



Town of Danvers

Office of the Town Manager

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M e m o r a n d u m

To: Municipal Light Board
From: Steve Bartha, Town Manager *SB*
Date: February 7, 2019
Subject: Duties of the Danvers Municipal Light Board

The Danvers Municipal Light Division (Division), established in 1889, was the first municipal electric company in the Commonwealth. Pursuant to the Danvers Town Manager Act (enacted in 1949, see next page), the Division is overseen by the Danvers Town Manager, or designee, and the Municipal Light Board is appointed by the Danvers Town Manager.

What follows is a general outline of the duties of the Danvers Municipal Light Board (the Board):

- Meet monthly if a quorum is available.
- Provide forum for residential / business customers regarding bills or other matters relating to the Division.
- Approve tariffs that are submitted to the Massachusetts Department of Public Utilities (DPU).
- Review and approve the monthly Purchased Power & Fuel Adjustment (PP&FA) Change Factors.
- Review and approve the monthly Profit & Loss Statement.
- *If no meeting is held in a given month, then the monthly PP&FA Change Factors and Profit & Loss Statement will be reviewed at the next available meeting.*
- Review financial audits, grant audits, and credit rating reports relating to the Division.
- Advise the Town Manager (or designee) on matters pertaining to the Division.
- Review and make recommendations, as appropriate, on the Division's annual budget.
- The DPW Business Division handles electric billing and determines policy and procedures for users and delinquent users of the system. All transactions or decisions made by the DPW Business Office involve privacy issues, and the Board is not involved with any of these actions. However, actions made by the



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DPW Business Division that become public information, i.e. released to the press, are subject to possible discussion with the Board.

- If a residential or business customer requests to meet with the Board regarding bills or any other matters relating to the Division, the DPW Business Office shall provide the Board with background information relating to the reason(s) for the meeting request. Prior to any hearing, the Board may make a recommendation to the DPW Business Office.
- All personnel actions within the Division are made by the Town Manager (or designee), with no involvement by the Board. However, any actions that become public information, i.e. released to the press, are subject to possible discussion with the Board.

Danvers Town Manager Act (1949), An Act Relative to the Form of Government in the Town of Danvers.

Chapter 12, Section 17

The town manager shall appoint a municipal light board to consist of three suitably qualified persons to serve for staggered three-year terms. If for any reason a vacancy occurs in the membership of the municipal light board, the vacancy shall be filled forthwith by said town manager for the unexpired term. The members of the municipal light board appointed hereunder shall organize for the proper conduct of their duties and shall possess all of the powers and rights and shall be subject to all of the duties and liabilities conferred or imposed by law upon municipal light boards but, in the performance of their duties, they shall be subject to the general supervision and direction of said town manager. Before entering upon the duties of their office, members of the municipal light board shall be sworn to the faithful performance thereof by the town clerk or a justice of the peace.

Duties of the Municipal Light Board

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