

Westfield Gas & Electric Municipal Light Board Regular Meeting Minutes June 7, 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.

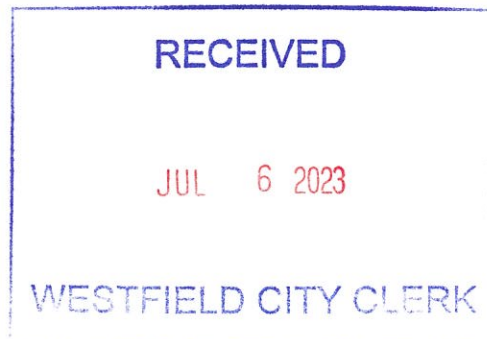
I. Call to Order

II. Chairman Mitchell 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.

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
Ward #6 Commissioner, Robert C. Sacco
Appointed Commissioner, A. Edward Roman
Ward #1 Commissioner, Kevin M. Kelleher
Ward #2 Commissioner, Ray Rivera

Present: 7 Absent: 0



IV. PLEDGE OF ALLEGIANCE

V. READING OF THE RECORD OF:

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

VOTED: To accept the minutes of the May 3, 2023, Regular Session Meeting of the Municipal Light Board as presented.

VOTED: To accept the minutes of the May 3, 2023, Executive Session Meeting of the Municipal Light Board as presented, but not release to the public at this time.

VI. PUBLIC PARTICIPATION:

VII. COMMUNICATIONS RECEIVED BY GAS AND ELECTRIC:

- a) **Acknowledgement- Westfield Sons of Erin Float Committee-** The Westfield Sons of Erin Float Committee sent a letter to the Westfield Gas and Electric with appreciation and continued support for the use WG+E facilities in building their float for the St. Patrick's Day parade.
- b) **Acknowledgement-Westfield Woman's Club-Annual Woman's Club Summer-** The Westfield Woman's Club sent a thank you note for the generous support of the Annual Woman's Club Tea being held on June 28th at Stanley Park.
- c) **Acknowledgement-Boy Scouts of America-Troop 109 Annual Bottle and Can Drive-** Troop 109 Committee Chair, Matt VanHeynigen of Boys Scouts of America sent a note thanking the Westfield Gas and Electric for the generous donation for the Annual Bottle and Can Drive supporting Westfield St. Mary's Boy Scout Troop 109.
- d) **Acknowledgement-Westfield High School Class of 2023-** The Westfield High School Class of 2023 sent a letter thank you the Westfield Gas and Electric for sponsoring their Senior Banquet at Tekoa Country Club.
- e) **Acknowledgment-Greater Westfield Chamber of Commerce-62nd Annual Golf Tournament-** Greater Westfield Chamber of Commerce Committee Chair and Board of Directors sent a letter thanking the Westfield Gas and Electric for the event sponsorship for their 62nd Annual Golf Tournament on May 13th at East Mountain Country Club.
- f) **Acknowledgement-City of Westfield-Citation (9) Electric Vehicle Charging Stations-** Mayor Michael A. McCabe gave a citation to the Westfield Gas and

Electric/Whip City Fiber in recognition of the grand opening of nine (9) electric vehicle charging stations throughout the City.

- g) Acknowledgement-Amelia Park Arena-Annual Sled Hockey Tournament- Amelia Park Arena-** General Manager, Billy Fellows sent a letter thanking Westfield Gas and Electric for the generous donation supporting their Annual Sled Hockey Tournament.
- h) Acknowledgement-May Institute-May Center Schools for Autism and Developmental Disabilities-**The May Institute sent a letter to the Westfield Gas and Electric for the donation of an Amazon Echo in support of a raffle prize for the May Center Schools for Autism and Developmental Disabilities in Chicopee and West Springfield.
- i) Acknowledgement-Friends of the Columbia Greenway Rail Trail-Great River Ride-** Friends of the Columbia Greenway Rail Trail sent a thank you card to Westfield Gas and Electric for being a SAG vehicle sponsor for the Great River Ride.
- j) Customer Compliment-549 Russell Rd-Unit 13B-** Elizabeth Lupton of 549 Russell Road expressed to Customer Service Representative, Meg Moriarty her positive experience dealing with IT Support Technician, Ken Schabowski in setting up her fiber service, Ken was patient, professional and personable.
- k) Customer Compliment-21 Savoy Hollow Rd-Windsor-** Customer residing at 21 Savoy Hollow Road in Windsor let Cindy Fanion, Senior Customer Service Specialist know Alina Ashlaban, Customer Service Specialist was wonderful explaining and helping schedule his fiber installation, Alina is an asset to Westfield Gas and Electric and he appreciated her help and patience.
- l) Customer Compliment-225 East Shore Rd, Becket-** Customer residing at 225 East Shore Road in Becket called customer service and spoke with Customer Service Representative , Jane Thorpe to express what a fabulous job Fiber Technician, Pete Blitzas did on their installation, he portrayed professionalism and care through the installation.

