

**Mansfield Municipal Electric Department
Minutes of Light Commissioners Meeting
March 20, 2023**

RECEIVED
TOWN CLERKS OFFICE

Present: Chair Jess Aptowitz, Vice Chair Frank Delvecchio, Commissioner Mike Trowbridge, Light Department Manager Joseph Sollecito, Business Manager Joseph Pereira and Justin Humphreys of TBA Architects

2023 APR 11 A 9:57
MANSFIELD
MASSACHUSETTS

The meeting was held at the Mansfield Town Hall, room 3AB and was also virtual via GoToWebinar. It was called to order at 5:30 PM followed by the Pledge of Allegiance.

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.

Motion: To designate Frank Delvecchio as acting clerk
(Trowbridge/Aptowitz) Passes 3/0

Motion: To enter into Executive Session for the following reasons and to return to open session

- a) Review and possible approval of minutes of February 13, 2023 Executive Session where Exemptions 2 and 3 were declared
- b) Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. Ch. 30, Section 21, Exemption 2, to conduct strategy sessions in preparation for negotiation with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- c) Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. Ch. 30, Section 21, Exemption 3, to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.
- d) Pursuant to M.G.L. Ch. 164, Section 47D and M.G.L. C. 30, Section 21, Exemption 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 under a license granted by the department of public utilities pursuant to section 1F of chapter 164 and when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy and the chair so declares.

(Trowbridge/Aptowitz) Passes 3/0

Roll call vote: Delvecchio-aye; Trowbridge-aye; Aptowitz-aye

Return to open session at 6:04 pm

Motion: To approve the minutes of the February 13, 2023 Light Commissioners meeting
(Trowbridge/Delvecchio) Passes 3/0

Equipment Storage Building Update - Manager Sollecito told the Board that the epoxy finish that was originally supposed to be applied to the floor of the new equipment storage building

was questionable due to cold temperatures and that the building is not heated. A resin base alternative (MMA) was suggested as it can be applied at a lower temperature. Justin Humphreys of TBA Architects said that the contractor looked for alternatives other than epoxy and that the resin finish is common in this type of building. It protects the floor; is slip resistant and is easily cleaned. Mr. Humphreys said that to make the floor 'non-slip', the contractor says it will cost \$11,950 and he is looking for the ok to go ahead.

Vice Chair Delvecchio stated that the epoxy couldn't be applied because it was too cold. He asked that when this became apparent, who raised the red flag? Mr. Humphreys said it had been discussed at meetings. He said there were two options, the first was concrete with a rough finish. The second option which is what MMED got was the resin coated floor. He said that it should have been originally specified that it needed the 'non-slip' coating.

Commissioner Trowbridge stated that it has to be safe for equipment and employees. He said that MMED did not get what they paid for and should not be paying more. He suggested that a third party be brought in to assess the situation. Mr. Humphreys said he would look into it. Commissioner Trowbridge also asked Manager Sollecito to send an email to all linemen cautioning them to be careful in the storage building.

Citizens Comments – There was a letter from residents Louanne and Walter Washburn regarding their denial of the weatherization rebate. In order to qualify, the measures must come from a recommendation from an ENE pre-audit and the Washburns had their installation done before the ENE pre-audit. They called ENE in October 2022 and got an appointment for an audit in February 2023. Manager Sollecito stated that the delay for the audit was due to excessively high energy prices causing more than the usual number of people requesting home energy audits. Commissioner Trowbridge said he thought that was too long of a wait and said he was willing to do something for them. Chair Aptowitz said something like this would have to be considered on a case by case basis but thought that the Washburns had made a reasonable attempt.

Motion: To allow a one-time exception for the weatherization rebate as an effort was made by the customer and it was an excessive amount of time before the ENE auditors could come out for the energy audit
(Trowbridge/Delvecchio) Passes 3/0

Special Project 2023A – Manager Sollecito said that the Project 2023A is a procurement of non-carbon power from NextEra. This would be an extra purchase along with other utilities and would be a good purchase for MMED's portfolio as it is a non-carbon emitting resource. This would bring MMED to its 2040 goal of 80% non-carbon emitting resources. Manager Sollecito said that he is recommending it.

Motion: To authorize Manager Sollecito to execute a contract for Project 2023A up to a maximum of 3.9 megawatts
(Trowbridge/Delvecchio) Passes 3/0

New Whole Distribution Rate – This item was tabled.

Permit Eyes Software – MMED Business Manager Joseph Pereira said he was bringing to the Board for their approval an electronic application process called Permit Eyes software. He said he would like to automate things and get rid of the paper. The Town’s electrical inspector currently uses it and Mr. Pereira said he has also spoken to other municipalities that use it such as Concord.

Commissioner Trowbridge said that he is familiar with it and thinks it is great. Chair Aptowitz asked the cost. Manager Sollecito said there is a one-time cost of \$14,080 for build-out plus \$900 per API for bank integration. He said the annual fee would be \$6,940. He has reviewed it and thinks it would be helpful.

**Motion: To approve the Permit Eyes software as presented
(Trowbridge/Delvecchio) Passes 3/0**

2023 Contractual Service Rate recommendations – Manager Sollecito told the Board that MMED updated contract service rates for 3rd party billing.

**Motion: To approve the contractual service rates as presented
(Trowbridge/Delvecchio) Passes 3/0**

2022 DPU Report –

**Motion: To approve the MMED 2022 DPU report
(Trowbridge/Delvecchio) Passes 3/0**

Customer contact information – Business Manager Pereira said that MMED is currently working on a project to update customer contact information by sending out emails and letters to customers. He said they will be updating the billing system with this information.

Update on MMED staffing – Manager Sollecito told the Board that two linemen left six months ago and they are still attempting to fill a lineman position. Shawn Curran and Bruce Dyke both retired and Tim Moran took over the procurement clerk position. A new electric maintenance apprentice will be starting next week. As of 7/1/23, Patrick Carroll will also be part of the electric maintenance department. Engineer Chris Cox will be retiring shortly.


General Manager’s salary for FY23 – Chair Aptowitz stated that the Board voted in executive session to extend Manager Sollecito’s contract to 12/31/2025 with an increase of 3% retroactive to 7/1/22. He asked Manager Sollecito to pull together the paperwork needed to get this executed and to let him know when it was ready so that he could come by the Light Department to sign it.

Commissioner Comments - none

**Motion: To adjourn at 7:05 PM
(Trowbridge/Delvecchio) Passes 3/0**

Respectfully submitted: Jacqueline Lee


Signature of Clerk


Date of Approval