



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING JUNE 22, 2017

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, June 22, 2017 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 Chuck Orphanos, Attorney Philip Durkin and Recording Secretary, Barbara Previte.

Chairman D'Amato asked if there were any additions to the agenda and Manager Trueira stated he wanted to add under General Business the Annual Pilot Payment to the Town of Lynnfield.

1. Agenda Item A: Approval of Agenda:

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

MOVE TO APPROVE THE AGENDA AS AMENDED.

2. Agenda Item B: Announcement:

Chairman D'Amato 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 (5-0):

17-37 MOVE TO APPROVE THE MINUTES OF MAY 25, 2017.

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

17-38 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF MAY 25, 2017.

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.



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6. Agenda Item F: Manager's Reports:

- **AMI UPGRADE**— Manager Trueira deferred to Manole Agouridis, Assistant Superintendent of Electric Distribution / Metering, who spoke about the AMI project. Manole reviewed the project schedule. Manole stated that it continues to move smoothly. All meters have been tested and approved. Manole informed the Commission that as of yesterday approximately 8,000 meters have been exchanged which is approximately 33% of the total, which represents 20 out of 70 books. Manole stated that we have received 100 RTUs. Manole stated that he anticipates the project to be complete by December.
- **CUSTOMER ELECTRIC SERVICE REPAIRS – AMI METER EXCHANGE** – Manager Trueira deferred to Manole Agouridis, Assistant Superintendent of Electric Distribution / Metering to discuss a recommendation to have PMLP pay for any emergency customer electric service repairs necessitated by the process of replacing the existing meters with AMI meters. Staff sought information from other municipals and determined that this need would arise for approximately 1% of our customers. If the meter exchange vendor noticed the need for service repairs prior to exchanging the meter, the customer would be alerted and those repairs would be the responsibility of the customer. After exchanging 30% of our meters, we noticed that the need for emergency repairs has been less than 1%. However, some of our customer also expressed concern because the need for these repairs has surprised them both because they may not have been aware of the need, or not aware that this equipment was owned by them and that it is their responsibility to fix it. Some customers also do not have the cash which is estimated to cost approximately \$1,000 to \$1,200 and to have the repair completed within 30 days. In an effort to maintain a positive public perception, PMLP discussed the possibility of providing additional options to our customers under these scenarios. The two most prevalent options are (1) having PMLP hire and pay our electrical contractor, Sanibel Electric, to make the necessary repairs encountered, at no expense to the customer; or (2) having PMLP hire and pay our electrical contractor, Sanibel Electric, to make the necessary repairs encountered and have the customer pay us back using a 0% interest payment plan through the normal monthly billing process. Manole stated that he solicited information from Danvers, who paid an electrician to make all the necessary repairs while Belmont, Braintree, Groton, and Ipswich all passed the responsibility onto the customers. Staff believes that PMLP should not be responsible for paying for the repairs of customer-owned electrical equipment unless the damage occurred during the meter exchange.



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

17-39 MOVE TO SET UP AN AMI ELECTRIC SERVICE REPAIR FUND AND ALLOCATE \$200,000 TO FUND THIS ACCOUNT FOR THE NECESSARY REPAIRS FOR OUR RESIDENTIAL, OWNER-OCCUPIED CUSTOMERS' ELECTRIC SERVICES DISCOVERED THROUGH THE AMI METER EXCHANGE PROCESS. IF THE CUSTOMER CHOOSES TO ACCEPT THIS SERVICE, THEY WILL SIGN AN AGREEMENT ALLOWING OUR ELECTRICAL CONTRACTOR, SANIBEL ELECTRIC, TO REPAIR THEIR ELECTRIC SERVICE AND ACCEPT A 12 MONTH, 0% INTEREST PAYMENT PLAN FOR REPAYMENT OF THE REPAIR COSTS ONLY FOR THE AMI PROJECT.

- **IPSWICH RIVER SUBSTATION** – Manager Trueira deferred to Roy Simoes, Supervising Electrical Engineer, to update the Commission. Roy stated that we thought we were going before the Conservation Commission on June 14, 2017. Roy stated that at the 11th hour we received word that Department of Public Services had some issues with the Water Quality Permit that was submitted to the DEP. Roy said that we decided to withdraw from the hearing at the Peabody Conservation Commission meeting. Roy said we will be going before the Conservation Commission which is tentatively scheduled for July 26, 2017. In the meantime, all the questions have been addressed/answered line by line to eliminate any confusion or delay. There is still no word from Massachusetts DEP and it is still in the cue.

7. Agenda Item G: Committee Reports:

There being none, the meeting continued.

