

**CITIZENS' ADVISORY BOARD  
MEETING MINUTES  
Regular Session**

TIME: 6:30 P.M.  
DATE: Monday, April 13, 2009  
PLACE: Reading Municipal Light Department, Spurr/AV Room  
PRESENT: CAB: A. Carakatsane, Chairman, (Lynnfield), J. Norton, Secretary, (North Reading),  
Q. Vale (Wilmington), G. Hooper (Wilmington)  
RMLD Board: Chair Hahn  
RMLD Staff: V. Cameron, R. Fournier, J. Parenteau, K. Sullivan, J. Donahoe, M. Uvanni,  
P. O'Leary  
Absent: T. Sopchak (Reading)

**1. Call Meeting to Order – A. Carakatsane**

Chairman Carakatsane called the meeting to order at 6:32 P.M.

At the request of Mr. Cameron, Chairman Carakatsane announced that Executive Session would be taken out of order.

**5. Executive Session**

Mr. Norton made the following motion seconded by Mr. Vale:

MOVE that the CAB go into Executive Session based on Chapter 164, Section 47D, exemption from public records and open meeting requirements in certain instances, to approve minutes, and return to continue Regular Session.

**Motion carried by a poll of the Board 4:0:0:** Mr. Vale – Aye; Mr. Norton – Aye;  
Mr. Hooper – Aye; and Mr. Carakatsane – Aye.

Note: Regular session resumed at 6:43 P.M.

**2. FY2010 Capital Budget – V. Cameron, R. Fournier**

Mr. Cameron asked that the smaller portions of the Capital Budget, Facilities and MIS, be discussed first so that the managers of those departments could then leave.

Projects # 27, Hardware, and #28, Software - Mr. Uvanni described the projects and noted that both budgets have been reduced over the past years.

Mr. Hahn asked if there were a relation between Project 27, Part 4, Security Cameras, and Project 21, Security Upgrades at the RMLD.

Mr. Uvanni responded that the security cameras in Project 27 are for indoor cameras and Project 21 are for outdoor cameras.

Mr. Hooper asked if they will all be web-based.

Mr. Uvanni said "yes", and that no special software is needed.

Mr. Carakatsane asked what the relationship is between Project 15, GIS, and Project 28, Item 7.

Mr. Sullivan responded that FY09 Project 15, GIS, is all RMLD labor for verification of information from FY09 Project 15, GIS, which has progressed very well. Reading is complete; North Reading will be complete by the end of the month; and then the other two towns will be completed. It's digitizing of existing underground

plans and maintenance on the three step down areas in Reading. Project 28, Item 7 refers to the integration of the Outage Management System (OMS) and GIS together as one application.

Mr. Hahn asked if Project 15 would be gathering the data and making sure it is accurate to convert to electronic form whereas Project 27 would be programming to integrate those two systems?

Mr. Sullivan replied, "almost", and added that the gathering of information was done in FY09 Project 15.

Mr. Carakatsane's concern is how long the GIS has been in the budget with little progress.

Mr. Sullivan assured Mr. Carakatsane that the project is well on its way now.

Mr. Vale asked if there is a rule that is followed as to when an item falls under capital or operating.

Mr. Fournier stated that usually the first year on a project is all brand new so under FERC guidelines it would be capitalized. As the system continues to be built, it is capitalized, however, if it just being maintained, then it would be operational.

Projects # 18 - 21- Mr. Donahoe described these projects:

In Project #19, Replace Line Department Vehicles, he explained that although the trucks have been ordered in FY09, delivery and payment would not be made until FY10. This will keep the Department on track for ordering two trucks each year.

In Project #20, Mr. Donahoe stated that since the Town has switched over to MWRA water, all the values of the water have come down so he believes that once everything is changed out, the rusting problem should not occur as quickly as it did in the old equipment.

Mr. Carakatsane asked if a ground instead of a roof location would work better.

Mr. Donahoe responded that a ground location would be an problem because of piping issues.

Regarding Project #21, Mr. Carakatsane asked if anything was done in the FY09 budget on this project.

Mr. Donahoe replied that the only security item that was done in FY09 was the security gate into the parking lot.

