



**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD OF COMMISSIONERS (BoC)
& CITIZENS' ADVISORY BOARD (CAB)
JOINT REGULAR SESSION MEETING**

FEBRUARY 17, 2026



Date: **Tuesday February 17, 2026**

Time: **6:00 PM**

Session: Open

Building: Reading Municipal Light Department

Address: 230 Ash Street, Reading MA

Location: Winfred Spurr Audio Visual Room

Remote Participation: Zoom

Live stream: RCTV / YouTube

Meeting Called by:

BoC: P. Daskalakis, Chair

CAB: V. Soni, Chair

**RMLD BOARD OF COMMISSIONERS (BoC)
& RMLD CITIZENS' ADVISORY BOARD (CAB)
JOINT MEETING NOTICE**

Posted in accordance with a posting method adopted by majority vote of the RMLD Board of Commissioners (BoC) and Citizens' Advisory Board (CAB). (940 CMR 29.03). The agenda contains a list of topics the Chair reasonably anticipates will be discussed at the meeting.

Board of Commissioners Webpage: [Board of Commissioners | Reading Municipal Light Dept \(rmld.com\)](https://www.rmld.com/BoardofCommissioners)

Citizens' Advisory Board Webpage: [Citizens' Advisory Board | Reading Municipal Light Dept \(rmld.com\)](https://www.rmld.com/CitizensAdvisoryBoard)

FOR REMOTE AND/OR PUBLIC PARTICIPATION:

Join Zoom Webinar: https://rmld.zoom.us/webinar/register/WN_bullNgBZSTGu0uflsRotyA

RCTV YouTube (live stream): <https://www.youtube.com/c/RCTVStudios/videos?view=57>

AGENDA

1. Call Meeting to Order Chairs (BoC, CAB)
2. Public Comment P. Daskalakis, Chair (5 min)
 - Public Comment
 - Liaisons to the RMLD BoC and CAB
3. Policy Committee Update D. Talbot, Chair (5 min)
4. Procurement Requests for Approval (attachment 1) P. Price, Dir. of E&O (10 min)
 - **IFP 2025-21 One (1) 65' Digger Derrick Truck with Trade-In**
BoC Suggested Motion: Move that proposal IFP 2025-21 for one (1) 65' Digger Derrick Truck with Trade-In be awarded to: James A. Kiley Company for \$785,900.00, pursuant to M.G.L., c. 164, § 56D, on the recommendation of the General Manager.
 - **IFP 2025-29 One (1) 50' Digger Derrick Truck with Trade-In**
BoC Suggested Motion: Move that proposal IFP 2025-29 for one (1) 50' Digger Derrick Truck with Trade-In be awarded to: James A. Kiley Company for \$513,746.00, pursuant to M.G.L., c. 164, § 56D, on the recommendation of the General Manager.

- **IFB 2026-01 Grounds and Landscape Services**

BoC Suggested Motion: Move that IFB 2026-01 for Grounds and Landscape Services be awarded to: Pathfinder Tree Service, LLC, for \$179,061.00, pursuant to M.G.L. c. 30B, as the lowest responsive and responsible bidder, on the recommendation of the General Manager.

- **RFQ 2026-14 - Greater Boston Police Council (GBPC) – Two Sport Utility Vehicles**

BoC Suggested Motion: Move that RFQ 2026-14 for Greater Boston Police Council (GBPC) - Two Sport Utility Vehicles be awarded to: Liberty Chevrolet for the Net Delivered Price of \$82,440, pursuant to the Town of Readings membership with the Greater Boston Police Council, on the recommendation of the General Manager.

5. Certificate Retirement Update (attachment 2) M. Wu, Dir. of IRD (15 min)

- Citizens' Advisory Board

CAB Suggested Motion: Move that the RMLD Citizens' Advisory Board, on the recommendation of the General Manager, vote to approve the 2026 annual certificate retirement rate of 55% of retail kWh sales.

- Board of Commissioners

BoC Suggested Motion: Move that the RMLD Board of Commissioners, on the recommendation of the Citizens' Advisory Board and General Manager, vote to approve the 2026 annual certificate retirement rate of 55% of retail kWh sales.

6. IT Update (attachment 3) J. Pelletier, Dir. Of IT (15 min)

7. Union Negotiations – CT Supplemental MOA (attachment 4) J. Small, GM (5 min)

- **BoC Suggested motion:** Move that the RMLD Board of Commissioners vote to approve the executed Supplemental Memorandum of Agreement between AFSCME Clerical - Technical Unit and Reading Municipal Light Department.

8. Approval of Meeting Minutes (attachment 5) Chairs (BoC, CAB) (5 min)

- Citizens' Advisory Board

CAB Suggested Motion: Move that the RMLD Citizens' Advisory Board approve the following 2026 open session meeting minutes, as presented, on the recommendation of the General Manager and the Board Secretary: January 20th

- Board of Commissioners

BoC Suggested Motion: Move that the RMLD Board of Commissioners approve the following 2025 and 2026 open session meeting minutes, as presented, on the recommendation of the General Manager and the Board Secretary: December 29th and January 20th

9. Training & Travel Report: MMA Connect 351 (attachment 6) R. Porter; D. Talbot, BoC (10 min)

10. 2026 GM Goals Discussion (attachment 7) J. Small, GM (45 min)

11. GM Update J. Small, GM (5 min)

12. Scheduling Chairs (BoC, CAB) (5 min)

Fourth Grade Art Contest Ceremony: Wednesday 3/25/26 at 6:00 PM.

Upcoming Meeting Schedule

- Tuesday March 24th at 6:00pm
- **Tuesday April 28st at 6:00pm *New**
- Tuesday May 19th at 6:00pm
- Tuesday June 16th at 6:00pm
- Tuesday July 21st at 6:00pm

- Tuesday September 15th at 6:00pm
- Tuesday October 20th at 6:00pm
- Tuesday November 17th at 6:00pm
- Tuesday December 15th at 6:00pm

2026 Warrant Schedule

2026 WARRANT SCHEDULE		
	AP	PAYROLL
February	Coulter	Porter
March	Talbot	Swanson
April	Daskalakis	Coulter
May	Porter	Talbot
June	Swanson	Daskalakis
July	Coulter	Porter
August	Talbot	Swanson
September	Daskalakis	Coulter
October	Porter	Talbot
November	Swanson	Daskalakis
December	Coulter	Porter

13. CAB Adjournment

V. Soni, Chair

- **CAB Suggested Motion:** Move that the RMLD Citizens' Advisory Board adjourn regular session.
Note: Roll call vote required.

14. BoC Executive Session – Union Negotiation

J. Small, GM

- **BoC Suggested Motion:** Move that the RMLD Board of Commissioners go into Executive Session pursuant to Massachusetts G.L. c.164 section 47D, exemption from public records and open meeting requirements in certain instances, under **purpose number 3:** to discuss strategy with respect to collective bargaining for the AFSCME LMS union and return to open session for the sole purpose of adjournment.

15. BoC Adjournment

P. Daskalakis, Chair

- **BoC Suggested Motion:** Move that the RMLD Board of Commissioners adjourn regular session.
Note: Roll call vote required.

BOARD MATERIALS AVAILABLE BUT NOT DISCUSSED

Accounts Payable / Payroll Questions through February 9, 2026

Surplus and Scrap Material Report January 2026

ATTACHMENT 1
PROCUREMENT REQUESTS
FOR APPROVAL

**IFP 2025-21 ONE (1) 65' DIGGER
DERRICK TRUCK WITH TRADE-IN**



February 5, 2026

Town of Reading Municipal Light Board

Subject: IFP 2025-21 One (1) 65' Digger Derrick Truck with Trade-In

Pursuant to M.G.L., c. 164, § 56D, on December 10, 2025, an invitation for proposal (IFP) was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle requesting sealed proposals for one (1) 65' Digger Derrick Truck with Trade-In.

An invitation for proposal was sent to sixteen (16) companies.

Sealed proposals were received from one (1) company: James A. Kiley Company.

The sealed proposal was publicly opened and read aloud at 11:00 a.m. on January 14, 2026, in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The proposal was reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that proposal IFP 2025-21 for one (1) 65' Digger Derrick Truck with Trade-In be awarded to: **James A. Kiley Company for \$785,900.00¹**, pursuant to M.G.L., c. 164, § 56D, on the recommendation of the General Manager.

¹See attached analysis.

The 2024 Capital Budget amount for this item is \$750,000.

Christopher Zaniboni, Facilities Manager

Peter Price (Feb 9, 2026 08:51:35 EST)

Peter Price, Director Engineering & Operations

Jason Small (Feb 9, 2026 09:33:46 EST)

Jason Small, General Manager

One (1) 65' Digger Derrick Truck with Trade-In
IFP 2025-21

<u>Proposer</u>	<u>65' Digger Derrick Truck</u>	<u>Trade-In Value</u>	<u>65' Digger Derrick Truck Less Trade</u>	<u>*Extended Warranty Item 1</u>	<u>*Extended Warranty Item 2</u>	<u>*Extended Warranty Item 3</u>	<u>*Extended Warranty Item 4</u>	<u>65' Digger Derrick Truck plus Warranties</u>	<u>Delivery Date ARO</u>	<u>Documents Complete</u>	<u>Exceptions</u>
James A. Kiley Company	\$781,627.00	(\$6,500.00)	\$775,127.00	\$3,200.00	\$1,878.00	\$595.00	\$5,100.00	\$785,900.00	64-82 weeks	Yes	Yes ¹

¹Two (2) minor exceptions to Specifications have been identified & accepted by RMLD, Specification 1.10 Exhaust: horizontal muffler and tailpipe right side - for this vehicle vertical tailpipe required, Specification 1.11 Diesel exhaust fluid tank 5-gallon - for this size truck 10-gallon tank; Letter with bid also contains trade-in and supply chain clauses.

*Extended Warranty - Item 1: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include engine and aftertreatment assembly.

*Extended Warranty - Item 2: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include transmission.

*Extended Warranty - Item 3: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include rear axle differential and front axle assembly.

*Extended Warranty - Item 4: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours excluding, engine and transmission.

**IFP 2025-29 ONE (1) 50' DIGGER
DERRICK TRUCK WITH TRADE-IN**



February 5, 2026

Town of Reading Municipal Light Board

Subject: IFP 2025-29 One (1) 50' Digger Derrick Truck with Trade-In

Pursuant to M.G.L., c. 164, § 56D, on December 10, 2025, an invitation for proposal (IFP) was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle requesting sealed proposals for one (1) 50' Digger Derrick Truck with Trade-In.

An invitation for proposal was sent to sixteen (16) companies.

Sealed proposals were received from one (1) company: James A. Kiley Company.

The sealed proposal was publicly opened and read aloud at 11:00 a.m. on January 14, 2026, in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The proposal was reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that proposal IFP 2025-29 for one (1) 50' Digger Derrick Truck with Trade-In be awarded to: **James A. Kiley Company for \$513,746.00¹**, pursuant to M.G.L., c. 164, § 56D, on the recommendation of the General Manager.

