

**Hingham Municipal Light Plant
Monday
December 20, 2004
Town Hall**

Attendees:

**Kevin Bulman, Chairman
John Stoddard, Secretary
Walter Foskett, Commissioner
John Tzimirangas, General Manager**

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

Review and Approval of previous Board Meeting Minutes-Tuesday November 23, 2004

The previous minutes have been reviewed General Manager John Tzimirangas noted there were minor amendments and Commissioner Foskett motioned to accept the minutes as amended.

Upon a motion duly made and seconded, the Board unanimously agreed to approve the minutes of November 23, 2004

Substation RFP

The General Manager updated the Board on the status of the Substation expansion RFP. Five responses were received from engineering firms.

The range was from \$125,000 to \$145,000, and the original budget was \$150,000. One firm has been ruled out, as they did not meet the specifications in the RFP.

The General Manager noted that based on the quality of the bids, he would like to award the project as soon after the first of the year (2005) as possible.

None of the bids came in with a construction completion date after June, 2006, based on a January 2004 start time for the Engineering work to begin.

The General Manager noted that a complete comparison is to be done and lowest evaluated bid meeting the requirements should be accepted.

All bids are from local engineering firms who have completed similar projects at other municipal utilities. All bidders have been asked for references from these projects.

Bidders List includes:

- PLM
- R.W. Beck
- Consultant Engineering Group

-EPro
-Vanderweil

Upon a motion duly made and seconded, the Board unanimously agreed to allow the General Manager to enter into a contract for engineering services with the lowest evaluated bidder, within the budgeted amount.

Billing Systems Bids

General Manager stated that bids have been received, but have not been reviewed in detail. There were seventeen vendors identified and eleven vendors requested information about the RFP for the purpose of bidding. There were four responses received at the bidding deadline:

Munis
Harris
Cogsdale
Fernandez and Associates

The range of bids was \$237,000 to \$381,000
\$381K-Munis-this was a 'canned' package that was customized to meet the requirements
\$237K-Harris
\$247K-Cogsdale

Mr. Bulman asked and General Manager confirmed that these bids were for the billing system component. There was a general discussion of the differences in bids and respondents. The General Manager stated that Board would have results of the review by mid- January 2005.

2005 Budget

The General Manager presented the 2005 Operating Budget to the Board. The General Manager mentioned that some one time costs in 2004 were not included in 2005 and drove some of the line item changes in the Budget. The General Manager stated that the plan is to review the budget each quarter with the Board.

Audit

Goulet and Salvido, HMLP Auditors, will continue their work starting 1/3/05 for inventory counts. The goal is to have draft of financials by the first quarter for April's Board meeting, with Joan Griffin, Business Manager, present, for review.

General Manager commented on the following:

The NYPA litigation proposal from MMWEC was voted down 15-13 to continue to pursue the lost megawatts from NYPA.

Six local Municipals hired John Coyle of Duncan and Allen to file a brief to intervene in a Boston Edison proposal to pass on the costs of the transmission line construction in the Open Access Transmission tariff. Hingham, Braintree, Taunton, Reading, Wellesley and Concord are involved in the filing. The cost of the brief was \$5100.00 divided by six litigants= \$850.00 per municipality.

Insurance Policies

Workers' compensation-HMLP was at high risk status, due to past history, so the General Manager penned a letter to the underwriters, and HMLP's status has been reassigned saving the company \$18,000-\$20,000.

The approved Rate structure has been advertised and conditional approval from the DTE has been received and is in place starting January 2005.

The Blue Book revision is in draft form with some changes implemented and updated. This document will need Board approval to become company policy.

The 2005 Board meeting schedule was discussed. February's meeting may need to be changed. Changes will be e-mailed to Board members.

Recently there have been some published articles in the Hingham Journal regarding the substation expansion project and the power outages that occurred during the Thanksgiving holiday so customers know what is happening with the system. An article on school education program sponsored by HMLP will appear in the Journal soon.

The General Manager stated that he had no new business.

Upon a motion duly made and seconded, the Board unanimously agreed to adjourn the Board Meeting at 8:00 PM.

Respectfully submitted

John A. Stoddard, Jr., Secretary