

**Hingham Municipal Lighting Plant  
222 Central Street  
Hingham, MA 02043-2745**

**May 18, 2004**

**Attendees:**

John Stoddard, Chairman  
Kevin Bulman, Secretary  
Walter Foskett  
John Tzimorangas, General Manager

**Chairman Stoddard called the meeting to order at 7:15 PM.**

**Review of Minutes**

Minutes of the April 12, 2004 meeting were distributed to the board for review. Two different versions of the minutes were provided. The board was asked to review both and choose one format for future use. A Motion was made to approve the minutes and style format at the next board meeting. The motion carried unanimously.

**Introduction of Laurie Heffron**

Laurie Heffron was introduced to the Board. Laurie presented her initial findings on the review of HMLP's power supply contracts and portfolio. Laurie spoke with board members and reviewed her report, Power Supply Analysis and Recommendations, in great detail. Laurie will continue to work with John Tzimorangas to complete this study.

**Union Contract Negotiations**

The contract has been finalized and approved. The contract will run through June 30, 2007. Both Parties agree that the contract seems fair and negotiations went well.

**MMWEC Update**

We continue to review all charges with relation to the MMWEC agreements, both the projects and the additional services that HMLP works with MMWEC on. The ratio of A&G costs seem to be higher than what would be expected. A detailed cost breakdown is being supplied by MMWEC for review.

**Managers Report**

Verizon

We have been working on the Verizon exchange billing issues that date back to 1998. We have reconciled up to December of 2003. Approximately \$156,000 is owed to us that Verizon has agreed to pay.

MBTA

Representatives from the MBTA came in and meet with us. We were able to provide them with a signed easement from 1986. The MBTA is still saying there is a fee involved but that is being worked out. The existing easement is very specific and *should be retained for the new signed version going forward.*

#### HIDC

Meet with Hingham Industrial Development Committee (HIDC). The meeting was a utilities kickoff meeting. They talked about moving some lights in the downtown area but everything is still in preliminary planning stages.

#### Co-op Student

We will have a co-op student coming in the end of June. Brad Frazier will be with us through December. Brad has a lot of CAD experience and is an electrical engineering major at Northeastern. Hopefully this co-op student and our summer help will take some of the load off of Panos. We hope to have them work on the following projects: System Survey, AutoCAD drawings.

#### Web Site

After viewing three separate presentations, Verndale was chosen to be our web site developer. This company really got our attention and put on an impressive display. All of the proposals received were within 5-10% of each other. John is very confident they will do a great job for HMLP. The web site will provide a lot of information and resources that are not currently available. Board member information, meeting minutes, annual reports, online bill paying and the ability for customers to notify us of street light outages are just a few of the features this new web site will contain. The web site should be up and running within eight to ten weeks. At that time, some of these features will be there and others will come later when our new system is implemented (such as the online bill paying).

#### Newsletter

We will be starting a regular printing of a HMLP newsletter. The goal is to print at least three newsletters per year. The last newsletter went out in winter 2002.

#### Erickson

Erickson took our strong recommendation to install a heating system for the switch gear. We have been working with Scott Haywood on an agreement to bring them service form the substation.

#### Shipyard

The project has been delayed 1-1 1/2 months because the original general contractor has been replaced. We are in good shape on this project with a proposed design for the system within the roadway of the shipyard.

#### BCBS

The contractor is meeting with the Conservation committee to get approval for the duct bank through the Industrial Park.

#### Derby Street

This project is moving along. We have contacted each store that is going in to receive load figures from them. We then compared these figures to existing stores in other municipalities to confirm the load. These figures help us project what type of load to expect when the project is complete and to collect the proper deposit from the customer.

#### Wampanoag State Park

We got the approval to go forward with this project. The state will be sending us the payments for the work associated with the project.

#### Meter Readings

All readings were completed on time in April. Erroneous readings dropped 35%. No reads decreased by 70% from last year's figures.

#### Collections

As a result of collection efforts, all commercial accounts were either paid or they came in and made arrangements. Eleven residential accounts were shut off. No commercial accounts were shut off.

#### Insurance

A review of the companies' insurance carriers, premiums and any consolidation possibilities has been completed. A report is being prepared to present to the Board on insurance and workers compensation.

#### Audit

A draft of the audit has been prepared. John made a motion to put in \$ 400K for the rate stabilization fund before finalizing the audit. Motion seconded by Walter. Motion carried. Final audit numbers should be completed for the next Board meeting.

#### Tree Survey

We are having been looking into a new approach for tree trimming. We are speaking with an organization that focuses on removal of trees that are problems versus yearly trimming. This group seems to operate more like Arborists or a nature conservation group rather than simply a tree trimming/removal company. We are hopeful that this group may have better luck talking with customers and getting them to agree to tree removal and sometimes replacement with smaller trees or shrubs. The next activity on this project will be about the beginning of June.

#### UG Project Proposal

A draft reply has been written to go to Mr. Riley and the Selectmen. Kevin will approve the draft and the reply will be sent.

### **Board Officers**

Discussion of changing the order or office rotation to follow suit with the way the town/selectmen rotate their officers. Walter Foskett asked that it be further considered before any decisions or changes are made. Motion made by Kevin Bulman to go forward and follow suit with the town. Motion seconded by John Stoddard. Motion carried. Motion made by John Stoddard to elect Kevin Bulman as Chairman. Motion seconded by Walter Foskett. Motion carried. Motion made by Walter Foskett to elect John Stoddard as secretary for the 2004/2005 year. Motion seconded by Kevin Bulman. Motion carried.

### **Other Business**

Notice was seen in the paper for a Town Advisory Committee to be established. The Board is concerned that there is no scope for this committee. It was suggested that John Tzimirangas meet with someone in the selectmen's office (town manager) to see where we are and what they want to find answers to. This situation may be able to be resolved with a letter with detailed answers to their questions rather than establishing a committee.

Motion was made at 9:45 to adjourn the meeting. Motion carried.

Next meeting will be June 14<sup>th</sup> at 7:00 AM.