

**HOLDEN BOARD OF SELECTMEN
MEETING MINUTES
December 7, 2020**

6:30PM

Memorial Hall

Present: Robert Lavigne, Anthony Renzoni, Tyler Gibbs, Chiara Barnes

Not Present: Geri Herlihy

Others Present: Peter Lukes, Town Manager
 Stephanie King, Assistant Town Manager
 Brian Falk, Town Counsel
 Liz Fotos, Town Recorder

Chairman Lavigne called the meeting to order at 6:30PM. The Board stood to recite the Pledge of Allegiance.

1. Appointments, Licenses, and Permits

Megan Shay, Mountaineer Volunteers was presented at the meeting. She stated that the Club wanted to drum up some happiness in the holidays and they had made cards for senior citizens along with having a place people could bring food for the Wachusett Food Pantry and general holiday cheer. She stated that it was going to be held outdoors, with masks and being socially distant.

Chairman Lavigne thanked them for doing this and stated the world needed more of this right now.

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE PARADE PERMIT 12/19/20 FOR KARL HARTSHORN WRHS MOUNTAINEER VOLUNTEERS FOR HAPPINESS HOLIDAY DRIVE AS PRESENTED.**

2. Citizen Address

None

3. HMLD FY 21 Budget Submission

Jane Parenteau, Director, HMLD was present at the meeting along with Barry Tupper, AGM, and members the HMLD Advisory Board.

Ms. Parenteau presented: **Holden Municipal Light Department, CY 2021 Operating and Capital Budgets, HMLD Light Commission, December 7, 2020**

She stated that they presented to the HMLD Light Advisory Board on November 7, 2020 and the motions that were approved were included.

See Attached Presentation.

Chairman Lavigne opened it up for questions from the Board.

Sel. Renzoni stated that in Calendar Year 22 the Board should be ready to discuss an increase. The goal is 4.5 million, he asked where the advisory board stands.

The Advisory Board replied they were comfortable with that.

Ms. Parenteau stated that she would be happy to provide the accounts for the Board. She stated that as a Municipal Light Department at the end of the year they were allowed to make 8% of net profit. She stated that if they were under or over they can add or take away.

Sel. Renzoni stated that moving forward he was not prepared to approve the smart meter technology; he stated that he wanted to review the policy first.

Sel. Renzoni stated that the OPEB getting to 100% was great news.

Mr. Lukes replied that Water/Sewer was close and that new employees would pay down theirs.

Ms. Parenteau replied that it was a moving target but they don't expect a major change.

Sel. Gibbs asked if they knew how many customers made up the 105K.

Ms. Parenteau replied she would get back to them with that answer.

Chairman Lavigne asked if they were receiving revenue from the solar panels at Mountview or elsewhere.

Ms. Parenteau replied that they received credits but surplus goes back to the Town. She stated that Mr. Lukes would determine when it was transferred over. She stated that the Town Accountant was also trying to determine how much to set aside if they become obsolete.

Chairman Lavigne asked what the impact on usage was because of Covid.

Ms. Parenteau replied that residential usage went up about 5% but commercial usage decreased.

Chairman Lavigne asked what the impacts of the schools being closed was.

Ms. Parenteau replied that she had not yet done that analysis.

Chairman Lavigne invited any member of the Advisory Board that wished to speak up to the podium.

John Shepard, Chair, was present. He stated that the Advisory Board accepted the proposed capital budget. He stated that they believe that we have the best infrastructure around and he thanked the Light Department for the great job they do.

Chairman Lavigne agreed and thanked HMLD for the work they do.

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO MOVE THE HMLD CY21 OPERATING BUDGET AS PRESENTED ON DECEMBER 7, 2020.**

Sel. Renzoni suggested that the Board take no action on HMLD Capital Budget at this time. He stated that without a policy in place for the smart meters he was uncomfortable approving it. He suggested waiting for a policy and if the Board was not satisfied at the next meeting to move the capital budget minus the allocation for smart meters.

4. Annual License Renewals

Mr. Lukes stated that the Town Clerk provided a list of those businesses that applied for renewal in addition to those that were not up to date yet. He stated that the Town will work with the businesses to get them in compliance but suggested take a vote today on both lists.

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE ANNUAL LICENSE RENEWALS FOR BUSINESSES THAT WERE IN COMPLIANCE AS PRESENTED ON THE DECEMBER 7, 2020 LIST OR THAT WERE IN COMPLIANCE AT THIS TIME.**

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was, **UNANIMOUSLY VOTED TO APPROVE THE ANNUAL LICENSE RENEWALS FOR BUSINESSES THAT WERE NOT IN COMPLIANCE PENDING COMPLIANCE BY JANUARY 1, 2021, AS PRESENTED.**

5. Town Manager Update

See Attached

6. Town Manager Goal

Chairman Lavigne stated that they Board had this conversation two months ago and he worked to put together this list.

Recreation:

Chairman Lavigne stated that the first goal that the Board presented was in regards to the Recreation Department. He stated that the Board wanted the current field space reevaluated, to analyze how the Recreation Department and DPW were charging fees to local sports, find new revenue, and draft a plan for abandoned ball field on the West Boylston line.

Sel. Barnes stated that she wanted to look to see how youth sports lease fields and what sports use what fields in what season. She stated that it seems as though there was a shortage of fields at times and she was interested in seeing a spread sheet on who used what when.

Chairman Lavigne stated that if there was a better way to generate revenue from the fields then the Town should evaluate it.

Sel. Renzoni stated that he was looking at more of an overhaul of the Recreation operation. He stated that Covid was a wake up call and the current model was not working. He stated that this was not something that was going to be fixed in one budget year but something that needed to be strategically looked at and fixed down the line.

Mr. Lukes stated that they had already began the process with regards to Recreation. He stated that last year they had the goal of expanding recreation so the process has begun. He stated that the fields were now under the umbrella of DPW. He stated that they were limited by the footprint and that the Town needed more space to do more with. He stated that one part of the Master Plan was regarding open space and there is a great committee in place to look at this as well. He stated this previous year recreation was hurt because of the expense of the pool along with not running the summer programs. He stated that he was hopeful that these programs would run this coming year and put them in a better position.

Sel. Renzoni stated that recreation would need constant reinvestment. He stated that he would love for the pool to pay for the pool independently. He stated that he thinks revamping recreation has a lot of opportunity for community betterment.

Chairman Lavigne stated that along with this goal was Eagle Dam non water recreation space, restart the Winter Festival and add some sort of Autumn Festival. He stated they also wanted to establish a graves officer.

Sel. Renzoni stated that he wanted to look at the Committees too and see if they were relevant or did some need to be merged. He stated he was interested in having a Water/Sewer Advisory Board again as well.

Chairman Lavigne asked if anyone was opposed to having the Town Manager level fund the budget. He stated he suggested level funding and Sel. Renzoni suggested better than

level fund the budget. He stated his concern was that there were some things that would contractually go up.

Mr. Lukes replied that he is not sure that is a goal. He stated that they really need to look at revenue and state aid. He stated that the Town wanted to maintain services.

Sel. Renzoni stated that the number he was looking at was what the Town spent. He stated that he wanted to challenge the Manager to come in less than last year.

Mr. Lukes stated that this would be difficult; he stated he does not have the operational budget from the department heads. He stated that his goal was to keep the funds as low as possible. He stated that he will do the best he can but he does not want to underfund a budget at the expense of services to the community. He stated that it is a balancing act.

Chairman Lavigne stated the next goal as to reestablish cash reserves in the Water/Sewer account. He stated that the Board could talk more at the next meeting with Mr. Woodsmall. He stated that they used to get monthly reports on this as well.

Sel. Renzoni stated it was one months operating in reserve and one month in rate stabilization in case something happened. He stated this conversation could continue at the next meeting.

Sel. Renzoni stated that he would withdraw the next goal with regards to the union.

Mr. Lukes stated that outsourcing has not worked for the Town in the past but that he will continue to review it and realize savings if possible.

Police Data Initiative

Sel. Gibbs stated that the Open Data Initiative was put in place to help build trust with communities and law officers. He stated he has looked into this and there has been success in over 100 different communities. He stated that they would identify someone to be the liaison and then someone in law enforcement does the data and it connects you with law officers all over the country. He stated that this could be something that benefited the community and residents.

Chairman Lavigne asked what kind of information was shared.

Sel. Gibbs replied that the community would chose but it would all be public record. He stated it was data sets and helped the community have access to best practices across the country.

Mr. Lukes stated that he had no background in this and would connect with the Chief about it.

Sel. Renzoni asked if they could get a position from the Chief of Police and the Patrolman's Union on this.

