

TAUNTON MUNICIPAL LIGHTING PLANT

MINUTES OF MEETING

TIME: Monday, August 22, 2022 4:00 PM – 4:54 PM

PLACE: Office of the Commission

PRESENT: Chairman Blackwell, Commissioner Corr, Commissioner Hebert (Via Phone), Manager Holmes, Attorney Pollart (KP Law), Mr. Melanson, Mr. Tremont, Mr. Frank, Mr. Irving, Ms. Davine, Mr. October

Chairman Blackwell called the meeting to order.

Moment of Silence for Dan Mahoney a retiree of the TMLP who passed away.

Chairman Blackwell called for a roll call.

Present

Absent

Commissioner Hebert
Commissioner Corr
Chairman Blackwell

MINUTES OF JULY 27, 2022

Motion by Commissioner Corr, seconded by Commissioner Hebert to approve. Unanimous.

22-129

- REGULAR WARRANT OF JULY 28, 2022**
- REGULAR WARRANT OF AUGUST 4, 2022**
- REGULAR WARRANT OF AUGUST 11, 2022**
- REGULAR WARRANT OF AUGUST 18, 2022**

Motion by Commissioner Corr, seconded by Commissioner Hebert to approve. Unanimous.

22-130

AWARD OF SEALED BIDS AND/OR PROPOSALS

Award of Sealed Bid for 2022 Insulation Services for Cleary

Manager Holmes read the following memo into the record:

Invitations for Bids (IFB 22-01) were solicited from the following contractors for insulation services to meet the needs of the Power Plant:

- *Atlantic Contracting & Specialties*
- *Diamond Insulation*
- *New England Abatement Resources*

Atlantic Contracting & Specialties was the only bid received. Their pricing, as indicated on the attached spreadsheet, is reasonable and consistent with past materials and services provided. TMLP has been very satisfied with past services provided.

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It is recommended that TMLP enter into a one (1) year contract with Atlantic Contracting & Specialties as low bidder to provide insulation services for 2023 with optional annual extension into 2024 and 2025. Services shall be on an "as needed" basis with no fixed dollar amount.

Commissioner Blackwell abstained from voting on this item due to conflict of interest.

Motion by Commissioner Hebert seconded by Commissioner Corr to award the bid for Insulation Services to Atlantic Contracting & Specialties for a one (1) year contract for 2023 with optional annual extension into 2024 and 2025. Services on an "as needed" basis with no fixed dollar amount. Commissioner Blackwell voted Present. Motion carried.

22-131

COMMUNICATIONS:

Letter from Mayor Shaunna O'Connell to Kimberly Holmes dated July 27, 2022: Subject: Voluntary Contribution Fiscal Year 2023

Manager Holmes read the following letter into the record:

The City of Taunton's Fiscal Year 2023 runs from July 1, 2022 through June 30, 2023. I respectfully request a Payment in Lieu of Tax in the amount of \$2,995,000.00 for Fiscal Year 2023. Could you please schedule this request on the next Commissioner's Meeting agenda. The Debt/Interest, Employee Benefits and Overhead will be requested as soon as the FY23 Final Budget is completed which usually happens during the fall of each year. I would like to thank you, the Commissioners and your incredible employees for all of the assistance that you provide for the City of Taunton and its taxpayers.

Kind Regards,

Shaunna L. O'Connell, Mayor

Motion by Commissioner Corr, seconded by Commissioner Hebert to forward the Mayor's letter to Management for review and a recommendation for the next Commission meeting. Unanimous.

22-132

Email from Lights on Committee dated August 2, 2022: Subject: Annual City of Taunton Lights On Festival Sponsorship

Manager Holmes read the following into the record:

On behalf of the Lights on 2022 Committee, I would like to invite you and your business or organization to sign on as a sponsor of the 109th Annual Lighting of the Green & Lights On Festival! This year's theme is "Christmas Around the World" and our committee has been working for months making plans to once again bring holiday magic to life in the great City of Taunton.

The Annual Lighting of the Green and Lights On Festival attracts an average of 10K visitors each year and offers a unique opportunity to showcase the City of Taunton. With visitors coming from both Taunton and surrounding communities far and wide, this event creates an amazing marketing opportunity for our local businesses.

The 2022 Festival will feature 40-50 activity and performance sites around the Downtown area, a laser light show (new for 2022), and a large main stage with professional entertainment. The event is advertised on the Downtown Taunton Foundation, City of Taunton and Lights On social media pages. The event has its own website at lightsonfestival.org.

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There are multiple levels of sponsorship and advertising opportunities available. Please see the details in the attached brochure and please note the deadlines for print materials and signage for the event. 100% of the funds raised go directly into supporting the festival. If you have any questions, please reach out to me at this email address, I am happy to help.

Thank you in advance for supporting one of Taunton's longest running & most joyous tradition!

Sincerely,

The 2022 Lights On Committee

Manager Holmes stated that traditionally we donate \$500 to this cause.

Motion by Commissioner Corr, seconded by Commissioner Hebert to donate \$500 to the 109th Annual Lighting of the Green & Lights on Festival. Unanimous.

22-133

Interoffice Communication from Kimberly Holmes to the Commission dated August 17, 2022:
Subject: Sick Leave Trust Withdrawal

Manager Holmes read the following memo into the record:

The Quarterly Review Meeting of the TMLP Sick Leave Trust was held on July 28, 2022. Upon review, it was determined that the account has more than adequate funding to meet TMLP's current liability and is over-funded. Additionally, it is expected that the trust will continue to accrue assets to meet TMLP's future obligations.

