

2020-10-29
STERLING MUNICIPAL LIGHT DEPARTMENT
REGULAR SESSION
MEETING MINUTES

DATE: October 29, 2020

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

BOARD MEMBERS: Joseph Curtin (Curtin), Chairman
Brian Pierce (Pierce), Vice Chairman
Eric Darlington (Darlington) Clerk

SMLD STAFF: Sean Hamilton (Hamilton), Manager
Darren Borge (Borge) Assistant Manager

MINUTES: Jane Brunetta (Brunetta)

ATTENDEES: Jim Goulet, Goulet, Salvidio & Associated, P.C
Tracy Vaughan, Goulet, Salvidio & Associated, P.C.

5:15 p.m. p.m. Meeting called to order, Chairman Curtin stated that the meeting is subject to only audio recording- Roll **Call Attendance, Curtin present, Darlington present, Pierce present at 5:30**

PLEDGE OF ALLEGIANCE

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

Safety Announcement - Equipment in office

Approval of Agenda – **Darlington made a motion to move 5a before Manager’s Report**, Pierce seconded, no discussion, all in favor, Curtin aye, Pierce aye, Darlington aye

New Business:

- a. Auditors’ 2019 Budget – Jim Goulet stated that due to the Covid-19 getting together has been a challenge
 1. Financial Statements for December 31, 2019 and 2018. Goulet stated the only issue which could change would be the Worcester Regional Retirement fund could affect the numbers, which we have no control over, but stated SMLD is ahead of the situation. Goulet went over item by item, stating that SMLD is in really good shape. Goulet stated SMLD assets are consistent with previous years.

2. Internal control Report - these report issues and recommendations as to account issues as noted.
 - a. Materials and Supplies-Hamilton stated this was caused by one item in inventory being miscounted, when the value of the item is extrapolated through the inventory it triggers this issue.
 - b. Construction in Progress- Hamilton stated this was caused by 3 different Staff Accountants in 2019 with different methods, all staff including Operations are now opening and closing jobs through SEDC.
 - c. Customer Advance-Hamilton stated this credit was caused by a customer pre-paying a job in 2017 (Southgate) we have been carrying the credit balance each year, the project was completed, credit used and remainder billed out in 2020
 - d. Accounts Payable-Previously our Staff Accountant received all the invoices, during her absence invoices were getting sent to various staff members, this has been resolved.

Goulet said Cash Reconciliations should be done in a timely manner with the town.

Pierce made a motion to accept Financial Statements and Internal Control Report for December 31, 2019 and 2018, Darlington seconded, no discussion, Curtin aye, Pierce aye, Darlington aye, all in favor

MANAGER'S REPORT

1. State is asking SMLD not to send any notices due to late payments from November 19, 2019 thru March 2021 - Hamilton stated we have receivables of \$92,000 and our normal number is \$11,000-\$15,000 , SMLD will look at our collection options
2. Great Blue Survey – Should have report for next meeting
3. Hamilton stated we have an InterConnection Service with National Grid, signed contract for 30 years at a cost of \$3,000 per year. Contract returned was exactly as it was previous, however their attorney decided they want to include ISONE in contract. Hamilton stated that they should not be included, as of now waiting for clarification, right now we are continuing with last contract.
4. HQ Power deal with Quebec has been signed, with 250 kilowatts of renewable energy to SMLD
5. Water Meters - Hamilton and Borge met with DPW stated that they already began to purchase Badger Meters at a cost of \$200 each. Borge gave detail information as to how we could help the DPW with cost of installing a new system and how it works with the radio system. Board members discussed trying to help DPW thru the Pilot Program, helping to offset the cost, which in turn helps taxpayers.

UNFINISHED BUSINESS

- a. 2 Leominster Road – Occupancy Permit received – Borge presented Board Members with a video of completed project. Project was a great success.
- b. Fiber Project – Fiber for Town is ready to go, town bought wrong connectors, but when corrected, will be functioning. Pierce questioned whether the grant can be used for Senior Housing at Sholan Terrace. Board Members considered this part of the municipal town property.
- c. AMI Project – Borge, gateways are in, relays up, system ready. Borge contacted SEDC, for they have a system ready to be connected with Eaton. Borge explained exactly how it works, with outgoing and ingoing reads. Cost is \$9,000 for system and training, then \$500 for license on all orders.

NEW BUSINES

- a. Auditors 2019 Report- completed before Managers Report
- b. 2021 Budget presentation - Hamilton stated that this is a draft, just highlighted changes, payroll, revenue, and several other items, budget breaks down every department, to be reviewed at the November meeting, and vote on final budget in December, 2020.

APPROVAL OF PAST MINUTES – SEPTEMBER 24, 2020

- 1. Pierce made a motion to approve Regular Session Minutes for September 24, 2020 as written, Darlington seconded, no discussion, Curtin aye, Pierce aye, Darlington aye, all in favor
- 2. Pierce made a motion to approve Executive Session Minutes for September 24, 2020, not to be release, Darlington seconded, no discussion, Roll Call Vote, Curtin aye, Pierce aye, Darlington aye, all in favor

CUSTOMER COMMENTS

None

FUTURE AGENDA ITEMS AND SCHEDULED NEXT BOARD MEETING

- 1. Fiber Project
- 2. AMI Update
- 3. 2021 Budget

Next Meeting – November 23, 2020

7:00 p.m. Darlington made a motion to go into Executive Session under M.G.L. Chapter 30A: Section 21(a), Clause 10 (to Discuss Trade Secrets or Confidential, Competitively-Sensitive or Other Proprietary Information Provided in the Course of Activities Conducted by a Governmental Body as an Energy Supplier – (9.1) E.H. Perkins/Battery Project , (9.2) Fiber Study, only to return to regular session to adjourn, Pierce seconded, no discussion, Roll Call Vote, Curtin aye, Pierce aye, Darlington aye, all in favor

7:20 p.m. Meeting Adjourned

ATTEST:



Eric Darlington, Clerk

DATE OF APPROVED;

11/23/2020

BOARD APPROVAL:

11/23/2020

BOARD APPROVAL FOR RELEASE:

11/23/2020