



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING MAY 25, 2017

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, May 25, 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 there were none.

1. Agenda Item A: Approval of Agenda:

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

MOVE TO APPROVE THE AGENDA.

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 PARAS AND VOTED UNANIMOUSLY (5-0):

17-30 MOVE TO APPROVE THE MINUTES OF APRIL 27, 2017.

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

17-31 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF APRIL 27, 2017.

4. Agenda Item D: Appointments:

• **REMARKS OF THE GENERAL PUBLIC:**

There being none, the meeting continued.



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5. Agenda Item E: Correspondence

Manager Trueira stated that the Peabody Municipal Lighting Commission received a letter from the South Congregational Church thanking us for our services with prayers for us and the community on or about May 4, 5 and 6, 2017.

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

17-32 MOVE TO RECEIVE THE CORRESPONDENCE FROM THE SOUTH CONGREGATIONAL CHURCH AND HAVE THE MANAGER RESPOND TO THE CORRESPONDENCE BY THANKING THEM FOR THEIR PRAYERS.

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 the first batch/round of three-phase commercial meters have been shipped, received, and TESCO is performing meter testing on them. Manole informed the Commission that as of yesterday 5,500 meters have been exchanged which represents 18 out of 80 books, about one-quarter of the way through the deployment schedule. Manole stated that we have received 73 RTUs with 4 opt outs. Discussions ensued regarding the percentage of RTUs, circumstances for the RTUs, and the possibility of setting up a fund for an unexpected electrical expense to the ratepayer. A question arose about why the four customers opted out and three of the customers stated it was because of radio frequency. Commissioner Paras asked if we check the installation to ensure that the meters are communicating with the overall system. Manole stated that we have pictures and communication data that confirm that the new meter is communicating properly. Manole also has Billy Guerrero go out and perform some field work to confirm that the installation was done properly. Commissioner Wheatley asked wanted to know how many people that call have experienced an unexpected cost in the AMI installation / process. Manole stated that there are currently 73 RTUs; however, some of the RTUs have to do with Wellington/PMLP not being able to get to the meters whether it be as simple as car parked in the way, new siding put on the home, etc. Manole stated that there are approximately 40 RTUs where the customer would have to replace the meter socket, or make some other repairs. Commissioner Wheatley asked about the cost of these repairs. Manole stated that it could be small, or up to \$1,000 depending on the problem, and the effects of the initial repair.
- **IPSWICH RIVER SUBSTATION** – Manager Trueira deferred to Roy Simoes, Supervising Electrical Engineer, to update the Commission. Roy stated that we submitted the 600 page Water Quality Permit to the DEP at the State level, and to the Peabody Conservation Commission. The Peabody Conservation Commission will conduct its hearing on June 14, 2017. The Peabody Conservation Commission meeting will be attended by Epsilon (environmental consultants), PLM (electrical



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consultants) and the PMLP team. Questions arose about if PMLP would have any problems at the Peabody Conservation Commission and Roy didn't think so. The approval process for the DEP can take up to six months. Roy stated he doesn't see any reason for it not to be approved at that level either, but we have to wait for the process to take its usual course. The next step is to approve the bid specifications for the station equipment, the power transformers, switchgear, etc. The lead time for the transformers, after award of bid, is 10 months. Engineering intends to come before the Commission at the September meeting for this award. Roy also spoke about the site clearing, and the hiring of a general contractor. A discussion ensued regarding the fill for the project. Roy explained the process, and what type of fill would be used for Ipswich River site.

7. Agenda Item G: Committee Reports:

There being none, the meeting continued.

8. Agenda Item H: Award of Bids:

- **POWER LINE CLEARANCE (TREE TRIMMING) SERVICE** – Manager Trueira deferred to Phil Rohn, Superintendent of Electric Distribution, to discuss the Line Clearance Contract. Phil Rohn stated that our existing contract is with Asplundh Tree, which expires on May 31, 2017. An RFP was sent out for a two-year contract to thirteen line clearance contractors as well as being advertised in the Dodge Report, Salem News and our website. Three valid bids were received in addition to two "no bids". The three bids received were from Asplundh, Mayer and Davey. All three vendors are experienced tree contractors with good reputations. PMLP has used all three contractors, although Davey was hired for a different purpose. The lowest bidder was Davey Tree, and they took no exceptions to either the technical specifications or the PMLP Terms and Conditions. Therefore, Distribution met with Davey Tree Experts with their Operations Manager and Account Manager to discuss the requirements and expectations. The meeting went well and Davey Tree Experts confirmed that they had no issues with fulfilling the specifications for Line Clearance. All references were positive and the references would hire them again. Discussions ensued regarding using local vendors vs. a national firm. Manager Trueira explained the bidding laws/rules and stated that the reason we go out to bid is for competitive rates as well as our legal requirements. Although we prefer to hire local firms, we also must comply with the requirements of the bidding process and select the lowest evaluated bidder.

