

**Mansfield Municipal Electric Department
Minutes of Light Commissioners Meeting
November 20, 2017**

Present: Chairman Jess Aptowitz, Clerk Steve Schoonveld, Commissioner Michael Trowbridge, Commissioner Neil Rhein, Director Joseph Sollecito and Business Manager Laurie Anderson

The meeting was held at the Mansfield Town Hall Room 2AB and called to order at 6:30 PM. Chairman Aptowitz stated that this meeting is being televised and taped for future broadcast and asked if anyone in the audience was intending to record the meeting to please state their intentions. No one did so.

A complete copy of the Board packet containing all documents that are referenced in the minutes is on file at the Mansfield Municipal Electric Department office.

Citizens Comments: none

Motion: To approve the minutes of the October 23, 2017 Light Commissioners meeting (Trowbridge/Schoonveld) Passes 4/0

Review of MMED's Financial Statements and Supplementary Information for Years Ended June 30, 2017 and 2016 audited by Powers & Sullivan, LLC – Chairman Aptowitz announced that due to a family matter, Vice Chairman Frank Delvecchio was not in attendance tonight and therefore the review of the Audit would not be take place this evening.

Update and discussion of the 50 West Church Street Garage project – Director Sollecito informed the Board that he had hoped to have the full bid specs for this evenings meeting but they were not available yet. He gave a brief overview of the project for Commissioner Rhein's benefit. Chairman Aptowitz asked when the bid specs would be ready. Director Sollecito replied by the first week of December and then it would be 2-3 weeks before the award. Commissioner Trowbridge stated that since this is an indoor project, contractors might be looking for those types of projects to do during the winter. Commissioner Rhein inquired about the cost of the project. Director Sollecito explained that the total cost was estimated to cost \$400K with \$283K estimated for construction.

Discussion of Mansfield Energy Fund options – Director Sollecito noted that this discussion was not about the Social Services fund that was discussed/funded at the last Board meeting. He informed the Board that MMED will not be including Good Neighbor Energy Fund (GNEF) envelopes with the Electric bills this winter as they have in the past. Director Sollecito referenced the memo in the Board packets regarding the amount of money Mansfield Electric customers donated to the Salvation Army's GNEF, the number of MMED customers who received assistance through the fund and the dollar amount they received as well as the administrative costs for the last 5 program years. He stated that at his previous job, they set up a charitable fund instead of participating in the GNEF. He stated that MMED would have envelopes produced and would mail them in the Electric bills. He envisions that Deb Surprenant, Director of the COA/Social Services and Jackie Boudreau, Treasurer/Collector would find a 501(c)(3) organization to administer the fund and help only Mansfield residents. The Board agreed that they liked this idea and Chairman Aptowitz instructed Director Sollecito to work with Director Surprenant to come up with a proposal.

Discussion of options for future renewable projects – Director Sollecito would like to get the Boards ideas for future renewable projects to become part of MMED's power portfolio. In the past, a solar farm

at the landfill was approved by the Board but the financing fell through. He informed the Board that based on a recent study of the 12 circuits, 11 of the 12 circuits can handle up to 3 megawatts of renewable power. One circuit already has 1.5 megawatts of renewable power on it. Director Sollecito stated that he has received numerous calls from vendors and wanted to see if the Board wanted him to pursue further. Some options that he wanted to see if the Board was interested in include solar farm at landfill, solar panels on municipal building rooftops or a 'Community Solar' program where customers would buy ownership shares of a solar project. Board members discussed if a survey could be done to see if there was any interest in such a program. Director Sollecito stated that for the time that he has been here, there have been about 15 customer solar projects and about (4) solar project for C&I customers. As of this time, there has not been many requests.

Due to the age of most of the municipal buildings and the fact that they are already on a reduced municipal rate, the Board did not want to pursue that option. After some discussion, the Board would rather pursue a solar farm at the landfill.

Update on tax lien processing – Director Sollecito informed the Board that on October 24th, registered certified letters were sent to 7 customers whose account are protected from shut-off due to medical and financial hardship. The approximate total past due balance for the 7 accounts was \$47K. One customer paid their past due balance in full. On November 17th, MMED filed municipal attachments to the tax bills of 6 customers for an approximate total of \$41K. He stated that we do not take joy in doing this but is the responsible thing to do for the other residents. He restated that these customers are still protected from shut-off.


Performance Review of MMED Director, Joseph Sollecito – Chairman Aptowitz informed the Board that due to the fact that we are without a permanent Town Manager, Director Sollecito has not had a performance review since July 2016. The Board will be conducting his review and they need to agree, along with Director Sollecito on a form and goals. Director Sollecito has previously provided the Board with a sample performance review from him last job and will provide a copy of his previous review (along with stated goals) by the week's end. The Board will get their scores to Chairman Aptowitz by 2 weeks from this Friday. It will be summarized and discussed at a future meeting. It was agreed that since Commissioner Rhein was not part of the Board during the review period, that he will abstain from scoring.

Commissioners Comments - Commissioners Rhein and Schoonveld did not have any comments. Commissioner Trowbridge wished everyone a Happy Thanksgiving. Chairman Aptowitz echoed his wishes.


Items Not Anticipated by the Chairman 48 hours prior to meeting- NONE

**Motion: To adjournment the meeting at 7:25PM
(Trowbridge/Rhein) Passes 4/0**

Respectfully submitted: Laurie Anderson



Signature of Clerk



Date of Approval