

Ashburnham Municipal Light Board

Wednesday, July 15, 2020

99 Central Street, Public Safety Training 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, Jeff Schrecke

Ahlin called the meeting to order at 9:04 am with a roll call vote. Carlisle present, Hogan present, Ahlin present.

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

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

Reorganization of Board Members: Ahlin proposed a change to the organization of the Board. He suggested that Carlisle move to Chairman and Ahlin move to Vice Chairman. Ahlin made a motion to appoint Mark Carlisle as Chairman of the AMLB and appoint Richard Ahlin as Vice Chairman of the AMLB. Hogan seconded. All in favor. Carlisle aye, Hogan aye, Ahlin aye.

Hogan made a motion to approve the June 17, 2020 open session meeting minutes. Carlisle seconded. All in favor. Hogan aye, Carlisle aye, Ahlin aye.

General Manager Items:

Mid-year Capital Plan Review: Sullivan presented his 2020 Capital Budget Mid-year Review. He noted that the EV Charger Pilot, Building Renovation and GIS Project have been put on hold due to COVID-19. In addition, the Pole Replacement and Cutout Replacement projects have not made as much progress as anticipated due to COVID-19. The completed projects are the Metering Project and the Pressure Washer.

Solar Installation Update: Sullivan informed the Board that in 2020 there has been one completed solar installation. Applications for two additional installations have been received. The DOER has extended the grant deadline to 12/31/20. Sullivan will continue to send out letters to customers that have requested to be added to our list of customers interested in solar.

Squirt Bucket Procurement Update: Sullivan has contacted four different Ford dealers on the state bidders list to get pricing on the cab & chassis. He will provide the dealers with the options he is looking for and will wait to get pricing.

GM Goals and Objectives Update: Sullivan provided the Board with an update on his 2020 goals and objectives.

Create Streetlight Specification- 100% complete. Created Infrastructure Placement and Use section of the Terms and Conditions.

Create Specification and Perform Building Renovation- 30% complete. Specification created, refined by Architect. Draft plan developed. ON HOLD DUE TO COVID – scheduled for 2021.

Create Specification for Squirt Bucket- 90% complete. Specs very close to complete.

Working with Ford Cab Chassis Designers - 50% complete. Proceeding with state bidder's pricing for Cab & Chassis.

Determine the Vendor and AMLP Involvement of Outsourcing AMLP billing/ mailing tasks - 90% complete. Vendor selected – NDS contacted & AMLP outsourcing in queue.

Develop AMLP 5-year Strategic Plan- On-going. 25% complete. Strategic outline complete. Adding details to strategic plan.

Geographical Information System- On-going. 10% complete. GIS vendor collected pole data for South Ashburnham and populated into the application. DATA COLLECTION ON HOLD DUE TO COVID – scheduled for 2021.

Q2 Reliability Report: Sullivan presented the Q2 reports.

Customer Average Interruption Duration Index (CAIDI)	79.598 minutes
System Average Interruption Duration Index (SAIDI)	3.303 minutes
System Average Interruption Frequency Index (SAIFI)	0.0415 frequency

Czasnowski explained to the Board the details surrounding the emergency repair on 6/22/20.

NECES Update: Sullivan presented the Board with a letter from NECES stating that they are stepping back from the battery storage business. He is scheduled to have a follow-up call with MMWEC to discuss.

GM Contract Renewal: Sullivan stated that he would like to renew his three-year contract. If the Board agrees, he would need to have the new contract in place by 8/13/20.

GNEF Letter: Sullivan made mention of the notification letter to the Good Neighbor Energy Fund. The letter stated that the GNEF will be receiving a \$1,000 donation from the AMLP.

The next meeting for the Board was scheduled for August 19, 2020 at 9:00 am.

Carlisle made a motion to enter executive session under M.G.L. Chapter 30A: Section 21(a) and the following clause 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Hogan seconded. Vote was taken at 10:00 am. All in favor. Hogan aye, Carlisle aye, Ahlin aye.



Stephen Hogan, Secretary