

Ashburnham Municipal Light Board
Conference Room 24 Williams Rd.
Ashburnham, MA 01430

Meeting Minutes
September 29, 2015

Commissioners: Richard Ahlin, Chairman
Mark Carlisle, Vice Chairman
Sarah Davis, Clerk

AMLP Manager: Michael Rivers

Others in attendance: Jeremy Holmes, Matthew Wilson, Jeffrey Schrecke, Jordan Gendron, Anne Olivari and Jane Dancause

Commissioner Ahlin called the meeting to order at 6:30 pm with a roll call vote. Ahlin, aye, Carlisle, aye and Davis, aye. Ahlin announced all meetings are subject to audio and video recording.

Agenda: Carlisle made a motion to accept as written, Davis seconded. The vote was unanimous.

Manager's report:

The intersection at Corey Hill Rd. and Rte. 101 appears to back on for a construction upgrade. A revised plan is being sent, there is 60 day timeline to get pricing back to them. Ahlin stressed the importance of keeping detailed hours and paperwork for payments and stated a daily sign off may be necessary. Most likely this job will follow along the same guidelines of the Verizon downtown project.

Inventory: The training was done, the program looks good. Progress is being made to transfer to new version. NDS is researching the transfer of items, adjustments will need to be made and a count will need to be done. Staff is working to update and consolidate items to be inventoried to help make it more users friendly. New version does have an "inactive" category and is more flexible. There was some discussion on items being tracked now have a ten dollar and above value and possibly changing that to twenty dollars and above. All wire is included.

All items are current, most old items have been weeded out. Presently we are tracking close to 300 items.

Public Power Week:

The plan is to give away a package per account of insulators for switches and plugs. The glo sticks purchased for the 250 Celebration this summer will also be given to children.

Substation school: Rivers and Matt Wilson attended for the week. They also toured the Wakefield substation.

Rate study: Rivers spoke with a larger customer and the possibility of looking into time of use, going with nighttime production, 11pm to 6am was brought up. Time of use will be considered in the rate study.

DOR grant: Manager happened to see a DOER grant that wasn't widely promoted to upgrade infrastructure for distributed generation projects. It was only publicly available for about 2 weeks and buried in the COMMPASS system.

Wiring Inspector concerns: There was no actual complaint filed regarding the substation. Manager disagreed with Inspector's statements at last meeting that in the past every solar install had all signatures prior to meter install. Only 2 out of 15 Ashburnham installs prior to Aug 2014 had 3 signatures (Owner, Building Inspector, and Wiring Inspector) at the time of meter install. Almost none of the 15 had all the signatures (owner, installer, AMLP, building, & wiring inspectors). We tightened up on this last year, but is largely irrelevant going forward as the cap has been reached.

Substation policy: Davis asked if there was a need for a policy governing who is allowed into substation. Rivers and Ahlin said there was no need for a separate policy.

Employee review process & forms: Carlisle stated he sent out forms earlier today, it is based on the Library form. It will be refined shortly. Rivers said he also had forms. Rivers and Carlisle will work together and create a revised form for AMLP to use.

New Business: An update on Arc flash study is in process. Rivers stated that deadlines that were mentioned by Holmes do not technically apply to us, but we are working on a practical study and policy that ensures safety. Many MLP's are working through this same issue. There was some discussion as to municipals being exempt from OSHA regulations. Rivers stated he had spoken to several OSHA offices, other managers, NEPPA personnel, and the state Dept of Labor Standards and there was division as to their opinions on this matter. One DLS employee says we do fall under OSHA, one doesn't. We need to have a realistic policy that can be followed. The worst thing is to have a study that sits on the shelf and doesn't set practical guidelines that the linemen can follow, particularly with regard to layers of clothing. The Arc flash study is still underway. We didn't have a lot of the data the Engineer needed, including info on our largest transformers. We are waiting for National Grid on some information needed. In conjunction with a new metering system we need to completely update our transformer inventory.

APPA meeting in Texas: Rivers said he had not booked. A lot of projects are in progress such as metering system, modular unit, inventory, etc.

Approval of Minutes: Minutes of September 8, 2015 were approved with a correction. Davis was not the second on motion to approve Jan. 8, 2015 Minutes, she was not a Board member in January. Davis abstained, Ahlin seconded.

Future meetings: Next meeting is scheduled for October 21, 2015 at 6:30. Items to be on the next agenda are; employee review form and website.

Adjournment: Motion was made at 7:08 pm by Carlisle for the purpose of entering into Executive Session as stated in the Meeting Notice to return to open session only to adjourn. Motion was seconded by Davis. Roll call vote Ahlin, aye, Carlisle, aye and Davis aye.

At 7:55 the board returned to open session, and Carlisle made a motion to adjourn, seconded by Davis. Passed unanimously.