¹See attached analysis.

The 2025 Capital Budget amount for this item is \$500,000.

Christopher Zaniboni, Facilities Manager

Peter Price (Feb 9, 2026 08:51:18 EST)

Peter Price, Director Engineering & Operations

Jason Small (Feb 9, 2026 09:32:28 EST)

Jason Small, General Manager

One (1) 50' Digger Derrick Truck with Trade-In
JFP 2025-29

<u>Proposer</u>	<u>50' Digger Derrick Truck</u>	<u>Trade-In Value</u>	<u>50' Digger Derrick Truck Less Trade</u>	<u>*Extended Warranty Item 1</u>	<u>*Extended Warranty Item 2</u>	<u>*Extended Warranty Item 3</u>	<u>*Extended Warranty Item 4</u>	<u>50' Digger Derrick Truck plus Warranties</u>	<u>Delivery Date ARO</u>	<u>Documents Complete</u>	<u>Exceptions</u>
James A. Kiley Company	\$514,096.00	(\$6,000.00)	\$508,096.00	\$3,000.00	\$850.00	\$200.00	\$1,600.00	\$513,746.00	64-82 weeks	Yes	Yes ¹

¹One (1) minor exception to Specifications has been identified & accepted by RMLD, Specification 9.2 Front springs 12,000 lbs. heavy-duty - for this vehicle 14,000 lbs.; Letter with bid also contains trade-in and supply chain clauses.

*Extended Warranty - Item 1: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include engine and aftertreatment assembly.

*Extended Warranty - Item 2: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include transmission.

*Extended Warranty - Item 3: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours to include rear axle differential and front axle assembly.

*Extended Warranty - Item 4: Extended 5 year manufacturer warranty, 100,000 miles, 10,000 hours excluding, engine and transmission.

**IFB 2026-01 GROUNDS AND
LANDSCAPE SERVICES**



February 5, 2026

Town of Reading Municipal Light Board

Subject: IFB 2026-01 Grounds and Landscape Services

Pursuant to M.G.L. c. 30B, on January 14, 2026, an invitation for bid (IFB) was published in the Goods and Services Bulletin, posted on COMMBUYS, and on the RMLD website, requesting sealed bids for Grounds and Landscape Services. The IFB was submitted to the Daily Times Chronicle for publication on January 14, 2026; however, due to a newspaper publishing error, the legal notice appeared on January 15, 2026.

An invitation for bid was sent to thirty-six (36) companies.

Sealed bids were received from two (2) companies: Earthworks Landscaping Co., Inc., and Pathfinder Tree Service, LLC.

The sealed bids were publicly opened and read aloud at 11:00 a.m. on February 4, 2026, in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bids were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that IFB 2026-01 for Grounds and Landscape Services be awarded to: **Pathfinder Tree Service, LLC, for \$179,061.00¹**, pursuant to M.G.L. c. 30B, as the lowest responsive and responsible bidder, on the recommendation of the General Manager.

¹See attached analysis.

This service will be paid from the Operating Budget.

Christopher Zaniboni, Facilities Manager

Peter Price (Feb 9, 2026 08:51:06 EST)

Peter Price, Director Engineering & Operations

Jason Small (Feb 9, 2026 09:30:23 EST)

Jason Small, General Manager

Grounds and Landscape Services
IFB 2026-01

Bidder	<u>Year 1 - 2026 Cost</u>	<u>Year 2 - 2027 Cost</u>	<u>Year 3 - 2028 Cost</u>	<u>Total Combined 3- Year Cost</u>	<u>Documents Complete</u>	<u>Exceptions</u>
Earthworks Landscaping Co., Inc.	\$60,300.00	\$63,250.00	\$66,465.00	\$190,015.00	Yes	No
Pathfinder Tree Service, LLC	\$57,775.00	\$59,981.00	\$61,305.00	\$179,061.00	Yes	No

**RFQ 2026-14 - GREATER BOSTON
POLICE COUNCIL (GBPC) – TWO
SPORT UTILITY VEHICLES**



February 12, 2026

Town of Reading Municipal Light Board

Subject: RFQ 2026-14 - Greater Boston Police Council (GBPC) – Two Sport Utility Vehicles

Pursuant to the GBPC Cooperative Contract, a Request for Quotes (RFQ) was sent to Liberty Chevrolet requesting a quote for two sport utility vehicles.

On February 9, 2026, Liberty Chevrolet provided the RMLD with a quote as per their cooperative contract with the Greater Boston Police Council, of which the Town of Reading is a member.

The quote was reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that RFQ 2026-14 for Greater Boston Police Council (GBPC) - Two Sport Utility Vehicles be awarded to: **Liberty Chevrolet for the Net Delivered Price of \$82,440**, pursuant to the Town of Reading's membership with the Greater Boston Police Council, on the recommendation of the General Manager.¹

¹See attached quote analysis.

The 2026 Capital Budget amount for these items are \$120,000

Peter Price (Feb 12, 2026 12:31:53 EST)

Peter Price, Director Engineering & Operations

Jason Small (Feb 12, 2026 13:37:45 EST)

Jason Small, General Manager

RFQ 2026-14 GBPC Procurement Two Sport Utility Vehicles

<u>Bidder</u>	<u>Sport Utility Vehicle Purchase Base Price</u>	<u>Additional Contract Options</u>	<u>Total Sport Utility Vehicle with Options</u>	<u>Total Delivered Price</u>
<u>Liberty Chevrolet</u>				
Sport Utility Vehicle (1) - 2025 Chevrolet Blazer AWD LT Compact SUV	\$38,784.00	\$2,436.00	\$41,220.00	\$41,220.00
Sport Utility Vehicle (2) - 2025 Chevrolet Blazer AWD LT Compact SUV	\$38,784.00	\$2,436.00	\$41,220.00	\$41,220.00
<u>Total</u>				\$82,440.00

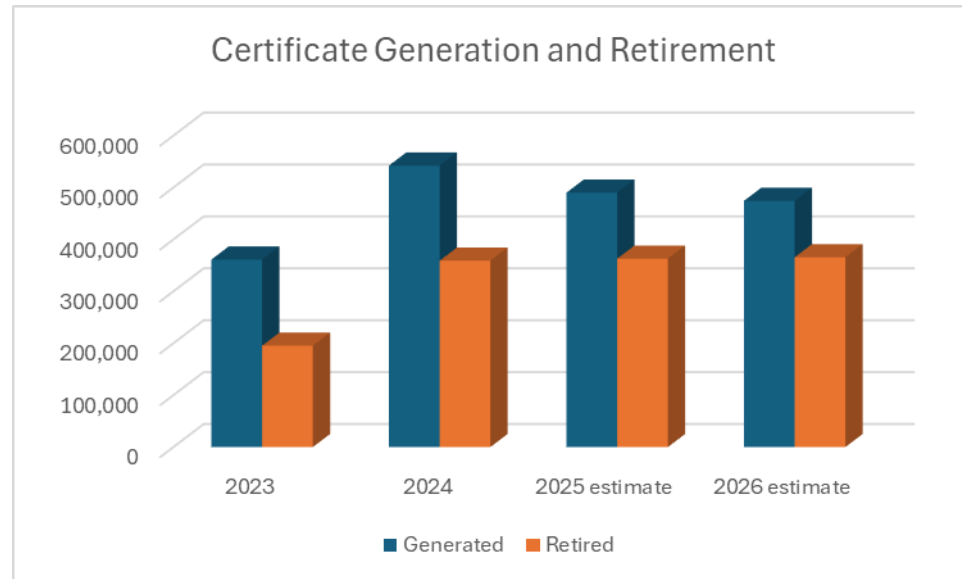
Contract Options include: front & rear rain guards, floor mats, Whelen Vertex LED Flashers front grille & rear mounted

ATTACHMENT 2
CERTIFICATE RETIREMENT UPDATE



Integrated Resources Report
BOC/CAB
February 17, 2026

Certificate Retirement Update

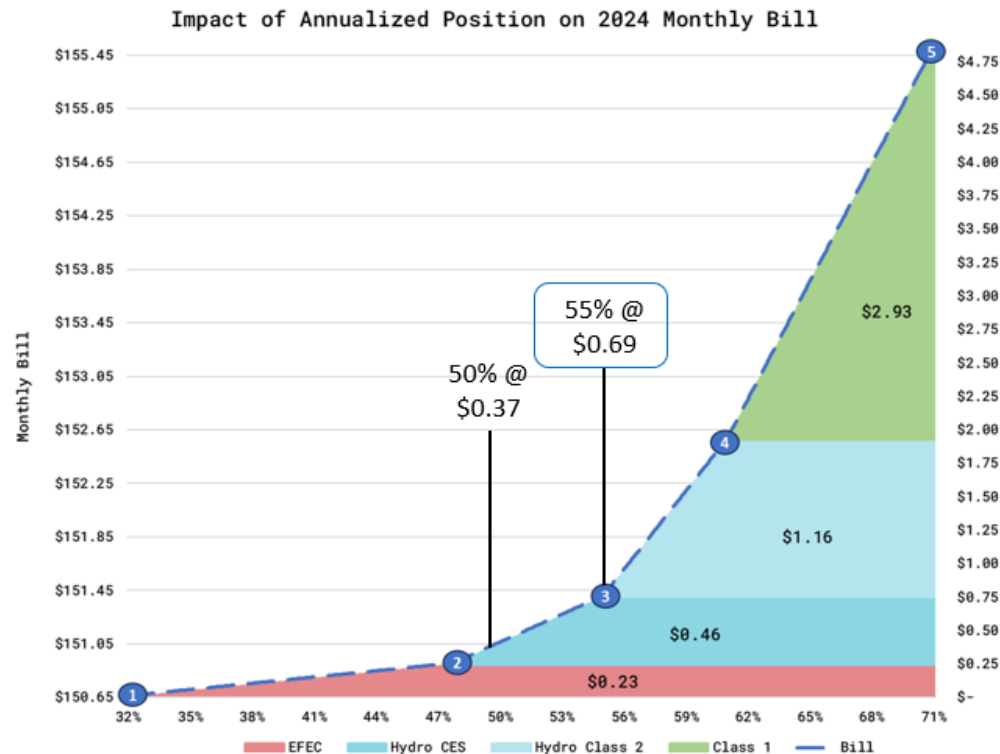


Sources: NEPOOL GIS and IRD analysis

- Starting in 2024, RMLD retires certificates associated with 55% of its electricity load, 6 years ahead of the state mandate.
- Certificate generation largely depends on weather due to resource intermittency. In 2025, certificates generated declined mainly due to lower hydro production.
- In addition, the regional certificate market is still tight in the near term with cancellations of renewable projects. RMLD is ending a few pricy hydro contracts in 2026 that will reduce certificate generation this year.
- RMLD's Renewable Choice Program is a great way for customers to help increase certificate retirement above 55%.

