

# **PASCOAG UTILITY DISTRICT - BOARD OF UTILITY COMMISSIONERS MINUTES**

**The regular meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, February 25, 2013 at 6:00 pm in the District office, Pascoag 253 Pascoag Main Street, Pascoag, RI.**

**Members Present: Chairman Albert Palmisciano, Commissioners Richard Jenks, Michael Kogut and Wallace Lees**

**Members Absent: Vice-Chair Ann Polacek (excused due to illness)**

**Also in Attendance: Michael Kirkwood, General Manager; William Bernstein, General Counsel**

**Chairman Palmisciano opened the meeting at 6:00 pm.**

**1. Pledge of Allegiance**

**2. Public Comment**

**Louise Phaneuf came to represent the Board of Canvassers due to the item on the agenda of the polling location. Ms. Phaneuf stated that it was important for the Board of Canvasser's to be able to use the District's conference room because there were no other rooms available of this size in the area.**

**Mr. Jenks wanted to thank the staff and crew for the great job done during the last storm.**

**3. Committee Comments**

**Policy Subcommittee- Mr. Palmisciano stated that the Policy Subcommittee met to discuss the new organizational chart that Mr. Kirkwood created.**

**Facility Subcommittee- Mr. Jenks stated that the Facility**

**Subcommittee discussed the website/online payment options and were in support of the redesign changes.**

#### **4. Good and Welfare of the District**

##### **A. Docket No. 1725**

**Ms. LaPorte reviewed the customer shut off information. The average customer balance is around \$248.10. Ms. LaPorte stated that fifteen residential standard customers were disconnected in the month of January. Pascoag Utility District sent out 268 disconnection notices. Motion to receive and file made by Mr. Lees, seconded by Mr. Jenks. The vote in favor was unanimous.**

##### **B. Exxon Mobil Settlement Fund**

**Ms. Allaire presented the monthly summary account of the Exxon Mobil Settlement Fund. Money has been taken out to pay for the tank rehab project. On March 8th the RICWFA will meet to approve reimbursements coming back to the District. Motion to receive and file made by Mr. Lees, seconded by Mr. Kogut. The vote in favor was unanimous.**

##### **C. DOH Meeting**

**Mr. Kirkwood stated that he had attended a meeting called Safe Water RI. They looked at a risk profile of sea level rise. Pascoag Utility was not seen as too much of a risk except from drought and river flooding.**

##### **D. NEPPA Annual Meeting**

**Mr. Kirkwood wanted to remind the Board that the NEPPA conference will be held on August 25th-28th. If any Board members would like to attend, please contact Ms. Dolan.**

## **E. Draft Audited Financial Statements**

**Ms. Allaire stated they haven't come in yet but they will be here by the next meeting.**

## **F. Thank You**

**Ms. Dolan reviewed the thank you notes that were sent in by email and Facebook after the blizzard.**

## **5. Approval of Minutes**

### **• Regular BUC Meeting- January 28, 2013**

**Mr. Lees made a motion to approve the minutes, seconded by Mr. Jenks. The vote in favor was unanimous.**

## **6. Unfinished Business**

## **7. New Business**

### **• 13-02 Action Item: Polling Location**

**Mr. Kirkwood stated that it was extremely difficult during the last election for the District to conduct normal business activities due to the conference room being used as a polling location. There was a problem in the parking lot with people blocking the gates where the utility trucks exit. Polling staff had to eat their lunch in the hallway in the District office and it caused congestion and noise related disruption. Ms. Phaneuf stated that polling staff could eat their lunch in the conference room if she segregated an area for them so that could be easily resolved. She also stated that a police officer could be put on duty to direct traffic in the parking lot. Motion to approve the District's conference room as a polling location was made by Mr. Jenks, seconded by Mr. Lees. The vote in favor was unanimous.**

- **13-03 Winter Power Status**

Mr. Kirkwood spoke about the ISO New England markets. Prices dramatically increased due to weather related problems. During Nemo there were several transmission facilities that went out of service. ISO had to run more expensive generation to compensate for the facilities that went down and then charged it to National Grid and Pascoag Utility District. The normal ISO bill for Pascoag is around \$5,000-\$6,000 but this month it was \$150,000. Staff asked ENE to conduct an analysis and they found that 65%-70% of it was weather related with the remainder being related to natural gas prices. Mr. Kirkwood stated that there is going to be a change in the District's risk procedures.

- **13-04 Action Item: Organizational Discussion**

Mr. Palmisciano stated that the Policy Subcommittee voted to approve the concept of the new organizational chart in regards to preparing for the retirement of the Assistant General Manager of Finance and Human Resources. The job of Assistant General Manager of Finance's job would be divided into two positions of a Manager and Supervisor. Mr. Lees made a motion to adopt the first page of the organizational chart, seconded by Mr. Jenks. The vote in favor was unanimous.

- **13-05 Action Item: Website Rebuild and Online Payment Options**

Mr. Jenks stated that the Facilities Subcommittee made a motion to approve the website rebuild and online payment options, seconded by Mr. Kogut. The vote in favor was unanimous.

## **8. Executive Session**

**Mr. Lees made a motion to exit Executive Session, seconded by Mr. Kogut. The vote in favor was unanimous.**

**Mr. Lees made a motion to seal the minutes with no votes taken, seconded by Mr. Jenks. The vote in favor was unanimous.**

#### **9. Action item: Approval of Contracts**

**Mr. Lees made a motion to approve the General Manager's five year contract, seconded by Mr. Jenks. The vote in favor was unanimous.**

**Mr. Lees made a motion to approve Legal Counsel's two year contract, seconded by Mr. Jenks. The vote in favor was unanimous.**

#### **10. Financial Reports**

**A. Electric Department-not available**

**B. Water Department-not available**

#### **11. Adjournment**

**Mr. Lees made a motion to adjourn, seconded by Mr. Kogut. The vote in favor was unanimous. The meeting was adjourned at 6:55 PM.**

---

**Wallace Lees, Secretary**

**Board of Utility Commissioners**

---

**Desarae Dolan, Recording Secretary**