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



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- 17-33** TO ACCEPT THE RECOMMENDATION OF STAFF AND AUTHORIZE THE MANAGER TO ENTER INTO A CONTRACT WITH DAVEY TREE EXPERTS FOR A TWO YEAR PERIOD IN THE AMOUNT OF \$732.16 (DAILY CREW RATE) FOR THE FIRST YEAR AND \$751.20 (DAILY CREW RATE) FOR THE SECOND YEAR.

9. Agenda Item I: General Business:

- **APPROVAL OF 2016 FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016 –** Manager Trueira stated that the financial statements were presented by Melanson & Heath last month and he is looking for a vote to approve the 2016 financial statements. Commissioner Wheatley stated he had a conversation with the Manager regarding the difference in net income between 2015 and 2016 and how the PP&FCA collections affected the financials, and that he was satisfied with the explanation and the results.

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

- 17-34** MOVE TO ACCEPT AND APPROVE THE FINANCIALS FOR THE YEAR ENDED DECEMBER 31, 2016 SUBMITTED BY MELANSON & HEATH

- **FRANCIS H. KING LEADERSHIP AWARD (MMWEC ANNUAL CONFERENCE) –** Manager Trueira stated that at the annual MMWEC conference held at Hampton Beach (Ashworth Resort) Peabody Municipal Light Plant received the Francis H. King Leadership Award. The award was set up in honor of one of the founders of MMWEC, and it recognizes exceptional leadership and dedication to public power joint action, demonstrated by a long-term commitment to the ideals of public power and the philosophy of MMWEC. The Commission commended Manager Trueira and the PMLP team.
- **MASSACHUSETTS MUNICIPAL UTILITY SELF-INSURANCE TRUST FUND – DESIGNATION OF ALTERNATE REPRESENTATIVE –** Manager Trueira stated that last year without an Assistant Manager, PMLP voted the Chairman of the PMLC, Robert Wheatley, as the Alternative Voting Representative to the Massachusetts Municipal Utility Self-Insurance Trust Fund. Now that Charles Orphanos is onboard as Assistant Manager (AM), and since the AM is the company's lead insurance administrator, Manager Trueira felt that the AM should be the Alternate Voting Representative to the Trust.

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



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17-35 BE IT RESOLVED THAT, CHARLES (CHUCK) ORPHANOS, ASSISTANT MANAGER, OF THE PEABODY MUNICIPAL LIGHT PLANT ("PMLP") HEREBY REPLACES ROBERT WHEATLEY AS, AND IS HEREBY DESIGNATED AS, THE ALTERNATIVE VOTING REPRESENTATIVE OF THE PMLP TO THE MASSACHUSETTS MUNICIPAL UTILITY SELF-INSURANCE TRUST FUND.

- **JULY 3, 2017 CLOSING** -- Manager Trueira stated that he received a request from the Union regarding closing for business on July 3, 2017. Manager Trueira confirmed that staff had personal, vacation and/or holiday time on the books to use and it was confirmed that employees had, and were willing to use, the time. Manager Trueira stated that we have done this before as long as these requirements were met.

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

17-36 THAT THE PEABODY MUNICIPAL LIGHT PLANT WILL BE CLOSED FOR BUSINESS ON MONDAY, JULY 3, 2017, PROVIDED EMPLOYEES USE THEIR OWN PERSONAL, VACATION AND/OR HOLIDAY TIME TO ACCOUNT FOR THIS LEAVE.

• **REMARKS OF COMMISSIONERS**

- Commission Wheatley recently attended the MEAM Manager's Meeting in Plymouth with the Manager. He had requested that the handouts for that meeting be sent out. Manager Trueira said that he just received them and that we would give them out to the Commissioners.
- Commissioner Aylward stated that he attended the Senior Concert on Friday, May 19, 2017. Commissioner Aylward and Commissioner Bonfanti presented Mrs. Jean Marchetti, Family and Consumer Science Department Head, at PVMHS with flowers in appreciation for all of her help, year after year with this concert and luncheon.
- Commissioner Bonfanti congratulated Chuck on his promotion to Assistant Manager.
- Commissioner Paras thanked Commissioner Wheatley for representing the Commission at the MEAM Conference in Plymouth, Massachusetts. Commission Paras also thanked Commissioners Bonfanti and Aylward for attending and representing the Commission at the Senior Concert.
- Commissioner D'Amato asked when the Science Fair Awards Ceremony is and it was stated Wednesday, June 7, 2017.

MOTION BY COMMISSIONER WHEATLEY, 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) TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR COLLECTIVE BARGAINING SESSIONS.



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

A TRUE RECORD

Attest.

A handwritten signature in black ink, appearing to read "Thomas Paras", written over a horizontal line.

Thomas Paras, Secretary
Peabody Municipal Lighting Commission