

Westfield Gas & Electric Municipal Light Board Regular Meeting Minutes February 2, 2022



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

The meeting was called to order at 7:00 p.m.

I. Call to Order

II. Chairman Roman stated that this meeting of the Municipal Light Board is being electronically recorded in both video and audio by the Municipal Light Board. As stated in the WG+E MLB Video Policy the recording will be available on the WG+E website within one week. Is anyone, other than the Municipal Light Board, recording the meeting and if so state whether it is an audio or video recording and whether the recording is being live streamed. Peter Carrier of the Westfield News, who was in attendance remotely, indicated he was not recording.

III. ROLL CALL was taken as follows:

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

Present: 6 Absent: 1

IV. PLEDGE OF ALLEGIANCE

VI. READING OF THE RECORD OF:

On motion by Commissioner Kelleher and seconded by Commissioner Liptak, Commissioner Rivera made a motion to accept, it was unanimously:

VOTED: To accept the minutes of the January 5, 2022, Regular Session Meeting of the Municipal Light Board as presented.

To accept the minutes of the January 5, 2022, Executive Session Meeting of the Municipal Light Board as presented, but not release to the public at this time.

VII. PUBLIC PARTICIPATION: None

VIII. COMMUNICATIONS RECEIVED BY GAS AND ELECTRIC:

- a) **Customer Compliment- 6 William Street** – Resident at 6 William Street sent an email to Tech Support expressing the excellent support they received regarding internet issues they were experiencing.
- b) **Customer Compliment-Social Media**- Mary Stoops expressed her gratitude on The Westfield Community Forum to Matt Zordani for finding and returning her son's wallet to their home. Mary also gave the Westfield Gas + Electric kudos for being one of the City's greatest features.
- c) **Customer Compliment- Social Media**- Janet Barako reached out on Westfield Gas + Electric Facebook page letting others know to call WG+E with any gas appliance issues, in her personal experience there is always a quick response, and the charge is minimum.
- d) **Customer Compliment- Valley View Drive**- Ms. Lovejoy on Valley View Drive was very happy with the service drop work that Operations Lineman, Jeffrey Pearson did at her home.
- e) **Customer Compliment- Munger Hill Road**- A Facebook shout out from Elli Meyer to the Whip City Fiber team for their efficiency in getting her Wi-Fi running within minutes.
- f) **Customer Compliment- 25 Raddison Lane**- Stephen Donnelly sent an email to Cindy Fanion, Senior Customer Service Specialist expressing how happy he was with the customer service support he received as well as the work done by the Whip City Fiber crew, he stated it was a very easy transition of service.

IX. REPORTS FROM THE GAS & ELECTRIC

A. Action Required Items

- a) **Financial Review 2021- Presentation-** Jamie Naughton, Financial Reporting Manager gave a PowerPoint presentation on the Financial Review of 2021. Mrs. Naughton summarized the gas division, electric division, and telecom division as well as a look ahead to 2022 Finances. During the presentation Commissioner Sacco raised a question to Mrs. Naughton as to what specific items were under the Operating Expenses of the budget line General and Administrative. The General Manager suggested to Commissioner Sacco if he would like to schedule time with the Financial Reporting Manager and finance team offline to review items related to the budget.
 - i. **Winter Supply Update-** Keziah Bednarsky, Senior Quantitative Risk Analyst updated the Board on the winter energy supply strategy from the month of January which included average sendout, daily prices, Henry Hub Natural Gas, gas supply charge history, residential gas bill, residential electric bill, increasing power prices as well as the projected supply and power costs for 2022. The Senior Quantitative Risk Analyst noted the Energy Supply department will continue to monitor receivables and adjust the allowance, if deemed necessary.
- b) **2021 Drug and Alcohol Testing Annual Report-**
The General Manager summarized the 2021 Annual Drug and Alcohol Testing program for the Westfield Gas + Electric.
- c) **City Engagement Report-**The General Manager gave a brief overview to the Board on the City Engagement Report and the ongoing support to and with the City of Westfield. The department continues to actively participate in city meetings and events that promotes an ongoing partnership with the City. The General Manager and staff actively support various city, business, and community programs.

