

Westfield Gas & Electric Municipal Light Board Regular Meeting Minutes February 1, 2023



Location: Gas & Electric Operations Center, 40 Turnpike Industrial Rd. Conference Room, Westfield, MA

The meeting was called to order at 6:30 p.m.

I. Call to Order

The notice for this meeting invited members of the public who wish to listen to the meeting to do so by calling in telephonically to any of the numbers provided in the meeting notice. This virtual meeting will be audio recorded and, per the WG+E MLB Video Policy, the recording will be available on the WG+E website within one week. The Chairman asked if anyone, other than the Municipal Light Board, was recording the meeting. Hearing none the Chairman welcomed the public that may be listening to the meeting.

II. ROLL CALL was taken as follows:

Present:

Ward #6 Commissioner, Robert C. Sacco
Appointed Commissioner, A. Edward Roman
Ward #1 Commissioner, Kevin M. Kelleher
Ward #2 Commissioner, Ray Rivera (Remote)
Ward #3 Commissioner, Dawn Renaudette
Ward #4 Commissioner, Francis L. Liptak
Ward #5 Commissioner, Joseph B. Mitchell

Present: 7 Absent: 0

III. PLEDGE OF ALLEGIANCE

IV. READING OF THE RECORD:

On a motion by Chairman Mitchell, seconded by Commissioner Roman it was unanimously;

VOTED: As amended to accept the minutes of the January 4, 2023, Regular Session Meeting of the Municipal Light Board as presented; and

VOTED: To accept the minutes of the January 4, 2023, Executive Session Meeting of the Municipal Light Board as presented, but not release to the public at this time.

V. PUBLIC PARTICIPATION:

VI. COMMUNICATIONS RECEIVED BY THE GAS AND ELECTRIC:

- a) **Acknowledgement-The Billy Buzzee Memorial Golf Tournament Committee-**The Billy Buzzee Memorial Golf Tournament Committee thanked Westfield Gas & Electric for the generous donation for this year's golf tournament.
- b) **Customer Compliment-Franklin Hill Rd, Colrain-** Customer compliment submitted by Michael Slowinski, MLP Manager of Colrain to Jamie Cincotta, Utility Foreman for his promptness and excellent communication on assessing the situation of an outage that occurred on December 23rd in Colrain, specifically Franklin Hill Rd, service restored before dark on December 24th.
- c) **Customer Compliment-34 Southview Terrace-** Customer compliment made by Dian Tillman of 34 Southview Terrace to Steve Bird and Chris Rilla for their kindness, patience, and assistance getting her firestick and router to work.
- d) **Customer Compliment-Social Media-** On The Blandford Buzz social media community forum members suggested to new residents of Blandford inquiring about best cable and internet that Whip City Fiber internet works very well.
- e) **Customer Compliment-Social Media-** On January 5th members on The Westfield Community Forum to Michael Staples for is work to replace burnt out cables.

VII. REPORTS FROM THE GAS AND ELECTRIC

A. Action Required Items

- a) 2022 Drug and Alcohol Testing Annual Report-** Robin Krok, HR Coordinator/Records Manager gave a brief summary of the 2022 Drug & Alcohol Testing Annual Report to the Board.
- b) 2022 Electric Services Installed-** Mike Lee, Director of Operations Gave an overview of the 2022 Electric Services Installed report to the Board.
- c) 2022 FTTH Services Installed-** Christopher LaVertu, Telecom Superintendent updates to the Board on the 2022 Fiber To The Home (FTTH) for services installed.
- d) 2022 Gas Services Installed-** Greg Freeman, Operations Superintendent gave a brief overview on the Gas Services installed for 2022 with a signed contract received prior to November 15th were installed for a total of 56 new gas services. Decrease in the number of installations this year could be due to the lack of main extension in 2022 and the state of economy/expense associated with converting to natural gas.
- e) 2022 Gas Leak Compliance Report -** Greg Freeman, Operations Superintendent gave a quick summary on the 2022 Gas Leak Compliance Report to the Board communicating that Westfield Gas+Electric remains in compliance with state and federal regulations for leak management.
- f) 2022 Traffic Light Report-** Mike Lee, Director of Operations reported to the Board the 2022 Annual Traffic Light overview, providing the quantity and cost of traffic light repairs and maintenance efforts performed throughout the year by the Westfield Gas & Electric.
- g) 2022 Capital Electric Projects Report-Bi-Annual-** Mike Lee, Director of Operations gave a quick overview of the Capital Electric Projects Bi-Annual Report to the Board.
- h) 2022 Capital Gas Projects Report-Bi-Annual-** Mike Lee, Director of Operations summarized the list of projects that are being monitored and managed as provided and detailed on the bi-annual report.
- i) 2023 Capital Gas, Electric, and Telecom Construction Plans-** Mike Lee, Director of Operations gave a brief overview on the 2023 Capital Gas, Electric, and Telecom construction plans to the Board.
- j) DPU Termination Regulations-** Jamie Naughton, Financial Manager provided a summary to the Board of the DPU Termination Regulations.
- k) Energy Supply Update-** Keziah Bednarsky, Senior Quantitative Risk Analyst gave an energy supply overview and temperature outlook for January 2023

