

Ashburnham Municipal Light Board

Wednesday, September 24, 2025
Ashburnham Municipal Light Plant
24 Williams Rd, Ashburnham, MA 01430

Meeting Minutes

Commissioners: Richard Ahlin, Chairman
Mark Carlisle, Vice Chairman
Candace Wright, Secretary
General Manager: Brooke Czasnowski
AML Staff: Aili Ruuska
Other Attendees:

Ahlin called the meeting to order at 9:01 a.m. with a roll call. Carlisle present, Wright present, Ahlin present.

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

Approval of Agenda: Carlisle made a motion to accept the agenda as written. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

Approval of Minutes: Carlisle made a motion to approve June 18, 2025, open session meeting minutes. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

Citizen Speak: No citizen comments.

General Manager Items:

Residential Distributed Generation Policy Discussion: Czasnowski discussed the Residential Distributed Generation Policy and the changes that have been previously discussed by the Board. She presented the recommended revisions which include changes to:

1. **Average Load Determination:** The method for calculating a customer's average load will be revised from using 24 months of billing history to using a minimum of 12 months and a maximum of 24 months of billing history.
2. **Check Meter Requirement:** All distributed generation installations will be required to install a check meter. The check meter can be used to monitor system performance and to verify that the DC generation does not exceed the maximum system size agreed to in the interconnection agreement.

3. **System Verification and Compliance:** A new policy section will be added granting Ashburnham Municipal Light Plant (AMLPL) the right to conduct witness tests periodically or as deemed necessary to confirm that the system has not been modified to exceed the maximum DC output specified in the interconnection agreement. If any alterations are identified that result in generation above the agreed-upon limit, AMLP may take corrective action, including immediate disconnection of the system until compliance is achieved.

A Memorandum of Understanding was created to authorize Czasnowski to issue a Notice to Proceed to customers using the new requirements. Carlisle made a motion to accept the Memorandum of Understanding regarding Residential Distributed Generation Policy Changes. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

Residential Distributed Generation Policy v.4 will be signed at an upcoming Board meeting.

Office Hours Discussion: After a successful trial run of the new office hours, the Board unanimously agreed to support the permanent change of hours. The office will be open to customers Monday – Thursday 7:30am-4:00pm and Friday 7:30am-11:00am. Office staff will work Monday – Thursday 7:00am-4:00pm and Friday 7:00am-11:00am. Ahlin signed a Memorandum of Understanding regarding changing the hours the office will be open to customers.

Monthly Dashboard: Czasnowski provided the Board with a monthly snapshot of customer service and operational performance metrics.

Battery Storage Update: The battery continues to be used to reduce peak loads. The installation of the new battery is on track. Czasnowski continues to work with MMWEC and Lightshift as a system impact study nears completion.

Budget and Power Bill Review: Czasnowski presented the Budget and Power Bill Analysis, noting that all operational budget items remain within expected ranges except for power. Power costs continue to be very high. She reviewed an analysis comparing kilowatt-hour sales to power bill expenses. The Board discussed the PPCA and the potential financial and customer impacts of an adjustment to the rate. Following discussion, the Board unanimously agreed with the General Manager's recommendation to increase the PPCA rate to help offset elevated power costs.

Legislative Updates: Czasnowski provided the Board with a summary on legislative issues including Clean Heat Standards, Large Building Energy Reporting, Advanced Clean Trucks, and the Building Decarbonization Clearing House.

General Manager Goals: Czasnowski discussed upcoming goals and objectives. She continues to work on the new battery energy storage system, Cost of Service Study with MMWEC, implementing the IT Capital Plan for 2025, and system planning work including an Arc Flash Study and GIS updates.

Other Updates:

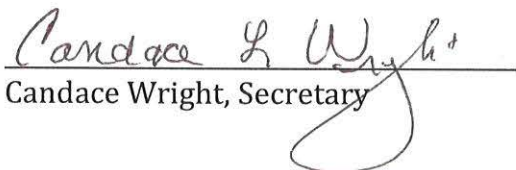
- *Tree Trimming*: Mayer Tree is trimming in town after completing several days of crane and bucket removals. Removals were completed after assessment by an independent arborist and review by AMLP.
- *New Town Administrator*: Czasnowski had an introductory meeting at the AMLP building with the new Town Administrator, John Coderre.
- *Community Outreach*: AMLP attended Ashburnham's National Night out and the Senior Center's Forever Young Fair. Employees will also represent AMLP at Celebrate Ashburnham on September 27, 2025.
- *Vehicles*: The new F150 has been received and will be used as the stand-by vehicle.
- *Meetings/Conferences*: Czasnowski attended the MEAM Annual Meeting 9/18-9/19 and will be attending the PURMA Annual Meeting 9/25-9/26.

New Business:

- *2026 NextZero Rebate Selections*: Rebate selections for the 2026 NextZero program are due by the end of October 2025. The Board will review the selections and discuss them at the October Board meeting.

The next meeting for the Board was scheduled for October 15, 2025, at 9:00 a.m. at the Ashburnham Municipal Light Plant.

Carlisle made a motion to adjourn the meeting. Wright seconded. The vote was taken at 11:08 a.m. All in favor. Carlisle aye, Wright aye Ahlin aye.


Candace Wright, Secretary