

**WAKEFIELD MUNICIPAL GAS & LIGHT DEPARTMENT
BOARD OF GAS & LIGHT COMMRS MEETING**

April 11, 2018

MINUTES

IN ATTENDANCE: Commsrs. Kenneth Chase, Chairman
William Boodry, Secretary
Kevin Haggerty
Jack Warchol
Rafael McDonald

Peter Dion, General Manager, WMGLD
Maureen Mata, Executive Assistant
Gene Sullivan, Asst. General Manager
Mark Cousins, Financial Manager
Michael McCarthy, General Counsel
Dave Polson, Operations Manager

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chairman K. Chase called the meeting to order at 7:07 A.M.

Approval of Minutes:

A general discussion of recording minutes took place. Commr Warchol suggested that the Board consider recording meetings.

A motion to record Board meetings was made By Commr J. Warchol. Motion was seconded By Commr R. McDonald.

Vote: The motion was approved unanimously

Commr B. Boodry remarked to the Board that he requested that the meeting minutes be sent to the Board within 10 Business days after the close of the meeting. He said he appreciated that this was being done as it will give Commissioners more time to respond to any issues.

The General Manager offered that he would record the minutes today on his phone.

A lengthy discussion ensued concerning edits to be made to the March 1, 2018 meeting minutes. Commr J Warchol offered some edits and Commr B. Boodry said his recollection of some aspects of the minutes differed from the General Manager and some of the Board members. Commr R. McDonald said some clarity may be necessary regarding vacancies in the department. Commr B. Boodry offered that he would like the Board to have an understanding of all positions that are to be filled.

A motion to approve the March 1, 2018 minutes was made By Commr J. Warchol. . Commr B .Boodry seconded the motion with the amendment to remove the word immediately from the minutes.

Vote: The motion was approved 4-0

Commr, J. Warchol **made an additional motion** requesting that all edited minutes be sent to the Board for review. Commr B .Boodry seconded the motion;

Vote: The motion was approved 4-0

General discussion:

Commr B. Boodry discussed the financial information contained in the Board package. He expressed a desire to see a report that compared budgeted costs to actual. Financial Manager Mark Cousins explained the timing issues that make this difficult but would begin work to develop such a report. General Manager Dion suggested that Commr Boodry and Mark Cousins meet separately to further define the request.

The General Manager advised the Board that would like to advertise for the position of system engineer as well as for the open position in the gas department. The General Manager explained what the system engineer job would entail. Commr B. Boodry asked who did this job before. The General Manager said that this is a position that would be newly filled and is comparable to current engineer Vinny McMahan's position except that the focus would be on gas operations instead of electric. He added that Vinny's position has become extraordinarily helpful to the operation and that same level of attention is necessary in the gas department. The General Manager added that attention to the many reporting requirements of the gas department along with a day-to-day focus on gas usage would be of great benefit to the department as a whole.

Commr K. Haggerty asked for more information on the specific duties of the position and Commr B. Boodry requested that the Board receive the job description. Commr B. Boodry further inquired as to the posting process. The General Manager advised the Board that the labor contract requires each position to be posted for 14 days internally. If there are no applicants, the position would then be posted outside in newspapers, trade publications or both. The General Manager offered that the system engineer position would be posted in the Item as well as trade publications. Commr B. Boodry and Commr.J. Warchol requested a posting for two weeks. Commr J Warchol offered that the Northeast Gas Association website would be a good choice for the posting of system engineer.

The General Manager indicated that he would prefer to hire an entry-level engineer that can be trained specifically for our needs. Commissioners K. Haggerty and B. Boodry suggested that more experienced individuals should be considered.

General Manager's Report:

Wallace Substation and Battery Storage: Operations Manager Dave Polson updated the Board on the Wallace Substation the Battery Storage project. The Board was advised the first generator is due to arrive the week of April 23 and followed by the second generator two weeks later. The Battery Storage facility will be located at the Beebe Substation. In response to a question from Commr R. McDonald, Dave Polson informed the Board that the WMGLD is exempt from Conservation Commission oversight but we do meet with a representative on an informational basis.

General Manager Dion added that the generators would be used in winter on occasions we have excess gas purchased, and in the summer if market conditions are favorable.

Minutes: Commr B Between said he would like to revisit the subject of the past meetings minutes as he wanted to discuss reference to MGL Chapter 164, section 56. He asked for the opinion of the General Counsel. The discussion centered on use of the term “greater role” as it pertains to WMGLD hiring practices. Commr B Boodry agreed with the opinion and reiterated that his discussion on personnel was on the process, not on individuals.

Commr K. Haggerty said he would reread that section of the minutes but also concurred that the discussion focused on the process not on people. Commr R. McDonald said he remembered that the Board said during the discussion that they would not be reviewing resumes.

A motion was made By Commr K. Haggerty to amend the minutes to provide any necessary clarification.

A motion was made By Commr J Warchol to table the discussion.

DPU Annual Report: Financial Manager, Mark Cousins presented the 2017 annual report that we are required to submit to the DPU. Commr R. McDonald questioned some of the negative numbers appearing in the report and was advised By Mark Cousins that this is a byproduct of timing issues with regard to financial information. Commr R. McDonald then inquired if it is true that we have had no base rate change since 2009. General Manager Dion responded that the commodity portion of our rates is reviewed monthly and changes are made to reflect actual costs. Commr J Warchol pointed out that his name was incorrect in the document.

A motion was made By Commr J. Warchol to approve the annual report. The motion was seconded By Commr B. Boodry.

Vote: The motion was approved 4-0

Daymark: General Manager Dion informed the Board that Phil DiDomenico from Daymark was here to answer any questions on the submitted phase 2 report. Commr R. McDonald asked a question concerning the payback period for the contemplated investments. He also informed the Board that this was an area in which he had some expertise and the Board agreed that his expertise would always be welcome.

EXECUTIVE SESSION:

Commr B. Boodry **made a motion** to enter executive session at 8:35 A.M. to discuss personnel issues and issues involving contract negotiations with the Board returning to open session at its conclusion. The motion was seconded By Commr J. Warchol.

Vote: The Board was polled individually and voted unanimously to enter executive session.

Open Session:

Commr J. Warchol **made a motion** to come out of executive session and return to open session at 8:58 A.M. The motion was seconded By Commr B. Boodry.

Vote: Unanimously in favor.

Commr J. Warchol **made a motion** to approve the General Manager's performance incentive of 4.5%. The motion was seconded By Commr B. Boodry.

Vote: Unanimously in favor.

The General Manager told the Board that he would like to begin the discussion of goals for the current year. Commr B. Boodry said that he would meet with the General Manager the next week to begin this discussion.

Commr B Boodry then thanked Commr R. McDonald for his participation at the last two meetings. Commr J. Warchol joined Commr Boodry in the expression of appreciation.

Commr R. McDonald thanked the Board and General Manager for their assistance and in particular, thanked the General Manager for giving him a comprehensive tour of the WMGLD infrastructure.

Adjournment:

A motion to adjourn was made at 9:15 A.M. by Commr B. Boodry and seconded By Commr K. Haggerty.

Vote: Unanimously in favor of adjournment.