covering, positive market fundamentals for natural gas, electric prices linked to natural gas, peak power predictions for January 2024.

- l) **Monthly Financial Reports-** Jamie Naughton, Financial Manager provided a summary to the Board of a preliminary look at Financials for 2022, going over the income and revenues including Gas, Electric, Telecom as well as associated referrals and reserve accounts. Commissioner Sacco had several questions involving the Financials for 2022. The Financial Manager emphasized to the Board the statements are unaudited and do not reflect on the actuarially adjustments for pension and OPEB.

B. Informational Items

- a) **Utility Issues-** was presented by the General Manager
- b) **Utility News-** was presented by the General Manager
- c) **Utility Courses Update-** was presented by the General Manager

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

- a) **Proposed new Municipal Light Board meeting dates for March and April** -The Municipal Light Board meeting for March will be changed from March 1, 2023, to March 8, 2023. The Municipal Light Board meeting for April will remain as scheduled for April 5, 2023.
- b) **Confirmation of Vice Chairperson-**
On the motion of Commissioner Sacco seconded by Commissioner Roman and on the basis of roll call it was:

VOTED: To nominate Commissioner Renaudette as the Vice Chairperson to Municipal Light Board.

Ward #6 Commissioner, Robert C. Sacco
Appointed Commissioner, A. Edward Roman
Ward #1 Commissioner, Kevin M. Kelleher
Ward #2 Commissioner, Ray Rivera (Remote)
Ward #3 Commissioner, Dawn Renaudette
Ward #4 Commissioner, Francis L. Liptak
Ward #5 Commissioner, Joseph B. Mitchell

Motion passed: 7-0 Absent 0

c) Gas Service Line Installation Charges Policy-

On the motion by Commissioner Renaudette, seconded by Commissioner Liptak it was unanimously;

VOTED:

that the Westfield Gas & Electric Municipal Light Board has identified the need to reasonably and fairly recover costs associated with new, modified or relocated gas service line installations for industrial, commercial, and residential customers; and

that the Westfield Gas & Electric Municipal Light Board accepts the recommendation of staff to modify its current Gas Service Line Installation Charges policy; and

that it is the policy of the Westfield Gas & Electric Municipal Light Board to require the customers of new, modified, or relocated gas service lines to pay for the costs caused by the customer requesting installation, modification or relocation taking into account, as appropriate, related cost recovery associated with future service to the customer; and

that all other provisions of the Gas Service Line Installation Charges policy not modified by this vote shall remain in full force and effect; and

that the General Manager is hereby authorized and directed to take any actions deemed necessary or advisable to carry out the purposes of this vote.

Ward #6 Commissioner, Robert C. Sacco
Appointed Commissioner, A. Edward Roman
Ward #1 Commissioner, Kevin M. Kelleher
Ward #2 Commissioner, Ray Rivera (Remote)
Ward #3 Commissioner, Dawn Renaudette
Ward #4 Commissioner, Francis L. Liptak
Ward #5 Commissioner, Joseph B. Mitchell

Motion passed: 7-0 Absent: 0

X. EXECUTIVE SESSION:

On the motion of Commissioner Renaudette seconded by Commissioner Liptak it was:

VOTED: To adjourn the regular meeting of the Municipal Light Board meeting and enter executive session for the purpose of discussing trade secrets or confidential, competitive-sensitive, or other proprietary information as noted on the agenda, to not reconvene the Regular Session after adjournment from Executive Session.

