



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING NOVEMBER 19, 2020

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, November 19, 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, and Robert Wheatley; Manager Charles Orphanos, Assistant Manager Bryan Howcroft, Attorney Philip Durkin and Recording Secretary, Barbara Previte.

- Agenda Item A: Approval of Agenda:

Chairman Wheatley asked if the Commission had any amendments to the Agenda. Chairman Wheatley stated that he received correspondence from the Supervisors at Peabody Municipal Light Plant regarding the Manager.

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

MOVE TO APPROVE THE AGENDA, AS AMENDED.

Chairman Wheatley requested that we take a moment of silence for the COVID 19 victims. Chairman Wheatley suggested that we make this part of agenda each month prior to approving 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 UNANIMOUSLY VOTED (4-0):

20-57 MOVE TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 22, 2020.

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



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20-58 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF OCTOBER 22, 2020.

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

20-59 MOVE TO APPROVE THE SPECIAL MEETING MINUTES OF OCTOBER 27, 2020.

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

20-60 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF OCTOBER 27, 2020.

- Agenda Item D: Appointments:

There being none, the meeting continued.

- **REMARKS OF THE GENERAL PUBLIC:**

There being none, the meeting continued.

- Agenda Item E: Correspondence

Chairman Wheatley asked if his fellow Commissioners received the correspondence from supervisors (exempt) personnel regarding the Manager. The Commission will take it under advisement.

- Agenda Item F: Manager's Reports:

STATUS REPORTS:

The Manager stated that everything was discussed in his status report which was part of your agenda package. Manager Orphanos asked if any of the Commissioners had any questions.



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- Agenda Item G: Committee Reports:

BUILDING COMMITTEE (UPDATE)—Manager Orphanos stated that he received an email from Commissioner Paras that he would like to read as follows.

- The sub-contractor for glass noticed stagnant water in the additional windows while working on the roof because those windows were sealed and unnoticeable. He highly suggested to fix them to protect the new construction.
- The automatic doors are being installed today.
- The employee entrance got new flashing and the wood is being replaced.
- We are waiting on the gutter design and should know more as the week continues.
- There is a change order addressing the windows above the front vestibule and employee entrance.
- The owner of the glass company will wet seal them so no additional water will flow into the new construction.
- Karen will be adding window sealing into her 5-year capital plan for all remaining windows because after over 30 years, they are all starting to leak.

COMPENSATION COMMITTEE—Chairman Wheatley deferred to Commissioner Bonfanti to discuss the Executive Assistant position. Commissioner Bonfanti stated that this position is an E7 and after discussions with the Manager and fellow Commissioners believes that it should be upgraded to an E8. Commissioner Bonfanti stated that the person in this position has been here for 16+ years and the Commission relies upon that person for everything.

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

20-61 TO ACCEPT THE RECOMMENDATION OF THE COMPENSATION COMMITTEE TO CHANGE THE EXECUTIVE ASSISTANT POSITION FROM AN E7 TO AN E8 BYPASSING THE STEPS AND MOVE TO THE TOP STEP EFFECTIVE NOVEMBER 19, 2020.

POLICY COMMITTEE—Chairman Wheatley deferred to Commissioner D'Amato regarding the fill-in pay. Commissioner D'Amato has solicited input from several municipals regarding their practice. Commissioner D'Amato would like to work with Attorney Durkin and Commissioner Paras on either creating a policy and/or procedure. Commissioner D'Amato will keep investigating.

- Agenda Item H: Award of Bids:

There being none, the meeting continued.



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- Agenda Item I: General Business:

- **STRATEGIC PLAN** – Manager Orphanos stated that the Tiger Team has had several meetings. This team consists of Division Manager, Bryan Howcroft, Brian Abcunas, Tim Hennessey, and me (the key staff also now known as the Tiger Team). There were three strategic themes, key decisions and priority projects.
- They talked about developing a plan regarding succession structure and position to be successful. Joe Anastasi and Karen Repucci are working together on the visions statement.
- **MMWEC CHECK (\$37,363.48)** – Manager Orphanos stated that this check (October) for Hydro Quebec which will be deposited in the rate stabilization fund.
- **MMWEC CHECK (\$59,243.58)** – Manager Orphanos stated that this check was for the Summer Rental Generator Program which will be deposited in the rate stabilization fund.
- **NATIONAL GRID CHECK (\$218,351.19)** – Manager Orphanos stated that this is the monthly transmission for August which will be deposited in the rate stabilization fund.
- **NATIONAL GRID CHECK (\$147,928.03)** – Manager Orphanos stated that this is the monthly transmission for September which will be deposited in the rate stabilization fund.
- **BERKSHIRE WIND POWER COOPERATIVE CORPORATION** – Manager Orphanos stated that this is the Phase 2 REC Credit which will be deposited in the rate stabilization fund.
- **REMARKS OF COMMISSION** – Commissioner Aylward stated that he is happy that we as a Commission are working together. Commissioner D'Amato read a letter that stated he was saddened / appalled to hear that a Commissioner spoke harshly to an employee and that employee was so shaken up she had to leave work for the afternoon. Commissioner Bonfanti discussed the accident that occurred to Leo Quirk and inquired if we could do anything for him on behalf of the Peabody Municipal Light Plant. The Commission deferred to Attorney Durkin for research and/or investigation of a donation.

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

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 NOT TO RETURN TO THE REGULAR MEETING OF NOVEMBER 19, 2020.

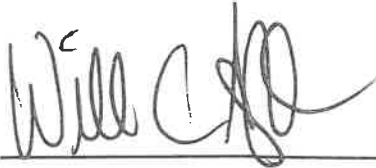


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Chairman Wheatley declared the Regular portion of the Meeting of November 19, 2020 adjourned at 6:50 p.m.

A TRUE RECORD

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