

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

January 9, 2019

MINUTES

IN ATTENDANCE: Commrs.

Jennifer Kallay, Chairman
John J. Warchol, Secretary
Kenneth J. Chase
Kevin T. Haggerty
Wayne M. Tarr

Peter Dion, General Manager, WMGLD

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

Julie Smith Galvin, Town Council Liaison

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Meeting Recorded

Chair J. Kallay called the meeting to order at 6:30 P.M.

Opening Remarks:

Chair's Remarks: The Chair related to the Board that there were many questions on energy raised at the recent Wakefield 101 event. Many of the questions focused on solar programs.

Commissioners Reports: None

Town Council Liaison Comments: Julie Smith-Galvin informed the Board that a draft Memorandum of Understanding was delivered to the

WMGLD that stemmed from the November joint meeting on paving. General Manager Dion said that it had just come in and had not been reviewed and we can discuss it at the next meeting,

Public Comments: None

Secretary's Report:

Approval of Minutes:

Approval of minutes from the Sept. 12, Oct. 25, Nov. 1, and Dec. 5 meetings were before the Board for approval. Chair J. Kallay had edits that she offered for the Board's consideration. The minutes of September 12, 2018, were discussed in detail. The Board discussed how to record comments from general public other than Commissioners and staff. The Board concurred that these people would be identified in the body of the minutes and not listed as meeting participants. Commr. W. Tarr and Commr. K. Chase asked for further information regarding the section of the minutes discussing control of lights at the town's various athletic fields. General Manager Dion responded that all such lights had been turned over to the Parks Department and they set operational guidelines for each location. Commr. W. Tarr then questioned Chair J. Kallay about her updates to Mr. Phil Courcy's comments. Chair J. Kallay responded that she had listened to the tape and the recording did not match the characterization of Mr. Courcy's comments in the minutes. Commr. W. Tarr responded that he had been seated directly next to Mr. Courcy and that the minutes reflected what he remembered hearing.

A motion to approve the minutes of the September 12, 2018 meeting was made by Commr W. Tarr with the suggested edits with the exception that the original summary of Mr. Courcy's comments be retained. The motion was seconded by Commr K. Haggerty.

Vote: The minutes of the September 12, 2018, meeting were not approved on a 2-2 vote with Commr. W. Tarr and Commr K. Haggerty in favor and Commr. J. Warchol and Chair J. Kallay opposed.

A motion to table the discussion of the September 12 minutes until the next meeting so that Commissioners could listen to the tape was made by Commr J. Warchol. Motion was seconded by Chair J. Kallay.

Vote: The motion to table was approved unanimously.

A motion to approve the minutes of the October 25, 2018 meeting was made by Commr J. Warchol. Motion was seconded by Chair J. Kallay.

Vote: The minutes of October 25, 2018, were approved unanimously.

General Counsel, M. McCarthy, advised the board on the approval process for meeting minutes. He said the Open Meeting Law requires public bodies to create and approve minutes in a timely manner. A "timely manner" is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay. He further offered that the law requires that existing minutes be made available to the public within ten days of a request, whether they have been approved or remain in draft form.

A motion to approve the minutes of the November 1, 2018 meeting was made by Commr J. Warchol. The motion was seconded by Commr W. Tarr.

Vote: The minutes of November 1, 2018, were approved unanimously.

A motion to approve the minutes of the December 5, 2018 meeting was made by Commr J. Warchol. Motion was seconded by Commr W. Tarr.

Vote: The minutes of December 5, 2018, were approved unanimously.

Old Business:

Customer Survey: Mr. Seamus McNamee presented an overview of the recently concluded Great Blue Research customer survey. Mr. McNamee outlined the process undertaken by Great Blue. All surveys

were conducted by Great blue employees. 400 Phone surveys and 39 online surveys were done.

In general, Seamus reported a high level of customer satisfaction among WMGLD customers. He highlighted transactional information by indicating that many customers were interested in renewable energy. Support for greater forays into all programs was tempered by adding in the cost factor. 57.5% of customers wanted to spend no additional money, and about another 20% were willing to spend more. 22.5% were unsure of their willingness to spend additional money to receive additional incentives and services .

Mr. McNamee pointed out that some people were not aware of the WMGLD energy programs and we could look at publicizing this in the future. Chair J. Kallay questioned the large number of respondents indicating "I don't know" as a response to various questions. Seamus responded that this is found to be the case when contemplating future, unknown cost events. He has found that as a program gets finalized and costs are attributed, these responses decline. Answering a question from General Manager Dion, Seamus said that experience has shown that the additional responses fall into the same categories as other respondents.

Chair J. Kallay questioned the benefit of comparing responses on subjects when there is a difference between receiving money and paying out money. Commr. W. Tarr asked what billing periods were most recent in customer's minds when the survey was taken. In response, General Manager Dion said that customers were just coming off what would generally be their two highest bills of the year.

