

**Middleton Electric Light Commission  
Meeting Minutes  
June 16, 2021**

The following individuals were in attendance:

Frank Twiss, Chairman

Chuck Clinch

Jim Kelley

Tim Houten

Jim Carbone

Michael Cloutier, Manager

Chairman Twiss called the meeting to order at 5:08PM.

***Approval of Agenda:***

**Tim Houten motioned to approve the agenda as written. Jim Kelley seconded the motion. Motioned carried 5-0.**

***Approval of Minutes:***

**Motion:**

**Tim Houten motioned to approve the minutes of May 26, 2021 as written. Jim Kelley seconded the motion. Motion carried 4-0.**

***Financials:***

All good news to report. The power supply is tracking as it should be. Our cash position is good. April showed a net income of \$317,101.26. There was also an increase in interest income.

***Manager's Report:***

Rail trail is pretty much done between Webb Street and Maple Street. Mr. Cloutier has received reports that it is well travelled. The grade on Webb Street is steep and needs adjustment to be ADA compliant. MELD met with Katrina and it was discussed that we could use the good gravel that needs to be removed from Oak Road to help level Webb Street. This gravel is safe to use on other parts of the rail trail bed. It was suggested that a no parking sign be put on the gate at Essex Street to keep vehicles from blocking MELD trucks and emergency vehicles entrance. The Town had left over grant money, so they paid the bill for the rented excavator and bulldozer and also the gravel. They did not get the grant for the next engineering phase.

Mr. Cloutier asked for a moment of silence in memory of Kevin Kiley, former MELD Commissioner. Also, Kermit Cross, a Groveland Commissioner, passed away.

We are going to have to go out to bid for the EV Charging Station behind Memorial Hall. It is a \$50K grant.

The audit is done but not yet presented in finished form.

The Co-op is still working on a name. It will be formed using a corporate model and not an LLC.

Last month it was asked why we don't apply for the APPA award that Danvers received. Mr. Cloutier checked into the criteria for the award and found it was a 28-page application with 4 main categories. We don't have written policies for some of the criteria and Danvers has a lot of written policies. Danvers also has a big engineering staff to write the policies and fill out the applications. Mr. Cloutier will work towards setting some written policies as time permits.

Mr. Cloutier added a job description in the Commissioners' packets for an engineer. Mr. Cloutier said this position would add benefit to the department as well as the rate payers. This person would report directly to the General Manager and would be level with Kenny but have no authority over the line

workers. We will look for someone with good experience to hit the ground running. The person will take on metering and will train under David. Mr. Cloutier hopes to get an ad out by end of summer, and he will continue to work on this.

Altec was supposed to be bringing us a demo truck, but it is still down south. Mr. Cloutier is anxious to get this process rolling.

Mr. Cloutier asked who will be attending NEPPA Conference. Chuck Clinch, Jim Kelley and Tim Houten definite. Frank Twiss and Jim Carbone will let Mr. Cloutier know.

We have started moving money into the ESG model of the OPEB Trust. The funds are all environmentally, socially and governance conscious wise.

The Juneteenth holiday is now a Federal holiday. When it falls on a Saturday it will be taken on Friday and when it falls on a Sunday it will be taken on Monday. Therefore, MELD will be closed Friday, June 18<sup>th</sup>.

Next meeting: September 15, 2021

Tim Houten motioned to adjourned at 6:09PM.

Respectfully submitted,

James Carbone  
Clerk