

**STERLING MUNICIPAL LIGHT DEPARTMENT  
MEETING MINUTES**

**Monday, December 6, 2010**

**BOARD MEMBERS:** Matthew Stelmach, Chairman  
Michael Rivers, Clerk

**SMLD STAFF:** Sean Hamilton – Manager  
Chris Courville – Operations Supervisor  
Sandy Pellecchia – Office Administrator

**MINUTES:** Michael Rivers-Clerk

**CUSTOMERS:** Mike Forance, Sterling, MA  
Richard Maki, Sterling, MA  
Kevin Flannery, Sterling, MA  
Carolyn Heimburg, Sterling, MA

Matthew Stelmach (Stelmach) opens the meeting at 5:00 p.m.

**APPROVAL OF THE AGENDA**

Stelmach asks for a motion to approve the agenda. Michael Rivers (Rivers) objects to the meeting being taped by Richard Maki, because Mr. Maki now says he is going to edit the tape before broadcast on the Sterling Lancaster Community Television. Rivers feels this is contradictory to the agreement made between the Board and Mr. Maki at the previous Board Meeting. The Board had previously agreed to videotaping if the meeting was to be played in it's entirety, without editing. There is discussion of adjourning the meeting until the issue can be discussed more fully with the Selectmen and the Cable Advisory Committee. The Board and Manager Hamilton are in agreement that showing only an edited version of the meeting(s), or only showing some meetings would hinder the SMLD's efforts to improve transparency to the ratepayers. Rivers makes a motion to approve the agenda with modifications. Matthew Stelmach (Stelmach) seconds the motion. Role call: Rivers aye, Stelmach aye. Unanimously approved by the Board.

**FINANCIALS**

Manager Hamilton reviews current financial information. Hamilton notes that transmission costs are rising, and are expected to continue rising for a period of years. He has met with new auditor. The new auditor feels that the newly revised financial reports that the Board is now getting in recent months is very thorough. Hamilton is reviewing all expenditures and eliminating wasteful or redundant spending and contracts. He is working on developing an inventory list of SMLD assets. Stelmach notes increase in assets, Hamilton notes that AMI metering equipment is now listed as an asset. Rivers asks if Hamilton is comfortable with the planning process for a short and long term Capital Budget and Planning process. Hamilton says they are making good progress. Stelmach asks about sales, Hamilton notes sales are dropping long term, but up this month. Hamilton says we are in a good place in the market, but reiterates that the increasing transmission costs must be factored in by everyone in the department. Rivers asks about review of all insurance policies. Hamilton is meeting with PURMA rep this week, as well as looking at outside vendors to ensure we are getting the best price. Hamilton says that our experience factor is high, particularly with workers compensation insurance due to previous claims.

### **CUSTOMER COMMENTS**

Kevin Flannery of Birch Drive wants to thank the SMLD on behalf of the Friends of the Library, which his wife is associated with. The SMLD has helped hang a sign for the Friends every year. Flannery asks about posting of minutes on web site. Rivers says he will take the fault for this. The posting of the minutes has been delayed due to several issues, including temporarily changing the process of transcribing and posting, the manager hiring process as well as the shortage of a Board member. Rivers says most approved minutes will be posted this week, with the remainder hopefully by the end of the month.

Carolyn Heimburg of Allyson Way said that she was at SMLD today to pay bill, and heard about opening on Board, was wondering how the process works. Stelmach explained that the opening had been posted for several weeks and we were looking for letters of interest, but that the deadline was Dec. 1, and the appointment will happen tomorrow night. Stelmach and Rivers explain that there will be an election next May for this seat, and encourage anyone who is interested to run, and to attend Board meetings in the meanwhile to have an understanding of the issue.

### **NEXT BOARD MEETING**

Discussion of scheduling next meeting. Rivers says that it would be preferable for Board to video record meetings going forward to provide to SLCT. Tentatively arranged pending outcome of meeting with Selectmen. Next Regular Meeting will be on December 21st, 2010 at 7:00pm.

### **MOTION TO ADJOURN**

Stelmach asks for a motion for the Light Board to adjourn the meeting. Rivers makes the motion and Stelmach seconds it. Unanimously approved by the Board. The meeting adjourns at 5:29 p.m.

Signed,



Michael Rivers, Light Board Clerk 01/05/11