Seamus McNamee was thanked by the Board.

General Manager's Report:

Battery Storage: Operations Manager Polson reported that the batteries were in the on-site containers and would be tested in the next week. He expected to be on-line February 1, 2019. Commr. J. Kallay asked if a tour could be given of the project and Dave Polson responded that after cleanup we could schedule this

Portable LNG: The General Manager reported that approvals had been received by Lynnfield and that tanker trucks were scheduled to

arrive so that LNG can be injected into the system this coming Friday and Saturday.

GIS Record Conversion: Chair J. Kallay inquired as to the status of this project. The General Manager said that with our newest engineer, Raven Fournier, we have taken records management in house. Operations Manager Polson responded that the project has proceeded along as it was presented to the Board and that he would schedule a presentation in a few months.

Solar Program: General Manager Dion reported that program approval had not been received from the state, but we are proceeding with our commitment. The Board then proceeded to review and edit a draft document on frequently asked questions. Financial Manager Cousins reported that he had the opportunity to review some written material on this program and as it refers to tax benefits he suggested we add language to the effect of, "consult your tax advisor" to remove any liability for tax advice.

Operations Manager Polson added that there is a reference to having the Building Inspector review and inspect solar installations. Dave Polson suggested that words to the effect of "consult a professional" for inspection be added as the Building Inspector will not be performing inspections. Commr. W. Tarr added that the Building Inspector must approve the plans when a permit application is received. Chair J. Kallay recalled that there was an element of review when she went through this process including review of contract language.

Commr. W. Tarr further added that he could not see anything about installing solar units on the ground and pointed out that zoning issues would likely come into play in that case. General Manager Dion suggested that language be added to say, "subject to local zoning requirements."

Commr. J. Warchol inquired as the ultimate use of this information. He asked if it was intended as a handout, website information, or both. General Manager Dion responded that he saw it as a preliminary information document and more detailed information would follow any serious inquiry. A general discussion concluded that this document should be refined by the WMGLD and added to our website. In response to a question from Commr. J. Warchol, the General Manager said that this was not a submittal for the Board's approval yet and would be brought back as it is finalized.

Chair J. Kallay reported to the Board that she, along with other people, has been working on a solar calculator and that she would be happy to distribute it for review and walk through its usage.

Strategic Planning: General Manager Dion said that he had requested a delay in scheduling this session as the WMGLD was inundated with time-sensitive projects at this time. Chair J. Kallay suggested a time in early April, and Board members were to check their availability.

New Business:

Open Meeting Process: General Counsel, Michael McCarthy submitted draft meeting rules and procedures for the Board's consideration. The intention is to agree on rules and procedures before any issue may arise. Commr. W. Tarr said that public participation should be clarified. In his experience, public comments are given at the beginning of meetings, and it is not a conversation. He turned to Town Liaison, Julie Smith-Galvin for confirmation that this is how the Town Council runs their meetings.

Commr. J. Warchol indicated that remote participation was relatively new and that the Board had allowed it in the past. He added that there was some confusion and the rules and procedures could clarify that. Mr. McCarthy and the General Manager informed the Board that there were several requirements for remote participation that must be followed. Chair J. Kallay added that she understood that the Chair must be present as a requirement. General Counsel McCarthy said this was true and that the reference to the Open Meeting Law and 940 CMR 29.19 encompasses all of this.

Chair J. Kallay wanted to clarify public comments further. She said that the Board receives comments at the beginning of the meeting but questioned whether they should be entertained throughout the meeting. General Counsel McCarthy offered that a Board meeting is a public meeting, not a public hearing. The public has the right to attend but not the right to participate. However, comments during the course of a meeting are at the pleasure of the Chair. For further clarification,

Mr. McCarthy said that public comments should not be allowed during any deliberation and not during a vote.

Chair J. Kallay asked the General Counsel if copies of the agenda should be available for the public. They are available on the town website. General Counsel McCarthy said that while not required, it is a good idea to have them available.

In response to a question Commr. J. Warchol posed about the sign-up sheet; General Counsel McCarthy offered that it was mostly organizational, and it provides a record and gives the Chair the opportunity to see in advance what may take place.

A motion to accept the WMGLD Meeting Rules and Procedures as outlined by the General Counsel was made by Commr K. Haggerty. Motion was seconded by Commr W. Tarr.

Vote: The motion was approved unanimously.

GM Goals and Objectives: General Manager Dion requested that the subcommittee meet to review the 2018 goals and objectives in order to bring the issue before the Board in the near future.

Adjournment:

A motion to adjourn was made at 8:21 P.M. by Commr. W. Tarr and seconded by Commr. K. Haggerty.

Vote: Unanimously in favor of adjournment.