

PRINCETON MUNICIPAL LIGHT DEPARTMENT  
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**BOARD OF LIGHT COMMISSIONERS  
MARCH 14, 2018  
REGULAR MEETING MINUTES**

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**The meeting was called to order at 7:00 PM.**

**Present were: Commissioner/Chairman, Jim Whitman, Commissioner, Chris Conway, Commissioner Rick Rys and PMLD General Manager, Brian Allen.**

**Agenda:**

The Board voted unanimously in favor (3-0) to approve the March 14, 2018 agenda as presented.

**Meeting Minutes:**

The Board voted unanimously in favor (3-0) to approve the February 21, 2018 regular meeting minutes with amendments to the Charter Utility Pole Work section, American Superconductor Request section and Duke Energy section. A revised copy will be sent to Commissioners via email. Access to electronic copies of meeting minutes are posted on the [www.pml.com](http://www.pml.com) website link "Meeting Minutes".

**PMLD Financials:**

- **Bank Balances** – Mr. Allen presented the Board with the bank account balances report dated March 14, 2018 (a copy will be placed on file). The Citizen's Bank Operating account has a balance of \$309K, the Depreciation account has a total balance of \$852K, the MMDT Rate Stabilization account has a balance of \$820K, the Unibank Operating account has a balance of \$5K, the Meter Deposit account has a balance of \$35K. As of March 14, 2018, PMLD has \$0.00 listed for vendor accounts payable and is waiting for \$217K in electric customer account receivables. All bills are paid in a timely manner.
- **2018 Year-to-Date Operating Budget Review** – Mr. Allen presented the Board members with a copy of the 2018 working budget analysis spreadsheet dated 03/12/2018 (a copy will be placed on file). The actual cashflow figures were through January 2018 with a target of 8.37%. Mr. Allen stated that revenues are at 10.58% and expenses are at 10.31%. The expense categories that are higher than the target is due to anticipated early or pre-payments for various reasons (i.e. one-month advance payment of monthly loan payments in the Wind Farm category, annual renewal of insurance policies with Outside Vendors, annual renewal with industry associations and safety training programs in the Training & Safety category and the January purchase of the new F250 in the Transportation Costs category). The old F150

will be sold through the [www.govdeals.com](http://www.govdeals.com) auction to offset the purchase price. There were no unusual costs or concerns to address.

**General Manager's Other Business:**

- ***DPU Signature Page*** – The Commissioners signed the signature page to be sent over to the auditors. Representatives from the Goulet, Salvidio & Associates (GSA) auditing firm will present the 2017 PMLD Audit and Department of Public Utilities (DPU) Report to the Commissioners at their April 11<sup>th</sup> Board meeting.
- ***American Superconductor (AMSC) Scada Optimization Request*** – Mr. Allen shared that AMSC does not have an I-Phone or Android app that would allow for easier access to wind turbine alerts and scada system at this time. Mr. Allen has PMLD's IT company, Ayacht Technology Solutions (ATS) working with Sean Hodgsons to fix the Scada email notification system to restore the ability to see email alerts when the turbines are offline. Mr. Allen explained that the Verizon DSL internet service at the Wind Farm has been part of the problem in receiving alert messages about the wind turbines, due to its intermittent service. Mr. Allen has plans to install a new Charter fiber internet connection to the Wind Farm once it's available. Everyone agreed that the new fiber line will provide more reliable internet service and help improve the monitoring systems.
- ***Charter Utility Pole Work Update*** – PMLD has installed 39 of the 49 replacement poles currently on the list from Charter/Phoenix. There is now a total of 247 poles (includes the 49) that require attachment moves, of which all of the “show stoppers” have been addressed. Phoenix still needs to provide information on the last part of their survey for the rest of the roads not yet on the list. Mr. Allen ran preliminary figures and the total cost estimate at this time is \$160K. The Board acknowledged that the Town has indicated that there is approximately \$56K left in the fund to offset these costs; and Commissioner Conway reminded everyone that the Town should be able to recover and have additional money to put towards this once they sell the two terminal huts they purchased for the Broadband Fiber project. Mr. Allen confirmed that the 49 pole replacements are for old poles that PMLD and Verizon need to replace and will split in that cost as defined in the Pole Joint Ownership Agreement between PMLD and Verizon.
- ***PMLD's Human Resource Policy Manual Revisions*** – The Board reviewed the recommendations for revisions to the work schedule, vacation carryover and harassment & discrimination policies. Mr. Allen explained that the auditors called to attention that a few employees had vacation carryovers that exceeded the policy. The Board acknowledged that the 80-hour vacation carryover policy is generous and adequate and therefore no change to increase the vacation carryover figure in the policy is necessary, however they acknowledged that employees are accruing 160 hours or more each year and have carried over more than 80 hours each year in the past due to years of service, inability to take time off due to small staff size and job obligations. The Board expressed the importance of taking vacation, having adequate job coverage during absences and their desire to have employees make every effort in 2018 to use up as much of their banked vacation time as possible by 12/31/2018. Each employee who ends the year with vacation time greater than 80 hours will be allowed to carryover the balance through the years in a separate bank and use it up as needed; but starting in 2019 employees will only