Estimated bill increase at Jan 2024 BOC meeting

Accelerating Certificate Retirements to 55% in 2024



RMLD made noteworthy power supply changes over past few years (more non-carbon)

RMLD acquires certificates with power purchases (associated certificates)

New Hydro Quebec contract provides additional low cost certificates, adding to EFECs from power supply changes

Current certificate retirement rate increases 3% annually to avoid customer rate shock while achieving 50% retirements by 2030

Accelerated retirement of EFECs and Hydro CES-E certificates would allow for 55% retirements

\$0.69 increase in average monthly residential bill

certificate motion

RMLD  Reading Municipal Light Department
RELIABLE POWER

Current Estimate of actual bill increase in 2024 when RMLD retired 55% (45% increase from the 2024 estimate)

Retirement Level		55%	33%
2024 Retail Load MWh	655,620	360,591	216,355
EFEC estimate		284,607	216,355
CES-E estimate		75,984	
Total Additional Cost		\$ 828,092	
Additional Cost in \$/kwh		\$ 0.00129	
Monthly Bill Increase for 800 kwh Usage		\$ 1.0	
Annual Bill Increase for 800 kwh Usage		\$ 12	

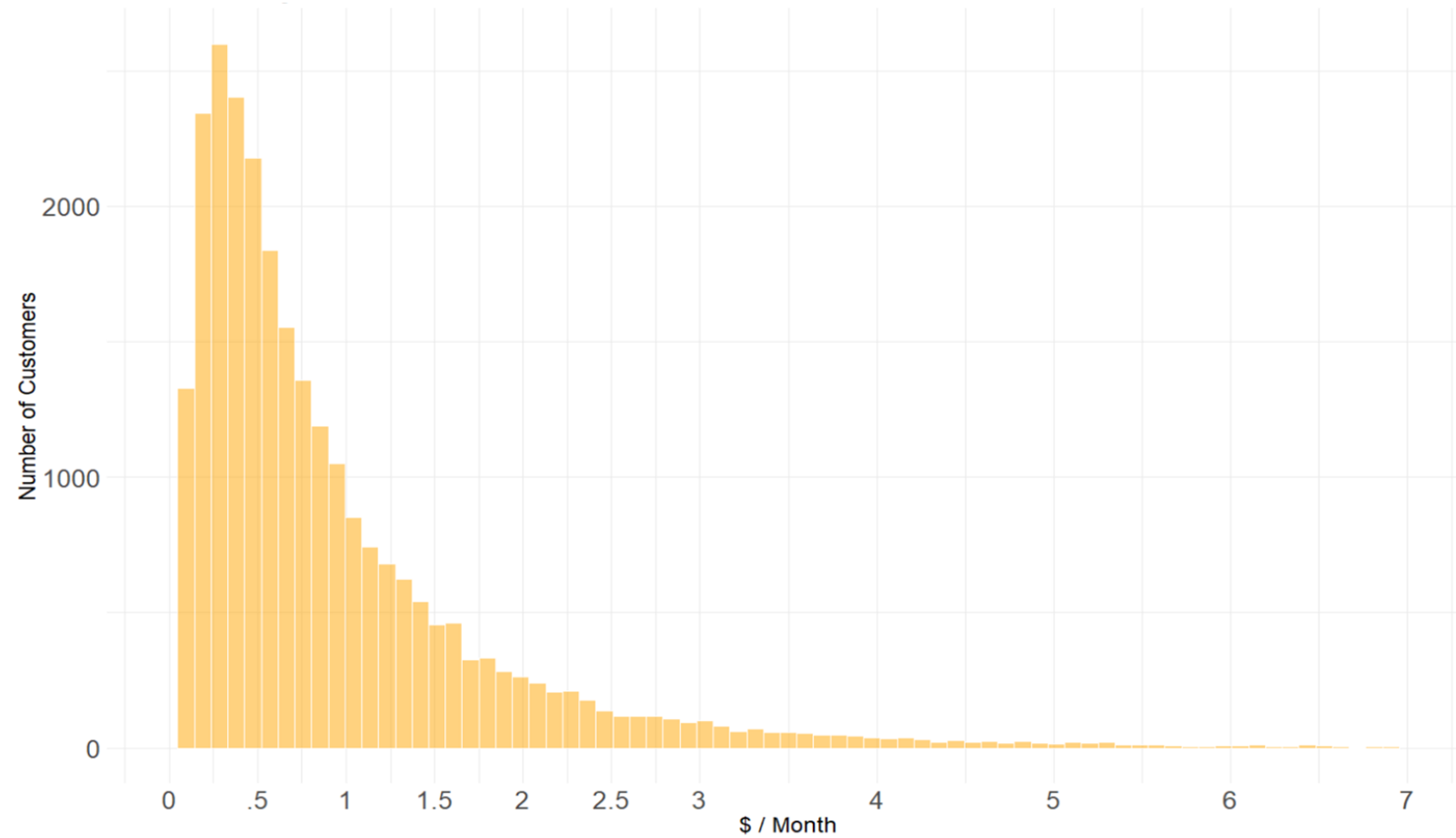
Sources: NEPOOL GIS and IRD analysis

2026 Certificate Retirement Scenarios

2026					
Retirement Level		55%	60%	80%	100%
2026 Retail Load Estimate MWh	664,940	365,717	398,964	531,952	664,940
ESEC estimate "stable"		252,445	252,445	252,445	252,445
CES-E estimate		83,426	83,426	83,426	83,426
ME II estimate		29,847	63,094	66,797	66,797
MA II estimate				15,220	15,220
MA I estimate				56,459	56,459
Buy RECs				57,607	190,595
Total Additional Cost			\$ 166,235	\$ 4,329,050	\$ 7,653,750
Additional Cost in \$/kwh			\$ 0.00026	\$ 0.00664	\$ 0.01175
Monthly Bill Increase for 800 kwh Usage (low estimate)			\$ 0.2	\$ 5.3	\$ 9.4
Monthly Bill Increase for 800 kwh Usage (high estimate)			\$ 0.3	\$ 7.7	\$ 13.6

Sources: NEPOOL GIS and IRD analysis

Monthly bill impact distribution by residential customer kWh usage from 60% retirement



Source: RMLD usage data



THANK YOU!

ATTACHMENT 3
IT UPDATE



IT and Cybersecurity Update

February 17, 2026

- **2025 RMLD IT accomplishments**
- **2026 RMLD IT goals and objectives**
- **Current Cybersecurity Threat Landscape**
- **Cyber Attacks vs Intrusions**
- **Global Cybersecurity Attacks by sector**
- **Global Cybersecurity Intrusions by sector**
- **Mitre ATT&CK techniques emphasis across 2025 OSINT reporting**
- **RMLD Tactical response to ever evolving threats**
- **Closing**

2025 IT Accomplishments

- Design a secure data communications infrastructure in support of the AMI project.
- Implemented an enterprise cloud-based telephone system.
- Expansion of SCADA communication infrastructure to support automation.
- Implementation of enhanced, AI based email security solution.
- All IT staff completed advanced Cybersecurity training.
- Expanded end user cybersecurity awareness training.
- Design and implement a secure video surveillance system at Substation 6.

2026 IT Goals and Objectives

- Complete RFP to replace our current CIS/ERP solution by Q4.
- Support AMI implementation via infrastructure build out and collector configuration.
- Continue IT staff training on AI related cybersecurity.
- Design data and voice communication to support Substation 6.
- Contribute to the annual NERC CIP compliance evaluation.
- Evaluate emerging technologies that may help advance RMLD's organizational goals.

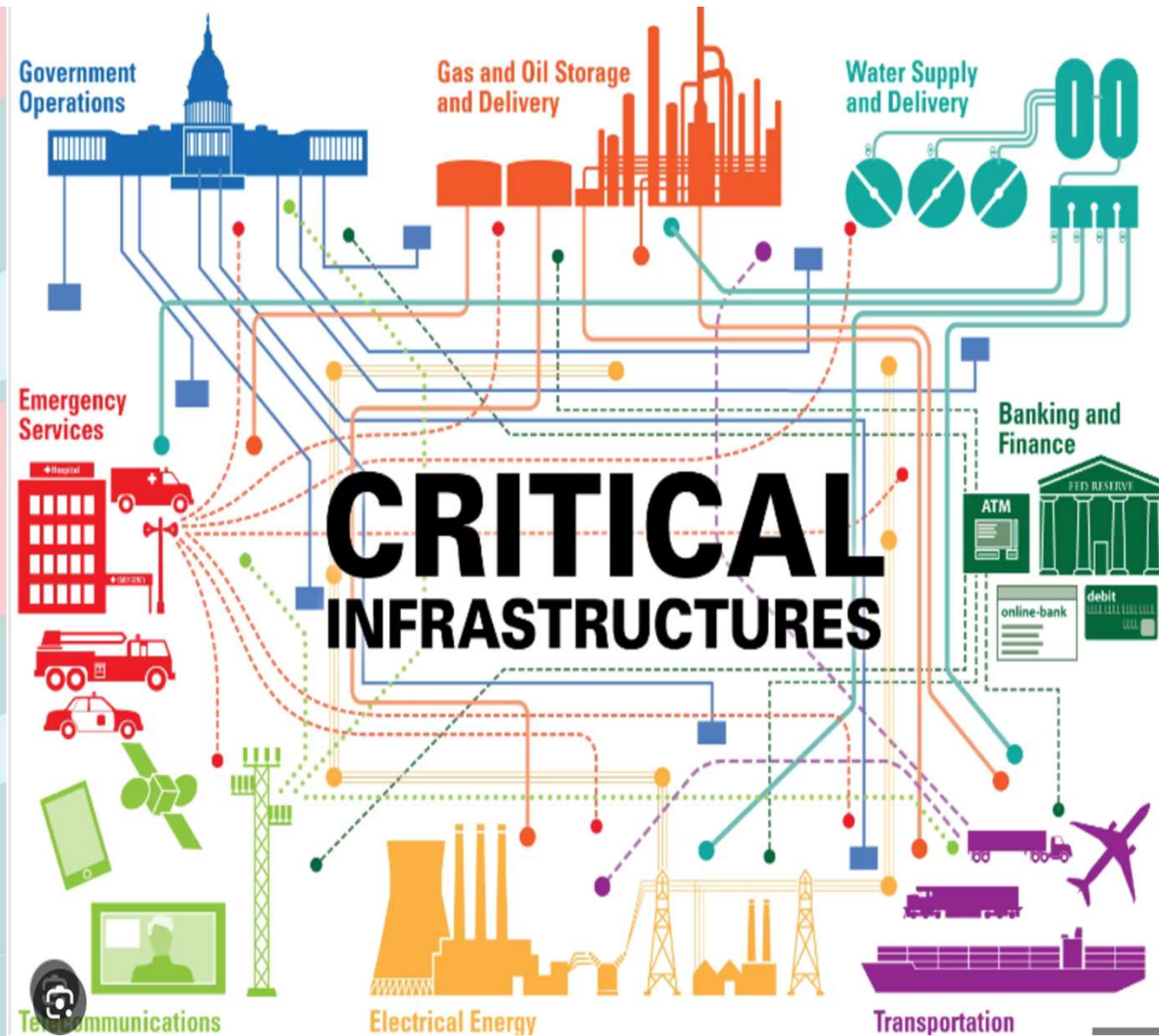


Current Threat Landscape

- **THE AVERAGE COST OF A DATA BREACH IN THE U.S. REACHED \$10 MILLION IN 2025, DOUBLE THE GLOBAL AVERAGE**
- **In 2024, 70% OF CYBERATTACKS INVOLVED CRITICAL INFRASTRUCTURE**
- **CHINESE ATTACKS TARGETED AGAINST FINANCIAL SERVICES, MEDIA, MANUFACTURING, AND THE INDUSTRIAL SECTORS INCREASED 300% FROM 2023 TO 2024**
- **ONE IN SIX DATA BREACHES IN 2025 INVOLVED ATTACKS DRIVEN BY ARTIFICIAL INTELLIGENCE (source IBM)**

Attacks are broad,
intentional attempts
to compromise data
or systems.

