

Groveland Municipal Light Department
Minutes of Meeting
November 10, 2020

TOWN OF GROVELAND
2020 DEC -9 AM 10:20
TOWN CLERK
RECEIVED / POSTER

Present: K. Cross, S. LaBelle, M. Cloutier, K. Snow and M. Croteau

Time Started: 3:36 p.m.

The Pledge of Allegiance was performed by all present.

Citizen query opened at 3:36 p.m. and closed at 3:51 p.m.

Approval of the Agenda:

- Motion to approve by S. LaBelle.
- 2nd by M. Cloutier.
- All in Favor.

Approval of Warrants: 21:17 & 21:19

- Motion to approve by K. Cross.
- 2nd by M. Cloutier.
- All in Favor.

Approval of Minutes of October 14, 2020

- Motion to approve K. Cross.
- 2nd by M. Cloutier.
- All in Favor.

Discussion on Non Union Personnel:

Linemen:

- Per year percentages of: 2.50% in 2021, 2.50% in 2022 and 2.75% in 2023.
- Mutual Aid of 1.66 multiple by the hourly rate portal to portal.

Office Staff:

- Per year percentages of: 2.50% in 2021, 2.75% in 2022 and 2.75% in 2023.
- Change of titles for M. Croteau to Office Manager and L. Quintiliani to Customer Accounts Specialist.

Staff combined:

- Weather Clause.
- Vacation Carry-Over to change to Manager's Discretion for 2021 unlimited carry over to be used by 6/30/2021. In 2022 one week to be used by 6/30/2023. If not used by 6/30 they are forfeited. Personal days may not be carried over.
- Scheduled OT to be a 2 hour minimum; any call-outs by PD are 4 hours.
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Discussion ensued where:

- M. Cloutier would like K. Snow to finalize all documentation to be signed at the next Commissioners meeting.
- S. Labelle would like to thank everyone for their hard work and participation.

September Financials:

- Discussion about operating cash from K. Snow informing the Commissioners that \$600,000.00 should be transferred into operating cash next month.

- K. Snow informed the Commissioners that it was a good month because of August income and September balance.
- K. Snow informed the Commissioners to where he was applying jobs and how inventory was applied to accounts and why.
- M. Cloutier explained he was good with K. Snow's plan as long as he covered all of the year's expenses. M. Cloutier would like to be kept informed and up to date.

2019 Audit:

- 1C1: Work order documentation for billing and inventory control. K. Snow looking into new program.
- IC2: Accounts Payable. M. Cloutier mentions it is up to K. Tilton to balance.
- IC3: Time line billing. M. Cloutier states it is because of the time of the month GELD bills it. K. Snow it's always going to be there.
- Cash Issue: \$208,000.00? K. Tilton posted it in January. She found it before the auditor and had it reconciled.
- Cash Reconciliation: K. Tilton sends that out every month to Ellen at Town Hall.
- OPEB: changing to operating cash.
- I5 or I6: Meter Deposit Interest. Discussion ensued and it will be kept the same way for now.
- Chapter 32B Section 20: M. Cloutier would like K. Snow to look into the newer version which he believes was updated in 2018. K. Snow will do so and get back to the Commissioners.

Collections:

- M. Croteau discussed that numbers have gone up considerably. There have been no shut offs. Several customers have signed up for payment plans.
- M. Cloutier mentioned that our department has done good work with collection.

Manager's Report:

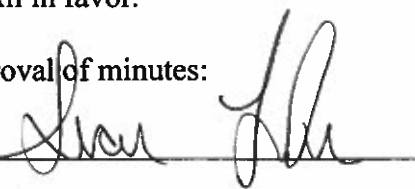
- GTC Construction/Philadelphia Assurance case: K. Snow - Judgement ruled in favor of Philadelphia. GMLD Legal advisors stated that it would likely be fruitless to continue with any further pursuit of the funds GMLD paid to subcontractors as a result of their demand notices, as the judge ruled that GMLD did not need to pay the subcontractors. K. Snow said the judgement was a disappointment.
 - M. Cloutier mentioned that it was the right decision at the time.
- Gate Keepers: K. Snow was glad to report that as of today a new 4G gatekeeper is working. Initially it was an issue with Verizon because they needed to be on a private network not public. The other issue was due to firmware in the new gatekeepers. Honeywell is going to update them after the Nov. 23 billing cycle them. There is another issue in downloading the monthly read. Honeywell is looking into but for now they are sending the file via email and M. Croteau uploads the billing from that point.

Next month's Commissioners meeting December 8th, 2020 at 3:45 p.m.

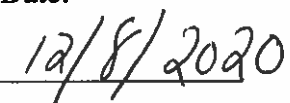
- Motion to adjourn the meeting was made by S. Labelle at 4:47 p.m.
- 2nd by M. Cloutier.

- All in favor.

Approval of minutes:

A handwritten signature in cursive script, appearing to be "John Doe", written over a horizontal line.

Date:

A handwritten date "12/8/2020" written over a horizontal line.