

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

TIME: 6:30 P.M.
DATE: June 12, 2012
PLACE: Reading Municipal Light Department, Spurr/A/V Room 230 Ash Street, Reading, MA 01867
PRESENT: CAB: A. Carakatsane (Lynnfield), T. Ollila (Wilmington), T. Capobianco (Reading)
RMLD Board: R. Soli, Marsie West
RMLD Staff: V. Cameron, J. Parenteau, R. Fournier, J. Carpenter, P. O'Leary
ABSENT: J. Norton (North Reading) and G. Hooper (Wilmington)
GUEST(S): Helen Aki, Jessie Wilson, Thomas B. Beale, and John Beale
(Note: Messrs. Beale arrived at 7:00 P.M.)

1. Call Meeting to Order – A. Carakatsane, Chairman

Chairman Carakatsane called the meeting to order at 6:35 P.M.

**2. Local Energy Action Program (LEAP) Presentation, Helen Aki, Leed AP, Energy Services Coordinator
Metropolitan Area Planning Council (MAPC)**

Ms. Aki explained that she works for MAPC, a regional planning agency serving Boston and 100 cities and towns by providing planning services across a variety of topics. She introduced Jessie Wilson, from the Town of Reading Planning Department. She added that more recently MAPC has expanded their work to include clean energy services, and that is the division that she works in. She will speak tonight on the Local Energy Action Program, which is a pilot program launched the beginning of this year to conduct energy planning in cities and towns.

Ms. Aki gave a brief overview of what they have been doing.

3. Conservation Program Update – J. Carpenter

Mr. Carpenter updated the CAB on the Hot Water Heater project and renewable energy. He noted that Ms. Aki was a huge help in writing the \$50,000 grant with Mr. Carpenter for the Hot Water Heater project that was awarded.

Mr. Carpenter also gave an update on the solar project in the four towns.

4. Solar Energy Products – Approval for On-System Projects – V. Cameron

Mr. Cameron referred to his attached memo dated May 14, 2012. He stated that the Department will be getting many smaller solar energy projects, and every time ESD recommends a project, a meeting will have to be held. He added that this is not productive. He recommends that the CAB give the RMLD the ability to sign up to 10 MW of solar projects at similar terms as they have signed solar projects recently. His recommendation is in the memo. The RMLD will apprise the CAB of their progress as they acquire more solar projects.

Discussion followed.

Mr. Ollila made the following motion seconded by Mr. Capobianco:

MOVE that the Citizens' Advisory Board recommends to the RMLD Board of Commissioners to authorize the General Manager to execute power contracts for on-system solar energy projects up to a cumulative total of 10 megawatts, not to exceed a fifteen year period, and under similar contractual terms and conditions as being agreed to recently with solar energy developers; such authority is effective as of June 12, 2012.

Motion carried 3:0:0. (Mr. Norton and Mr. Hooper were absent.)

5. Financials Update – R. Fournier

Mr. Fournier presented the April 30, 2012, Financials, which represent the first 10 months of FY12. He stated there are no surprises or unexpected events that occurred. He highlighted the following:

- Positive change in net assets was \$596,000, which brought the year-to-date net income up to a little over \$3 million.
- Year-to-date budgeted income was a little over \$5 million, resulting in net income being under budget by about \$2 million or 40%.
- Year-to-date fuel expenses exceeded the fuel revenues by \$622,000.
- Year-to-date base revenues are under budget by \$2.3 million or about 6%. (Page 11b)
- Year-to-date purchase power base expenses are under budget by \$1.5 million or 7%. (Page 12a)
- Operating and maintenance side were under budget by a little under \$300,000 or 3%. The actual O and M expenses are at \$9.5 million compared to the budgeted amount of \$9.8 million.
- Depreciate Expense and the voluntary payments to the towns are on budget.
- Cash (Page 9) – operating funds are at \$10 million; capital fund balance is \$3.8 million; rate stabilization is \$6 million; FERC fuel fund balance is \$2.4 million; and the Energy Conservation Fund balance is \$238,000.
- Year-to-date KWH sales are at \$577 million, which is about 23.1 million total kilowatt hours. This is about 4% behind last year's actual figures.
- Revenue collected year-to-date is \$577,000.
- All five divisions are under budget by \$348,000 or 2.2%.

Discussion followed.

Mr. Fournier also said that the RMLD will be getting back approximately \$300,000 relative to the October snowstorm expenses. He added that the Department submitted over \$400,000 worth of expenses, and under the FEMA guidelines the Department will receive about 75% of the total. Mr. Fournier noted that the engineering and accounting departments worked together gathering all the information and back up detail required. He noted the year end is up coming, and the audit will be done in August.

6. Other Items for Discussion

NEPPA Annual Conference – September 16-19, 2012

Mr. Capobianco made the following motion seconded by Mr. Ollila.

MOVE to approve up to five CAB members to attend the 2012 NEPPA Annual Conference.

Motion carried: 3:0:0. (Mr. Norton and Mr. Hooper were absent.)

Mr. Carakatsane reported that he had received a phone call from a reporter from one of the Lynnfield papers after the last RMLD Board Meeting asking him to explain RECs. He added that the reporter had referenced a press release, but he had not seen it until later that day.

7. Schedule Next Meeting

Mr. Norton contacted Ms. O'Leary to possibly hold a meeting in early August. She will be in touch with members to set up the meeting.

8. Executive Minutes – May 16, 2012 (CAB Members Only)

Mr. Capobianco made the following motion seconded by Mr. Ollila.

MOVE that the Citizens' Advisory Board approve Executive Session meeting minutes of May 16, 2012 as presented.

Motion carried: 3:0:0. (Mr. Norton and Mr. Hooper were absent.)

9. Reorganization of the CAB – A. Carakatsane

Deferred to next meeting

10. Executive Session (only if required) NOT REQUIRED

Mr. Carakatsane thanked everyone for his experiences as a member and Chairman of the Citizens' Advisory Board, and Mr. Cameron thanked him for his legal expertise and years of service.

11. Adjournment

Mr. Capobianco made a motion to adjourn seconded by Mr. Ollila.

Motion carried 3:0:0. (Mr. Norton and Mr. Hooper were absent.)

Respectfully submitted,



John Norton, Secretary

Minutes approved on: 1-23-13