Intrusions or
breaches are
unauthorized,
successful entries
into a network or
system.

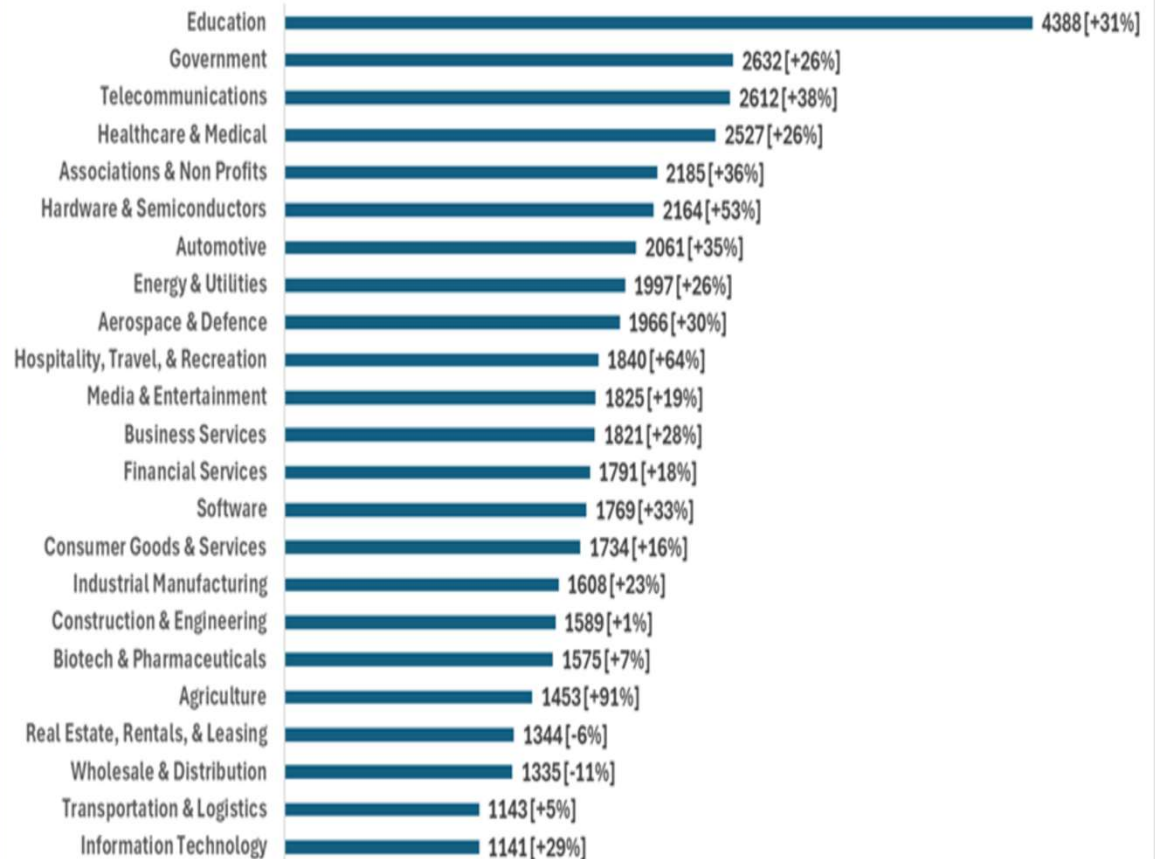


The global average number of weekly cyber attacks per organization reached 1,984, a 21% increase in Q2 of 2025.

Attacks against Energy and Utilities spiked 26% in that same timeframe.



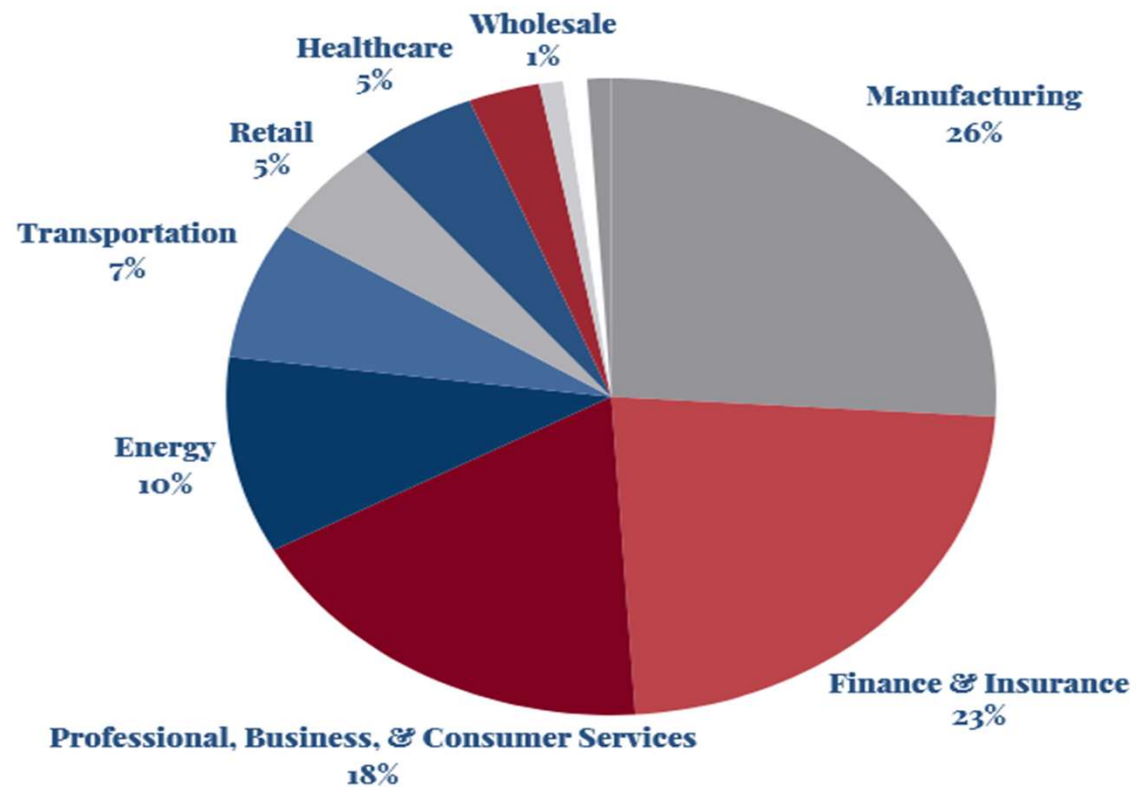
Global Avg. Weekly Cyber Attacks per Industry
(Q2 2025 Compared to Q2 2024)



Global intrusions summary, energy represents 10% of all intrusions.



GLOBAL CYBER INTRUSIONS BY SECTOR IN 2024



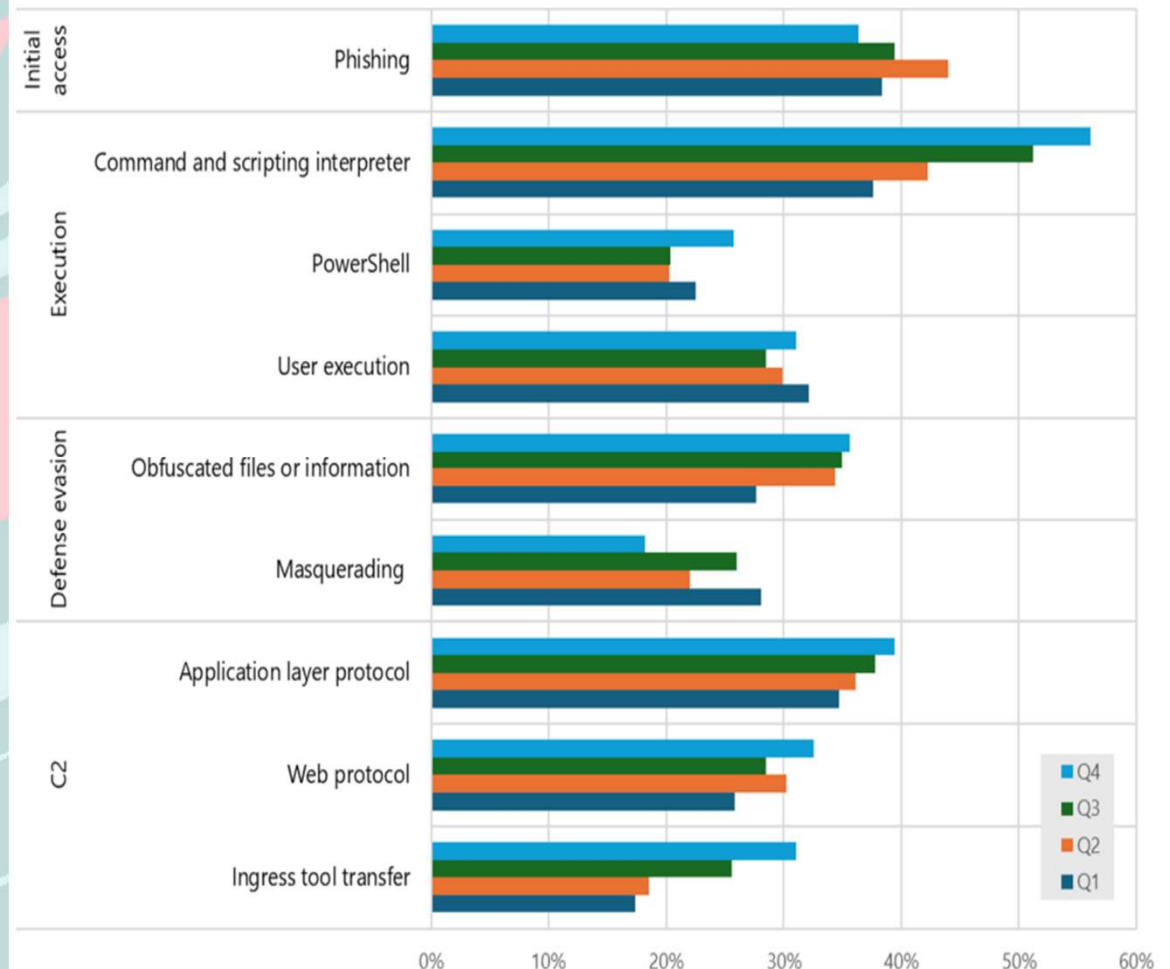
Source: IBM X-Force Threat Intelligence Index

How access is gained, maintained and malicious activity takes place.

