

Ashburnham Municipal Light Board

Monday, April 24, 2023

Ashburnham Municipal Light Plant
24 Williams Rd, Ashburnham, MA 01430

Meeting Minutes

Commissioners: Richard Ahlin, Chairman
Mark Carlisle, Vice Chairman
Candace Wright, Secretary
General Manager: Brooke Czasnowski
Other Attendees: Jeffrey Schrecke (entered after executive session)

Ahlin called the meeting to order at 9:03 am with a roll call. Carlisle present, Wright present, Ahlin present.

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

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

Carlisle made a motion to approve the March 21, 2023 open session meeting minutes, the December 15, 2022 executive session meeting minutes, the January 18, 2023 executive session meeting minutes, and the February 14, 2023 executive session meeting minutes. Wright seconded. All in favor. Wright aye, Carlisle aye, Ahlin aye.

Citizen Speak: No citizen comments.

Ahlin stated that the Ashburnham Municipal Light Board shall go into Executive Session to discuss issues affecting the Light Plant pursuant to the points listed below and upon completion will return to open session.

Wright made a motion that the Ashburnham Municipal Light Board shall enter executive session under M.G.L. Chapter 30A, Section 21(a)(2)(10).

2.) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

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.

Carlisle seconded. Vote was taken at 9:09 am. All in favor. Wright aye, Carlisle aye, Ahlin aye.

General Manager Items:

General Manager Appointment (vote required):

Ahlin read the *Ashburnham Municipal Light Board Vote Regarding Authorization of General Manager's Employment Agreement* stating:

WHEREAS, it is the desire of the Light Board to obtain the services of the General Manager, and to provide inducement for her to accept such employment as the General Manager of the Ashburnham Municipal Light Plant; and

WHEREAS, BROOKE CZASNOWSKI agrees to accept said employment to serve as General Manager of the Ashburnham Municipal Light Plant.

NOW, THEREFORE, be it voted by the Ashburnham Municipal Light Board as follows:

Wright made a motion:

1. That the Ashburnham Municipal Light Board authorizes an employment agreement between the Light Board and Brooke Czasnowski for the period of March 5, 2023 through March 4, 2026.
2. The Light Board approves the Employment Agreement attached to this Vote between the Light Board and Ms. Czasnowski.

Carlisle seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

MMWEC Special Project 2023A (vote required):

Carlisle made a motion that:

- VOTE: 1. [City] [Town] of Ashburnham, as a member of the Massachusetts Municipal Wholesale Electric Company ("MMWEC"), acting by and through its municipal light department, hereby agrees to participate in MMWEC's Special Project 2023A; and
2. [City] [Town] of Ashburnham, acting by and through its municipal light department, hereby agrees to pay its *pro rata* share of the monthly costs for carrying out Special Project 2023A pursuant to the scope of work and budget for such Project as developed by MMWEC and received by the manager of the municipal light department ("Manager"); and

3. Manager is hereby authorized and directed to make payments to MMWEC calculated on the basis of the [City] [Town] of Ashburnham's *pro rata* share of the expenses as set forth in the budget for Special Project 2023A; and
4. Manager is hereby authorized and directed to execute the Participation Acknowledgment, a copy of which has been presented at this meeting and is filed with the permanent records hereof; and
5. Power Purchase Agreement with MMWEC for Special Project 2023A, is hereby approved substantially in the form of the Power Purchase Agreement ("PPA") presented to the [Board][Commission] at this meeting and made a part of the record of this meeting; and
6. Manager is hereby authorized to execute and deliver the PPA, substantially in the form of the PPA presented to the [Board][Commission] at this meeting, with such changes and amendments thereto as the Manager, may deem necessary or appropriate, without need of further approval or action from this [Board][Commission]; and
7. Actions previously taken by the Manager which are consistent with the purpose of this vote are hereby ratified and confirmed; and
8. Manager is hereby authorized to execute any other documents he/she deems necessary or appropriate to carry out the purposes of this vote without need of further approval or action from this [Board][Commission].

Ahlin seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

Massachusetts Municipal Utility Self-Insurance Trust Fund (vote required):

Ahlin made a motion that:

Be it resolved that Brooke Czasnowski, General Manager of the Ashburnham Municipal Light Plant ("AMLP"), hereby replaces Kevin Sullivan, as, and is hereby designated as, the voting representative of AMLP to the Massachusetts Municipal Utility Self-Insurance Trust Fund ("Trust"), and that, Richard Ahlin, Commissioner, is hereby ratified as the alternative voting representative of AMLP to the Trust.

Carlisle seconded. All in favor. Wright aye, Ahlin aye, Carlisle aye.

Cost of Service Study: Czasnowski stated there is nothing new to report on the cost of service study.

Business & Finance Manager Position: Czasnowski stated that the position is still open and she is actively interviewing candidates.

Budget & Power Bill Analysis Update: Czasnowski provided the Board with a spreadsheet comparing recent power bills and stated that she continues to work to develop enhanced budget and power bill analysis spreadsheets.

Main Street Sidewalk Project: Czasnowski informed the Board that the AMLP has walked through the project with the engineer. Most of the work for the AMLP consists of removing, storing, and reinstalling the decorative posts. AMLP will be submitting an estimate for the work to be done.

Celebrate Ashburnham: Czasnowski provided the Board with the letter from the Celebrate Ashburnham 2023 committee. In 2022 the AMLP sponsored the event at the \$1500 level.

Wright made a motion that the AMLP again sponsor the Celebrate Ashburnham Street Fair at the \$1500 level. Carlisle seconded. All in favor. Carlisle aye, Ahlin aye, Wright aye. The AMLP will also set up a table for the event, participate in touch-a-truck, and hang both Celebrate Ashburnham Street Fair banners.

New Business: Czasnowski stated that the MMWEC Conference is 5/3 and 5/4 and the MEAM Conference is 5/18 and 5/19. Registrations have been submitted for interested commissioners. Czasnowski will be attending both conferences.

The next meeting for the Board was scheduled for May 17, 2023, at 9:00 am at the Ashburnham Municipal Light Plant.

Carlisle made a motion to adjourn the meeting. Wright seconded. Vote was taken at 10:35 am. All in favor. Wright aye, Carlisle aye, Ahlin aye.

 5/17/23
Candace Wright, Secretary