Projects #1 through #17 and #22- #23 - Mr. Sullivan described these projects:

Ms. O'Leary gave a brief overview:

- Hourly labor rates are averaged between FY09 and FY10. FY10 does include a 2% estimated increase.
- Cable wire prices remained the same as FY09 except for the underground wire, which was reduced slightly.
- Two projects #22 and #23 are out of sequence for tracking purposes. Work orders are assigned to each project and it's important to keep the same work order numbers for carryover projects.
- Four new projects are specified in the project summary list for FY10.
- Project #6 has a title change from Bay State Road to Haverhill Street.

Mr. Sullivan stated there are many carryovers from FY09. He explained that the RMLD is involved in projects that were not planned that had to be done, such as the Martin's Pond Project, West Street/Lowell Street Project, Maple/Oakdale Project, the 35kV Maintenance Project on 4P2 and 4P9 that serves the Wildwood Substation from Gaw, and the Reading Center Force Account Project. These five projects were primary for pushing other projects into FY10.

Mr. Cameron noted that this was not unusual.

Mr. Vale asked if next year a list of what has been finished and what will be carried over could be submitted with the budget.

Mr. Sullivan scanned the list of FY09 projects and said that none of the projects had been finished, but several are very close to being completed.

Mr. Sullivan then described the FY10 Projects:

Project #1 – Stepdown Areas – Reading – Portion carried over. The crews are heavily involved in this project and approximately 20% will be carried over to FY10.

Project #22 – Main Street – Wilmington – New project. This is an upgrade from open wire primary and secondary to Hendrix cable primary and triplex secondary that will increase load growth in neighborhoods.

Project #2 – Station #4 Getaway Feeder 3W30 Replacement – Carryover. Replaces 40-year-old cable that leeches water and will increase the MW capacity.

Project #3 – Station #4 Getaway Feeder 4W17 Replacement – New. Much the same as Project #2 except in the amount of cable being purchased.

Project #4 – Salem Street Area – Wilmington – Portion carried over. This is an upgrade to the area and a back up for the USPS Process and Distribution Center and JT Berry site. The work will be split about 50/50 between FY09 and FY10.

Project #5 – High Capacity Tie 4W18/3W8 Franklin Street – Reading – Carryover. Offers the flexibility to quickly restore an outage situation from the complete loss of a bus section at either Station 3 or 4 via overhead.

Mr. Hahn asked if the labor costs listed were Verizon's rates?

Mr. Cameron stated that the labor costs are RMLD labor rates and that "Verizon set and charges" includes the agreed upon set fee that the RMLD and Verizon charge when poles are set in each other's territory.

Project #6 – Haverhill Street – Reading – Reconductoring – New. This project has been renamed from "Bay State Road-Lynnfield" to "Haverhill Street-Reading". There's been an increase in load on this feeder including the Walker's Brook Drive development, which warrants an upgrade of the cable.

Mr. Hahn questioned the weeks estimated to install 12 poles in this Project and 8 poles in Project 5.

Mr. Sullivan responded that a heavier cable is being used in Project 5 and that guying would be a factor in Project 5.

Project #7 – URD (Underground Residential Developments) – Carryover. Completes the underground loop feeds in three subdivisions. Customers could be out of power for hours if feeds are not completed.

Mr. Hahn asked if there were a fault would the RMLD consider using street jumpers?

Mr. Sullivan responded that it would depend on where the fault is and what is needed to restore the power as quickly as possible.

Project #8 – Salem Street to Glen Road 13kV Tie – Wilmington – Carryover. This will enable back-up capability to Salem Street, tree wire, and load balancing.

Project #9 – Reading Center – Main Street – U/G – Portion carried over. This will be about 90% complete in FY09 and approximately 10% will be completed in FY10. Will provide a loop feed through the center, a voltage upgrade, and a reduction of load from Station #1.

Project #10 – Reading Center – Haven Street – U/G – Portion carried over. This will also be about 90% complete in FY09 and 10% to be completed in FY10. Provides a loop feed, a voltage upgrade, and a reduction of load from Station #1.

Project #11-Part 1 – Transformer Replacement – Station 4 – Contractual Labor – Portion carried over from FY09. Not sure yet what will be done in FY09.

