

**CITIZENS' ADVISORY BOARD (CAB)
MEETING MINUTES
Regular Session**

TIME: 6:30 P.M.
DATE: Thursday, April 14, 2011
PLACE: Lynnfield Town Hall, 55 Summer Street, Lynnfield
PRESENT: CAB: A. Carakatsane, Chairman, (Lynnfield), J. Norton, Secretary, (North Reading),
G. Hooper (Wilmington), T. Ollila (Wilmington), T. Capobianco (Reading)
RMLD Board: R. Hahn,
RMLD Staff: V. Cameron, P. O'Leary, K. Sullivan, T. O'Connor, R. Fournier, P. Price,
N. D'Alleva, M. Uvanni, J. Donahoe

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

Chairman Carakatsane called the meeting to order at 6:30 P.M. and announced the meeting is being recorded.

2. Introduction of new Reading CAB Member – A. Carakatsane, Chairman

Chairman Carakatsane introduced and welcomed the newest CAB Member from Reading, Tony Capobianco. Tony noted he is also a member of the Reading climate committee, Cities for Climate Protection.

3. Minutes of Meeting – December 8, 2010 – A. Carakasane

Mr. Hooper made a motion seconded by Mr. Norton to approve the December 8, 2010 minutes as presented.

Motion carried unanimously 5:0:0.

Note: Items taken out of order.

5. NEPPA 2011 Annual Conference – August 21-24 – V. Cameron

Ms. O'Leary stated that the Conference is at the Samoset Resort in Maine this year, and suggested that a motion be done tonight to approve the number of members who wish to attend.

Mr. Norton made a motion seconded by Mr. Hooper to approve up to five members attending the 2011 NEPPA Conference in Rockport Maine.

Motion carried unanimously 5:0:0.

4. FY12 Capital Budget – V. Cameron.

The Facilities and MIS budgets were discussed first. Mr. Donahoe, Facilities Manager, outlined Projects 18 through 21. A correction on the summary for Project 18 was noted--"Two New Vehicles" should be changed to "One New Vehicle". Regarding Project 19, Mr. Donahoe stated that since 2005, two new line vehicles are replaced each year. He added that there are a total of 18 line department vehicles.

Mr. Capobianco asked if the old trucks are sold.

Mr. Donahoe explained the surplus policy.

Mr. Ollila asked if the trucks are standard, and Mr. Donahoe responded that the trucks are built to the RMLD's specifications usually using an International body.

Mr. Carakatsane asked about Project 21, Roof Top Units, and the efficiency of the units. Mr. Donahoe responded that whenever he purchases anything, he consults RMLD's Efficiency Engineer, Jared Carpenter.

Mr. Capobianco asked how much savings are anticipated.

Mr. Donahoe did not know the dollar value, but the SEER (Seasonal Energy Efficiency Rating) for a 7 1/2 ton unit is between 11 and 14.8 depending on the cost.

Mr. Uvanni, MIS Manager, discussed Projects 27 and 28. He explained the MIS Department is currently working on an initiative to allow customers to go to paperless billing and manage their own payment schedules. He added the initiative will begin May 1 and save thousands of dollars a month. He noted that a payment scanning system has been added in Customer Service so that a payment stub and check can be scanned, which produces an image of both the check and stub on the computer, records the payment, and puts it out to the lock box, where the payment is applied electronically to the CIS the next day. He stated that the only upgrade MIS will be doing this year will be upgrading the e-mail system from Exchange 2003 to Exchange 2010.

Mr. Ollila asked if there were any capital or time allocations in the FY12 budget to look at the data that can be collected by the new meters being installed.

Mr. Cameron responded that would be funded out of the Energy Conservation Budget. Mr. Uvanni added that the RLMD has an advantage regarding communication because of RMLD's fiber optic ring around the four towns. RMLD will not be dependent on a cellular carrier to obtain those reads.

