

**READING MUNICIPAL LIGHT DEPARTMENT
CITIZENS' ADVISORY BOARD (CAB) MEETING**

**MINUTES
Regular Session**

Time: 6:30 p.m.

Date: Wednesday, April 9, 2014

Place: RMLD, 230 Ash Street, Reading, MA, Winfred Spur/Audio Visual Room

CAB Members Present:

Mr. George Hooper, Vice Chairman (Wilmington); Mr. Tony Capobianco (Reading); Mr. Dennis Kelley (Wilmington); Mr. David Nelson (Lynnfield)

CAB Members Absent:

Mr. John Norton, Chairman (North Reading)

RMLD Commissioner(s)/Guests Present:

Mr. Robert Soli, Board of Commissioners
Mr. Tom Ollila

RMLD Staff Present:

Ms. Coleen O'Brien, Mr. Hamid Jaffari, Mr. David Polson, Mr. Mark Uvanni, Ms. Kathleen Rybak

1. Call Meeting to Order – G. Hooper, Vice Chairman

Vice Chairman Hooper called the meeting of the Citizens' Advisory Board to order at 6:30 p.m. and noted that the meeting was being audio recorded.

2. Presentation of Meter Lamp – C. O'Brien, RMLD General Manager

Ms. O'Brien presented Mr. Tom Ollila with an RMLD meter lamp and thanked him for his service on the Citizens' Advisory Board.

3. FY15 CAPITAL BUDGET – C. O'Brien, General Manager

Materials: FY15 Capital Budget

Ms. O'Brien reported that the Reading Town Manager has asked for support for an electric vehicle charging station. RMLD does not currently have a formal program for this, but it is something that RMLD will consider supporting for all towns provided charging doesn't take place during peak hours.

Ms. O'Brien began the budget discussion by acknowledging the efforts of staff in preparing the Capital Budget. The focus of discussion at this meeting will be the FY15 budget, however, FY14 year-end projections are provided, as well projects being planned for FY16 through FY19. A brief description of each project is included on the "Planned Projects" spreadsheet.

Ms. O'Brien noted that she and Mr. Jaffari have done a system assessment and the focus items for FY15 include: building of the GIS, which is the mapping system which produces a geographically correct map of our system assets. Once updated the GIS is used as a basis for engineering modeling software that works to determine the accuracy of our system coordination and protection as well as future reliability planning, addressing capacity and flexibility to meet the challenges of the future. The second area is system maintenance. We are developing a predictive asset management system that is included in the budget, that we will tie into the GIS and will serve as a basis for assessing the current condition of our assets. The appropriate data loaded will support predictive maintenance to extend the life of the equipment and also to schedule replacements prior to any equipment failure. Ms. O'Brien reported that the LED streetlight

conversion is scheduled beginning in FY16 once the (FY15) Pilot is completed. Approximately 8,000 lights will be replaced at approximately \$3m. This will be a significant energy savings to each of the towns, and a decrease in maintenance to RMLD. Engineering is finalizing the pilot, which targets a number of areas within each town for piloting the lights.

Plant Value and Depreciation Expense is included on Page 2 of the "Planned Programs" spreadsheet. Ms. O'Brien noted that this six-year plan does not reflect any additional reliability issues which may be identified with the planned Reliability Study.

Ms. O'Brien referred to staff for project-specific presentations.

Facilities Management:

Mr. Polson presented Facilities department projects including those Continuing Project: the HVAC System Upgrade at 230 Ash Street and the Master Facilities Site Plan. New Projects scheduled for FY15 includes Oil Containment Facility Construction and Security Upgrades. Mr. Hooper asked if RMLD was in compliance with regulatory measures for oil storage. Mr. Polson noted that RMLD is in compliance; these are precautionary measures to enhance some facilities and minimize exposure. Moving on to Annual Projects, Mr. Polson reviewed the rolling stock replacement. Staff has conducted a review and assessment of the vehicles to ensure we are using our vehicles effectively and make some efforts to reduce the fleet. The fleet has been reduced by 6 (including trailers and vehicles). An 8 to 10-year plan has been developed for replacing vehicles. The group discussed the utilization and maintenance of the vehicles, as well as the process for evaluating vehicles for replacement.

