**MUNICIPAL ELECTRIC POWER ADVISORY BOARD**

**Minutes**

**January 25th, 2024**

**HMLD Community Room, 1 Holden Street, Holden, MA**

**6:00 pm**

**Members present: Peter Elkas, Steve Sendrowski, Richard Farrell and Dan Golden**

**Member not present: Pete Liddy, Scott Carlson, Ryan McCarthy**

**Staff present: Barry Tupper, General Manager; Callie Knower - DFA**

**Public Present: Jane Dye ; Denis Mahoney; Scott Wahlstrom**

**Determination of quorum**

The meeting was called to order at 6:00 p.m. by S Sendrowski and determined there was a quorum.

**Approval of Minutes**

*Motion by R. Farrell, seconded by D Golden to approve the November 30th, 2023 minutes. Unanimously approved.*

**Financials**

C Knower shared the financials.

* Cash is balanced through November with the Accountants Office, still waiting for to hear from them about December.
* I have included the November and December report for you to review. December is a draft report as we will have additional entries for the audit and I am still waiting on invoices from December. MMWEC has had to estimate our load for one meter at the Bullard substation so we are unsure what the resettlement costs will be for December’s power at this time. The auditors will be here on February 13th and 14th.
* Budget to Actuals – we collected $796,773.52 more than we had planned for revenue and power bills were $1.9 million less than expected. Our total distribution expenses were over budget by $24,000, customer accounts expenses were under budget by $12,000, administrative and general expenses were under budget by $176,000, depreciation was over budget by $77,000
* You will see that we transferred $1,000,000 back to the rate stabilization fund.
* As of 12/31 our depreciation fund stands at $3,915,851.12 and the reserve trust $4,498,071.69.The net of the fair market adjustments for depreciation was a gain of $24,857.79 compared to previous year where we had investment losses.
* The HMLD’s total metered load for the month of December was 9,422,951 kWh, which is a 8.2% decrease from the 2022 figures. This number could change once we received the resettlement data from MMWEC.
* HMLD hit a demand of 17,563 on December 22nd at 6:00pm.
* The total transmission costs were $271,452.83
* MMWEC’s NextZero program completed 7 residential home energy audits during the month. The total rebates for the month were $14,058.20.
* As of December, arrears totaled $39,811.75. In November we processed $29,914.81 in Electric Liens and in December we wrote off $8,358.19 for accounts that were in collections or could not be liened. Of the $39,000, $13,135.63 is tied to accounts that are protected from shut off due to age or chronic illness. We are working on new approaches to keep the arrears totals lower than previous years during the moratorium months. The total arrears for December equate to 2.8% of Decembers revenue collected.
* On January 19th, solar bills were sent out to our solar customers and the credits from the solar production were inadvertently omitted from the calculations. We are working with our software company to figure out why this happened but in the meantime Paula in the office manually entered all of the credits onto new invoices. We sent out a letter and the new invoice to all solar customers. Those who are on paperless billing will get the new invoice on Invoice Cloud tomorrow and I sent them the letter via email.

**Manager’s Miscellaneous**

B Tupper shared updates:

* The CY2024 budget was presented to the Board of Commissioners on December 11th. They voted unanimously to support the Budget as presented.
* Personnel – As part of the restructuring process, on January 1st, Callie was promoted to the Director of Finance and Administration. In this new role, Callie will oversee the Business Office Manager and the Office. Callie has also taken on some of the duties that the Assistant General Manager had. Ben Allen, was promoted from Line Foreman to Senior Working Foreman as of January 8th. Ben will be working alongside of Mike as well as on the line.
* Battery Energy Storage System, we continue to assist Delorean with the remaining documentation. The plan is to have crews beginning the site work at the sub in mid-February with the batteries set to arrive in mid-May. We have a kickoff site meeting with them scheduled for next week.
* RP3 (APPA Reliable Public Power Provider program) application has been submitted, and we recently engaged in a meeting with the review committee to discuss the details of our application. The committee provided valuable insights, highlighting areas where improvements could enhance our rating. This collaborative experience proved highly productive, pinpointing specific areas for attention and improvement. As a result, we are confident that, when we re-apply next year, we will achieve a significantly higher level of success.
* DOT project for Shrewsbury St has begun, crews are scheduled to begin moving poles next week

**Operations Update**

 B Tupper shared updates:

* November Outages - 7 instances with a total of 148 outages. (7 of the 148 customers where scheduled outages)
* Multiple development projects, new services and service upgrades are ongoing some of which are as follows: Reservoir St (tree wire) reconductoring project has been completed. Avery Heights reconductoring project is in full swing, all utility poles have been set and framing is under way. We are hopeful to have this completed by the end of February (weather permitting). 619 South Rd has been completed. Elmwood Ave (on going). Fisher Rd EXT. (estimate has been sent out and excepted). Sunshine Ridge (waiting on down payment to start). Paquette Concrete is in the scheduling process and will be completed by the beginning of February. Jackson Woods (multiple service connections have been completed as well as another transformer installation). Tea Party (multiple service installations have been completed in the third phase of the project)
* The Forestry Department -Trimming on Main St. from Holden Hills toward the Rutland line. Princeton St. and North St are ongoing as filler work when details are unavailable
* The Bullard street circuit expansion update: old poles will be pulled when Verizon and Spectrum are off them.
* Chaffins substation update: UPG has installed the hydrogen sensor and automatic ventilation fan from Myers.
* AMI Update/First Article Testing - All residential meters have been approved and ordered and scheduled to arrive on March 18th. We have received five cellular AP’s and awaiting on five more to be shipped. AP’s and relays for the pilot program are fully operational and the F.A.T. (first article testing) with water and electric meters is in the process of communicating. We will be installing AMI relays in the coming months.
* Building and Improvements - New blinds for the office have been installed.

*Motion by P Elkas, seconded by D Golden to adjourn the January 25th, 2024 meeting at 6:19 pm. Unanimously approved.*