

**MINUTES OF THE
MUNICIPAL LIGHT BOARD
APRIL 25, 2016**

PURSUANT TO notice given the Wellesley Municipal Light Board (“Board”) met in the Wellesley Municipal Light Plant (“MLP”) Gordon F. Kingsley Board Room, 4 Municipal Way, at 5:30 PM.

PRESENT

Those present included Chair Owen H. Dugan, Commissioners Paul L. Criswell, David A. T. Donohue, Katharine Gibson, and Edward J. Stewart, III; MLP Director Richard F. Joyce and staff members Joseph A. Bisol, Kevin P. Bracken, Michael Coppellotti, Trevor P. Criswell, Debra J. Healy, Cynthia R. Lowe, William H. Marsh, Kevin M. Sullivan, Daniel J. Trant and James W. Verner. Also in attendance was Advisory Representative Scott Tarbox.

APPROVAL OF MINUTES

Upon a motion made by Mr. Donohue and seconded by Mr. Stewart, it was unanimously

VOTED: To approve the March 29, 2016 Public Session Minutes as amended.

CITIZEN SPEAK

The Chair presented all of those in attendance with the opportunity to speak on matters of interest with respect to the MLP. No one in attendance wished to speak.

DIRECTOR’S ITEMS

Financial Statements. Accounting Supervisor, Joseph A. Bisol reviewed the Fiscal Year 2016 (“FY16”) Income Statement and Balance Sheet. The MLP’s projected net income of \$1.8 million exceeds the forecast by \$130,000. As of March 2016 the MLP’s available cash balance was \$8.9 million. The Board and staff discussed the need to establish a rate stabilization fund (“RSF”) to offset the major increase in Forward Capacity Market costs beginning June 1, 2016. The Director was of the opinion a \$2.5 million RSF would be required for Fiscal Years 2018 and 2019 to avoid an increase in electric rates.

FY16 Director’s Objectives. Mr. Joyce reviewed each of the FY16 fifteen Objectives. The MLP is on schedule to complete 14 of 15 Objectives. The only Objective the MLP staff will not complete is the conversion of sub-transmission AutoCad information to the Geographical Information System data base.

Utility/Real Estate Billing. Assistant Director, Debra J. Healy summarized the process the MLP undertook to evaluate the most cost-effective methodology to process water, sewer, electric and real estate bills. The MLP’s initial evaluation included three alternatives:

- 1) Replace Pitney Bowes Documatch;
- 2) Lease Pitney Bowes equipment; and
- 3) Outsource utilizing a third-party.

During this evaluation a fourth option of using the Wellesley High School's LAUNCH Program ("Program") was considered. Ms. Healy discussed how well the Program has worked in the past for the MLP and based on this experience was confident the Program could be expanded and would be successful. Both the Department of Public Works and Town Hall Financial Services were in support of the LAUNCH alternative. The only financial risk would be the \$5,000 cost of the folding machine. The Board and Ms. Healy discussed the volume of weekly mailings and the timing of a back-up plan if the LAUNCH alternative was not effective. All Board Members were in agreement to utilize the High School LAUNCH Program to process utility and real estate bills.

Mini-Split, Heat Pump Rebate. Financial & Operations Assistant, Cynthia R. Lowe recommended the inclusion of the mini-split heat pump ("mini-split") as part of the MLP's Appliance Rebate Incentive Program. Ms. Lowe compared the efficiency of the mini-split with window and central air conditioning technologies. The mini-split is an effective alternative for central air conditioning when a duct system is not available and the mini-split uses 50% less electricity than window air conditioners. Mr. Paul Criswell informed the other Board Members he was considering a mini-split purchase for his residence and would refrain from participation in the discussion and vote. The Board and Ms. Lowe discussed a two-tiered rebate approach and upon a motion made by Mr. Donohue and seconded by Mr. Stewart, with Mr. Criswell's recusal, it was unanimously

VOTED: To amend the Residential Appliance Rebate Program to include a rebate of \$150.00 for the purchase of a mini-split, heat pump with a Seasonal Energy Efficiency Ratio of up to twenty (20) and a \$300.00 rebate for the purchase of a mini-split, heat pump with a Seasonal Energy Efficiency Ratio of twenty (20) or more.

Fiber Optic Purchase. Assistant Superintendent, Kevin M. Sullivan reviewed the eight (8) bids the MLP received in response to a pricing request for 83,000 feet of fiber optic cable. Mr. Donohue asked if the MLP had any prior experience with the lowest bidding cable manufacturer. Mr. Sullivan confirmed the manufacturer supplied some of the cable for the recently completed 48-node distributed antennas system ("DAS"). Mr. Sullivan informed the Board the pricing for this purchase was almost 10% below the initial DAS fiber. Upon a motion made by Mr. Stewart and seconded by Mr. Donohue, it was unanimously

VOTED: To award the purchase of fiber optic cable in response to the Municipal Light Plant's Bid Specification #16E-80-150, Single Mode Fiber Optic Cable to the lowest conforming bidder, WESCO Distribution, for OFS manufactured cable at the following lengths and prices:

- 48,000 feet of 72 count ADSS fiber at a price of \$0.54/per foot;
- 20,000 feet of 144 count ADSS fiber at a price of \$0.99/per foot; and
- 15,000 feet of 288 count ADSS fiber at a price of \$1.83/per foot.

Old Substation Renovation. Construction Engineer Daniel J. Trant reviewed the process the MLP staff used to evaluate the cost-benefits of renovating the Old Substation. The MLP retained Courtstreet Architects ("CA") to identify the costs to complete the required renovations while preserving the historical features. Chair, Owen Dugan and staff met with the Community Preservation Committee ("CPC") Chair, Barbara McMahon and Vice Chair, Allan Port to determine eligibility requirements.

Mr. Trant referred to the CA report that concluded renovating the Old Substation while preserving the historical features would not materially increase the overall renovation cost. The Board and Mr. Trant discussed the potential re-use of the building. Mr. Trant identified three primary, unoccupied alternatives:

- Additional storage and warehouse space;
- Telecommunications hub for DAS expansion; and
- Town Clerk record retention.

Mr. Donohue recommended that a sign be placed at the site that detailed the historical significance of the Old Substation. All Board Members were in agreement the building should be renovated over a number of years using MLP cash and, if available and approved, CPC funds.

April 11, 2016, Power Outage. Mr. Verner, Mr. Sullivan and Mr. Joyce detailed the events which led to the loss of power for all MLP customers fed from the Cedar Street Substation. A meeting is being scheduled with Eversource to review the switching operations/programs at Station 292 in Newton.

Next Meeting. The next Board Meeting is scheduled for Tuesday, May 31, 2016 at 5:30 PM.

ADJOURNMENT

The Board Meeting adjourned at 6:50 PM.

Respectfully submitted,

Paul L. Criswell, Secretary