



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING FOR JANUARY 22, 2015

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, January 22, 2015 at the Peabody Municipal Light Plant, 201 Warren Street Ext., Peabody, Massachusetts at 6:30 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 Aylward asked if there were any additions to the agenda and Manager Trueira requested to move the AMI/Smart Grid presentation under correspondence.

1. Agenda Item A: Approval of Agenda

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

MOVE TO APPROVE THE AGENDA AS AMENDED

2. Agenda Item B: Announcement:

Chairman Aylward 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: Election of Officers

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER BONFANTI WITH COMMISSIONERS AYLWARD, BONFANTI, D'AMATO AND WHEATLEY VOTING IN THE AFFIRMATIVE AND COMMISSIONER PARAS VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

15-01 MOVE TO NOMINATE COMMISSIONER PARAS AS CHAIRMAN OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2015.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI WITH COMMISSIONERS AYLWARD, BONFANTI, D'AMATO AND PARAS VOTING IN THE AFFIRMATIVE AND COMMISSIONER WHEATLEY VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

15-02 MOVE TO NOMINATE COMMISSIONER WHEATLEY AS VICE CHAIRMAN OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2015.

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER BONFANTI WITH COMMISSIONERS AYLWARD, BONFANTI, PARAS AND WHEATLEY VOTING IN THE AFFIRMATIVE AND COMMISSIONER D'AMATO VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

15-03 MOVE TO NOMINATE COMMISSIONER D'AMATO AS SECRETARY OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2015.

4. Agenda Item D: Selection of Voting Order:

The Commission drew numbers for their 2015 seated voting order. The voting order is as follows:

Seat 1	Thomas D'Amato
Seat 2	Robert Wheatley
Seat 3	Charles Bonfanti
Seat 4	William Aylward

Commissioner Paras assumed his role as Chairman for the remainder of the meeting.

Commissioner Paras congratulated Commissioner Aylward for a job well done along with Commissioner Wheatley expressing that Chairman Aylward did a good job.

5. Agenda Item E: Approval of Minutes:

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

15-04 MOVE TO APPROVE THE BUDGET MEETING MINUTES OF DECEMBER 5, 2014.

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

15-05 MOVE TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 18, 2014.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER AYLWARD AND VOTED UNANIMOUSLY (5-0):

15-06 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF DECEMBER 18, 2014.

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

15-07 MOVE TO APPROVE AND RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 25, 2007; FEBRUARY 22, 2007; MARCH 22, 2007; JUNE 28, 2007; JULY 26, 2007; OCTOBER 25, 2007.

6. Agenda Item F: Appointments:

- **REMARKS OF THE GENERAL PUBLIC:** There being none, the meeting continued.

7. Agenda Item G: Correspondence

- **AWARD OF BIDS:** Smart Grid / AMI Consulting Services – Manager Trueira deferred to Manole Agouridis, Project Engineer, to discuss and present the information brief on hiring a consulting firm to assist the PMLP AMI team in the feasibility, planning, designing, selecting and implementing a Smart Grid/AMI system. The firm will work with PMLP's AMI team to develop documentation outlining a needs assessment strategy, business case, and request for proposal to

procure all required components of an initial AMI deployment. The prospective firm shall also assist in the bid evaluation process, contract negotiations and evaluations of the request for proposals.

Manole Agouridis discussed the goals of PMLP which is to improve customer reliability and to minimize costs to our ratepayers. PMLP believes that it is best to eventually integrate Smart Grid / AMI technologies in achieving these goals. There are short and long term objectives as a result of this project.

Short term objectives are as follows:

- Automated Meter Reading
- Remote Connect / Disconnect
- Outage & Restoration Detection at the Meter
- Theft Detection
- Meter Level Voltage Monitoring
- Additional Meter Level Information

Long term objectives are as follows:

- Distribution Automation
- Outage Management System
- GIS Mapping
- Demand Response
- Dynamic Pricing Rates

Manole Agouridis introduced Chuck Gerry of Woodard & Curran. Manole stated that Woodard & Curran would give PMLP a quality product, with prior AMI experience, local presence, scope of services, project approach, and overall project management experience makes them the best candidate for our project.

