

2013-06-25
STERLING MUNICIPAL LIGHT DEPARTMENT
MEETING MINUTES
REGULAR SESSION

DATE: Tuesday, June 25, 2013

LOCATION: SMLD Conference Room
50 Main Street, Sterling, MA 01564

BOARD MEMBERS: Matthew Stelmach (Stelmach), Chairman
Michael Rivers, (Rivers), Vice-Chairman
George Pape (Pape), Clerk

SMLD STAFF: Sean Hamilton (Hamilton), Manager
Christine Arsenault (Arsenault)

Minutes: Jane Brunetta (Brunetta)

7:00 p.m. Meeting brought to order. **Stelmach opens the meeting with a Roll Call Attendance; Pape, present, Rivers present, Stelmach present, all present.**

PLEDGE OF ALLEGIANCE

Board members and attendees pledged allegiance to the flag of the United States of America.

APPROVAL OF AGENDA

Hamilton requested that the Financial Report be moved to the end of New Business. **Rivers motioned to approve agenda as amended, Pape seconded, no discussion, Stelmach aye, Pape aye, Rivers aye. All in Favor.**

REVIEW OF WARRANTS – not required at this time

MANAGER’S REPORT

- A. Building Fire Sprinkler Update – Contacted several companies, but no replies except for R.C. Shaw company and he came out immediately. Hamilton reported they would have to put in a dry system in the attic and a wet system in the rest of the building. The total cost for this project is estimated at \$35,000 and does not include any work that the light department would have to do. Hamilton contacted insurance company to see if discount could be applied, but they said the cost now is with the understanding that all precautions are already taking place. Hamilton stated annual testing is done every year by the fire department. Pape thought this is something they should pursue. Stelmach asked to see what the cost would be if some work is redone during renovation. Hamilton will check and present to board at a later meeting.

- B. Meeting with DPW Board: At the June 11, 2013 meeting, Hamilton stated AMI system is capable of reading water meters. DPW is in favor of the water pilot project, starting with 50 meters for

the summer. Hamilton stated DPW will pick up all costs. Stelmach asked about billing system. Hamilton said there is a contract for three years, so no change can take place until that time. DPW will purchase the meters thru Mueller.

- C. APPA Meeting: Hamilton stated he recently attended 2 classes, which he found quite informative. Hamilton stated industry is changing rapidly. The APPA meeting talked about the impact of Hurricane Sandy and how mutual aid of the east coast light companies assisted in the repair. Hamilton stated all information is on the APPA web site. Pape questioned need of more lighting at the sub-station. Hamilton noted some are not lighting theirs at all, stating they feel being dark has stopped damage to vehicles.
- D. Power up Event: Hamilton said all is in place. It will be from 10:00 a.m. – 2:00 p.m.

OLD BUSINESS

- A. Rate Study Implementation Status: New billing system went out. Hamilton had couple of questions and once explained, all customers understood. Hamilton stated there are 2 cycles for billing, June 7 and June 20th. Hamilton spoke about the Doppler lights, which he brought to the town and Fincom, waiting to hear back. Thirty-four customers are trying to get street lights back on. Hamilton talked to the police department and they indicated you can never have enough street lights. Hamilton said they are currently testing control sites to see what the savings will be. Hamilton ran one today, shutting off for 4 hours, measured DPW with a savings of 400 kilowatts.
- B. Foxfire Estates: Hamilton said project is complete, including landscaping. Sent letter to all residents to see if any issues need to be addressed.


NEW BUSINESS

- A. Technical Operator Coordinator: 6 Month Discussion – Hamilton stated position is unique and he has taken over several positions, sub-station, meter reading and AMI program. Hamilton has received many compliments concerning the quality of work performance. Hamilton feels his wage is below what the market dictates. After further discussion, before a final decision is made, the Board would like Hamilton to do a Formal Performance Review and present it to the Board at the next meeting.
- B. Standards of Meeting Minutes: Pape brought to the Board minutes taken from previous meeting that were somewhat summarized compared to other minutes. The Board thought maybe there could be somewhere in the middle between the two.
- C. Customer Survey: Stelmach thought they were in agreement about doing a survey, however, Pape disagreed. Pape feels this would be a waste of time and money. Rivers thought it would be a good idea to get feedback from our customers. Stelmach thought this should be one of the Board's goals. Hamilton will do research and report back at a future meeting.
- D. Board' Goals: Stelmach started with last year's goals and noted the one's that they completed. After comparing all Board's suggestions for goals, it was decided on the following for 2013-2014 goals. Stelmach will put together a draft of new goals for all board members to review.
See attachments: Goals for 2012-2013 adopted June 26, 2013

Suggestion Goals for 2013-2014 from Board Members

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(- potential Energy Contract & Strategic Financial Planning, Natural Gas. Executive Session (2) under M.G.L. Chapter 39: Section 23B, Clause 3 (To conduct strategy sessions in preparation to negotiate with union personnel and to discuss strategy with respect to collective bargaining IBEW Contract). Pape seconded motions, any discussion, none – Roll Call Vote - Pape aye, Rivers aye, Stelmach aye. All in Favor.

10:15 p.m. – Adjourned

ATTEST:  _____ 8/1/13 _____
George Pape, Clerk Board Approval

DATE: _____ 8/1/123 _____  _____
Date Board Approval for Release

Attachments:

- 1. Agenda

Reference Documents and Exhibits

- 1. Board Goals for 2012-2013
- 2. Board Goals for 2013-2014- tentative
- 3. Accounts held by Town and MMWEC
- 4. 2013 Budget vs. Actual (Quarterly)
- 5. Comparison of KWH Sales 2013-2012