



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING November 19, 2015

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, November 19, 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 along with 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. Manager Trueira asked that we add under General Business, "2016 Action Plans and Budget".

1. Agenda Item A: Approval of Agenda

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER WHEATLEY AND UNANIMOUSLY VOTED (4-0):

MOVE TO APPROVE THE AGENDA AS AMENDED.

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 AYLWARD, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY (4-0):

15-79 MOVE TO APPROVE AND RELEASE THE REGULAR MEETING MINUTES OF OCTOBER 22, 2015.

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY (4-0):

15-80 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF OCTOBER 22, 2015.

4. Agenda Item D: Appointments:

- REMARKS OF THE GENERAL PUBLIC:

There being none, the meeting continued.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

Minutes of Regular PMLC

November 19, 2015

Page 2

5. Agenda Item E: Correspondence

There being none, the meeting continued.

6. Agenda Item F: Manager's Reports:

- **SEDC / UPN REPORT** – Manager Trueira deferred to Kevin Moran, Business Manager, to update the Commission. Kevin Moran stated that we are finally here. The new Customer Information and Billing System (UPN/SEDC) is in place as of November 1, 2015. New bills have been issued from the new system and that process is ongoing. Bill information and the printing and mailing seem to be going well. The customer portal is working and customers seem to be using it, and are happy with it. The whole implementation thus far has been relatively smooth. Kevin Moran mentioned that we have had SEDC staff on hand for assistance. They will be back on site November 30 for two weeks to assist with the closing out the month. Kevin Moran stated that he has had tremendous support from Distribution, Engineering and IT. Commissioner Wheatley congratulated Kevin Moran on the new system and implementation.

Commissioner D'Amato arrived at 6:35 p.m.

- **IPSWICH RIVER SUBSTATION / JOHNSON STREET SWITCHING STATION** – Manager Trueira deferred to Roy Simoes, Associate Electrical Engineer (Engineering), who stated that both contracts for the Johnson Street Switching Station have been executed and products have been ordered. The vendors are in the process of preparing drawings so we approve the specs on the new materials. The products should arrive by the end of February and our intention is for the work to begin in April 2016, if the weather permits. The work is scheduled for 3 months. This needs to be done before the high load summer period. Commissioner Wheatley asked if this would interfere with the baseball/softball season. Roy Simoes stated that we would work around them or coordinate schedules. PMLP will keep the gates closed. The station will be black for months. Roy stated that we are working on the environmental issues for Ipswich River. Roy mentioned that we are waiting to hear back from National Grid.
- **GT2 REPAIRS** – Manager Trueira deferred to Charles Orphanos, Associate Electrical Engineer (Operations), to discuss the repairs to GT2. Chuck stated that we had our electric generator and generator step up transformer tested and the tests were normal, which rules out a couple of potential causes for the incident. The PPEM are working on the security



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

Minutes of Regular PMLC

November 19, 2015

Page 3

system and emergency lights. Engineering has obtained a quote from Hiller for the fire alarm system which includes some devices for the generator. Engineering is looking to hire an engineering firm for the different phases of the replacement project as well as evaluating the 25 year old switch gear. The purpose is to see if there have been enhancements that we need going forward as well as hiring a contractor. We will also need to test the new equipment. The testing of the equipment will occur in the Spring of 2016.

- **AMI PROJECT – BUSINESS CASE** – Manager Trueira deferred to Emmanuel Agouridis, Junior Electrical Engineer, who gave a status update of the AMI project. Manole stated that the PMLP AMI team is not ready to make a recommendation and is hoping to come before the Commission at the December meeting. References are being checked of the potential vendors. Next, the PMLP AMI team will be visiting the prospective users of the vendors' systems or services. The Commission thanked Manole for his work on this project.

7. Agenda Item G: Committee Reports

- **POLICY COMMITTEE** – Manager Trueira deferred to Commission Wheatley. Commissioner Wheatley said that the Policy Committee has not been able to meet the past couple of months. The Committee has been working on the Leave Policy; however, it is complicated. The next policy or procedure that the Committee will be developing concerns summer/winter help. The Committee wants to develop a program with guidelines to administer the program. The issues are under 18 years of age the seasonal employees cannot drive a vehicle nor operate equipment such as a lawnmower. The Committee also would like to be able to deliver the policy books to the employees shortly.

8. Agenda Item I: General Business

- **2016 ACTION PLANS AND BUDGET** – Manager Trueira stated that we have been working on these; however with the SEDC conversion, the AMI Project, and turbine issue it has been difficult to complete the process on schedule. Manager Trueira stated that we will get a new schedule to the Commission in a few weeks. Manager Trueira stated that we would like to have the Budget Meeting at the beginning of January and that would still give us time to approve the Budget at the January 28, 2016 PMLC meeting. Commissioner Wheatley asked if it was necessary to receive the quarterly action plans. Manager Trueira stated that it is up the Commission. Manager Trueira said the quarterly update of the action plans gives the Commission an update on what each Division has been working on and their progress. Commissioner D'Amato suggested



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

Minutes of Regular PMLC

November 19, 2015

Page 4

that the Commission receive a mid-year action plan and if anything operational comes along to inform the Commission. Manager Trueira stated that he will follow that schedule in 2016.

- **NATIONAL GRID** (\$35,234.65 September 2015 Transmission Network Service) – Manager Trueira stated that this is a rebate check for Network Transmission Service for the month of September 2015.
- **REMARKS OF COMMISSIONERS**
- Commissioner D'Amato thanked the Policy Committee for their hard work this year as well as Happy Thanksgiving.
- Commissioner Wheatley congratulated the service anniversary recipients.
- Commissioner Bonfanti thanked Commissioner Paras for putting his campaign truck away on behalf of the City of Peabody.
- Commissioner Aylward wished everyone a Happy Thanksgiving.
- Commissioner Paras welcomed back Commissioner Wheatley.

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 November 19, 2015 adjourned at 7:00 p.m.

A TRUE RECORD

Attest:


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