



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING APRIL 23, 2015

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, April 23, 2015 at the Peabody Municipal Light Plant, 201 Warren Street Ext., Peabody, Massachusetts at 6:30 p.m.

Present for the meeting were Commissioners Charles Bonfanti, Thomas D'Amato, Thomas Paras and Robert Wheatley; Assistant Manager Kristina Frizzell, Attorney Philip Durkin and Recording Secretary, Barbara Previte. Absent was Commissioner William Aylward.

Chairman Paras asked if there were any additions to the agenda, and Assistant Manager Frizzell stated no.

1. Agenda Item A: Approval of Agenda

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED (4-0):

MOVE TO APPROVE THE AGENDA.

Chairman Paras introduced Nate Frost, Lineman / Troubleman, who began work January 2015.

2. Agenda Item B: Announcement:

Chairman Paras acknowledged that this is an open meeting and informed the public that the meeting is being recorded by hand and voice recorder.

3. Agenda Item C: Approval of Minutes:

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER D'AMATO AND VOTED UNANIMOUSLY (4-0):

15-29 MOVE TO APPROVE AND RELEASE THE REGULAR MEETING MINUTES OF MARCH 26, 2015.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER D'AMATO AND VOTED UNANIMOUSLY (4-0):

15-30 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF MARCH 26, 2015.



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MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER WHEATLEY AND VOTED UNANIMOUSLY (4-0):

15-31 MOVE TO RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 28, 2010; MAY 6, 2010 and MAY 27, 2010

4. Agenda Item D: Appointments:

• **REMARKS OF THE GENERAL PUBLIC:**

There being none, the meeting continued.

5. Agenda Item E: Correspondence

There being none, the meeting continued.

6. Agenda Item F: Manager's Reports:

- **SEDC/UPN**—Assistant Manager Frizzell deferred to Kevin Moran, Business Manager, for an update. Kevin stated that Business and Administration have been working diligently with SEDC. He stated that the implementation date is not going to be June 1. A meeting with Administration and Business will occur to discuss the next steps with implementation.
- **IPSWICH RIVER SUBSTATION** – Assistant Manager Frizzell deferred to Roy Simoes, Associate Electrical Engineer, to brief the Commission on the project. Roy stated that there is a significant adjustment within the project. It has to do with our joint effort with National Grid. The project is going to flip and start with Johnson Street Substation. Roy explained the environmental issues and something called “matting” that will occur. National Grid has to call in the Army Corp of Engineers to work on the environmental issues. PMLP hopes to have an RFP by July or August; hire a contractor and begin work in the winter of 2016 and to be complete by Spring. Questions arose about while we are renovating Johnson Street if the residents will be affected without power. Additional questions arose about the baseball season and work being performed. Roy assured the Commission that the work is happening inside the station, without outages, and it will hardly be noticed that work is being done. It would be done prior to anything going on at the fields.
- **AUTOMATED METER READING/INFRASTRUCTURE (AMI)** – Assistant Manager Frizzell deferred to Roy Simoes, Principal Engineer, , to discuss the project prior to GT-2 repairs. Engineering has been working with Woodward & Curran to determine the short and long-term needs for PMLP, develop a Business Case and initial RFP for the project. Roy stated that a field trip to Braintree occurred and was well received. He also mentioned that some of the AMI team went to Central Maine Power. Engineering is working with Woodward & Curran to finalize the business case and work on RFP.



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- **GT-2 REPAIRS** – Assistant Manager Frizzell deferred to Chuck Orphanos, Principal Electrical Engineer, to discuss the status of the GT-2 repair work. Chuck stated that they discovered more damage in the turbine mid-frame. While Engineering was working, they discovered a loose bolt and the socket fell. Engineering used a boroscope camera to determine the damage. It was determined that the mid-frame be sent to Ohio for repair. The cost estimate is approximately \$70,000. Chuck stated that it was shipped out last Friday. It will be a three to four week turnaround. Engineering also discovered rust in the shaft and will be having that descaled/shaved. Chuck informed the Commission that conference calls take place each week to discuss the process.

PERSONNEL

- **LINEMAN/TROUBLEMAN** – Assistant Manager Frizzell stated that Distribution is always searching for external candidates.
- **WORKING FOREMAN ELECTRIC STATION REPAIRMAN** – Assistant Manager Frizzell stated that we have not yet found the right candidate with the experience in substation / generation. Administration and Engineering are working on a revised external advertisement to focus on the substation component of the position.
- **TEMPORARY YARDMAN I** – Assistant Manager Frizzell stated that this job has been posted internally and will come down today. A few internal employees have already applied.

