

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

May 24, 2018

MINUTES

IN ATTENDANCE: Commsrs. Jennifer Kallay, Chairman
John J. Warchol, Secretary
Kenneth J. Chase
Kevin T. Haggerty

Peter Dion, General Manager, WMGLD

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

Rafael McDonald, Former Commissioner

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chairman K. Chase called the meeting to order at 6:30 P.M. General Manager Dion informed the Board that the meeting was being recorded. The General Manager passed out copies of an email he received from Commissioner B. Boodry notifying the Board of his resignation.

Commissioner Reports:

Jack Warchol thanked Bill Boodry and also welcomed and congratulated newly elected Commissioner Jennifer Kallay to the Board. The Board joined him on the congratulations.

Commr. J. Kallay thanked the Board and extended an invitation to an upcoming Climate Action Committee forum.

General Manager's Report:

The Board was informed by the General Manager that more capacity was likely becoming available at the Berkshire Wind 2 project. The WMGLD could move from .4 mw ownership to .75.

A general discussion on the merits ensued. Commr. K. Haggerty asked the General Manager if his recommendation was to approve the commitment and was answered in the affirmative. Commr. J. Warchol requested that a copy of the Berkshire Phase 2 proforma be provided.

Commr. K. Haggerty made **a motion** to approve the increased commitment in Berkshire Wind 2. Motion was seconded by Commr. J. Warchol.

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

Approval of Minutes:

Commr. J. Warchol made **a motion** to approve the minutes of the April 11, 2018 meeting. Motion was seconded by Commr. K. Haggerty.

Vote: The minutes of the April 11, 2018 meeting were approved unanimously.

Commr. J. Warchol made **a motion** to approve the Executive Session minutes of the April 11, 2018 meeting. Motion was seconded by Commr. K. Haggerty.

Vote: The minutes of the April 11, 2018 Executive Session meeting were approved unanimously.

Commr. J. Warchol made **a motion** to approve the minutes of the April 23, 2018 meeting. Motion was seconded by Commr. K. Haggerty.

Vote: The minutes of the April 23, 2018 meeting were approved unanimously.

General Manager's Report:

Gas Street Worker position: General Manager Dion advised the Board that the position of Gas Street Worker B was ready to be advertised as it has already been posted internally. After discussion, it was decided to advertise the position 5 times over two weeks.

Generator Update: Operations Manager Dave Polson updated the Board on the generator project at the Wallace Substation. The first unit is in place and will be operational June 15 and the second unit is due to be delivered in the next week. Any delays have been in the shipping process but they have been managed as they arise.

Mutual Aid: The General Manager informed the Board that the WMGLD has been active in providing mutual aid to other municipalities. Two crews recently returned from Wallingford Connecticut. Commr. K. Haggerty inquired as to the payment process. Financial Manager Mark Cousins replied that we receive payment within 30 days with the exception of out of country locations, such as St. Thomas, where payment takes longer.

General Manager Performance Goals: The General Manager requested that the Board review the 2018 goals and Objectives. Commr. J. Warchol suggested that the Board could review the goals and discuss them at a future meeting.

Customer Survey: The General Manager informed the Board that he would like to begin the survey process and welcomed any topic areas from the Board. The WMGLD will be meeting with a survey company and discussing the timing of surveys and solicit recommendations from the company. The General Manager suggested that the survey process may be an opportunity to drive people to our new website. Commr. J. Warchol suggested that a subcommittee of himself and Commr. J. Kallay could meet with the General Manager.

New Business:

Board Reorganization: The General Manager reviewed the rotating process of choosing past Chairpersons. With the resignation of B. Boodry, the next person as chair would be Commr. J. Kallay.

Commr. J. Warchol made **a motion** to appoint Commr. J. Kallay as Chairperson. Motion was seconded by Commr. K. Chase.

Vote: The motion was approved unanimously.

Commr. K. Haggerty made **a motion** to appoint Commr. J. Warchol as Secretary. Motion was seconded by Commr. J. Kallay.

Vote: The motion was approved unanimously

WMGLD Cooperative Board: The Board was informed by General Manager Dion that there was a vacancy in the 3 member Cooperative Board that oversees the MMWEC financed Wallace Substation. Commrs. K. Haggerty and K. Chase expressed a willingness to serve and Commr. K. Haggerty said he would support Commr. K. Chase's interest in the position. The General Manager makes the appointment and indicated that Commr. K. Chase would be the new member.

Gas Service Update: The General Manager reviewed the process by which new gas services are installed. In general a list is developed, however many factors are involved in setting priorities. The General Manager mentioned

considerations such as the priority of gas heat customers over just fireplace use. In addition, street construction planning is a factor as well as gas leak mitigation.

Commr. J. Kallay told the Board that she had been asked this question many times as she met people throughout her campaign. Commr. J. Kallay made a suggestion that recently, electric heat has become a more viable option and maybe we could give that as an alternative suggestion to customers currently on the list. Commr. J. Warchol suggested that the list be reorganized recognizing factors such as no gas on street and street opening moratoriums.

In addition, the General Manager advised the Board that for about two years, the Gas Division has been operating at reduced personnel levels. As a result, one crew has been available as opposed to the two crew system that allows for more service installations and that we will soon have two crews available again. Asst. General Manager Sullivan further informed the Board that the DPU has mandated quicker responses to the less critical Stage 2 and 3 leaks and that is a factor in setting Gas division priorities.

Meeting Postings: In response to a question from Commr. J. Warchol, the General Manager informed the Board that meetings are posted electronically with the Town Clerk. They are physically posted at Town Hall and appear on the front page of the Town of Wakefield website. Commr. J. Kallay asked if the Board minutes are posted. The General Manger responded by saying they are currently not posted. As part of the general discussion of the issue, it was pointed out that the new WMGLD website is scheduled to go live on June 15 and this will have the capability of posting both meeting notices and minutes.

Board Meeting Schedule: Commr. J. Kallay asked how the meeting schedule was developed. Commr. J. Warchol informed Commr. J. Kallay that a list of suggested meetings is presented to the Board for their review. It is not something set in stone and with a new Board member it was an opportunity to review and modify the schedule.

Proposed Homeowner Scoreboard Legislation: General Manager Dion told the Board that the Governor has proposed legislation that includes an energy efficiency scorecard that homeowners must obtain before selling a home. He further informed the Board that the municipal power companies were general supportive of the Governor however they prefer that the decision to participate or nor in this program should be made at the local level.

Adjournment:

A motion to adjourn was made at 8:05 P.M. by Commr. J. Warchol and seconded by Commr. J. Kallay.

Vote: Unanimously in favor of adjournment.

