

**MINUTES OF THE  
MUNICIPAL LIGHT BOARD  
JUNE 27, 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, Katharine Gibson, and Edward J. Stewart, III; MLP Director Richard F. Joyce and staff members Joseph A. Bisol, Kevin P. Bracken, Michael Coppellotti, Debra J. Healy, Cynthia R. Lowe, William H. Marsh, Kevin M. Sullivan and James W. Verner. Also in attendance was summer intern Matthew E. Hornung.

Mr. Dugan introduced Matthew Hornung to other Members of the Board.

**APPROVAL OF MINUTES**

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

**VOTED:** To approve the May 31, 2016 Public Session Minutes as written.

**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.** Joseph A. Bisol reviewed the year-to-date Income Statement through May 2016. The MLP’s Net income of \$2,757,000 compares favorably to \$314,000 the prior year. Fiscal Year 2016 (“FY16”) energy costs were \$2,697,000 less than Fiscal Year 2015 (“FY15”). The MLP’s Available Cash exceeds \$9,900,000 and is in line with the amount projected in the Five Year Financial Forecast. The Board and Director discussed the need to create a rate stabilization fund to offset increased Forward Capacity Market costs in Fiscal Years 2018 and 2019. Mr. Joyce noted that despite the fact the MLP’s FY16 cumulative monthly demand was 3.6% lower than FY15, transmission costs were \$381,000 (9%) higher. Mr. Bisol summarized the final accounting entries to close-out the distributed antenna system installation.

**FY16 Write-Offs.** Customer Service Supervisor William H. Marsh reviewed the procedures the MLP follows for the collection of water, sewer and electric receivables. Mr. Joyce recommended that the write-off of five residential and two commercial accounts be deferred based on Attorney Richard Plouffe’s past successes collecting prior accounts at Dedham District Court. The Director also recommended a sixth residential account be deferred while the MLP attempts to make payment arrangements. The Board recognized the excellent work provided by Mr. Marsh and the Customer Service staff. Upon a motion made by Mr. Criswell and seconded by Ms. Gibson it was unanimously

**VOTED:** To write-off the following accounts for Fiscal Year 2016:

<u>Account Name</u>	<u>Amount</u>
Brian Crowe	\$121.19
Melissa Kaufman Fernandes	160.86
Alison Vogel	194.37
Peter T. Woodcock	184.36
Steve Thrall	24.39
Edson Porta	168.53
City Sports	2,189.80
<b>Total</b>	<b><u>\$3,043.50</u></b>

The Municipal Light Board further approves the accounting adjustments to recognize \$3,746.00 of payments received in Fiscal Year 2016 for accounts written-off in prior years.

**Fiber Optic Policy.** Mr. Joyce reviewed how much dependence is now placed on the MLP's fiber network by other Town Departments. In 1996 the MLP's fiber connected five buildings and one school and was used solely to transmit data. Today virtually every Town building is connected and the fiber is used every hour of every day for a multitude of telecommunication purposes such as fire alarm, telephone, community television, traffic signals, public safety, etc. Mr. Joyce estimated Town Departments were saving close to \$300,000 annually by having free use of the MLP's fiber. In an attempt to treat all Town Departments equally, the staff drafted a Provisions of Fiber Optic Service Policy ("Policy") to establish specific procedures for departments requesting fiber strands after July 1, 2016. The Policy allows the MLP to recover all installation costs and charge a recurring annual fee for all fiber connections requiring repairs within 48 hours. The Board asked how much it costs to retain a fiber contractor on standby to respond to fiber connectivity problems. Mr. Joyce said the MLP had received a price of \$14,000 from Phoenix Communications. The Board expressed a preference to have the Policy evolve to the point recurring charges cover all MLP fiber costs. Mr. Joyce suggested, and all Board Members were in agreement, that the fiber Policy review should be included as a Fiscal Year 2017 Director's Objective. Upon a motion made by Mr. Criswell and seconded by Mr. Stewart it was unanimously

**VOTED:** To approve the Provisions of Fiber Optic Service Policy in its current form with the understanding the Municipal Light Plant staff will monitor all costs to provide fiber connectivity for individual Town Departments and obtain feedback from those Town Departments impacted.

**Mission Statement.** Assistant Director Debra J. Healy reviewed the draft Mission Statement. A lengthy discussion ensued with respect to the level of detail to be included within the Mission Statement. Two alternatives were discussed:

- 1) A succinct version that was summarized within one paragraph; or
- 2) The succinct version plus detailed description (approximately two pages) of core values and primary objectives.

Board Members also suggested wording changes, the inclusion of a reference to Town Meeting's 2020 carbon reduction and compliance with public "hearing" requirement. The Board was in

agreement both versions should be circulated and each Board Member would provide specific language changes.

**Sustainable Energy Committee Representative.** On a motion made by Mr. Stewart and seconded by Mr. Criswell it was unanimously

**VOTED:** To appoint Katharine Gibson as the Municipal Light Plant representative on the Town of Wellesley Sustainable Energy Committee.

**2,000 Day Celebration.** On July 25<sup>th</sup> the MLP will recognize the extraordinary achievement of 2,000 consecutive days without a lost time accident. Mr. Sullivan discussed the agenda with the Board.

**Election of Officers.** Upon a motion made by Ms. Gibson and seconded by Mr. Dugan it was unanimously

**VOTED:** To elect the following Officers of the Municipal Light Board for Fiscal Year 2017:

David A. T. Donohue, Chair  
Paul L. Criswell, Vice Chair  
Edward J. Stewart, III, Secretary

**Next Meeting.** The Board scheduled the next meeting for Monday, July 25, 2016 at 5:30 PM.

#### **ADJOURNMENT**

The Board Meeting adjourned at 6:55 PM.

Respectfully submitted,

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Edward J. Stewart, III, Secretary