Mr. Lukes replied that they could.

Sel. Gibbs stated that he also wanted to institute all Holden employees to Diversity and Inclusion Training.

Mr. Lukes stated that if this was for all Town employees he was not comfortable with this being a requirement. He stated that he did not have a problem adding to the bargaining list but did not want to be held responsible because of the union involvement.

Chairman Lavigne stated that he thinks it is a worthy goal but wondered if it could hurt collective bargaining with the union.

Mr. Lukes stated that they had the option of making it voluntary for employees; but mandating it to unions was out of his control.

Sel. Gibbs suggested adding it to negotiations and seeing if the Town Manager could make it work.

Mr. Lukes stated they could offer it to all Town Employees but could not mandate it. He stated he would want legal council's opinion on this.

Staffing Analysis:

Chairman Lavigne stated that he knows the Manager is working on this but he wanted to see what the investment to man power to staffing was.

Mr. Lukes replied that this was presented to Fin Com last year.

Chairman Lavigne stated they also wanted a five year projects for Water/ Sewer rates as well.

Sel. Renzoni suggested adding trash analysis as well.

Mr. Lukes stated the trash contract was coming up and they would be going through negotiation on this as well.

Chairman Lavigne asked how often they Town goes out with RFP for trash.

Mr. Lukes replied every 5 years for trash and recycling.

Chairman Lavigne stated that he would clean up the goals that they Board discussed and have them sent back for final review.

7. Town Manger Review

Chairman Lavigne stated that the Board owed Mr. Lukes a review but that Sel. Herlihy was not present at the meeting. He stated he would reach out to her and have her spearhead it.

8. Holden Cemetery Committee Discussion

Chairman Lavigne stated that without objection they could reestablish this Committee. He asked the Town Manager if his office could draft the charge for this.

Mr. Lukes replied that this would be a subcommittee to themselves.

9. Follow Up to Citizens Address

None

10. Selectmen Minutes

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **VOTED TO APPROVE THE JUNE 8, 2020 BOARD OF SELECTMEN MEETING MINUTES BY A VOTE OF 3-0-1 AS PRESENTED.** (Barnes: abstain).

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE SEPTEMBER 14, 2020 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE OCTOBER 5, 2020 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by sel. Renzoni, seconded by Sel. Barnes, it was **VOTED TO APPROVE THE NOVEMBER 2, 2020 BOARD OF SELECTMEN MEETING MINUTES BY A VOTE OF 3-0-1 AS PRESENTED.** (Gibbs: abstain).

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE AUGUST 17, 2020 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE SEPTEMBER 20, 2020 BOARD OF SELECTMEN MEETING MINUTES AS PRESENTED.**

Motion by Sel. Renzoni, seconded by Sel. Gibbs, it was **UNANIMOUSLY VOTED TO APPROVE THE OCTOBER 19, 2020 BOARD OF SELECTMENT MEETING MINUTES AS PRESENTED.**

Motion by Sel. Renzoni, seconded by Sel. Barnes, it was **VOTED TO APPROVE THE NOVEMBER 16, 2020 BOARD OF SELECTMEN MEETING MINUTES BY A VOTE OF 3-0-1 AS PRESENTED.** (Gibbs: abstain).

11. Selectmen Miscellaneous

Sel. Gibbs: none

Sel. Barnes: none

Sel. Renzoni stated that they needed to discuss remote participation. He stated that the Boards were taking the proper precautions and limiting the size of meetings.

Chairman Lavigne stated that there had been no positive cases tied back to any public meeting in Town.

Mr. Lukes stated that they had also had no cases of transmission from town employees. He stated that they have enough space and they can accommodate whatever the Board wanted to do.

Sel. Renzoni stated that he feels as though the Board is more productive meeting in person and if they are able to continue to safely do so they should.

12. Selectmen Subcommittee

None

Motion by Sel. Gibbs, seconded by Sel. Renzoni, it was **UNANIMOUSLY VOTED TO ADJOURN THE DECEMBER 7, 2020 BOARD OF SELECTMEN MEETING AT 8:53P.M.**

APPROVED: July 12, 2021



Holden Municipal Light Department

- **CY2021 Operating and Capital Budgets**
- **Municipal Electric Power Advisory Board**
- **November 19, 2020**

Jane Parenteau, GM
Barry Tupper, AGM

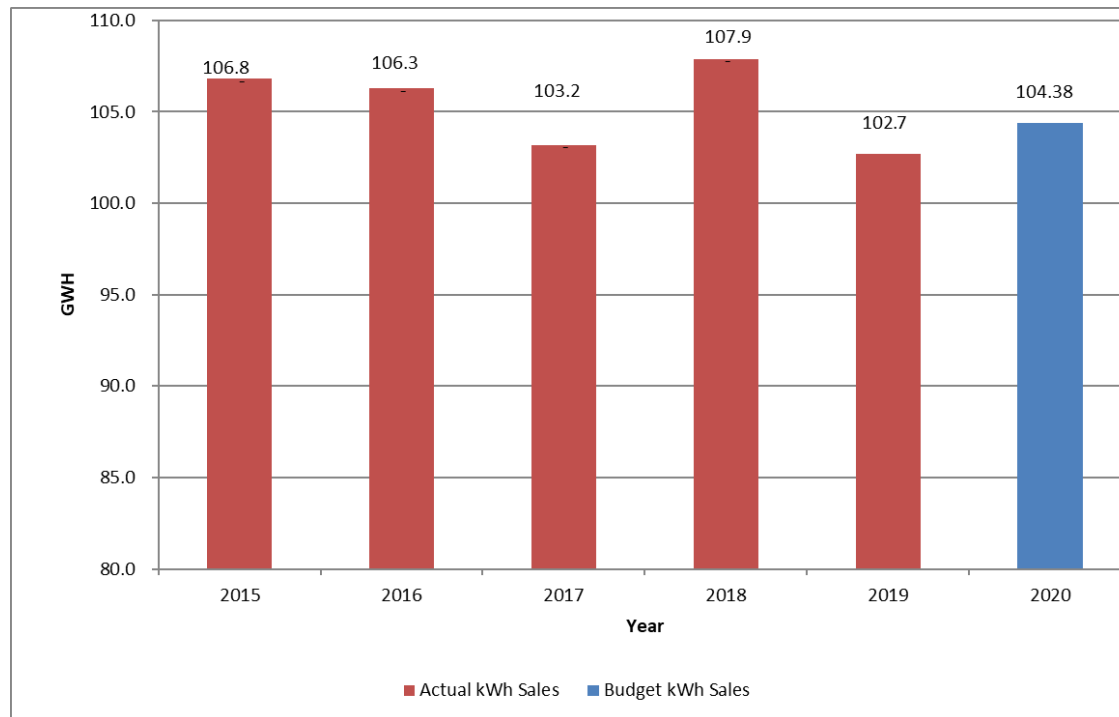


Agenda

- Determination of quorum
- Approval of Minutes
 - October 22, 2020
- 2021 Operating Budget
- 2021 Capital Budget
- Public Comment
- Other business
- Adjourn

