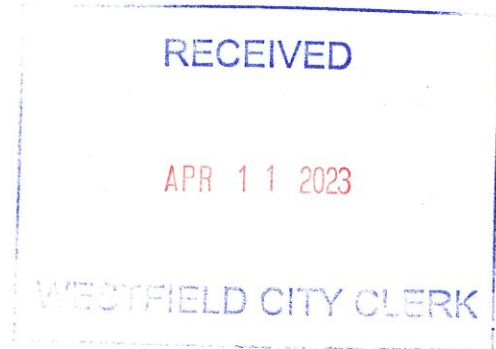


Westfield Gas & Electric Municipal Light Board Regular Meeting Minutes March 8, 2023



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:

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

Present: 7 Absent: 0

III. PLEDGE OF ALLEGIANCE

IV. READING OF THE RECORD:

On a motion by Commissioner Rivera, seconded by Commissioner Renaudette it was unanimously;

VOTED: To accept the minutes of the February 1, 2023, Regular Session Meeting of the Municipal Light Board as presented; and

VOTED: To accept the minutes of the February 1, 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-Boys and Girls Club of Greater Westfield-** Chief Executive Officer, Bo Sullivan sent a letter to the Westfield Gas & Electric for the generous support throughout 2022.
- b) **Acknowledgement – Artworks of Westfield Inc.-**Artworks of Westfield Inc. sent a thank you note to the Westfield Gas & Electric's on the generous support their Articultural Westfield Event scheduled for May 5, 2023.
- c) **Customer Compliment-Sheri Quinn-** Sheri Quinn resident of New Ashford expressed in an email to the IT department how much she appreciated the wonderful service she received from Christian Rilla, IT Support Specialist.
- d) **Customer Compliment-Mariah Strattner-** Customer compliment from Mariah Strattner giving a shout out to IT Support Specialist, Dan Rios for his knowledge and Customer Service for being friendly and helpful.

VII. REPORTS FROM THE GAS AND ELECTRIC

A. Action Required Items

- a) **Human Resources Annual Report-** Robin Krok, HR Coordinator/Records Manager gave a brief summary to the Board on the Human Resources Annual Report for 2022 which shows an increase in employees in 2022.
- b) **Human Resources Quarterly Update -** Robin Krok, HR Coordinator/Records Manager summarized to the Board of the Human Resources Quarterly Update which entails the personnel transactions that have occurred since last reporting. In January 2023, there were four (4) new hires, two retirements and three (3) promotions. In February 2023, there were

eight (8) new hires, one resignation and one (1) promotion. Commissioner Sacco asked for a IBEW and Guild breakdown of the growth by each department and to summarize the report for the next quarter showing Gas, Electric, Telecom department broken out in sections.

- c) **Technical and Organizational Chart Update-** Robin Krok, HR Coordinator/Records Manager gave a brief summary of the Technical and Organizational Chart update to the Board.
- d) **2022 Safety and Health Annual Report-** Mike Lee, Director of Operations gave a brief overview to the Board on the 2022 Safety and Health Annual report. The report shows the training that is required and has been completed by employees and supervisors to ensure a safe and health workforce.
- e) **2022 Annual Street Lighting Report** Mike Lee, Director of Operations, provided an overview to the Board of the activities provided by the Westfield Gas & Electric for the City of Westfield with regard to streetlights.
- f) **2022 Annual Outage Report-** Mike Lee, Director of Operations reported to the Board the 2022 Annual Outage Report referencing the graphs on the report which shows a decrease in 2022, Lee added last year was relatively uneventful due to moderate weather. WG&E's reliability of the distribution system in 2022 resulted in dependable electric service to our customers 99.996% of the time.
- g) **Westfield Warm Distribution Update-** Jamie Naughton, Financial Manager gave an overview of the annual Westfield Warm Distribution report, noting that similar to previous years WG&E provides assistance to the same customers that meet the guidelines of the LIHEAP or Good Neighbor Energy Program. Currently WG&E has given out \$24,750.00 that amount is significantly less compared to last year due to a significant backlog in LIHEAP applications as soon as they provide information WG&E provides them the monies. WG&E will continue as in the past, to provide funding to the program in the total amount \$60,000. The moratorium has been pushed to April 1st this year, typically the date is set for March 15th.
General Manager suggested to the Finance Manager a possibility to cross check the customers who were qualified for this program from last year at a minimum and flag those accounts to prevent them from being on the termination list.
Commissioner Kelleher requested the Westfield Warm Program Distribution Update report appear on the April 5th MLB meeting to show the difference a month has made with amount that had been funded.
- h) **Energy Stabilization Funds Quarterly Report-** Jamie Naughton, Finance Manager gave a summary of the Energy Stabilization Funds Quarterly report to the Board of the 4th Quarter Electric and Gas Rate Stabilization Funds letting the Board know that a contribution of \$500k was put into the electric stabilization fund due to a profitable year, and an unrealized gain to adjust to market value of \$165,960.30.

The Finance Manager continued discussing the report summarizing the Gas Rate Stabilization Fund 4th Quarter stating payment reflecting an unrealized small gain of \$52,000 and again to catch up on contributions, \$400k was put into gas rate stabilization fund. The ending balance as of 12/31/22 is 12.6 million dollars of the gas rate stabilization fund.

