



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING JANUARY 28, 2021

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, January 28, 2021 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, Attorney Philip Durkin and Recording Secretary, Barbara Previte.

Chairman Wheatley asked if there were any additions to the agenda and Manager Orphanos stated there were none.

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
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: Election of Officers

MOTION BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER BONFANTI WITH COMMISSIONERS BONFANTI, AYLWARD, PARAS AND WHEATLEY VOTING IN THE AFFIRMATIVELY AND COMMISSIONER D'AMATO VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

21-1 MOVE TO NOMINATE COMMISSIONER D'AMATO AS CHAIRMAN OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2021.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

The Commission collectively thanked Commissioner Wheatley for serving as Chairman in 2020.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER BONFANTI WITH COMMISSIONERS WHEATLEY, BONFANTI, PARAS, AND D'AMATO VOTING IN THE AFFIRMATIVELY AND COMMISSIONER AYLWARD VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

21-2 MOVE TO NOMINATE COMMISSIONER AYLWARD AS VICE CHAIRMAN OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2021.

MOTION BY COMMISSIONER WHEATLEY, SECONDED BY COMMISSIONER AYLWARD WITH COMMISSIONERS WHEATLEY, AYLWARD, PARAS AND D'AMATO VOTING IN THE AFFIRMATIVELY AND COMMISSIONER BONFANTI VOTING PRESENT AND VOTED BY ROLL CALL (4-0):

21-3 MOVE TO NOMINATE COMMISSIONER BONFANTI AS SECRETARY OF THE PEABODY MUNICIPAL LIGHTING COMMISSION FOR THE YEAR 2021.

- Agenda Item D: Selection of Voting Order:

The Commission drew numbers for their 2021 seated voting order. The voting order is as follows:

Seat 1	Robert O. Wheatley
Seat 2	William C. Aylward
Seat 3	Charles W. Bonfanti
Seat 4	Thomas J. Paras

- Agenda Item E: Approval of Minutes:

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

21-4 MOVE TO APPROVE AND NOT RELEASE THE MINUTES OF THE EXECUTIVE SESSION MEETING OF NOVEMBER 19, 2020.

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

21-5 MOVE TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 22, 2020.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

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

21-6 MOVE TO APPROVE AND NOT RELEASE THE EXECUTIVE SESSION MINUTES OF DECEMBER 22, 2020.

- Agenda Item F: Appointments:
- **REMARKS OF THE GENERAL PUBLIC:**

There being none, the meeting continued.

- Agenda Item G: Correspondence

There being none, the meeting continued.

- Agenda Item H: Manager's Reports:

STATUS REPORTS:

Manager Orphanos stated that he explained and/or reported in his status report and asked if the Commissioners had any questions.

- Agenda Item I: Committee Reports:
- Chairman D'Amato deferred to Commissioner Paras to talk about fill-in pay. Commissioner Paras stated that he has a draft of the Exempt Employee "Fill-in" Pay, a Commission Directive, and handed out the write-up. Commissioner Paras asked if they Commission wanted to take the time to review it now or put it on the agenda for the next meeting. The Commission collectively agreed to put it on the agenda for the next meeting.

Chairman D'Amato then deferred to Commissioner Aylward to talk about the social media policy who will work with John Maihos, Human Resources / Community Relations regarding this policy. Manager Orphanos asked for a copy to review as well.

Chairman D'Amato asked Commissioner Paras to give an update on the building project on behalf of the Building Committee.

Commissioner Paras received an update from Karen Repucci, Fred Bettencourt and Bryan Howcroft. Commissioner Paras gave a report that there was a meeting on January 22, 2021 between PMLP staff, our Architect, Charles Hillier, and General Contractor, Bernard Feghali. Construction at both the main entrance and employee entrance are nearing completion which we discussed. The items are as follows:



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

- The air curtain / heater between the two sets of doors isn't automatically turning on and off with the opening and closing of the doors as the old one did. Options for resolving this problem for the new system are being investigated.
- The vertical glass windows of the employee vestibule are still leaking when we get heavy rain.
- There are gaps around some of the new panels which could be an area of future water infiltration.
- At the front entry door, some of the new metal flashing has sharp corners.
- The front vestibule gutter is leaking at the seams.
- The gutter drains into an area covered in mulch, it should be extended to reach the drain.
- The new carpet at the front entrance could use molding where the carpet meets the tile.
- We discussed removing the temporary fencing.
- We have yet to receive a remote door lock for the reception area.
- A progress payment will be processed given the progress that has been made to date. A final payment or retainage will be held until the above issues are completed.

Commissioner Paras stated that the Architect, the Contractor, and PMLP all felt that the above weren't major items and would be corrected shortly.

- Agenda Item J: Award of Bids:

There being none the meeting continued.

- Agenda Item K: General Business:

- **2021 MMWEC VOTING REPRESENTATIVES** -- Manager Orphanos stated that he 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 2021 as well as the Manager.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

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

- 21-7 VOTED:(1) that the Peabody Municipal Light Plant (City of Peabody), 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 Charles J. Orphanos, 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 Thomas M. 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 and second designee, have all the power conferred upon the Voting Representative, and
- (3) that William C. 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, the second designee, and the third designee, have all the power conferred upon the Voting Representative, and
- (4) that Charles W. Bonfanti, (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, and
- (5) that Thomas J. 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, the third designee, the fourth designee, and the fifth designee, have all the power conferred upon the Voting Representative; and
- (6) that Robert O. Wheatley, (a member of the municipal light board) is hereby designated as an Alternate Voting Representative who shall, in the absence of the above stated Voting Representatives, have all the powers conferred upon him as the Voting Representative.



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

- **REAFFIRMATION OF PMLP POLICIES** – Manager Orphanos stated that every year the Commission reaffirms the policies.

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

21-8 MOVE TO REAFFIRM THE POLICIES OF THE PMLP FOR THE YEAR 2021

- **STRATEGIC PLAN** – Manager Orphanos discussed the five projects that are planned for completion this year. Commissioner Paras asked about the organization plan and the timeline for completion of the projects. He also asked about updating the PMLP organizational chart. Manager Orphanos stated that the strategic plan was included in your package and shows the objectives for this year.
- **NATIONAL GRID CHECK (\$44,171.63)** – Manager Orphanos stated that this is the monthly transmission for October which will be deposited in the rate stabilization fund.
- **MMWEC (\$37,276.79)** – Manager Orphanos stated that this check is for Hydro Quebec flow rights (\$37,276.79) which will be deposited in the rate stabilization fund.
- **REMARKS OF COMMISSION** – Commission collectively thanked Chairman Wheatley for his work as Chairman in 2020. The Commission is looking forward to a New Year.

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

21-9 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.

Chairman D'Amato declared the Regular portion of the Meeting of January 28, 2021 adjourned at 7:00 p.m.

A TRUE RECORD

Attest: Charles W Bonfanti
Charles W. Bonfanti, Secretary
Peabody Municipal Lighting Commission