

**SHREWSBURY ELECTRIC
&
CABLE OPERATIONS
COMMISSION MEETING**

June 24, 2020

4:00 PM

MINUTES

Conducted Via Remote Participation

**PRESENT: R. HOLLAND
M. LEMIEUX
K. MARSHALL
M. REFOLO
A. TRIPPI**

ABSENT: NONE

OTHERS

**PRESENT: M. HALE
C. ROY
J. PRATT
J. MALAVER
R. IACCARINO
J. LAVERTY
J. COVEY
JON. MALAVER
M. QUITADAMO
K. RYBA
S. SOTER
Z. MAJID – Matrix Design Group
M. DUNN – Matrix Design Group
J. GOULET – Goulet, Salvidio, & Assoc.
A. SCHREMSER – Goulet, Salvidio, & Assoc.
B. CASAVANT – Part-time
M. DePALO – Part-time
K. MIZIKAR – Part-time
K. LAS – Part-time
M. THOMPSON – Part-time
J. HOWLAND – Part-time
J. VUONA – Part-time
P. RATHHAM – Part-time
A. SNELL – Part-time**

1. Meeting Called to Order – 4:10 PM

R. Holland, SELCO Chairman, called the meeting to order, confirming that all persons anticipated on the agenda, invited to participate in the meeting, were present and able to hear him. He then called upon Commission members, asking they respond in the affirmative if present:

Anthony Trippi - “Yes”
Kelly Marshall - “Yes”
Maria Lemieux - “Yes”
Michael Refolo - “Yes”
Robert Holland - “Yes”

Mr. Holland called names of SELCO staff and other participants, asking they respond in the affirmative if present:

Michael Hale, SELCO General Manager - “Here”
Christopher Roy, SELCO soon-to-be General Manager - “Here”
Kathleen Ryba, Administrative Assistant – “Here”
Mark Serra, Shrewsbury Media Connection Director – “Here”
Joel Malaver, Manager Cable Operations - “Here”
Jackie Pratt, Manager of Marketing and Customer Care – “Here”
Jon Malaver, Senior Engineer – “Here”
John Laverty – Electric Operations Manager - “Here”
Ralph Iaccarino – Electric Systems Manager - “Here”
Michael Quitadamo, Finance Manager – “Here”
John Covey - CIO – “Here”
Greg Onorato, Manager of Technical Support – Not present
Stacey Soter, Accounting Coordinator – “Here”
Jim Goulet, Goulet, Salvidio & Associates – “Here”
Adam Schremser, Goulet, Salvidio & Associates – “Here”
Adam Dunn, Matrix – “Here”
Zach Magid, Matrix – “Here”

Mr. Holland continued:

Good afternoon. This Open Meeting of the SELCO Commission is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment.

For this meeting, the SELCO Commission is convening by Google Meet as posted on the Town's Website identifying how the public may join. Interested parties may use www.shrewsburymediaconnection.org

Please note that this meeting is being recorded, and that all attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and take care not to "screen share" your computer unless asked by the chairperson or the staff person. Anything that you broadcast may be captured by the recording.

Permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I, the Chair, will introduce each Board Member or Staff Member who has the lead role for this particular item or guest/speaker associated with this item on the agenda. After they conclude their remarks, the Chair will go down the line of Members first and then to staff members, inviting each by name to provide any comment or questions. I will then call upon the members to offer a motion and then for a second. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking; remember that unless a document is being shared, your camera feed is triggered by your speaking or background noise;
 - Please remember to speak clearly and in a way that helps generate accurate minutes.

For others in attendance that are expected to present:

- Please hold until your name is called to present.
- Please remember to mute your phone or computer when you are not speaking; remember that unless a document is being shared, your camera feed is triggered by your speaking or background noise.
- Please remember to speak clearly and in a way that helps generate accurate minutes.
- After your presentation, members of the Board/Committee may be given the opportunity to ask questions.
- For any responses, please wait until the Chair yields the floor to you.

- State your name before speaking.
- If members wish to engage with other members, please do so through the Chair taking care to identify yourselves.
- Each vote taken in this meeting will be conducted by roll call vote

R. Holland further stated, “Make note, Christopher Roy, SELCO’s new General Manager is joining us today. Mr. Roy will inherit the reins on Monday, July 20, 2020 from Michael Hale.