7. Agenda Item G: Committee Assignment / Report

- **POLICY COMMITTEE** - Chairman Paras deferred to Commissioners Wheatley and Bonfanti. Commissioner Wheatley explained the direction the Policy Committee is taking. Commissioner Wheatley stated that the Table of Contents for the Orientation Information and Personnel Policies Guide has been revised to reflect the Training Procedure being moved and placed in the Operational Guide.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER D'AMATO AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

- 15-32** MOVE TO REMOVE THE TRAINING POLICY AND CALL IT THE TRAINING PROCEDURES AND MOVE IT TO THE OPERATIONAL GUIDE WITH THE TABLE OF CONTENTS BEING REVISED TO REFLECT THE CHANGE.

Commissioner Wheatley informed the Commission about four changes to the Orientation Information & Personnel Policies Guide as follows:



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- New Employee Orientation Policy – to delete the word “New”.
- Vehicle Use Policy to show that the policy was reviewed as of April 23, 2015 with no changes.
- Confidentiality Policy is revised to reflect additional Massachusetts laws and regulations.
- Conflict of Interest to show that the policy was reviewed as of April 23, 2015 with no changes.

MOTION BY COMMISSIONER D’AMATO, SECONDED BY COMMISSIONER WHEATLEY AND VOTED UNANIMOUSLY BY ROLL CALL (5-0):

15-33 MOVE TO ACCEPT THE RECOMMENDATION OF THE POLICY COMMITTEE OF THE CHANGES IN THE CONFIDENTIALITY POLICY TO REFLECT ADDITIONAL MASSACHUSETTS LAWS AND REGULATIONS.

The Policy Committee will be reviewing all policies and even if there is not a revision date going forward the policy will reflect a “review date”.

Assistant Manager Frizzell stated that the Policy Committee is working on the Security, Substance and Leave policies.

8. Agenda Item H: Award of Bids

- **POWER LINE CLEARANCE (TREE TRIMMING) SERVICE** – Assistant Manager Frizzell explained the issue with the tree trimming. Peabody Municipal Light Plant received a call from a bidder on the Line Clearance Bid questioning the inclusion of the Non-Collusion Statement from the successful bidder. . Attorney Durkin had several conversations with the appropriate parties, such as the Attorney General and Inspector General. He noted that we typically have the successful bidder sign that document when the contract is ratified. It was determined that it was best to reject all the bids and contract as follows:

MOTION BY COMMISSIONER D’AMATO, SECONDED BY COMMISSIONER WHEATLEY AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):



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- 15-34** MOVE TO RESCIND THE MARCH 26, 2015 MOTION #15-25 AUTHORIZING THE MANAGER TO ENTER INTO A CONTRACT WITH ASPLUNDH TREE EXPERT COMPANY.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

- 15-35** MOVE TO REJECT THE BID FROM ASPLUNDH TREE EXPERT COMPANY PRESENTED ON MARCH 26, 2015 DUE TO NON-COMPLIANCE OF THE COMMONWEALTH OF MASSACHUSETTS STATUTE TO INCLUDE THE NON-COLLUSION FORM WITHIN THEIR RFP PACKAGE.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

- 15-36** MOVE TO REJECT THE BID FROM MAYER TREE COMPANY PRESENTED ON MARCH 26, 2015 BECAUSE THE COST OF THE BID EXCEEDED THE AMOUNT ESTIMATED FOR THE PROJECT.

9. Agenda Item I: General Business

UPDATE ON FACT FINDING – Assistant Manager Frizzell stated that fact finding will be on June 2, 2015.

- **REMARKS OF COMMISSIONERS**
- Commissioner D'Amato thanked Commissioner Wheatley and Bonfanti on their work on the various policies.
- Commissioner Wheatley spoke about the student government day and the students that he was impressed with the student representatives of PMLP. Commissioner Wheatley also stated that he will be working with Joe Anastasi along with Kristina Frizzell and Jenn Santoro on the "computer policy".
- Chairman Paras said "Happy Secretaries Day" to Barbara and thanked her for everything she does for the PMLC.



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MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED BY ROLL CALL (4-0):

MOVE TO ADJOURN.

Chairman Paras declared the Regular portion of the Meeting of April 23, 2015 adjourned at 7:30 p.m.

A TRUE RECORD

Attest: _____

A handwritten signature in black ink, appearing to be "T. D'Amato", written over a horizontal line.

Thomas M. D'Amato, Secretary
Peabody Municipal Lighting Commission