

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

June 20, 2018

MINUTES

IN ATTENDANCE: Comms. Jennifer Kallay, Chairman
John J. Warchol, Secretary
Kenneth J. Chase

Peter Dion, General Manager, WMGLD

Maureen Mata, Executive Assistant
Gene Sullivan, Asst. General Manager
David Polson, Operations Manager
Mark Cousins, Financial Manager

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chairman K. Chase called the meeting to order at 7:05 A.M. General Manager Dion informed the Board that the meeting was being recorded.

Chair Reports:

Commr. J. Kallay reported to the board that she, along with Commr. J. Warchol visited the site of the proposed new Boys and Girls Club on Main Street, Wakefield and that the structure would like to renovate as a Green project. She inquired if the WMGLD would be interested in participating in the project. Commr. J. Kallay also said that the Bread Shop may move to the new site and inquired as to whether we have sufficient power capacity. Operations Manager Polson replied in the affirmative.

Approval of Minutes:

Commr. K. Chase moved to approve the minutes of May 24, 2018. Commr. J Warchol said he would like to take the time to review the minutes further before approval. The motion was withdrawn.

Commissioner Reports:

Commr. J. Warchol informed the Board that he would like to meet with the General Manager to discuss the format of cataloguing Board requests.

General Manager's Report:

General Manager Dion advised the Board that all open positions had been filled and we were at a full complement.

Commr. J. Kallay asked for clarification of "call pay" and was informed how it works in each division and that it does not accrue to base pay. Commr. J. Kallay further inquired as to the classification of leaks as grades 1, 2 and 3. General Manager Dion reviewed the criteria for ranking gas leaks.

The General Manager brought the Board up to date on proposed legislation. In particular, the Senate Energy bill has passed with mandates on energy usage and it is now under discussion in the House. The Board was advised that municipalities are not opposed to the energy goals but are opposed to mandates. Our legislators have been helpful to us and we will continue to participate in the debate.

Old Business:

Operations Manager Dave Polson brought the Board up to date on the generator and battery storage projects. The new generator is now operational and the second generator is scheduled for July 16 but he expects it will be delivered earlier. He further informed the Board that the battery storage project was set to go out for bids.

Chairman K. Chase informed Dave Polson that a light pole in Greenwood is leaning precariously and Operations Manager Polson said he would look at the situation and replace if necessary.

2018 Performance Goals: A discussion ensued regarding performance goals. Commrs. Kallay and Warchol had met with the General Manager and drafted proposed goals. The Board indicated it would review and make comments and a subsequent meeting can finalize this.

Website Upgrades: The General Manager informed the Board that we recently met with Chris Carino regarding our new website. After this helpful discussion, the WMGLD will work with our consultant to finalize the site and go live. The new site will be user friendly and will include service applications along with rebate information. Commr J. Kallay said she would like to look at it and the General Manager will provide access to the site under construction.

Berkshire Wind: It was reported to the Board that Concord withdrew from Phase II but that Chicopee doubled its request so the project is fully subscribed. The WMGLD is well positioned to participate in Phase III. The Board and General Manager discussed the possibility and timing of a future site visit.

Gas Service Requests: An updated list was provided to the Board and at the suggestion of Commr. J. Kallay, the list will be further refined to focus on projects

that can be reasonable accomplished and situations such as no available gas on street will be listed separately for future consideration.

New Business:

Power Supply: The Board was informed by the General Manager that MMWEC is available to meet with the Board to review the WMGLD portfolio.

Strategic Plan: In addition, the development of a strategic plan was discussed where an outline could be developed of renewable energy options to reach our future goals. The possibility of a management retreat to establish goals and review the WMGLD mission statement was discussed. Participants and locations were preliminarily discussed.

Vacant Position: Commr. J. Kallay told the Board that resumes of candidates are due on July 6 with a joint WMGLD Board and Town Council meeting scheduled for July 16, 2018 to vote for the new commissioner. Commr. Kallay has requested that the Town Council schedule this for the beginning of the meeting. The Board decided to post a meeting for 6 PM on July 16, 2018 for the Board to discuss candidates. Commr. J. Kallay further emphasized to the Board that attendance at this meeting is imperative.

EXECUTIVE SESSION:

Commr J. Warchol **made a motion** to enter executive session at 8:20 A.M. to discuss 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 J. Kallay. .

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

Adjournment:

A motion to adjourn was made at 8:30 A.M. by Commr. J. Warchol and seconded by Commr. K. Chase.

Vote: Unanimously in favor of adjournment.