



PRINCETON MUNICIPAL LIGHT DEPARTMENT

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BOARD OF LIGHT COMMISSIONERS

APRIL 12, 2012

REGULAR MEETING MINUTES

The meeting was called to order at 6:00 PM.

Present were: Scott Bigelow – Chairman, Don Steadman – Commissioner, and Brian Allen – General Manager. Also present were Phyllis Booth, Linda Nash and Chris Conway. Commissioner Brad Hubbard was absent.

Agenda: The Board voted unanimously in favor (2-0) to accept the Agenda as presented.

Minutes:

- The Board voted unanimously in favor (2-0) to accept the 03/15/2012 regular meeting minutes as written.

Bank Balances: The Board reviewed the bank balances as of April 11, 2012 (see attached). The year-to-date revenues and expenses were also reviewed (see attached). The Board acknowledged the accounting process put into place to send all wind turbine bills through the COOP and the monthly payment of \$75,000 to MMLDWECC will increase as needed each month to reflect those bills (i.e. in March PMLD paid \$75,000 plus an additional \$14,000 to cover turbine expenses which included American Alarm service costs, property insurance, land lease cost, etc.).

Wind Turbine Gearbox Update:

Mr. Allen confirmed that the gearbox will be shipped to Boston harbor and is expected to arrive by May 7th. FLAG confirmed that Jake had kept the gearbox in storage and it was tested. Paperwork confirming testing will be provided with the new gearbox. Mr. Allen spoke to Hallamore and they confirmed that they only need 2 days to set up the crane. FLAG is working on logistics and needs to coordinate on-site technicians to perform the work. The crane will not be booked until the gearbox is on site and Fuhrlaender confirms arrival dates. Mr. Allen will work out the schedule once dates are locked in. FLAG is proposing additional monitoring of the gearbox as a new service. Mr. Allen is interested in the proactive service and requested a formal proposal and will share it as appropriate. Mr. Allen met with the CEO of Lumus Construction to discuss the details surrounding the pending legal suit against PMLD for unpaid overage charges estimated at \$75,000. The Board acknowledged that our Attorney, Nick Scobbo is representing PMLD and is currently in discussions with their attorney. Mr. Allen informed Lumus that their offer was denied by PMLD for a variety of reasons, but mainly because Lumus' claims that they were working with Fuhrlaender were grossly exaggerated based on Mr. Allen's conversations with key Fuhrlaender representatives.

Optimized Billing with Bill Trust:

Mr. Allen and his office staff met with Mark Altman on March 27th to discuss outsourcing the mailing of the monthly bills. Bill Trust can reduce our costs by \$0.20-\$0.30 per bill. Everyone was in favor of the cost savings. Bill Trust will also provide additional online customer bill viewing and payment options at no additional charge (i.e. e-bill, auto pay). Other business improvements include Bill Trust's ability to provide PMLD with ACH payment retrieval. Paper checks sent to us via financial institutions would be electronically captured by Bill Trust and set up as ACH transactions and the money would be directly deposited into PMLD's depository account; thus eliminating the hundreds of paper checks received by PMLD. Time and money would be saved for a minimum charge of \$0.25 per transfer. PMLD staff would make changes to the in-house process and time and money would be saved. Everyone acknowledged that the service agreement was signed by Mr. Allen and that Chris Trudeau is the task manager for the implementation process. Mr. Allen addressed questions regarding the security of ratepayers billing and payment information and agreed to address the topic in the next ratepayer newsletter.

Newsletter to Ratepayers:

The Board reviewed a copy of the newsletter. Mr. Allen confirmed that there was no vote or conversation in a public meeting forum by the Board on plans to return any of the \$290K to the ratepayers. The Board agreed with the explanation of the business decision to earmark the reimbursement for the gearbox issue. Everyone agreed to change the date and send it out with the May 1st bills to save on postage and handling.

Other Business:

- ***PMLD Storage Space*** – The building department issued the storage room occupancy certificate this week for the backroom at PMLD. Business records & files and some sensitive stock items (i.e. meters) will be moved up from the basement to the storage space.
- ***PMLD Front Office*** – Mr. Allen discussed a quote of \$4,500 to install two interior walls and a door to improve the security of the front office.
- ***PMLD Roof*** – Mr. Allen got confirmation that Monty Tech students and staff accepted the roofing job. The building department issued a building permit. The job will start in two weeks. The cost to PMLD is just for materials. Mr. Allen would like to give special thanks to the school and a picture & story will be coordinated through the Landmark.
- ***PMLD Exterior Painting*** – Mr. Allen got confirmation from Lew Evangelidis that the prison inmates will paint the outside of the building. The cost to PMLD is just for materials and meals for the workers.

Next Meeting:

The Board's next meeting is May 9th at 6 PM at PMLD.

At 7:10 PM the Board voted unanimously in favor (2-0) to adjourn.

Respectfully Submitted,

Christine Trudeau

Recording Secretary