Princeton Municipal light department

p o box 247

168 worcester rd

princeton ma 01541

TeL: 978-464-2815

FAX: 978-464-5377

**BOARD OF LIGHT COMMISSIONERS**

**MAY 20, 2015**

**REGULAR MEETING MINUTES**

**The meeting was called to order at 5:00 PM.**

**Present were: Commissioner/Chairman, Jim Whitman, Commissioner Chris Conway and PMLD General Manager, Brian Allen. Absent was Tim Cochrell.**

**Agenda:**

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

**Meeting Minutes:**

* The Board voted unanimously in favor (2-0) to approve the April 8, 2015 meeting minutes as written.

**Town Election for Commissioner Seat:**

The Board congratulated Chris Conway for his re-election and service as Commissioner for another 3-year term.

**PMLD Financials:**

* ***Bank Balances -*** The Board reviewed the bank balances as of May 20, 2015. The Citizen’s Bank Operating account is at $202K, the Depreciation account is at $412K, the MMDT Savings account is at $502K, the Unibank Operating account is at $13K and the Meter Deposit account is at $30K. Accounts Payable has $63K on the books and Accounts Receivable has $156K on the books.
* ***2015 Year-to-Date Operating Budget –*** The Board reviewed the working budget analysis spreadsheet dated 5/19/2015. Ms. Trudeau reviewed the revenues and expenses for Jan-Apr that exceeded the 33% target measure. The department is on budget. Revenues are slightly higher than anticipated – currently at 37%; and expenses are lower than anticipated at 26%. Training & Safety expenses and Building & Maintenance expenses are leveling out. The Board acknowledged that PMLD’s employee pension and benefits invoices from the Town Hall for January through April have not yet been received or paid. PMLD has been told that they are being worked on and will be sent soon.

**Unfinished Business:**

* ***PMLD’s New Billing System (EDIFICE) –*** The Board acknowledged that the new billing system is up and running. The office is currently running both billing systems (FoxPro and Edifice) side-by-side for the month of May. The June 1st paper bills will only be run through Edifice to Billtrust if the development and testing of the revisions to layout and fields are complete; if not, PMLD will send the bills through FoxPro to Billtrust.

**New Business:**

* ***Princeton Roads Committee Route 140 Rebuild Project (northerly end of route 140 from Fire Station 2 to Fitchburg Rd) -*** This project is expected to start and finish in late summer of this year. 30 poles will need to be rebuilt and a number of trees will need to be removed. The Highway Department will coordinate a contractor to do the tree work and PMLD will do all the line work. PMLD and the Highway Department will work together to remove old poles, drill new holes and set new poles. PMLD can make quick work in a short timeline with the coordinated effort. There will be interruption of electric service for customers in the neighborhood and PMLD will notify as appropriate. PMLD is hopeful to receive the road grindings to reuse on the PMLD driveway to improve its condition.
* ***MA State Department 140 Rebuild Project (southerly end of route 140 from Fire Station 2 to the Sterling Town Line) –*** This project is expected to start in 2018 and the state is paying 100% for this road project and has the funds already earmarked and they will cover PMLD’s costs. There are retaining walls and therefore PMLD will need deep set poles which will require the rental of a 100-ft digger/bucket truck and PMLD may need to contract out some of the project. There is a round-a-bout planned at the intersection of Route 140, Beaman Rd and East Princeton Rd. The project allows for all the poles to be on one side of the road.
* ***Town Broadband Project –*** Mr. Allen shared Selectman Moss’ request to have PMLD run the messenger steel cable on the poles. The Board acknowledged that it serves the needs of the broadband project in convenience and possible money savings, however PMLD does not have the manpower to support the request and manage the road projects, tree trimming maintenance and wind farm management. The Board agreed that Mr. Allen should provide a quote for messenger cable, which PMLD can buy at cost. The Board agreed that the PMLD staff cannot take on the job and asked Mr. Allen to recommend that the job go out to bid.
* ***National Grid Rate Announcement –*** Mr. Allen explained that Grid announced that they are reducing their energy price from $0.16 to $0.089 per kilowatt. In comparison, PMLD still has a lower energy price which is at $0.052 per kilowatt. Capacity, Ancillary Services, Transmission Costs, Distribution Cost and Debt are the five additional components that make up PMLD’s energy rate of $0.2369 per kilowatt for residential customers for our economy scale of approximately 1400 customers.
* ***Wind Farm Update –*** Mr. Allen reported that both turbines are functioning well with no major issues. Most recently there was a slip ring issue on one of the turbines that had to be repaired and caused it to be offline for some time. Annual check-ups and maintenance is currently being performed.
* ***PMLD Exterior Building Maintenance –*** Mr. Allen confirmed that supplies and materials have been purchased to repair/fix the exterior maintenance that needs attention (i.e. window sill rot). The line crew will work on those projects when line work cannot be done due to weather. Recently the line crew supplied their own personal lawn equipment to make quick work to regrade the PMLD driveway to eliminate the potholes and sweep the grassy areas which took a beating during the winter months. The Board thanked the employees for their generosity and effort.

**At 5:40 PM the Board voted unanimously in favor (2-0) to adjourn.**

***Respectfully Submitted,***

***Christine Trudeau***

***Recording Secretary***