

2017-03-11  
STERLING MUNICIPAL LIGHT DEPARTMENT  
REGULAR SESSION  
MEETING MINUTES

DATE: March 11, 2017

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

BOARD MEMBERS: Matthew Stelmach (Stelmach), Chairman  
Joseph Curtin Curtin) Vice Chairman  
Brian Pierce (Pierce), Clerk

SMLD STAFF: Sean Hamilton (Hamilton), Manager

MINUTES: Regular Session

ATTENDEES: None

8:15 a.m. Meeting called to order, Chairman Stelmach stated that the meeting is subject to Audio & video recording and broadcast. **Roll Call Attendance, Stelmach present, Curtin present, Pierce present**

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Pierce made a motion to accept agenda as written, Curtin seconded, no discussion, Stelmach aye, Pierce aye, Curtin, all in favor

MANAGER'S REPORT

1. Hamilton reported that the SMLD Battery project had been nominated by Ferriter, Scobbo Law Office for the Nicholas Humber award, this is an environmental agency award that recognizes contributions to cleaner environments, Nicholas Humber was very active in this area, he was killed aboard flight 11, during the 911 attacks.
2. Hamilton Reported that the SMC Corporation has left Sterling to go to Devens.
3. Hamilton reported for the third year in a row SMLD will receive the APPA Safety Award for an accident free year.

4. Hamilton said he is in discussions with NEC about the Energy Assurance Plan offered for the project at \$28k /year, NEC may offer this to us at no charge because of work with them showing clients the project and being available for questions.
5. Hamilton presented wording he would like to put on a plaque for the storage project, honoring Jim Frawley for the work he did during the application process. The board was in approval of the wording.
6. Hamilton proposed the idea to the board to review our solar tariff and net metering policies, customers would like to receive discounts on kWhrs purchased from SMLD. Stelmach asked Hamilton to send a copy of existing policies to board members and thought we should look at this.
7. Hamilton reported on his recent trip to Washington to attend the APPA/NEPPA Legislative Rally, the main topics discussed with legislators was Tax Exempt Bonds, Cyber Security and Capacity Markets.
8. A Copy of the 2016 SMLD Town Report was distributed.
9. Hamilton Reported the Replacement Relay Panel bid was out and expected back on April 4<sup>th</sup>.
10. A light bill for the One Room School House was presented, someone accidently left the breaker on and the heat was on causing a bill over \$300.00, they have no money in the budget because it is normally \$0, they were asking for forgiveness of the bill, the board agreed it would set a bad precedent and would not forgive the bill.

#### Old Business

- a) Hamilton presented the final version of the SMLD Terms and Conditions for approval, the red lined edits had been removed after review at the previous meeting. **On a motion by Pierce, 2<sup>nd</sup> by Curtin, all in favor.**
- b) Hamilton presented the final version of the SMLD Underground Residential Distribution (URD) specifications for approval, the red lined edits had been removed after review at the previous meeting. **On a motion by Curtin, 2<sup>nd</sup> by Pierce, all in favor.**
- c) Hamilton presented the final version of the SMLD Employee Handbook for approval, the red lined edits had been removed after review at the previous meeting. **On a motion by Pierce, 2<sup>nd</sup> by Curtin, all in favor.**
- d) Hamilton presented a pole release prepared by our attorney, this would allow a customer to retain use of the poles in his yard area once our wires were removed. **On a motion by Pierce, 2<sup>nd</sup> by Curtin, all in favor of accepting the release.**

#### NEW BUSINESS

- a) An annual performance review of Hamilton was given by each Commissioner using the scoring system they were each provided, discussion centered around Hamilton's strengths and areas he can improve on, one area the board agreed on was to better market SMLD and keep rate payers informed of things we do. Community projects were discussed including lights at the football field under consideration for a grant and perhaps a new LED basketball scoreboard for the school. After members gave their review,

At 9:04, Curtin made a motion to go into Executive Session under M.G.L. Chapter 30A: Section 21(a) Clause 2, to conduct strategy sessions in preparation for negotiations with Non-union personnel – only to return to open session to adjourn - **Roll Call Vote, - Stelmach aye, Pierce aye, Curtin aye,**

At 9.25 the board returned to open session, the board informed Hamilton that after review and deliberations they were awarding him 10% of his pay as a bonus which is the greatest he can receive in accordance with his offer of employment letter. Hamilton was also given a 3% pay increase above the 2% he received at the start of the year, the 3% would be retroactive to January 1<sup>st</sup> 2017. Hamilton thanked the board for his bonus and wage adjustment.

**CUSTOMER COMMENTS**

**There were no customer comments and Hamilton reminded the board of the open house on April 20<sup>th</sup>, 11am-2 pm.**

**FUTURE AGENDA ITEMS AND SCHELDUE NEXT BOARD MEETING**

None

10:54 p.m. Meeting Adjourned

ATTACHMENTS:-None

REFERENCE DOCUMENTS-  
SMLD Terms and Conditions  
SMLD URD Specifications  
SMLD Employee Handbook

ATTEST;

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

Date:

  
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BOARD APPROVAL AND RELEASE

  
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