8. Agenda Item H: Award of Bids:

- **ARCHITECTURAL/ENGINEERING DESIGN PROPOSALS**– Manager Trueira deferred to Tony Martins, Inventory Control Coordinator, to discuss the Architectural/Engineering Design proposal. Tony explained that one of the Business Division's action plans was to hire an architect to assist with the design and construction of several locations/areas in the building. The remodeling projects are Customer Lobby; Engineering Division, McCarthy Auditorium and IT Division. The requests for bids were sent to 12 architectural firms, as well as being advertised in the Dodge Reports, Salem News and PMLP website. Two mandatory pre-bid meetings were held on May 2 and May 12, 2017. Three firms attended the mandatory pre-bid meetings. Two bids were received from Arnold Jacobson Associates (Danvers) and Allen Lieb Architects & Associations (Lynnfield). Both vendors are experienced with good reputations. PMLP checked the references of the lowest bidder Arnold Jacobson Associates, Inc. and the references were extremely positive and that they stayed on budget, on schedule and would use them again. Discussions ensued regarding the project and the complexity. Commissioner Wheatley suggested that a Commissioner be involved with the projects. Further discussions



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ensued regarding the cost of construction. Tony Martins explained that AJA would advise PMLP on possible scenarios and costs of construction.

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

- 17-40** TO ACCEPT THE RECOMMENDATION OF STAFF AND AUTHORIZE THE MANAGER TO ENTER INTO A CONTRACT WITH ARNOLD JACOBSON ASSOCIATES, INC. FOR THE SERVICE OF ARCHITECTURAL DESIGN/ENGINEERING SERVICES, INCLUDING THE CUSTOMER SERVICE AREA (LOBBY), AUDITORIUM, ENGINEERING AND IT DIVISIONS IN THE AMOUNT OF \$55,000 WITH A 10% CONTINGENCY FOR A TOTAL OF \$60,500.

9. Agenda Item I: General Business:

- **TOWN OF LYNNFIELD – IN LIEU OF TAX PAYMENT**– Manager Trueira stated that the Commission usually votes for the In Lieu of Tax Payment to the Town of Lynnfield at the June Commission Meeting. Manager Trueira stated that the annual amount changed several years ago to \$30,000 per year. Manager Trueira is seeking a vote for such payment for this year.

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

- 17-41** TO AUTHORIZE THE MANAGER TO MAKE AN IN LIEU OF TAX PAYMENT TO THE TOWN OF LYNNFIELD IN THE AMOUNT OF \$30,000.

- **SEDC MDMS** – Manager Trueira deferred to Joe Anastasi, IT Manager, to explain MDMS. MDMS is a meter data management system. Joe explained the benefits this system would have to our customers as well as the PMLP operations. Joe explained that during the budget process for 2017, IT planned to replace the Building Security System. Due to several high priority projects taking large portions of IT's time, we have decided to delay IT Action Plan #1 until 2018 which frees up the expenditure and time for the MDMS project which has become more urgent. The AMI project is scheduled to be complete in 2017 and it would be extremely beneficial to have the MDMS project run parallel to this. The goal is to implement SEDC's MDMS on a timeline that allows us to have a customer announcement date of January 1, 2018. Joe discussed the costs, a one-time \$32,900 charge with a software support and licensing cost of \$7,200 annually, as well as a monthly MDMS Services Product cost of \$500.



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

- 17-42** MOVE TO ACCEPT THE RECOMMENDATION OF STAFF AND AUTHORIZE THE MANAGER TO PROCEED WITH THE PROPOSED MDMS PURCHASE FROM SEDC FOR AN UP-FRONT ONE-TIME HARDWARE/SOFTWARE FEE OF \$32,900 AND A RECURRING ANNUAL MAINTENANCE AND SUPPORT COST OF \$13,200.
- **NATIONAL GRID (\$3,190.64)** – Manager Trueira stated that PMLP received a check in the amount of \$3,190.64 for April 2017 local transmission charges. The money is deposited in the cash account but subtracted off of the power supply bills.
 - **REMARKS OF COMMISSIONERS**
 - Commission Wheatley wished everyone a warm, happy summer.
 - Commissioner Aylward congratulated Tony Martins on 40 years.
 - Commissioner Bonfanti wished Tony Martins a happy retirement.
 - Commissioner Paras thanked everyone for their service.
 - Commissioner D'Amato wished Tony Martins a happy retirement as well.

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

MOVE TO ENTER INTO EXECUTIVE SESSION IN ACCORDANCE WITH CHAPTER 30A, SECTION 21(a) TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR COLLECTIVE BARGAINING SESSIONS.

Chairman D'Amato declared the Regular portion of the Meeting of June 22, 2017 adjourned at 7:25p.m.

A TRUE RECORD

Attest:

Thomas Paras, Secretary
Peabody Municipal Lighting Commission