

Town of Danvers  
Electric Division



1 Burroughs Street  
Danvers, MA 01923  
978-777-2668

**TOWN OF DANVERS  
Municipal Light Board  
October 19, 2021**

**Attendees:**

**Light Board Members:** Bill Hayes and Steve Horn

**Absent:** Mike Landers

**Town of Danvers:** David Lane, Clint Allen, Jason Small and Angelica Medina

**Scribe:** Stephanie Doherty

**Other:** Mark Beauchamp, Utility Financial Solutions (via WebEx)

The meeting was called to order at 8:31 A.M.

The decision was made to go move the Utility Financial Solutions Presentation up to #2 on the agenda.

**1. Receive Public Comments**

- No residents were present.

**2. Utility Financial Solutions Presentation of New Line Extension Policy (was item #3 on the agenda)**

Mark Beauchamp, Utility Financial Solutions presented the proposed Line Extension Policy to the Board. This policy outlines what the constructions costs are to the customer and what the costs are for Danvers Electric.

A copy of the slide presentation will be sent to the Board.

**3. Accept September 28, 2021 Meeting Minutes (was #2 on the agenda)**

A motion was made to approve the September 28, 2021 meeting minutes by Steve Horn and was seconded by Bill Hayes. The motion passed unanimously.

**4. August 2021 Financials**

Angelica Medina reviewed the August 2021 financials. Our expenses are in line with what we expected. We are solvent, liquid, and we are doing well despite the current pandemic situation. Steve Horn made a motion to accept the financials and was seconded by Bill Hayes. The motion passed unanimously.

**5. PP&FA November 2021**

Clint Allen presented the PP&FA for November 2021, followed by a discussion with the Board. He discussed the recommendation to maintain the PP&FA charges for residential at \$0.0528 and for all others to maintain at \$0.0552. A motion was made by Steve Horn to accept the PP&FA and was seconded by Bill Hayes. The motion passed unanimously.

**6. Engineering Report**

- Northland Substation – We have signed the agreement with Simon Properties. Part of our agreement is that we will replace their parking lot. We are waiting on geotechnical data. The scope of the project is \$6.5 million.
- Water Street – the project is still on-going.
- 23kV Porcelain Cutout Replacement – We are upgrading the porcelain to polymer. The porcelain has been cracking which is a safety concern.
- Private Area Lighting LED Replacement – We are making the push to get the 484 replacements done by the end of CY22.

**7. Communication**

We are going to design a “communication protocol.” This could include communicating thru press releases, presenting to the Select Board, putting a message on the electric bills and social media. Multiple individuals will be involved in this project.

**8. The Utility Director Will Provide an Update to the Board on Various Items of Interest**

- Solar Panel Installation - we are working on the contract for the solar panel installation at the Highland, Smith and High School. We will do a purchase power agreement. We will have an option to buy out in seven years. A backup battery will be installed at the high school.
- Essex Tech - A solar project similar to Danvers Indoor Sports, 150 Andover Street is being proposed on the roof at Essex Tech.
- Landfill – We received a letter to fill in the area and are waiting on the Administrative Consent Order. It will take 2 years to fill in the landfill and an additional year to construct the solar panels. A total of 3 years.
- Meter Replacement – Right now we are replacing about 60 meters per week. We hope to work up to 120 per week. There are approximately 7000 that our technicians need to replace.
- Time of Use Rates – Clint Allen has recommended that we do a PILOT Program in 2022.
- Rebate Programs – The Town Manager has asked us to do an enhanced rebate program without having to increase the rates.
- Financial Software – no new news.
- We are currently working on our outside inventory. Inside inventory will be done at the end of the year.
- During Public Power Week the Division had an employee appreciation pizza lunch. The division was also given mugs.
- We will follow the accounting recommendations that came from the DPU investigation.
- The auditors will be at our November meeting.

**9. Board Members Closing Comments and Correspondence**

**Steve Horn**

- Steve thanked Angelica for doing a great job presenting the financials to the Board.
- Steve asked if we need to have inventory back up due to any supply shortage? Jason said we are starting to do this with product such as transformers.
- Has anything been done for employee appreciation?
- Steve asked David if Sharon Clements will be involved in working on our communication protocol.

**Mike Landers**

- Absent from the meeting

**Bill Hayes**

- How many meters are left to be replaced and who is replacing them?
- What is the scope of the Northland Substation project?
- Bill asked Jason to explain the 23kV Porcelain Cutout Replacement Project.
- Bill is concerned that we should start to get the message out now that another change may be coming. Is this something that should be presented to the Select Board now?

Steve Horn motioned to adjourn the meeting at 10:29am and Bill Hayes seconded. The next meeting is scheduled for November 23, 2021, at 8:30am. The motion passed unanimously.

cc: Bill Hayes  
Mike Landers  
Steven Horn

David Lane  
Clint Allen  
Jason Small  
Angelica Medina