

2016-04-20

STERLING MUNICIPAL LIGHT DEPARTMENT  
REGULAR SESSION  
MEETING MINUTES

DATE: April 20, 2016

LOCATION: SMLD Building  
Rear Board Room  
50 Main Street  
Sterling, MA 01564

BOARD MEMBERS: Matthew Stelmach (Stelmach), Chairman  
Michael Rivers (Rivers), Vice Chairman  
Brian Pierce (Pierce), Clerk

SMLD STAFF: Sean Hamilton (Hamilton), Manager

MINUTES: Jane Brunetta (Brunetta)

Attendees: Christine Arsenault, SMLD  
James Goulet, CPA, MST  
Goulet, Salvidio & Associates, P.C.

6:03 p.m. Meeting called to order, Chairman Stelmach stated that the meeting is subject to audio & video recording and broadcast. **Roll Call Attendance, Stelmach present, Rivers present, and Pierce present**

PLEDGE OF ALLEGIANCE

Board members and attendance pledge allegiance to the flag of the United States of America

APPROVAL OF AGENDA

**Rivers made a motion to move 5a 2015 Audit before Manager's Report and delete 4 c, Board Policy Review (A-08) to next meeting, Pierce seconded, no discussion, Stelmach aye, Pierce aye, Rivers aye, all in favor**

New Business

- a. 2015 Audit - Mr. Goulet presented members with a detailed account of financial statements for 2015. Mr. Goulet stated right at the beginning that the Sterling Municipal Department is in

really good shape financially. Mr. Goulet did explain the pension obligation the department has with the town. Mr. Goulet stated that the department has no problem with paying bill obligations and he noted that as a business, all is the way it should be. Mr. Goulet did explain that some of the negatives in investments, which during last year wasn't the best for investments, but stated that the investments the department have are all AA + investments. Mr. Goulet did comment that Berkshire Wind is a great project. Again, Mr. Goulet noted that there were no surprises and again, Department is in great shape.

#### MANAGER'S REPORT AND UPDATES

1. Hamilton stated that the HVAC at the Senior Center is being addressed
2. Hamilton said the Department received first place for the APPA Safety Award, which is the best reward you can receive
3. PLM contract for substantial design engineering is all set for the CCERI project.
4. Billing coordinator has completed procurement classes and staff accountant completed the silver class and is now working towards the gold certification.

#### OLD BUSINESS

- a. CCERI RFP Update – Community Clean Energy Resiliency Initiative – Hamilton said he received 7 returned, 3 did qualify, meeting with the energy committee on the 26<sup>th</sup> to review and score them. Hamilton said that maybe instead of doing 1 megawatt they should look at doing 2 megawatts if the price is reasonable. Stelmach said they asked for bids to double the megawatts, all the way up to 4 megawatt hours. Hamilton stated he was not looking for a vote, just wanted to present the members of the cost to increase the megawatts. Hamilton said they are working with a group that will help break-down peak hours to see how increasing the megawatts will be help with reducing capacity payments. Hamilton said when more information is received; he will present it to the board.
- b. Substation Breakers – Review - Hamilton gave an estimate to do Metal Clad breakers at the substation for a cost of 1.3 million. Relays and controls inside the substation will be \$320,000. Board members told Hamilton to proceed with the CCR project design with metal posts.
- c. Board Policy Review (A-08) postponed until next meeting
- d. Town Services Review- Hamilton presented the board with an itemized list of SMLD kind services to the town of Sterling totaling \$109,725.38. Hamilton asked the Board to see if they are willing to also contribute another \$14,663.95 for lights at the Senior Center. **Rivers made a motion that the SMLD absorb the labor cost for installing exterior lights at the Senior Center as a contribution to the town, Pierce seconded**, no discussion, Stelmach aye, Pierce aye, Rivers aye, all in favor
- e. SMLD Terms and Conditions for Electric Service – Hamilton and the Board Members reviewed changes that were highlighted by the Manager on SMLD Terms and Conditions for Electric Service. Board Members asked Hamilton to present cost of transformers (who pays for what) at the next meeting.

#### NEW BUSINESS

- a. 2015 Audit – Reported on Page 1
- b. Private Lights – LED – Hamilton stated that once customers see the new streetlights, they want those to replace their private lights. Hamilton said the cost for Led will be \$7.98 per month, covering installation, maintenance, with a depreciation of 5 years. **Rivers made a motion to accept the Manager's recommendation to change out 68 private lights at a rate of \$7.98 a month to replace 100 and 70 watt high pressure sodium and 100 mercury vapor which will no**

**longer be offered and that the Manager will file with the DPU, Pierce seconded, no discussion,** Stelmach aye, Rivers aye, Pierce aye, all in favor

- c. Fiber Installation – Hamilton said he received a turnkey cost of \$29,000 to install fiber from SMLD to Chocksett to the Police Station. Hamilton said our fiber at the substation is 20 years old. Hamilton got a cost just for fiber from SMLD to Merrill Road for \$20,000, which he said is quite easy to install. Hamilton just wanted the Board to be aware of the fiber situation.
- d. Library Engineer Study – Update – Hamilton said D/E Corporation did a walk-thru and the SMLD and Library would each pay half for the HVAC Study. The cost of the project will be presented to the town at the fall meeting for approval.

APPROVAL OF PAST MEETING MINUTES – None

CUSTOMER COMMENTS AND QUESTIONS

Rivers was very appreciative for the Light Department letting the DPW use the bucket to trim trees on Fox Run that always fall down every storm

FUTURE AGENDA ITEMS

- 1. Board Policy Review (A-08)
- 2. CCERI

7:45 p.m. **Rivers made a motion to into Executive Session, (1) under M.G>L. Chapter 30A: Section 21 (a), clauses 3, to conduct strategy sessions in preparation for negotiations with union personnel ,Only to come back to adjourn, Pierce seconded, no discussion,** Roll Call Vote, Stelmach aye, Pierce aye, Rivers aye, all in favor

8:35 p.m. Meeting adjourned

ATTACHMENTS:

- 1. Agenda
- 2. Itemized list of in-kind services

Reference documents:

2015 Audit Report

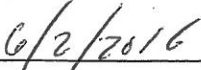
ATTEST:

  
\_\_\_\_\_  
Brian Pierce, Clerk

DATE:

  
\_\_\_\_\_

Board Approval and Release

  
\_\_\_\_\_