

Groveland Municipal Light Department  
Minutes of Meeting  
January 18<sup>th</sup>, 2022

Present: S. LaBelle (SL), M. Cloutier (MC), S. Daniels (SD), K. Snow (KS) & M. Croteau (MCC)

Time Started: 3:30 p.m.

The Pledge of Allegiance was performed by all present.

Citizen query opened at p.m. and closed at p.m.

TOWN OF GROVELAND  
2022 FEB 24 AM 10:27  
TOWN CLERK  
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Approval of the Agenda:

- Motion to approve by MC.
- 2<sup>nd</sup> by SD.
- All in Favor.

Approval of Warrants: 22-23, 22-25, 22-27, 22-29.

- Motion to approve by SD.
- 2<sup>nd</sup> by MC.
- All in Favor.

Approval of Minutes of December 13, 2021:

- Motion to approve by SD.
- 2<sup>nd</sup> by MC.
- All in Favor.

First and foremost, KS and the Commissioners opened and read a letter from Ronald Saunders.

- The letter is included and states that Ronald Saunders will be retiring on February 28<sup>th</sup>. It expressed gratitude for the positive work environment GMLD gave to him while he was Line Foreman.

Financials:

- KS went over the operating cash being negative on the income statement due to timing issue. He plans is to transfer funds from the MMDT to the operating cash in the amount of \$200,000.00. KS also will be increasing the P.P.A.C. this year and plans not to fund the depreciation account.
- MC stated he was fine with it being pulled out but do not close the account.

Co-op:

- KS informed the Commissioners that they need to vote in order to start the creation of the GML Utility Services Cooperative, LLC.
- KS relayed for the Commission that the capital contributions for start-up costs would total \$300,000 split between Groveland, Middleton and Littleton and reflecting in the owner's equity percentages based on each MLP's contribution. Additionally, there is a membership fee of \$20,000.00 per year.
- MC explained the guidelines and the ideas behind the Co-op. All three Municipal Light Departments are operating in good faith.
- An example given by KS and MC was the idea of the Co-op offering a mechanic for working on trucks and hydraulics systems. This is an identified need by all MLP's involved, and an issue throughout the industry.
- The Co-op will charge market rates and each Light Department will pay the invoice when they have the work done.

- All three Commissioners read the written Consent of the Organizers of GML Utility Services Cooperative LLC. (See attachment). SL then proceeded to read MLP Co-op Authorization Vote for GMLD out loud.

Background: Groveland Municipal Light Department, along with Littleton Electric Light and Water Department and Middleton Electric Light Department, have been authorized by their respective boards to form a Municipal Lighting Plant Cooperative pursuant to Massachusetts General Laws, Chapter 164 Section 47C. As a result, we have previously authorized the General Manager to engage legal counsel and draw up the paperwork necessary to form the Cooperative. This process is now complete and Groveland Municipal Light Department, Littleton Electric Light and Water Department and Middleton Electric Light Department must now vote to formally authorize the creation of a Municipal Lighting Plant Cooperative, which shall be known as GML Utility Services Cooperative LLC.

In front of the Commissioners is a Consent document. This Consent accomplishes the following: (a) adopts the Operating Agreement attached to the Consent as Exhibit A as the Operating Agreement of the Cooperative, (b) provides that the initial members of the Cooperative are Groveland Municipal Light Department, Littleton Electric Light and Water Department and Middleton Electric Light Department, (c) authorizes a representative of each of the above referenced Light Departments to execute the Operating Agreement, (d) approves the Certificate of Organization of the Cooperative substantially in the form attached as Exhibit B to the Consent, (e) authorizes Groveland Municipal Light Department, Littleton Electric Light and Water Department and Middleton Electric Light Department to cause the Certificate to be filed with the Secretary of State of the Commonwealth of Massachusetts, and (f) fixes the initial number of managers of the Cooperative at three and provides that the managers of the Cooperative are Groveland Municipal Light Department, Littleton Electric Light and Water Department and Middleton Electric Light Department, who will serve in that capacity until their successors are duly elected and qualified.

1. that Groveland Municipal Light Department be, and it is authorized hereby, to become a member and manager of GML Utility Service Cooperative LLC; and
2. that the General Manager of the Groveland Municipal Light Department, Kevin Snow, be, and he hereby is, authorized to execute that certain Written Consent of the Organizers of GML Utility Services Cooperative LLC as a duly authorized representative of the Groveland Municipal Light Department, a copy of which Consent is in front of each Commissioner at this meeting.

Move that:

- SL made a motion on Items (1) & (2) above.
- Second by SD.
- All in favor.
- MC congratulated KS for being the first municipal entering into the co-op.
- KS replied that he is looking forward to it moving the Co-op forwards.

### Managers Review:

- KS reminded the commissioners that he presented them with a list of salaries from other Municipal Light Department last month and then provided them with another copy (See attachment).
- All three commissioners spoke amongst themselves about the position, pay, and options for paying and paying for the position.
- MC analogy is that the GMLD should be paying the market rate. If GMLD had to replace KS in the General Manager position the department would have to pay more than what they have in mind to increase the current position by. SD concluded that the range is the range and SL concluded that GMLD should stay in-line with rates of pay at comparable Municipals Light Plants. SL stated that it is the opinion of the Commissioners that KS does his job well and completes everything asked of him and more.
- SL makes a motion to increase KS yearly salary to \$160,000.00.
- 2<sup>nd</sup> by MC.
- All in favor.

### Collections:

- KS informed the commissioners that MCC will discuss the figures and collection.
- MCC went over the comparison between three years of figures for the amount outstanding going into each month. She was happy to say that the figures are good and explained that the department has been on top of collection, and it shows. There are reasons that are working in our favor. Community Action was allowed to allocate leftover funds from clients this year that applied for fuel assistance to go toward their electric utility bills. Our department received \$3,431.78 last month and applied these payments helping to bring down the final figure to \$69,459.58. This figure is the lowest that she has seen for the department. Our office also tries very hard to offer customers a payment plan to help pay down what is owed. Another area the office is working diligently towards is to give more information to customers in need to find other organization to help them if they need it. MCC mentioned that she would like to create a printed-out paper with all the different organization customers can call and discuss getting help with paying the electric bills.
- MC mentions that maybe KS can put the information on our website as well.

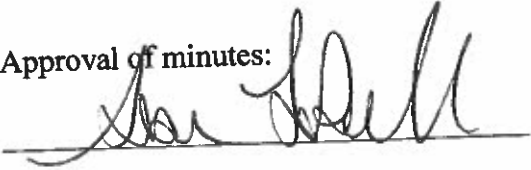
### Managers' Report:

- KS started to explain that Ron's retiring is coming soon. Hence, Ron and I have interviewed four candidates for his position that applied. Six persons applied for the position.
- MC asked is any of them good candidates.
- KS has two in mind.
- SL did mention that KS could restructure the department if he chooses to do so.
- MC made mention that line work isn't necessarily a general foreman's job.
- KS went over the strengths and weakness of the two candidates.
- The Commissioners are behind KS and whatever decision is made regarding the Foreman position.

Next month's commissioners meeting will be February 15th at 3:30 p.m.

- Motion to adjourn the meeting by SD at 5:11 p.m.
- 2nd by MC.
- All in favor.

Approval of minutes:

A handwritten signature in dark ink, appearing to be "Dan Hull", written over a horizontal line.

Date:

2/15/22