

Ashburnham Municipal Light Board

Wednesday, October 20, 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 9:02 am with a roll call vote. Hogan present, Ahlin 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.

Hogan made a motion to approve the September 14, 2021, open session meeting minutes. Ahlin seconded. All in favor. Hogan aye, Ahlin aye, Carlisle aye.

General Manager Items:

Engineering for W2-W4 Circuit Tie Build-out (vote required): Sullivan discussed the build-out required to create at W2-W4 circuit tie for increased reliability. PLM Electric Power Engineering (PLM) has been on-site to walk the area and gave a price on creating a bid, presenting to bidders, and overseeing the process. PLM provided an Engineering Scope of Services for the W2-W4 Overhead Circuit Tie with a not to exceed price of \$42,500.

Ahlin made a motion to accept PLM's not to exceed price of \$42,500 for the Engineering of the W2-W4 Overhead Circuit Tie. Hogan seconded. All in favor. Ahlin aye, Hogan aye, Carlisle aye.

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

Multi-year Building Renovation – On-going. Specification created, refined by Architect. Roof Sealing Coating Project – complete. Garage & Mezzanine Insulation Replacement – work begins 10/12. INTERIOR RENOVATION ON HOLD - COVID.

Review Feasibility of Customer Battery Installation – 100% complete. Introductory call with Green Mountain Power (October 2020). Decision made to revisit at some future point. Present barriers are price and need.

Review and Update All Policies and Procedures – 95% complete. All but two policies have been legally reviewed and updated.

Develop 5-year Strategic Plan Details - On-going. Strategic Outline – complete. Strategic Direction and Position Document - complete. Mission Statement – complete. Update Strategic Outline (on-going).

Geographical Information System Phase 2 – 100% complete. GIS vendor collected distribution system data and populated into application.

Geographical Information System Phase 3 – 100% Complete. Vendor data collection for NE section completed.

Reliability Report Q3: Sullivan presented the Q3 reports.

Q3 2021

Customer Average Interruption Duration Index (CAIDI)	47.227 minutes
System Average Interruption Duration Index (SAIDI)	9.152 minutes
System Average Interruption Frequency Index (SAIFI)	0.194 frequency

Garage and Mezzanine Insulation Replacement Project: Sullivan stated that the insulation project began last week.

EV Charger: Sullivan informed the Board that there has been difficulty in selecting a workable location for the EV Charging Station. An alternate location has been discussed and there should be a decision on that soon.

Policies Revisit: Sullivan presented the Board with three updated policies for approval.

Ashburnham Municipal Light Plant Policy 2.0001 v.3 – The Sale of the Ashburnham Municipal Light Plant.

Ashburnham Municipal Light Plant Policy 2.0004 v.3 – Paid Holidays

Ashburnham Municipal Light Plant Policy 2.0009 v.5 – Leave

Ahlin made a motion to accept Ashburnham Municipal Light Plant Policy 2.0004 v.3 – Paid Holidays, dated 10/20/21. Hogan seconded. All in favor. Ahlin aye, Hogan aye, Carlisle aye.

Hogan made a motion to approve Ashburnham Municipal Light Plant Policy 2.0001 v.3 – The Sale of the Ashburnham Municipal Light Plant, dated 10/20/21. Ahlin seconded. All in favor. Ahlin aye, Hogan aye, Carlisle aye.

Ahlin made a motion to accept 2.0009 v.5 – Leave, dated 10/20/21. Hogan seconded. Ahlin aye, Hogan aye, Carlisle aye.

NEC ES Battery: Sullivan spoke about NEC ES ending production of batteries. He stated that by the end of the year an agreement will be in place with the AMLP and LG Chem. All the batteries in the container will be replaced in 2022 due to concerns with charging batteries to full capacity; until then the batteries will only be charged to 75%.

The next meeting for the Board was scheduled for November 17th, 2021, at 9:00 am (virtual).

Ahlin made a motion to adjourn the meeting at 10:12 am. Hogan seconded. All in favor. Hogan aye, Ahlin aye, Carlisle aye.



Stephen Hogan, Secretary