Sacco	"aye"
Roman	"aye"
Kelleher	"aye"
Rivera	"aye"
Renaudette	"aye"
Liptak	"aye"
Mitchell	"aye"

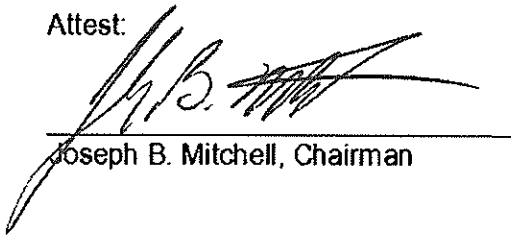
XI. ADJOURNMENT:

On a motion by Commissioner Renaudette, seconded by Commissioner it was unanimously:

VOTED: To adjourn the regular meeting of the Municipal Light Board meeting
Chairman Mitchell declared the regular session portion of the meeting
adjourned at 8:19 p.m.

A TRUE RECORD.

Attest:



Joseph B. Mitchell, Chairman

Documents Presented at REGULAR SESSION February 1, 2023

Municipal Light Board Regular Session Meeting Minutes – January 4, 2023		February 1, 2023	
Municipal Light Board Executive Session Meeting Minutes – January 4, 2023		February 1, 2023	
Acknowledgement-Billy Buzsee Memorial Golf Tournament	Billy Buzsee Memorial Golf Tournament Committee	February 1, 2023	
Customer Compliment-	Franklin Hill Rd- Colrain	February 1, 2023	
Customer Compliment-	34 Southview Terrace		
Customer Compliment-	Social Media		
Customer Compliment-	Social Media		
2022 Drug and Alcohol Testing Annual Report	Robin Krok, HR Coordinator/Records Manager	February 1, 2023	Administrative & Organization Drug & Alcohol Testing Program AO-3.5
2022 Electric Services Installed	Jody Boucher, Utility Supervisor	February 1, 2023	Electric Utility Business Electric Service Installation EUB-3.1
2022 FTTH Service Installed	Christopher LaVertu, Telecom Superintendent	February 1, 2023	Telecommunications Utility Business Whip City Fiber Service Installation TUB-
2022 Gas Services Installed	Greg E. Freeman, Operations Superintendent	February 1, 2023	Gas Utility Business Gas Service Installation EUB-3.3
2022 Gas Leak Compliance Report	Greg E. Freeman, Operations Superintendent	February 1, 2023	Gas Utility Business Gas Leak Control GUB-6.1, GUB-6.2
2022 Annual Traffic Light Report	Jody Boucher, Utility Supervisor	February 1, 2023	Communications/Customer Service/ Community Affairs Traffic Light Repair CCA-4.2
Capital Electric Projects Report	Greg E. Freeman, Operations Superintendent	February 1, 2023	Electric Utility Business Electric Upgrade & New Projects
Capital Gas Projects Report	Greg E. Freeman, Operations Superintendent	February 1, 2023	Gas Utility Business Gas Upgrade & New Projects
2023 Capital Gas and Electric Construction Plans	Greg E. Freeman, Operations Superintendent	February 1, 2023	Electric/Gas Utility Business New, Upgrade & Reconstruction Project
DPU Termination Regulations	Jamie Naughton, Financial Reporting Manager	February 1, 2023	Residential Termination Regulations Department of Public Utilities Consumer Division
Monthly Financial Reports	Jamie Naughton, Financial Reporting Manager	February 1, 2023	Financial Notes- Monthly Financial Statements F-2.5
Utility Issues	Thomas P. Flaherty, General Manager	February 1, 2023	Regulatory & Government Affairs Gas/Electric Regulatory Issues RGA-1.4;
Utility New/Pulse Line	Leanne Cloutier, Executive Administrative Assistant	February 1, 2023	Communications/Customer Service/ Community Affairs Media Relations-CCA-1.6
Utility Courses Update	Robin Krok, HR Coordinator, Records Management	February 1, 2023	Administration and Organization WG+E Training and Development, AO-3.6