Mr. Cameron introduced Mr. Sullivan (Engineering & Operations Manager), Mr. Price (Chief Engineer), Mr. D'Alleva (Technical Services Manager), and Mr. O'Connor (General Line Foreman). Mr. Sullivan noted that originally 16 projects were proposed and due to cost, seven were eliminated. He added that Mr. Price did the majority of the analysis of Projects 1 through 9. Mr. O'Connor, Mr. Price, and Mr. D'Alleva described the construction projects. A correction on Project 3 in the "Reason for Expenditure" was noted--the number of years in the second line should be changed from "70" to "45".

Mr. Sullivan noted that Projects 4, 5, 6, and 7 are part of "Smart Grid".

Discussion ensued.

Mr. Sullivan explained Projects 12, 13, 14, and updated the CAB on the progress of the GIS System prior to discussing FY12's proposed GIS Project #15. He stated that Project 15 is an integration project. He stated that discussions have taken place with vendors, consultants, the Town of Reading GIS Coordinator, and two other municipalities regarding how the applications are islanded (in house) and do not talk to one another. The intent of this project is to platform all of the software applications on top of GIS to enable communication between the applications.

Mr. Ollila asked if demand response would be an application related to this, and Mr. Cameron responded, "Yes."

Discussion ensued.

Mr. Price discussed Project 16 and noted that there are no capacitors requested this year, only transformers and voltage regulators.

Mr. D'Alleva explained Project 17A and stated that this is outside the meter replacement project.

Mr. Sullivan described Project 17B, and said that this is the second part of the meter replacement project that combines meter installation and fixed network installation to obtain the data remotely back to Ash Street.

Discussion ensued.

Mr. Ollila asked if there is time and effort allocated for calibration or verification that the data being read is actually what is going on at the house. Mr. Sullivan responded that it would be done under MIS testing.

Mr. Capobianco asked what questions are to be answered after looking at the data. Mr. Sullivan responded that the Department is looking to obtain the reads per homeowner, and then on a more frequent basis than once every 30 days. He added if the information can be read more often, the Department starts to

understand where the usage is, which can be used for a Cost of Service Study, for locating tampering, and for power outages and power restoration

Mr. Capobianco asked what the expected volume of data to be stored is, and Mr. Sullivan responded that he did not know, and that MIS would have to decide how much can be stored, how much time can be devoted to looking at the data, and figure out how the data will be used. He expects it to be operational by FY13

Mr. Price explained Projects 22 and 23.

Mr. Sullivan noted that there would be one carryover project from FY11, Project 33.

Mr. Norton thanked the staff for its work in the budget.

6. Other Items for Discussion

Mr. Ollila asked what the Town Payment letters are. Mr. Cameron responded that the Reading Town Payment is based on a sum that the Board agreed to in 1997 and that sum is adjusted annually by the Boston-Nashua-Brockton CPI. He added that the letters go to the Town Payment Committee consisting of two Board members, two CAB members, and one Reading Selectman. He noted that the payment that goes to the four towns (as legislated) is an above the line expense, whereas, the Payment to the Town of Reading comes out of the 8% return, and is basically a return on investment.

Rotation Schedule for RMLD meetings: July – Mr. Carakatsane; August – Mr. Ollila or Mr. Capobianco; September – Mr. Hooper; October – Mr. Carakatsane; November – Mr. Ollila; December – Mr. Capobianco.

Next CAB Meeting – Tuesday, April 26, 2011 at 7:00 P.M. at the RMLD.

7. Executive Session

Mr. Norton made a motion at 8:08 P.M. seconded by Mr. Hooper to go into Executive Session based on Chapter 164§47D, exemption from public records and open meeting requirements in certain instances, to approve executive session minutes and return to Regular Session for the sole purpose of adjournment.

Motion carried unanimously by a poll of the CAB: Mr. Ollila – Aye; Mr. Capobianco – Aye; Mr. Carakatsane – Aye; Mr. Norton – Aye; Mr. Hooper – Aye.

8. Adjournment

A motion was made at 8:13 P.M. by Mr. Norton and seconded by Mr. Hooper to adjourn the meeting.

Motion carried unanimously 5:0:0.

Respectfully submitted,

John Norton, Secretary

Minutes approved on: _____

/pmo