

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

February 1, 2018

MINUTES

IN ATTENDANCE: Commrs. Kenneth Chase, Chairman
William Boodry
Kevin T. Haggerty
Jack Warchol

Peter Dion, General Manager, WMGLD
Gene Sullivan, Asst. General Manager
Mark Cousins, Financial Manager
Dave Polson, Operations Manager

Jennifer Kallay

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chairman K. Chase called the meeting to order at 7:00 A.M.

Approval of Minutes:

Commr. J. Warchol made **a motion** to approve the minutes of the December 14, 2017 meeting. Motion was seconded by Commr. B. Boodry.

Vote: The minutes of the December 14, 2017 were approved unanimously.

Double Poles: Commr. K. Chase asked General Manager Dion to check 3 double poles on Nahant Street. Dave Polson responded that he would make sure it was examined and he further stated that the number of double poles had been reduced significantly in recent months.

General Manager's Report:

General Manager Dion informed the Board that the WMGLD was performing an arc flash study at the McGrail Substation. Commr J. Warchol inquired if this is a requirement of OSHA. The General Manager responded that it is a requirement and that the WMGLD followed OSHA procedures even if not currently required as it is a good safety practice. Operations Manager Polson added that the results of these studies help us determine the level of protection necessary for our personnel to operate in the substation and that we also do arc flash studies on the distribution system.

DRT Update:

The General Manager advised the Board that he has met with the current owners who indicated that they would be closing another data center leaving one in Wakefield. He added that he and Dave Polson would be meeting with the new owners of the property to explore their power needs. The General Manager said that the facility originally planned for 10 data centers, opened three and already closed 1 with another 1 due to close shortly.

Commissioner Discussion:

Commissioner J Warchol inquired of Financial Manager Mark Cousins if the dashboard information could reflect **KWH demand**. Mark Cousins replied affirmatively and said that the street light conversion project was almost done and that information could go in that slot.

Commissioner J Warchol inquired of Operations Manager Polson as to the possibility of selling more gas in the summer for cooling purposes. Dave Polson responded that we do encourage summer usage. Assistant Manager Sullivan added that we meet with all developers in the planning stages of projects and encourage the use of gas in their facilities.

General Managers' Report:

Generator Update: General Manager Dion advised the Board that the bids have been received for the generator project. He expects the schedule of construction to be met. Trench permits are currently being obtained from the town and site work may begin in a week and is scheduled to be done by April 16. The generators are expected to be used in the summer and winter where excess gas can be used to generate electricity as opposed to selling it back into the market at below cost

Battery storage: The Board was informed that the capital costs of the batteries may be up to \$250,000 lower than projected. MMWEC is structuring the project with a power purchase power contract very favorable to the WMGLD. The Board was further advised that the location of the battery storage has been moved from Wallace to the Beebe substation.

Mutual Aid Update: The WMGLD has provided 2 to 5 people to support mutual aid hurricane restoration efforts. We first responded to Florida and we have been paid for that work. In St. Thomas we were part of an 80 person New England crew. We have received one third of that payment with another one third expected next week. The final payment could be a little longer because it will be a true up and reconciliation. Commissioner B. Boodry asked the General Manager if the mutual aid is reported as WMGLD salaries. The General Manager responded that it is since we pay the employees and are then reimbursed subsequently. A press release will accompany the salary information as this is an unusual occurrence.

New business:

Board vacancy: The resignation of Michael McCarthy has created a vacancy in the Board of Light Commissioners which both state law and the town charter say must be filled. The General Manager informed the Board that the Board of Selectmen will have notice in the paper inviting applicants with the caveat that it is preferable if the person seeking appointment is not a candidate for the full term position.

Commission B. Boodry indicated that a temporary Commissioner appointment for at most two meetings is not very consequential. Commissioner Jack Warchol agreed. Commissioner B. Boodry asked if the Board of Selectmen was looking for a recommendation from the Light Board. Commissioner K. Haggerty advised the Board that it is Board of Selectmen tradition to look for a recommendation from the board that has a vacancy. General Manager Pete Dion suggested that the board could meet right before the joint meeting for discussion.

WMGLD Public Meetings: Commissioner B Boodry then requested that WMGLD management make the Board aware of public meetings and other occasions where the WMGLD is participating so that the Board could at least be aware and possibly participate in such events.

Labor negotiations: The General Manager informed the Board that the current labor agreements with the two employee associations expire on June 30 of this year. It is anticipated that negotiations may begin in the next couple of weeks. The General Manager distributed an employee handbook to the Commissioners. In the past, employee policies were not kept together and this handbook gathers those disparate policies in one place. The Board was informed that the General Counsel was reviewing this handbook. Commissioner B Boodry inquired if the handbook was a reflection of a best practices model and the General Manager responded affirmatively.

Commissioner K. Haggerty asked if employees have signed these policies in the past. General Manager Dion responded that this will be the case going forward as this the first time they've been assembled together. Commissioner J. Warchol asked the General Manager if we have identified areas in the employee handbook affecting working conditions that must be negotiated with the associations. The General Manager responded that virtually all the policies are reflections of state and federal law so it is possible there may be no working conditions affected. Commissioner K. Haggerty said he would like to review the handbook after General Counsel review. The Board expressed satisfaction with the handbook and thanked the General Manager for assembling the document.

Solar Customers: Commissioner J. Warchol asked for clarification of the volumes of power sold back into the system from our solar customers. Operations Manager Polson said that we work with customers to properly size the solar units as ideally we want them sized to the property, not oversized.

Commissioner J Warchol requested that Finance Manager Mark Cousins have **gas peak volumes** recorded in addition to the electric peak volumes already recorded.

EXECUTIVE SESSION:

Commr. J. Warchol **made a motion** to enter executive session at 8:04 A.M. to discuss personnel issues and issues involving contract negotiations with the Board returning to open session at its conclusion solely for the purposes of adjournment. The motion was seconded by Commr. B. Boodry.

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

Adjournment:

A motion to adjourn was made at 8:25 A.M. by Commr.K. Haggerty and seconded by Commr. J. Warchol.

Vote: Unanimously in favor of adjournment.

