

AGENDA ITEM - 03

SHREWSBURY ELECTRIC

&

CABLE OPERATIONS

COMMISSION MEETING

September 21, 2020

7:00 PM

MINUTES

Conducted Via Remote Participation

PRESENT: R. HOLLAND
M. LEMIEUX
K. MARSHALL
M. REFOLO
A. TRIPPI

ABSENT: NONE

OTHERS

PRESENT: C. ROY
K. RYBA
J. MALAVER
J. PRATT
J. LAVERTY
R. IACCARINO
M. QUITADAMO
G. ONORATO
Jon. MALAVER
P. COLLINS
M. SARIPALLI
M. SERRA

1. Meeting Called to Order - 7:01 PM

R. Holland stated, "As a preliminary matter, this is Robert Holland, the Shrewsbury Electric and Cable Operations (SELCO) Commission Chairperson. Please permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative.
 - Tony Trippi – No response
 - Kelly Marshall - Here
 - Maria Lemieux - Here
 - Mike Refolo – Here
 - Robert Holland - Here

- Staff, when I call your name, please respond in the affirmative.
 - Christopher Roy, SELCO General Manager - Here
 - Kathy Ryba, Administrative Assistant - Here
 - Joel Malaver- Manager of Cable Operations - Here
 - Jackie Pratt - Marketing & Customer Care Manager - Here
 - Jon Malaver-Systems Engineer - Here
 - John Laverty-Manager Electric Operations - Here
 - Ralph Iaccarino-Electric Systems Manager - Here
 - Mike Quitadamo- Finance Manager - Here
 - Greg Onorato- Director of Information Technology - Here

R. Holland congratulated G. Onorato on his promotion to his new position.

Mr. Holland continued,

Good evening. This Open Meeting of the SELCO Commission is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment.

For this meeting, the SELCO Commission is convening by video conference via Google Meet as posted on the Town's Website identifying how the public may join.

Please note that this meeting is being recorded, and that all attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that you take care not to "screen share" your computer unless asked by the chairperson or the staff person. Anything that you broadcast may be captured by the recording.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I, the Chair, will introduce each Board Member or Staff Member who has the lead role for this particular item or guest/speaker associated with this item on the agenda. After they conclude their remarks, the Chair will go down the line of Members first and then to staff members, inviting each by name to provide any comment or

questions. I will then call upon the members to offer a motion and then for a second. Please hold until your name is called. Further,

- Please remember to mute and unmute your phone by pressing *6, or mute your computer when you are not speaking, as to not trigger your camera feed or background noise. Remember that unless a document is being shared, your camera feed is triggered by your speaking or background noise;
- For any response, please wait until the Chair yields the floor to you and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- Finally, each vote taken in this meeting will be conducted by roll call vote.”

R. Holland thanked M. Serra and SMC for televising the SELCO Commission meetings.

(A. Trippi joined the meeting – 7:05 PM)

2. Election of Officers

R. Holland asked for nominations for Chairman of the SELCO Commission.

Motion,

Appoint Robert Holland as Chairman of the SELCO Commission.

Motion made by A. Trippi and seconded by M. Refolo.

There being no additional nominations for Chairman of the SELCO Commission,

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi - Yes

M. Lemieux – Yes

K. Marshall – Yes

Motion carried.

R. Holland asked for nominations for Vice-Chairman of the SELCO Commission.

Motion,

Appoint Michael Refolo as Vice-Chairman of the SELCO Commission.

Motion made by R. Holland and seconded by A. Trippi.

There being no additional nominations for Vice-Chairman of the SELCO Commission,

Roll call vote was as follows:

***A. Trippi – Yes
M. Lemieux – Yes
K. Marshall – Yes
R. Holland - Yes***

Motion carried.

R. Holland asked for nominations for Clerk of the SELCO Commission.

Motion,

Appoint Anthony Trippi as Clerk of the SELCO Commission.

Motion made by R. Holland and seconded by M. Refolo.

There being no additional nominations for Clerk of the SELCO Commission,

Roll call vote was as follows:

***M. Refolo – Yes
M. Lemieux – Yes
K. Marshall – Yes
R. Holland - Yes***

Motion carried.

3. Review and Consider Approval – Bill Schedules and Warrants

R. Holland reported that he verified with the Town that there has to be a quorum vote to approve the warrants. Due to restrictions regarding the number of people physically entering the Town Hall during the COVID pandemic, the Commission agreed that R Holland would represent all members of the Commission by signing the warrants, once approved.