In light of this, Management is making a recommendation to withdraw \$7,000,000 from the TMLP Sick Leave Trust. Withdrawing these funds from the trust will reimburse the TMLP Operations account of expenses already paid and meet its 2022 obligations without affecting the operation and cash flow of the plant.

It is our recommendation that the Commission approve the withdrawal of \$7,000,000 from the TMLP Sick Leave Trust and allow the use of said funds as outlined above.

Motion by Commissioner Corr, seconded by Commissioner Hebert to approve the request to withdraw \$7,000,000 from the TMLP Sick Leave Trust to reimburse the TMLP Operations fund. Unanimous.

22-134

Interoffice Communication from Thomas Worthington to Kimberly Holmes dated August 18, 2022:
Subject: ERP Implementation – Major Project Request – ERP Implementation Phase 2

Manager Holmes read the following memo into the record:

The ERP Implementation Project 1177 was planned to be completed by the end of 2021. Due to circumstances beyond TMLP's control, mostly notably Covid restrictions, the project has been extended into 2022 and is not complete.

The project as a whole was comprised of three phases. The first phase, Finance, and Human Resources, are set to go live at the end of 2022. The second phase, Customer Care Operations, will commence immediately after the first phase's completion and is expected to be live by the end of 2023, followed by phase three, Mobile Workforce.

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For accounting and planning purposes, we recommend that upon the completion of phase one, Project 1177 be closed and a new project be created for each phase two and phase three. Attached you will find a Major Project Request for Phase 2.

Project Title: ERP Implementation Phase 2

Project Description: Replace the existing Enterprise Resource Planning (ERP) solution for TMLP's Customer Care operations. This phase will be an effort focused on Customer Care functions and the integration of those functions with the Financial Information System installed and configured in the course of the ERP Implementation project (Project #1177). The project will be coordinated by MIS and TMLP's selected ERP solution provider Cogsdale. This project will include: data extraction, data conversion and software implementation. The project will also add significant outage management functionality to the ERP system. The goal is to deploy new technologies and centralize work processes not supported by our current solution. Proposed project budget includes associated TMLP labor costs. This project has been approved by the Strategic Planning Committee for expenditure.

Project Justification:

- Replace 12-year old ERP system.
- Replace aging and unsupported server hardware and software, removing potential security vulnerabilities.
- Implement new technologies to improve TMLP efficiency and customer communication during outage situations.
- Integrate with implemented Financial Information System.

Alternates Considered: None. TMLP has nearly completed Phase 1 of the Cogsdale ERP implementation. In order to maintain an integrated company-wide system, Phase 2 must proceed.

<u>Budget Estimate:</u>	<u>Project Start Year:</u>	2022
	<u>Total Amount Requested:</u>	\$1,700,000

Motion by Commissioner Corr, seconded by Commissioner Hebert to approve the Major Project Request for the ERP Implementation Phase 2 in the amount of \$1,700,000. Unanimous.

22-135

Interoffice Communication from Kimberly Holmes to the Commission dated August 18, 2022:
Subject: 2022 Revised Bonding Request

Manager Holmes read the following memo into the record:

In working with the City Treasurer on TMLP's previous bonding request, approved at the July 5, 2022 Commission meeting, it is recommended that we rescind the request for bonding of the following:

- Project 1138 – New 115KV Switching Station at Cleary \$10,000,000
- Project 1177 – ERP Implementation \$ 7,000,000

TMLP Commission authorization is requested to submit a new petition to the City Treasurer for bonding of the following major projects:

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- Project 1195 – Gas Turbine Control Upgrade \$1,500,000
- Project 1198 – Substation #18 Upgrade \$1,600,000
- Project XXXX – ERP Implementation Phase 2 \$1,700,000

All of the above-reference projects have been approved by the TMLP Commission. The total cost for these projects is estimated at \$4,800,000. We will work with the City Treasurer to determine the most favorable terms for repayment in the pursuit for options with durations of ten or twenty years.

Motion by Commissioner Corr, seconded by Commissioner Hebert to approve the request for the 2022 Revised Bonding for Project 1195, Project 1198 and Project XXXX for an estimated total of \$4,800,000 and to petition the City Treasurer for the funds. Unanimous.

22-136

ITEMS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE:

None

ANNOUNCEMENTS:

Public Service Announcement: Manager Holmes stated that as a reminder the TMLP 125th Anniversary Open House is scheduled for Saturday, October 1, 2022 from 11:00 AM – 2:00 PM at 55 Weir Street with a rain date of Sunday, October 2, 2022.

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Chairman Blackwell announced that the next Commission meeting is scheduled to be held on Tuesday, September 13, 2022 at 4:00 PM.

Chairman Blackwell stated that the next order of business is Executive Session for Competitive Advantage and Contract Negotiations.

Manager Holmes stated that we will not be returning to Public Session and will be adjourning in Executive Session.

Motion by Commissioner Corr, seconded by Commissioner Hebert to go into Executive Session for Competitive Advantage and Contract Negotiations. (4:20 PM)

22-137

The Commission was recorded in a roll call vote to go into executive session as follows:

In Favor

Absent

Commissioner Hebert
Commissioner Corr
Chairman Blackwell

Executive Session discussion.

Peter J. Car

SECRETARY

dmt

APPROVED: BY VOTE OF
TAUNTON MUNICIPAL
LIGHTING PLANT COMMISSION
Kimberly Holmes 9/13/22
GENERAL MANAGER

EXECUTIVE SESSION

Competitive Advantage

Manager Holmes and the Commission discussed numerous topics on this subject.

Contract Negotiations

Manager Holmes and the Commission discussed numerous topics on this subject.

Motion by Commissioner Corr, seconded by Commissioner Hebert to adjourn. Unanimous. (4:54 PM)

22-138