18, 2012. The motion was seconded by Chairman Lashua. The vote was unanimous.

Manager Herriott mentioned the solar PPA. Manager Herriott requested the Commissioners vote to accept the PPA in “Substantial Form”. He explained that there were several small changes to the PPA itself but felt that these changes would have no impact on INVESTAR’s ability to agree to the PPA. Manager Herriott went on to say that there is still work to do on the Exhibits. We are still lacking Exhibit A and we just had the attorneys review Exhibit E for the first time. It was necessary to make changes to Exhibit (E) to protect Ashburnham in case the co-signer filed bankruptcy. Also, minor changes requiring Massachusetts Municipals to do business under Massachusetts Law. The Commissioners are eager to get this completed and are concerned about the legal costs.

After the discussion the Commissioners took the following Vote:

A motion was made by Commissioner Ahlin and seconded by Commissioner Carlisle to approve the PPA in it “Substantial Form” The vote was unanimous.

Manager Herriott asked the Commissioners to vote to continue AMLP’s participation in the Stonybrook III project. This was discussed at last month’s meeting but Manager Herriott was unaware that the Massachusetts Municipal Wholesale Electric Company (MMWEC) required a formal vote. MMWEC provided a structured vote which will allow MMWEC to bill our portion of the project expense.

A motion was made by Commissioner Carlisle and seconded by Commissioner Lashua. Chairman Ahlin called the vote and the vote was unanimous. Secretary Carlisle signed the vote.

Manager Herriott reviewed the budget through January 2012.

December Receipts: \$409,953.00

December Expenses: \$387,774.00

Manager Herriott presented the Commissioners with two state bid prices for the new pickup truck. One is a Chevrolet and the other a Ford. The prices were \$26,861.00 and \$26,680.00 respectively. After discussing the problems we had with the last Ford F150 it was decided to go with the Chevrolet truck. Manager Herriott said he would get this done.

Manager Herriott also mentioned he would be going to do the pre-paint inspection of the new bucket truck next week.

Manager Herriott began a discussion about replacing David Goodall. Manager Herriott stated he felt that there would be limited opportunity to hire a 1<sup>st</sup> class lineworker. Manager Herriott believes that a better track would be to find a good apprentice candidate to train. The Commissioners asked if we have documentation of a job description. Manager Herriott said that we did and would get it to the Commissioners to review. Manager Herriott would also put together a new advertisement and a job description prior to advertising the position. The Commissioners agreed with this approach.

Commissioner Ahlin asked how the NEPPA training program was progressing. Manager Herriott said that it seemed to be improving and that they were in the process of constructing a new training facility at the Littleton Light Department. This would offer all the trainings and would be close by. Manager Herriott said that the jury is still out as to how much the training will be improved.

Manager Herriott's expenses for the month of February totaled \$5.65

A discussion was held about the next meeting. It is going to be changed to allow for the Commissioners schedules.

The next meeting is scheduled for March 20, 2012 at 7 P.M.

A motion was made by Commissioner Carlisle and seconded by Commissioner Lashua to adjourn. Chairman Ahlin called the vote which was unanimous.

The meeting was adjourned at 4:15 P.M.

Respectfully submitted,

Mark Carlisle

Secretary