R. Holland asked if there were any questions or comments concerning the warrants.

In response to a question from M. Refolo, J. Pratt said that Cathedral is the company SELCO uses for the bill printing and mailing.

In response to a question from M. Lemieux, M. Quitadamo said that there was a refund to a customer for a \$25,000+ overpayment.

R. Holland asked if there were any further questions or comments concerning the warrants.

Roll call vote was as follows:

M. Refolo – No

A. Trippi – No

M. Lemieux – No

K. Marshall - No

R. Holland – No

There being no additional questions or comments,

Motion,

Accept the warrants as presented and R. Holland will sign the warrants for the Commission.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

M. Refolo – Yes – Recused himself in regards to the Mirick O’Connell warrants

A. Trippi – Yes

M. Lemieux – Yes

K. Marshall - Yes

R. Holland – Yes

Motion carried.

4. Review and Consider Approval – Minutes June 24, 2020

R Holland asked if there were any questions or comments concerning the June 24, 2020 Commission meeting minutes.

Roll call vote was as follows:

- M. Refolo – No**
- A. Trippi – No**
- M. Lemieux – No**
- K. Marshall - No**
- R. Holland – No**

There being none,

Motion,

Accept the June 24, 2020 Commission meeting minutes as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

- M. Refolo – Yes**
- A. Trippi - Yes**
- M. Lemieux – Yes**
- K. Marshall - Yes**
- R. Holland – Yes**

Motion carried.

5. MMWEC Designated Voting Representatives

C. Roy reported that the former General Manager, Michael Hale, is currently listed as MMWEC’s Designated Voting Representative for SELCO. He recommended that the Commission vote to approve the following Certificate,

CERTIFICATE
DESIGNATION OF VOTING REPRESENTATIVE & ALTERNATE (S)

I, the Secretary of the Municipal Light Board of the Town of Shrewsbury, of Massachusetts, certify that a meeting of the board held September 21, 2020, at which meeting all members of the board were duly notified and at which a quorum was present and acting throughout, the following vote was passed by a vote of 5 to 0, all of which appears in the official records of the board in my custody.

VOTED:(1) that the Town of Shrewsbury pursuant to Article III, Section 6 of the Massachusetts Municipal Wholesale Electric Company (MMWEC) By-Laws, as revised and amended, and Section 3(b) of Chapter 775 of the Acts of 1975 hereby designates Christopher Roy, (its manager of municipal lighting), as its Voting Representative, to vote and execute written instruments on its behalf

relative to adoption, amendment, or repeal of MMWEC By-Laws, the election of President and Directors of the Corporation, and other action by the Member cities and towns of MMWEC; and

(2) that Michael Refolo (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the Voting Representative, have all the powers conferred upon the Voting Representative, and

(3) that Maria Lemieux (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the first designee and second designee, have all the power conferred upon the Voting Representative.

I further certify that the vote was taken at a meeting open to the public; that notice stating the place, date and time of the meeting was filed with the Town Clerk and a copy thereof posted in the office of the Town of Shrewsbury at least 48 hours, excluding Saturdays, Sundays and legal holidays, prior to such meeting and remained so posted at the time of the meeting; that in connection with the above vote, no deliberations or decisions were taken in private or executive session; and that the official record of the meeting was made available to the public promptly and will remain so available to the public, all in accordance with G.L. c. 39, Section 23B, as amended.

DATED: September 21, 2020

Anthony Trippi
Secretary of the Municipal Light Board

Motion made by M. Refolo and seconded by A. Trippi.

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi – Yes

M. Lemieux – Yes

K. Marshall – Yes

R. Holland - Yes

Motion carried.

6. Review and Consider Approval – Tentative SELCO Commission Master Calendar 2020/2021

Following a brief discussion and review of changes presented by M. Lemieux, the SELCO Commission Master Calendar 2020/2021 will read as follows:

**SELCO COMMISSION MASTER CALENDAR
2020/2021**

Monday, September 21, 2020 – 7 PM

- Election of Officers
- Establish Master Calendar

Monday, October 19, 2020 – 7 PM

Tuesday, November 24, 2020 – 7 PM (*Thanksgiving Thursday, November 26*)

- Budgets to be distributed
- Cable Rate Adjustment (*if needed*)

Monday, December 21, 2020 – 7 PM

- Review and Approve Electric Budget
- Review and Approve Cable Budget

Tuesday, January 19, 2021 – 7 PM

Monday, February 22, 2021 – 7 PM (*School vacation week February 16 to 19, 2021*)