The use of generative AI in cyber attacks is expected to increase in frequency and sophistication in the coming years.



MITRE ATT&CK techniques emphasis across 2025 OSINT reporting
(ordered by tactic flow)



RMLD tactical response to the ever- evolving cybersecurity threat landscape



- Continue and improve our robust vulnerability management program across all environments
- Invest in advanced cybersecurity training for the IT staff
- Continuously evaluated current and emerging technologies that fit with the RMLD cybersecurity strategy.
- Continue to improve end user cybersecurity training and education
- Seek out and partner with technology vendors that add value to RMLD.



**As the Cyber threat landscape changes
organizations must adapt their
cybersecurity strategies to meet the
challenge.**

ATTACHMENT 4
CT SUPPLEMENTAL MOA
TOPIC TABLED
TO FUTURE MEETING

ATTACHMENT 5
APPROVAL OF MEETING MINUTES



RMLD BOARD OF COMMISSIONERS (BoC) MEETING MINUTES

Date: **Monday December 29, 2025**

Time: **12:00 PM**

Building: Reading Municipal Light Department

Address: Virtual/Remote Only

Session: Open

Location:

Purpose: General Business

Version: Draft

Minutes Submitted By: D. Talbot, BoC Secretary Pro Tem.

Documents and attachments used at this meeting can be found on the RMLD website in the meeting packet.

BoC Webpage: [Board of Commissioners | Reading Municipal Light Dept \(rmlld.com\)](https://www.rmlld.com/BoardofCommissioners)

RCTV YouTube (live stream): <https://www.youtube.com/c/RCTVStudios/videos?view=57>

BoC Members Present: Pamela Daskalakis, Chair (remote); Robert Coulter, Vice Chair (remote); David Talbot, Commissioner (remote); Raymond Porter, Commissioner (remote); Rich Swanson, Commissioner (remote).

RMLD Staff: Erica Oliver, Executive Assistant; Paul Heanue, Interim General Manager.

Topics of Discussion:

CALL MEETING TO ORDER

- Chair Daskalakis called the RMLD Board of Commissioner's (BoC) meeting to order at 12:07 pm.

UNION NEGOTIATIONS – AFSCME LOCAL 1703 - CT MOA

Materials: Attachment 1

Presenter: P. Heanue, IGM

Clerical & Technical Unit – Contract Agreements

- The MOA includes successor terms for the following:
 - A one-year contract covering 1/1/2025 through 12/31/2025, inclusive of a 4.5% wage increase.
 - A subsequent three-year contract covering 1/1/2026 – 12/31/2028.

Key Contract Changes & Highlights

- CDL Alcohol & Drug Testing Policy Revision
 - Employees without CDL licenses and not in Group 4 are removed from the random drug testing pool.
 - Reasonable suspicion testing remains unchanged.
- Wage Increases
 - Union sought 6%, 4%, 4% across the three-year period.
 - This exceeded the BoC's 4.5% annual guardrail but was approved.
- Safety & Equipment Allowances
 - Updates made to FR (flame-resistant) clothing and work boots.
 - Safety glasses coverage added for prescription safety glasses.
- Sick Time Use for FMLA/Medical Leaves
 - CT employees granted the same provision as LMS Union:
 - May use sick time during family or medical leave.
 - Must exhaust time accrued before entering unpaid status.



- Job titles were updated in the wage schedule.
- Vice Chair Coulter noted that the CT unit now has a four-year total (1 + 3 year) commitment, potentially leaving them out of sync with other unions.
- Mr. Heanue clarified that both LMS and CT expire in 2028.
 - IBEW is in a three-year contract expiring in 2027.
 - LMS & CT (AFSME locals): Contracts expire Dec 31, 2028.

Upcoming Arbitration & Sick Buyback Rewrite

- There is an arbitration pending related to the sick buyback program in IBEW.
- Mr. Heanue and Mr. D'Alleva drafted a simplified rewrite of the sick buyback eligibility language:
 - Current language is overly complex.
 - Aim to standardize sick buyback, FMLA leave usage, and drug testing language across all units.

Potential Fourth Year for IBEW

- Mr. Heanue proposed negotiating an additional one-year extension for the IBEW contract:
- This would align all union agreements to expire in 2028 include the updated provisions.
 - Proposed wage increase for that year would be 4.5%.

BOC Motion: Mr. Porter made a motion seconded by Vice Chair Coulter that the RMLD Board of Commissioners vote to approve the executed Memorandum of Agreement between AFSCME Local 1703 CT Unit and Reading Municipal Light Department. **Motion Carried: 5:0 (5 in favor)** Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.

ADJOURNMENT

BOARD OF COMMISSIONERS

- The BoC meeting adjourned at 12:20 PM.
- **BoC Motion:** Mr. Porter made a motion, seconded by Vice Chair Coulter, that the Board of Commissioners adjourn regular session. **Motion Carried: 5:0 (5 in favor)** Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.

As approved _____

A true copy of the RMLD Board of Commissioners minutes
As approved by a majority the Commission.

David Talbot, Secretary Pro Tem
RMLD Board of Commissioners



**RMLD BOARD OF COMMISSIONERS (BoC)
AND CITIZENS' ADVISORY BOARD (CAB)
JOINT MEETING MINUTES**

Date: **Tuesday January 20, 2026**

Time: **6:00 PM**

Building: Reading Municipal Light Department

Address: 230 Ash Street, Reading MA

Session: Open

Location: Winfred Spurr Audio Visual Room

Purpose: General Business

Version: Draft

Minutes Submitted By: Vivek Soni CAB and David Talbot BoC.

Documents and attachments used at this meeting can be found on the RMLD website in the meeting packet.

BoC Webpage: [Board of Commissioners | Reading Municipal Light Dept \(rmld.com\)](https://www.rmld.com/Board-of-Commissioners)

CAB Webpage: [Citizens' Advisory Board | Reading Municipal Light Dept \(rmld.com\)](https://www.rmld.com/Citizens-Advisory-Board)

RCTV YouTube (video): <https://www.youtube.com/c/RCTVStudios/videos?view=57>

BoC Members Present: Pamela Daskalakis, Chair; Robert Coulter, Vice Chair; David Talbot, Commissioner; Raymond Porter, Commissioner; Rich Swanson, Commissioner (Remote).

BoC Members Absent:

CAB Members Present: Vivek Soni, Chair (Reading); Tim Woods, Vice Chair (Wilmington); Charles Ragusa (Lynnfield); Robert Kastle (North Reading).

CAB Members Absent: Charlie Protopapas (Wilmington)

RMLD Staff: Jason Small, General Manager; Erica Oliver, Executive Assistant; Megan Wu, Director of IRD; Melissa Jolly, Marketing Manager

Topics of Discussion:

CALL MEETING TO ORDER

- Chair Daskalakis called the RMLD BoC meeting to order at 6:01 PM.
- Chair Soni called the RMLD CAB meeting to order at 6:01 PM.

PUBLIC COMMENT

Rebecca Lieberman – 50 Pratt St, Reading, MA

- Ms. Lieberman expressed concern that renewable energy levels and REC retirements have not increased since reaching 55% non-fossil power in 2024, and she urged moving toward higher percentages given the minimal cost increase (about \$0.20/month to reach 60%).
- Ms. Liberman reasoned that increasing renewable use would reduce fossil-fuel dependence, protect against supply chain and refinery disruptions, and address Reading's high per-capita emissions.
- Ms. Lieberman asked whether incentives could be offered to encourage Time-of-Use program participation to help reduce peak demand.
- Chair Daskalakis thanked Ms. Lieberman for her comments and noted that those topics were on the agenda to be discussed later in the meeting.

Joseph White – Prescott St, Reading, MA



- Mr. White asked what renewable energy resources RMLD currently uses and what the state mandates are.
- Mr. Small explained that RMLD's renewable and non-carbon portfolio includes hydro, wind, solar, and nuclear.
- Nuclear is the largest portion of the portfolio and is considered non-carbon, qualifying toward state requirements.

New General Manager

- Chair Soni congratulated Mr. Small on his new role as General Manager.
- Expressed appreciation on behalf of the CAB for Mr. Small's eight years of service, noting his strong contributions to the CAB.

Reading Town Charter Update

- Mr. Porter reported no new updates regarding the town charter.
- The committee is on a 10-year hiatus unless new issues arise.

Reading School Projects

- Mr. Porter provided a brief update on Reading school projects, stating both are in the engineering and design phase. Plans are still being drawn, and once approved, construction will begin.

MARKETING UPDATE

Presenter: M. Jolly, Marketing Manager

Materials: Marketing Update Presentation (attachment 1)

- Ms. Jolly provided a high-level overview of the past year's activities and upcoming plans.
- Many initiatives will continue from the previous year, with an emphasis on maintaining momentum and ongoing community engagement

2025 Summary

2025 was an exciting year full of **growth and engagement across channels, a new brand, and increased community connections**. The marketing team grew with the addition of a marketing communications coordinator, enabling us to focus on growing current programs and exploring new ways to support and connect with customers. Previous programs and events were revived, new programs were introduced, and the long-awaited logo and web projects were completed.

The customer survey results showed a **strong trust in the utility and satisfaction with service (98%)**. It also showed **opportunity for increased education and outreach on energy efficiency** and a marked preference for email and website communications along with traditional mail.

Key accomplishments for 2025 included:

Customer Survey * Logo Launch * Website Launch * Improved Email Open Rates * EV Show * New Community Programs Expansion * Internal Processes + SOP updates * EE Program Promotion * New customer resources in webinars and workshops * Increased presence in the community and industry

- Reported that the past year was productive, with the marketing function expanding from a team of one to now including a new marketing coordinator.
- Highlighted major accomplishments:
 - Brand extension completed, including finalizing the logo and website projects.
 - Steady engagement growth across social media channels.
 - Increased in person community engagement, with positive feedback from events, person community engagement, with positive feedback from events.



- Built partnerships with local organizations, including Reading Co-op.
- Shared that customer survey results showed 98% positive trust and satisfaction, providing valuable insights for future programs and resources.
- Emphasized ongoing focus on community engagement, including hosting events, webinars, and resources for diverse customer segments.
- Chair Soni asked whether community engagement efforts extend beyond Reading to other towns.
- Ms. Jolly confirmed engagement across all four communities and provided examples:
 - Reading: Safety program with Reading Fire Department; events and community presence.
 - Wilmington: Cub Scout workshop; EV Show collaboration
 - North Reading: Sustainability Committee engagement; participation in Riverfest; outreach to EMS.
 - Lynnfield: Planning an educational workshop with the Lynnfield Senior Center as a pilot.
- Noted that many initiatives serve as pilots to be expanded organically across all RMLD communities.

