



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING FEBRUARY 22, 2018

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, February 22, 2018 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, Thomas D'Amato, Charles Bonfanti and Robert Wheatley; Manager Glenn Trueira, Assistant Manager Chuck Orphanos, Attorney Philip Durkin and Recording Secretary, Barbara Previte.

Chairman Aylward 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 WHEATLEY, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED (4-0):

MOVE TO APPROVE THE AGENDA.

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: Approval of Minutes:

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED (4-0):

18-16 MOVE TO APPROVE THE BUDGET MEETING MINUTES OF JANUARY 19, 2018.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY (4-0):

18-17 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 19, 2018.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED (4-0):

18-18 MOVE TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 25, 2018.



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MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY (4-0):

18-19 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF JANUARY 25, 2018.

4. Agenda Item D: Appointments:

• **REMARKS OF THE GENERAL PUBLIC:**

A ratepayer/customer seated in the audience asked about the status of the fiber optic project. Manager Trueira stated that we are in the preliminary/planning stages. The Commissioner decided to add this as a status item for the next meeting agenda.

5. Agenda Item E: Correspondence

There being none, the meeting continued.

6. Agenda Item F: Manager's Reports:

STATUS REPORTS:

- **LED STREETLIGHT PROJECT** – Manager Trueira deferred to Phil Rohn, Superintendent of Electric Distribution, to discuss the LED streetlight project. Phil stated that this is part of a grant project that PMLP received from the Massachusetts DOER. PMLP has approximately 5,600 lights to replace in total and we just recently received good news that the end date to complete the project has been extended to September 30, 2018. Phil Rohn mentioned that in the Commission's agenda package is a colored map showing the areas of the City where the LED streetlights have been replaced. Phil stated that they are working their way through some of the busier streets such as Goodale Street, Andover Street, and Bow Street and are making good progress. A short discussion ensued about low inventory levels on the 6 ft. and 10 ft. street light arms, and Phil mentioned that replacements have been ordered.
- **IPSWICH RIVER SUBSTATION** – Manager Trueira deferred to Roy Simoes, Supervising Electrical Engineer, to update the Commission on the project. Roy stated that two contracts have been signed—one each for the power transformers and the switchgear design vendor. Roy stated that Engineering is anticipating that two more bids—substation equipment and materials will be coming before the Commission hopefully at the March meeting as well as labor and material replacing conduits and wires. Roy expects two awards at the April meeting, General Contracting and the Waters River Substation panels. A discussion ensued about earth work and the cost. The Commission asked about the permitting and Roy stated all permitting is ready. A further question arose about timing for the ground breaking and Roy said most likely mid-May to early June.



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- **SPECIAL PROJECT 2015A** – Manager Trueira stated that our bid for this unit was accepted in the forward capacity market on February 5th. Manager Trueira explained that this means we have to be up and running by June of 2021. Manager Trueira stated that this project is an MMWEC project with approximately 13 other municipals. Peabody's share will be to own approximately 17 MW of the 55 MW unit.
- **PERSONNEL:**
 - **POWER SUPPLY ANALYST** – Manager Trueira stated that this is a brand new and entry level position to assist and learn the power supply business while working with the Principal Electric Engineer – Energy Services. This position would support the PEE/ES in Power Supply, Energy Efficiency and NERC compliance. Bryan Howcroft gave a brief presentation explaining the major areas of responsibility for this position.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER D'AMATO AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

18-20 MOVE TO ACCEPT AND POST THE NEW POWER SUPPLY ANALYST POSITION AT A GRADE 9 WORKING UNDER THE PRINCIPAL ELECTRICAL ENGINEER / ENERGY SERVICES EFFECTIVE FEBRUARY 22, 2018.

7. Agenda Item G: Committee Reports:

There being none, the meeting continued.

8. Agenda Item H: Award of Bids:

There being none, the meeting continued.

9. Agenda Item I: General Business:

- **DOUBLE POLE REPORT** -- -- Manager Trueira deferred to Phil Rohn, Superintendent of Electric Distribution, to discuss the status of the double poles in the City. Phil stated that all parties that are attached to the poles subscribe to a service that notifies all of them the status of the double pole situation. The pecking order of the service starts at the top which is PMLP, Fire Alarm, Third Party Pole Attachment Party, Comcast and Verizon. Phil explained after all transfers are made, either PMLP or Verizon removes the old pole.
- **2018 MMWEC VOTING REPRESENTATIVES** – 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 offices held by the Peabody Municipal Lighting Commissioners in 2018.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER WHEATLEY AND UNANIMOUSLY VOTED (4-0):

18-21 VOTED:(1) that the Peabody Municipal Light Plant (City of Peabody),



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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

- (2) 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 and second designee, have all the power conferred upon the Voting Representative, and
- (3) 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 first designee, the second designee, and the third designee, have all the power conferred upon the Voting Representative, and
- (4) 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, the second designee, the third designee and fourth designee, have all the power conferred upon the Voting Representative,
- (5) 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, the third designee, the fourth designee, and the fifth designee, have all the power conferred upon the Voting Representative; and
- (6) 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 Voting



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Representative, have all the powers conferred upon the Voting Representative.