Tuesday, March 23, 2021 – 7 PM

- Review and Approve April Power Cost Adjustment
- Review Applications and Select Scholarship Recipient(s)

Tuesday, April 20, 2021 – 7 PM (*School vacation week April 19 to 23, 2021*)

- Presentation of Annual Audit

Tuesday, May 25, 2021 – 7 PM

Monday, June 21, 2021 – 7 PM

- Review Salary Plan

R. Holland asked if there are any conflicts with the updated Master Calendar.

Roll call vote was as follows:

M. Refolo – No

A. Trippi – No

M. Lemieux – No

K. Marshall - No

R. Holland – No

There being no additional questions or comments,

A motion,

Accept the SELCO Commission Master Calendar 2020/2021 as updated.

Motion made by A. Trippi and seconded by M. Refolo

Roll call vote was as follows:

M. Refolo - Yes

A. Trippi - Yes

M. Lemieux - Yes

K. Marshall - Yes

R. Holland - Yes

Motion carried.

M. Refolo requested that K. Ryba forward a copy of the updated meeting calendar to each Commissioner.

7. Review and Consider Approval – Electric Cash Statements – August 2020

M. Quitadamo presented and reviewed the August 2020 Electric Cash Statements

- Electric Cash Receipts totaled \$23,954,280; 7.4% lower than 2019 and 2.7% less than budget projection.
- Revenue receipts were even with last year and approximately 2% above projection.
- Cash Expenditures totaled \$22,063,075; 14% less than 2019 and 12% less than budget projection.
- To date, about \$101,000 has been expended due to COVID and submitted for reimbursement.
- Total Available Funds were \$17,602,684.

R Holland asked if there were any questions or comments concerning the August 2020 Electric Cash Statements.

Roll call vote was as follows:

M. Refolo - No

A. Trippi - No

M. Lemieux - No

K. Marshall - No

R. Holland - No

There being no further questions or comments,

Motion,

Accept the August 2020 Electric Cash Statements as presented.

Motion made by A. Trippi and seconded by M. Lemieux.

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi – Yes

M. Lemieux – Yes

K. Marshall - Yes

R. Holland – Yes

Motion carried.

8. Review and Consider Approval – Electric Financial Statements – June 2020

M. Quitadamo presented and reviewed the June 2020 Electric Financial Statements.

- KWh Sales were even through June with budget projections and 1.8% less than 2019.
- Operating Revenue was even with both budget and 2019.
- Operating Expenses were 12.6% less than 2019 and projection due in part to lower power costs.
- Other Income was approximately \$6,200 less than 2019 and \$6,600 more than projected.
- Net Income was approximately \$2,431,367 through June.

R Holland asked if there were any questions or comments concerning the June 2020 Electric Financial Statements.

Roll call vote was as follows:

M. Refolo –No

A. Trippi – No

M. Lemieux – No

K. Marshall - No

R. Holland – No

There being no additional questions or comments,

Motion,

Accept the June 2020 Electric Financial Statements as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

M. Refolo – Yes
A. Trippi – Yes
M. Lemieux – Yes
K. Marshall - Yes
R. Holland – Yes

Motion carried

9. Review and Consider Approval – Cable Cash Statements – August 2020

M. Quitadamo presented and reviewed the August 2020 Cable Cash Statements.

- Year to date Cash Receipts totaled \$14,556,855; about a percentage point more than 2019 and even with forecast.
- Cash Expenditures were \$11,543,327; 2% greater than 2019 and 14% less than budgeted expenditures.
- Other Plant Investment was approximately \$23,000, spent on ISP, Digital, and upgrades
- Total Available Funds were \$29,518,289; about 18% better than 2019 and 7% ahead of forecast.

R Holland asked if there were any questions or comments concerning the August 2020 Cable Cash Statements.

Roll call vote was as follows:

M. Refolo –No
A. Trippi – No
M. Lemieux – No
K. Marshall - No
R. Holland – No

There being none,

Motion,

Accept the August 2020 Cable Cash Statements as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi – Yes

M. Lemieux - Yes

K. Marshall – Yes

R. Holland – Yes

Motion carried.

