

# Ashburnham Municipal Light Board

Wednesday, June 17, 2020  
99 Central Street, Public Safety Training Room  
Ashburnham, MA 01430

## Meeting Minutes

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

AMLPL General Manager: Kevin Sullivan

Other Attendees: Brooke Czasnowski, Jeff Schrecke, Heather Isaacs (Goulet, Salvidio & Associates), James Goulet (Goulet, Salvidio & Associates).

Ahlin called the meeting to order at 9:04 am with a roll call vote. Ahlin present, Carlisle present, Hogan present.

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

Carlisle made a motion to accept the agenda as written. Hogan seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

Hogan made a motion to approve the February 19, 2020 open session meeting minutes. Carlisle seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

### General Manager Items:

*2019 Audit Presentation by Goulet, Salvidio & Associates (GSA):* Sullivan thanked GSA for their work. Goulet presented the financial statements and footnotes. Isaacs presented the Internal Control Report and noted that all prior year comments have been resolved. The DPU report was discussed. The kWh value from page 37 of the DPU report that is used to calculate the PILOT payment to the Town is 33,807,135 kWh. (Goulet and Isaacs left at 10:18 am).

*Building Renovation Update – tabled into 2021:* Sullivan stated the renovation of the building has been postponed until 2021.

*Squirt Bucket Specification and Procurement Update:* Sullivan has contacted four different Ford dealers on the state bidders list to get pricing on the cab & chassis. He will provide the dealers with the options he is looking for and will wait to get pricing.

*Billing Outsourcing Presentation:* Czasnowski discussed the cost analysis used to decide to move forward with outsourcing the printing and mailing of the bills with Northern Data Systems. She presented the latest version of the bill redesign and stated that she is anticipating going live by the end of July.

*Receivables Presentation:* Czasnowski presented the 2020 AMLP Payment by Type spreadsheet and discussed how customer payments have changed over the past few months. She provided the Board with an Accounts Receivable Comparison between 12/31/2019 and 5/31/2020 and discussed the current collections process.

*Infrastructure Placement & Use (streetlight policy expanded to include infrastructure):* Sullivan discussed the changes to the Terms and Conditions and the Board signed the Ashburnham Municipal Light Plant General Terms and Conditions for Electric Service Version 3.

*NECES Continuity of Operations and Warranties on Installed Plant:* Sullivan presented the Board with a letter from NECES stating that they are stepping back from the battery storage business. He is scheduled to have a follow-up call with MMWEC to discuss.

*General Manager Contract:* Sullivan made mention to the Board that an Executive Session will be needed at the July meeting to discuss the General Manager Contract.

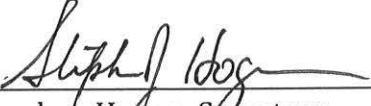
Sullivan and the Board discussed the tree trimming progress made by Davey Tree. He said that they will need an additional 1.5 years to finish trimming all areas of the town.

Sullivan informed the Board that he will be putting an ad out for an apprentice in July.

Sullivan provided the Board with a letter from the Good Neighbor Energy Fund. He asked the Board if they would like to make a donation for 2020. Carlisle made a motion to donate \$1,000 to the Good Neighbor Energy Fund. Hogan seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

The next meeting for the Board was scheduled for July 15, 2020 at 9:00 am.

Carlisle made a motion to adjourn the meeting at 11:20 am. Hogan seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

  
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Stephen Hogan, Secretary