

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

Meeting Minutes
December 16, 2015

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

AMLP Manager: Michael Rivers

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

Meeting was called to order by Commissioner Ahlin at 6:49 pm with a roll call vote. Ahlin aye, Carlisle aye, Davis aye. Ahlin announced all meetings are subject to video and audio recording.

Carlisle motioned for the agenda to be accepted as written. Seconded by Davis. The vote was unanimous.

Manager's report and updates:

LED lights for Overlook parking lot and exterior have been ordered. Hopefully they will be delivered by Dec. 31, 2015. Ahlin asked if this work would need to be done by an electrician. Rivers stated that he has been getting quotes for the labor, he has several quotes so far. Carlisle asked if this program would include the Library lights. Discussion followed as to Town Lights vs Library lights and difference in rates. Also question was raised as to how many town department lights could possibly be changed over to the town rate.

GO program- Have Commercial and Industrial energy programs for rebates. Programs require spending funds if we want to continue to be considered for future grants.

Inventory- no progress and or changes have been made since last update.

AMLP office energy efficiency and lighting- In process of obtaining quotes. Have three new lights that have changed out, testing to see if they are something we want. Lights are relatively inexpensive. Getting quotes on changing out garage lights to instant on units. Lights we have now hang, most likely this change out will require an electrician, a 2016 project.

Rivers noted that he had just found out that two way radio license has expired. It is actually in the town DPW's name, but we share it. It is T band, no new ones being issued. The Fire Dept license also expired for similar reasons Rivers will work with

DPW and Fire on a solution. Several options were discussed. One being a short term emergency request where we would have to reapply every six month, another being to change our radio frequency. Some of the renewal notices had been sent out to the former radio contact person and some sent to the DPW office.

Davis mentioned she was contacted regarding Rivers working on a bus company radio. Rivers said he stopped by for a few minutes when he was already next door during his lunch. Any actual radio work will be done on his personal vacation time, likely over the holidays.

2016 Capital budget-Rivers provided the draft Capital Budget to review. Capital items included two saws, pole replacements, ledge drilling, police details, Defibrillator (AED) units for trucks, whip chains, telephone system, laser printer, IT room, filing cabinet vs fire safe and seven new desktops. Ahlin asked for a cost comparison on the line crew setting poles compared to private subcontractor. Some discussion as to MMWEC loan program covering the three large items. Carlisle motioned to accept draft 4 of the budget. Davis seconded. All three Commissioners voted in favor of it.

Manager's expenses- Rivers provided monthly expense sheet, also said stated he had applied for an account at Mathieu Ford. Commissioners reviewed the expenses. Carlisle motioned to approve, Davis seconded. All voted in favor of approving them.

Solar repairs- Allain the original system installer came to do the site work, no manuals, no parts. Possible reason for failure was inverters were undersized, no lightning arrestors were installed. After talking to a lot of solar installers, the best option is to replace the two inverters and hope to sell old defective ones at online auction. The repairs are to be close to \$8200.00. Work to be done by New England Clean Energy. Work scheduled for mid- January.

Marking of utility poles for at risk residents. Rivers called the Maine utilities in that area as well as Maine Public Safety. No one was aware of the program. Spoke to Ashburnham Fire Chief and he said they do have a program where residents can leave critical medical records or other info with them in advance for people with serious physical conditions.

Minutes of December 2, 2015 were reviewed and accepted as written. Carlisle made the motion, seconded by Davis. It was a unanimous vote.

Manager's evaluation. Copy of procedure, draft 5 was reviewed. Plan is to review on the hiring anniversary month. Again it was stated the form and process are a work in progress and will be reviewed periodically. Ahlin stated that each Commissioner will meet one on one with Rivers and to provide opportunity for them to give specific examples as to their reasons for scores given.

The Manager will then work with the Chairman will put together a consolidated evaluation.

The board voted to accept the following Dept Goals for the Manager.

1. Negotiate and begin Implementation of Labor Contract which clearly defines working policies and practices.
2. Complete Upgrade of Inventory Software and System
3. Complete Installation of IT Room, Servers, PC's and telephone system
4. Have Bid Package written for new Bucket Truck for Q3 to Q4 bid award.
5. Organize Manager's office.

Personal Goals-Rivers stated he would most likely start the completion process for his Bachelors degree next year as was agreed as a goal at the time of his hiring. Wants to enroll in the PUMP/APPA course that was put off last year due to cancellation of the course. The APPA course is usually a one week course with a separate project and other self-study requirements.

Future meetings and agendas- Operating Budget will be at next meeting, scheduled for January 20, 2016 at 6:30 pm.

Jeremy Holmes and Jeffrey Schrecke asked about truck 65. The truck is in the Capital Budget for replacement in 2016 with a bid later in the year.

Vote to go into Executive Session as stated on the meeting notice was made by Carlisle at 8:27 pm. Seconded by Davis. Carlisle, aye, Davis, aye, Ahlin, aye.

The Board exited Executive Session at 9:10 pm. A motion was made by Carlisle to adjourn at 9:10 pm the regular session meeting and seconded by Davis. The vote was unanimous.

Signed,

Sarah Davis, Clerk