

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

**The regular meeting of the Pascoag Utility District Board of Utility Commissioners was held on Monday, October 28, 2013 at 6:00 p.m. in the District office, 253 Pascoag Main Street, Pascoag, RI.**

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

**Members Absent:**

**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 Comments-There were no comments.**

**3. Committee Comments**

- Policy Subcommittee-met to discuss changes to the bylaws, specifically changing the Annual Meeting date back to the second Monday of December and changing the voting hours to 5:00PM-7:00PM.**
- Finance Subcommittee-met to discuss the 2014 Water Budget.**

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

**A. Docket No. 1725**

**Ms. LaPorte reviewed the customer shut off information. The average customer balance for terminated customers was \$114.04. Ms. LaPorte stated that 29 residential customers and zero residential financial hardship customer was disconnected in the month of September. Pascoag Utility District sent out 723 disconnection notices. Motion to**

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

#### **B. Exxon Mobil Settlement Account**

Ms. Allaire reviewed the settlement account information. The money market account pays debt service, capital projects and the tank project. Mr. Lees made a motion to receive and file, seconded by Mr. Jenks. The vote in favor was unanimous.

#### **C. GNEF Breakfast**

The GNEF Breakfast will be held at the Salvation Army on November 6th. Staff and Board members are invited to attend.

#### **D. PUD Christmas Party**

The annual Christmas party for Pascoag Utility District will be held at Bella's on December 13th.

#### **E. Fogarty Press Release**

Mr. Kirkwood spoke about the press release that came out of Senator Fogarty's. The press release cited Pascoag Utility District as having the measures of communication with their customers that all utilities should have.

Motion to receive and file made by Mr. Lees, seconded by Mr. Jenks.

The vote in favor was unanimous.

### **5. Approval of Minutes**

**A. Finance Subcommittee Minutes- September 23, 2013**

**B. Regular BUC Minutes- September 23, 2013**

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

## **6. Unfinished Business**

### **7. New Business**

#### **A. 13-18 Action Item: Change to Bylaws**

**Mr. Palmisciano stated that there was one change proposed. The bylaws stated that the annual meeting be held on the third Monday of December and it needs to be changed to the second Monday in December.**

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

#### **B. 13-19 Action Item: Annual Meeting Voting Hours**

**Mr. Palmisciano stated that staff wishes to change the voting hours to 5:00-7:00PM on the day of the annual meeting. Customers could leave after they voted or stay for the annual meeting. Mr. Lees made a motion to approve the change in voting hours, seconded by Mr. Jenks. The vote in favor was unanimous.**

#### **C. 13-20 Action Item: Approval of Annual Meeting Schedule and Agenda**

**Mr. Lees made a motion to approve the annual meeting schedule and agenda, seconded by Mr. Jenks. The vote in favor was unanimous.**

#### **D. 13-21 Action Item: Approval of 2014 Water Budget**

**Mr. Palmisciano stated that the Finance Subcommittee met to review the 2014 Water Budget. The Finance Subcommittee made a motion to recommend the full Board approve the 2014 Water Budget. Mr. Lees made a motion to approve the 2014 Water budget, seconded by the**

**Mr. Kogut. The vote in favor was unanimous.**

**E. 13-22 Action Item: Approval of 2013 Electric and A/R Write-offs**

**Ms. Allaire presented the 2013 Electric and A/R Write-offs. Mr. Lees made a motion to approve the write-offs for 2013, seconded by Mr. Jenks. The vote in favor was unanimous.**

## **8. Financial Reports**

**A. Electric Department- August 2013**

**B. Water Department- August 2013**

**Mr. Lees made a motion to approve the electric and water financials as submitted, seconded by Mr. Jenks. The vote in favor was unanimous.**

## **9. Adjournment**

**Mr. Lees made a motion to adjourn, seconded by Mr. Jenks. The vote in favor was unanimous. The meeting was adjourned at 6:30PM**

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**Wallace Lees, Secretary**

**Board of Utility Commissioners**

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**Desarae Dolan, Recording Secretary**