

# *Electric Light Department*

## *Town of South Hadley*

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### **MINUTES OF THE MUNICIPAL LIGHT BOARD MEETING OF THURSDAY, OCTOBER 8, 2015, AT 3:00 P.M.**

Present: Anne Awad, Chair  
Daniel Whitford, Vice Chair  
Kurt Schenker, Clerk

Also present:

Wayne Doerpholz & Michael Conchieri, SHELD

Chair Anne Awad called the meeting to order at 3:01 p.m. She then stated that the purpose of the meeting was to review a list of proposed training/education topics that Vice Chair Whitford created for future agenda items. It was determined that the scheduling of certain mini-meetings to discuss various issues could be beneficial to the Commissioners.

A list of proposed topics was distributed by Chair Awad (attached). Following a discussion, a schedule was formulated as follows:

SHELD Business Model/Finances: Board meeting scheduled for October 20, 2015 at 3:30 p.m. at SHELD offices.

SHELD Assets and South Hadley Electrical Distribution: To be combined as one scheduled for November 3, 2015, to include a tour of Pineshed Substation.

MMWEC/Portfolio Development and Management: To be combined as one with a field trip to MMWEC to be scheduled based on availability of MMWEC personnel.

Energy Saving Incentives: To be discussed at a regularly scheduled Municipal Light Board meeting as it would benefit all ratepayers, possibly with a representative of MMWEC to fully explain the incentives available.

SHELD Website: Mr. Doerpholz indicated that a link has already been set up for Chair Awad to post a Commissioners' Comment.

SHELD Staff / Organization, roles, profile: A meeting will be scheduled for the Commissioners to be introduced to everyone.

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## *MINUTES OF THE MUNICIPAL LIGHT BOARD MEETING OF THURSDAY, OCTOBER 8, 2015, continued*

PILOT: A white paper will be prepared by SHELD and will be included on the agenda for a regularly scheduled Municipal Light Board meeting so all ratepayers can better understand the process.

Fiber Optics Project: The Board will await a report from the Ad-hoc Fiber Optics Committee to be presented at a regularly scheduled Municipal Light Board meeting.

New Building Project: Board meeting scheduled for October 27, 2015 from 3:00 – 5:00 p.m. to include a tour and review of the architectural plans.

Renewable energy/Solar: To be placed on the agenda for a regularly scheduled Municipal Light Board meeting as this would allow for the inclusion of all ratepayers.

On a motion by Mr. Schenker and seconded by Chair Awad and passed by a vote of 2 to 0, it was

VOTED: To adjourn the meeting at 3:48 p.m.

Respectfully submitted,



Kurt Schenker, Clerk

2/25/16

Proposed Topics  
 Rev 1  
 8 October 8, 2015

Date	Topic	Comments
10/8	Agenda Development	Determine topics. Set priority. Schedule dates. Sessions should be no longer than 1 hour.
TBD	SHELD Business Model / Finances	Overall financial management scheme. Revenue sources. Budget / budget preparation and tracking. Account locations, balances, access authority. Expenditure categories and trends. Distribution of funds and authority. MIMWEC role. SHELD accounts held and managed by MIMWEC.
TBD	SHELD Assets	What are SHELD's physical assets: Poles, lines, transformers, distribution hubs & switching, vehicles, property, buildings,
TBD	South Hadley Electrical Distribution	Description of the electrical distribution grid, key components, substations, line maintenance requirements, tree trimming, above ground v. underground, future plans, capacity v. transmission requirements
TBD	MIMWEC	Description: roles and relationships. Cost to SHELD for services.
TBD	Portfolio Development and Management	Electricity suppliers and percentage of overall. Contracts and duration. Minimum purchase requirements, if any. Baseline and peak power requirements. Process for deciding the portfolio supply mix. MIMWEC role in portfolio development and management
TBD	Energy Saving Incentives	What incentives are available to ratepayers? How does SHELD advertise and implement these incentives. What has been the history of ratepayer use? What costs to SHELD?
TBD	SHELD Website	Content review. Website management. Implementation of MLB comments section. Add FAQ page.
TBD	SHELD Staff -- Organization, roles, profile	Introduction to staff and their roles. Profile staff -- years of service, retirement eligibility

TBD	PILOT	Explanation of how PILOT is determined and implemented. Next steps in coordination with Town of South Hadley.
TBD	Fiber Optics Project	Deliver an overall plan to completion, with timeline. Periodic reports of progress. Awaiting report of working group findings and recommendations
TBD	New Building Project	Obtain inputs from SHEL D management. Address funding sources and key requirements that need to be considered
TBD	Renewable energy / Solar	Current status and future plans.