



February 28, 2024  
 STERLING MUNICIPAL LIGHT DEPARTMENT  
 REGULAR SESSION  
 MEETING MINUTES



DATE: February 28, 2024

LOCATION: SMLD, Rear Board Room  
 50 Main Street, Sterling, MA

BOARD MEMBERS: Joe Curtin (Curtin), Chairman  
 Eric Darlington (Darlington), Vice Chair  
 Andrew Gonsorcik (Gonsorcik), Clerk

SMLD STAFF: Matt Stelmach (Stelmach), General Manager  
 John Kwasniewski (Kwasniewski), Accountant

MINUTES: Patty Page

5:00 pm. Meeting called to order. Roll Call Attendance: Darlington present, Curtin present, Gonsorcik present.

PLEDGE OF ALLEGIANCE

Board members in attendance pledge allegiance to the flag of the United States of America.

Safety Announcement - Equipment in office.

Approval of Agenda - Darlington made a motion to approve the agenda. Gonsorcik seconded, no discussion, all in favor, Darlington aye, Curtin aye, Gonsorcik aye. (3-0).

Manager's report

1. Stelmach forwarded meeting packets to Board members well in advance of the meeting for their review. Paper copies will be made available on the meeting night.
2. Warrant will be available 3/1/24 for signatures.
3. The Town Christmas lights will be up until the time change on 3/10/24.
4. Will be moving Network Coordinator Bill Underhill's attendance to every other meeting, but written updates will be provided for every meeting.
5. John Kwasniewski will be attending meetings on a quarterly basis to update the board on financials.
6. Second interviews are underway for the open Customer Service Representative position.
7. Staff performance reviews are continuing. Only 3 more needed to be completed and no issues thus far. All should be complete by the end of next week.
8. Contract for interconnection study with Princeton Municipal Light executed with PLM Engineers.
9. NISC financial training continues. Still targeting to go live in May.
10. Website redesign RFP – considering reissuing the RFP to get additional vendors. The new customer service rep will run the website project, once hired.
11. Working Foreman Tim Gray will be invited to future Board meetings periodically for operations updates.

Unfinished Business

- a) 2015A Update – The pre-commissioning on diesel fuel oil is complete. The natural gas fuel tie-in is anticipated to be early March. Target commercial operations date is early April. The project is currently still cash positive on the ISO-NE capacity market obligation.

New Business

- a) Fiber Update – 369 subscribers. There are 1193 fiber ready. The number interested is 433. Northgate building 2 is completely fiber ready and ten customers have been installed. Comcast is getting aggressive and adding a competitive option to all of Northgate. Construction is almost complete along Chase Hill; Redstone/Clinton Road is next. Crews have completed the 432-strand fiber down Osgood- cabinet to be installed next week. Putting a package together for contract splicing (quote requests went out – 1 written response and 2 verbals so far). 48, 96, 144 and 288 strand fiber have been ordered.
- b) 2023 Town Report – Stelmach reviewed the report that was submitted to the Town Clerk.
- c) 2023 Financials – Kwasniewski reviewed the financials with the Board. He showed the budget (proposed) and the actuals side by side, as well as the percentage difference and offered explanations for anything out of range.

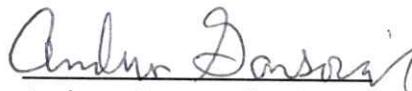
APPROVAL OF PAST MINUTES: Darlington made a motion to approve the 1/24/2024 regular session minutes as amended, Gonsorcik seconded, no discussion, all in favor. Darlington aye, Curtin aye, Gonsorcik aye. Vote 3-0.

Customer Comments: Stelmach was in the Town Hall and had two customers approach him. One stated that she is very pleased with the fiber and the other stated she can't wait to sign on. Both praised SMLD/LAMB for their excellent customer service.

FUTURE AGENDA ITEMS AND SCHEDULE NEXT BOARD MEETING: Future agenda items to include website design RFP, fiber rate structure, and manager's annual performance review. Next meeting March 20, 2024 @ 5 pm.

At 5:41 pm Darlington made a motion to adjourn. Gonsorcik seconded. All in favor, 3-0.

ATTEST:

  
Andrew Gonsorcik, Clerk

DATE:

3/27/24

BOARD APPROVAL FOR RELEASE:

3/27/24