

Electric Light Department

Town of South Hadley

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MINUTES OF THE MUNICIPAL LIGHT BOARD MEETING OF THURSDAY, JUNE 24, 2015, AT 6:00 P.M.

PRESENT:

Anne S. Awad, Chair
Christine M. Archambault, Vice Chair
Kurt C. Schenker, Clerk

Also Attending:

Wayne D. Doerpholz
Michael Conchieri

Called to Order

Chair Anne S. Awad called the meeting to order at 6:00 p.m. Mr. Berwick addressed the Board from the audience. He brought up a question concerning rumors that he heard. At that point, Chair Awad stated that she had also heard rumors that, following the last meeting, she had told Mr. Doerpholz that he was "done by November 1st." Chair Awad stated that this rumor was not true; she further went on to say that the Board was beginning the annual review of the Manager in order to clarify goals and objectives in order to develop the new contract that needs to be put in place. Chair Awad stated that the first round of rumors came from Mr. Labrecque and she was told that the later set of rumors was that Commissioner Schenker witnessed her to say that to Mr. Doerpholz. She encouraged anyone hearing a rumor to email her to address the rumor.

Fiber Optic Candidates

Chair Awad gave a brief overview of the reasons for forming a group to consider direction of the future of fiber optics in the town. She called on each person present who had expressed an interest in this group.

Mr. Brian Conway stated that, as president of the Holyoke Gas & Electric Guild (not management), he has worked with the fiber in Leverett, Mass from the ground up and has many contacts and feels he could be an asset.

Mr. Paul Dobosh stated that he is a retired faculty member of computer science at Mount Holyoke College and was in charge of computing at the college when they did the entire fiber network on campus.

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Mr. Tony Judge stated that he is the Chair of the South Hadley Redevelopment Authority and has a broadcast background. He further stated that he would like the town to be in front of the curve as a way of developing interest in South Hadley as a community that relies on technology as an opportunity and a way of living.

Mr. Dale Johnston stated that he is the Executive Director of the South Hadley/Granby Chamber of Commerce. He gave a brief overview of his background work with the Cable Advisory Committee and then with marketing for what is now Verizon in the development of fiber optics in Newport, Rhode Island. He went on to say he is also on the Electronic Communication Advisory Committee.

Mr. John Hine stated that, aside from his municipal experience, he works in the IT field. Although he is not a network engineer and not a fiber technician, he has a basic understanding of the technology.

Chair Awad then stated that two interested parties could not be present at this meeting: Bob Adam, the owner of the Tower Theater, and Robyn Szewczyk, a lawyer.

Following a discussion, on motion made by Commissioner Schenker, seconded by Vice Chair Archambault, it was unanimously

VOTED: to accept the seven applicants to the advisory committee

Minutes – January 20, 2015 Executive Session

Vice Chair Archambault made a motion to accept the minutes of the executive session of January 20, 2015 as presented; Commissioner Schenker seconded the motion and it was unanimously

VOTED: to accept the minutes of the executive session of the meeting of January 20, 2015 as presented; motion passed 3:0.

Manager's Report

The Manager presented his monthly report and discussed the key items in the financial statements and graphs. Specifically, he noted that the revenues from the sale of electricity has decreased by \$415,000 compared to the same period in 2014 and the actual kilowatt-hours sold decreased as well by about 803,000 on a year-to-date basis. Mr. Doerpholz noted that the current manager's report includes the requested cash flow statements as well as addressing the significant revenue and expense items in the overview. However, he did note that the report does not include the budget to actual as such information is currently not generated nor maintained in a manner to allow monthly reporting. Additionally, the Manager presented and discussed a

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series of graphs covering the last fifteen years which showed the following long-term trend sales and revenues by rate class and historic revenues and cost of power. Both graphs clearly show that SHELD's sales and revenues have been steadily decreasing. The manager then proceeded to review the monthly outage statistics and provided some thermographs of trouble spots that were discovered last year and promptly repaired. Next he discussed the status of the fleet of vehicles and provided the Board with the list of the current fleet of vehicles and the age of each.

Audit Update

Mr. Doerpholz stated that on May 22nd an RFP containing a response date of July 31st was sent to eight different companies (some national firms, regional firms and local firms) by Mr. Conchieri. Since that time, two additional RFPs were sent, one to a local company and one to the company Chair Awad requested. At this point, SHELD has received requests to provide additional information to five of these firms. A discussion followed concerning the criteria and how the responses would be measured.

Public Process for New Facility

Chair Awad distributed a draft for the public process for the new facility, stressing that it was a draft and asking for suggestions from Vice Chair Archambault and Commissioner Schenker. Vice Chair Archambault suggested some type of survey. A discussion then followed concerning the possible approaches to reach the public and how to get the surveys back. Chair Awad indicated that she would contact the Planning Board, the Selectboard, the Redevelopment Authority, and the Chamber to try to determine a date for the member of the Light Board to attend.

