

Ashburnham Municipal Light Board

Wednesday, December 17, 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

Ahlin called the meeting to order at 9:01 a.m. with a roll call. Wright present, Carlisle 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 the November 24, 2025, open session meeting minutes. Wright seconded. All in favor. Wright aye, Carlisle aye, Ahlin aye.

Citizen Speak: No citizen comments.

General Manager Items:

2026 Budget Presentation: Czasnowski reviewed the 2026 Budget with the Board. Line items were reviewed in comparison to the 2025 budget. The Board was also provided with the 2026 Capital Budget. Wright made a motion to approve the 2026 Operating Budget as presented. Carlisle seconded. All in favor. Wright aye, Carlisle aye, Ahlin aye. Carlisle made a motion to approve the 2026 Capital Budget as presented. Wright seconded. All in favor. Carlisle aye, Wright aye, Ahlin aye.

Monthly Dashboard: Czasnowski provided the Board with a monthly snapshot of customer service and operational performance metrics through November 2025.

Battery Storage Update: The battery continues to be used to reduce peak loads. Czasnowski provided the Board with a summary of the battery savings through October 2025.

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.

Czasnowski reviewed how the Purchased Power Cost Adjustment will help recover additional power costs, which have remained high this year.

Legislative Updates: No legislative updates discussed.

General Manger Goals: Czasnowski discussed progress on her goals and objectives. She continues to work on the new battery energy storage system. There are a couple of new developments now that the System Impact Study is complete and she will be talking in more detail to Jason Viadero about them. MMWEC is nearing completion on the Cost of Service Study and they plan to present the results at the January meeting. New laptops have been deployed for all office staff and the working foreman, and the SharePoint migration is scheduled for January.

Other Updates:

- Bookkeeper/Accountant Position: AMLP has hired Victoria Souza for the Accountant/Bookkeeper position and her first day was 12/15/25.
- Tree Trimming: Mayer Tree completed their work in early December. Czasnowski will work with the working foreman on the tree list for 2026.
- National Grid Agreement: Czasnowski stated that she has signed the new National Grid Transmission Service Agreement and is waiting on the executed copy. The Substation Sharing Agreement expires in 2026.

New Business:

- Christmas Eve: Czasnowski let the Board know that the office will close at noon on Christmas Eve, as we typically do, so employees can enjoy the holiday with their families.
- Police Department Request: Czasnowski let the Board know that Chief Conrad has contacted her to get information about installing cameras on AMLP poles. She has requested more information from the Chief, and she will discuss it in more detail at a future Board meeting.

The next meeting for the Board was scheduled for January 21, 2026, 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 10:50 a.m. All in favor. Carlisle aye, Wright aye Ahlin aye.


Candace Wright, Secretary