

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

September 19, 2018

MINUTES

IN ATTENDANCE: Comms. 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

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chair J. Kallay called the meeting to order at 6:35 P.M.

Old Business:

Board Meeting Schedule: General Manager Dion reviewed the proposed meeting schedule. The intent is to schedule meetings for the first Wednesday of the month as is practically reasonable. Upon review, the General Manager suggested moving the January 2019 meeting to January 9 and the July 2019 meeting to July 17. The schedule was adopted by consensus from the board.

Labor Contracts: The General Manager recommended approval of both the employees and supervisor's labor agreements.

Commr. J. Warchol **made a motion** to approve the labor agreements. The motion was seconded by Commr. W. Tarr.

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

Winter Gas Supply: The General Manager reviewed the two proposals received by the WMGLD to augment winter gas supply as our supplier, Tennessee Gas, was unwilling to provide winter pricing. Both CNG and LNG were examined and the General Manager advised the Board that LNG would be a better short term option for this winter and maybe the next winter but that CNG provides us with a better long term solution. Commr J. Kallay asked how the deliveries would work and General Manager Dion responded that the WMGLD would give the supplier a three day notice and that LNG trucks would roll into and out of the gas facility until our need is met.

Customer Survey: Seamus from Great Blue Research made himself available by conference call and reviewed the questionnaire process to date. Seamus recommended we continue our review process and reduce the number of questions on the questionnaire. A number of questions are necessary for benchmarking purposes. Commr J. Kallay emphasized the necessity to ascertain customer knowledge and desire for new energy technologies. Commr K. Haggerty recommended that we try to make the survey five to seven minutes instead of the current ten minutes. Commr W. Tarr inquired as to the mechanics of the calling process and was informed that it generally takes twelve phone calls to get one response. In response to a question from Commr J. Warchol, the General Manager informed the Board that the WMGLD would publicize the survey and urge customer participation. Following a discussion of specific changes it was agreed that the Board would respond in writing to the General Manager in order to meet the ten day completion timeline.

Strategic Plan: As part of the strategic plan process, the WMGLD will be reviewing its mission statement. The results of the customer survey will help inform this process. Concord's strategic plan was passed out to the board for its review.

Adjournment:

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

Vote: Unanimously in favor of adjournment.