be able to carryover a maximum of 80 hours of new time. The policy will be reworded for the Board to review again. The 'work schedule' section was revised to reflect the office staff's 4 ½ day work schedule, include work hours and lunch schedule. The Board made no additional changes to the work schedule information. The harassment policy was updated to include discrimination in each section as appropriate to be like the Town Hall's Human Resource Policy. The Board discussed the importance of formal training and wants to insure everyone is properly trained. Mr. Allen will check with Personnel Concepts, Inc. and the Equal Employment Opportunity Commission to find training material and confirm the regulatory guidelines employees are required to meet each year. Mr. Allen shared that employees signed the statement of acknowledgement regarding PMLD's policy on workplace harassment and discrimination when they were hired, however yearly training/acknowledgment is now required, like the State Ethics training for Conflict of Interest Laws. Mr. Allen will provide an update on the harassment and discrimination training course of action PMLD employees will proceed with. The Board requested a revised copy of the policy changes based on the input at the meeting. The Board will review everything again in April before voting on the changes.

**Other Business:**

- ***Storm Updates*** – Mr. Allen confirmed that the Town's electrical distribution system did not experience any power outages during the three March Nor'Easters (Storm Riley on March 2<sup>nd</sup>, Storm Quinn on March 7<sup>th</sup>, Storm Skyler on March 13<sup>th</sup>) with the exception of 3-4 private services that were torn down by a private property trees and required repair. Everyone agreed that the commitment and application of the Vegetation Management Plan/Tree Trimming after the 2008 ice storm has proven successful over the last 10 years.
- ***Fly Wheel Technology*** – Commissioner Rys shared his desire to meet with West Boylston's Light Plant General Manager, Jon Fitch to learn more about the Fly Wheel he purchased for West Boylston. Commissioner Rys would like to understand how he plans to apply the technology and make it financially viable. He would also like to know who is managing Sterling's battery storage system for peak shaving. Sterling purchased the Battery storage system and West Boylston purchased the Fly Wheel system to manage peak power on their own. Commissioner Rys would like to understand how they are managing the peak load and demand response to see if it's something that could help Princeton save money. Chairman Whitman reminded everyone that both towns purchased the technology through grants and invested significant amounts of money as well. Commissioner Rys will include the other Commissioners and Mr. Allen in the emails about a meeting once he gets that information. Commissioner Conway would be interested in seeing the Fly Wheel once its up and running.

**At 8:29 PM the Board voted unanimously in favor (3-0) to adjourn.**

***Respectfully Submitted,  
Christine Trudeau  
Recording Secretary***