

# Ashburnham Municipal Light Board

Thursday, August 16, 2018  
24 Williams Road, Conference Room  
Ashburnham, MA 01430

## Meeting Minutes

Commissioners: Rick Ahlin, Chairman  
Mark Carlisle, Vice Chairman  
Stephen Hogan, Secretary

AMLP General Manager: Kevin Sullivan

Other Attendees: Brooke Czasnowski

Ahlin called the meeting to order at 7:03 pm with a roll call vote. Carlisle present, Ahlin present. Hogan arrived at the meeting at 7:06 pm.

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

Carlisle made a motion to accept the agenda as written. Ahlin seconded. All in favor. Carlisle aye, Ahlin aye (Hogan not present at this time).

Carlisle made a motion to approve the meeting minutes from July 18, 2018. Hogan seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

Carlisle made a motion to approve the executive session meeting minutes from July 18, 2018. Hogan seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

General Manager Items:

*Meter Replacement Update:* Sullivan discussed the progress of the meter replacement project. To date, 50% of the meters have been replaced which is approximately 1400 residential meters. These meters are all reporting to the Landis+Gyr (L&G) Command Center as expected. We will be ordering an additional 20 meters through L&G. There is a Command Center training scheduled for 9/12 at our office.

Czasnowski spoke about the new billing process. A new file type needed to be created by Northern Data Systems (NDS) to work with the new Data Extract report that was created by L&G to import all the reads. The new meter reads have been successfully billed through the new process.

Czasnowski also briefly spoke about the new online payment platform, Invoice Cloud. She stated that we officially went "live" in August and we have been receiving positive feedback from customers.

*Temporary Generator Update:* According to Sullivan the temporary generator has run eleven times. The transmission peak was clipped for May, June, July and August. In August the capacity peak was also clipped. Sullivan mentioned that it did not look like there would be another August peak and the generator could be scheduled to be removed as early as 8/30. National Grid and MiltonCAT have been informed and are prepared for switching and removing the generator.

*Battery Storage Project Update:* Sullivan attended a meeting with MMWEC at NECES on August 8<sup>th</sup>. During this meeting he was informed that there is a 7-month lead time on the inverter. This will present a 2-month delay in project completion. The anticipated completion date is now 3/4/19. The delay should not cause a financial impact. The preparation of the site is currently underway. There were six test pits dug, all of which hit bedrock. The soil samples from the test pits contained coal tar, but it is thought to be organically created; more testing will be completed. There will be a 3% slope created to accommodate for the bedrock. The cutline will be prepared for EcoEarth Recycling who will be harvesting the trees. The foundation contractor will be coordinated through MMWEC as they are the project manager. Bristol Engineering is overseeing the project.

*General Manager's Contract:* Sullivan thanked the commissioners for entrusting him with the AMLP over the past year. He stated he has been fortunate to meet a group of people that are looking to work towards a common goal. There have been more challenges than he anticipated, but he is always up for a challenge.

Ahlin stated that the Board will be presenting a written summary at a future meeting but would like the Commissioners to present a verbal review for Sullivan.

Ahlin commended Sullivan on his successes and stated that he could not be more pleased. He said that one of the first challenges Sullivan was presented with was cultural. Ahlin is amazed at the trust and partnerships that have been formed with the employees. The meter project was another immediate challenge that was overcome successfully. He said that Sullivan is a professional who has picked up the pieces and gone with them and he is ecstatic with what has been accomplished in such a short period of time. Ahlin feels the only negative thing that is impacting Sullivan is that there is not enough time in the day.

Carlisle started by mentioning how morale has been boosted and completely turned around. He then went to speak about Sullivan's major accomplishments including the website, meter replacement project and the battery storage project. Carlisle said that there is a great demeanor within the office and the relationships with other Town departments have been mended.

Hogan stated that he is not familiar with past issues but commends Sullivan for his professionalism and communications with helping bring Hogan up to speed. Hogan is interested in seeing what Sullivan's strategic thinking will entail for the future and how he will prepare for future challenges.

Carlisle made a motion to award Sullivan with a 10% bonus for his performance this past year. Hogan seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

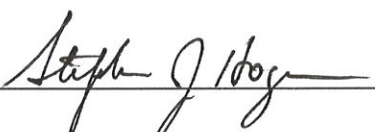
Sullivan complimented the Board on helping him have his success. He appreciates having a dedicated, non-fragmented board.

The next meeting for the Board was scheduled for September 12, 2018 at 7:00pm

Carlisle made a motion to enter in to executive session under **M.G.L. Chapter 30A: Section 21(a)** and the following clauses:

10: To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided: when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

To return to open session only to adjourn. Carlisle made a motion. Hogan seconded. Vote was taken at 8:43 pm. All in favor Ahlin aye, Carlisle aye, Hogan aye.



---

Stephen Hogan, Secretary