Marketing Snapshot

2025 COMPLETE	IN PROGRESS/ONGOING	'26 + BEYOND
• Logo Project • Brand extension to Website and Digital Properties • Heat Pump Loan Promotion • River Park Ribbon Cutting • Community Organization Outreach: Local and Regional • Team Growth – New Position • Yearly Internal Events Calendar • Portal Launch • Segmentation + Satisfaction Surveys	• Continued Website Updates and Analytics Review • Full Brand Rollout • Youth + Community Programs Expansion • Community Organization Outreach: Local and Regional • AMI Rollout • EE Program Promotion • Customer Testimonials	• Program Promotion • Education: Webinars and Workshops • Social Growth and Platform Reviews • Continued SOP Review/Updates • Customer Resources Development • Focus on New Customers • Explore Mail Communications • Event Evolution

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- Presented an overview of major 2025 accomplishments for the marketing and communications team:
 - Successfully promoted the Reading Co-op loan program.
 - Expanded outreach to community organizations across multiple towns.
 - Conducted internal improvements, including launching a customer portal with the IRD team.
- Reported progress on ongoing initiatives:
 - Final stages of broader brand rollout, including signage and vehicle updates planned for next year.
 - Ongoing promotion of energy programs (Connected Homes, Shred the Peak, rebates, etc.).
- Outlined future focus areas:
 - Internal process improvements to operate efficiently with a small team.
 - Enhance customer resources, focusing on new customers (realtor partnerships or welcome materials).
 - Explore more segmented communications, including mail, based on survey feedback.
 - Maintain a strong presence at community events, which residents value.



- Chair Soni asked several questions and provided feedback:
 - Noted that some website links were outdated or misdirected.
 - Observed that the rate information on the website does not clearly map to customer bills, making it challenging to understand or compare plans.
 - Recommended creating a clear table or simplified resource explaining bill line items and rate plan options.
 - Encouraged reviewing the website from a customer perspective to ensure ease of navigation.
- Ms. Jolly agreed with the feedback and noted that:
 - The team worked to simplify bill explanations during the website transition.
 - Some rate information is legally required, limiting the format.
 - Website cleanup is ongoing and will incorporate Chair Soni's suggestions for improvement.
- Ms. Wu mentioned that a bill explainer document had previously been developed and presented.
- Mr. Porter praised the marketing team's recent commercial and industrial workshop in partnership with the Reading–North Reading Chamber of Commerce.
- Highlighted the value of reaching busy commercial customers through channels they already use.
- Expressed appreciation for the workshop's collaboration with external vendors and the potential benefits for customer efficiency and demand reduction.
- Ms. Jolly confirmed strong partnerships with the Reading–North Reading and the Wilmington–Tewksbury Chamber of Commerce.
- Added that RMLD is now included in the Reading Town Manager's monthly updates and is working to secure similar communication channels in all service towns.

EFFICIENCY AND ELECTRIFICATION UPDATE

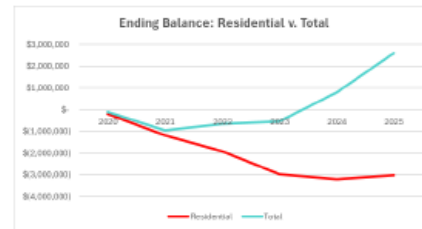
Presenter: M. Wu, Director of IRD

Materials: IRD Presentation (attachment 2)

- Ms. Wu provided an update on efficiency and electrification programs, noting that demand response updates will follow after confirmation of the annual capacity peak.

Electrification and Efficiency Update

- In 2025, RMLD launched an improved and expanded heat pump and weatherization program, added 3 new programs – load management device, new construction MUD, new construction commercial, and renovated 2 programs – commercial energy assessment, and commercial retrofits. We plan to add at least 2 new programs in 2026.
- With the contrast between active residential participation and less active commercial participation, we continue to have a positive ending balance in the EEC fund, within which the residential balance is negative.
- RMLD is hosting the Commercial and Industrial Customer Workshop on January 28, 2026, the first time since covid.



# of Rebates	2024	2025 tentative
HP and WX	148	128
Solar	26	19
EV Charger	101	116
Appliances	436	370
Commercial	4	5

Source: IRD Programs Team analysis and RMLD accounting report

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- The expanded heat pump and weatherization program launched last year is now RMLD's largest program.
- RMLD now offers ~20 total programs across residential and commercial sectors.
- Last year, RMLD added:
 - 1 new residential program and 2 new commercial programs.
 - Improvements to existing programs to better calculate energy savings and incentive levels.
- Mentioned plans to add at least two new programs in the upcoming year.

Residential vs. Commercial Participation

- Residential participation remains strong, consistently exceeding collected funds.
- Commercial and industrial participation remains very low due to:
 - Low electric rates making payback periods less compelling.
 - Energy costs being a small share of commercial budgets.
 - Long project timelines and operational disruptions.
- RMLD typically sees 4–5 commercial participants each year and aims to increase that number through outreach and educational workshops.

Program Funding and Balances

- RMLD collects ~\$3 million annually; spending varies by sector.
- Current balances show:
 - Total surplus (~\$2.5M).
 - Residential deficit (~\$3M).
- The EEC account sits at ~\$5 million, including funds transferred from the operating budget in 2021.

Future Considerations

- Program enhancements could include increased incentives in areas where federal incentives have lapsed.
- Commercial heat pump adoption may grow and is easier to implement for small C&I customers.
- Discussion is needed on whether to:
 - Adjust the EEC rate, increase program spending, or pursue a hybrid approach.



- Chair Soni asked for clarification on ending balances and spending.
- Chair Soni suggested implementing an annual evaluation of funding levels, emphasizing customer clarity.
- Vice Chair Coulter confirmed understanding of annual contributions (~\$3M/year).
- Vice Chair Coulter asked whether a positive ~\$2M annual surplus should prompt a lower charge or increased program offerings.
- Chair Daskalakis clarified that a decision on changing the rate will be made in February.
- Requested staff develop a formal set of recommendations, outlining:
 - Program expansion options
 - Potential rate adjustments (one-time or annual)
 - Budget implications
- Mr. Small suggested establishing a target balance for the EEC fund so adjustments can be made annually based on whether the fund is above or below target.
- Mr. Swanson asked for a list of all programs.
- Ms. Wu confirmed that all program information is available on the RMLD website.
- Mr. Talbot requested analysis on:
 - Which programs most effectively reduce peak demand
 - Which customers contribute most to peak usage
 - Recommended prioritizing outreach to the top peak demand customers, supported by usage data.
 - Suggested long-term rate design to influence commercial customer behavior.
- Ms. Wu noted that electrification programs increase load; peak mitigation is addressed separately in the demand response portfolio.
- RMLD maintains lists of top 100 commercial customers by kWh and peak demand but finds participation remains low despite outreach.
- Mr. Porter said that heat pumps and EVs increase demand. Solar adoption is a key mitigation strategy.
- Suggested adjusting incentives to make solar investment cost neutral over system life.
- Vice Chair Coulter expressed caution about creating incentives that allow developers to inflate prices, ultimately burdening ratepayers.
- Chair Daskalakis summarized that the BoC is looking for:
 - An evaluation of the solar program,
 - Assessment of potential enhancements,
 - Cost projections and impacts on the EEC fund.
- Mr. Kasle supports exploring solar grants for large users.
- Encouraged continued emphasis on heat pumps to reduce natural gas use, given rising gas prices.

Certificate Retirement Update



Sources: NEPOOL GIS and IRD analysis

- Starting in 2024, RMLD retires certificates associated with 55% of its electricity load, 6 years ahead of the state mandate.
- Certificate generation largely depends on weather due to resource intermittency. In 2025, certificates generated declined mainly due to lower hydro production.
- In addition, the regional certificate market is still tight in the near term with cancellations of renewable projects. RMLD is ending a few pricy hydro contracts in 2026 that will reduce certificate generation this year.
- RMLD's Renewable Choice Program is a great way for customers to help increase certificate retirement above 55%.

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- Ms. Wu noted that the BoC reviews the certificate retirement rate at the start of each year, but this timing is not ideal.
 - There is a six-month lag in certificate minting.
 - Because of this lag, decisions made early in the year are based on incomplete data, often made 12–15 months in advance, which increases uncertainty.

Factors Affecting Certificate Generation

- Ms. Wu outlined major variables influencing the number of certificates available for retirement:
 - Weather dependent production: Hydro, solar, and wind output all fluctuate with weather conditions.
 - Changes in resource contracts: Several hydro contracts are being dropped due to rising costs, affecting future certificate generation.

Factors Affecting Required Retirement Levels

- Ms. Wu noted that retirement percentages are tied to retail electricity sales.
- If customer demand increases, the absolute number of certificates required also increases—even if the percentage stays unchanged.
- Suggested BoC consider if sufficient certificates will be available to meet higher retirement percentages.

Financial Considerations

- For the next few years, increasing certificate retirement does not directly increase customer bills.
- Instead, increased retirement reduces revenue from certificate sales, representing an opportunity cost rather than a direct expense.
- Ms. Wu emphasized that the BoC should consider this when considering higher retirement levels.

2026 Certificate Outlook and Data Limitations

- Ms. Wu presented a preliminary analysis for 2026, noting it is highly uncertain because:
 - 2025 is not closed and certificate generation for 2026 cannot be confidently forecasted.
 - 2024 was a strong year due to unusually high hydro production.
 - Generation declined in 2025 and is expected to remain lower.



Recommendation on Retirement Percentage Changes

- Ms. Wu cautioned against increasing the retirement percentage for 2026 due to uncertainties in certificate availability and timing of data.
- Ms. Wu also suggested that January is not the optimal time for making annual retirement decisions given the certificate minting lag.

Renewable Choice Program

- Ms. Wu encouraged ongoing promotion of the Renewable Choice Program, which allows interested customers to voluntarily increase certificate retirements.
- This program has no impact on general ratepayers, as the additional retirement is funded by participating customers.

2026 Certificate Retirement Scenarios



Retirement Level		55%	60%	80%	100%
2026 Retail Load Estimate MWh	664,940	365,717	398,964	531,952	664,940
EFEC estimate		252,445	252,445	252,445	252,445
CES-E estimate		83,426	83,426	83,426	83,426
ME II estimate		29,847	63,094	66,797	66,797
MA II estimate				15,220	15,220
MA I estimate				56,459	56,459
Buy RECs				57,607	190,595
Total Additional Cost			\$ 166,235	\$ 4,329,050	\$ 7,653,750
Additional Cost in \$/kwh			\$ 0.00026	\$ 0.00664	\$ 0.01175
Monthly Bill Increase for 800 kwh Usage			\$ 0.2	\$ 5.3	\$ 9.4
Annual Bill Increase for 800 kwh Usage			\$ 2	\$ 64	\$ 113

Sources: NEPOOL GIS and IRD analysis

As a reference, in 2023, there were not enough certificates generated to retire 60% of the retail load. RMLD would have had to buy 25,585 certificates to meet 60%.

