

**STERLING MUNICIPAL LIGHT DEPARTMENT
MEETING MINUTES**

Tuesday, July 27, 2010

BOARD MEMBERS: Matthew Stelmach, Chairman
Michael Rivers, Clerk
Arthur J. Coughlin, Sr., Third Member

TRANSITION TEAM: Chris Courville – Operations Supervisor
Gregory DeStasi – Interim General Manager
Sandy Pellecchia – Office Administrator

MINUTES: Christine Arsenault – Senior Accountant

CUSTOMERS: Mr. Richard Maki, Sterling, MA
Mr. George Pape, Sterling, MA

Matthew Stelmach (Stelmach) opens the meeting at 5:00 p.m.

Board roll call was taken. All present. Discussion was held on a sign-in sheet for all people attending every meeting. A sign-in sheet was circulated.

APPROVAL OF THE AGENDA

Arthur J. Coughlin, Sr. (Coughlin) makes a motion to approve the Tuesday, July 27, 2010 agenda. Mike Rivers (Rivers) seconds the motion. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

APPROVAL OF THE MINUTES

Rivers makes a motion to approve the SMLD Light Board Special Session Minutes Wednesday, June 2, 2010 as amended. Seconded by Coughlin. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

Rivers asks for clarification on the rate study. Sandy Pellecchia (Pellecchia) states that the former general manager did the rate study himself and there is not a formal written report.

Rivers makes a motion to approve the SMLD Light Board Special Session Minutes Thursday, June 10, 2010 as amended. Seconded by Coughlin. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

Coughlin makes a motion to approve the SMLD Light Board Special Session Minutes Friday, June 18, 2010 as amended. Seconded by Rivers. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

Coughlin makes a motion to review the SMLD Light Board Special Session Minutes Tuesday, June 22, 2010. Seconded by Rivers. After a brief discussion, Rivers makes a motion to table these minutes until more detail is added on page 4 of 4. Seconded by Coughlin. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

Coughlin makes a motion to approve the SMLD Light Board Regular Session Minutes Tuesday, June 29, 2010. Seconded by Coughlin. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

Rivers makes a motion to approve the SMLD Light Board Special Session Minutes Thursday, July 8, 2010 as amended. Seconded by Coughlin. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

CUSTOMER COMMENTS

George Pape (Pape) (69 Redemption Rock Trail, Sterling) asks why the SMLD is still including self-addressed envelopes in with the invoices. Isn't everyone paying on-line? Pellecchia reports that yes about seven percent use the on-line bill pay. Several walk-in customers bring their envelopes back for us to recycle/reuse.

Pape asks about the audit and if it was made available to everyone. Stelmach said yes during July 8th board meeting. Rivers says not to forget to send to the town accountant, library and Larry Pape if there are enough copies.

Pape hands out a copy of the Town of Sterling Web site. Explains that Greg's email is not linked through this site. Pellecchia offers to contact their Webmaster to have it corrected.

Pape inquires about the vehicles sold or traded. He states that he did not get the information regarding the Taurus that Mike Coughlin purchased. Mike purchased the car in 2004. Pape asked for 2005 to the present. He wants to examine the records of all vehicles sold or traded starting with 2005 forward.

Pape shows handout to the board regarding Littleton Electric board meeting minutes that are on line for the last several years. He feels that we should move in this direction.

Rivers asks about our agenda being posted on the SMLD web site as it is now posted on the town's Web site.

FINANCIALS

DeStasi states that sales are up this month. Degree-days are up. System, on a whole, peaked on July 6 and we were able to shed about six percent and recognize savings for the town in the process. The SMLD peaked on July 7, 2010.

GENERAL MANAGER SEARCH

Pellecchia states she got the press release for the General Manager (GM) search committee out to the appropriate newspapers. She informs the board that there has been some requests that have come back. Stelmach asks for the search committee to be announced at the next selectman's board meeting (August 4, 2010). Rivers states that a board member should attend the meeting. Pape suggests that the people interested in serving on the committee should put their request in writing. Stelmach states that they should get some of the town employee's or board members on the committee. Stelmach asks if Coughlin would be interested in calling some of the former board members to see if they are interested in serving.

