

## **Ashburnham Municipal Light Board**

Wednesday, June 7, 2017

24 Williams Road, Conference Room

Ashburnham, MA 01430

### **Meeting Minutes**

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

AMLP Interim Manager: Brooke Czasnowski

Others Attendees: James Goulet and Heather Isaacs, of Goulet, Salvidio & Associates, P.C. Anne Olivari, Jane Dancause, Jeremy Holmes and Jeffrey Schrecke

Ahlin called the meeting to order at 7:02 pm with a roll call vote. Carlisle present, Davis present and Ahlin present. Ahlin announced all Board meetings are subject to audio and video recording.

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

New Business: James Goulet gave an overview comparing 2015 to 2016. He gave reasons for "qualified opinion" mostly due to retirement funding. He stated operating funds look stable and cash flow position is good. The purchase power adjustment is high and suggested AMLP might want to adjust or move to the rate stabilization fund. Goulet continued by saying the flush of funds this year will be larger than most years and the Board may want to consider options on handling that. OPEB liability is unfunded and will need to be funded in 2018. He touched on various line items in the reports and also asked if the Board had any questions.

Heather Isaacs discussed the Internal Control Report. She described the differences between a weakness and significant deficiency. She highlighted different items they had noted. She did state the DPU was filed on time for the March 31<sup>st</sup> deadline, no extensions.

The Board thanked Goulet and Isaacs for their work, apologized for past difficulties and is looking forward to a good working relationship to continue. They left the meeting at 8 pm.

Search Committee Update: Ed Vitone, Chairman of the Search Committee along with Joe Olivari, a member of the committee, joined the meeting. Jane Dancause is also a member of the Committee. Vitone spoke to the make up of the group, described the process, job description, advertisement of job listing. The Committee received 34 applications, 32 on time. A group of 21 people were passed to be further reviewed,

screened, narrowed to down to nine. Essay questions along with 10 other questions were presented to candidates. Again, reviewed and four were asked into interviews. The Committee chose one candidate as highest scorer from all members. Kevin Sullivan from Wellesley Light was the selected applicant. Vitone gave background information of Sullivan's work history. Highlighted various projects he has been responsible for completing. Olivari and Dancause spoke to process and also highlighted their thought process on Sullivan being the best option for AMLP position. Board is to meet next Tuesday and will reach out to Sullivan as to time of meeting so they can interview/meet with him. Vitone stated the Board could certainly advertise again if they so chose. The Committee also strongly suggested that a background check be done.

Carlisle thanked the Committee for their work. Vitone, J. Olivari and Dancause left the meeting at 8:35 p.m.

Next meeting for Board was set for June 13<sup>th</sup> at 7:00p.m. The interview, the operating budget and office wage/cost of living adjustment as agenda items.

Manager expenses for July and August cell phone per contract were presented.

Upcoming events were listed by Czasnowski:

6/14 & 15 --Training in Reading

6/24 -----Community Day AMLP to provide tent, table and chairs

6/26 -----Touch A Truck at Library 1-4

7/7 -----Carpets being cleaned in office after hours.

Czasnowski also stated she had been at three meetings, HELPS, GO, and NYPA earlier in the day.

Discussion on Electronic Communication Policy, Sexual Harassment Prevention Policy, and Harassment of Individuals in Protected Classes Policy and Procedures. The listed contact person will be Carlisle with Czasnowski as an alternate. Carlisle made a motion for the Board to accept the Electronic Communication Policy. Davis seconded. The vote was unanimous. Carlisle made a motion to accept the Sexual Harassment Policy as written. Davis seconded. The vote was unanimous. Carlisle made motion to accept the policy as presented on Harassment of Individuals in Protected Classes. Davis seconded. The vote was unanimous.

Inventory was mentioned as on going issue as well as metering. Both to be addressed at future date.

Czasnowski presented estimates/quotes from three landscaping companies as to removing the mulch at mouth of driveway and putting down stone. The Board asked her to fine tune as bit more and gave approval to work with contractor not to exceed six thousand dollars. Company to do work would be Big Green Moose.