

# Ashburnham Municipal Light Board

Wednesday, November 20, 2024  
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: Aili Ruuska

Ahlin called the meeting to order at 9:02 a.m. with a roll call. Carlisle present, Wright present, Ahlin present.

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

**Approval of Agenda:** Carlisle made a motion to accept the agenda as written. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

**Approval of Minutes:** Carlisle made a motion to approve the October 24, 2024, open session meeting minutes. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

**Citizen Speak:** No citizen comments.

### General Manager Items:

Budget & Power Bill Analysis Update: Czasnowski presented the Board with the November 2024 Budget & Power Bill Analysis. The presentation showed all budget items within expected ranges. The power bill remained on target, with power prices remaining in the expected range. The Board discussed the PPCA charge and will maintain the current rate.

Battery Storage Update: The battery continues to be used to reduce peak loads. Net savings have continued. The Board discussed transmission costs and will continue to review at future Board meetings.

OPEB Funding: Czasnowski recommended that the Board vote to fund the Massachusetts Municipal OPEB Trust in the amount of \$60,000 in 2024. This amount is consistent with prior years and it is recommended by the actuary to stay on track with funding requirements.

Ahlin made a motion to fund the Massachusetts Municipal OPEB Trust in the amount of \$60,000. Carlisle seconded. Wright aye, Carlisle aye, Ahlin aye.

*Safety Grant Award:* AMLP received a safety grant award that will cover three required NEPPA safety classes. The grant was received from the MA Office of Industrial Accidents, Office of Safety.

*EV Charging Station Update:* Czasnowski reviewed the usage history for the EV chargers located at Town Hall with the Board. The office will research charging rates and develop a revenue structure to implement in the future. The Board also discussed the EV chargers located at Stevens Memorial Library. The modules have been returned by the manufacturer and deemed in need of replacement. The Board agreed not to move forward with the repairs for the EV charging station at the library.

*Employee Handbook & Policy Update:* Czasnowski is updating the employee handbook. The handbook will be reviewed before finalizing. Czasnowski also discussed implementing a framework to measure reliability of service in the business office. The Board reviewed this proposal and will discuss it at a future meeting.

***Other Updates:***


- *Solar Minimum Charge:* The office will update analysis of other MLP's solar rates. MMWEC will perform a rate study in 2025 that will provide additional information.
- *AED & First Aid:* All AED devices and first aid kits have been delivered. Zoll will provide employees with training in the use of the AED device.

***New Business:***

- *Holiday Lights:* Czasnowski will purchase new holiday lights to be installed on the downtown decorative posts.
- *Transfer Station:* The Board discussed the property records regarding the Ashburnham Transfer Station and AMLP's land use rights. This will be reviewed again at an upcoming Board meeting.
- *Holiday Hours:* Czasnowski stated she would like to close the office at noon on 12/24. The Board had no opposition to this.
- *GIS Updates:* Ahlin requested an update on the status of current switching orders. Switching orders for the substation have been updated and implemented. Czasnowski also provided updates on the GIS system and future enhancements.

The next meeting for the Board was scheduled for December 18, 2024, at 9:00 a.m. at the Ashburnham Municipal Light Plant.

Carlisle made a motion to adjourn the meeting. Wright seconded. The vote was taken at 10:48 a.m. All in favor. Carlisle aye, Wright aye Ahlin aye.

  
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Candace Wright, Secretary