Stelmach states that he had a discussion with one of the Holden Light Board members concerning how the Town went about hiring their new manager; the make-up of the committee, what kind of questions they asked, etc. Stelmach states that we need to get the word out there. Stelmach asks Pellecchia to get the light department on the next Selectmen's Board meeting agenda.

Pellecchia states she sent the advertisement to Stelmach to review. Stelmach states that he'll look at it and get the paperwork to the board to review.

TRANSITION TEAM UPDATES

Christopher Courville (Courville) gives the Operation Department's activity update since June 22, 2010. There are several roads that have been completed as far as the conversion is concerned. Courville continues to talk about connections, house services, new services, repair work, pole replacements, street light replacements, trimming and tree removals. Rivers asks if it is normal that 1 out of 16 poles is an emergency? Courville responds that once a month or so is a good indicator.

Rivers asks if it is normal for the SMLD to be working on 16 trees for the Department of Public Works (DPW) a month and if the SMLD spends more than 1 day a week with the DPW? Courville responds no and further states often the SMLD is not working with the DPW as they have had a few weeks where they were low on men and had to forgo trimming for a few weeks. The SMLD is focused on doing just DPW trimming when they work with DPW.

Stelmach asks about the test LED lights out in the system and if they are still out there. DeStasi states there are three LED lights still on Laurelwood Road. Additional discussion is held about the LED lights. Discussion is held on the other streetlights and Courville states the crew changes the lights as they fail and not as a group.

Pellecchia gives an update on Dewey & LeBoeuf, AMI installation document from the Operations Supervisor, and 2 Sandy Way.

She states that the SMLD has begun the specs for the rate study. Stelmach suggests that she talk to MMWEC and other municipals about the bid process to make it easier.

Pellecchia states that given the cuts in the budget, the SMLD has decided not to have a booth or tent at the Sterling Fair this year. Stelmach states that is interesting; he further states that it was nice to have the booth there and it has a public relations aspect to it. It is a big part of our community service. Discussion is held. Rivers asks how much it costs to be at the fair; Pellecchia states about a thousand dollars, with a good chunk going to the cost of the tent. Pape says it is a mistake not to be at the fair this year where the manager is no longer here.

Pellecchia speaks about the budget. Discussion follows. Pellecchia hands out the income statement and balance sheet and a brief discussion is held. Rivers asks if there is a capital expenditure plan in place. Pellecchia states that it can be found in the Ten Year Plan.

NEXT BOARD MEETING

A special meeting for the manager's search will be on August 17, 2010 at 5 p.m.

The next regular SMLD Light Board meeting will be on August 31, 2010 at 5:00 p.m.

MOTION TO EXECUTIVE SESSION

Rivers makes a motion to go into Executive Session per Massachusetts General Law, Chapter 39 Sections 23C clause 10, and clause 7 to return to open session only to adjourn. There is discussion. Coughlin seconds the motion. Role call. Coughlin, aye. Rivers, aye. Stelmach, aye. Approved by the Board.

The Light Board goes into Executive Session at 6:45 p.m.

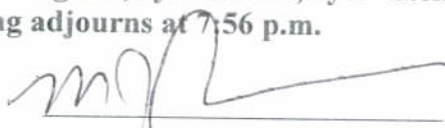
The Light Board returns from Executive Session at 7:55 p.m.

MOTION TO ADJOURN

Coughlin makes a motion for the Light Board to adjourn the meeting. Rivers seconds it. Role call. Coughlin, aye. Rivers, aye. Stelmach, aye. Approved by the Board.

The meeting adjourns at 7:56 p.m.

ATTEST:



Michael Rivers, Clerk

DATE:

9/17/10