This is Michael’s last scheduled Commission meeting. Michael has been a public servant for thirty-two years in the Town of Shrewsbury. Assistant Town Manager under Town Managers Richard Carney and Dan Morgado. For the past ten years, he served as General Manager for SELCO. During his tenure, he oversaw the installation of the solar array located on top of the landfill on Hartford Turnpike, the installation of the peak shaving generation, the upgrade of electric transmission lines throughout the Town, the building of the new Centech substation, putting in place the groundwork for the upcoming Fiber To The Home, automated meter reading initiatives and most recently, the current Internet infrastructure that was able to support the increased work load from home set upon us from the ongoing COVID-19 pandemic. There are other folks who have joined the meeting who would like to say something.”

The following Town personnel offered their thanks, appreciation, congratulations, and best wishes to Michael Hale on his impending retirement:

Beth Casavant, Board of Selectmen - Chairperson
Kevin Mizikar, Town Manager
Kristin Las, Assistant Town Manager
Maurice DePalo, Board of Selectmen
Angela Snell, Director of Public Facilities and Parks
Jim Vuona, Fire Department Chief
Jeff Howland, Department of Public Works Director
Mary Thompson, Town Accountant
Priya Rathnam, Public Library Director

M. Hale thanked the SELCO Commission, the Board of Selectmen, all SELCO managers, all SELCO employees, Town employees, and all Shrewsbury residents, adding “It’s been a great ride.”

2. Phase I Fiber to the Premises (FTTP) Deployment Presentation - Matrix

Z. Maged and M. Dunn, Matrix, presented an overview of SELCO’s FTTP project including a brief summary of Matrix Design Group’s 26+ years, with sister company Millennium Communications, in the design, build, and service provider of FTTH projects.

It is estimated that Shrewsbury’s FTTP project will take three to five years to complete.

The project consists of three major phases/locations:

- Phase 1 – Northwest section of Shrewsbury
- Phase 2 – Center section of Shrewsbury
- Phase 3 – Southern section of Shrewsbury

Each of the three major phases is then broken down into three sub-phases:

- Phase A – Installation, splicing and testing from SELCO's existing backbone fiber rings to each distribution cabinet location.
- Phase B – Installation, splicing and testing from SELCO's new distribution cabinet locations to the customer premise.
- Phase C – Installation of FOC from the outside test box into the customer location; installation and activation of the Optical Network Terminal and WiFi router, if requested by customer.

The estimated time period for completion of Phase 1 is as follows:

Phase 1-A – July/August

Phase 1-B – Mid-August

Phase 1-C – November – SELCO will begin provisioning customers.

Once fiber is available to customers in each of the three sections of Shrewsbury, the Marketing Department will coordinate with the Cable Department/Headend staff, advertise FTTP availability to customers, contact customers in the designated areas, and schedule installations.

The cost of the project is estimated at \$30 to \$32M. SELCO-Cable has \$18M in cash and would like to go before Town Meeting for permission to use the Town's loan guarantee to borrow the remaining \$12 to \$12M. SELCO's ratepayers will pay the loan, not Shrewsbury tax payers.

M. Hale recommended that the Commission approve the addition of \$4M to the FTTP design budget, JM060, which was approved in the 2020 budget.

Following a brief discussion,

Motion,

Accept the General Manager's recommendation to add \$4M to the FTTP design budget.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

***A. Trippi – “Yes”
K. Marshall – “Yes”
M. Lemieux – “Yes”
M. Refolo – “Yes”
R. Holland – “Yes”***

Motion carried.

3. Review and Consider Approval – Bill Schedules and Warrants

R Holland asked if there were any questions or comments concerning the warrants.

There being none,

Motion,

Accept the warrants as presented whereby R. Holland will sign for the Commission.

Motion made by A. Trippi and seconded by M. Lemieux.

Roll call vote was as follows:

***A. Trippi – “Yes”
M. Lemieux – “Yes”
M. Refolo – “Yes – Recused in regards to approving the Mirick O’Connell warrants.”
R. Holland – “Yes”***

Motion carried.

4. Review and Consider Approval – Minutes May 13, 2020

R Holland asked if there were any questions or comments concerning the May 13, 2020 Commission minutes.

