

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

TIME: 6:30 P.M.
DATE: Tuesday, April 13, 2010
PLACE: North Reading Town Hall, Room 10, 235 North Street, North Reading, MA 01864
PRESENT: CAB: A. Carakatsane, Chairman, (Lynnfield), T. Sopchak, (Reading), G. Hooper (Wilmington),
Q. Vale (Wilmington), J. Norton (North Reading)
RMLD Board: Mary Ellen O'Neill, Chairman and R. Soli
RMLD Staff: V. Cameron, P. O'Leary, R. Fournier, K. Sullivan, M. Uvanni

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

Chairman Carakatsane called the meeting to order at 6:33 P.M.

2. FY11 Capital Budget – V. Cameron, R. Fournier

Mr. Carakatsane stated that they would begin with the MIS capital projects.

Projects #27 – Hardware Upgrades

Mr. Uvanni stated that this project includes general hardware purchases and that MIS will be putting in a wireless access point in the Energy Services area. Instead of “Aruba” as it says in the budget, it will be a “Cisco” wireless access point. He noted speeds have changed, and it's either re-cable the building or go wireless, which in many ways is more secure.

Mr. Carakatsane asked if there is a long-term plan to put it throughout the building.

Mr. Uvanni said, “Yes.”

Project #28 – Software and Licensing

This project includes general software purchases, an upgrade to Microsoft Server 2008, client access licenses, and software for the server (Items 1-3). Item 4 is custom programming for the Outage Management System (OM), Utility Authorization Number (UAN), Geographical Information System (GIS), and for a new Global Positioning System (GPS) for the vehicles. Mr. Uvanni explained that besides showing the location of vehicles, the GPS keeps the telemetry of the vehicle, i.e., how long it is idling, when it needs an oil change.

Discussion ensued.

Project #15 – GIS Upgrades

Mr. Sullivan distributed samples of the GIS system, and explained the symbols and lines on it. Mr. Sullivan stated that the Outage Management System and the GIS System will be integrated, and that he is working toward getting the dots on the screen that indicate the outage phone calls to the RMLD. The staff wants to be able to look at the map and determine where the outage is and what does it look like. He noted mapping (locating) is complete and data validation is presently being done.

Discussion ensued.

Mr. Sullivan gave an overview of the E&O Construction Projects and Station Upgrades as listed on the Budget Summary List, Page 1. He noted two projects are carryovers from the FY10 Budget, and then began each project description.

Project #1 – 4W14 Reconductoring – West Street - Wilmington

- Underground cable replacement from a breaker at Gaw Substation to a riser pole
- Priority #4
- Increases capacity of this circuit from 10 MW to 15 MW
- Replaces 40 year old original cable

Project #2 – 4W14 Extension – Woburn Street – Wilmington

- Extension of an existing overhead circuit
- Priority #9 (one of three)
- Area upgrade of primary circuit to stabilize the voltage during peak periods

Discussion ensued.

Project #3 – 4W4 Reconductoring - Wilmington

- *Reconductoring of circuit 4 out of Gaw substation.*
- Priority #9 (2 of three)
- Increases capacity

Project #4 – Boutwell Street – Wilmington

- Phase 3 of previous project – Will connect to Burlington Avenue via an open tie
- Priority #9 (3 of three)

Project #5 – Chestnut – Wilmington

- Primary and secondary area upgrade for increased load
- No back up in this area currently
- Priority #7
- Change in quarters – split between Quarter 2 and 3

Project #6 – 3W8 – Salem Street & Bay State Road – Reading

- Phase 2 to a current project (Haverhill Street)
- Priority #8
- Upgrade to Walker's Brook to handle increased load
- Change in quarters – split between Quarters 3 and 4

Discussion ensued.

Project #7 – Elm Street – North Reading

- Area upgrade to the primary for increased liability
- Priority #5
- Change from Quarter 2 to Quarter 1

Project #8 – Gaw Substation 115kV Insulator Replacement

- Replacement of the 115kV ring bus insulators
- Priority #1
- Change from Quarter 3 and 4 to Quarter 2 and 3 – The reason it is not in Quarter 1 is that it cannot be taken out in the summer peak.

Discussion ensued.

Project #9 – Gaw Substation 115kV Disconnect Replacement

- Project will be done with Project #8 – Once the ring bus is out, the disconnects will be replaced.
- Priority #6
- Change from Quarter 3 and 4 to Quarter 2 and 3

Project #11 – Transformer Replacement – Station 4 – Part 4-Feeder Re-Assignment

- Carryover from FY10 - With the setback regarding the soil contamination, this portion of the project will be done in FY11.