MIS:

Mr. Uvanni reviewed the Capital Budget items for the MIS department. An upgrade to the Great Plains/Cogsdale system, is planned for FY15. This is RMLD's main business management software used for customer service management, billing, meter management functions, credit and collections, and service orders. The is a major project which will include a business-process review, system testing, and specialized staff training.

Mr. Uvanni presented the Annual Projects (Hardware Upgrades, and Software and Licensing Upgrades). Hardware Upgrades include a focus to create more virtualized machines in order to consolidate servers. RMLD will also be purchasing a new GIS server. Software and Licensing includes custom programming for various systems. RMLD will be moving to Office 365, which is subscription based. Mr. Uvanni noted that a SharePoint (intranet) site will be developed.

System:

Mr. Jaffari reviewed the progress on the Continuing Projects which will carry over into FY15 (included on pages 27-39 in the Budget). Mr. Hooper asked what the Department considers when planning for future (load) growth. Mr. Jaffari responded that the Reliability Study will identify the load growth and load centers in various areas. That will provide a good idea of how RMLD should re-route circuits and create more ties, transfer load, or maybe build more substations that will support the system into the next 20 years. Mr. Jaffari noted that based on his preliminary assessment, RMLD will likely need to build another substation in Wilmington to accommodate anticipated load growth. The group discussed the methodology for predicting load and distribution.

Mr. Jaffari then continued his presentation with review of the New Projects for FY15 (included on pages 42-61). System Annual Projects that are items budgeted annually (included on pages 63-78) were then reviewed.

In conclusion, Ms. O'Brien noted that staff will continue to work to get the road map and the GIS completed in order to be more comfortable with the status of the system, and to stay ahead of the curve (on maintenance) and to plan in anticipation of future load growth.

Mr. Nelson made a **Motion** that **the Citizens' Advisory Board recommend to the RMLD Board of Commissions the FY15 Capital Budget, dated March 28, 2014, in the amount of \$5,849,673,000, as presented and any significant changes are to be submitted to the CAB for reviewed and recommendation.**
Motion carried 4:0:1 (4 in favor, 0 opposed, 1 absent).

4. Election of Secretary – G. Hooper, Vice Chairman

Mr. Hooper accepted nominations for the office of Secretary which was vacated by Mr. Ollila. Mr. Kelley made a motion to nominated Mr. Nelson as Secretary, seconded by Mr. Capobianco. Mr. Nelson accepted the nomination. **Motion carried 4:0:1 (4 in favor, 0 opposed, 1 absent).**

5. Coverage for Board of Commissioners Meetings – G. Hooper, Vice Chairman

Mr. Kelley will replace Mr. Ollila on the schedule for coverage of the Commissioners Meetings (April and October meetings).

6. Next Meeting – G. Hooper, Vice Chairman

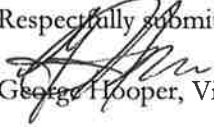
Next meeting of the CAB was scheduled for May 8th at 5:30 pm at the RMLD building. The Agenda for that meeting will be presentation of the Cost of Service Study. An additional CAB meeting will be scheduled after the presentation to consider any rate changes.

7. Motion to Adjourn – G. Hooper, Vice Chairman

Mr. Nelson made a **Motion** to Adjourn the Citizens' Advisory Board meeting, seconded by Mr. Kelley. Hearing no further discussion, **Motion carried 4:0:1 (4 in favor, 0 opposed, 1 absent).**

The Citizens' Advisory Board Meeting adjourned at 8:34 pm.

Respectfully submitted,


George Hooper, Vice Chairman

As approved on: 9/19/14