



# Peabody Municipal Light Plant

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## PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING MAY 24, 2018

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, May 24, 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, Charles Bonfanti, Thomas Paras and Thomas D'Amato; 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 under Manager's Report that he would like to add "Assistant Business Manager / Customer Service".

A. Agenda Item A: Approval of Agenda:

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

MOVE TO APPROVE THE AGENDA AS AMENDED.

B. 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.

C. Agenda Item C: Approval of Minutes:

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

**18-36** MOVE TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 26, 2018.

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

**18-37** MOVE TO APPROVE THE SPECIAL MEETING MINUTES OF MAY 10, 2018.

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

**18-38** MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF THE SPECIAL MEETING OF MAY 10, 2018.



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Minutes of PMLC  
May 24, 2018  
Page 2

D. Agenda Item D: Appointments:

- **REMARKS OF THE GENERAL PUBLIC:**

There being none, the meeting continued.

E. Agenda Item E: Correspondence

- There being none the meeting continued.

F. Agenda Item F: Manager's Reports:

- **PERSONNEL – Assistant Business Manager / Customer Service** - Manager Trueira stated that Michelle Michaelis has been promoted to Assistant Business Manager / Customer Service effective today, May 24, 2018. The Manager and Commission congratulated Michelle, who was in attendance.

**STATUS REPORTS:**

- **LED STREETLIGHT PROJECT** – Manager Trueira deferred to Phil Rohn, Superintendent of Electric Distribution, to discuss the LED streetlight project. PMLP has completed 70% of the LED streetlight replacements with four months remaining before the September 30, 2018 deadline. Phil Rohn mentioned that in the Commission's agenda package is a colored map showing the areas of the City where the LED streetlight have been replaced. Phil stated that PMLP is ahead of schedule. Phil stated that the project is going along very well.
- **IPSWICH RIVER SUBSTATION** – Manager Trueira deferred to Roy Simoes, Supervising Electrical Engineer, to update the Commission on the project. The site work is expected to begin mid-June. Engineering is anticipating coming back before the Commission for the Waters River Substation Control Panels and Relay Switches at the June meeting. Roy also stated that Engineering expects to be back in front of the Commission in September for third party testing. Roy mentioned that the signs for the closure of the bike paths are located in West Peabody by the Big Y and near the Middleton end of the path. Roy stated that Engineering will soon be hiring a Clerk of the Works to oversee the everyday activities of the project, according to Engineering's applicable 2018 Action Plan.

G. Agenda Item G: Committee Reports:

There being none, the meeting continued.

H. Agenda Item H: Award of Bids:

There being none, the meeting continued.

I. Agenda Item I: General Business:

- **PMLP BILL PAY** -- Manager Trueira deferred to Joe Anastasi, IT Manager, to discuss the new PMLP App for bill pay. Joe provided the Commission with the PMLP Customer App Training Guide which



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Minutes of PMLC  
May 24, 2018  
Page 3

explains how to log on and various tasks associated with using the App. Joe walked the Commission through the major portions of the guide. Joe explained that there has been a steady rise in customers signing up for remote, on-line bill pay, from 2,470 to 4,646 since the beginning of 2016. Joe believes that with this App on-line bill paying by PMLP customers will continue to rise. Joe mentioned that the App notification is posted on our website along with social media. Commissioner D'Amato took a moment to thank Joe and his staff for doing such a great job as well as other Division Managers.

- **REMARKS OF COMMISSIONERS**

The Commissioners collectively wished everyone in attendance a nice Memorial Day.

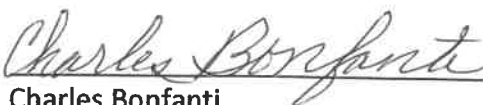
MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER BONFANTI AND UNANIMOUSLY VOTED BY ROLL CALL (4-0):

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 May 24, 2018 adjourned at 7:20 p.m.

A TRUE RECORD

Attest:



Charles Bonfanti

Peabody Municipal Lighting Commission