

**Mansfield Municipal Electric Department
Minutes of Light Commissioners Meeting
November 19, 2019**

Present: Chair Neil Rhein, Vice Chair Frank Delvecchio, Clerk Steve Schoonveld, Commissioner Michael Trowbridge, Commissioner Jess Aptowitz and Light Department Manager Joseph Sollecito

The meeting was held at the Mansfield Town Hall Room 2AB and called to order at 6:00 PM followed by the Pledge of Allegiance. Vice Chair Delvecchio 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 from the October 15, 2019 Light Commissioners meeting (Schoonveld/Aptowitz) Passes 4/0

Chair Rhein arrived at 6:05 PM.

Financial Results for September 2019 – Manager Sollecito told the Board that in FY19 the net income through September was \$1,103,272. He explained that the net income is adjusted down for the FY20 over-collection of the Generation Charge expense as previously customer credits were not being allocated correctly. MMED's operating cash position through September 2019 is \$14,716,084 and customer credits are on schedule. Manager Sollecito also said that energy sales year to date were 5.8% lower compared to last year but overall for the year MMED is still doing well.

Commissioner Aptowitz questioned how collections is looking going into the winter as there is not much MMED can do about past due accounts until spring. Manager Sollecito said that since all the data is not yet complete and that the next meeting is in January, he would send updated collection statistics in a separate report.

Review and approve award recommendation of Advanced AMR system – Manager Sollecito presented the two bids MMED received for the AMR system. He said this will link every meter to MMED's system and coupled with the OMS (Outage Management System) that was purchased last year will help with outage management. He reviewed the results of the bidding process and said the recommendation made by Engineer Chris Cox is to go with Itron for an initial cost of \$240,272 and annual costs of \$27,300. The only other bidder was Vision who had an initial cost of \$1,146,000 and annual costs of \$12,000. Vision's bid price was excessive due to the need to replace each meter. Itron's bid allows the use of existing meter infrastructure.

Commissioner Trowbridge asked the life expectancy of MMED's current equipment. Manager Sollecito said approximately 10-15 years.

Clerk Schoonveld questioned the small amount of bidders and wondered if MMED had done their due diligence. Manager Sollecito said they had since they followed the public bidding process.

Motion: To approve the bid from Itron for the AMR system as presented (Aptowitz/Trowbridge) Passes 5/0

Revised Job Descriptions – Manager Sollecito informed the Board that after the implementation of the upcoming 'Advanced Meter Reading' project, the current 'Meter Reading' position, as defined, will have to be adjusted accordingly. Currently, 80%-85% of the person's time is spent reading meters and this task will no longer be needed. However, the redefined job description (Meter Reader & Maintenance Worker) is recommended. Additionally, three other job descriptions (Meter Installer Class 1, Class 2, Class 3) are also recommended to reflect the existing labor contract positions in AFSCME. There was a discussion about the new positions. Clerk Schoonveld questioned why the 4 job descriptions were being presented. Manager Sollecito explained that all 4 of the job descriptions need to be reflected in the contract. However, there is only one person hired in this staff position. That one person is allowed to advance to the next higher position only upon achieving skill set. Manager Sollecito also pointed out that he has an aging workforce with multiple employees retiring in the next 5-8 years. He believes it would be beneficial to hire / train a new person now.

Motion: To approve the four new job descriptions for the MMED meter department as presented (Schoonveld/Trowbridge) Passes 5/0

Revised Town of Mansfield request for bike path extension – Manager Sollecito informed the Board that upon further review of the previously approved project and the light level specifications, MMED recommends to add one more fixture. There would be 8 not 7 so the cost would go from \$52,643.22 to \$58,244.07.

Comments from Commissioners – Commissioner Trowbridge commented how the new lights in the center of Town look great.

Clerk Schoonveld brought up the subject of phishing e-mails and wondered if MMED gets any training on how to handle these. Manager Sollecito said that training has been provided by the Town's MIS department.

Vice Chair Delvecchio asked about setting goals for Manager Sollecito's next evaluation which had been discussed at a previous meeting. Chair Rhein said he would put it on the agenda for the next meeting.

Manager Sollecito invited the Board to the MMED breakfast on December 12 and the holiday luncheon on December 18.

Any Items Not Anticipated by the Chairman 48 Hours Prior to this Meeting – Manager Sollecito showed the Board the postcard that had been mailed to the ratepayers regarding the “Go REO” renewable energy option program that had been approved at the September meeting. So far there are pledges of \$162 per month from a total of ten customers. He also distributed a list of questions and answers about the program.

At 6:40 PM a motion was made by Clerk Schoonveld to enter into executive session.

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

1) **To consider vote to release previously approved minutes of Executive Session meetings:**

- **February 28, 2018**
- **April 2, 2018**
- **April 30, 2018**
- **October 29, 2018**
- **February 6, 2019**

2) **To consider vote to approve but not release minutes of Executive Session meetings:**

- **March 6, 2019 where Exemptions 3, 6 and 10 were declared**
- **April 29, 2019 where Exemption 3 was declared**
- **May 15, 2019 where Exemptions 3 and 6 were declared**
- **June 5, 2019 where Exemption 3 was declared**
- **July 2, 2019 where Exemptions 3 and 6 were declared**
- **October 15, 2019 where Exemption 2 was declared**

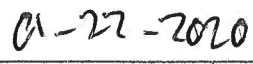
(Schoonveld) Passes 5/0

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

Respectfully submitted: Jacqueline Lee



Signature of Clerk



Date of Approval