

FINAL

**STERLING MUNICIPAL LIGHT DEPARTMENT
MEETING MINUTES**

Tuesday, October 27, 2009

BOARD MEMBERS: Richard Sheppard, Chairman
Arthur J. Coughlin, Sr., Clerk
Matthew Stelmach, Third Member

SMLD MANAGER: John Kilgo, Jr.

MINUTES: Sandy Pellecchia

IN ATTENDANCE: Mike Forance, [REDACTED], Sterling, MA 01564.
Ann and Greg Bilowz, [REDACTED], Sterling, MA
01564.

Richard Sheppard (Sheppard) opens the meeting at 5:00 p.m.

APPROVAL OF THE AGENDA

Arthur J. Coughlin, Sr. (Coughlin) makes a motion to approve the Tuesday, October 27, 2009 agenda as written and notes that the Light Board will need to enter into executive session to discuss proprietary and confidential information. Seconded by Matthew Stelmach (Stelmach). Unanimously approved by the Board.

APPROVAL OF MINUTES

Coughlin makes a motion to approve the Tuesday, September 29, 2009 regular session Sterling Municipal Light Department Board Meeting Minutes as amended. Seconded by Sheppard. Role call: Coughlin, aye. Sheppard, aye. Stelmach, aye. Unanimously approved by the Board.

CUSTOMER COMMENTS

Customer Mike Forance (Forance) inquires about the past energy audits done by the Light Department for town buildings. He asks if they are available. His inquiry is as a member of another board who is requesting the information. Kilgo offers that yes, we will get Forance a copy, but we have provided complete copies twice in the past to the Town Hall.

Also a couple of months ago Forance brought up a customer concern that he wanted to follow up on tonight. Kilgo states the SMLD's work has been completed and all that should be left to do is Verizon's work. The DPW had to make a replacement in its water system. Clean up was responsibility of the DPW and Kilgo was pleased with that especially on a private road.

Customers Ann and Greg Bilowz, [REDACTED] bring up the concern of why their kWh usage is so high. They have looked into everything with the SMLD except changing the meter. Mr. Bilowz recaps what has been done including the removal of his hot tub. He notes that the SMLD bill is higher this year over last year even with items removed. The meter has been tested and came up with no problems. An electrician was brought in. Mr. Bilowz tells of weird spikes that show at 3 a.m. Mr. Bilowz states that two and two do not add up and that he and his wife do not know what to do. The home was built in 1995 or 1996. Mr. Bilowz's home phone is [REDACTED] (After the meeting Kilgo checked that their meter had been tested for accuracy and it had been.)

Kilgo asks for a list of everything running in the home. Kilgo asks if the customer has isolated the garage and shut breakers off, customer says he has done this. Mr. and Mrs. Bilowz are looking for advice. Kilgo offers that he will look into this and will return a communication tomorrow. Kilgo advises that AMI (advanced metering interface) will not be in place for this customer for some time.

FINANCIALS

Kilgo notes that YTD kWh are down almost 5% but revenues are up approximately 11%. However, September 2009 kWh are over last September by 5%, which was good.

Kilgo also notes that NEPOOL gives us an indirect gauge that we are holding our own seeing that their YTD kWhs are down more than the SMLD's annual YTD percentage. Our load factor is 65%. Kilgo adds that things are looking good, and that we are looking to finish off the year in good shape.

Stelmach requests information about NEPOOL metrics. He asks, can we add that into the financials so that the board members can see? Kilgo notes that this metric is more of a calendar function rather than a billable function; therefore, there is a difference. Also that some data is gathered by himself and includes his practices over many years and that he receives this information proprietarily.

Sheppard and Kilgo discuss the total yearly kWh Sales. Sheppard asks Kilgo if we will meet our estimated 2009 goal? Kilgo hopes to but is unsure with the recent weather.

OTHER BUSINESS

DECEMBER 2008 STORM RESTORATION BID AWARDS

Kilgo offers that he and staff have developed a binder documenting the bid process along with FEMA and MEMA's guidance. Kilgo discusses various points of the bid process to date. Kilgo figures with the SMLD's involvement the project will take six months conservatively. Kilgo announces the winner of the labor bid, Utility Service & Assistance Inc., who came in at \$102,454. The winner of the stock bid was Arthur J. Hurley Company, Inc., who came in at \$83,227.37.

Kilgo reminds all that we should see about \$140,000 from the FEMA 2008 December Ice Storm reimbursement. He is not counting on any monies from MEMA at this time.

Kilgo says the process will be started tomorrow. Do you hope to have it done by the first of the year, asks Sheppard? Kilgo says this is the goal to get the Hendrix in but we will be working into next year on the final conversion.

Sheppard makes the motion that the SMLD Light Board award the OLRP to Utility Service & Assistance Inc. as outlined in the SMLD's October 9, 2009 Bid Proposal IFB 09-02 for \$102,454 and that the OLRPS be awarded to Arthur J. Hurley Company, Inc. as outlined in the SMLD's October 9, 2009 Bid Proposal IFB 09-03 for \$83,227.37. The Manager is hereby authorized to move forward with these permanent repair projects. Coughlin seconds the motion.

Sheppard asks for discussion. Stelmach makes a point that the labor bid was low. His concern was that the company might add on extras as the project goes along. Kilgo offers how the SMLD has protected its interests in the full bid process. He notes how specific the terms of the request for bid was.

Role call: Coughlin, aye. Sheppard, aye. Stelmach, aye. Unanimously approved by the Board.

Sheppard makes mention of the October 22, 2009 Educational Seminar on AMI. He says it was a job well done.

MOTION TO EXECUTIVE SESSION

Sheppard makes a motion to go into Executive Session per MGL Chapter 164, Section 47D to protect confidential, proprietary information and to return to open session to adjourn. Coughlin seconds the motion. Role call. Coughlin, aye. Sheppard, aye. Stelmach, aye. Approved by the Board.

The board goes into Executive Session as of 5:31 p.m. The board returns as of 6:22 p.m.

NEXT BOARD MEETING

The December board meeting will be held on Tuesday, December 15, 2009 at 5:00 p.m.

MOTION TO ADJOURN

Sheppard asks for a motion for the Light Board to adjourn the meeting. Coughlin makes the motion and Stelmach seconds it. Unanimously approved by the Board. The meeting adjourns at 6:23 p.m.

ATTEST: *Arthur J. Coughlin, Sr.*
Arthur J. Coughlin, Sr., Clerk

DATE: 12-17-09