

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

Present: Chairman Jess Aptowitz, Vice Chairman Frank Delvecchio, Clerk Steve Schoonveld, Commissioner Michael Trowbridge, Commissioner Neil Rhein, Acting Town Manager John Stanbrook, Director Joseph Sollecito and Financial Assistant Jacqueline Lee

The meeting was held at the Mansfield Town Hall Room 3AB and called to order at 5:30 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 July 12, 2017 Light Commissioners meeting (Delvecchio/Trowbridge) Passes 4/0 (Schoonveld had not yet arrived)

Motion: To approve the minutes of the November 20, 2017 Light Commissioners meeting (Delvecchio/Trowbridge) Passes 4/0 (Schoonveld had not yet arrived)

MMED Financial Audit Report (FY17)- Vice Chairman Delvecchio, who is also the Audit Committee Chairman, said that the entire Audit Committee would like to come in front of the Board regarding the audit, however, the committee has already met to review the findings and voted to accept the audit report. He also said that ISO New England requires a submission of the information.

Vice Chairman Delvecchio then reviewed the report. He pointed out on the bottom of page one what he said was the most important part, a “clean opinion” from the auditor.

Motion: To accept the MMED FY17 Financial Audit Report as prepared by Powers & Sullivan, LLC (Trowbridge/Schoonveld) Passes 5/0

Mansfield Energy Fund- Director Sollecito had the Director of the COA, Debra Surprenant join him for a discussion about proposing a Heating and Utility Assistance Emergency Fund. He told the Board that previously there were Good Neighbor Energy Fund donation envelopes inserted in the MMED bills. They looked into where the monies were going and very little of it was going to Mansfield residents. He said they would like to ensure that all of the donations are going to MMED customers.

Director Surprenant said that Director Sollecito contacted her with the results of the past five years of donations and the idea for Mansfield to have the Town administer their own

emergency fund. The Council of Aging and Social Services wishes to partner with the Westside Benevolent Circle as the 501C organization to allow customer donations be considered charitable. The stumbling block is the printing of the envelopes and she was hoping the Board would approve MMED to take on this cost.

Commissioner Rhein was looking for assurance about keeping monies separate. He wondered if on-line payments or credit card payments were possible. Director Sollecito said that MMED would only provide for the mailing envelope in the electric invoice. There would be no capability for MMED to handle electronic funds transfers since this would not be on MMED books. Director Surprenant reiterated that the beauty of this is that all of the money stays in Mansfield.

Clerk Schoonveld questioned whether one envelope could be used for both the customer's MMED payment and the donation. Director Sollecito said no, there really needs to be two separate envelopes because the monies need to be kept separate.

Director Surprenant assured the Board that all of the work would be done by the social services department. She also let them know that this fund would be available to those who were unable to pay their electric or gas bill similar to what the Salvation Army Fund presently covers.

Motion: To approve the creation of a Heating and Utility Assistance Emergency Fund pending Westside Benevolent being able to receive the funds (Trowbridge/Schoonveld) Passes 5/0

MMED October 2017 Financial Statements- Director Sollecito reported that the net operating income year-to-date through October is \$664,722 while the non-operating expense is \$39,777. The generation charge receivable is \$321,613. Energy sales for the month of October were down 4% because of the loss of some commercial customers. Director Sollecito explained that MMED's new rate system has a buffer for this. The depreciation fund balance is \$4,153,819 and the depreciation rate will remain at 5% until FY20.

Credit/Collections Statistics- Director Sollecito told the Board that he has provided them twice before with this graph in order to provide them with a standpoint of MMED's collections statistics. He explained that during this past year a change was made with collections to include the 'current' amount due as well as the overdue amount to prevent termination of their service. He noted that this change in the collections process and the efforts of the office staff are responsible for the significant decrease of overdue collections shown on the graph.

Clerk Schoonveld questioned the 1200 customers being past due. Commissioner Rhein asked out of how many customers in total. Director Sollecito answered that there are approximately 10,000 ratepayers and if a customer comes up with a doctor's note then their service cannot be terminated so long as the protection lasts. He added that the message he gives his staff is to treat everyone with respect but we all still have a job to do for all the ratepayers of Mansfield Electric.

MMWEC's Berkshire Wind II Project – Director Sollecito had previously presented to the Board the opportunity to participate in MMWEC's Berkshire Wind II Project. He distributed some more information regarding the project. The Board did have a preliminary interest and Director Sollecito said it was a good call in hindsight. He said from a price perspective they need to decide whether they want to move forward. He noted that 54% of MMED's power is not CO2 generated and that there are other options they will be discussing.

Performance Review of MMED Director Sollecito – Chairman Aptowitz said that four of the Light Commissioners participated in Director Sollecito's review as Commissioner Rhein had just come aboard. He read the 17 questions and gave what the four scores were for each answer. He commented that the review was very positive. Vice Chairman Delvecchio said to keep up the excellent work. Commissioner Trowbridge told Director Sollecito that he thinks outside the box and he appreciated that. Clerk Schoonveld commented that he shows strategic thinking as he looks beyond next year. Clerk Schoonveld also said he would like to see some formal reporting of "safety issues" as he would like to know about these things. He suggested maybe once a year Director Sollecito could communicate results. Chairman Aptowitz said his work quality is high level and believes he is very transparent with all issues.

Director Sollecito said he appreciated all of the feedback and mentioned his staff doing a great job. Chairman Aptowitz had Director Sollecito sign off that he had actively participated in his evaluation.

Vice Chairman Delvecchio noted that the Board will be doing these evaluations going forward. Chairman Aptowitz said that they will have to make specific goals. Vice Chairman Delvecchio thought they should sit down with Director Sollecito to do that. Chairman Aptowitz wants this as an agenda item at the January meeting.

Comments from Commissioners – Commissioner Rhein questioned the cost of the lights that are still on near the tennis courts at Memorial Park. Commissioner Trowbridge thinks it would be the Parks & Recreation Department in charge of that and believes the Town Manager would need to speak to them about it.

Motion: To enter into Executive Session for the following reasons and to not return to open session

- A) Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. Ch. 30A, Section 21, Exemption 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel related to MMED Director.
- B) Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. Ch. 30A, Section 21, Exemption 10, (1) To discuss trade secrets or confidential, competitively sensitive or other proprietary information related to Massachusetts Municipal Wholesale Electric Company (MMWEC) proposal for an ownership interest in a renewable power generation project, the disclosure of which will adversely affect the Commission's ability to conduct business in relation to other entities and the Chair so declared. And (2) To approve Executive Session minutes of October 23, 2017 regarding this same project

Roll Call Vote: Trowbridge-aye; Delvecchio-aye; Schoonveld-aye; Rhein-aye and Aptowitz-aye

Respectfully submitted: Jacqueline Lee



Signature of Clerk



Date of Approval