

MINUTES OF GAS & ELECTRIC COMMISSION MEETING
REGULAR SESSION
AUGUST 16, 2017

A meeting of the Holyoke Gas and Electric Department was held on August 16, 2017 at 5:00 P.M. in the Department's offices. In attendance were Commissioners Hoey, Griffin and Sutter; Manager Lavelle; Superintendents Beauregard, Ducheney and Shannon; Attorney John Ferriter, Brooke McMahon, Kate Sullivan and Jim Jackowski.

CALL TO ORDER:

Commissioner Hoey called the meeting to order at 5:00 PM.

MINUTES:

On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the minutes from July 27, 2017.

REPORTS & RECOMMENDATIONS OF MANAGER:

Financial Report:

Ms. McMahon reviewed the draft June financial statements. There was a brief discussion on the matter.

DIVISION REPORTS:

GAS DIVISION

Mr. Shannon reported that wholesale natural gas procurements continue consistent with the hedging plan for the current 12-month procurement window. He also presented the August natural gas rate comparisons and noted that the Department is very competitive in all classes. He then gave an update on ongoing capital and maintenance projects. There was a brief discussion on the matter.

ELECTRIC DIVISION

Power Supply:

Mr. Beauregard reviewed the August electric rate comparisons and noted that the Department remains very competitive in all rate classes. He also reviewed the August mark to market report for power supply and stated that all transactions are within policy limits. There was a brief discussion on the matter.

Mr. Beauregard gave an update on ongoing solar and storage projects and reported that negotiations on the Mt. Tom battery storage project are ongoing. Mr. Beauregard also gave a brief update on demand management activities. There was a brief discussion on the matter.

TRANSMISSION & DISTRIBUTION

Mr. Beauregard reported that planned preventive maintenance and capital projects were generally on schedule and he gave an update on the design and planning activities for the Holyoke 17L Substation. There was a brief discussion on the matter.

ELECTRIC PRODUCTION

Mr. Duchenev reported that hydro production is on slightly above plan for the month and year-to-date. He gave an update on the maintenance projects for Hadley Falls Unit #2, and City #2 Hydro. There was a brief discussion on the matter.

TELECOMMUNICATIONS

Mr. Jonah gave a brief update on commercial sales and ongoing projects. There was a brief discussion on the matter.

OLD BUSINESS: None

NEW BUSINESS:

SPONSORSHIP REQUEST – GREATER HOLYOKE CHAMBER OF COMMERCE: Mr. Lavelle reported that the Department received a request from the Greater Holyoke Chamber of Commerce to continue the Department's Corporate Leadership Sponsorship for the 2017-2018 fiscal year for the Chamber. Mr. Lavelle disclosed that he is a member of the Board of Directors of the Chamber, and Attorney Ferriter disclosed that he serves on the Board of Directors of the Chamber Foundation. After a brief discussion, and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the sponsorship per the recommendation of management.

SPONSORSHIP REQUEST – HOLYOKE POLICE DEPARTMENT SENIOR CITIZEN HOLIDAY CELEBRATION: Mr. Lavelle reported that the Department received a request from the Holyoke Police Department to continue the Department's Sponsorship of the Senior Citizen Holiday Celebration in the amount of \$1,500. After a brief discussion, and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the sponsorship per the recommendation of management.

BID AUTHORIZATIONS: None

BIDS RECEIVED:

PROFESSIONAL SERVICES – PUBLIC AWARENESS EFFECTIVENESS SURVEY: Mr. Lavelle requested that the Commission authorize the expenditure of up to \$10,250 for professional services required to conduct a four-year effectiveness survey of the Department's Natural Gas Public Awareness Plan. He stated that the survey is required by applicable federal regulations (Title 49, Section 192.616) and the Department has coordinated with the Northeast Gas Association (NGA) to work with a common vendor to standardize the assessment and gain economies of scale on cost. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to authorize the expenditure per the recommendation of management.

PURCHASING APPROVAL – CONTINUUM SOFTWARE UPGRADE: Mr. Lavelle recommended that the Commission authorize the expenditure of up to \$18,915 for the upgrade of the main office building management system which is beyond its useful life and no longer supported by the OEM. After a brief discussion and on a motion from Commissioner Griffin, seconded by

Commissioner Sutter, it was unanimously voted to authorize the expenditure per the recommendation of management.

COMMUNICATIONS:

08/14/17 – Draft Commission Meeting Minutes from 07/27/17

07/28/17 – JL/DD/Financial Statements, Balance Sheet June 2017

08/08/17 – JL/JJ/Sponsorship Request – Holyoke Chamber Corporate Leadership Program

08/08/17 – JL/JJ/Sponsorship Request – HPD Senior Citizen Holiday Celebration

08/11/17 – TS/BR/Purchasing Approval: Public Awareness Plan Effectiveness Survey

08/11/17 – TS/TS/Purchasing Approval: Continuum Software Upgrade

NEXT MEETING DATE:

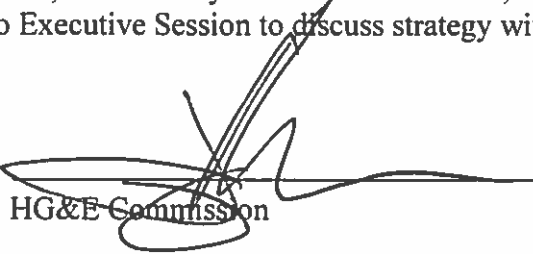
It was agreed that the next Commission meeting would take place on Tuesday, September 12, 2017 at 5:00 P.M.

Mr. Lavelle recommended that the Commission enter into Executive Session to discuss strategy with respect to contract negotiations. Chairman Hoey stated that the Commission would not return to reconvene the Regular Session.

ADJOURNMENT:

On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to adjourn the Meeting at 5:40 PM.

On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted, on a roll call vote, to enter into Executive Session to discuss strategy with respect to contract negotiations.



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