

Electric Light Subcommittee

3/28/2018
7:00 PM to 9:00 PM
Utilities Department Conference Room
272 High Street
Ipswich, MA

Type of meeting: Monthly Meeting, Open Session

Attendees: William Whitmore, Michael Schaaf, Jim Engel, Jon Blair (Operations Manager), Ray Leczynski (Business Manager) and Dylan Lewellyn (Implementation Specialist). The Minutes Secretary, Julie Cleary was present.

Agenda

Citizens' Queries	Chair	5
Approval of Minutes	Chair	5
FY19 Budget	Ray Leczynski	40
Rate Discussion	Jon Blair	40
Storm Response/Customer Service and Communications	Dylan Lewellyn	20
Other Business	Chair	10

Additional Information

Will Whitmore called the meeting to order at 7:05 PM with all members present (except for Whitney Hatch and Ed Rauscher) and the Minutes Secretary.

Handouts:

Packet for 3/28/2018

Minutes for 1/10/2018 and 2/21/2018

Detailed agenda for 3/28/18

Abbreviations Used : ATM= Annual Town Meeting BOS=Board of Selectmen ELD= Electric Light Department EV= Electric Vehicle GHG= Greenhouse Gas MMWEC= MA Municipal Wholesale Electric Company KWH=kilowatt hour MW=megawatts PPA=Purchase Power Agreements REC= Renewable Energy Credit SREC= Solar Renewable Energy Credit

Citizens' Queries	Chair	5
Discussion:		
There were no citizen queries		
Conclusions:		
Action items:		

Approval of Minutes	Chair	5
Discussion: Will moved to accept the minutes from 1/10/18 and 2/21/18. There were not enough members present at either meeting to approve.		
Conclusions: Minutes will be reviewed at next month's meeting.		
Action items:	Person responsible:	Deadline:

Discussion: Jon highlighted the new items on the budget which are the narrative, the sustainability budget and the P & L. He went over the narrative and expanded upon the data provided.

Jim had a question on the reliability data and Jon introduced the 2017 Annual benchmark report in reliability tracking. He feels that this gives a better description of the different metrics and that the APPA hosted service has been helpful for tracking vs. the Excel based one. Michael had a question on what percentage purchased from the grid is renewable and Jon reviewed the sources of renewable energy chart. Will suggested we add information in the narrative that conveyed what it is we do, rather than just who we are

Dylan reviewed the sustainability budget which he has restructured to provide more accurate information. Will asked whether Outreach and Marketing funds could be used for the schools. Dylan and Jon talked about the children's books that were just ordered for the classrooms that sent cards thanking the line crew, and Dylan also discussed the Green Ribbon project he is working on with the schools. Michael had a question on the Cool Homes program which Dylan explained further.

Michael had a question on projections being carried over year to year and Dylan discussed the various initiatives they are targeting such as the GHG emissions project and outreach and marketing. Jon also discussed the need to ear mark projections for a catch up and contingency fund.

Ray went over the P&L and reviewed how we arrived at the PPFA number. Ray noted that he used historical numbers rather than MMWEC's projected numbers, as recently their projected numbers have been higher. Jim had a question on PPFA and base rate amounts and whether a rate hearing would be needed and Jon confirmed this. Ray reviewed P&L – noted that sales were relatively flat and talked about the importance of setting up a restrictive fund to be used for capital expenses that may arise such as a new transformer, or the substation plant. Michael noted that this type of fund is a good idea but a future discussion of what it is to be used for is needed. Jim had a question on where the pension and health insurance expense is reflected in the P&L and Ray clarified it is allocated to labor. Michael and Jon discussed feasibility of maintaining the right of way and where that could fit into a future budget.

Ray discussed the cash accounts and the goal of building each fund in a slow but sustainable way that increases our reserves over the next four or five years. Jim had some questions on the nomenclature of certain funds which Ray further clarified. Jon briefly went over the Five Year Capital plan he has begun working on and discussed his work with PLM on assembling various cost estimates for current and future projects. Michael noted the importance for a further discussion on the underground work and which neighborhoods are involved.

Conclusions: A brief review and formal approval of the FY19 budget should take place at the next meeting on April 11, 2018.

Action items:

Rate Discussion	Jon Blair	40
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Discussion: Jon discussed the rate increase, how to implement it and how it will affect the customer. He noted that there will be 6/10th of a cent base rate increase however the PPFA will fall so the net effective will be zero.

Jim and Jon discussed confirming the municipal rate structure. Jon discussed restructuring the PPFA/Base rate balance. He noted that this a just a kick start to the discussion and this subject will be explored further and finalized in two weeks.

Conclusions: Rate discussions to be discussed and finalized at April 11 meeting.

Action items:

Storm Response/ Customer Service and Communication	Dylan Lewellyn	20
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Discussion: Will proposed to skip the recap of last night’s tri-board meeting in the interest of time. Michael inquired about whether or not the IELD has their own credit card. Jon clarified that we do not.

Dylan reviewed the results of the Customer survey and went over the worksheet and charts created from the results. Dylan also discussed our new Facebook and Twitter accounts and reviewed the data provided by our Social Media Dashboard.

Conclusions: The survey was an overall success and Dylan made note of changes that he would make in future surveys.

Action items:	Person responsible:	Deadline:

Other Business	Chair	10
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Discussion:

Michael inquired about the status of Wind II turbine. Jon reviewed the letter we received from Ipswich Wind Independent LLC and our response.

Conclusions: Jon will be monitoring the situation closely.

Additional Information

Will moved to adjourn the meeting at 9:50pm and the motion was seconded. The next meeting is set for April 11, 2018.