

**Hingham Municipal Light Plant
Monday, August 30, 2004
Town Hall**

Attendees:

Kevin Bulman, Chairman
John Stoddard, Secretary
Walter Foskett
John Tzimirangas, General Manger

Chairman Bulman called the meeting to order at 7:00 PM.

- Meeting Agenda has been revised

Review and Approval of previous Board Meeting minutes (April, May, June): The previous minutes have been reviewed and a comment was made by Commissioner Foskett to add a motion section where applicable when Board votes are taken.

Upon a motion duly made and seconded, the Board unanimously voted: To approve the minutes of April, May and June 2004 Board meeting minutes and all future minutes would include the motion provision.

Voting Representative for the Mass Municipal Insurance Trust Fund: Chris Cox still listed as Voting Representative. John Tzimirangas has document to change voting representative to John Tzimirangas with John Stoddard as the alternate.

Upon a motion duly made and seconded, the Board unanimously voted to approve John Tzimirangas the voting member and John Stoddard the Alternate voting representative for the Mass Municipal Insurance Trust Fund.

Cost of Service Study/Rate Structure: A short presentation was given to each Board Member and John Tzimirangas made a draft presentation highlighting the following points:

- a. A full cost of service study has not been completed and implemented in 17 years.
- b. A revision of the present base rate structure and power cost structure is needed.
- c. A Commercial customer rate structure has been created
- d. NYPA Hydro credit is overstated by \$240K based on current market conditions.
- e. Residential customers in Massachusetts will lose NYPA Hydro power credit in 2007 without a FERC order.
- f. Municipal space heating rate is not affected. .

g. The electric water heating rate and the change to the rate structure was discussed. A review of a sample set of bills will be completed and based on the results the General Manager can either move forward with the proposed plan, if the Board approves, or bring the plan back to the Board for further consideration. Approximately 966 customers are on the present space heating rate.

Upon a motion duly made and seconded, the Board unanimously voted to approve the new rate structure, pending a review of the electric water heating subject to the review of the General Manager. If there are any issues, the General Manager will bring these before the Board for review.

Code of Conduct discussion: A copy of the proposed code of conduct was given to the each of the Board members for review. HMLP does not have a formal code of conduct policy. Commissioner Foskett asked if the policy had been reviewed with the Union membership. The General Manager replied that he was looking for Board approval and would then meet with Union leadership to discuss the policy. HMLP Legal counsel – Rubin and Rudman has reviewed and approved the wording. Commissioner Foskett had a comment in the “Laws and Regulations” section. The section talks about Sexual Harassment and not at all about discrimination. The General Manager did review other policies within other similar companies and the wording for that section is similar.

Upon a motion duly made and seconded, the Board unanimously voted to approve the proposed Code of Conduct pending a discussion with Union Leadership and Labor Counsel on the wording in the document.

Manager’s report: The General Manager reported on the following items:

- a. Transmission line hot spots were completed on July 16th
- b. HMLP’s new Energy Rebate began on August 1st; fourteen customers have returned completed paperwork for the rebate.
- c. HMLP has terminated its Energy Audit program with MMWEC and will be using Energy New England (as of 1/1/05). Termination Letter was send to MMWEC.
- d. The Substation expansion project draft report was delivered to HMLP from its consultant CSE. The General Manager will give Board Members a report at the next Board meeting.
- e. The power supply contracts are complete and conference calls with the suppliers are being set up. HMLP is asking for energy requirements out over five years to cover new and anticipated load growth.
- f. The new office system is entering its final evaluation stages. Four systems have been reviewed, Harris, Cogsdale, SAP and Munis. Most of the other similar sized municipal utilize Harris as their billing system and are very pleased with it.
- g. The 2005 Budget Process for HMLP is beginning next week. A budget for Board approval will be ready for the November Board Meeting.

- h. PURMA has completed a review of HMLP's insurance policies and risk management. The area they identified as deficient was the Employee Practices Liability insurance which HMLP once had, but the coverage was dropped from the Public Officials Liability policy. HMLP is requesting quotes for this coverage through PURMA.
- i. HMLP is participating with the Hingham Fire Department in identifying customer who have special needs (Life Support). A town wide data base is being created.

Power Cable Bids- Panos Tokadjian presented the cable bids for the Blue Cross/Blue Should project. The bid was for 31,000 feet of cable for two circuits. HMLP received four bids. The lowest bid was from the Okonite Company at \$225,072. The lead-time for the cable is eleven weeks.

After a brief discussion and upon a motion duly made and seconded, the Board unanimously voted to approve the proposed power cable purchased from the Okonite Company for the sum of \$225,072.

Correspondence: A letter from Charlie Cristello regarding street lights was included in your Board package. The GM said HMLP will provide the Municipal street light budget to the Town by the end of year. There are also four emails between the General Manager and the Board that the General Manager recommends be approved and included in the minute's book for the 2004 year. The dates of these emails are 7/2, 7/19, 7/20 and 8/3/2004.

Upon a motion duly made and seconded, the Board unanimously voted to approve the emails from the General Manager to the Board dated 7/2, 7/19, 7/20 and 8/3/2004 and include them in the Board minute's book.

New Business: Commissioner Foskett reported that the first meeting of the Long Range Strategic Planning Committee will be Wednesday night. The General Manager received a letter from the DTE in Boston regarding stray voltage. HMLP will review their manholes and street lighting – especially downtown for possible stray voltage. HMLP will submit a courtesy plan and results to the DTE.

Upon a motion duly made and seconded, the Board unanimously voted to adjourn the meeting at 8:21 PM.

John A. Stoddard, Jr., Secretary