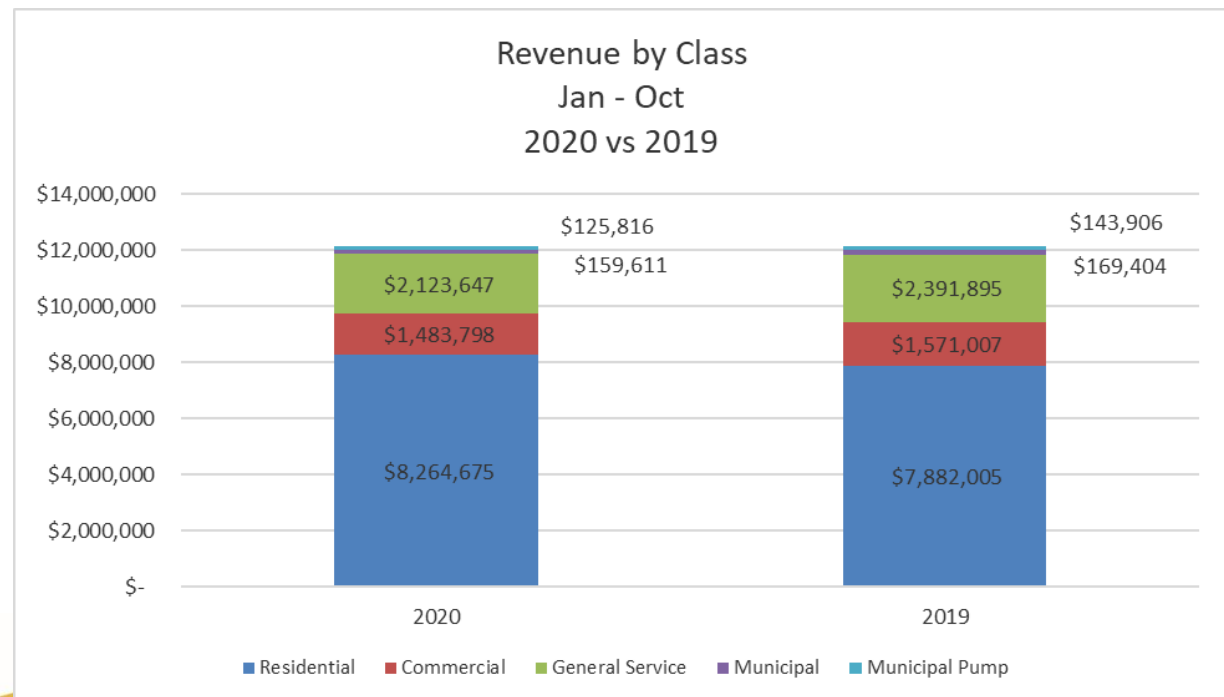
2021 Operating Budget

- kWh Sales



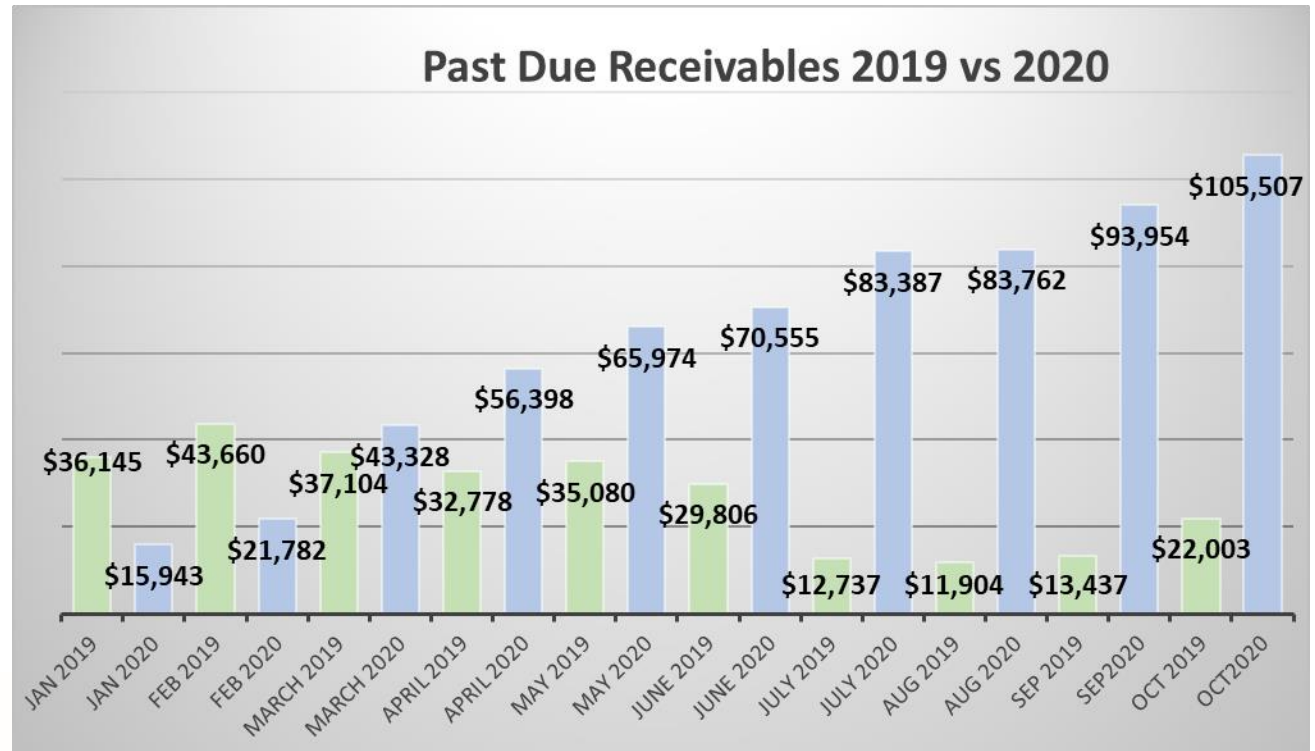
2021 Operating Budget

- Residential increase 4.9%
- Commercial decrease 5.6%
- General Service decrease 11.2%
 - Municipal decrease 5.8%
- Municipal Pump decrease 12.6%



2021 Operating Budget

- HMLD's revenue through October, 2020 is flat at \$12.15 million.
- \$105.5k in arrears represents 0.87% of total revenue



2021 Operating Budget

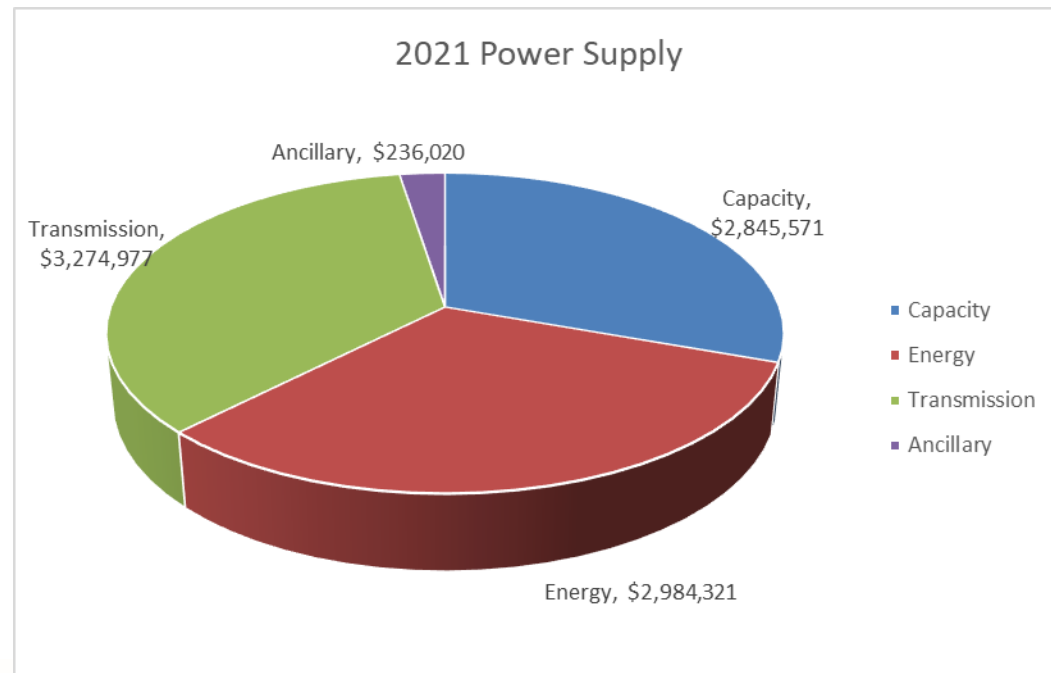
2021 Operating Budget

Description	2018 Actual	2019 Actual	2020 Budget	2020 Act/Budget	2021 Budget
<u>Revenue</u>					
Sales of Electricity	\$ 13,907,420	\$ 13,498,655	\$ 13,913,101	\$ 13,731,687	\$ 13,932,999
Other Revenue	\$ 322,647	\$ 188,460	\$ -	\$ -	\$ -
Total Revenue	\$ 14,230,067	\$ 13,687,115	\$ 13,913,101	\$ 13,731,687	\$ 13,932,999
<u>Expenses</u>					
Power Supply	\$ 10,146,629	\$ 9,188,255	\$ 9,320,991	\$ 9,195,653	\$ 9,340,889
Operations & Maintenance	842,629	787,319	810,939	772,206	826,844
Administrative & General	2,156,445	2,400,432	2,472,444	2,354,411	2,580,152
Depreciation	829,338	846,008	872,675	872,675	887,675
NonOperating Expense(Revenue)	(8,666)	(139,775)	(42,755)	(42,755)	(142,755)
Total Expenses	\$ 13,966,375	\$ 13,082,239	\$ 13,434,294	\$ 13,152,190	\$ 13,492,805
Contribution to Rate Stabilization	\$ -				
Voluntary Payment to Town	148,268.00	151,944.00	155,743.00	155,743.00	150,714.05
Total Expenses	\$ 14,114,643	\$ 13,234,183	\$ 13,590,037	\$ 13,307,933	\$ 13,643,519
<u>Net Profit</u>	\$ 115,423	\$ 452,932	\$ 323,064	\$ 423,753	\$ 289,480



