

# Ashburnham Municipal Light Board

Wednesday, January 15, 2020  
24 Williams Road, Conference Room  
Ashburnham, MA 01430

## Meeting Minutes

Commissioners: Richard Ahlin, Chairman  
Mark Carlisle, Vice Chairman  
Stephen Hogan, Secretary

AMLP General Manager: Kevin Sullivan  
Other Attendees: Brooke Czasnowski

Ahlin called the meeting to order at 2:00 pm with a roll call vote. Hogan present, Carlisle present, Ahlin present.

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

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

Carlisle made a motion to approve the January 17, 2019 executive session meeting minutes. Hogan seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

Hogan made a motion to approve the December 17, 2019 open session meeting minutes. Carlisle seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

General Manager Items:

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

**Electronic Inventory Overhaul** – 100% complete  
**Net Metering Policy Overhaul** – 100% complete  
**Investigate Outsourcing AMLP Billing/Mailing** – 100% complete  
**Investigate use of Lock-Box Service** – 95% complete  
**Develop AMLP 5-year Strategic Plan** – 85% complete  
**Geographical Information System** – 100% complete  
**Accounting Manual** – 100% complete  
**Cross-Train Office Personnel** – 100% complete

*Q4 Reliability Report:* Sullivan presented the Q4 reports.

Customer Average Interruption Duration Index (CAIDI)	2.738 minutes
System Average Interruption Duration Index (SAIDI)	1.349 minutes
System Average Interruption Frequency Index (SAIFI)	0.493 frequency

*General Manager Goals and Objectives 2020:* Sullivan discussed his 2020 goals and objectives.

**Streetlight Specification**

**Specification and Perform Building Renovation**– 2020 Capital Plan Item

**Specification for Squirt Bucket** – 2020 Capital Plan Item

**Outsource AMLP Billing/Mailing**

**Develop AMLP 5-year Strategic Plan Details** – 15% complete

**Geographical Information System** – 2020 Capital Plan Item


*RDGP Discussion on Proposed Revisions:* Sullivan explained the revisions to the RDGP.

Hogan made a motion to accept the Ashburnham Municipal Light Plant Residential Distributed Generation Policy (RDGP) v. 3. Carlisle seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

*DOER PON-ENE-2020-010 MLP Solar Program:* Sullivan stated that the DOER has created an extension for the MLP Solar Program.

The next meeting for the Board was scheduled for February 19, 2020 at 2:00 pm.

Hogan made a motion to adjourn the meeting at 3:35 pm. Carlisle seconded. All in favor. Hogan aye, Carlisle aye, Ahlin aye.

 *Vice Chairman*  
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Stephen Hogan, Secretary