

Ashburnham Municipal Light Board

Wednesday, October 23, 2019
24 Williams Road, Conference Room
Ashburnham, MA 01430

Meeting Minutes

Commissioners: Richard Ahlin, Chairman (arrived at 4:10pm)
Mark Carlisle, Vice Chairman
Stephen Hogan, Secretary

AMLP General Manager: Kevin Sullivan

Other Attendees: Brooke Czasnowski, Jeff Schrecke, Carolyn Read (Habitat for Humanity), Steve Ledoux (Habitat for Humanity).

Carlisle called the meeting to order at 4:02 pm with a roll call vote. Hogan present, Carlisle present.

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

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

Carolyn Read and Steve Ledoux came to the meeting representing Habitat for Humanity and expressed their interest in installing solar at both their locations on Lakeshore Drive. Sullivan discussed the Residential Distributed Generation Policy and the current process for installing solar in Ashburnham.

Ahlin entertained a motion to accept two additions to the agenda. Ahlin would like to add the General Manager evaluation. Carlisle would like to add updates on the EV Charging Station. Carlisle made a motion to accept the additions to the agenda. Hogan seconded. Carlisle aye, Hogan aye, Ahlin aye.

Carlisle made a motion to approve the August 28th open session meeting minutes. Hogan seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

General Manager Items:

Integrys Billing Discrepancy: Sullivan discussed the billing discrepancy with Integrys. Integrys' import parasitic load cost has been calculated using the retail rate per the PPA with the AMLP, instead of the AMLP's filed rate. A spreadsheet was presented that reconciles the difference between the amount that was paid and the amount that is still owed. The information has been submitted to Integrys.

General Manager Goals and Objectives: Sullivan provided the Board with an update on his 2019 goals and objectives.

Electronic Inventory Overhaul- 70% complete. Inventory used in office process has been reformatted and condensed.

Net Metering Policy Overhaul- 100% complete. The moratorium was lifted on 8/5/19. Sullivan is in the process of contacting customers interested in solar.

Investigate Outsourcing AMLP Billing/Mailing- 30% complete. Data analysis in process to evaluate the economics.

Investigate use of Lock-Box Service - 25% complete. Data analysis in process to evaluate the economics.

Develop AMLP 5-year Strategic Plan- 85% complete. Strategic outline complete.

Geographical Information System- 100% complete. On-going in 2020. GIS vendor collected pole data for South Ashburnham and populated into the application.

Accounting Manual- 80% complete. On-going.

Cross-train Office Personnel- 85% complete. The Customer Service and Staff Accountant positions have been enriched with additional job functionality.

Czasnowski spoke about the changes to inventory procedures and the monthly inventory reconciliation process. Czasnowski then presented and explained the information from the 2019 AMLP Payments by Type data that was collected. She highlighted the progress the office has made to cross-train personnel and the increases in job functionality.

Q3 Reliability Report: Sullivan presented the Q3 reports. He stated that there were no outages in August or September. The outages in July were largely due to lightning.

Customer Average Interruption Duration Index (CAIDI)	72.500 minutes
System Average Interruption Duration Index (SAIDI)	2.190 minutes
System Average Interruption Frequency Index (SAIFI)	0.0302 frequency

Five-Year Strategic Plan Outline: Sullivan discussed his Five-Year Strategic Plan Outline. He let the Board know that he is interested in their feedback. This plan will evolve overtime.

Large Scale Solar Generation: Sullivan informed the Board about possible opportunities for large scale solar generation that he has be discussing with MMWEC.

H.2863 Letter to the General court: Sullivan provided the Board with a copy of the letter that was sent to the General Court to express AMLB's support for H.2863.

Board Evaluation of General Manager: Ahlin presented the evaluation to Sullivan. Ahlin stated it is a summary of what is to be done and what has been done. Sullivan

said the evaluation was accurate and he appreciates the accolades. Ahlin signed the evaluation.

EV Charging Station: Carlisle provided an update on the EV Charging Grant and location. He stated that the grant has been secured.

The next meeting for the Board was scheduled for November 20, 2019 at 4:00pm.

Carlisle made a motion to adjourn the meeting at 6:15 pm. Hogan seconded. All in favor. Hogan aye, Carlisle aye, Ahlin aye.



Stephen Hogan, Secretary