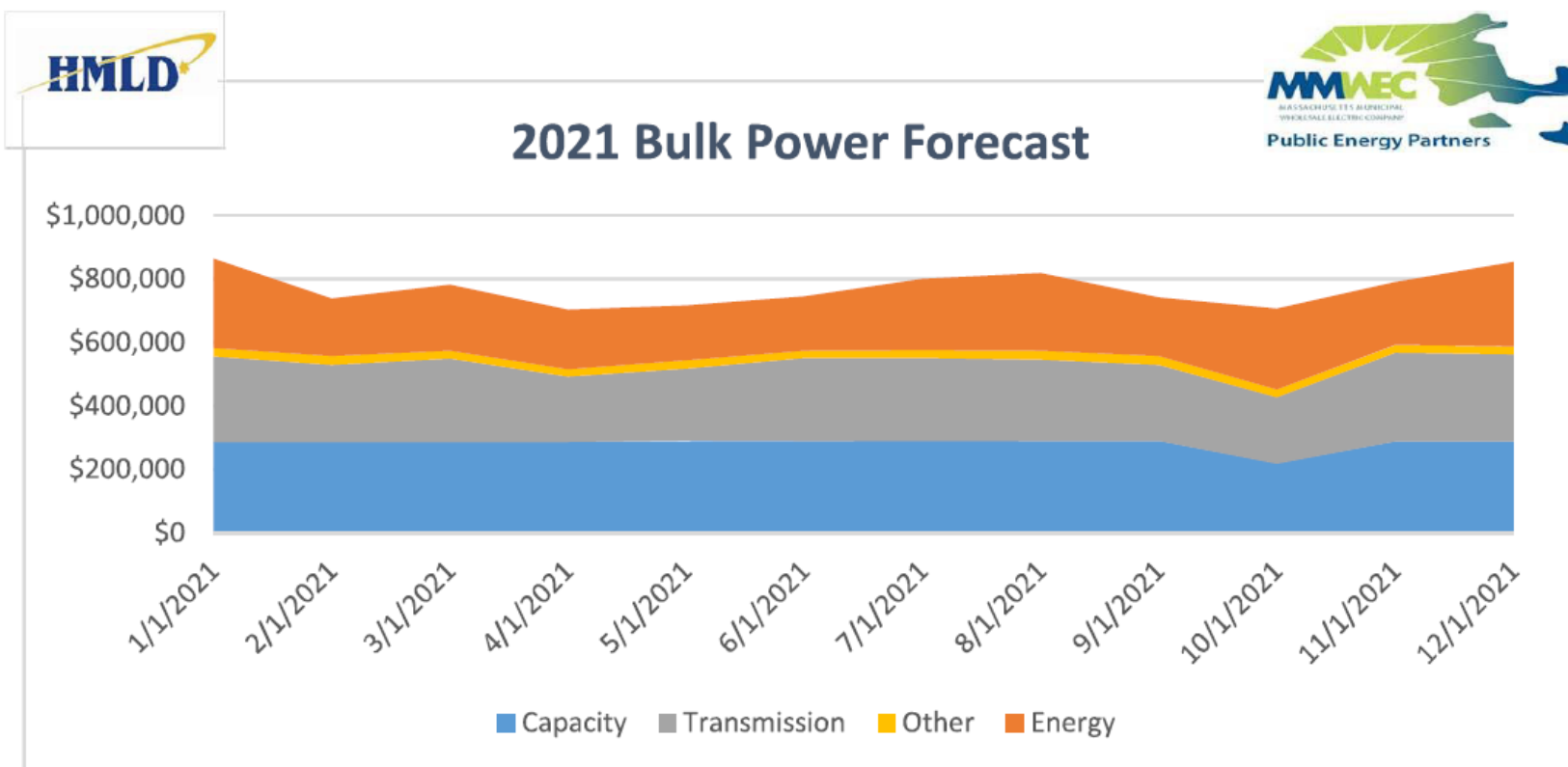
2021 Operating Budget

- Power Supply
 - \$9.34 million which is forecasted to be \$145k higher than 2020 Budget/ Act

