

MINUTES OF GAS & ELECTRIC COMMISSION MEETING
REGULAR SESSION
MARCH 28, 2017

A meeting of the Holyoke Gas and Electric Department was held on March 28, 2017 at 5:00 P.M. in the Department's offices. In attendance were Commissioners Hoey, Griffin and Sutter; Manager Lavelle; Superintendents Beauregard and Shannon; Kirk Jonah, Jim Jackowski Terry Sweeney and Brian Richards.

CALL TO ORDER: Commissioner Hoey called the meeting to order at 5:03 PM.

MINUTES:

On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the minutes from March 9, 2017.

REPORTS & RECOMMENDATIONS OF MANAGER:

Financial Report:

Mr. Richards reported that the draft February financial statements would be reviewed at the next Commission meeting.

Mr. Lavelle reported that negotiations are ongoing with the Holyoke Municipal Gas Light & Power Guild for a new collective bargaining agreement. He stated that the current contract expires March 31, 2017. 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, and he gave an update on current distribution projects. There was a brief discussion on the matter.

ELECTRIC DIVISION

Power Supply:

Mr. Beauregard gave an update on various distributed generation and energy storage initiatives. He stated that two potential distributed generation projects, one with compressed air energy storage and the other an anaerobic digester, were still in feasibility phases. There was a brief discussion on the matter.

Mr. Beauregard reported that the MMWEC Project 2015A participants committee would be meeting in the near future to determine whether that project would be submitted into FCA #12. There was a brief discussion on the matter.

TRANSMISSION & DISTRIBUTION

Mr. Beauregard reported that design and planning for the Holyoke 17L Substation is progressing. He stated that staff had a successful meeting with the ISO-NE Transmission Owners Planning Advisory

Committee (PAC), and that the project must now be presented to the ISO-NE Reliability Committee, likely in mid-April. He stated that the current plan is to begin construction in 2018 with project completion scheduled in 2019. There was a brief discussion on the matter.

Mr. Beauregard gave a report on the distribution system performance during the large snowstorm on March 13th, and stated that there were no major incidents. He also reported that the American Public Power Association (APPA) issued the E-Reliability report on the Department's reliability statistics. He stated that staff was currently reviewing the report and that there would be a presentation of the findings to the Commission in the near future. There was a brief discussion on the matter.

ELECTRIC PRODUCTION

Mr. Duchenev reported that hydro production is on generally on plan for the year. He reported that canal production is slightly below plan due to a recent maintenance issue with the log boom, which has since been temporarily repaired. He also reported that the new gantry crane is being installed at the Hadley Falls intakes and that the visitor center building construction is on schedule to be completed by June 2017. Mr. Duchenev also gave an update on preparations for fish migration season. 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:

RESIDENTIAL ENERGY ASSISTANCE REQUEST – 6 AMHERST STREET: Mr. Lavelle recommended that the Commission approve a Residential Energy Assistance request for the owners of 6 Amherst Street in the amount of \$10,000 for the installation of a 3.3 kW solar array on their garage. After a brief discussion, and on a motion from Commissioner Griffin, seconded by Commissioner Hoey, it was voted 2-0 to approve the assistance per the recommendation of management. Commissioner Sutter abstained.

SPONSORSHIP REQUEST – GREATER HOLYOKE CENTENNIAL FOUNDATION: Mr. Lavelle reported that the Department received a sponsorship request from the organizers of Celebrate Holyoke for \$5,000 towards the event. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the sponsorship request per the recommendation of management.

2017 NON-GUILD MERIT: Mr. Lavelle recommended that the Commission approve a budget for non-guild merit adjustments per the following: 3.0% pool for merit adjustments; 1% for performance recognition, and 1% for equity adjustments and promotions. He stated that this recommendation is consistent with the 2017 budget approved by the Commission and consistent with the recommendations of the Department's wage consultant. There was a brief discussion on the request. On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to approve the request per the recommendation of management.

BID AUTHORIZATIONS: None

BIDS RECEIVED:

PURCHASE OF 15KV ELECTRIC UNDERGROUND CABLE (REBID): Mr. Lavelle recommended that the Commission award the contract for 15kV Underground Cable to Prysmian Cables & Systems USA, Inc., the lowest qualified bidder meeting all requirements of the solicitation. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to award the bid per the recommendation of management.

GAS ROTARY METERS ANNUAL CONTRACT: Mr. Lavelle recommended that the Commission reject the bid received and authorize a re-bid for the contract. He stated that the only bidder did not sign the submitted big package. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to reject the bid and authorize a re-bid per the recommendation of management.

GAS WELDING SERVICES TWO YEAR ANNUAL CONTRACT: Mr. Lavelle recommended that the Commission award a two-year contract for Gas Welding Services to Jay's Mobile Welding, the lowest responsible and eligible bidder. He further recommended that the Commission award a secondary contract to Spath & Son, Inc., the second lowest bidder. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to award the contracts per the recommendation of management.

PURCHASE OF GD LARGE DIAMETER PLASTIC PIPE: Mr. Lavelle recommended that the Commission award the contract for Large Diameter Plastic Pipe Charter Plastics, the lowest qualified bidder meeting all requirements for the solicitation. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to award the contract per the recommendation of management.

EMERGENCY SPILL RESPONSE & HAZARDOUS WASTE/MATERIAL

TRANSPORTATION & DISPOSAL ANNUAL CONTRACT: Mr. Lavelle recommended that the Commission award the contract for Emergency Spill Response and Hazardous Waste/Material Transportation & Disposal to Environmental Services, Inc., the lowest responsible and eligible bidder. After a brief discussion and on a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to award the contract per the recommendation of management.

COMMUNICATIONS:

03/24/17 – Draft Commission Meeting Minutes from 03/09/17

03/27/17 – JL/DD/Financial Statements, Balance Sheet February 2017

03/20/17 – JL/JJ/Residential Assistance – 16 Amherst Street

03/21/17 – JL/JJ/Sponsorship Request – Greater Holyoke Centennial Foundation

03/03/17 – COMM/JL/2017 Non-Guild Merit

03/24/17 – JL/YD/Bid Recommendation – Purchase of 15kV Electric Underground Cable (Rebid)

03/23/17 – JL/YD/Bid Recommendation – Gas Rotary Meters Annual Contract

03/23/17 – JL/YD/Bid Recommendation – Gas Welding Services Two Year Annual Contract

03/24/17 – JL/YD/Bid Recommendation – Purchase of GD Large Diameter Plastic Pipe

03/23/17 – JL/YD/Bid Recommendation – Emergency Spill Response & Hazardous Waste/Material Transportation & Disposal Annual Contract

NEXT MEETING DATE:

It was agreed that the next Commission meeting would take place on Tuesday, April 18, 2017 at 5:00 PM.

ADJOURNMENT:

On a motion from Commissioner Griffin, seconded by Commissioner Sutter, it was unanimously voted to adjourn the Meeting at 5:41 PM.



HG&E Commission