10. Review and Consider Approval – Cable Financial Statements – June 2020

M. Quitadamo presented and reviewed the June 2020 Cable Financial Statements.

- Operating Revenues were 3.6% less than budget and a point behind 2019.
- Signal Sales were about 2% behind forecast and 5% less than 2019.
- Operating Expenses were about 6% or \$495,000 less than budgeted at the mid-point and about 5% or \$359,000 below 2019.
- Distribution Expenses are up about \$48,000 compared to 2019 and \$26,000 greater than projected due to the pandemic and the move to more maintenance of overhead lines labor.
- Net Income was \$2,709,931 at the end of June; approximately three points ahead of budgeted year-to-date net income of \$2,637,897

R. Holland asked if there were any questions or comments.

In response to a question from A. Trippi, M. Quitadamo and J. Pratt responded that the drop off in subscribers was predictable due to raised rates and increased on-line streaming; combination of cost and other technologies available to subscribers.

R Holland asked if there were any additional questions or comments concerning the June 2020 Cable Financial Statements.

Roll call vote was as follows:

M. Refolo –No

A. Trippi – No

M. Lemieux – No

K. Marshall - No

R. Holland – No

There being no additional questions or comments,

Motion,

Accept the June 2020 Cable Cash Statements as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

*M. Refolo – Yes
A. Trippi – Yes
M. Lemieux - Yes
K. Marshall – Yes
R. Holland – Yes*

Motion carried.

11. Review and Consider Approval – 2019 Annual Electric Outage Report

R. Iaccarino presented a brief overview of the 2019 Annual Electric Outage Report.

- The number one cause of outages in 2019 was due to limb/tree contact with wires, not animals/squirrels.
- SELCO to concentrate on trimming trees in the highest incident areas where there is potential of limb/tree contact.
- The average number of outages per customer was significantly less than 2018.
- The CAID was greater due to some challenging outages that required significant restoration time by service personnel.
- The greatest number of customers affected by an outage occurred on September 23, 2019 which was due to a gas leak at Shrewsbury Commons.

In response to a question from R. Holland, R. Iaccarino responded that SELCO is using a higher quality/strength of spacer cable that withstands more abuse from falling limbs and trees.

R Holland asked if there were any additional questions or comments concerning the 2019 Annual Electric outage Report as presented.

Roll call vote was as follows:

*M. Refolo – No
A. Trippi – No
M. Lemieux – No
K. Marshall - No
R. Holland – No*

There being none,

Motion,

Accept the 2019 Annual Electric Outage Report as presented.

Motion made by R. Holland and seconded by A. Trippi.

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi – Yes

M. Lemieux - Yes

K. Marshall – Yes

R. Holland – Yes

Motion carried.

12. Review and Consider Approval – 2020 Energy Efficiency Day

Following a brief discussion, C. Roy recommended that the Commission join the Board of Selectmen in supporting “Recognition of Energy Efficiency Day” on October 7, 2020 by making the following statement:

The Town of Shrewsbury officially proclaimed October 7, 2020 as Energy Efficiency Day at their meeting on September 10, 2020. In support and recognition of this proclamation, the SELCO Commission encourages the adoption of energy efficient technologies within the Town of Shrewsbury.

The Energy Efficiency Day message is simple: “Save Money. Cut Pollution. Create Jobs.” SELCO supports the goal of Energy Efficiency Day to share tips, tools and stories that promote the multiple benefits of energy efficiency, from lower costs to healthier homes. Energy efficiency is the cheapest, quickest way to meet our energy needs, cut consumer bills and reduce pollution. Energy efficiency is also an economic engine, supporting more than 2.4 million jobs nationwide in manufacturing, construction and other fields – most of which can’t be outsourced overseas.

SELCO’s advocacy of energy efficiency extends beyond Energy Efficiency Day, with programs designed to support residential and commercial adoption of efficiency measures year round. Programs include commercial lighting rebates, free home energy audits, appliance rebates, building envelope air sealing and insulation incentives, HVAC upgrade incentives and more. SELCO also actively promotes strategic electrification through adoption of electric vehicles and heat pump technologies. Additionally, our renewable energy options include residential solar rebates, community solar, and the “Green Light” green choice energy program. SELCO will also be launching a connected homes program in 2021 to further encourage adoption of efficient technologies and intelligent use of energy in our community.

Noted: Shrewsbury’s Board of Selectmen officially issued a notarized proclamation in support of “Energy Efficiency Day - October 7, 2020.”

In response to a question from M. Refolo, what is SELCO's game plan, J. Pratt responded that October 7, 2020 is part of "Public Power Week" and the Commission's statement will show unified support for public power.

R Holland asked if there were any additional questions or comments concerning recognition of Energy Efficiency Day.

Roll call vote was as follows:

M. Refolo – No

A. Trippi – No

M. Lemieux – No

K. Marshall – No

R. Holland – No

There being no additional questions or comments,

Motion,

SELCO Commission supports "Recognition of Energy Efficiency Day on October 7, 2020."

