

Ashburnham Municipal Light Board

Wednesday, April 21, 2021

Virtual Board Meeting

Meeting Minutes

Commissioners: Mark Carlisle, Chairman
Richard Ahlin, Vice Chairman
Stephen Hogan, Secretary
AMLP General Manager: Kevin Sullivan
Other Attendees: Brooke Czasnowski, Jeff Schrecke

Carlisle called the meeting to order at 9:09 am with a roll call vote. Ahlin present, Hogan present, Carlisle present.

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

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

Ahlin made a motion to approve the March 17, 2021 open session meeting minutes. Hogan seconded. All in favor. Ahlin aye, Hogan aye, Carlisle aye.

General Manager Items:

Metal Roof Sealcoating Project: Sullivan stated he was in contact with three metal roofing contractors but was not able to get a quote in writing, so he is going out to bid. The Metal Roof Sealcoating Bid went live 4/21 at 9:00 am. The bid can be accessed on COMMBUYS, the Central Register, the AMLP Website, and at the AMLP office at 24 Williams Rd. The bid is scheduled to be opened on 5/11 at 2:00 pm.

GM Goals and Objectives Q1 Review: Sullivan discussed his 2021 Goals and Objectives provided in the Board packet.

Multi-year Building Renovation – 30% complete. Specification created, refined by Architect. Created and submitted bid document to seal metal roof. Will remove existing roof and wall insulation and spray foam. RENOVATION ON HOLD - COVID.

Review Feasibility of Customer Battery Installation – 5% complete. Had introductory call with Green Mountain Power.

Review and Update All Policies and Procedures – 0%

Develop 5-year strategic plan details - On-going. 25% complete. Strategic outline complete. Adding details to strategic plan.

Geographical Information System Phase 2 – 20% complete. Data migration from paper to electronic records started. GIS vendor collected pole data for 66% of Ashburnham and populated into application.

Geographical Information System Phase 3 – 10% Complete. Development of mapped data – 2021 Capital Plan Item. Data collection for northeast section of town will resume in late May or early June 2021.

Reliability Report Q1: Sullivan presented the Q1 reports.

Q1 2021

Customer Average Interruption Duration Index (CAIDI)	132.261 minutes
System Average Interruption Duration Index (SAIDI)	3.63 minutes
System Average Interruption Frequency Index (SAIFI)	0.0275 frequency

Downtown Sidewalk Upgrade Project Discussion: Sullivan and Carlisle discussed the specifics of the project including the proposal for the AMLP to help fund the installation of decorative light posts. After walking the area Sullivan determined that the northside cannot be done due to the location of Verizon's trunk cables. The southside can be done and would require 9 decorative light posts. The estimated project cost would be around \$100k and it is proposed that the AMLP will contribute by funding half the cost up to \$50k. In addition, the AMLP will be responsible for pulling wire and standing light posts.

Hogan made a motion to allocate up to \$50k to the Downtown Sidewalk Upgrade Project with the Town. Carlisle seconded. Vote was taken at 10:08 am. The vote passed with two votes in favor and one against. Hogan aye, Carlisle aye, Ahlin no.

The next meeting for the Board was scheduled for May 19, 2021 at 9:00 am (virtual meeting).

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

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Ahlin seconded. Vote was taken at 10:14 am. All in favor. Hogan aye, Ahlin aye, Carlisle aye.

Hogan made a motion to exit executive session and return to open session only to adjourn. Ahlin seconded. Vote was taken at 10:26 am. All in favor. Hogan aye, Ahlin aye, Carlisle aye.

Hogan made a motion to adjourn the open session meeting at 10:26 am. Ahlin seconded. All in favor. Hogan aye, Ahlin aye, Carlisle aye.


Stephen Hogan, Secretary