



# Peabody Municipal Light Plant

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## PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING FEBRUARY 26, 2015

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, February 26, 2015 at the Peabody Municipal Light Plant, 201 Warren Street Ext., Peabody, Massachusetts at 6:35 p.m.

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

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

1. Agenda Item A: Approval of Agenda

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND UNANIMOUSLY VOTED (5-0):

MOVE TO APPROVE THE AGENDA.

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 D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY (5-0):

**15-12** MOVE TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 22, 2015.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY (5-0):

**15-13** MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 22, 2015.



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MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY (5-0):

**15-14** MOVE TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 24, 2008, MARCH 27, 2008, APRIL 24, 2008, MAY 22, 2008; AUGUST 7, 2008, AND SEPTEMBER 25, 2008

4. Agenda Item D: Appointments:

• **REMARKS OF THE GENERAL PUBLIC:**

- **Great Blue Research – Customer Survey Presentation** – Manager Trueira introduced Michael Vigeant, CEO of Great Blue Research. Michael gave a presentation on the Residential Customer Satisfaction Survey results. The findings consist of project overview—areas of investigation; research methodology; key learning and summary learning and considerations. The study was to conduct comprehensive industry research to understanding residential perceptions and satisfaction with PMLP services. This was done via a telephone survey with approximately 400 random customers. The survey included a quantitative research that addressed rating the organization, interactions with office and field personnel; information and awareness on key issues, the newsletter “Light Subjects” communication preferences. The survey was very favorable overall. PMLP received high marks across all company characteristics. The survey revealed ways to improve our communication to customers by using social media regarding outage updates, to raise awareness of online bill payment, move forward on advanced meter technologies, and make lasting first impressions.

5. Agenda Item E: Correspondence

- There being none, the meeting continued.

6. Agenda Item F: Manager's Reports:

- **SEDC/UPN**—Manager Trueira deferred to Kevin Moran, Business Manager, for an update. Kevin stated that we are working out the details for the online bill payment contract with SEDC. Kevin anticipates that this will be signed in the next couple of days. The implementation timeframe has been postponed until May 2015.
- **IPSWICH RIVER SUBSTATION** – Manger Trueira deferred to Roy Simoes, Associate Electrical Engineer, to brief the Commission on the project. Roy gave background of the Project. Roy stated that the team had a meeting at the site with National Grid. National Grid was very



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appreciative of the meeting. PMLP and National Grid will work together to go before the Conservation Commission in the Spring of 2015.

- **GT-2 REPAIRS** – Manager Trueira deferred to Chuck Orphanos, Principal Electrical Engineer, to discuss the status of the GT-2 repair work. Chuck stated that Air New Zealand (“ANZ”) will be repairing both the high pressure and low pressure turbines. The issue is that the low pressure turbine shaft is corroded and needs to be replaced. Air New Zealand is actively looking for a new or used shaft. ANZ found one; however, it was corroded. ANZ found a second one which is being stripped down. Chuck discussed the costs of various repairs. The revised overall repair costs are now approximately \$950,000. Discussions ensued about the 17 high pressure turbine blades being replaced and the costs associated with such replacement. The warranty from ANZ was also discussed. PMLP and Engineering are looking into this.
- **AUTOMATED METER READING/INFRASTRUCTURE (AMI)** – Manager Trueira deferred to Russell Dunn, Supervising Electrical Engineer, to discuss the project. Woodward & Curran will help us to identify the short and long-term needs for PMLP and develop a Business Case for the project. The kick-off meeting with Woodward & Curran will be held this Monday.

## PERSONNEL

- **WORKING FOREMAN ELECTRIC STATION REPAIRMAN** – Manager Trueira 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.
  - **LINEMAN/TROUBLEMAN** – Manager Trueira stated that Distribution is still searching for external candidates.
  - **APPRENTICE LINEMAN** – Manager Trueira stated that we have hired two internal candidates Brian Botelho and Michael Correale. It is a four-year program to become a Lineman and then two more years until they become Troublemens. The candidates are attending the Apprentice Program through NEPPA and National Grid as of February 24, 2015.
  - **TEMPORARY METER READER** – Manager Trueira stated that Distribution has narrowed the search down to six finalists who will be interviewed shortly for a second time.
7. Agenda Item G: Committee Assignment / Report



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- **POLICY COMMITTEE** - Chairman Paras deferred to Commissioners Wheatley and Bonfanti who identified the policies that have been reviewed and / or changed are as follows: Table of Contents; Mission Statement; Policy to Honor Deceased Employees and Exit Interview Policy. The Mission Statement had been reviewed by the Committee and they did not recommend any changes at this time. Commissioner Bonfanti stated that the Policy to Honor Deceased Employees should add the language "or a charitable contribution in lieu of flowers may be made".

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

- **15-15** MOVE TO APPROVE THE CHANGES AND RECOMMENDATIONS TO THE POLICY TO HONOR DECEASED EMPLOYEES TO INCLUDE "OR A CHARITABLE CONTRIBUTION IN LIEU OF FLOWERS MAY BE MADE".

Commissioner Wheatley stated that in the "Exit Interview Policy" the last line should be deleted "copies of the exit interview shall be issued to the employee's immediate supervisor, Division Manager, Assistant Manager and Manager".

