

Draft Minutes: Stowe Electric Board of Commissioners' Meeting

July 29, 2025, at 8:30 am at Town of Stowe Electric Department Conference Room with remote participation available via Zoom.

Present:

BOARD MEMBERS: Larry Lackey, Chair (via Zoom); Sarah Teachout, Vice Chair; and Mark Gilkey, Commissioner

STAFF: Jackie Pratt, General Manager; Brent Lilley, Director of Operations; Sarah Juzek, Director of Finance; Michael Lazorchak, Manager of Regulatory Compliance; Caroline Klosowski, Business and Communications Manager; and Amber Ives, Clerk of the Board

Call to Order: L. Lackey called the meeting to order at 8:30 am.

Agenda Approval:

M. Gilkey moved to approve the warned agenda, S. Teachout seconded, all were in favor, and the warned agenda was approved.

Approval of June 24, 2025, Meeting Minutes:

On a motion made by M. Gilkey and seconded by L. Lackey, the minutes of June 24, 2025, were approved.

Approve and Sign VELCO Equity Bond Paperwork:

The Board of Commissioners and staff reviewed the Vermont Transco, LLC (a.k.a VELCO) equity purchase and discussed the dividends earned on Stowe Electric's "Member Units," as well as the timing of the equity purchase.

L. Lackey moved that the Board of Commissioners approve the Town of Stowe Electric Department Electric Commission Resolution as presented by Stowe Electric Department's (SED) Management for the acquisition of equity in Vermont Transco, LLC. M. Gilkey seconded the motion, all were in favor, and the motion was approved.

Single Source Procurement: Digger Truck Replacement:

J. Pratt discussed the need to replace SED's 2016 digger derrick truck and the limited number of vendors that offer these types of specialty vehicles for purchase. J. Pratt notified the Board of Commissioners that due to SED's Procurement Policy and the price of the vehicle, SED is requesting that the Board of Commissioners grant permission for sole source procurement of a digger derrick truck through James A. Kiley Co.

L. Lackey moved to approve a sole source procurement for the purchase of a 2026 or 2027 model year digger truck from James A. Kiley Co. in accordance with Stowe Electric's procurement policy. M. Gilkey seconded the motion. All were in favor, and the sole source procurement was approved.

Operating Policy Approval: Easements, Document Retention, Net-Metering and Battery Storage:

M. Lazorchak discussed the need for SED to formalize procedures relating to easements, net-metering, and battery storage. M. Lazorchak explained that by adopting these policies, it would provide clarification to the customer in regard to the roles and responsibilities for both the customer and SED.

The Board of Commissioners and staff discussed each customer-related policy and the posting of these policies on SED's website in order to provide clear information to both customers and service providers.

M. Gilkey moved to approve the Easement Policy as written. L. Lackey seconded the motion. All were in favor, and the Easement Policy was approved.

L. Lackey moved to approve the Net-Metering Policy as presented by staff. M. Gilkey seconded the motion. All were in favor, and the Net-Metering Policy was approved.

L. Lackey moved to approve adoption of the Customer Energy Storage Policy as presented by staff. M. Gilkey seconded the motion. All were in favor, and the Customer Energy Storage Policy was approved.

M. Lazorchak reviewed the need for SED to adopt a Records Retention Policy and Electronic Communications Records Retention Policy in order to ensure that SED is complying with applicable laws, regulations and standards to maintain privacy and confidentiality, secure and retain records for the proper amount of time and dispose of records responsibly to maintain operational efficiency.

J. Pratt notified the Board of Commissioners that in order to ensure that the Electronic Communications Records Retention Policy is followed, SED will implement an e-mail document retention system that will auto-archive employee inboxes.

The Board of Commissioners and staff discussed retention compliance, Board of Commissioners communication amongst themselves, and the required acknowledgment of the Electronic Communications Record Retention Policy by all staff members.

M. Gilkey moved to accept the Record Retention Policy and Electronic Communications Records Retention Policy as written. L. Lackey seconded the motion, all were in favor, and the motion was approved.

General Manager Highlights:

J. Pratt provided the Board of Commissioners with:

- An update on the bucket truck ordered in 2023: delivery date, final cost, financing, and options for selling the old 2006 bucket truck
- An overview of the Renewable Energy Credit (RECs) error that occurred at Burlington Electric Department (BED) and its' impact on SED
- An update on SED's strategic planning and Integrated Resource Plan (IRP)
- Hydro Project updates
- An update on the relocation of the Level 2 Electric Vehicle (EV) charger

The Board of Commissioners and staff also discussed the format and information presented in the Operations section of the General Manager Highlights.

Other Business:

The date of the next SED Board of Commissioners meeting was moved from August 26th at 8:30 am to August 21st at 8:30 am.

Adjournment:

There being no further business, at 9:47, M. Gilkey moved to adjourn the meeting. S. Teachout seconded the motion, all were in favor, and the meeting was adjourned.

Respectfully Submitted,

Amber Ives

Clerk of the Board