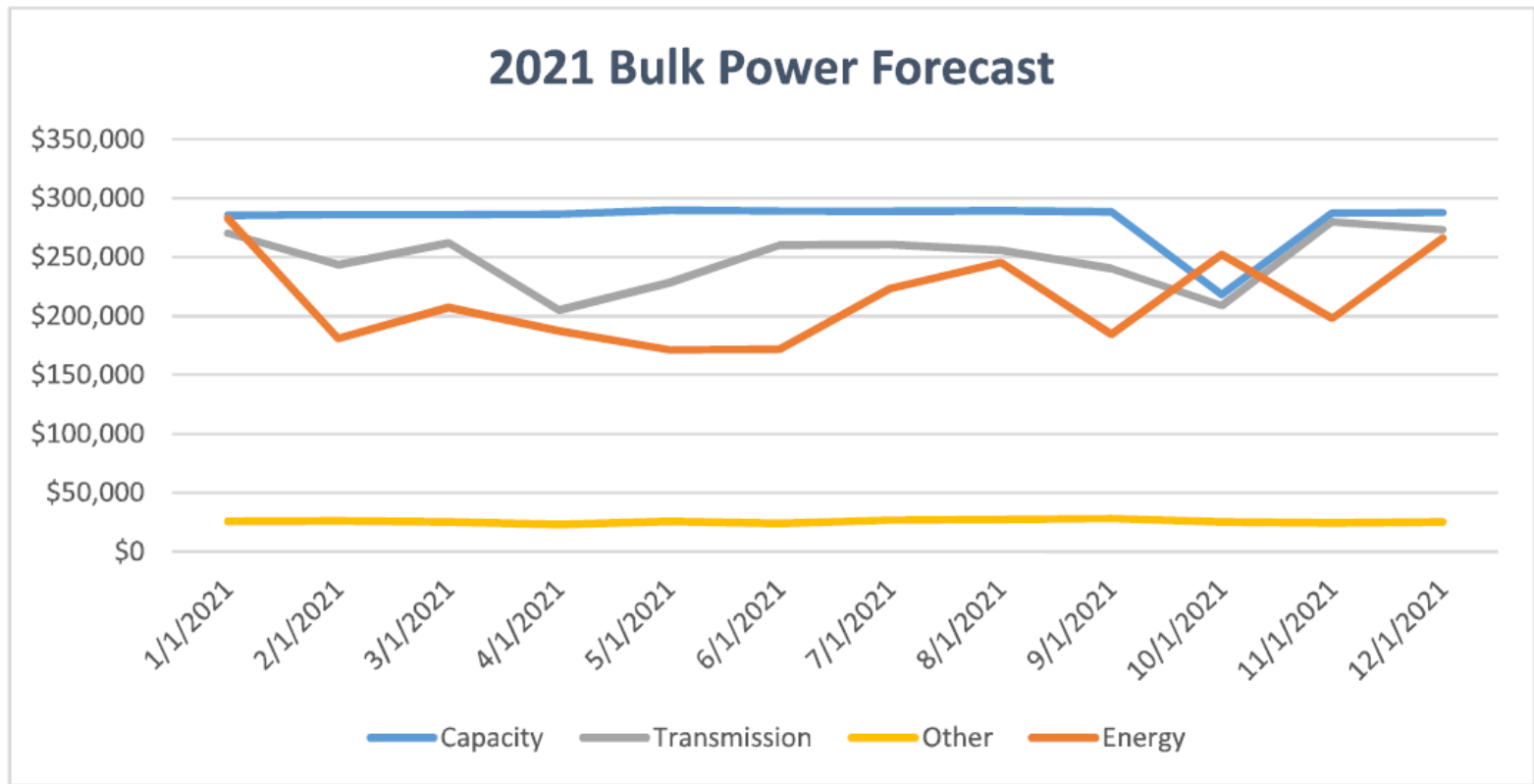


2021 Operating Budget

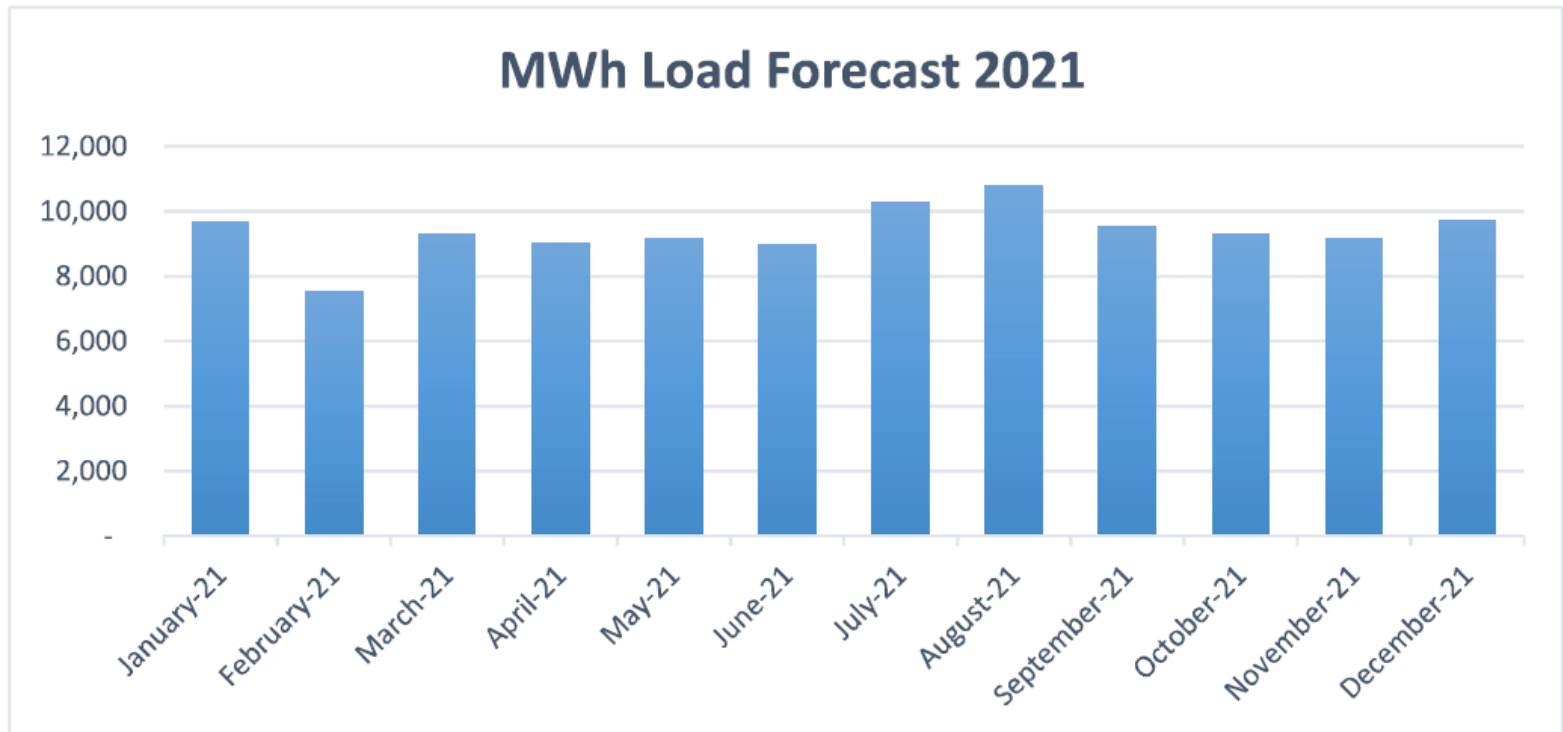
- Power Supply



2021 Operating Budget



2021 Operating Budget



2021 Operating Budget – Expenses

FERC #	Description	2018 Actual	2019 Actual	2020 Budget	2020	2021 Budget
					Act/Budget	
	<u>Operations and Maintenance Expenses</u>					
582	Station Expense	\$ 206,557	\$ 174,479	\$ 179,713	\$ 139,825	\$ 179,713
583	Overhead Line Expense	39,813	27,574	\$ 28,401	\$ 19,613	28,969
584	Underground Line Expense	5,419	10,326	\$ 10,636	\$ 8,478	10,848
585	Street Light Expense	8,844	13,133	\$ 13,527	\$ 6,644	13,797
586	Meter Expense	19,080	12,119	\$ 12,482	\$ 11,862	12,732
587	Customer Installation Expense	12,528	17,582	\$ 18,109	\$ 12,758	18,472
588, 589	Misc. Distribution Expense	257,282	219,274	\$ 225,852	\$ 274,647	230,369
591, 592	Substation Maintenance	2,742	9,747	\$ 10,039	\$ 19,387	10,240
593	Overhead Line Maintenance	245,212	269,561	\$ 277,648	\$ 241,729	283,201
594	Underground Line Maintenance	39,260	33,808	\$ 34,823	\$ 34,338	35,519
595, 597	Transformer & Meter Maintenance	5,891	(283)	\$ (291)	\$ 2,925	2,984
	Total Oper/Maint Exp.	\$ 842,629	\$ 787,319	\$ 810,939	\$ 772,206	\$ 826,844

2021 Operating Budget – Expenses

FERC #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Act/Budget	2021 Budget
	<u>Administrative & General Expenses</u>					
902	Meter Reading	\$ 24,667	\$ 28,235	\$ 29,082	\$ 26,962	\$ 29,664
903	Customer Service	303,477	313,359	\$ 322,760	\$ 281,473	329,215
904	Uncollectible Accounts	6,996	20,443	\$ 21,057		21,478
910,911,913	Sales & Marketing	156,953	169,361	\$ 174,442	\$ 162,218	177,931
920	Administrative Salaries	278,065	349,464	\$ 359,948	\$ 346,600	367,147
921	Office Supplies & Expenses	92,980	140,252	\$ 144,460	\$ 134,501	147,349
923	Outside Services	118,072	174,407	\$ 179,639	\$ 123,475	183,232
924	Property / Liability Insurance	37,897	30,174	\$ 31,080	\$ 33,452	31,701
925	Injuries & Damages	28,840	42,436	\$ 43,709	\$ 34,605	44,583
926	Employee Benefits	976,107	966,819	\$ 995,824	\$ 1,052,940	1,073,999
930	Miscellaneous	64,391	80,459	\$ 82,873	\$ 83,708	84,530
932	Fleet Maintenance	68,001	85,022	\$ 87,573	\$ 74,476	89,324
	Total Admin & General	\$ 2,156,445	\$ 2,400,432	\$ 2,472,444	\$ 2,354,411	\$ 2,580,152

OPEB (Other Post Employment Benefits)

HMLD fund balance @ 12/31/2019	\$1,713,391
HMLD OPEB liability	\$1,770,031
Funded Ratio (%)	97%

- 2019 contribution: \$104,805 Est. Funded Ratio 97%
- 2020 contribution: \$107,687 Est. Funded Ratio 106%
- 2021 contribution: \$ 0