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

- **15-16** MOVE TO APPROVE THE CHANGES AND RECOMMENDATIONS TO THE EXIT INTERVIEW POLICY AS PRESENTED BY THE POLICY COMMITTEE TO REVISE THE EXIT INTERVIEW POLICY BY DELETING THE LAST LINE WHICH STATES "COPIES OF THE EXIT INTERVIEW SHALL BE ISSUED TO THE EMPLOYEE'S IMMEDIATE SUPERVISOR, DIVISION MANAGER, ASSISTANT MANAGER AND MANAGER".



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8. Agenda Item H: Award of Bids

There being none, the meeting continued.

9. Agenda Item I: General Business

- **CHARGE OFF LIST FOR YEAR ENDING 2014** – Manager Trueira deferred to Kevin Moran, Business Manager, who is asking for approval from the Peabody Municipal Lighting Commission to authorize the transfer of account from deferred accounts receivable status to charge-off status. Kevin Moran stated that the charge off is a compilation of three types of accounts: bankruptcies, non-residential accounts (terminated for credit delinquency year round for balances over 30 days in arrears) and residential accounts terminated for credit delinquency from March 15 through November 14 for balances over 60 days in arrears unless designated as “protected”. Kevin Moran is requesting that the Commission approve a charge off of \$176,507.57 for 2014.

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

**15-17** MOVE TO AUTHORIZE THE MANAGER TO CHARGE OFF \$176,507.57 for 2014.

Again, sentiments were expressed about a good job done by Debbie Davis-Leclair and Kevin Moran and their staff.

- **COMPENSATION FOR EXEMPT EMPLOYEES** – Chairman Paras deferred to Commissioner Wheatley who is recommending to the Peabody Municipal Lighting Commission an increase for exempt employees with the exception of two grades. The increase would be retroactive to July 1, 2014.

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

**15-18** MOVE TO ACCEPT THE RECOMMENDATION OF THE COMPENSATION COMMITTEE AND AUTHORIZE THE MANAGER TO INCREASE THE EXEMPT EMPLOYEES SALARIES BY TWO PERCENT (2%) EXCEPT FOR TWO GRADES RETROACTIVELY TO JULY 1, 2014.

Commissioner Wheatley on behalf of the Compensation Committee recommended an increase for the Business Manager position as follows:

201 Warren Street Ext ✎ Peabody, MA 01960 ✎ Phone 978-531-5975 ✎ Fax 978-531-5476 ✎ [www.pmlp.com](http://www.pmlp.com)



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**MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY BY ROLL CALL (5-0):**

**15-19**            **MOVE TO ACCEPT THE RECOMMENDATION OF THE COMPENSATION COMMITTEE AND AUTHORIZE THE MANAGER TO INCREASE THE BUSINESS MANAGER POSITION FROM AN E16 TO E17 EFFECTIVE MARCH 2, 2015.**

- **MMWEC DESIGNATION OF VOTING REPRESENTATIVE AND ALTERNATE(S)** – Manager Trueira has received correspondence from MMWEC regarding Peabody Municipal Light Plant and their designated voting representatives. The voting representatives need to change based on the current state of the Peabody Municipal Lighting Commission.

**MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY BY ROLL CALL (5-0):**





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- . That the Peabody Municipal Light Plant (City of Peabody), pursuant to Article III, Section 6 of the Massachusetts Municipal Wholesale Electric Company (MMWEC) By-Laws, as revised and amended, and Section 3(b) of Chapter 775 of the Acts of 1975 hereby designates Glenn R. Trueira, its manager of Peabody Municipal Light Plant, as its Voting Representative, to vote and execute written instruments on its behalf relative to adoption, amendment, or repeal of MMWEC By-Laws, the election of President and Directors of the Corporation, and other action by the Member cities and towns of MMWEC; and
- . that Thomas Paras (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the Voting Representative, have all the powers conferred upon the Voting Representative, and
- . that Robert Wheatley, (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the first designee and second designee, have all the power conferred upon the Voting Representative, and
- . that Thomas D'Amato, (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the first designee, the second designee, and the third designee, have all the power conferred upon the Voting Representative, and
- . that Charles Bonfanti, (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the first designee, the second designee, the third designee and fourth designee, have all the power conferred upon the Voting Representative, and
- . that William Aylward, (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the first designee, the second designee, the third designee, the fourth designee, and the fifth designee, have all the power conferred upon the Voting Representative.



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- **NATIONAL GRID (\$109,863.90)** – Manager Trueira stated that this check is for Network Transmission Service for the month of December 2014.
- **REMARKS OF COMMISSIONERS**

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

MOVE TO ENTER INTO EXECUTIVE SESSION IN ACCORDANCE WITH CHAPTER 30A, SECTION 21(a) 2 FOR THE PURPOSE OF DISCUSSING AND CONDUCTING STRATEGY SESSIONS IN PREPARATION FOR COLLECTIVE BARGAINING SESSIONS.

Chairman Paras declared the Regular portion of the Meeting of February 26, 2015, adjourned at 8:25 p.m.

A TRUE RECORD

Attest:

  
Thomas D'Amato, Secretary  
Peabody Municipal Lighting Commission