



WMGLD
P.O. BOX 190 480 North Ave.
Wakefield, MA 01880
Tel. (781) 246-6363 Fax (781) 246-0419

Peter D. Dion, General Manager

John J. Warchol, Chair
Philip Courcy, Secretary
Kenneth J. Chase, Jr.
Jennifer Kallay
Thomas Boettcher

Wakefield Municipal Gas & Light Department
Board of Gas & Light Commissioners Meeting

June 5, 2019

MINUTES

IN ATTENDANCE:

John J. Warchol, Chair
Philip Courcy, Secretary
Kenneth J. Chase, Jr.
Jennifer Kallay
Thomas Boettcher

Peter Dion, General Manager, WMGLD
Maureen Mata, Executive Assistant
Gene Sullivan Asst. General Manager
Mark Cousins, Financial Manager
Dave Polson, Operations Manager
Jeff Morris, IT Manager
Julie Smith-Galvin, Town Council Liaison

PLACE: WMGLD Conference Room, 480 North Avenue

CALL TO ORDER:

Chair Warchol called the meeting to order at 6:32 PM.

Commissioners Remarks: Commissioner Kallay informed the Board that Town Council Liaison, Julie Smith Galvin Gene Sullivan, as well as herself, attended a working session as part of a process to develop a Municipal Vulnerability Preparedness Plan.

Town Council Liaison comments: Councilor Julie Smith-Galvin thanked the WMGLD for supporting parking enforcement by donating an electric vehicle. Councilor Julie Smith-Galvin also commented that the level III charger to be provided by the WMGLD is very progressive, and it will bring people to downtown businesses.

General Manager Dion said that the town will set aside spaces for the chargers and will also set the payment policies.

Commissioner Boettcher informed the Board that he received several inquiries from residents concerning items such as leaning and double poles. The General Manager advised him to refer people to WMGLD website for email or call the office, and someone will respond to these issues and take appropriate action.

Secretary's Report:

Approval of May 8, 2019 Minutes. Minor edits were discussed concerning the May 8 minutes.

Commr. Chase made a motion to approve the minutes of the May 8, 2019 meeting with the edits discussed. Commissioner Boettcher seconded the motion.

Vote: The minutes of May 8, 2019, were approved unanimously.

Old Business:

Chair Warchol referred to the issues log contained in the Board book and indicated he wants to make sure that customers are aware of all assistance available and that the WMGLD will help customers who need payment plans.

Drug Testing: The General Manager informed the Board that the General Counsel has preliminarily reviewed this potential policy and pointed out several significant issues that would have to be solved.

Commr. Courcy made a motion to retract this issue. Commr Chase seconded the motion.

Vote: The motion was approved unanimously.

New Construction Safety Issues: Buildings built too close to sidewalks are causing safety concerns. The General Manager advised the Board that discussions have been taking place with the fire chief who shares these concerns and they expect to meet with the Zoning Board to discuss this issue.

Solar power. The WMGLD has received three formal applications for residential solar applications reported the General Manager. Three additional inquiries are expected to progress to formal applications.

The WMGLD has contacted over 40 people who had shown prior interest. Commissioner Boettcher requested that the General Manager supply the Board with the size of each project. Commissioner Kallay requested updates on the money spent on solar projects. In response to an inquiry, the General Manager said that the WMGLD has a table at the farmers market and we will provide solar information at this table. The office staff had been briefed on the program so they can answer questions and refer questions on solar to the correct personnel.

Strategic Plan: A discussion on developing an executive summary for the strategic plan took place. The General Manager said that it is the intention to release the final report to the newspaper and post it on our website. After some discussion, the General Manager said he would discuss an executive summary with our consultant.

Natural Gas DPU Audit: Dynamic risk has contacted the Department to schedule an on-site visit for phase 2 of their review of gas systems statewide. They completed phase 1, which was an overview of the gas industry,

National Grid 345 Project: Next week, there will be a pre-bid meeting on this project with the expectation that the contract will be awarded mid-July. Operations Manager Dave Polson informed the Board that the completion date is set for November 15.

New Business:

Regulatory Compliance and Cyber Security: General Manager Dion initiated a discussion of regulatory compliance obligations of the WMGLD. The WMGLD provides compliance information to many federal and state oversight authorities.

Financial Compliance Requirements: Financial Manager Mark Cousins reported that the WMGLD essentially closes its books two times a year: the end of the calendar year, and the end of the fiscal year. This is done to satisfy the requirements of our auditors as well as the annual report requirements of the DPU.

Electric Compliance: Operations Manager Dave Polson reviewed the requirements of several federal agencies such as the Federal Energy Regulatory Commission, (FERC), the North American Electric Reliability Corporation, (NERC),

and the Northeast Power Coordinating Council, (NPCC). He then informed the Board how the WMGLD is required to perform various tests throughout the year and used the ISO New England voltage reduction testing completed recently as an example.

Gas Regulation Compliance: Assistant General Manager Gene Sullivan pointed out that the gas operation is regulated by the federal and state government. In Massachusetts, the DPU stands in for the federal government and enforced federal requirements. Several reports ranging from routine to very detailed were discussed.

Cybersecurity Compliance: Information Manager Jeff Morris presented an overview of the many steps taken to protect WMGLD information and systems. Redundancy and physical separation were among the areas discussed. Also, there are ongoing discussions and regular meetings with the town as we protect mutual interests.

Adjournment:

A motion to adjourn was made by Chair Warchol at 8:40 PM and seconded by Commr Chase.

Vote: The motion was approved unanimously.