

**PASCOAG UTILITY DISTRICT
BOARD OF UTILITY COMMISSIONERS**

Regular BUC Meeting Minutes– October 24, 2011

A regular meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, October 24, 2011 at 6:00 PM in the District Office at 253 Pascoag Main Street., Pascoag, RI 02859.

Members Present: Albert Palmisciano, Ann Polacek, Adrien Trudeau, Wallace Lees and Michael Kogut

Members Absent:

Mr. Palmisciano called the meeting to order at 6:04 PM

Minutes

- 1. Pledge of Allegiance**
- 2. Public Comment-There were no comments.**
- 3. Committee Comments-There were no comments.**
- 4. Good and Welfare of the District**

A. Docket No. 1725

For the period ending September 30, 2011, Pascoag Utility District disconnected 48 residential standard customers and one residential protected status customer. Pascoag Electric sent a total of 688 disconnection notices for this period. PUD entered into 6 new written agreements and 171 verbal agreements with its standard customers.

PUD has 12 written agreements for customers who qualify for Protected Status. Forty-four out of one hundred and seventy one short term agreements are delinquent and sixteen out of thirty three of the written agreements have been broken during the month of September.

The District currently has four out of twelve protected status customers who have broken their payment plans, and the District is seeking permission to disconnect these customers.

Motion to receive and file made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

B. GNEF Kickoff Breakfast

Mr. Kirkwood reported that the GNEF Kickoff Breakfast will be held on November 10th at 8:30AM at the Salvation Army in Providence. Management and the Board are invited to attend.

C. AMR Project Update

Ms. Allaire stated that 900 meters have been changed out so far with roughly 150 to go. Final notices are being sent to residential customers. Ms. Choquette is currently setting up meter exchange appointments with commercial customers. The project will be completed by the end of 2011. There is also a possibility of going from quarterly billing to monthly billing.

D. Tropical Storm Irene Follow Up

Mr. Kirkwood stated that the management team had met with representatives at Cox to talk about the reliability of its system.

During Tropical Storm Irene, PUD lost all phone and internet capability. Cox has updated its file on PUD and upgraded it to a high priority customer. Management is working closely with Cox to get a written plan in place for Cox's emergency backup generation.

E. FEMA Reimbursement

Ms. Allaire stated that the management team went to a FEMA reimbursement meeting in September and found that the District would qualify for reimbursement due to Tropical Storm Irene. The District will be reimbursed \$55,000.00 toward expenses incurred during the Tropical Storm.

F. COS Update

Ms. Allaire has sent out a request for proposals for the Cost of Service to twelve consultants. They held a pre-bid conference call and five vendors participated.

G. Century Bank Lockbox Update

Ms. Allaire reported that the office has changed from having payments come in by mail for processing to the checks being processed by Century Bank. This has saved the office from lengthy data entry and has increased productivity and will give staff an opportunity to cross train.

H. Customer Credit Card Payments

Ms. Allaire stated that in September the District hit a record number of online credit card payments. There were 614 transactions, totaling over \$93,000.00. When online bill pay started there was an average of

100 transactions per month, totaling \$20,000.00.

5. Approval of Minutes

A. Finance Subcommittee- September 26, 2011

Motion to approve as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

B. Water Subcommittee- September 26, 2011

Motion to approve as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

C. Regular BUC Meeting- September 26, 2011

Motion to approve as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

6. Unfinished Business

7. New Business

A. Action Item: Approval of Annual Meeting Agenda

Motion to approve as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

8. Financial Reports

A. Electric Department- August 2011

B. Water Department-August 2011

Ms. Allaire reviewed the electric and water financial reports for August.

Motion to approve the electric financials as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

Motion to approve the water financials as submitted made by Mr. Lees, seconded by Mr. Trudeau. The vote in favor was unanimous.

9. Executive Session

To go into Executive Session for the purpose of discussing pending litigation with a terminated employee, pursuant to R.I.G.L. 42-46-5(a)(2). The minutes of said meeting shall remain confidential for as long as necessary pursuant to RIGL 42-46-5, until a majority of the Board shall vote to open said minutes as provided for and subject to the open meeting law.

To go into Executive Session for the purpose of discussing a business locating in the state of Rhode Island, pursuant to R.I.G.L. 42-46-5(a)(6). The minutes of said meeting shall remain confidential for as long as necessary pursuant to RIGL 42-46-5, until a majority of the Board shall vote to open said minutes as provided for and subject to the open meeting law.

Mr. Lees made a motion to enter into Executive Session, seconded by Mr. Trudeau. The vote in favor was unanimous. The Board entered into Executive Session at 6:57PM.

Mr. Lees made a motion to exit Executive Session, seconded by Mr. Trudeau. The vote in favor was unanimous. The Board exited Executive Session at 7:14PM.

Mr. Lees made a motion to seal the minutes, no votes were taken, seconded by Ms. Polacek. The vote in favor was unanimous.

10. Adjournment

Mr. Lees made a motion to adjourn, seconded by Mr. Trudeau. The vote in favor was unanimous. The meeting was adjourned at 7:15PM.

Wall

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