

**Reading Municipal Light Board of Commissioners**

**Regular Session**  
230 Ash Street  
Reading, MA 01867  
December 3, 2003

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**Start Time of Regular Session:** 7:43 p.m.  
**End Time of Regular Session:** 9:10 p.m.

**Attendees:**

**Commissioners:** Hughes, Pacino, Soli, Herlihy and Ensminger

**RMLD Staff:** Messrs. Cameron, Blomley and Fournier

**CAB:** Mr. Carakatsane

**Chairman Pacino called the meeting to order at 7:43 p.m.**

This meeting of the Reading Municipal Light Department (RMLD) Board of Commissioners December 3, 2003 is being broadcast live at the RMLD's office at 230 Ash Street, Reading, MA. Live broadcasts are available only in Reading due to technology constraints.

This meeting is being video taped for distribution to the community television stations in North Reading, Wilmington and Lynnfield.

**Minutes**

**October 16, 2003**

Mr. Ensminger made a motion seconded by Mr. Hughes to approve the Regular Session meeting minutes with the correction presented by Mr. Soli.

**Motion carried 4:0:1. Mr. Herlihy abstained, as he was not present at this meeting.**

**Report of the Chairman of the Board**

**Update on General Manager's Agreement**

Mr. Pacino stated that the General Manager's Agreement Subcommittee met last evening there are some items they are working on and hope to have the Agreement at the next meeting. There will be no action or motion taken at this meeting.

**Citizens' Advisory Board Recommendation Target Level Rate Stabilization Fund**

**The Citizens' Advisory Board (CAB) at its meeting held on Wednesday, November 12, 2003, approved the following motion unanimously, 5:0:0. MOVE that the CAB recommend to the RMLD Board of Commissioners to take action to set a target level in the Rate Stabilization Fund of \$6.5 M.**

Mr. Pacino stated he received this letter from Mr. Lessard relative to the target level for the Rate Stabilization Fund (RSF) where this amount was moved and approved by the CAB. Mr. Pacino suggested perhaps having a presentation on this next week.

Mr. Cameron pointed out that he and Mr. Soli had made presentations relative to the proper level for the RSF. In his presentation, Mr. Cameron commented he had the target level at \$8.5 million without fuel but Mr. Soli through statistical models came up with \$6.5 million. Mr. Cameron added he could spare the Board a presentation and work with the \$6.5 million amount but may have to run the Department differently.

Mr. Pacino wanted Mr. Cameron to define "differently".

Mr. Cameron replied the RSF safety net would be diminished, the Cash Reserves what they represent, a list of specific items such as storms, PSA's, nuclear plant entitlements and the economy could significantly impact this level. Mr. Cameron also noted the school rate formula has been included in the current levelized rates. Mr. Cameron went back to the list of "horribles", which Mr. Soli presented to the Board, as well as how many nines do you want. Mr. Cameron's concern is if there is a economic downturn as there was in 1991, the RSF was at \$7 million if this continues for a couple of years it will force a rate increase.

## **Report of the Chairman of the Board**

### **Citizens' Advisory Board Recommendation Target Level Rate Stabilization Fund**

Mr. Cameron is concerned; as he wants Board buy in. Mr. Cameron also emphasized that rates need to be at production costs. Mr. Cameron addressed the fact if there is no rate increase to offset outside mitigating factors which are not covered by the RSF, how can he cut to bare bones? What would happen if there were an economic downturn, which lasted for a substantial amount of time?

Mr. Soli added in the General Manager's Agreement they have been negotiating the Board should set the target. Mr. Soli would like to get closure on this.

Mr. Cameron suggested this is in the draft Agreement but should be added to the motion.

Mr. Pacino is concerned that the Department is on record not to have a rate increase until 2009.

Mr. Cameron would like the target range to be between \$6.5-\$7.0 million.

Mr. Soli reiterated in the General Manager's Agreement in Exhibit B, Performance, Item 14 each year the RMLB will set a target level on the RSF and if it is missed by more than half a million it is up to the employee (the General Manager) to get back on target. There is wiggle room for the RSF. Mr. Soli wants the Board to set a level as this offers credence on how credible the negotiations have been.