Motion made by R. Holland and seconded by A. Trippi.

Roll call vote was as follows:

M. Refolo – Yes

A. Trippi – Yes

M. Lemieux – Yes

K. Marshall – Yes

R. Holland – Yes

Motion carried.

13. Certificate of Acceptance – MEC and NEP Parcels

C Roy recommended that the Commission vote to accept Mass Electric Company and New England Power Company's parcels of land as authorized by Town Meeting vote on August 8, 2020 by signing a "Certificate of Acceptance."

R Holland asked if there were any questions or comments concerning signing the "Certificate of Acceptance."

Roll call vote was as follows:

M. Refolo – No
A. Trippi – No
M. Lemieux – No
K. Marshall – No
R. Holland – No

There being no questions or comments,

Motion,

Accept Mass Electric Company and New England Power Company's parcels of land as authorized by Town Meeting vote on August 8, 2020 by signing the "Certificate of Acceptance."

Motion made by R. Holland and seconded by A. Trippi.

Roll call vote was as follows:

M. Refolo – Yes
A. Trippi – Yes
M. Lemieux – Yes
K. Marshall – Yes
R. Holland – Yes

Motion carried.

14. Review and Consider Approval – Operating Brief

C Roy presented and reviewed highlights of the Operating Brief, including but not limited to the following,

- SELCO is pursuing a new hydro opportunity. Details not yet public. Project specifics to be discussed in a future executive session.
- SELCO has retained its Q2 RECs associated with the Berkshire Wind project. More analysis to follow as to sell, retire, or leverage a higher priced REQ to procure a lower priced REQ.
- The City of Worcester is exploring its options to resolve service and equity issues with their broadband provider. K. Mizikar, J. Malaver, and C. Roy had a very productive meeting recently with Worcester officials.
- With the recent departure of CIO John Covey, Greg Onorato, Headend/Help Desk Manager, was transitioned to the new role of Director of Information Technologies.

- Lineman, Bob Lavallee retired after 33.8 years of service. Bob was a major contributor to the ongoing success of SELCO as Working Truck Foreman. First Class Lineman, Brian Keeley was appointed to fill the position on September 17, 2020.
- As opposed to the IOUs storm response, SELCO and other municipal light departments did extremely well responding to tropical storm Isaias.
- Node splitting, round 2, is underway and anticipated to bring more bandwidth/capacity starting September 21, 2020. The goal is to be completed by the end of October.
- SELCO will support the radio upgrade to the new Police Department building.
- Bids for the FTTP project are tracking favorably with FTTP Phase 1A-1FB1 recently awarded to Phoenix Communications.

R Holland asked if there were any additional questions or comments concerning the Operating Brief.

Roll call vote was as follows:

M. Refolo – No

A. Trippi – No

M. Lemieux – No

K. Marshall – No

R. Holland – No

There being no questions or comments,

Motion,

Accept the Operating Brief as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

A. Trippi – Yes

M. Refolo – Yes

K. Marshall – Yes

M. Lemieux – Yes

R. Holland – Yes

Motion carried.

15. COVID-19 Emergency Operation Update

C. Roy gave a brief overview of SELCO's current COVID procedures for keeping staff and customers safe.

- All Service Area staff returned to work on a 7:00 AM to 3:30 PM work schedule.
- SELCO is looking at other modifications to house staff more privately; better utilize available space.
- A Town Department meeting is scheduled to discuss moving Town Hall staff into Phase III. SELCO will discuss and coordinate its own approach for moving staff into Phase III.
- Every precaution continues being taken to avoid any significant health issues.

R. Holland asked if there were any questions regarding SELCO's COVID update.

Roll call vote was as follows:

- M. Refolo – No*
- A. Trippi – No*
- M. Lemieux – No*
- K. Marshall - No*
- R. Holland – No*

Motion:

Enter into Executive Session, not to return to Open Session.

Motion made by M. Refolo and seconded by A. Trippi.

Roll call vote was as follows:

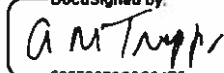
- M. Refolo – Yes*
- A. Trippi - Yes*
- M. Lemieux - Yes*
- K. Marshall - Yes*
- R. Holland – Yes*

Motion carried.

16. Meeting Adjourned – 8:31 PM

Next scheduled Commission meeting: October 19, 2020 at 7:00 PM

Respectfully submitted,

DocuSigned by:

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Anthony Trippi, Clerk
SELCO Commission