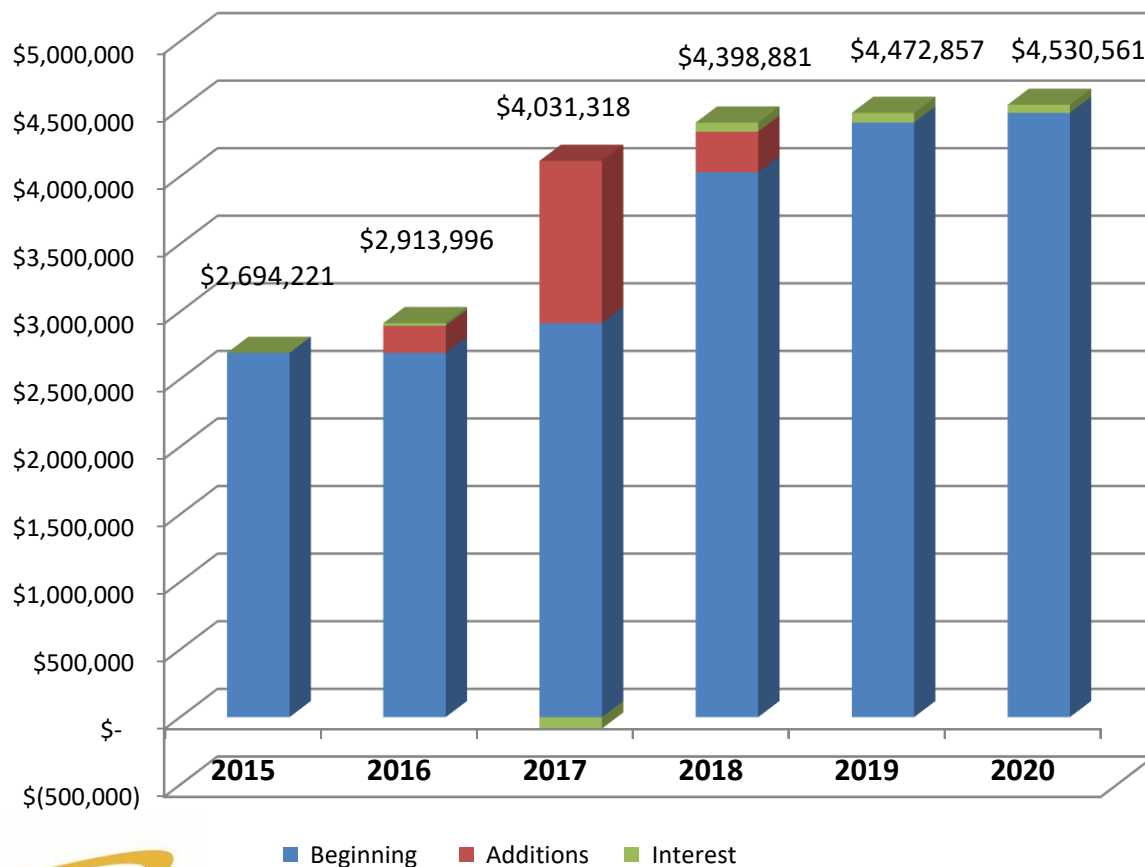
Payments to Town of Holden

➤ Voluntary PILOT	\$150,106
➤ Departmental Services	\$150,000
➤ CodeRED	\$7,990
	<u>\$308,096</u>



2015- 2020 Rate Stabilization Fund

2015 -2020 Rate Stabilization Fund



Current Capital Program Overview

➤ CY2020 Carry-over

- Budget: \$2,054,100
- Act/Bud: \$1,258,218

➤ CY2021

- Budget: \$9,561,000
- Chaffins Substation Rebuild: \$6,299,000
- 2020 Capital Rollover: \$700,000
- AMI Meter Upgrade: \$1,620,000
- Transportation: \$300,000
- Balance of Capital Projects: \$642,000

CY2021 Capital Improvement Program

Account			2020	2021
	2020	2020	Variance	2021
	Budget	Act/Bud	Act/Bud	Budget
361.00 STRUCTURES & IMPROVEMENTS				
362.00 STATION EQUIPMENT	\$ 45,000	\$ 57,686	\$ 12,686	\$ 20,000
362.10 BULLARD ST SUBSTATION EQUIP	\$ 400,000	\$ 233,703	\$ (166,297)	\$ 200,000
362.20 CHAFFINS SUBSTATION REPLACEMENT	\$ -	\$ -	\$ -	\$6,299,000
364.00 POLES, TOWERS & FIXTURES	\$ 150,000	\$ 58,852	\$ (91,148)	\$ 150,000
365.00 OVERHEAD CONDUCTORS & DEVICES	\$ 800,000	\$ 361,772	\$ (438,228)	\$ 500,000
366.00 URD CONDUIT		\$ 5,929	\$ 5,929	\$ 5,000
366.10 URD MAIN STREET PROJECT	\$ -	\$ -	\$ -	
367.00 URD CONDUCTORS & DEVICES	\$ 70,000	\$ 8,700	\$ (61,300)	\$ 70,000
367.20 URD INDUSTRIAL PARK	\$ -	\$ -	\$ -	
368.00 LINE TRANSFORMERS	\$ 20,000	\$ 20,672	\$ 672	\$ 55,000
368.20 UNDERGROUND TRANSFORMERS	\$ 20,000	\$ 20,234	\$ 234	\$ 40,000
369.00 SERVICES OVERHEAD	\$ 10,000	\$ 8,933	\$ (1,067)	\$ 10,000
369.10 SERVICES URD	\$ 10,000	\$ 6,168	\$ (3,832)	\$ 10,000
370.00 METERS	\$ 15,000	\$ 11,894	\$ (3,106)	\$1,620,000
371.00 INSTALLS ON CUSTOMER PREMISES		\$ 66	\$ 66	
371.10 INSTALLS ON CUST PREMISES - PV		\$ 41	\$ 41	
373.00 STREET LIGHT & SIGNAL SYSTEMS	\$ 3,500	\$ 1,509	\$ (1,992)	\$ 3,500
373.10 URD STREET LIGHTS & SIGNALS	\$ 1,000	\$ 363	\$ (637)	\$ 1,000
373.20 MAIN ST- URD STREET LIGHTS	\$ 1,000	\$ 561	\$ (439)	\$ 5,000
373.30 STREET LIGHT CONVERSION	\$ 15,000	\$ 18,235	\$ 3,235	\$ 10,000
382.0 COMPUTER HARDWARE	\$ 5,000	\$ 5,353	\$ 353	\$ 27,000
383.0 COMPUTER SOFTWARE	\$ 85,000	\$ 66,823	\$ (18,177)	\$ 43,000
390.00 STRUCTURES & IMPROVEMENTS	\$ 107,000	\$ -	\$ (107,000)	\$ 165,000
390.10 STRUCTURES & IMPROVMENTS - PV		\$ -	\$ -	
391.00 OFFICE FURNITURE & EQUIPMENT	\$ 2,500	\$ 255	\$ (2,245)	\$ 2,500
392.00 TRANSPORTATION EQUIPMENT	\$ 270,000	\$ 222,888	\$ (47,112)	\$ 300,000
393.00 STORES & EQUIPMENT		\$ -	\$ -	
394.00 TOOLS - SHOP & GARAGE	\$ 24,000	\$ 38,696	\$ 14,696	\$ 25,000
397.00 COMMUNICATIONS EQUIPMENT		\$ 109,485	\$ 109,485	
398.00 MISC. EQUIPMENT		\$ (600)	\$ (600)	
Grand Total	\$ 2,054,000	\$ 1,258,218	\$ (795,782)	\$9,561,000
			Substation	\$6,299,000
				\$3,262,000



Capital Program Break Down

PROJECT COST ESTIMATE HOLDEN MUNICIPAL LIGHT DEPARTMENT CHAFFINS SUBSTATION REPLACEMENT PREFERRED OPTION SUMMARY OCTOBER 2020			
DESCRIPTION	ESTIMATE	CONTINGENCY	BUDGET
MAJOR MATERIAL			
Power Transformers, 24/32/40 MVA, LTC	\$1,800,000	\$180,000	\$1,980,000
13.8 kV Switchgear Assembly	\$1,500,000	\$150,000	\$1,650,000
69 kV & 13.8 kV Structures & Equipment Package	\$350,000	\$35,000	\$385,000
Sub-Total Material Procurement	\$3,650,000	\$365,000	\$4,015,000
LABOR			
Demolition	\$234,620	\$35,193	\$269,813
Installation	\$1,462,070	\$194,611	\$1,656,681
Sub-Total Site Construction	\$1,696,690	\$229,804	\$1,926,494
TESTING			
Functional Testing/Commissioning - UPG	\$75,000	\$15,000	\$90,000
Sub-Total Testing	\$75,000	\$15,000	\$90,000
INVESTIGATION			
Site Survey/Permitting	\$12,500	\$1,250	\$13,750
Soil Borings	\$12,500	\$1,250	\$13,750
Sub-Total Investigation	\$25,000	\$2,500	\$27,500
DESIGN ENGINEERING			
Design Engineering	\$210,900	\$21,090	\$231,990
Sub-Total Engineering	\$210,900	\$21,090	\$231,990
NATIONAL GRID			
National Grid SIS	\$25,000	\$5,000	\$30,000
69 kV Taps	\$29,320	\$4,253	\$33,573
Sub-Total National Grid	\$54,320	\$9,253	\$63,573
Total Project	\$5,711,910	\$642,647	\$6,354,557

Capital Program Break Down

362.10 (STATION EQUIPMENT – BULLARD ST.)

- **\$200,000** Complete the replacement of the existing voltage regulators with larger single-phase voltage regulators which are rated for 20 MVA (3-667kVA). Re-install the existing units at Chaffins as replacements for two sets of voltage regulators that have been identified as needing replacement. Also testing of transformers and switch gear, as well as repairs to the moisture control system of the two power transformers.

362.20 (STATION EQUIPMENT – CHAFFINS SUBSTATION)

- **\$6,299,000** Complete replacement of the 60 plus year-old existing Chaffins substation. To include, but not limited to all switch gear, power transformers, structure, switch house, oil containment, metering, fence, and foundations. HMLD will need to bond for the cost of upgrading the Chaffins substation.

364.00 (Poles)

- **\$150,000** In addition to routine maintenance and new construction. HMLD plans to continue the multiply year project of constructing the B1 and B2 feeders to address A1 and A2 feeder loading over the entirety of the study horizon.