VIII. REPORTS FROM THE GAS & ELECTRIC

A. Action Required Items

- a) Human Resources Quarterly Update –** Human Resources Coordinator/Records Manager, Robin Krok provided a brief summary of the Human Resources Quarterly Status report to the Board. The report reflected personnel transactions for the 2nd quarter of 2023 this included the following new hires, retirements/resignations and promotions listed below:

March 2023:

Two (2) new hires: Storekeeper and Utility Service Technician

Two (2) retirements/resignations: Telecom Superintendent and Utility Engineer

April 2023:

Two (2) new hires: Gas Distribution Maintenceman

Two (2) retirements/resignations: Jr. Mechanic and Sr. Storekeeper

Three(3) promotions: (2) Customer Service Specialists and (1) Utility Supervisor

May 2023:

Three(3) new hires: (1) Network Technician, (1) Business Office Intern, (1) IT Intern

Seven (7) retirements/resignations: (1) Gas Distribution Maintenceman-A, (1)

Energy Supply Intern, (3) Business Office Co-Op Student, (1) Motor Equipment

Repairman, (1) Marketing Intern

June 2023:

Four (4) new hires: (1) Sr. Network Engineer, (1) IT Intern, (1) Energy Supply

Intern, (1) Administrative Assistant

- b) APGA-System Operational Achievement Recognition (SOAR)-(verbal)-** General Manager gave a brief summary of the accomplishments of receiving the silver status for the APGA-System Operational Achievement Recognition (SOAR) program. General Manager commended Denise Machado, Manager of Regulatory Compliance and OPS Coordinator for her efforts in providing information in system integrity and improvement, employee safety, and workforce development areas.
- c) Gas Energy Savings Credit Program-** Keziah Bednarsky, Energy Supply Manager for Natural Gas gave a brief overview of the Gas Energy Savings Credit Program to the Board. The program's intent is to encourage customers to reduce their use of natural gas. Customers who reduce consumption during the winter months (January through March) by a minimum of 10 percent, adjusted for degree days, are awarded a credit applied to their Westfield Gas and Electric account.
- d) Energy Supply Outlook (verbal)-**Keziah Bednarsky, Energy Supply Manager for Natural Gas gave a brief energy supply outlook through a PowerPoint presentation. Ms. Bednarsky summarized the gas division explaining market fundamentals showing strong storage levels 29.5% above last year and 16.6% above 5-year average. Temperature Outlook was discussed showing the 8–14-day temperature outlook as well as the seasonal temperature outlook valid from June to August of 2023. Ms. Bednarsky continued to explain the Henry Hub Natural Gas Futures for January 2024 as of June 5, 2023, and Natural Gas Algonquin Basis for January 2024 as of June 5, 2023. In the Electric Division, Energy Supply Manager- Natural Gas spoke about electricity prices linked to natural gas as well as peak power for January 2024 ending with supply costs as of April 2023.
- e) Energy Stabilization Funds Quarterly Report-** Jamie Naughton, Finance Manager gave a brief overview on the Energy Stabilization Funds for the first quarter of 2023 to the Board.
- f) Monthly Financial Reports-** Jamie Naughton, Finance Manager gave an overview to the Board of the Monthly Financials as of April 2023. The April Gas Division income of \$2.17m exceeds the original projection of \$2.13m by \$33k, while the April Electric Division income of \$747k is tracking below the original forecast by \$160k. The decrease in the projected net income on the electric division is associated with the increase in General and Administrative expenses due to the timing of the IBEW COLA payment and the Guild performance bonuses. These timing differences will level out as we continue through the year. April

revenue budget and actuals continue to include a \$50k monthly contributions to both the gas and the electric stabilization funds. The June NYMEX Henry Hub Gas Futures contract traded as high as \$6.001/MMBtu in June 2022 and settled at \$ 2.181/MMBtu after a dramatic selloff following a rally earlier this May. The wildfires in Canada that reduced supply in May are under control and imports have rebounded. Mild weather, weak demand, and robust production have kept prices under pressure. The gas division is well hedged for the coming years for Zone-4 gas. Forward electric and Zone-6 gas pricing have returned to their previous levels as the January 2024 Algonquin delivery basis has reached a new low for 2023 at \$12.15/MMBtu. These gas prices translate to January 2024 on-peak power trading at \$136/MWh. We will continue to monitor winter pricing for hedging opportunities. The Telecom Division NI gain of \$254k exceeds our original budget by \$146k due to lower than anticipated expenses; however, these expenses are expected to be realized over the next few months. Other Hilltown revenue and expenses continue to show a disparity due to timing of billings. The debit balance in Other Operating Revenue is due to partner communities receiving credits for unused materials that were returned to us at their project closeout.

