

Open Session Minutes of March 20 , 2013

Meeting of the Ashburnham Municipal Light Plant Board

Present Commissioners: Richard Ahlin & Mark Carlisle. Kevin Lashua (Absent)  
Stan Herriott Manager

Chairman Ahlin called the meeting to order at 7:05 P.M.

Chairman Ahlin recognized our auditors Mr. Jim Goulet and Ms. Heather Isaacs from Goulet, Salvidio & Associates. Mr. Goulet and Ms. Isaacs presented the 2012 annual audit review. They began by saying our audit was clean and thanked the Board for once again selecting them to conduct the year end audit. Mr. Goulet went through the audit as well as the management letter with questions and answers for the Board. Mr. Goulet mentioned the expenses were down and so were the receipts due to the lower cost of power supply. This is something that he is seeing across the board with all the Light Departments he has audited. After the review was complete the Commissioners thanked the audit team and they exited the meeting.

Chairman Ahlin asked for a motion to approve the Open Session Minutes of February 13 , 2013. A motion was made by Commissioner Carlisle and seconded by Commissioner Ahlin. The vote was unanimous. There were no Executive Session Minutes.

There were no citizen or customer comments.

Manager Herriott presented the year to date expenses and the receipts.

Receipts for February	\$412,900.00
Expenses for February	\$396,375.00
Receipts Year to Date	\$909,554.00

Expenses Year to Date            \$839,427.00

Manager Herriott completed his review of the work and time sheets that Verizon had completed for removing their wires from the center of town. Manager Herriott felt that after verifying all the hours reported by Verizon that their invoices were in line with what AMLP has billed for similar work. The Commissioners reviewed the spread sheet and voted to pay the invoice. Manager Herriott commented that the splicing crews seemed to worked quite well and seemed to have genuine interest in getting the project done. Manager Herriott did have some difficulty getting information from billing for the line department personnel. Manger Herriott believes this is a management issue within Verizon and was able to resolve the issue with the local engineer.

Managers Expenses: \$206.67

Manager Herriott gave the Commissioners a draft of the Amended Vacation Policy for their review. Manager Herriott explained that this years audit the auditors pointed out that we were not adhering to the letter of our existing vacation policy. The discrepancy is when to award the additional day of vacation after a milestone year. For example, an employee reaching their 5<sup>th</sup> year of service, the existing policy indicates that the employee would be awarded an additional day at the end of their 5<sup>th</sup> year. Our practice has been to award the additional day at the beginning. This results in the employee receiving the additional day in January rather than December. The draft vacation policy would reflect how we are awarding the vacation day and would affect only the employees that have not maxed out their vacation time which is 5 weeks for employees hired after July 1<sup>st</sup> 2010 and 6 weeks for employees hired prior to July 1<sup>st</sup> 2010.

The Commissioners discussed the next meeting date it was agreed to be April 17 , 2013. They also discussed that if necessary they could meet earlier if the need arose to review documents related to the solar project.

Manager Herriott reported the pole replacement was on hold until the snow along the roadsides became manageable. The project should move right along once the weather breaks.

Flo-Design and the Light Department have agreed on a lease with Mr. Van Hoof. Bob Patten is working with Mr. Van Hoof to ensure the agriculture restriction that Mr. Van Hoof accepted as part of a payment from the Department of Agriculture is not a problem. So far that does not look like an issue.

Manager Herriott reported on the solar project PPA which still has not been completed. Manager Herriott has a conference call with our attorney Friday morning at 10:00 A.M. to discuss our recommended changes to the PPA. Then we hope to schedule a call with TenK to complete the negotiations early next week in hopes that we can resolve the remaining issues.

Manager Herriott gave the Commissioners a corrected list of accounts that we consider uncollectable. This was addressed and signed at the February 13<sup>th</sup> meeting however it was discovered that there was a \$12.42 error. The original amount voted to write off was \$1,043.61 the amended amount is \$1,056.03.

A motion was made by Commissioner Carlisle to adjourn and was seconded by Commissioner Ahlin. The vote was unanimous. The meeting adjourned at 8:50 P.M.

Respectfully submitted,  
Mark Carlisle  
Secretary