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- Ms. Wu discussed estimated customer cost impacts at different certificate retirement percentages.
- Mr. Swanson asked whether certificate prices rise when renewable production declines.
- Ms. Wu responded that prices are under pressure due to factors such as the expiration of federal incentives and some renewable projects pulling out.
 - Regional policy shifts reduce demand.
 - Availability is tightening overall.
 - There is an “invisible cap” on prices based on the Alternative Compliance Payment (~\$40 for Mass/CT Class I), which limits upward price movement.

Renewable Choice Program

- Mr. Swanson asked whether participating customers pay the full cost of certificate retirement. Ms. Wu confirmed they do.
- Chair Soni asked why the Renewable Choice Program cost differs from the cost table shown earlier.
- Ms. Wu clarified that the program uses only Mass Class I certificates, priced at ~\$40/MWh, while the table averaged costs across all certificate categories.
- Program pricing is kept stable and does not fluctuate with market conditions.



Risk of Not Having Enough Certificates

- Vice Chair Coulter highlighted increased risk due to weather uncertainty and legislative shifts.
- Vice Chair Coulter expressed support for maintaining the current retirement percentage rather than increasing it.
- Chair Daskalakis raised a procedural question if the BoC sets a retirement percentage and RMLD does not have enough certificates, would RMLD return to the BoC before purchasing additional certificates?
- Ms. Wu responded under current policy 30, the BoC sets a requirement and staff must comply.
- Policy 30 does not explicitly require revisiting the decision when certificate supply is insufficient.
- Vice Chair Coulter noted that purchasing 25k certificates at \$40/MWh would add \$2M, underscoring the financial risk.
- Chair Daskalakis emphasized that the BoC should have an opportunity to reconsider if certificate availability falls short, rather than obligating RMLD to purchase large quantities without review.

Evaluating Actual Costs vs. Prior Assumptions

- Chair Daskalakis requested an analysis comparing:
 - The estimated customer impact when the BoC originally moved to 55%, and the actual cost impact after one full year.
 - The initial estimate was ~\$0.69 per month (~\$8 per year).
- Chair Daskalakis asked:
 - How close was reality to the estimate?
 - When can this evaluation be done?
- Ms. Wu confirmed that staff will present this analysis at the February board meeting.
- Mr. Small and Mr. Swanson agreed this analysis would help determine variability between estimates and actuals, which could inform future decisions.

Long-Term Considerations

- Ms. Wu highlighted the following considerations:
 - Retirement percentages must be sustainable for 15–20 years, not just a single year.
 - Staff can model one year at a time but cannot guarantee long-term certificate availability.
- Ms. Wu asked what cost threshold the BoC considers acceptable.
- Chair Daskalakis responded that the BoC is not ready to vote on a threshold.

Additional Policy Considerations

- Mr. Kastle acknowledged the difficulty of measuring renewables due to variability in intermittent generation.
- Chair Daskalakis agreed that this reinforces the need to review Policy 30 to ensure it addresses risk and assumptions appropriately.
- Mr. Porter added that timing of weather volatility matters.

UNION NEGOTIATIONS – IBEW SUPPLEMENTAL MOA

Presenter: J. Small, GM

Materials: IBEW MOA (attachment 4)

- Mr. Small explained that IBEW was the first union to settle its agreement, completing a three-year contract.
 - Aligned IBEW with the other union contracts by using a 1-year + 3-year structure.
 - Cleaned up sick time buyback language by removing the doctor's-note requirement and allowing buyback if fewer than 40 sick hours are used in a year.



- Updated FMLA language so employees must use their sick, vacation, and personal time while on FMLA.
- IBEW ratified the MOA with Mr. Heanue's signature.
- Chair Soni asked whether the contract terms, including raises, are essentially the same across all unions.
- Mr. Small confirmed they are, noting that while one union structured its increases differently internally, the overall percentage is the same.
- Mr. Porter expressed appreciation for the unions' collaboration throughout negotiations, and noted that the final settlement provides fair compensation and contract improvements.

BoC motion: Mr. Porter made a motion, seconded by Mr. Talbot that the RMLD Board of Commissioners vote to approve the executed Supplemental Memorandum of Agreement between IBEW Local 103 and Reading Municipal Light Department. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

PROCUREMENT REQUESTS FOR APPROVAL

Presenter: J. Small, GM

Materials: Bid Letters (attachment 5)

IFB 2025-31 - Hourly Rates for Professional Manpower, Vehicles, Trade Tools, and Equipment for Underground Electrical Distribution Construction and Maintenance

- Mr. Small explained that RMLD issued a bid for hourly-rate underground contract work.
 - 16 vendors were invited; 3 submitted bids.
 - Power Line is the lowest responsive bidder.
 - The contract is as needed, intended to secure rates for situations where:
 - RMLD lacks the necessary equipment,
 - Additional labor is required, or
 - Emergency or project work arises.
 - Contract duration: 3 years.
- Vice Chair Coulter asked whether the rates include equipment.
- Mr. Small clarified the listed rates primarily cover labor. Other equipment rates exist in the bid documents but were not part of the lowest-bid calculation. Additional equipment would be billed per bid terms as needed.
- Mr. Swanson asked about anticipated hours or project types.
- Mr. Small said typical work includes cable installation, replacements, splicing, and maintenance.
 - No specific projects are yet scheduled.
 - The Wilmington Substation project may require outside support, timing to be determined.
- Mr. Talbot asked where the bid was posted and questioned posting to outdated newspapers.
- Mr. Small explained bids are posted on COMMBUYS, Massachusetts' official procurement site.
- The newspaper posting requirement stems from state bidding laws, not internal RMLD policy.

BoC Motion: Mr. Porter made a motion, seconded by Vice Chair Coulter that IFB 2025-31 – Hourly Rates for Professional Manpower, Vehicles, Trade Tools, and Equipment for Underground Electrical Distribution Construction and Maintenance be awarded to Power Line Contractors, Inc., pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager. The



contract is for a three-year term. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

2026 OPERATING CADENCE

Materials: Agenda Topic Cadence (attachment 6)

- Chair Daskalakis noted that the purpose is to ensure visibility into the typical annual cycle of agenda items.
- Both Boards agreed to the proposed cycle of agenda topics.

TOPICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Strategic Plan									vote			
BoC												
Meeting Minutes Approval									vote monthly			
Executive Session Review			vote			vote			vote			vote
Reorganization (BoC)			vote	vote								
Reorganization (CAB)									vote			
OPEB												
Policies			vote			vote			vote			vote
Finance & Accounting												
Annual Report						vote						
AP Payroll Questions												
Audit					vote							
Budget Approval										Review	vote	
Budget increase Approval												
A&F Update												
IRD & Power Supply												
Certificate Retirement Rate	Review	vote										
Certificate Update												
Customer Programs												
Rates												
Power Supply Contract approval												
In Territory Assets												
IT Update (Executive)												
HR Update												
Operations Update (projects)												
Engineering Update (projects)												
Marketing Update												
GM												
GM Updates												
GM annual goals		Review	vote								Review	vote
GM Performance Review												
GM Contract Negotiation												
CBAs- Union Negotiations												
Special Topics												
Insurance Review												
Ash Street Campus												
Land Acquisition Approval												
Legislative update												
Significant Expansion/Retirement												
Procurements												
Scrap & Surplus Report												

Major Recurring Agenda Items

- Certain high impact items will follow a two meeting structure:
 - Meeting 1: Review and discussion
 - Meeting 2: Follow up and vote-up and vote
- Chair Daskalakis noted that the timing of certificate retirement decisions may shift in the future based on Ms. Wu's feedback about data availability.

Commitment to Schedule

- The BoC will stick to the cadence as closely as possible, while adding new items as needed.

Meeting Efficiency Improvements

- Chair Daskalakis outlined efforts to improve meeting effectiveness:



- Introduce time limits to help ensure the full agenda is covered.
- Front-load staff presentations so employees do not need to sit through unrelated discussions.
- BoC packets will continue to be distributed a few days in advance.
- Chair Daskalakis requested that BoC members pre-read materials, allowing staff to focus on key issues during presentations rather than walking through every slide.

APPROVAL OF MEETING MINUTES

Materials: Meeting Materials (attachment 7)

Citizens' Advisory Board Minutes

- The meeting minutes were approved as presented.
- **CAB Motion:** Vice Chair Woods made a motion, seconded by Mr. Ragusa, that the RMLD Citizens' Advisory Board approve the following 2025 open session meeting minutes, as presented, on the recommendation of the General Manager and the Board Secretary: December 17th. **Motion Carried: 4:0:1** (4 in favor; 1 absent) *Roll Call: Chair Soni, aye; Vice Chair Woods, aye; Mr. Ragusa, aye; Mr. Kasle, aye. Mr. Protopapas was absent from this meeting.*

Board of Commissioners Minutes

- The meeting minutes were approved as presented.
- **BoC Motion:** Vice Chair Coulter made a motion, seconded by Mr. Porter that the RMLD Board of Commissioners approve the following 2025 open session meeting minutes, as presented, on the recommendation of the General Manager and the Board Secretary: December 17th **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

ESTABLISHMENT AND APPOINTMENT OF COMMITTEES

GM Goals & Review Committee

- Chair Daskalakis raised the idea of forming a subcommittee (2 CAB members + 2 BoC members) to work with Mr. Small on developing 2026 GM Goals.
- Mr. Talbot supported forming a committee, noting it would help streamline work.
- Interest from BoC was limited due to tight timing over the next 3 weeks.
- Vice Chair Woods and Mr. Ragusa expressed willingness to serve.
- Several members noted the value of a subcommittee but felt the timeline was too compressed this cycle.
- The BoC agreed not to use the committee for this year's goal-setting process.
- Mr. Small will bring proposed 2026 goals to the Board in February.
- The BoC will review and vote in March.
- The BoC agreed to establish a GM Goals & Review Committee now, but delay naming Commissioners until October, timed with the annual goal review cycle.
- The CAB proceeded with appointing their members.
- **BoC Motion:** Mr. Swanson made a motion, seconded by Mr. Talbot that the RMLD Board of Commissioner's establish the RMLD GM Goals and Review Committee and appoint two Board of Commissioners and two Citizens' Advisory Board members. **Motion Carried: 5:0:0** (5 in favor) *Roll*



Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.