B. Informational Items

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

IX. OLD BUSINESS:

X. NEW BUSINESS:

- a) **August Municipal Light Board Meeting (verbal)-** Chairman Mitchell asked the Municipal Light Board if they would like to forgo the August 2, 2023 meeting.

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

VOTED: to forgo the August 2, 2023 Municipal Light Board meeting

| | |
|-------------------|----------|
| Renaudette | "aye" |
| Liptak | "aye" |
| Mitchell | "aye" |
| Sacco | "aye" |
| Roman | "aye" |
| Kelleher | "aye" |
| Rivera | "aye" |
| Motion passed 7-0 | Absent 0 |

b) MassDEP/MassEVIP-Public Access Charging, (PAC) Grant Program-

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

VOTED: that the Westfield Gas & Electric Municipal Light Board recognized the need for the installation of Electric Vehicle (EV) charging stations within the municipal light plant service territory; and

that by letter dated October 20, 2021 from the Massachusetts Department of Environmental Protection (DEP) the City of Westfield was awarded up to \$380,521.00 for the construction and installation EV charging stations at certain identified locations under the Massachusetts Electric Vehicle Incentive Program Public Access Charging Program; and

that the City of Westfield has constructed and installed the EV charging stations at the locations identified in the October 20, 2021 DEP letter to obtain the grant monies awarded; and

that the City of Westfield agreed to and accepted that the Westfield Gas & Electric Light Department contract for, and oversee the construction of, the EV charging stations at the identified locations and expend the funds to complete installation; and

that the Westfield Gas & Electric Municipal Light Board accepts the expenditure to install the identified EV charging stations; and

that the Westfield Gas & Electric Municipal Light Board approves the reimbursement from the City of Westfield for the expenses related to the construction and installation of the EV charging stations upon the City of Westfield's receipt of funds from the Massachusetts Electric Vehicle Incentive Program Public Access Charging Program;

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

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

Motion passed 7-0

Absent 0

c) 0 Westfield Industrial Park Road-

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

VOTED: that the Westfield Gas & Electric Municipal Light Board desires to sell an unutilized parcel of land identified as 0 Westfield Industrial Park Road, Westfield, MA, 01085, to the City of Westfield for an amount of Ten Dollars (\$10.00); and

that the sale be contingent upon the reservation rights to access, operate and maintain existing physical electric plant assets on said parcel, with a right of reversion to Westfield Gas & Electric Light Department in the event the City of Westfield does not utilize the parcel for development purposes within ten (10) years of the date of sale; and

that the Westfield Gas & Electric Municipal Light Board accepts the recommendation of staff to sell the property subject to the conditions above; and

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

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

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| Motion passed 7-0 | Absent 0 |
|-------------------|----------|

d) Additional In Lieu of Tax Contribution-

Municipal Light Board held a lengthy discussion before making a motion to vote on the acceptance of the Additional In Lieu of Tax contribution.

Commissioner Sacco voiced his concerns to the Board on the acceptance of the additional in lieu of tax contribution vote strongly disagreeing with the \$1 million dollar contribution over the next eight years for athletic fields.

Chairman Mitchell told the Board the WG&E cannot dictate how the funds are used once they are transferred, it's the Board's wish that it be used for athletic fields.

Chairman Mitchell further noted he is confident the General Manager will use discretion when working with City officials and the Mayor to make a responsible decision for this contribution used for the purpose of multiple athletic fields.

General Manager let the Board know that the total estimated project would be estimated from \$5 to \$8million dollars for multiple fields in the City.

General Manager further explained to the Board this vote is an acceptance of a vote of confidence from the Board for the General Manager to be able to have the capability to work with the City officials and the ability to contribute up to \$1 million dollars each year.

Chairman Mitchell asked if any other Commissioners would like to voice their concerns or opinions on the additional in lieu of tax contribution.

Commissioner Roman stated based on the history of Westfield Gas and Electric he was confident that this is a positive contribution to give back to the City over an eight-year period of time with up to \$1million dollars contributions for each of those years.

General Manager reminded the Board \$5 million dollars went back to rates for the ratepayers, \$1million dollars went back to electricity for the first three months of 2023 as well as back to natural gas.

Commissioner Rivera wanted it to be understood and clear the monies being used for contributing to the City moving forward will be surplus from the telecom division which is separate from the gas and electric divisions.