Mr. Cameron explained that the RMLD went out to bid for a General Contractor on February 5<sup>th</sup>, bids were returned March 11<sup>th</sup>, and Fischbach & Moore was selected though they were not the lowest bidder. JF White, the lowest bidder, filed a bid protest with the Attorney General's (AGs) office. Comments were submitted today and there will be a hearing on Wednesday. The original plan was to have one transformer in before the peak and two transformers in after the peak; however, that may not happen. The Department is hoping that the AG responds quickly to avoid further delay.

Project #11-Part 2 – Procured Equipment – Portion carried over. Much of the material has been purchased but not yet installed.

Project #11-Part 3 – RMLD Labor – Portion carried over. The work that's been done includes removing, installing, rewiring, and reconfiguring relays.

Project #11-Part 4 – Feeder Re-Assignment – Carryover. After the reconfiguring of the bus, this work will re-balance the station load.

Project #23 – 15kV Circuit Breaker Replacement at Station 5 – New. Correction on the Transformer Letters—should be Transformer D instead of A and Transformer E instead of B. These breakers have been discontinued since 1985 and parts are not available.

Project #12 – Service Installations-Commercial/Industrial – This cost is about 2/3 of the FY09 costs. Based on the FY09 annualized costs, the amount was reduced for FY10.

Project #13 – Service Installations – Residential Customers – Based on the FY09 annualized costs, the amount was reduced about \$12,000 for FY10.

Project #14 – Routine Construction – Held at about the same level as FY09 except for some labor increases.

Project #15 – GIS – Discussed above.

Project #16 – Transformers and Capacitors – Annual replacement of transformers based on an expectation of the Department's needs.

Mr. Carakatsane noted that it represents a significant reduction from last year.

Mr. Cameron stated that over the past few years a number of 25kVa transformers were replaced with 37.5 or 50 kVas resulting in very few being replaced over the past year.

Project #17 – Meter Purchases – Mr. Carakatsane asked if any of the meters were considered "smart" meters?

Mr. Sullivan replied, "no", they could not address a wireless installation.

Mr. Cameron explained that the high capacity "ERTs" that will be purchased will have the ability to send signals wireless to an instrumentation that is in the house to let the customer know when the high and low usage is.

Mr. Carakatsane said what would be helpful to the customer is if the meter information could show up on the personal computer screen. He doesn't know if that technology is out there yet.

Mr. Hahn stated that it isn't a new technology, but it is very expensive.

Discussion ensued.

Mr. Carakatsane was open to suggestions for a possible pilot program regarding meters.

Mr. Cameron stated that the Department has recently hired an Energy Efficiency Manager who will be working on a variety of programs.

Mr. Sullivan noted that in Project #17 under "J" and "K", those meters refer to renewables.

Mr. Sullivan added that there will be an additional apprentice new hire that will impact this budget for about \$37,000.

Mr. Carakatsane suggested that the RMLD should think about doing a renewable project itself, i.e. solar panels on the roof and use it as a "demonstration" project. He thought a capital project could be dedicated to a "green" project.

Mr. Cameron stated that the Department could certainly look at something like that and added that since July 1, 2008, the Department has spent over \$60,000 worth of lighting retrofits to customers. For that \$60,000 the Department received almost 300kW's of reduction in lighting. He said that the photovoltaics are probably \$10,000 a kW, and presently the Department is looking for the biggest return. He feels that saving 300kW's is a good stride for this year.

Mr. Carakatsane asked how the Department accounts for unused capital budget funds?

Mr. Fournier referred to Page 4 of the financials, which summarizes all the capital funds used throughout the year. He further stated that the unused FY09 capital funds become the cash balance as of June 30, 2009, which in turn becomes the new cash balance as of July 1, 2010. Basically, it rolls over.

Mr. Norton asked Mr. Carakatsane if he wanted a motion to recommend the Capital Budget or to wait until tomorrow evening after the Operating Budget discussion.

Mr. Carakatsane responded to wait until tomorrow night.

### **3. Other Items for Discussion**

None.

### **4. Schedule Next Meeting**

Tuesday, April 14, 2009, North Reading, 235 North Street, Room 10

### **6. Adjournment**

Mr. Norton made a motion seconded by Ms. Sopchak to adjourn Regular Session at 8:25 P.M.

**Motion carried: 4:0:0.**

Respectfully submitted,

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John Norton, Secretary

Minutes approved on: 9/14/09

/pmo