



# Peabody Municipal Light Plant

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## PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING JUNE 25, 2020

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, June 25, 2020 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 Charles Orphanos, Assistant Manager Bryan Howcroft, and Recording Secretary, Barbara Previte.

Chairman Wheatley requested that we take a moment of silence for the COVID 19 victims.

- Agenda Item A: Approval of Agenda:

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER D'AMATO AND UNANIMOUSLY VOTED (5-0):

MOVE TO APPROVE THE AGENDA.

- Agenda Item B: Announcement:

Chairman Wheatley acknowledged that this is an open meeting and informed the public that the meeting is being recorded by hand and voice recorder.

- Agenda Item C: Approval of Minutes:

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER D'AMATO AND UNANIMOUSLY VOTED (5-0):

**20-30** MOVE TO APPROVE THE REGULAR MEETING MINUTES OF MAY 28, 2020.

MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AYLWARD AND UNANIMOUSLY VOTED (5-0):

**20-31** MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF MAY 28, 2020.

- Agenda Item D: Appointments:

- **REMARKS OF THE GENERAL PUBLIC:**



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There being none, the meeting continued.

- Agenda Item E: Correspondence

**PEABODY PUBLIC SCHOOLS – SHARON MCGRATH** – Chairman Wheatley asked Barbara Previte if we had heard from her about her attendance at the meeting. Barbara stated that she believes she was coming before the Commission tonight to discuss the ACCESS Post High School Special Education Program. Chairman Wheatley stated maybe she will be here later and we will move her to the end of the agenda.

- Agenda Item F: Manager's Reports:

**STATUS REPORTS:**

- **CARRYOVER VACATION AGREEMENT** – Chairman Wheatley deferred to Manager Orphanos to discuss. Manager Orphanos decided that we draft a separate agreement with the Union as opposed to amending the Leave Policy. Because of COVID 19, the Union asked about carrying forward some vacation time. Manager Orphanos and Assistant Manager Howcroft drafted the Agreement as follows:

- If the employee has up to three-week vacation, the employee would be able to carryover one-week vacation (to be used in a one-week increment, not daily) and use it prior to June 1, 2021.
- If the employee has four weeks or more vacation, then the employee would be able to carryover two-week vacation (to be used in a one-week increment, not daily). The carryover vacation must be used by June 1, 2021.
- Starting from July 1, 2020, If the employee has used more than four (4) undocumented sick days during the remainder of 2020, the above vacation carryover would not be eligible for that respective employee.

Manager Orphanos stated this Agreement applies to the year 2020 only. Manager Orphanos also explained that this will apply to exempt personnel as well. The Union as well as the Chairman have signed off on this Agreement.

**MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER D'AMATO AND UNANIMOUSLY VOTED BY ROLL CALL (5-0):**

**20-32 MOVE TO ACCEPT THE CARRYOVER VACATION AGREEMENT FOR THE YEAR 2020 ONLY.**



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- Agenda Item G: Committee Reports:

**BUILDING COMMITTEE – BUILDING FRONT LOBBY / EMPLOYEE ENTRANCE PROJECT (R.J. KENNEY REPORT)** – Chairman Wheatley deferred to Commissioner Paras who stated that in your package there is a report from R.J. Kenney Report that explains what needs to be done to the front vestibule with a leak assessment which makes it easier to understand.

Commissioner Paras deferred to Manager Orphanos who stated that we are working with the AJA Architects who prepared the specifications and bid package. The timeline is the bid package to be mailed out this week (week of June 22); prebid conference July 1 and bid opening July 16. The scope of the work including replacing the water damaged interior plywood below the cladding, installing new exterior cladding, repair internal drainage channels below windows, reseal and glaze around all windows, repair interface between building and entrance roofing to avoid water egress and new LED lights. The main entrance will also include: installing new automatic entrance doors, new entrance carpet, new door entrance heater and lock box modifications. When it rains, water infiltration comes into the vestibules is still a problem today. The awarding of this bid will require a special meeting in July.

- Agenda Item H: Award of Bids:

There being none, the meeting continued.

- Agenda Item I: General Business:

- **TOWN OF LYNNFIELD – IN LIEU OF TAX PAYMENT** - Manager Orphanos stated that this comes before the Commission every June. Manager Orphanos is looking / seeking a motion to make this payment. The annual budget accounts for a \$30,000. PIOLT payment to Lynnfield.

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

**20-33** TO AUTHORIZE THE MANAGER TO MAKE AN IN LIEU OF TAX PAYMENT TO THE TOWN OF LYNNFIELD IN THE AMOUNT OF \$30,000.

- **REMARKS OF COMMISSION** – Commissioners Aylward, D'Amato, Bonfanti and Paras all are happy to be back. Chairman Wheatley agreed with his fellow Commissioners.



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

**20-34 MOVE TO ENTER INTO EXECUTIVE SESSION IN ACCORDANCE WITH CHAPTER 30A,  
SECTION 21(a) FOR THE PURPOSE OF CONDUCTING STRATEGY SESSIONS IN  
PREPARATION FOR COLLECTIVE BARGAINING AND TO DISCUSS TRADE SECRETS OR  
COMPETITIVELY SENSITIVE INFORMATION AND TO RETURN TO THE REGULAR  
MEETING OF JUNE 25, 2020.**

Chairman Wheatley declared the Regular portion of the Meeting of June 25, 2020 into a short adjournment at 6:55 p.m.

Chairman Wheatley returned to Regular Meeting at 8:30 p.m.

Manager Orphanos is looking for a motion to ratify motion 20-35 in the Executive Session Meeting which reads as follows:

**"TO AUTHORIZE THE MANAGER TO HAVE THE EARNED INTEREST FROM THE  
CUSTOMER DEPOSIT ACCOUNT AND CERTIFICATE OF DEPOSIT REMAIN IN THE  
CUSTOMER DEPOSIT ACCOUNT AND NOT TRANSFERRED TO THE CASH  
ACCOUNT."**

**MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AWYLARD AND  
VOTED BY ROLL CALL (5-0):**

**20-36 MOVE TO ACCEPT THE MOTION 20-35 REGARDING INTEREST ON  
CUSTOMER DEPOSITS.**

**MOTION BY COMMISSIONER D'AMATO, SECONDED BY COMMISSIONER AWYLARD AND  
UNANIMOUSLY VOTED (5-0):**

**MOVE TO ADJOURN OR END THE MEETING OF JUNE 25, 2020.**

Chairman Wheatley declared the Regular portion of the Meeting of June 25, 2020 adjourned at 8:35 p.m.




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A TRUE RECORD

Attest:   
William C. Aylward, Secretary  
Peabody Municipal Lighting Commission