There being none,

Motion,

Accept the May 13, 2020 Commission meeting minutes as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

***A. Trippi – “Yes”
K. Marshall – “Yes”
M. Lemieux – “Yes”
M. Refolo – “Yes”
R. Holland – “Yes”***

Motion carried.

5. Review and Consider Approval – Minutes April 29, 2020

R Holland asked if there were any questions or comments concerning the April 29, 2020 Commission minutes.

There being none,

Motion,

Accept the April 29, 2020 Commission meeting minutes as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

***A. Trippi – “Yes”
K. Marshall – “Yes”
M. Lemieux – “Yes”
M. Refolo – “Yes”
R. Holland – “Yes”***

Motion carried.

6. Review and Consider Approval – Minutes April 22, 2020

R Holland asked if there were any questions or comments concerning the April 22, 2020 Commission minutes.

There being none,

Motion,

Accept the April 22, 2020 Commission meeting minutes as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

A. Trippi – “Yes”

K. Marshall – “Yes”

M. Lemieux – “Yes”

M. Refolo – “Yes”

R. Holland – “Yes”

Motion carried.

7. Review and Consider Approval – Electric Cash Statements – May 2020

M. Quitadamo presented and reviewed the May 2020 Electric Cash Statements

- Electric Cash Receipt totaled \$14,907,339; 14% lower than 2019 and 1% less than budget projection.
- Revenue receipts were 1.6% below last year and approximately 3% above projection.
- Cash Expenditures totaled \$13,572,604; 11% less than budget projection.
- A new line was added to track COVID expenses of approximately \$18,000. Under the Cares Act, SELCO is eligible for a portion of the funds allotted to the Town for COVID expenses.
- Total Available Funds were \$17,046,215.

M. Hale stated that the Town is eligible for \$3.7M under the Cares Act. It was determined that SELCO, along with the Town and Schools, will be part of the reimbursement process. Cleaning and PPE expenses are COVID expenses.

In response to a question from M. Refolo, M. Quitadamo stated that the Miscellaneous account consists of primarily reimbursements i.e. transmission payments/credits, reimbursements from state projects, etc.

R Holland asked if there were any additional questions or comments concerning the May 2020 Electric Cash Statements.

There being none,

Motion,

Accept the May 2020 Electric Cash Statements as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

A. Trippi – “Yes”

K. Marshall – “Yes”

M. Lemieux – “Yes”

M. Refolo – “Yes”

R. Holland – “Yes”

Motion carried.

8. Review and Consider Approval – Cable Cash Statements – May 2020

M. Quitadamo presented and reviewed the May 2020 Cable Cash Statements.

- Year to date Cash Receipts totaled \$8,892,849; 1% less than 2019 and 3% below forecast. Noted: Signal subscribers down by 338 subs through May.
- Cash Expenditures were \$6,274,273; 4.5% less than 2019 and 1% less than budgeted. A separate line was added to track COVID expenditures. To date, approximately \$130,000 has been expended that includes equipment and materials needed to upgrade infrastructure so customers, students and many employees working from home, could have adequate Internet connections.
- Total Available Funds was \$29,208,860; 20% better than 2019 and equal with forecast. Noted: Two-thirds of the balance is reserved for the FTTH project.

R Holland asked if there were any questions or comments concerning the May 2020 Cable Cash Statements.

There being none,

Motion,

Accept the May 2020 Cable Cash Statements as presented.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

A. Trippi – “Yes”

K. Marshall – “Yes”
M. Lemieux – “Yes”
M. Refolo – “Yes”
R. Holland – “Yes”

Motion carried.

9. Audit Presentation – Goulet, Salvidio, & Associates

J. Goulet presented and reviewed highlights of SELCO Electric and Cable Operations 2019 and 2018 financial statements.

Electric Audited Financial Statements 2019 and 2018

- Consistent and a clean opinion
- No surprises; no unusual events
- Healthy increase in the Operating account
- Well financed, very little impact
- Plant assets \$26.3M
- Accounts Receivable stable at \$2.5M

Cable Audited Financial Statements 2019 and 2018

- Consistent and a clean opinion
- Very strong financially
- Total assets are \$44M
- Total net position is \$14.5M
- Revenue is down slightly - \$21.3M versus \$21.6M in 2018
- Internal Controls – Drafting of financial statements
- Thank you to staff who improved the physical plant’s procedures in regards to the inventory
- Noted: \$1.3M loss is due to the disposal of Shrewsbury Media Connection (SMC.)

