



April 13, 2022
STERLING MUNICIPAL LIGHT DEPARTMENT
REGULAR SESSION
MEETING MINUTES



DATE: April 13, 2022

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

BOARD MEMBERS: Joe Curtin (Curtin), Chairman
Brian Pierce (Pierce), Vice Chair
Eric Darlington (Darlington), Clerk

SMLD STAFF: Darren Borge (Borge), Manager

MINUTES: Patty Page

6:00 pm. Meeting called to order; Curtin stated that the meeting is subject to audio recording. Roll Call Attendance: Darlington present, Curtin Present, Pierce 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 – **Pierce made a motion to approve agenda as amended (remove “5B – PURMA)**, Darlington seconded, no discussion, all in favor, Darlington aye, Curtin aye, Pierce aye.

Manager’s report given by Darren Borge

1. First Quarter Board Financial Packet – sales, etc. (See attachment).
2. Bucket Truck – delivered and registered
3. Retroactive Vote for Fund Transfer – **Pierce made a motion move funds from depreciation to ops cash in the amount of \$281,189**, Darlington seconded. All in favor, Darlington aye, Curtin aye, Pierce aye.
4. NEPPA PUMP – Public Utility Managers Program, Borge attended, good information on financials and establishing policies for future and emergency purposes
5. Apprentice Lineman – (2) Apprentices advanced to 3rd class/3rd step, and 1 who has completed his apprentice program is eligible to go on call. On-Call is now a 5-person rotation.
6. 2 Apprentices completed a NEPPA Meter 1 Program
7. Accounts Receivable position – 5 candidates from 40 applicants were chosen for first round interviews. Borge interviewed those top 3. SMLD used a 3 person score system and determined awarded candidate. Set to start 4/19/2022 – Schedule to be Tu-W-Th, 7:30-4:30 totaling 27hrs per week.
8. Legal reviewed Employee Policy Manual – Borge will have final document at next meeting for board review.

Unfinished Business

- a. 2021 APPA System Reliability Award – The SMLD has received the APPA System Reliability Award for 2021. The SMLD placed in the top 25% for Public Utility Reliability Standards in all of the USA.
- b. Downtown EV Charger Grant – All (3) three EV Chargers at Town Hall, Library and Dunkin Donuts Plaza are up and operational and registered with Chargepoint. All necessary line painting is complete. Currently working with the DOER for reimbursement. The SMLD was awarded a total of \$25,831.75 in eligible reimbursement.
- c. Circuit Switcher Hinge Assembly Update – SMLD has received the (6) six Circuit Switcher Hinge Assemblies and are scheduled to replace when the yearly substation maintenance with UPG is done. Each side will be deenergized for maintenance which allows work to be done at the same time. Due to scheduling conflicts and the Circuit Switcher Replacements, the remaining testing will be done on T1 side (Transformer, Load Tap Changer and Bus-Tie Breaker) and all typical T2 side maintenance will be done this year.

New Business

- a. Town of Sterling Municipal Fiber Grant – in support of the SMLD, the Town of Sterling is applying for a Municipal Fiber Grant through the Commonwealth of Massachusetts. This application is for a Town INET resiliency between the 50 Main Street Head-End and the 27 Pratts Junction Road Head-End. This will give the SMLD and the Town of Sterling a backup feed between the key locations if ever a fiber break or full 432 cut along the main Phase 1 route. This will also expand coverage to 910 eligible LAMB customers, years before planned service this area. The grant breakdown is as follows:
 - Grant Application - \$137,276 for 39,300 of 432 Fiber Cable
 - In-kind services - \$141,947 for labor, truck and hardware to install cable.
 - Upon awarding of grant, State has requested that work be done within an 18-month timeframe. Current 432 fiber lead time are 23-28 weeks. Once awarded, Borge will place an order for cable to have in place for pole replacement and pole line construction completion.
- b. PURMA Insurance Policy Review – REMOVED from agenda due to PURMA scheduling conflicts
- c. Discuss Vehicle Replacement Schedule – The current SMLD vehicle replacement scheduling for large SMLD vehicles and on-call vehicles is in 10-year cycles. The 2004 Digger that was purchased after the 2008 ice storm was budgeted to be replaced in 2022. The SMLD allocated \$280,000 in Capital funds for this replacement. The current quote from Kiely for a replacement is \$305,637 (attached). Give the current lead time issues in all industries, ordering this digger now would put delivery out until 2023. In 2023, the 2013 S52 Bucket Truck is scheduled to be replaced and most likely wouldn't be fulfilled until 2024. Lastly, in 2024 the 2014 S59 Bucket Truck is scheduled to be replaced but wouldn't be fulfilled until 2025. The 2012 S54 Yellow Digger could potentially be scheduled for replacement for 2026-2027. This puts the diggers on a 15-year cycle and the buckets on a 10-year cycle. Borge will work on a schedule that eliminates back-to-back replacements.

