

Ashburnham Municipal Light Board

Wednesday, February 16, 2022

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, Jeffrey Schrecke, Candace Wright, Joe Olivari.

Carlisle called the meeting to order at 9:08 am with a roll call. 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. Hogan aye, Ahlin aye, Carlisle aye.

Citizen Speak: Citizens attending the meeting had no comments.

General Manager Items:

Squirt Bucket Update: Sullivan informed the Board that there was a fuel filter recall causing additional delays. AMLP will be inspecting and certifying the week of 3/7.

W2/W4 Circuit Tie Project Update: Sullivan stated that the AMLP has been working with the engineer and detailed drawings have been completed. The bid is scheduled to be released on 2/24. The expected bid opening date is 4/4 and will require a Board vote to award the contract. Sullivan said the contractor should be onsite 5/9.

Tree Trimming Bid Update: The tree trimming bid is 95% complete. Sullivan said the scheduled release date of the bid is 2/24. The expected bid opening date is 4/4 and will require a Board vote to award the contract. Anticipated start date of 4/25.

Building Renovation Update: Sullivan met with the architect 1/19 and 2/15. A proposal for the work has been provided. Expected bid release is in April.

2021 Goals and Objectives: Sullivan asked the Board if they had any questions on his 2021 Goals and Objectives. No AMLB questions.

Multi-year Building Renovation – On-going. Specification created, refined by Architect. Roof Sealing Coating Project – complete. Garage & Mezzanine Insulation Replacement – complete. 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 – 100% complete. All but two policies have been legally reviewed and updated.

Develop 5-year Strategic Plan Details – 100% complete. 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.

2022 Goals and Objectives: Sullivan presented his 2022 goals and Objectives to the Board.

Perform Multi-year Building Renovation – On-going. Office Renovation - 0% complete. Specification created, refined by Architect.

Review Grid Participation Fees for ‘Over-Generation’ – Review and adjust if necessary.

Review and Update ‘Standby’ Fees for Customers – Review and adjust if necessary.

Complete W2/W4 Circuit – 10% complete. Had meetings with engineers to create bid specifications. Drawings and material list complete.

Reliability Report 2021 Q4: Sullivan presented the 2021 Q4 reports.

Q4 2021

Customer Average Interruption Duration Index (CAIDI)	50.687 minutes
System Average Interruption Duration Index (SAIDI)	1.31 minutes
System Average Interruption Frequency Index (SAIFI)	0.0259 frequency

Ahlin made a motion to approve the January 19, 2022, open session meeting minutes. Hogan seconded. All in favor. Ahlin aye, Hogan aye, Carlisle aye.

The next meeting for the Board was scheduled for March 23, 2022, at 9:00 am (virtual).

Ahlin made a motion to enter 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 in the course of activities conducted by a governmental body as an energy supplier.

Hogan seconded. Vote was taken at 9:27 am. All in favor. Ahlin aye, Hogan aye, Carlisle aye. A break was taken before executive session started at 9:39 am.

Hogan made a motion to exit executive session and return to open session only to adjourn the meeting at 11:04 am. Ahlin seconded. All in favor. Hogan aye, Ahlin aye, Carlisle aye.



Stephen Hogan, Secretary