Mr. Cameron added to have the motion as \$6.5 million is the target level for the RSF with plus or minus half a million.

Mr. Carakatsane noted that, in the motion the CAB made, that the intention was to set a guideline/target number with some reasonable leeway on either side. Mr. Carakatsane stated his belief that the CAB would agree to half a million dollars either side of the target amount. This would be appropriate to add to the motion. Mr. Carakatsane also mentioned there were other issues that came up relative to this in discussion where the CAB was in agreement with the General Manager. The operations of the RMLD were going to be run in a tighter format in keeping with the new approach over the last two and a half years by Mr. Cameron. It is completely within the realm. Mr. Carakatsane believes that the target level for the RSF ought to be reviewed annually. It ties into the review of annual budgets, rates and so forth. Just because the RSF target is \$6.5 million plus or minus half a million now, does not necessary mean that a year from now we would not be looking at a different figure. World events may affect this target: back in the spring we saw fuel prices rise but they have since stabilized. This is another example of why this should be addressed on a year-to-year basis.

Discussion ensued on setting the target RSF level for the General Manager to achieve.

Mr. Cameron sought clarification on the exact RSF level when he should notify the Board of missing the target level and when does the Commission want action? Mr. Cameron added half a million each way gives you a landing area and says this is what you should do.

Mr. Pacino replied the language will be taken out of the General Manager's Agreement. "If the target is missed by more than a half million dollars the General Manager will propose to the RMLB how the RMLD can get back on target."

Mr. Herlihy added it would be remiss if the Board did not thank the CAB for their input on this issue including Mr. Carakatsane, Mr. Van Magness, and others. Mr. Herlihy noted they did a lot of good work looking at this issue, as did the Board. Mr. Herlihy does think that if the Rate Stabilization Fund goes down to the \$3 million mark or lower and it could be brought back without a rate increase with the current reforms and the operational improvements the new General Manager has implemented.

Mr. Ensminger made a motion seconded by Mr. Soli that the RMLB set the amount of \$6.5 million dollars for the Rate Stabilization Fund target level, with this level to be achieved by 30 June 2004. If this is missed by more than a half million dollars, the General Manager shall propose to the RMLB how the RMLD can get back on target.

**Motion carried 5:0:0.**

### **Selectmen Liaison, Citizens' Advisory Board and Customer Comments**

Mr. Pacino polled those in attendance to see if there were any Selectmen Liaison, Citizens' Advisory Board and Customer Comments.

Mr. Carakatsane noted the last time the CAB met the discussion was relative to the Rate Stabilization Fund to see if there would be any in refund in the first quarter 2004 based on the balance. The other issue they will be entertaining is some possible information for reformatting of the monthly Financials. Mr. Carakatsane did notice this time there was some changes to the Monthly Financials.

Mr. Pacino added he is aware that CAB member Fred Van Magness' wife is ill and wants to wish her a speedy recovery.

### **General Manager Agreement**

Mr. Pacino added there is no General Manager Agreement.

### **2004 Operating Budget Draft One**

Mr. Hughes pointed out that at 6:30 this evening the Operating and Capital Budget Subcommittee met in the Cafeteria. There were other Commissioners in attendance as well as CAB member, Mr. Carakatsane. Mr. Hughes added he also wanted to thank Messrs. Blomley and Fournier for their input.

Mr. Hughes made a motion seconded by Mr. Ensminger that the Reading Municipal Light Department Board of Commissioners approve year 2004 Operating Budget Draft One with the three changes which were recommended by the CAB.

**Motion carried by a show of hands 5:0:0.**

### **Presentation**

#### **CIBFMS Update (Jim Blomley)**

Mr. Cameron opened by saying that Mr. Blomley will be updating them on the status of the CIBFMS project. This will be presented in the same format as the last update.