- **CAB Motion:** Vice Chair Woods made a motion, seconded by Mr. Ragusa that the Citizens' Advisory Board appoint Tim Woods and Charles Ragusa to serve on the GM Goals & Review Committee. **Motion Carried: 4:0** (4 in favor) *Roll Call: Chair Soni, aye; Vice Chair Woods, aye; Mr. Ragusa, aye; Mr. Kastle, aye. Mr. Protopapas was absent from the meeting.*

Policy Review Committee

- Chair Daskalakis noted that the operating cadence includes quarterly policy reviews, prompting creation of a dedicated subcommittee.
- The committee's role is to:
 - Identify key changes or issues in policies,
 - Provide recommendations to the BoC,
 - Leave actual redlining to the GM and staff.
- Ms. Oliver confirmed she maintains a spreadsheet showing:
 - Each policy
 - Last revision date
 - Policies dissolved and moved into procedures.
- Mr. Talbot and Vice Chair Coulter expressed interest in joining committee.
- Mr. Porter was willing and could rotate participation depending on workload.
- Discussion clarified that:
 - Only two Commissioners can serve at a time (to avoid quorum issues).
 - Alternates can be named.
- **BoC Motion:** Mr. Swanson made a motion, seconded by Mr. Talbot that the RMLD Board of Commissioners establish the RMLD Policy Review Committee and appoint two Board of Commissioners and two Citizens' Advisory Board members. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*
- **BoC Motion:** Mr. Swanson made a motion, seconded by Vice Chair Coulter that the RMLD Board of Commissioners appoint David Talbot and Raymond Porter, to serve on the RMLD Policy Review Committee, with Robert Coulter as alternate. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*
- **CAB Motion:** Vice Chair Woods made a motion, seconded by Mr. Ragusa that the Citizens' Advisory Board appoint Vivek Soni and Robert Kastle to serve on the RMLD Policy Review Committee. **Motion Carried: 4:0** (4 in favor) *Roll Call: Chair Soni, aye; Vice Chair Woods, aye; Mr. Ragusa, aye; Mr. Kastle, aye. Mr. Protopapas was absent from the meeting.*

ENE BOARD OF DIRECTORS APPOINTMENT

- Mr. Small was appointed as a Class B Director of ENE Board.
- **BoC Motion:** Mr. Talbot made a motion, seconded by Mr. Porter that pursuant to Section 3.2 of the Operating Agreement of the Energy New England, LLC, the Reading Municipal Light Department Board of Commissioners hereby appoint Jason Small as a Class B Director of the Energy New England, LLC Board of Director's for a term of three-years. **Motion Carried: 5:0:0** (5 in favor) *Roll Call:*



Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.

TRAINING & TRAVEL APPROVAL

Materials: Meeting Materials (attachment 8)

MMA / MLCA Connect 351

- Chair Daskalakis noted the upcoming MMA/ MLCA Connect Conference, occurring this weekend, with several individuals planning to attend.

BoC Motion: Vice Chair Coulter made a motion, seconded by Mr. Swanson that the RMLD Board of Commissioners approve for Raymond Porter and David Talbot to attend the MMA / MLCA Connect 351, to take place January 23 – 25, 2026, at the Menino Convention & Exhibition Center, Boston, MA. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

APPA E&O Conference

- Mr. Small reminded the BoC that he serves on the APPA RP3 (Reliable Public Power Provider) Application Panel.
- The APPA holds an annual in-person panel meeting at the start of its national conference.
- As a panel member, Mr. Small is required to attend.

BoC Motion: Mr. Porter made a motion, seconded by Mr. Swanson that the RMLD Board of Commissioners approve Jason Small's travel to, and attendance at, the 2026 American Public Power Association (APPA) E&O Conference to take place on March 29 – April 1st 2026, at the Von Braun Center, in Huntsville, Alabama. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

GM UPDATE

Presenter: J. Small, GM

- Mr. Small formally recognized Mr. Heanue for his contributions during his tenure and for facilitating a smooth leadership transition, highlighting that:
 - Mr. Heanue provided extensive background information,
 - Included Mr. Small in decisions that would carry into his tenure,
 - Dedicated significant time to ensure a successful handoff.
- Mr. Small has focused primarily on meeting staff and understanding operations.
- Activities included:
 - Senior management team meeting during the first week.
 - An all hands meeting in the cafeteria to introduce himself and speak with all employees.
 - Individual and small group meetings with supervisors and staff to understand current projects, challenges, and workflows.
- Mr. Small stated he is “getting his feet on the ground” and will continue to familiarize himself with the organization.

AMI Project

- Following Mr. Heanue's December update, AMI progress continues:
 - 40 meters were installed last week as part of a test deployment.
 - A few remaining issues need to be resolved related to integration with the billing system.



- The team continues to meet multiple times per week and believes the solution is very close to completion.

Cost of Service Study (COSS)

- Mr. Small has begun discussions with senior management regarding the upcoming COSS.
- Noted that within the next month, RMLD will reach out to several vendors for proposals.
- The study is expected to take 2–3 months once a vendor is selected.
- The goal is to have a draft report within 3–5 months.
- Timeline alignment:
 - The draft should be ready before internal budgeting begins in July.
 - This will allow the BoC to consider study recommendations before developing the FY27 budget.

SCHEDULE

The next meeting is scheduled for Tuesday February 17th at 6:00pm.

ADJOURNMENT

Citizens' Advisory Board

- The CAB regular session meeting adjourned at 7:53 PM.
- **CAB Motion:** Vice Chair Woods made a motion, seconded by Mr. Ragusa, that the RMLD Citizens' Advisory Board adjourn regular session. **Motion Carried: 4:0** (4 in favor) *Roll Call: Chair Soni, aye; Vice Chair Woods, aye; Mr. Ragusa, aye; Mr. Kastle, aye. Mr. Protopapas was absent from the meeting,*

Board of Commissioners

- The BoC regular session meeting adjourned at 7:53 PM.
- **BoC Motion:** Mr. Swanson made a motion, seconded by Mr. Talbot, that the RMLD Board of Commissioners adjourn regular session. **Motion Carried: 5:0:0** (5 in favor) *Roll Call: Chair Daskalakis, aye; Vice Chair Coulter, aye; Commissioner Talbot, aye; Commissioner Porter, aye; Commissioner Swanson, aye.*

As approved _____

A true copy of the RMLD Citizens' Advisory Board minutes

As approved by a majority the Board.

Vivek Soni, Chair

RMLD Citizens' Advisory Board

A true copy of the RMLD Board of Commissioners minutes

As approved by a majority the Commission.

David Talbot, Secretary Pro Tem

RMLD Board of Commissioners

ATTACHMENT 6
TRAINING & TRAVEL REPORT
MMA CONNECT 351

Ranking of MLCA Topics Identified during MMA Workshop

Rank	Topic	Votes	Month/Year
1	MLP Commissioners 101 Chapter 164	8	February, 2026
	MLP Board Book Rules of the Game	2	
2	MLP Policies and Contracts Best Practices	7	
	General Managers Contacts Terms and Conditions		
3	Regional Energy Generation New England	5	
	Future of Gas Availability of Supply	2	
4	Legislative Updates State / Federal	4	
	Political Action on Energy Topics	2	
5	Financing MMWEC	4	
	Renewable Energy Sources Regionally / In Network		
	In Territory Power Generation		
6	Budgets – Input / Oversight	3	
	Work Force Issues	3	
7	Energy Affordability	1	
	Time of Use Rates	1	
	Income Adjusted Rates Senior / Low Income		
8	Governance Structure Select Board vs Light Board	2	
	Municipalizing Other Communities	3	
9	Energy Efficiency Rebates Incentives	1	

	EV & Heat Pumps 200 amp Service and Power Management Tools	2	
10	Data Centers	2	
11	District Heating Loops	1	

We decided that Feb 26 is too short a timeline to launch the organization of a meeting: we are going to skip that date.

The next meetings would then be:

March 26

April 30

May 28

June 25

We are going to try and organize meetings on the following subjects:

- MMWEC financing, how can they finance an MLP project
- Legislative update on H4744 or its descendant, which should come out of Ways and Means next week
- Portable solar
- Commissioner 101

ATTACHMENT 7
2026 GM GOALS

GM Goals - 2026

Customer Communication & Trust

1. Investigate improved functionality of customer portal to increase customer participation in the portal (Q3)
2. Conduct a comprehensive review and refinement of RMLD's CY27 Capital and Operating Budget process and implement improvements (Q3)
3. Review customer programs and make enhancements (Q2)
4. Enhance website to improve technical communications to customers (Q2)

Employee Engagement & Organizational Integrity

1. Increase management team training and engagement in associations (skills, leadership, teamwork, networking, etc.) (Q4) **Need to add measurement to goal**
2. Perform an independent 3rd party employee engagement survey (Q3)
3. Review Employee review process and communication and implement improvements (Q3)
4. Assess and determine the Organization's immediate needs and resources and incorporate into CY2027 Budget requirements (Q3)

Governance & Board Oversight

1. Review and update policies and procedures (ongoing)
2. Refine and Implement Strategic Plan (Q4)
3. Create and implement Town governance engagement plan (Q2)

Reliable power

1. Meet or exceed the following reliability metrics
 - a. SAIDI: ≤ 55 minutes; Stretch: ≤ 50 minutes
 - b. SAIFI: ≤ 0.50 ; Stretch: ≤ 0.45
 - c. CAIDI: ≤ 100 minutes; Stretch: ≤ 90 minutes
2. Apply for APPA's RP3 Award (Q3)
3. Complete Station 6 substation construction within substation fence. Begin construction on Transmission and Distribution connections to system (Q4)
4. Complete the AMI meter communication infrastructure and replace 40% of meters (Q4)

Low cost

1. Complete Cost of Service Study (Q3)
2. Initiate review of rate classes, distribution rate design, and potential for opt-out Time-Of-Use to implement in 2027 (Q4)
3. Develop and award RFP for ERP Project (Q4)

Increasingly low carbon

1. Complete agreement for Station 3 Battery (Q4)
2. Increase engagement in Renewable Choice and Peak Demand Response programs (Q4) **Need to add measurement to goal**
3. Apply for APPA's Smart Energy Provider designation (Q2)

DRAFT

MATERIALS AVAILABLE
BUT NOT DISCUSSED

ACCOUNTS PAYABLE / PAYROLL

Erica Oliver

From: Erica Oliver
Sent: Tuesday, February 10, 2026 12:18 PM
To: Erica Oliver
Subject: AP and Payroll Questions for the 2026-02-17 Board Book

AP

January 12 through February 9, there were no commissioner questions.

Payroll

January 9 through February 6, there were no commissioner questions.

Erica Oliver (Morse)
Executive Assistant
Reading Municipal Light Department
O: 781-942-6489
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RMLD



Reading Municipal Light Department
RELIABLE POWER

SURPLUS AND SCRAP MATERIAL

Surplus Update - January 2026

From Maureen Sullivan <msullivan@rmlld.com>

Date Wed 2/11/2026 12:25 PM

To Erica Oliver <eoliver@rmlld.com>

Cc Barbara Mulvey <bmulvey@rmlld.com>

Good morning Erica,

I am sending this email to inform you that there were NO Surplus Items of Substantial Value that were disposed of in January 2026.

Thank you!

Maureen

Maureen Sullivan
Materials Manager
Reading Municipal Light Department (RMLD)
230 Ash Street
Reading, MA 01867

Tel. No. 781-942-6441

Email: msullivan@rmlld.com