Commissioner Sacco and Ms. Naughton and the General Manager had a discussion on term bonds and how long it takes for bonds to turn over, Ms. Naughton explained there are short- and long-term bonds as it relates to the electric and gas stabilization funds.

- i) **DPU Forces Cut in Natural Gas Bills for IOU's**-General Manager reported to the Board on the article from State House News published on February 2, 2023.
- j) **Impact of February 2023 Operational Flow Order (verbal)**- Keziah Bednarsky, Senior Quantitative Risk Analyst gave a brief overview to the Board of the Impact of February 2023 Operation Flow Order.
- k) **Energy Supply Update**-Keziah Bednarsky, Senior Quantitative Risk Analyst gave the monthly energy supply update overview on a PowerPoint presentation to the Board summarizing the gas division showing positive market fundamentals, NOAA winter 2022-23 temperature outlook, including graphs showing average daily sendout and cost of gas for the month January. On electric division, Ms. Bednarsky discussed electricity prices linked to natural gas, January cost of power, peak power projected for January 2024 and supply costs for January 2023.
- l) **Monthly Financial Reports**- Jamie Naughton, Financial Manager provided an overview to the Board of the year-to-date financial statements actual-to-budget variances for the Gas, Electric, and Telecom Division. Commissioner Sacco had discussions with General Manager and Financial Manager on deferrals and profits vs. actuals as it relates to the Gas and Electric Division. The Financial Manager gave itemization line details on Capital and Other Special funds amount to Commissioner Sacco. Commissioner Sacco voiced his concerns and hesitation with the amount that is budgeted under The Community Fund line item which is found under Other Special Funds. Commissioner Roman respected Commissioner Sacco's concerns and added that his opinion on The Community Fund to which he believes this fund would benefit the Community. Commissioner Rivera agreed with Commissioner Sacco concerns with The Community Fund and also helping the Community, he suggested it be capped at a lower amount. Chairman Mitchell respectively suggested that the concerns of The Community Fund should be a follow-up discussion on a future Municipal Light Board agenda.

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:** None

ADJOURNMENT:

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

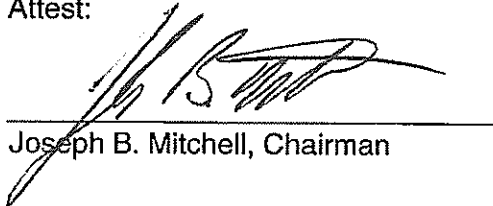
VOTED: To adjourn the regular meeting of the Municipal Light Board meeting
Chairman Mitchell declared the regular session portion of the meeting
adjourned at 8:26 p.m.

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

Present: 7 Absent: 0

A TRUE RECORD

Attest:



Joseph B. Mitchell, Chairman

Documents Presented at REGULAR SESSION March 8, 2023

Municipal Light Board Regular Session Meeting Minutes – February 1, 2023		March 8, 2023	
Municipal Light Board Executive Session Meeting Minutes – February 1, 2023		March 8, 2023	
Acknowledgement-Boys and Girls Club of Greater Westfield		March 8, 2023	
Acknowledgement- Artworks of Westfield Inc.		March 8, 2023	
Customer Compliment-Sheri Quinn	Email- New Ashford customer		
Customer Compliment-Mariah Stratner	Email- to Customer Service		
Human Resources Annual Report	Robin Krok, HR Coordinator/Records Manager	March 8, 2023	Administration/Organization Employee Workforce AO 3.6
Human Resources Quarterly Update	Robin Krok, HR Coordinator/Records Manager	March 8, 2023	Administration/Organization Employee Workforce AO 3.6
Technical and Organization Chart Update	Robin Krok, HR Coordinator/Records Manager	March 8, 2023	
2022 Safety and Health Annual Report	Greg Freeman, Operations Superintendent		Administration/Organization Safety and Health Training AO-3.10
2022 Annual Street Lighting Report		March 8, 2023	Telecommunications Utility Business Whip City Fiber Service Installation
2022 Annual Outage Report	Michael Lee, Director of Operations	March 8, 2023	Gas Utility Business Gas Service installation EUB-3.3
2022 Gas Leak Compliance Report	Michael Lee, Director of Operations	March 8, 2023	Gas Utility Business Gas Leak Control GUB-6.1, GUB-6.2
Westfield Warm Distribution Update	Jamie. Naughton, Financial Reporting Manager	March 8, 2023	Financial Low Income Customer Assistance Programs F8-2
Energy Stabilization Funds Quarterly Report	Jamie. Naughton, Financial Reporting Manager	March 8, 2023	Financial Gas Rate Stabilization Fund Management F-7.1
DPU Forces Cut in Natural Gas Bills for IOU's	State House News Published 2/2/23	March 8, 2023	Financial Energy Supply
Monthly Financial Reports	Jamie. Naughton, Financial Reporting Manager	March 8, 2023	Financial Notes- Monthly Financial Statements F-2.5
Utility Issues	Thomas P. Flaherty, General Manager	March 8, 2023	Regulatory & Government Affairs Gas/Electric Regulatory Issues RGA-1.4;
Utility New/Pulse Line	Leanne Cloutier, Executive Administrative Assistant	March 8, 2023	Communications/Customer Service/Community Affairs Media Relations-CCA-
Utility Courses Update	Robin Krok, HR Coordinator, Records Management	March 8, 2023	Administration and Organization WG+E Training and Development, AO-3.6