Commissioner D'Amato asked about the disparity of the price and man hours between this bid and another bid. The AMI Engineering team received seven bids. The team narrowed the evaluation down to five firms. The AMI Engineering team conducted interviews of all five firms. This gave the AMI Engineering team the ability to ask follow up questions and get a better sense of what each team offered as part of the proposed services. The AMI Engineering team focused on the best quality firm, and lowest evaluated bidder. Manole added that special attention was given to estimated man hours, on-site meetings and scope of work. Based on these factors, it became evident after the interviews that three firms on the short list had submitted the highest costs and were not going to be a good fit for PMLP. Manole discussed the Power Systems Engineering (PSE) bid. Manole stated that PSE provided all of the tasks however PMLP felt the value of the deliverables would be inferior quality when compared to W & C.

Commissioner Wheatley stated that consulting services do not usually come before the PMLC. Manager Trueira stated that he was bringing it to the PMLC as a courtesy. Legally, the Manager could handle the financial aspect of hiring for this service. Manager Trueira agreed with Commissioner Wheatley but with such an important project as this, it is best to go out and bid and go through PMLP's normal procurement process to ensure transparency to the public.

Commissioner Wheatley asked what the firm would be doing for PMLP. Manole answered as follows: needs evaluation assessment, business case, writing the RFP on the specifications of the system, and to help us evaluate those bids. The most important thing would be integration with our current and potentially future systems. Commissioner Wheatley wondered if we would be doing a pilot project similar to Marblehead and Danvers. Manole said it will become clearer once the consultant gets on board and performs the business case strategy.

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

15-08 MOVE TO RECOMMEND THE MANAGER TO ENTER INTO A CONTRACT FOR SMART GRID AMI CONSULTING SERVICES WITH WOODARD & CURRAN IN THE AMOUNT OF \$118,000 WITH A CONTINGENCY BUDGET OF \$12,000.

8. Agenda Item H: Manager's Reports:

- **SEDC/UPN**—Manager Trueira deferred to Kevin Moran, Business Manager, for an update. Kevin stated that we are thinking that the March 1 date may be a little aggressive, even though we are still moving forward to maintain momentum. However, the timeframe is probably April or May. Kevin stated that it was very helpful last week to have three employees from SEDC onsite working with the Business team. He wanted to thank Debbie Davis-Leclair, Jan Kentros, Sharon Glavin and Jenn Santoro for their hard work.
- **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 with PLM for approximately 3 to 4 hours—discussing environmental permitting, drawing sign off and sign off with National Grid. Roy explained that there will be a field meeting with National Grid on February 19, 2015 with four to five people. The intention is to have National Grid and PMLP go before the Conservation Commission simultaneously. A discussion about large pieces of equipment being ordered and timeframe for those pieces is in the 7-9 month range.
- **GT-2** – Manager Trueira deferred to Chuck Orphanos, Principal Electrical Engineer to discuss the status of GT-2. Air New Zealand (ANZ) personnel (4-5 employees) were here while we were disassembling and send it back to New Zealand. The cost is approximately \$500,000. The turnaround time for this is 3 to 4 weeks. Chuck mentioned that the fuel nozzles were out being refurbished. These were repaired in Connecticut by Ethos Energy. Ethos Energy just purchased Wood Group Pratt Whitney. Chuck stated that we are purchasing 5 spare new nozzles at a cost of \$40,000. Chuck also spoke about GT-2 not being in the forward reserve market and that MMWEC has picked up our obligation. Therefore, while PMLP has avoided any penalties, we have been losing out on revenues within the forward reserve market. Questions arose about renting a unit and Chuck stated he believe we looked into for GT-1, but it was not going to work for us.

PERSONNEL

- **LINEMAN/TROUBLEMAN** – Manager Trueira stated that Distribution hired Nathan Frost who started work on January 7, 2015. Manager Trueira has received positive feedback from Distribution that he is doing well.
- **WORKING FOREMAN ELECTRIC STATION REPAIRMAN** – Manager Trueira stated that we have not yet found the right candidate with the experience in substation / generation.

