

KENNEBUNK LIGHT & POWER DISTRICT
COUNTY OF YORK
STATE OF MAINE

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BOARD OF TRUSTEES MEETING MINUTES

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KENNEBUNK LIGHT & POWER DISTRICT
4 FACTORY PASTURE LANE
KENNEBUNK, ME 04043
TUESDAY, APRIL 24, 2018
6:00 p.m.

- - -

BOARD MEMBERS:

PRESIDENT: JONATHAN KILBOURN - (PRESENT)

VICE-PRESIDENT: - DAVID CLUFF - (NOT PRESENT)

GENERAL MANAGER/TREASURER: TODD SHEA - (NOT PRESENT)

CLERK: ROBERT EMMONS - (NOT PRESENT)

TRUSTEE: DAN BARTILUCCI - (PRESENT)

TRUSTEE: BRADLEY "SCOTT" DUCHARME - (PRESENT)

ALSO PRESENT:

Beverly Freudenreich, Kennebunk

Matthew Rancourt, Business Manager

(Other members of the public may have been present but not identified.)

APPEARANCES:

RUNYON KERSTEEN OULETTE

BY: CASEY LEONARD

PARKER MADDEN

20 Long Creek Drive

South Portland, ME 04106

Whereupon, President Kilbourn called the meeting to order at 6:00 p.m.

Whereupon, Item II, Review Regular Meeting Agenda, occurred.

Whereupon, Item III, Board Review and Approve Minutes of March 27, 2018, occurred. With no comments made, the approval of the March 27, 2018 meeting minutes will be tabled until the May 29, 2018 meeting.

Whereupon, Item IV, RKO presentation of the 2017 Financial Audit to Board of Trustees, did not occur. Although representatives from the firm were present, the Board decided, after a lengthy deliberation, to table the presentation until such time as all Board members and General Manager Shea are present. Mr. Leonard will attend the May 29, 2018 meeting.

(Thereupon, Mr. Leonard and Mr. Madden left the meeting.)

Whereupon, Item V, Board Review March of 2018 Financials, occurred. Business Manager Rancourt advised the Board that the increase in other revenues is due to the sale of the tree truck and chipper. Revenues and expenses were discussed briefly by the Board and Business Manager Rancourt. Delinquent accounts have risen due to the higher usage seen in January and February of 2018. Business Manager Rancourt discussed the seasonal usage trends and the impact on the customer base. The collections process, heating assistance programs, and the various payment plans available from the District to its customers were discussed in depth by Business Manager Rancourt and the Board. Administrative, legal and other expenses were discussed, as well. President Kilbourn discussed delivery costs, revenues and sales with Business Manager Rancourt. The minimum charge rate increase for all service types was also discussed.

Whereupon, Item VI, Inform Board of Post Road Memorandum of Understanding, was tabled and will be heard at the May 29, 2018 meeting.

Whereupon, Item VII, Board Review and Approve 2018 Goals, was tabled and will be heard at the May 29, 2018 meeting.

Whereupon, Item VIII, Continue Discussion Regarding Engineering Services, was tabled and will be heard at the May 29, 2018 meeting.

Whereupon, Item IX, General Manager's Report, Items A through D and Items G and H, were tabled and will be heard at the May 29, 2018 meeting. Business Manager Rancourt and Trustee Ducharme did discuss Item B, Hydro update, regarding the oil change that will occur. Item D, Asplundh Tree Trimming update, was also discussed by the two in regard to tree trimming services, continuity and variances in methods and standards. Items E and F were presented by Business Manager Rancourt on behalf of General Manager Shea as follows:

E. Minimum Charge Rate Effective April 19, 2018, was discussed earlier in the meeting by Business Manager Rancourt.

F. Update on FEMA October Storm Process - A meeting with the District's FEMA representative occurred on April 10, 2018 in which the District was advised as to the

information required to be reimbursed for the October 31, 2018 storm. Business Manager Rancourt is in the process of collecting the information and has 60 days from April 10, 2018 to complete the process. He estimates that he will have the project completed within two weeks.

Business Manager Rancourt briefly discussed Item H, Solar Array Progress Report. He advised the Board that the permitting process with the Town of Kennebunk, Maine Department of Environmental Protection, and Army Corps of Engineers continues to move forward. He discussed the timing of the inspections, due to vernal bodies of water, and the driving of pylons to support the panels.

Business Manager Rancourt also discussed the issue occurring with CMP related to CMP customers that have experienced high bills. He discussed the systems in place at the District that ensures that readings are accurate. The meters used by the District are a combination of mechanical and digital. Mechanical meters will slow down when they malfunction. They will not speed up. The Digital meters used by the District communicate through electrical lines and are not considered smart meters. They are only used on residential accounts and make up only a percentage of the meters used for residential customers.

Business Manager Rancourt and Trustee Ducharme discussed the re-conductor project. He discussed the transfer of load from the Water Street substation to the West Kennebunk substation. Costs and timing were discussed by the Board along with industrial services and delivery.

The credit rating opinion from Standard & Poor's will be issued on April 25, 2018 per Business Manager Rancourt.

Whereupon, Item X, Public Comment Period (Limited to 15 minutes total), occurred. Ms. Freudenreich took the floor and asked for clarification in regard to bonding, in which approximately 3 million dollars remains from an original bond of 6 million dollars. She also asked for clarification in regard to manual and digital meters. She asked about meter reading services, in which Business Manager Rancourt advised her that all meters for commercial and industrial customers are read by the meter reader along with those residential customers that have digital meters. A lengthy conversation ensued in regard to updates and upgrades to the metering system. Ms. Freudenreich added that the Water Department updated their meters and were able to get funding.

Whereupon, Item XI, Next Meetings, Tuesday, May 29, 2018, June 26, 2018, and July 31, 2018, were verified by President Kilbourn.

Whereupon, Item XII, Board Recommendation for Agenda Items for Next Meeting, occurred and were noted for General Manager Shea.

There being no additional business of the District discussed by the Board, President Kilbourn asked for a motion to adjourn. Trustee Ducharme made the motion. It was seconded by Trustee Bartilucci.

Thereupon, with unanimous ayes heard, the meeting adjourned at 7:17 p.m.

Attest: _____
Bob Emmons, Clerk