APPROVAL OF PAST MINUTES:

Darlington made a motion to approve the regular 3/16/2022 minutes, Pierce seconded, no discussion, all in favor. Darlington aye, Curtin aye, Pierce aye. **Pierce made a motion to approve the executive session minutes of 3/16/2022, not to be released.** Darlington seconded, no discussion, all in favor. Darlington aye, Curtin aye, Pierce aye.

Customer Comments: No new comments, but still seeing positive feedback on Facebook.

FUTURE AGENDA ITEMS AND SCHEDULE NEXT BOARD MEETING: Next meeting May 18, 2022 @ 6 pm.

Please see attached for the Monthly Summary update!

At 6:32 pm Darlington made a motion to go into Executive Session (1) under M.G.L. Chapter 30A: Section 21(a), Clause 10 (to Discuss Trade Secrets or Confidential, Competitively-Sensitive or other Proprietary Information Provided in the Course of Activities Conducted by a Governmental Body as an Energy Supplier – (9.1) E.H. Perkins/Battery Project (9.2) New Vendor Inquiry Update (9.3) and Special Project 2021A, Pierce seconded, no discussion, Roll Call Vote, Curtin aye, Pierce aye, Darlington aye, all in favor.

The Board reconvened in Open Session, the following vote was passed in Open Session by a vote of 3 to 0, (Curtin aye, Darlington aye, Pierce aye) all of which appears in the official records of the Board:

- Voted:**
1. that the Town of Sterling, acting by and through the Municipal Light Board or Commission, in accordance with St. 1975, c. 775, § 1 hereby votes and agrees to participate in MMWEC's Special Project 2021A; and
 2. that the Town of Sterling, acting by and through the Municipal Light Board or Commission, in accordance with St. 1975, c. 775 § 1 hereby agrees to pay its *pro rata* share of the costs of carrying out Special Project 2021A, as established by the MMWEC Board of Directors in the Special Project Fund for such Special Project 2021A, which *pro rata* share shall be based on the City or Town's participation in Special Project 2021A; and
 3. that the Manager is hereby authorized and directed to make payments to MMWEC calculated as set forth in the preceding paragraph 2; and
 4. that the Manager is hereby authorized and directed to execute the Participation Acknowledgement, a copy of which has been presented at this meeting and is filed with the permanent records thereof; and
 5. that any actions previously taken by the Manager, which are consistent with the purpose of this vote, are hereby ratified and confirmed.

I further certify that the above vote was taken in a duly convened meeting which convened open to the public; that notice stating the place, date, and time of the meeting was filed with the City or Town clerk and a copy thereof was posted in the office of the City or Town clerk or on the principal official bulletin board of the City or Town at least 48 hours prior to this meeting, excluding Saturdays, Sundays or legal holidays, and that the official record of the meeting was or will be made available to the public, all in accordance with G.L. c.30A Sections 18-25, as amended.

6:49 pm meeting adjourned.

ATTEST:



Eric Darlington, Clerk

DATE:

5/18/22

BOARD APPROVAL FOR RELEASE:

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