



Peabody Municipal Light Plant

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PEABODY MUNICIPAL LIGHTING COMMISSION MINUTES OF REGULAR MEETING SEPTEMBER 23, 2021

A regular meeting of the Peabody Municipal Lighting Commission was called to order on Thursday, September 23, 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 Acting Recording Secretary John Maihos.

Chairman D'Amato asked if there were any additions to the agenda and Manager Orphanos stated that he would like to introduce new employees of PMLP.

Chairman D'Amato requested that we take a moment of silence for the COVID-19 victims and 9/11 victims and their families.

- Agenda Item A: Approval of Agenda:

MOON BY COMMISSIONER AYLWARD, SECONDED BY COMMISSIONER PARAS AND UNANIMOUSLY VOTED (5-0):

MOVE TO APPROVE THE AGENDA, AS AMENDED.

Chairman D'Amato deferred to Manager Orphanos to introduce the following new employees:

- Michael Moore, Assistant Superintendent of Distribution (Construction);
- David Wasserman, GIS Analyst; and
- Hussein Karim, Junior. Electrical Engineer.

- Agenda Item B: Announcement:

Chairman D'Amato acknowledged that this is an open meeting and informed the public that the meeting is being recorded by hand and recorder.

- Agenda Item C: Approval of Minutes:

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

21-41 MOVE TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 24, 2021.



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- Agenda Item D: Appointments:

- **REMARKS OF THE GENERAL PUBLIC:**

- Joel Brenner, an unsuccessful candidate for Lighting Commissioner, congratulated Commission Paras and Wheatley, as well as Tracy Valletti and Ray Melvin, candidates for the commission. He said that he will continue to attend commission meetings.

- Agenda Item E: Correspondence

- There being none the meeting continued.

- Agenda Item F: Manager's Reports:

STATUS REPORTS:

- **SURPLUS EQUIPMENT** -- Manager Orphanos stated that PMLP has identified three older transformers that will no longer be used in our system. It would cost PMLP approximately \$1,200 to dispose them. Engineering found a company to purchase these transformers at a cost of \$7,650. Manager Orphanos recommends to deem the transformers as surplus and sell them.

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

21-42 MOVE TO DECLARE THE THREE TRANSFORMERS AS SURPLUS.

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

21-43 MOVE TO SELL THE THREE TRANSFORMERS TO T&R ELECTRIC SUPPLY FOR A COST OF \$7,650.

- Agenda Item G: Committee Reports:

- **POLICY COMMITTEE** – Commissioner Aylward stated that he is working with Attorney Durkin to come up with a policy regarding donations.
- **BUILDING COMMITTEE** – Commissioner Paras reported that he is working with Business Manager Karen Repucci finishing up the building repairs. The front entrance sidewalks have been replaced. The lighting is currently underway. The front foyer renovation is nearly complete. Our roadway lighting has been replaced with LED fixtures and LED lighting. Logos and new signs are being worked on.



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- Agenda Item H: Award of Bids:
 - **FINANCIAL AUDITING SERVICE** -- Manager Orphanos deferred to Business Manager Karen Repucci. Karen Repucci stated that PMLP posted the Financial Auditing Service bid in the following forms: notified eight potential bidders; posted on our PMLP website; advertised in the Salem News and the Dodge Report. Two bids were received and evaluated by Karen Repucci. The two bidders were Powers & Sullivan and Melanson. Karen Repucci stated that we have employed both companies. Both bids were in complete compliance. Powers & Sullivan decreased their bid by \$3,000 from the 2018 bid while Melanson increased by \$34,500. The breakdown for the bids were as follows:

| Year | Melanson | Powers & Sullivan |
|------------------|----------|-------------------|
| 2021 | \$31,000 | \$16,500 |
| 2022 | \$32,000 | \$16,500 |
| 2023 | \$33,000 | \$16,500 |
| THREE YEAR TOTAL | \$96,000 | \$49,500 |

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

- 21-44** MOVE TO AUTHORIZE THE MANAGER TO ENTER A CONTRACT WITH POWERS & SULLIVAN TO CONDUCT AN AUDIT OF THE FINANCIAL ACCOUNTS AND RECORDS OF THE PMLP FOR THE YEARS ENDING DECEMBER 31, 2021, DECEMBER 31, 2022, AND DECEMBER 31, 2023 IN THE AMOUNT OF \$16,500 FOR EACH YEAR FOR A TOTAL OF \$49,500.



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- 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 THE Town of Lynnfield.

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

21-45 TO AUTHORIZE THE MANAGER TO MAKE AN IN LIEU OF TAX PAYMENT TO THE TOWN OF LYNNFIELD IN THE AMOUNT OF \$30,000.

- **EXEMPT EMPLOYEE COMPENSATION GUIDE** – Manager Orphanos would like to discuss the allowance of vacation time in one-hour increments as opposed to 8-hour increments. Manager Orphanos explained that the only time an exempt employee can use their time in one-hour increments is personal time. He is recommending that the Commission allow three days of their current vacation time and allow them to use it in one-hour increments. The Commission is concerned because of the contract negotiations. The Commission would prefer to defer it to a later date.
- **MMWEC (\$32,014.55)** – Manager Orphanos stated that this check is for Hydro Quebec flow rights for August which will be deposited in the rate stabilization fund.
- **MMWEC (\$34,0989.69)** – Manager Orphanos stated that this check is for Hydro Quebec flow rights for June which will be deposited in the rate stabilization fund.
- **MMWEC (\$35,040.47)** – Manager Orphanos stated that this check is for Hydro Quebec flow rights for July which will be deposited in the rate stabilization fund.
- **MMWEC (\$32,018.92)** – Manager Orphanos stated that this check is for Hydro Quebec flow rights for September which will be deposited in the rate stabilization fund.
- **NATIONAL GRID CHECK (\$31,638.30)** – Manager Orphanos stated that this is the monthly transmission for June which will be deposited in the rate stabilization fund.
- **REMARKS OF COMMISSION** –

Commissioner Aylward was glad to be back after the summer recess.

Commissioner Paras welcomed Tracey Valletti, Joel Brenner and Ray Melvin and was happy to meet the new employees.



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Commissioner D'Amato echoed the sentiments of his fellow Commissioners.

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

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.

Chairman D'Amato declared the Regular portion of the Meeting of September 23, 2021 adjourned at 7:00 p.m.

A TRUE RECORD

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