M. Hale thanked employees S. Walker, J. Malaver, J. Laverty, and S. Soter for the improved physical plant and inventory procedures.

In response to M. Refolo’s questions, there are no Internal Control recommendations. J. Goulet to return with information regarding Management Recommendations.

Following a brief discussion, the Electric and Cable Audited Financial Statements 2019 and 2018 were accepted as presented.

10. Review and Consider Approval – Operating Brief

M. Hale presented and reviewed highlights of the Operating Brief.

- Route 140 bridgework construction has been a cooperative effort between the Electric and Cable crews.
- Node congestion issues were resolved by the Cable field staff and CSRs.
- At present, fiber is being deployed to very small areas in Town. SELCO is target-marketing customers in those areas. As fiber is installed in additional areas throughout Town, SELCO will notify those customers when their area is ready for conversion to fiber. The project will take three to five years to complete.
- J. Pratt and SELCO-Cable's on line bill vendor have a sweepstakes going on through August 31st for customers who sign up for automatic payment through the on-line portal. Those participating customers will receive an iPad Mini.
- J. Pratt and R Maksian, Marketing Department, coordinated with Shrewsbury's business community, both the Town Center and Lakeway Business, to produce high quality television commercials.
- The state recently committed funds to SELCO for approximately five to six additional residential customers who are interested in SELCO's solar program. Application information can be found on SELCO's homepage.

R Holland asked if there were any additional questions or comments concerning the Operating Brief.

There being none,

Motion,

Accept the Operating Brief as presented.

Motion made by A. Trippi and seconded by M. Lemieux.

Roll call vote was as follows:

A. Trippi – “Yes”

K. Marshall – “Yes”

M. Lemieux – “Yes”

M. Refolo – “Yes”

R. Holland – “Yes”

Motion carried.

11. COVID-19 Emergency Operation Update

M. Hale reviewed SELCO's COVID-19 procedures for keeping staff and customers safe.

- All Service Area staff returned to work on a staggered workday basis.
- Additional PPE was purchased for workers including hand sanitizer and wipes.
- The lunchrooms at both the Service Area and the Town Hall are closed to personnel.
- 25% of the Town Hall's workforce has returned to work on an every other week basis.
- Plexiglass shields were installed at each of the front line CSR stations.
- SELCO will coordinate with the Town as to when the building will safely open to the public.
- Every precaution is being taken to avoid any significant health issues.

12. Review and Consider Approval – General Manager's 2020 Salary Recommendations

M. Hale presented and reviewed his 2020 salary recommendations for non-Union personnel. Benchmark positions in a survey that included forty-one municipals and discussions with Shrewsbury's Town Manager were taken into consideration along with the CPI.

The 2020-2021 recommended salary increase totals \$78,000 for thirty-eight non-union employees, 1.5% below last year's salary recommendations.

Following a brief discussion, R Holland asked if there were any questions or comments regarding the 2020-2021 salary adjustments, calling for a roll call vote.

Roll call vote was as follows:

- A. Trippi – "No"*
- K. Marshall – "No"*
- M. Lemieux – "No"*
- M. Refolo – "No"*
- R. Holland – "No"*

Motion,

Approve the General Manager's salary recommendations including the recommendation to create a new position of GIS Technician Sustainability Analyst.

Motion made by A. Trippi and seconded by M. Refolo.

Roll call vote was as follows:

A. Trippi – "Yes"
K. Marshall – "Yes"
M. Lemieux – "Yes"
M. Refolo – "Yes"
R. Holland – "Yes"

Motion carried.

13. Adjourn

Motion:

Enter into Executive Session, not to return to Open Session.

Motion made by A. Trippi and seconded by M. Lemieux.

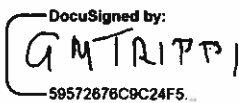
Roll call vote was as follows:

A. Trippi - "Yes"
M. Lemieux - "Yes"
M. Refolo - "Yes"
K. Marshall - "Yes"
R. Holland - "Yes"

Motion carried.

Meeting Adjourned – 5:53 PM

Respectfully submitted,

DocuSigned by:

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Anthony Trippi, Clerk
SELCO Commission