

Ashburnham Municipal Light Board

Wednesday, July 21, 2021
24 Williams Road, Conference Room
Ashburnham, MA 01430

Meeting Minutes

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

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

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

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

Ahlin made a motion to approve the May 19, 2021, open session meeting minutes. Hogan seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

General Manager Items:

PILOT Payment: The PILOT payment draft memo was given to Board for approval. The formula to determine PILOT uses the kWh sales to ultimate consumers from page 37 of the DPU report. The 2020 PILOT payment calculation is $33,562,482 \text{ kWh} \times .002 = \$67,124.96$. Hogan made a motion to approve the PILOT payment to the Town in the amount of \$67,124.96. Ahlin seconded. All in favor. Ahlin aye, Carlisle aye, Hogan aye.

GM Goals and Objectives Q2 Review: Sullivan discussed his 2021 Goals and Objectives provided in the Board packet.

Multi-year Building Renovation – On-going. Specification created, refined by Architect. Create bid documents for Metal Roof Sealcoating Project – end of July start date (100% Complete). Create bid document for Garage & Mezzanine Insulation Replacement Project to remove existing roof and wall insulation and spray foam (95 % complete). INTERIOR RENOVATION ON HOLD - COVID.

Review Feasibility of Customer Battery Installation – 15% complete. Introductory call with Green Mountain Power (October 2020). Project reviewed again in Q2 to decide upon effectiveness.

Review and Update All Policies and Procedures – 10% complete. Initial review revealed five unnecessary policies and five requiring updating.
Develop 5-year Strategic Plan Details - On-going. Strategic Outline (100% complete). Strategic Direction and Position Document (100% complete). Mission Statement (100% complete). Update Strategic Outline (on-going).
Geographical Information System Phase 2 – 20% complete. GIS vendor collected pole data for 66% of Ashburnham and populated into application.
Geographical Information System Phase 3 – 10% Complete. Data collection for northeast section of town will resume mid-August 2021.

Reliability Report Q2: Sullivan presented the Q2 reliability reports.

Q2 2021

Customer Average Interruption Duration Index (CAIDI)	93.633 minutes
System Average Interruption Duration Index (SAIDI)	5.263 minutes
System Average Interruption Frequency Index (SAIFI)	0.0562 frequency

Capital Project Mid-year Review: Sullivan discussed the 2021 AMLP Proposed Capital Plan document. The capital plan items discussed were the pole replacement project, system upgrades, EV charger pilot, vehicle replacements, GIS project, planned work, and the building renovation.

Double Poles: Sullivan stated that the AMLP is tracking the double poles and has entered them all into NJUNS. The AMLP is the next-to-go on 18 poles, Comcast is the next-to-go on 50 poles, Verizon is next-to-go on 13 poles, and third-party transfers are next-to-go on 5 poles. The AMLP will be notified when the transfers are complete and the poles will be pulled.

Metal Roof Sealcoating Project Update: Sullivan informed the Board that the lift has been delivered and the project will start 7/26. The project should be finished in one week.

Squirt Bucket Update: Sullivan stated that the post award meeting was canceled by Altec. If the squirt bucket is not finished by the end of the year Altec will provide the AMLP with a loaner until the completed truck is delivered.

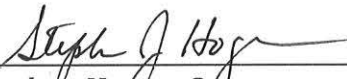
Mission Statement: Sullivan discussed the new AMLP Mission Statement that was created and amended by the employees: “The Ashburnham Municipal Light Plant’s mission is to continuously provide our customers with reliable power, affordable rates, and excellent customer service while using all our resources in continued commitment to our community, customers, and the environment.”

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 detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

10. To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier.

Ahlin seconded. Vote was taken at 9:50 am. All in favor. Hogan aye, Ahlin aye, Carlisle aye.



Stephen Hogan, Secretary