Award Bids:

1. Annual Tree Trim/Forestry Services Contract

Mr. Doerpholz presented the Board with the results of the annual Tree Trim/Forestry Services Contract. He stated that SHELD received three quotes: Northern Tree Service, Inc., Palmer, MA; Asplundh Tree Expert Company, East Windsor, CT; and All Reliable Services, Inc., St Augustine, FL. Mr. Doerpholz recommended that the annual award be made to Asplundh Tree Expert Company based upon price and response time. Mr. Doerpholz added that Asplundh Tree's response time was the same as the response time for employees in the collective bargaining agreement. Following a discussion, on motion by Commissioner Schenker, seconded by Vice Chair Archambault, it was unanimously:

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VOTED: to award the contract for Tree Trim/Forestry Services to Asplundh Tree Expert Company.

2. LED Roadway Luminaires and Photocontrols:

Mr. Doerpholz presented the Board with the results of the recent bid for LED Street Light Fixtures and Photocontrollers. He stated that 8 different bids have been received from six different vendors with one vendor submitting three separate options. He reported that bids have been received from Leotek Electronics, Transtar, Stuart Irby, three bids from WESCO, Shamrock Power and E.L. Flowers. He reported that SHELD's engineer, Andrew Orr, has reviewed these proposals and found four that meet the bid specifications. These were Leotek, Irby, WESCO's option 1, and E.L. Flowers. Mr. Doerpholz pointed out that the Board may view each of these fixtures in operation if it desires as the Leotek fixture is used in Holyoke, the Irby fixture is used at Stonybrook, the WESCO fixture is at the corner of Newton and Washington Streets and the E.L. Flowers fixture is at the corner of North Main and High Streets. Mr. Doerpholz concluded by stating that Mr. Orr recommends the Leotek fixture as having the highest rating based upon its lumen output and running current. Following a discussion, on motion by Commissioner Schenker, seconded by Vice-Chair Archambault, it was unanimously:

VOTED: to accept the bid for the 150-watt HPS replacement and 250-watt replacement from Leotek Electronics and to accept the bid on the luminaire photocontroller by E.L. Flowers and Associates, all products as quoted.

3. 2015- 19,500 GVW Cab & Chassis

Mr. Doerpholz next presented the bids for a new 2015 19,500 GVW 4 wheel drive Cab & Chassis. He stated that SHELD received four bids: Marcotte Ford, Tasca Ford, and two from Stoneham Motors. All bids were for 2016 Ford Motors products. Mr. Doerpholz stated that there was no material difference between each bid as all were identical except for the pricing and he recommended that the award go to the lowest bidder: Tasca Ford of Hartford, CT. Following a discussion, it was moved by Commissioner Schenker, seconded by Vice-Chair Archambault and unanimously:

VOTED: to accept the bid by Tasca Ford for the 2016 F550 4x4 as quoted in accordance with the specifications.

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4. Aerial Lift and Utility Base

Mr. Doerpholz next presented the bids for the Aerial Lift and Utility Base for the cab and chassis previously awarded to Tasca Ford in order to produce a finished material handling line truck. He reported that three bids were received James A. Kiley Company, D.C. Bates Equipment, and Altec Industries. He stated that, after review, the only conforming bid received was from the James A. Kiley Company. Following a discussion, it was moved by Commissioner Schenker and seconded by Vice-Chair Archambault and unanimously:

VOTED: to accept the bid as quoted in accordance with the specifications in the amount of \$99,036, for the Terex Telelect bucket unit as quoted by James A. Kiley Company.

Correspondence

Mr. Doerpholz distributed correspondence from NEPPA concerning the annual conference in the White Mountains.

Chair Awad indicated that an application submitted by Mr. Stephen Fox to be on the fiber optics committee was received. On motion made by Vice Chair Archambault, seconded by Commissioner Schenker, it was unanimously:

VOTED: to include Stephen Fox with the original seven members who expressed interest in the fiber optics committee.

Manager's Annual Review Plan

Chair Awad presented a rough draft of an annual review process. She further stated that she would come up with a finished product to email to each Board member to fill out; Chair Awad would then collate the individual responses into one final document for the next meeting in August.

Next Meeting

Chair Awad set the next two meetings of the Municipal Light Board for Thursday, August 27, 2015, and September 24, 2015.

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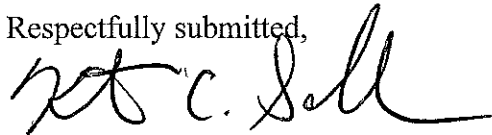
Adjournment

On motion made by Vice Chair Archambault, seconded by Commissioner Schenker, it was unanimously

VOTED: to adjourn.

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Kurt C. Schenker, Clerk
Municipal Light Board

8/27/15