

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

April 23, 2018

MINUTES

IN ATTENDANCE: Commrs. Kenneth Chase, Chairman
Jack Warchol
Rafael McDonald

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

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chairman K. Chase called the meeting to order at 7:10 P.M. General Manager Dion informed the Board that the meeting was being recorded.

Commissioner Reports:

The General Manager passed out an email from Commr. B. Boodry to the board and said that Commr. B. Boodry would like it entered into the minutes of the meeting. (Final Page of Minutes)

Commr. R. McDonald thanked everyone for agreeing to meet to discuss the Daymark consultant report. General Manager Dion advised the Board that Daymark consultants, Melissa Whitten and Phil DiDomenico were on speaker phone and would participate in the discussion.

Commr. R. McDonald asked Daymark to review their analysis of the required truckloads of CNG that would be required at peak periods. Daymark informed the Board that there was an error in their calculation and that 6 truckloads per day was more accurately described as up to 12 truckloads per day.

A Discussion of operational risk ensued, particularly focused on a scenario of highways closed due to blizzard conditions. Melissa Whitten said she had discussed this with DOER and that trucking companies often received waivers for such periods. In addition, Commr R. McDonald pointed out that the WMGLD would not be relying solely on transported CNG and that a short-term delay in deliveries could be accommodated elsewhere, albeit at a likely higher price.

Considerable discussion took place on Capex issues, land acquisition obstacles, and minimizing capital costs. The Board concurred that a more detailed analysis of an LNG option was called for and Commr R. McDonald was thanked for sharing his considerable expertise in this area. Commr. J. Warchol requested that Commr. R. McDonald submit his comments in writing.

General Manager's Contract:

General Manager Dion expressed his appreciation to the Board for voting favorably on the bonus section of his contract and pointed out that no action was taken on the annual cost of living adjustment. In prior years, this was addressed at the same time as the bonus.

Commr. J. Warchol referred the Board to the contract language specifically addressing this topic.

Commr. J. Warchol made **a motion** to approve a 2.5% increase matching that granted in the Supervisory contract retroactive to January 1, 2018. Motion was seconded by Commr. R. McDonald.

Vote: The **motion was approved** unanimously.

Commr. J. Warchol asked the General Manager if this was the third year of his current contract and if he wanted to renew the contract. The General Manager replied affirmatively and said that great progress has been made but he would like to continue his efforts to further improve the operation of the WMGLD. Commrs. McDonald and Chase indicated they would like Pete Dion to continue as General Manager.

The General Manager added that he would provide the Board with a contract that only revised the term. The General Manager and General Counsel then prepared a redline version of the contract with the term as the only edit.

Commr. J. Warchol made **a motion** to approve a new three-year contract with the General Manager beginning on January 1, 2019. Motion was seconded by Commr. R. McDonald.

Vote: The **motion was approved** unanimously

Commr. R. McDonald asked the General Manager about the recent essay contest awards. The General Manager responded that Commr. B. Boodry participated and that the program was very well received.

Commr R. McDonald then inquired about the "Wakefield 101" program. The General Manager explained that this was an opportunity for new residents to

meet and discuss service options with all town departments. The WMGLD has had success in signing people up for paperless billing as well as automatic payments.

A final inquiry was made by Commr R. McDonald concerning “robocalls” that are received by Wakefield residents offering new electric service providers. The General Manager explained that this and other scam type of calls has been an issue we have been dealing with for several years. He explained that the WMGLD provides multiple press releases and other informational materials throughout the year.

Adjournment:

A motion to adjourn was made at 8:15 P.M. by Commr. Warchol and seconded by Commr. R. McDonald.

Vote: Unanimously in favor of adjournment.

April 22, 2018

I would like this read into the record, and placed into the records of the meeting, after the formal meeting is opened on Monday, April 23, 2018 at 7PM.

To;

WMGLD Elected Commissioner Chairman – Ken Chase

WMGLD Elected Commissioner – Jack Warchol

WMGLD Elected Commissioner – Kevin Haggerty

WMGLS Appointed Commissioner – Rafael McDonald

WMGLD General Manager – Pete Dion

As you know, I am unable to attend the hastily scheduled April 23rd (scheduled on April 17, 2018) due to a prior business commitment. Commissioner Haggerty is also unable to attend.

Below is the reasoning for the meeting, provided in an email from General Manager Pete Dion, on Tue 4/17/2018 2:18 PM

'Chairman Chase has asked me to post a Board meeting for Monday, April 23 at 7 PM to further discuss the Daymark Phase 2 report and the GM Contract.

He is hoping to give Commr McDonald a chance to share his input on the Daymark Phase 2 report and ask questions. In addition, we neglected to address the base salary increase in section 4.2 for the GM when voting on the Bonus Compensation at the last meeting.

Pete'

The reason for the meeting is interesting regarding the Daymark. While Appointed Commissioner McDonald may have insightful feedback about the Daymark Phase 2 report, his feedback could be provided at any time to the board (i.e. attend a regularly scheduled meeting of the elected board to provide input).

Regarding the base salary increase for the GM, that subject can/should also be reviewed with a fully elected board at a regularly scheduled meeting (May 10, 2018 6PM next regularly scheduled meeting). It is regrettable that this was not discussed at our last meeting, but neither Chairman Chase nor General Manager Dion, brought forward the salary increase during the meeting. The agenda item for regularly scheduled April 11 7AM meeting was specific to discussion related to the General Manager Performance Review, there was nothing in agenda concerning the salary increase nor any mention to section 4.2 of contract.

*Given the above facts, I am asking the board members present at the April 22, 2018 meeting, to **not vote** on any matters related to the General Manager's contract, rather postpone such action for discussion at the next regularly scheduled meeting of the elected Board of WMGLD Commissioners on May 10, 2018.*

Respectfully submitted,

William J Boodry, Jr.

25 White Circle

Wakefield, MA 01880

WMGLD Elected Commissioner