

**MINUTES OF THE  
MUNICIPAL LIGHT BOARD  
April 12, 2022**

**PURSUANT TO** notice given, the Merrimac Municipal Light Board ("Board") met at the Merrimac Light Department 10 W. Main Street, Merrimac, MA

**PRESENT**

Those present included, Chair Larry Fisher, Vice Chair Norman Denault, Secretary Paula Hamel, General Manager, Mary Usovicz.

**MEETING START**

On a motion by Commissioner Fisher seconded by Commissioner Denault the Commissioners voted to bring the meeting to order at 4:11 PM. Vote 3-0

On a motion by Commissioner Fisher seconded by Commissioner Denault the Commissioners voted to approve the minutes as written for January 6, 2022, February 8, 2022, March 8, 2022 and January 6, 2022 executive session minute. Vote 3-0

Mary Usovicz gave an overview of the Shut of Policy including the steps of the Shut off Policy. On a motion by Commissioner Fisher seconded by Commissioner Denault the Commissions voted to accept and approve the Shut off Policy. Vote 3-0

The Commissioners discussed the department logo and suggested to add some graphics to the logo. They also discussed the substation maintenance and agree there should be a maintenance schedule for the substations.

Ms. Usovicz reviewed a PowerPoint presentation on Billing Fee Structure with a demonstration of the system by Invoice Cloud. Ms. Usovicz reviewed the current billing system and the cost to customers who want to pay online. The Commissioners watched a demonstration of the billing system with Invoice Cloud and asked questions about the system. On a motion by Commissioner Fisher seconded by Commissioner Denault the Commissioners voted to request a contract from Invoice Cloud to be reviewed by Counsel and Commissioner Fisher, Chair. Vote 3-0

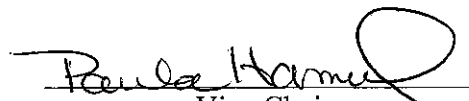
Ms. Usovicz gave an overview the building plans and noted that communication is a problem with staff in separate locations and noted they are looking at the option of renovating the garage to include offices for the office staff

Ms. Usovicz reviewed the New England Document System (NEdocs) to digitize the office records making the searchable. On a motion by Commissioners Fisher seconded by Commissioner Denault to have the General Manager Mary Usovicz enter into an agreement with NEdocs for \$15,505.45 as the project progresses General Manager Usovicz will report back to the Commissioners. Vote 3-0

Ms. Usovicz updated the Commissioners on the financials, substations, digger truck and Comcast pole formula.

On a motion by Commissioner Fisher seconded by Commissioner Hamel the Commissioners voted to adjourn regular session at 6:39 PM. Vote 3-0

  
Chairman

  
Vice Chair

  
Secretary