- **APPRENTICE LINEMAN** – Manager Trueira stated that PMLP has opened up this program again and posted internally. PMLP has two positions budgeted. PMLP has received applications/resumes from several internal candidates. The Apprentice Program through NEPPA and National Grid begins on February 24, 2015. The program is a four year program. Commissioner Bonfanti asked if employees are taking advantage of our Educational Policy. Manager Trueira stated that we definitely have people taking substation courses who are using this Educational Policy.
- **TEMPORARY METER READER** – Manager Trueira stated that no one internally applied and we have advertised outside. Approximately 21 candidates will be interviewed.

9. Agenda Item I: Committee Assignment / Report

- **COMMITTEE ASSIGNMENTS – 2015** Chairman Paras thanked the Commission on their assistance on the Committees in 2014. Chairman Paras would like to focus on the Policy Committee by appointing Commissioners Wheatley and Bonfanti. Chairman Paras suggested that they work with Jennifer Santoro, Community Relations, and bring their suggested changes to Assistant Manager Kristina Frizzell.
- **SMOKING POLICY** – Manager Trueira stated that it was necessary to update and/or revise the current Smoking Policy regarding e-cigarettes based on the changes made by the City of Peabody for the Smoking By-Laws.

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER D'AMATO AND VOTED BY ROLL CALL WITH COMMISSIONERS D'AMATO, WHEATLEY, AYLWARD AND PARAS VOTING AFFIRMATIVELY AND COMMISSIONER BONFANTI VOTING NEGATIVELY (4-1):

15-09 MOVE TO APPROVE THE CHANGES AND RECOMMENDATIONS TO THE SMOKING POLICY AS PRESENTED BY THE POLICY COMMITTEE TO REFLECT THE CHANGES REGARDING E-CIGARETTES BEING PROHIBITED WHEREVER SMOKING IS PROHIBITED.

10. Agenda Item K: General Business

- **BUDGET 2015** – Manager Trueira stated that he is seeking a motion to move forward with the 2015 budget.

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

15-10 TO ACCEPT AND APPROVE THE 2015 BUDGET AND ACTION PLANS AS PRESENTED AT THE DECEMBER 5, 2014 BUDGET MEETING.

- **REAFFIRMATION OF POLICIES** – Manager Trueira stated that the Commission reviews and reaffirms existing policies every year. Manager Trueira that the policies have been divided into two books—(1) operational policies and procedures and (2) orientation policies.

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

15-11 TO REAFFIRM FOR THE YEAR 2015 ALL EXISTING PMLP POLICIES.

- **NATIONAL GRID (\$72,026.29)** – Manager Trueira stated that this check is for Network Transmission Service for the month of November 2014.
- **REMARKS OF COMMISSIONERS**
- Commissioner D’Amato congratulated and thanked Commissioner Aylward for his Chairman Service.
- Commissioner Wheatley stated that he read an article in APPA regarding signage at substations. He asked if PMLP had signs and if so, were the signs bilingual. Manager Trueira stated that he would have Engineering investigate. Manager Trueira stated that if we do not have signs in Spanish that we will investigate and get it done.
- Commissioner Bonfanti thanked Commissioner Aylward for a job well done and wished Commissioner Paras good luck as Chair this year.
- Commissioner Aylward stated that the price of gas is down and that we should be seeing those savings at our pumps.
- Commissioner Paras thanked Commissioner Aylward for a good year. Commissioner Paras thanked all the employees for their hard work this past year.

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

MOVE TO ENTER INTO EXECUTIVE SESSION IN ACCORDANCE WITH CHAPTER 30A, SECTION 11A1/2 AND CHAPTER 164, SECTION 47D OF THE OPEN MEETING LAWS FOR THE PURPOSE OF DISCUSSING AND CONDUCTING STRATEGY SESSIONS IN PREPARATION FOR COLLECTIVE BARGAINING.

Chairman Paras declared the Regular portion of the Meeting of January 22, 2015, adjourned at 7:25 p.m.

A TRUE RECORD

Attest:


Thomas D’Amato, Secretary
Peabody Municipal Lighting Commission