Capital Program Break Down

365.00 (Overhead Conductors)

- **\$500,000** In addition to routine maintenance and new construction, HMLD plans to continue the multiply year project of constructing the B1 and B2 feeders to address A1 and A2 feeder loading over the entirety of the study horizon.

367.00 (URD Conductor)

- **\$70,000** In addition to routine maintenance and new construction, HMLD plans to continue the multiply year project of constructing the B1 and B2 feeders to address A1 and A2 feeder loading over the entirety of the study horizon.

368.00 (Line Transformers)

- **\$55,000** Due to the increased electrical loads of residential customers and the age of the current inventory, HMLD has begun to see a rise in transformer failures. We are planning to increase our stock to handle these increases.

368.20 (URD Transformers)

- **\$40,000** Due to the increased electrical loads of residential customers, the age of the current inventory and the increase in large sub developments, HMLD is planning to increase our stock to handle these increases and requests.



Capital Program Break Down

370.00 (METERS)

- **\$1,620,000** HMLD continues to lose a number of meters per month. The current meters have reached end of life and limit the information and HMLD's ability to keep up with technology. A complete replacement of HMLD current system with new AMI meter systems will allow HMLD to better serve our customers with more information and greater efficiency.

382.00 (COMPUTER HARDWARE)

- **\$27,000** Purchase of new computers and accessories. Including tablets for a paperless workorder and inventory system.

383.00 (COMPUTER SOFTWARE)

- **\$43,000** The procurement and implementation of an electronic system to track and manage work orders, man hours, FERC numbers and inventory. HMLD still uses a paper-based work order system that requires multiple copies to be produced and passed around to different members of the staff.



Capital Program Break Down

390.10 (STRUCTURES & IMPROVEMENTS)

- **\$165,000** – Updates to the HVAC system at HMLD. Upgrade all lights here at the light station to LED.

Over the last few years, many issues with the HVAC system have surfaced. Based on the recommendations of Gary Kaczmarek and Renaud HVAC, it is time to begin the process of updating the system. This appears to be multiyear project with replacing the boiler and the control system as two areas of main concern. This item has been in the capital budgets since 2016.



Capital Program Break Down

392.00 (Transportation Equipment) \$300,000

- **\$255,000** Replace Service Bucket Truck #25 (Approved CY19) Unit has been ordered. Expect delivery spring 2021.
- **\$30,000** Repurposing of Service Bucket Truck #25. The current body, tool boxes, rear bumper and capstan, all of which are extremely deteriorated, would be removed. The remaining boom, cab and chassis would be refurbished, repaired and painted. A brand-new flat body upgraded safety bumper, safety cage for the roof and cab installed and the necessary lighting would be installed allowing the unit to be used by the Forestry Division. The current bucket truck that the forestry division has at their disposal, has outriggers and max reach of 75 ft which, in some cases, makes it difficult to be productive and get into certain areas. The boom on the truck in question is much faster. There are no outriggers to constantly deal with and it has a much shorter wheel base. The truck would basically be stripped down so we could operate the bucket with a hydraulic stick saw which will improve trimming operations dramatically allowing for increased productivity.
- **\$15,000** Procurement of an (enclosed) underground utility trailer
HMLD currently stores all of our URD equipment used for entering the vaults on Main street and the installation and repair of URD conductors at various place. This would allow us to centralize of the necessary equipment, keeping it safe and clean allowing for quicker and more productive response to these calls.



Capital Program Break Down

394.00 (Tools Shop & Garage)

➤ **\$25,000 Tools**

Some of the items being purchased with these funds will include replacement and upgrades of hand tools, battery powered tools, replacement of URD manhole safety equipment, transformer dolly, chain saw, hydraulic pruning saws. All of these items are in effort to improve efficiency, productivity and safety practices here at HMLD.