Commissioner Renaudette wanted clarification as to what the Westfield Gas & Electric Municipal Light Board is agreeing to relative to the monies contributed to the City each year.

On a motion made by Commissioner Renaudette, seconded by Commissioner Liptak by a 5-2 vote;

VOTED: that the Westfield Gas & Electric Municipal Light Board has historically made contributions to the City of Westfield by making voluntary payments in lieu of taxes that it has discretion to disburse; and

that the Westfield Gas & Electric Municipal Light Board desires to delegate the authority to the Manager to work with City of Westfield Officials and representatives for the purpose of making future discretionary distributions to the City of Westfield not to exceed an amount of \$1,000,000 on an annual basis, and to make such disbursement without further Municipal Light Board approval; and

that such potential future distributions to the City of Westfield, by and through its Treasury, shall be made for the account of the City General Fund, for the purpose of offsetting City tax needs; and

that although the Westfield Gas & Electric Light Department cannot direct the City's use of the funds once transferred, it is the wishes of the Department that the funds are used for the purpose of facility improvements within the community;

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

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|------------|-----------|
| Renaudette | "aye" |
| Liptak | "aye" |
| Mitchell | "aye" |
| Sacco | "opposed" |
| Roman | "aye" |
| Kelleher | "opposed" |
| Rivera | "aye" |

Motion passed 5-2 Absent 0

X. ADJOURNMENT

On the motion of made by Commissioner Rivera, 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 8:08p.m.

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

Motion passed 7-0 Absent 0

A TRUE RECORD.

Attest:



Joseph B. Mitchell, Chairman

| | Documents Presented at REGULAR SESSION June 7, 2023 Meeting | | |
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| Municipal Light Board Regular Session Meeting Minutes —May 5, 2023 | | | |
| Municipal Light Board Executive Session Meeting Minutes May 5, 2023 | | | |
| Acknowledgement- Westfield Sons of Erin Float Committee | Sons of Erin Float Committee- Thank You Card | | |
| Acknowledgement-Westfield Woman's Club- Annual Woman's Club Summer Tea | Westfield Woman's Club- Letter | | |
| Acknowledgement- Boy Scouts of America Troop 109 | Boy Scouts of America Troop 109- Letter | | |
| Acknowledgement-Westfield High School Class of 2023 | Westfield High School Class of 2023- Letter | | |
| Acknowledgement-Greater Westfield Chamber of Commerce | Board of Directors and Golf Committee Chair- Letter | | |
| Acknowledgement- City of Westfield-Citation-(9) Electric Vehicle Charging Stations | City of Westfield Mayor McCabe- Citation | | |
| Acknowledgement- Amelia Park Arena Annual Sled Hockey Tournament | General Manager, Billy Fellows- Letter | | |
| Acknowledgement- May Institute- May Center Schools for Autism and Developmental Disabilities | Director, Rebecca Giraldez- Letter | | |
| Acknowledgement- Friends of the Columbia Greenway Rail Trail-Great River Ride | Friends of the Columbia Greenway Rail Trail- Thank You Card | | |
| Customer Compliment-549 Russell Rd-Unit 13B | Communications sent to Customer Service | | |
| Customer Compliment-21 Savoy Hollow Rd, Windsor | Communications sent to Customer Service | | |
| Customer Compliment-225 East Shore Rd, Becket | Communications sent to Customer Service | | |
| Human Resources Quarterly Update | Robin Krok, HR Coordinator/Records Manager | 6/7//2023 | Administrative/Organization Employee Workforce AO-3.6 |
| Gas Energy Savings Credit Program | Keziah Bednarsky, Manager of Energy Supply-Natural Gas | 6/7//2023 | Marketing Gas Energy Savings Credit Program M-3.1 |
| Energy Stabilization Funds Quarterly Report | Jamie Naughton, Finance Manager | 6/7//2023 | Financial Electric Rate Stabilization Fund Management F-6.1 |
| Monthly Financial Reports | Jamie Naughton, Finance Manager | 6/7//2023 | Financial Notes Monthly Financial Statements F-2.5 |
| Utility Issues | Thomas P. Flaherty, General Manager | 6/7//2023 | Regulatory & Governmental Affairs Gas/Electric Regulatory Issues,RGA-1-4;RGA 1.5 |
| Utility News | Leanne Cloutier, Executive Administrative Assistant | 6/7//2023 | Communications/Customer Service/Community Affairs Media Relations - CCA-1.6 |
| Utility Course Update | Robin Krok, HR Coordinator/Records Manager | 6/7//2023 | Administration and Organization WG+E Training & Development, AO-3.6 |