

# Ashburnham Municipal Light Board

Thursday, November 16, 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, Aili Ruuska

Ahlin called the meeting to order at 9:00 a.m. 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.

Wright made a motion to approve the September 27, 2023, open session meeting minutes. Carlisle seconded. All in favor. Wright aye, Carlisle aye, Ahlin aye.

Carlisle made a motion to approve the December 15, 2021, executive session meeting minutes. Ahlin seconded. All in favor. Ahlin aye, Carlisle aye, Wright abstained.

Carlisle made a motion to approve the November 17, 2021, executive session meeting minutes. Ahlin seconded. All in favor. Ahlin aye, Carlisle aye, Wright abstained.

Carlisle made a motion to approve the August 18, 2021, executive session meeting minutes. Ahlin seconded. All in favor. Ahlin aye, Carlisle aye, Wright abstained.

Citizen Speak: No citizen comments.

General Manager Items:

*Business Assistant Position Update:* Czasnowski stated that the position has been filled with a start date of October 10, 2023.

*Cost of Service Study:* Czasnowski will continue to review the findings from the cost of service study and will provide additional updates and recommendations to the Board at the next meeting. Czasnowski stated that the impact of the power bill needs to be analyzed. A

meeting with auditors scheduled for November will provide more information to be presented to the Board.

*Budget & Power Bill Analysis Update:* Czasnowski provided the Board with a spreadsheet comparing recent power bills and discussed the forecast for the remainder of 2023. Czasnowski also provided the board with a breakdown of the yearly budget and summarized the budget to date.

*OPEB Funding:* Czasnowski recommended that the Board vote to fund the Massachusetts Municipal OPEB Trust in the amount of \$62,000 in 2023. She stated that a contribution to the fund was not made in 2022 and the prior recommendation by the actuary was to fund the account \$62,000 per year. Czasnowski will provide the Board with additional information on the process for funding the OPEB account at the next Board meeting.

Carlisle made a motion to fund the Massachusetts Municipal OPEB Trust in the amount of \$62,000 taken from the operating account. Wright seconded. All in favor. Ahlin aye, Carlisle aye, Wright aye.

*Other Updates:*

- Large Interconnection Study – Czasnowski received a draft of the interconnection study on 11/14 and will be creating a timeline for the next steps.
- Osmose – To date Osmose has submitted three reports on pole testing. Information will be used to establish pole replacement project timelines.
- Tree Trimming – Czasnowski and Schrecke met with the tree contractor to determine the scope of the remainder of the project.
- Main St. Sidewalk Project - A definitive timeline has not been established for the project. Project will not begin in 2023.

*New Business:*

- Czasnowski stated she would like to close the office at noon on 12/22 and have an employee lunch in celebration of the holiday. The Board had no opposition to this.
- Carlisle asked about the holiday lights to be installed on the decorative posts. Schrecke stated it is on the calendar for completion.
- Wright made a request for a solar comparison to be made with our municipal light plants. Czasnowski stated this could be done and would provide an update at a future meeting.

The next meeting for the Board was scheduled for December 20, 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 10:24 a.m. All in favor. Carlisle aye, Wright aye, Ahlin aye

 12/20/23  
Candace Wright, Secretary