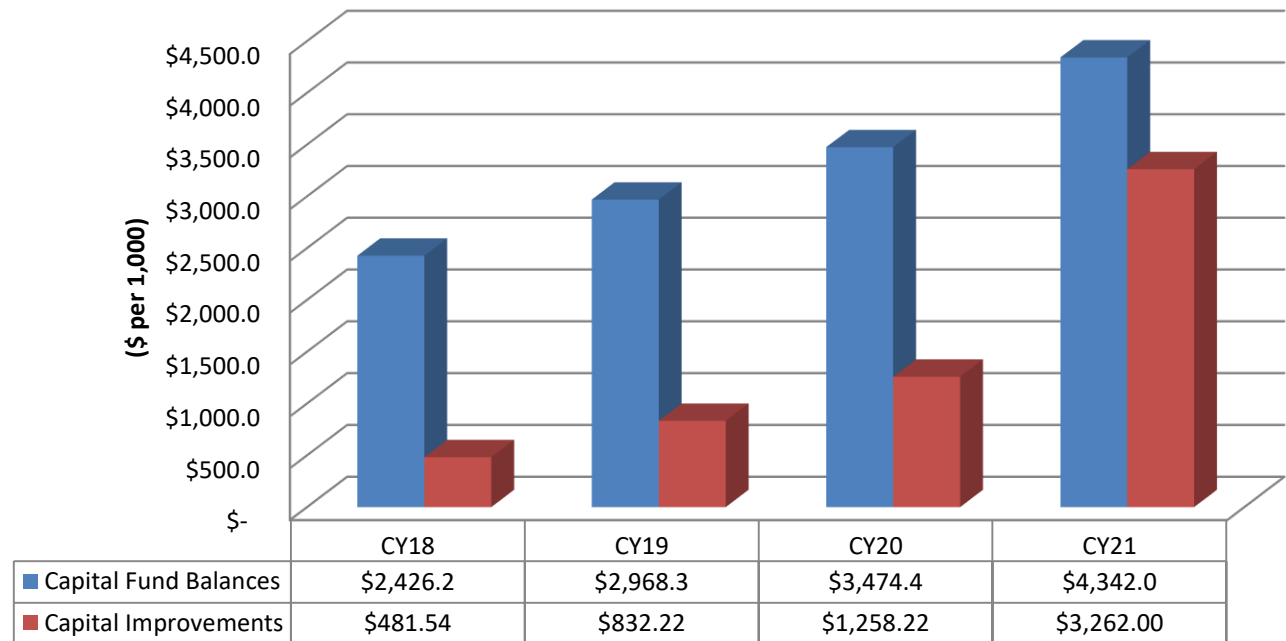


Capital Budget

Attachment 2									
HMLD Capital Expenses									
Account	2020								
	2015	2016	2017	2018	2019	2020	2020	Variance	2021
	Actual	Actual	Actual	Actual	Actual	Budget	Act/Bud	Act/Bud	Budget
361.00 STRUCTURES & IMPROVEMENTS									
362.00 STATION EQUIPMENT	\$ 8,646	\$ 5,740	\$ 10,594	\$ 17,790	\$ 4	\$ 45,000	\$ 57,686	\$ 12,686	\$ 20,000
362.10 BULLARD ST SUBSTATION EQUIP	\$ -	\$ -	\$ 150	\$ -	\$ 76,494	\$ 400,000	\$ 233,703	\$ (166,297)	\$ 200,000
362.20 CHAFFINS SUBSTATION REPLACEMENT									\$ 6,299,000
364.00 POLES, TOWERS & FIXTURES	\$ 49,616	\$ 131,698	\$ 84,203	\$ 135,478	\$ 110,434	\$ 150,000	\$ -	\$ (150,000)	\$ 150,000
365.00 OVERHEAD CONDUCTORS & DEVICES	\$ 252,022	\$ 141,899	\$ 122,621	\$ 107,470	\$ 201,155	\$ 800,000	\$ 58,852	\$ (741,148)	\$ 500,000
366.00 URD CONDUIT	\$ 3,833	\$ 8,857	\$ (38,554)	\$ 88,885	\$ 864	\$ 100	\$ 361,772	\$ 361,672	\$ 5,000
366.10 URD MAIN STREET PROJECT	\$ -	\$ -	\$ -	\$ 658	\$ 124,540		\$ 5,929	\$ 5,929	\$ -
367.00 URD CONDUCTORS & DEVICES	\$ 81,100	\$ (939)	\$ (2,827)	\$ 32,213	\$ 104,119	\$ 70,000	\$ -	\$ (70,000)	\$ 70,000
367.20 URD INDUSTRIAL PARK	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 8,700	\$ 8,700	\$ -
368.00 LINE TRANSFORMERS	\$ -	\$ -	\$ 52,153	\$ 13,720	\$ 71,156	\$ 20,000	\$ 20,672	\$ 672	\$ 55,000
368.20 UNDERGROUND TRANSFORMERS	\$ -	\$ 21,845	\$ (7,651)	\$ 155	\$ 2,248	\$ 20,000	\$ 20,234	\$ 234	\$ 40,000
369.00 SERVICES OVERHEAD	\$ 50,047	\$ 25,788	\$ 31,996	\$ 20,044	\$ 11,548	\$ 10,000	\$ 8,933	\$ (1,067)	\$ 10,000
369.10 SERVICES URD	\$ 359	\$ 292	\$ -	\$ 5,241	\$ 7,839	\$ 10,000	\$ 6,168	\$ (3,832)	\$ 10,000
370.00 METERS	\$ 79,008	\$ 13,861	\$ 60,487	\$ 20,925	\$ 19,666	\$ 15,000	\$ 11,894	\$ (3,106)	\$ 1,620,000
371.00 INSTALLS ON CUSTOMER PREMISES	\$ 457	\$ 2,037	\$ 72	\$ -	\$ 557		\$ 66	\$ 66	\$ -
371.10 INSTALLS ON CUST PREMISES - PV	\$ 11,304	\$ -	\$ -	\$ -	\$ (385)		\$ 41	\$ 41	\$ -
373.00 STREET LIGHT & SIGNAL SYSTEMS	\$ 7,807	\$ 3,564	\$ 4,843	\$ 3,564	\$ 4,161	\$ 3,500	\$ 363	\$ (3,137)	\$ 1,000
373.10 URD STREET LIGHTS & SIGNALS	\$ 13,370	\$ (30)	\$ 130,890	\$ 12,111	\$ 6,833	\$ 1,000	\$ 561	\$ (439)	\$ 5,000
373.20 MAIN ST - URD STREET LIGHTS	\$ -	\$ -	\$ 945	\$ 377	\$ 1,544	\$ 1,000	\$ 18,235	\$ 17,235	\$ 10,000
373.30 STREET LIGHT CONVERSION	\$ -	\$ -	\$ 268,235	\$ -	\$ 20,981	\$ 15,000	\$ 5,353	\$ (9,647)	\$ 27,000
382.0 COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 66,823	\$ 61,823	\$ 43,000
383.0 COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ (85,000)	\$ 165,000
390.00 STRUCTURES & IMPROVEMENTS	\$ -	\$ 3,925	\$ 74	\$ 1,006	\$ 3,899	\$ 107,000	\$ -	\$ (107,000)	\$ -
390.10 STRUCTURES & IMPROVMENTS - PV	\$ 79,262	\$ -	\$ -	\$ 1,186	\$ -		\$ -	\$ -	\$ 2,500
391.00 OFFICE FURNITURE & EQUIPMENT	\$ 38,447	\$ 1,741	\$ 300	\$ 34	\$ 50,473	\$ 2,500	\$ 255	\$ (2,245)	\$ 300,000
392.00 TRANSPORTATION EQUIPMENT	\$ -	\$ 292,514	\$ 149,125	\$ 7,763	\$ 708	\$ 270,000	\$ 222,888	\$ (47,112)	\$ -
393.00 STORES & EQUIPMENT	\$ 4,837	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 25,000
394.00 TOOLS - SHOP & GARAGE	\$ 2,059	\$ 16,647	\$ 15,431	\$ 5,712	\$ 7,317	\$ 24,000	\$ 38,696	\$ 14,696	\$ -
397.00 COMMUNICATIONS EQUIPMENT	\$ 15,221	\$ 58,975	\$ -	\$ -	\$ 162		\$ 109,485	\$ 109,485	\$ -
398.00 MISC. EQUIPMENT	\$ -	\$ -	\$ -	\$ 5,167	\$ 6,289		\$ (600)	\$ (600)	
Grand Total	\$ 697,396	\$ 726,378	\$ 883,088	\$ 481,536	\$ 832,220	\$ 2,054,100	\$ 1,258,218	\$ (795,882)	\$ 9,561,000

Capital Funds vs Capital Expenses

CY18-CY21
Capital Funds vs Capital Expenses



Suggested motions

- Move that the Municipal Electric Power Advisory Board recommend to the HMLD Board of Commissioners the calendar year 2021 Operating Budget as presented on November 19, 2019
- Move that the Municipal Electric Power Advisory Board recommend to the HMLD Board of Commissioners the calendar year 2021 Capital Budget in the amount of \$9,561,000 as presented on November 19, 2020



Other Business

- Next Meetings
 - December 7, 2020 (Budget presentation to BOS)
 - January 21, 2021
- Adjourn



Public Comment



Other Business

- Other business
- Adjourn





TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Peter M. Lukes
Town Manager

December 7, 2020

TO: Board of Selectmen

FROM: Peter M. Lukes,
Town Manager

SUBJECT: *Town Manager Update*

- 1. Winter Snow Storm/ Cleanup** – Holden experienced our first major snow event on Saturday and DPW crews were out in full force to meet the need. Due to the heaviness of the snow and the extensive wind gusts we also experienced a number of power outages, most notably in the Cimaron Lane area. HMLD crews rose to the occasion and most outages were restored quickly. We sent out a Code Red message prior to the storm regarding on-street parking and we also sent a Code Red later in the evening to a directed neighborhood at the request of HMLD to inform residents of the power outage and the timeline that HMLD was expecting to have it restored. It's important to remind everyone that Code Red is the fastest and most effective way to keep up with emergency news from the Town. We do not over use Code Red messaging and anyone can sign up for texts or cell phone delivery through the Town of Holden website.

Information ☒

Vote ☐

Signature ☐

- 2. Santa's Arrival** – Although we had to postpone Santa's original arrival date due to the snowstorm on Saturday, we did in fact welcome Santa on Sunday night for the traditional, but brief, lighting of the tree in front of Town Hall. Many thanks to the Holden Police and Fire Departments for escorting Santa down Main St and thanks to HMLD and DPW Departments for decorating Town Hall inside and out. The lighting in front of Town Hall is much improved from a few years ago. More lights were donated last year by Seven Saws Brewing, and another thanks to HMLD for installing the wreaths on the light poles on Main Street right before Thanksgiving.

Information ☒

Vote ☐

Signature ☐

- 3. Further Festive Displays** – The Cultural Council is working with my office to promote a decorating contest for the holidays. We should have a full announcement shortly, which will include the ways residents or businesses can enter along with what prizes will be offered.

Although many holiday office parties, including our Town employee Christmas party had to be canceled this year due to COVID restrictions, we are trying to maintain some inspiration for alternative holiday festivities so that we can retain our community spirit as we get through what we hope will be the final days of the COVID malaise.

Information [X]

Vote []

Signature []

4. **EDS Drill-** Several town departments and other agencies participated in an Emergency Dispensing Site drill on Saturday, in spite of the snow. This had been planned as part of our readiness for COVID vaccine dispensing and as part of our overall COVID response. With doses of the vaccine arriving this week for disbursement to front line workers starting as early as next week, we need to have our plans and infrastructure in place for ultimate dispensing on a larger scale to residents. The planning drill was very effective and I want to express my thanks to Pam Harding, our Planning and Development Director, for her work in putting everything together and thanks to our Police and Fire personnel, CERT and other town officials who came out in the middle of the snowstorm to participate.

Information [X]

Vote []

Signature []

5. **18 Industrial Playing Fields Study** – I signed the contract with Weston & Sampson to engage their services for the feasibility study of playing fields at 18 Industrial Drive. Several DPW and Administration officials will be meeting with W&S staff this week for a kickoff meeting to discuss strategy and thoughts as we move forward. Increasing the recreational playing field footprint was a 2020 goal of the Board of Selectmen.

Information [X]

Vote []

Signature []

6. **FY 22 Budget** – Department Heads are currently assembling their FY 22 budgets for submittal to my office. I have asked for level funding from last fiscal year with the obvious exception of contractual increases that are required by law or agreement. Capital spending is intended to be minimized as well. We are still engaged in a guessing game with respect to state aid for next fiscal year as well as some degree of local revenue as well. It will be, without question, a difficult fiscal environment for municipalities in Fiscal 22. Our goal will be to maintain quality of services without putting added stress on taxpayers. It remains to be seen whether we will need to tap into our Stabilization Fund in order to do so, but a worldwide pandemic coupled with widespread commercial shut downs and the vastly reduced tax revenue that has resulted would certainly be the prescribed use of stabilization funds.

Information [X]

Vote []

Signature []

Should you have any questions regarding these matters, please feel free to contact my office.

Peter M. Lukes
Town Manager

Cc: Department Heads