Projects #23 – 15kV Circuit Breaker Replacement at Station 5

- Carryover from FY10 – Due to the lead-time on the breakers, they will arrive in July.

Project #12 – Service Installations – Commercial/Industrial

- Three-phase commercial services

Project #13 – Service Installations – Residential Customers

- New services including replacements

Project #14 – Routine Construction

- Projects that come up during the year that are not specifically listed above.
- Reduction from last year

Project #16 – Transformers and Capacitors

- Stock items.
- Reduction from last year
- Purchased 10 FR3 fluid transformers – seven are installed and the last three will be placed on Haverhill Street, Reading

Chairman O'Neill recommended purchasing more FR3 transformers.

Discussion ensued.

Project #17 – AMR High-powered ERT Meter Upgrade Project- Residential

- ERT component is failing on present meters.
- Looked at Advanced Metering Infrastructure (AMI), which is more expensive (2 to 1).
- If the High powered ERTs are used, a fixed network can be put in that will read the meters, which means collectors out on the system would report to repeaters, and the repeaters are connected to the fiber, which is the conduit that would bring the data back to the office.
- Meters can be read at any time including directly from the office.
- Home area networks could be put in homes. Residents would get a signal from the meter that can tell them what their usage is at any given time and that can be reported to their own computer. Then the Internet can be used to report back to the RMLD. There can effectively be two-way communication with the AMR system.
- Do not need remote shut offs, which AMI provides.
- AMR meter life expectancy is 25 years.
- Project will take about two and one-half years to complete.

Discussion ensued.

Project #18 – Purchase Two Small Vehicles

- Replacement vehicles for #16 and #29, which are 10+ years old.
- Vehicle 29 has a cracked block and is no longer in use.

Project #19 – Purchase Line Department Vehicles

- Two trucks to be purchased to replace Line Trucks #6 and #21.
- #21 is a 1998 and #21 is a 2000 model.
- Delivery in 2011.
- Disposal of the old vehicles falls under the Surplus Policy where they are first offered to the four towns, and the towns rotate as to who is offered the vehicles first.

Project #20 – Purchase a new Pole Trailer

- Massachusetts DOT now inspects pole trailers.
- RMLD's present trailers do not comply with the new requirements.

Project #21 – Update Stockroom and Meter Room Lighting

- LED lights will replace fluorescent lights in the stockroom and HID lighting in the meter room.
- Will cut RMLD's costs.

Project #22 – Roof Repairs

- Will be moved to the Operating Budget.

Project #24 – Enlarge Parking Area and Construct Island

- The old Control Center building will be demolished, which is in the Operating Budget.
- Five parking spaces, curbing, and paving will be done.

Mr. Fournier noted that there would be a Draft 2 for both the Capital and Operating Budgets. He and Ms. O'Leary discussed the upcoming changes. The new number for the Capital Budget would be \$4,985,243.

Chairman Carakatsane suggested voting on the new amount.

3. FY11 Operating and Capital Budget – V. Cameron, R. Fournier

Mr. Hooper made the following motion seconded by Mr. Carakatsane:

MOVE that the CAB recommend to the RMLD Board of Commissioners the acceptance of the first draft of the FY11 Operating Budget based on the Net Income Amount of \$2,799,274. Any significant changes are to be submitted to the Cab for review and recommendation.

Motion carried 4:0:1 (Mr. Norton abstained.)

Mr. Norton made the following motion seconded by Ms. Sopchak:

MOVE that the CAB recommend to the RMLD Board of Commissioners the revised draft of the FY11 Capital Budget in the amount of \$4,985,243. Any significant changes are to be submitted to the CAB for review and recommendation.

Motion carried 5:0:0.

4. Twenty-Year Agreement Extension – V. Cameron

Mr. Carakatsane stated that he and Mr. Cameron met with the Lynnfield Board of Selectmen, and the Extension will go before Lynnfield's Town Meeting in two weeks.

5. Other Items for Discussion

Rotation schedule for the RMLD Board Meetings was passed out.

6. Schedule Next Meeting

To be determined.

7. Executive Session

No Executive Session was held.

8. Adjournment

Mr. Norton made a motion seconded by Mr. Hooper to adjourn Regular Session at 8:10 P.M.

Motion carried unanimously: 4:0:0.

Respectfully submitted,

/pmo

John Norton, Secretary

Minutes approved on: 7/12/2010

List of Documents Used:

1. FY2011 Capital Budget
2. GIS Samples
3. Rotation Schedule for RMLD Board Meetings