In December an energy efficiency check was provided to the Mayor and Director of Facilities for the energy saving measures taken by the City through the Green Communities grant.

The 2021 Public Power Week Big Rig Rally celebration was back in person this year. Collaboration with Westfield on Weekends resulted in the biggest Pumpkinfest to date, including the final concert event. For the first time, WG+E was a part of the WE2BA Adopt-a-classroom initiative, partnering with the Middle School Computer Science classes.

- d) **Westfield Warm Distribution Update-** The General Manager gave a brief overview on WG+E's Westfield Warm Program provided for qualified customers that are experiencing financial difficulties additional financial assistance towards their gas and/or electric bill. To date, a total of 240 customers have received assistance from Westfield Warm this heating season, totaling \$51,627. Letters will be mailed to these customers informing them of the assistance provided through the Westfield Warm Program.
- e) **2021 Electric Services Installed-** The General Manager gave a brief summary on the 2021 electric services installed and business that are opening in 2022
- f) **2021 FTTH Services Installed-** The General Manager had the Telecom Superintendent present to the Board the Fiber To The Home (FTTH) services installed. Based on collective installation to date we currently hit a total of 13,000 FTTH active customers as of December 29, 2021.
The Telecom Superintendent broke down the active customers stating Westfield has 6,371 installations and of those 5,764 are active customers in Westfield to date. The Hilltown's installation premise is at 8,077 as of February 2nd with 7,518 being active customers. The total active customer total as of February 2, 2022 is 13,282.
- g) **2021 Gas Services Installed-** The General Manager gave a summary of the gas service installation of 2021. In 2021, all gas service applications with a signed contract, which were received prior to November 15th, were installed for a total of 99 new gas services: ninety residential and nine commercial. Continuing expansion in Liberty Manor and new condominium units on Union St. account for 25% of the new residential services. There has been an average of one hundred twenty-five new services installed annually over the past ten years, and a steady trend over the past four years.
- h) **2021 Gas Leak Compliance Report-** The General Manager had the Operations Superintendent gave an overview of the gas leak compliance report. The Operations Supervisor let the Board know the Westfield Gas + Electric remains in compliance with the state and federal regulations for leak management.
- i) **2021 Traffic Light Report-** The General Manager provided a brief overview of the 2021 Traffic Light Report provide by the Utility Supervisor of the quantity and cost of traffic light repairs and maintenance efforts performed throughout the year by the Westfield Gas + Electric.
- j) **2021 Capital Electric Projects Report-Bi-Annual-** Mike Lee, Director of Operations gave a recap of the 2021 Capital Electric Projects.
- k) **2021 Capital Gas Projects Report-Bi-Annual-** Greg Freeman, Operations Superintendent gave a quick overview of the 2021 Capital Gas Projects.
- l) **2022 Capital Gas and Electric Construction Plans-** Mike Lee, Director of Operations provided an overview of all potential capital electric and gas projects predicted for 2022.

- m) **DPU Termination Regulations-** The General Manager gave a brief outline on the Department of Public Utilities (DPU) Termination Regulations report and the summary of the Massachusetts Department of Public Utilities Termination Procedures (MDPU).
- n) **Monthly Financial Reports-** The General Manager asked the Board if that had any additional questions on the 2021 Financial Statement of Income and Expenses, the Financial Reporting Manager gave a PowerPoint presentation which covered information from the Monthly Financial Report, no further discussion was warranted.

B. Informational Items

- a) **Utility Issues-** as presented.
- b) **Utility News-** as presented.
- c) **Utility Courses Update-** as presented.

X. OLD BUSINESS:

- a) **Covid-19 Policy/Update-** The General Manager updated the Board on the policies the WG+E is following with regard to Covid-19 and the CDC guidelines.