- **TENANT TERMINATION REQUEST POLICY** – Manager Trueira deferred to Business Manager Karen Repucci to discuss the tenant termination policy. Karen explained that it is the policy of PMLP to continue to maintain electric service to all rented service locations. Whenever a tenant has requested termination of service on a rental property, the affected service account will be placed in the owner's name as of the date of the requested termination. Karen explained the old policy had two options. The first was that the owner of the property signed an agreement with PMLP making sure the service was not terminated and transferred to the owner's name. However, the second issue was where the property owner had not signed an agreement and tenant requests service termination during the winter months, PMLP would send a notice of the tenant's request for termination to the owner as indicated in PMLP's record. The property owner would be given the opportunity to maintain electric service for their property by signing a service agreement. If the owner failed to contact PMLP to sign the required agreement, the service would be disconnected. The policy change that Business Division is recommending is that it automatically be transferred to the owner for any multi-family dwelling to maintain service to their property, and avoid the disconnection of these services.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

18-22 TO ACCEPT THE RECOMMENDATION OF THE POLICY COMMITTEE TO ACCEPT THE REVISED NOTIFICATION POLICY RELATIVE TO TENANT REQUESTS FOR TERMINATION.

- **CHARGEOFF LIST FOR THE PERIOD ENDING DECEMBER 31, 2017** – Manager Trueira deferred to Business Manager Karen Repucci to discuss the 2017 charge-offs. The charge-off list is compiled of three types of accounts: bankruptcies which is pursued through bankruptcy court with a lien process; the second is non-residential accounts which are terminated for credit delinquency for balances over 30 days in arrears; and residential accounts which are terminated for credit delinquency from April 15 through November 14 for balances over 60 days in arrears, unless designated as protected. Karen stated that the Business Division pursued all avenues to collect monies that were charged-off in previous years. Because of our research methods, we have returned many accounts from uncollectible status to active. The amount reversed in 2017 was \$2,336.71. The charge off for 2017 is \$167,798.02.



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MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER WHEATLEY AND VOTED UNANIMOUSLY BY ROLL CALL (4-0):

- 18-23** TO ACCEPT THE RECOMMENDATION OF STAFF TO AUTHORIZE THE MANAGER TO CHARGE OFF THREE BANKRUPTCY ACCOUNTS IN THE AMOUNT OF \$1,799.32, 365 RESIDENTIAL ACOUNTS IN THE AMOUNT OF \$147,849.49, AND 29 NON-RESIDENTIAL ACCOUNTS IN THE AMOUNT OF \$18,149.21 FOR A TOTAL OF \$167,798.02.

Discussions ensued regarding how much money has been collected from our third party collection agency, DMI. Karen stated that to date approximately \$10,323.82 has been collected and PMLP has received \$6,000. Commissioner Wheatley asked if we could get a quarterly update on collections. Commissioner Wheatley asked if any ratepayers and/or customers have called and complained about the collection company calling. Karen stated a couple but it is going relatively smoothly. Manager Trueira asked if the Commission wanted the update on the collections on the agenda. The Commission suggested that he put the information in the status report.

- **DOER MUNICIPAL SOLAR PROGRAM** – Manager Trueira explained that the Department of Energy Resources requires investor-owned utilities to contribute so much money in renewable energy—such as solar, battery storage, etc through the Renewal Portfolio Standard (RPS). The state now wants the municipals to engage/enlist in a similar program. The incentives would be to split with the Commonwealth of Massachusetts on renewable energy projects. It is still in the beginning stages and Manager Trueira will keep the Commission informed. The Commonwealth of Massachusetts was looking for an approximate dollar value that each municipal would contribute. Manager Trueira said that he would initially contribute \$50,000 for the first year for renewable energy projects in Peabody. Once the DOER has a good idea of what to expect, they will send out an official RFP to the municipals and we will have to bid in a number that will be included in our budget for the first year of the new program.
- **2018 BUDGET AND ACTION PLAN** – Manager Trueira asked if the Commission has any questions on the 2018 budget. If not, Manager Trueira is seeking a motion to move forward with the 2018 budget.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER D'AMATO AND VOTED BY ROLL CALL (4-0):

- 18-24** TO ACCEPT AND APPROVE THE 2018 BUDGET AND ACTION PLANS AS PRESENTED AT THE JANUARY 19, 2018 BUDGET MEETING.



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- **REMARKS OF COMMISSIONERS**

Commissioner D'Amato thanked the Business Division for their work on the charge-offs.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED BY ROLL CALL (4-0):

MOVE TO ENTER INTO EXECUTIVE SESSION IN ACCORDANCE WITH CHAPTER 30A, SECTION 21(a) TO DISCUSS COMPETITIVELY SENSITIVE INFORMATION AND NOT TO RETURN.

Chairman Aylward declared the Regular portion of the Meeting of February 22, 2018 adjourned at 7:30 p.m.

A TRUE RECORD

Attest:

Robert Wheatley, Secretary
Peabody Municipal Lighting Commission