

# Reading Municipal Light Department

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## 03/20/2009 Policy Committee Agenda

Reading Municipal Light Department (RMLD) Board of Commissioners

Policy Committee Agenda

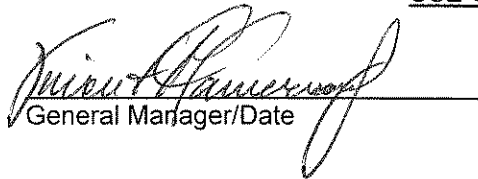
March 20, 2009

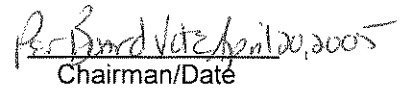
8:30 a.m.

General Manager's Conference Room

1. Policy 13 Revision 3, Use of RMLD Conference Rooms.
  - General Overview
  - Staff Remarks
  - Public Comment
  - Committee Discussion
  - Recommendation to the RMLB

USE OF RMLD CONFERENCE ROOMS

  
General Manager/Date

  
Chairman/Date

## 1. PURPOSE

- A. To establish administrative processes for "after-hours" use of Reading Municipal Light Department (RMLD) meeting rooms by individuals or groups not affiliated with the RMLD.

## 2. DEFINITIONS

## A. Eligible Groups:

1. Any Group, Association, Board, Task Force, Committee, Subcommittee, etc., formally established by Town officials of Reading, North Reading, Lynnfield or Wilmington.
2. Any Political Subdivision, Association, Board, Task Force, Committee, etc. subject to the Massachusetts Open Meeting Law.
3. Any non-profit organization substantially representative of the four towns served by the RMLD.
4. Any Group, Association, Board, Task Force, Committee, Subcommittee, etc., formally established by the RMLD Board of Commissioners.

## B. Ineligible Groups:

1. Any group with a political affiliation (i.e., Democratic, Republican, etc.)

## 3. RESPONSIBILITIES

- A. The General Manager has sole discretion of the use of RMLD Conference Rooms.

## 4. POLICY ELEMENTS

## A. Eligible Groups:

1. RMLD Cafeteria can be used on a first come, first served basis provided:

- a. At least ten (10) business days prior notice is provided to the RMLD. Written notice is preferred stating date and time. Verbal notice to the General Manager or Operational Assistant-Facilities is sufficient. Lesser notice is at the discretion of the General Manager or designee.
- b. Room must be left in its original condition prior to concluding the meeting and to comply with all building security provisions.
- c. RMLD Cafeteria is available 5:00 p.m. – 10:00 p.m. Monday through Friday and on weekends from 8:00 a.m. to 5:00 p.m.