XI. NEW BUSINESS:

XII. EXECUTIVE SESSION:

On a motion made by Commissioner Renaudette, seconded by Commissioner Liptak and on the basis of roll call it was:

VOTED: To adjourn the regular meeting of the Municipal Light Board meeting and enter into executive session for the purpose of discussing trade secrets and competitively sensitive information the disclosure of which will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy and conduct strategy session and negotiations with nonunion personnel, as noted on the agenda, and not to reconvene the Regular Session after adjournment from Executive Session

Renaudette	"aye"
Liptak	"aye"
Mitchell	absent
Sacco	"aye"
Roman	"aye"
Kelleher	"aye"
Rivera (remote)	"aye"
Motion passed 6-0	1-absent

Chairman Roman stated that the Municipal Light Board would be entering into executive session for the purpose of discussing trade secrets and competitively sensitive information the disclosure of which will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy and conduct strategy session and negotiations with nonunion personnel, as noted on the agenda, and would not reconvene the Regular Session after adjournment from Executive Session.

XIII. ADJOURNMENT

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

VOTED: To adjourn the regular meeting of the Municipal Light Board meeting.
Chairman Roman declared the regular session portion of the meeting adjourned at 8:57 p.m.

A TRUE RECORD.

Attest:



A. Edward Roman, Chairman

	Documents Presented at REGULARSESSION February 2, 2022		
Municipal Light Board Regular Session Meeting Minutes — January 5, 2022			
Municipal Light Board Executive Session Meeting Minutes — January 5, 2022			
Customer Compliment- 6 William Street			
Customer Compliment- Valley View Dr.			
Customer Compliment- Munger Hill Rd.			
Customer Compliment- 25 Raddison Lane			
2021 Drug and Alcohol Testing Annual Report	Robin Krok, HR Coordinator/Records Manager	2/2/2022	Administrative & Organization Drug & Alcohol Testing Program AO-3.5
City Engagement Report	Lisa Stowe, CX + Marketing + Communications Manager	2/2/2022	Communications/Customer Service/ Community Affairs City Key Accounts Summary Report CCA-2.9
Westfield Warm Program- Status Report	A. Paton, Customer Accounts/Collections Manager	2/2/2022	Financial Low Income Customer Assistance
2021 Electric Services Installed	Jody Boucher, Utility Supervisor	2/2/2022	Electric Utility Business Electric Service Installation EUB-3.1
2021 FTTH Service Installed	Christopher LaVertu, Telecom Superintendent	2/2/2022	Telecommunications Utility Business Whip City Fiber Service Installation TUB-4.1
2021 Gas Services Installed	Greg E. Freeman, Operations Superintendent	2/2/2022	Gas Utility Business Gas Service Installation EUB-3.3
2021 Gas Leak Compliance Report	Greg E. Freeman, Operations Superintendent	2/2/2022	Gas Utility Business Gas Leak Control GUB-6.1, GUB-6.2
2021 Annual Traffic Light Report	Jody Boucher, Utility Supervisor	2/2/2022	Communications/Customer Service/ Community Affairs Traffic Light Repair CCA-4.2
Capital Electric Projects Report	Greg E. Freeman, Operations Superintendent	2/2/2022	Electric Utility Business Electric Upgrade & New Projects
Capital Gas Projects Report	Greg E. Freeman, Operations Superintendent	2/2/2022	Gas Utility Business Gas Upgrade & New Projects
2022 Capital Gas and Electric Construction Plans	Greg E. Freeman, Operations Superintendent	2/2/2022	Electric/Gas Utility Business New, Upgrade & Reconstruction Project
DPU Termination Regulations	A. Paton, Customer Accounts/Collections Manager	2/2/2022	Residential Termination Regulations Department of Public Utilities Consumer Division
Monthly Financial Reports	T. Fouche, Accounting Manager	2/2/2022	Financial Notes Monthly Financial Statements F-2.5
Utility Issues	John W. Welch	2/2/2022	Regulatory & Governmental Affairs Gas/Electric Regulatory Issues, RGA-1.4; RGA1.5
Utility News/Pulse Line	Leanne Cloutier, Executive Administrative Assistant	2/2/2022	Communications/Customer Service/Community Affairs Media Relations - CCA-1.6
Utility Course Update 2021 Seminars/Workshops	Robin Krok, HR Coordinator/Records Manager	2/2/2022	Administration and Organization WG+E Training & Development, AO-3.6