Mr. Blomley noted that this presentation for the CIBMFS project update is for the period ending September 30, 2003. The Implementation Phase of the Project commenced on January 13, 2003. His previous presentation on July 13, 2003 was for the period ending June 30, 2003.

Mr. Blomley went over the CIBFMS project team and its makeup. Mr. Blomley reported that the 2003 project budget is \$1.5 million and that the project cost to date ending September 30, 2003, is \$540,000, which is thirty six percent of the 2003 budget. Mr. Blomley reported that the 2003 project estimate for labor hours was 8,688. Through September 30, 2003 7,695 hours, representing eighty nine percent of the budget hours, have been expended. The project is approximately thirty days behind schedule. The billing and parallel testing is more complex than anticipated. Mr. Blomley added the going live date is now February 1, 2004.

Mr. Ensminger inquired why the percentage of expended labor hours was so high relative to the percentage of expended dollars? Did the actual labor hours somehow get cheaper and is that what accounts for this?

Mr. Blomley replied the hourly rate he used in the estimate is much higher than the actual rates turned out to be. Mr. Blomley then pointed out that the software and equipment RMLD purchased are the new servers and new software packages, which are outlined in the presentation. Mr. Blomley updated the Commission on what software is currently operating. Mr. Blomley added all the software and equipment, which has been purchased and has been installed. Mr. Blomley addressed the project items the Department is currently working on. Mr. Blomley reiterated the go live date is February 1, 2004.

Mr. Soli commented the February 1, 2004 that is essentially a slip.

Mr. Blomley replied that the original date was January 1, 2004; it represents a thirty-day change.

Mr. Ensminger inquired if there are any downstream effects from the 30-day slip in the go live date that would impact financially on the operating side of the organization?

**Presentation**

**CIBFMS Update (Jim Blomley)**

Mr. Blomley replied no. He and Mr. Fournier work close together and there is no affect on the Department by moving the live date forward. Mr. Blomley went through the project schedule for October, November and December. Mr. Blomley pointed out in November the parallel testing started and will continue for three months. Mr. Blomley went over what aspects of the conversion would be covered for the first quarter of 2004.

Mr. Soli asked Mr. Blomley to explain the parallel testing part of this.

Mr. Blomley explained that the Department is running the existing billing system sequentially with the new billing system and doing the comparisons. The Department has set aside a three-month period to do this. Mr. Blomley is unsure how long it will take to do this.

Mr. Soli asked if the conversion has proven to be more complicated.

Mr. Blomley agreed.

Mr. Blomley then went over the budgeted versus actual expenditures through September 30.

Mr. Herlihy inquired is this project under budget?

Mr. Cameron replied most of this is capital money and anything not spent this year will be held over to the next year. Anything not spent on the expense side will go to the bottom line.

Mr. Hughes commented on the expense side. Mr. Hughes signs the warrants and has noticed large expenses for travel on this on the Cogsdale side, is this amount budgeted for the year?

Mr. Cameron replied that when this project bid was done they did not include travel. Mr. Cameron noted the reason travel was not included because it is on an "as needed basis". Mr. Cameron noted the Department wanted to control the travel. Mr. Cameron added for 2003 the Department budgeted \$45,000, which was budgeted out of the contingency of \$100,000. The Department is going to be a little bit over that by the end of December.

Mr. Hughes inquired over the \$45,000 or the \$100,000?

Mr. Cameron replied the \$45,000. Mr. Cameron added the Department is in the process of determining what the expense for travel is going to be for 2004. You need to find out where you are and see where you are going. Before the end of this month the Department will have a better gauge of where they are going as far as the parallel testing and how much travel is going to necessary to go live.

Mr. Pacino inquired if all the costs were capitalized?

Mr. Fournier mentioned that software is being expensed however there are certain items according to Nelson, Adam and Dickson that should be expensed and not part of the capitalization of the project.

Mr. Ensminger inquired if the travel is going to be capitalized?

Mr. Fournier replied yes.

Mr. Pacino pointed how out this ties into the eight percent return.

Mr. Cameron added Mr. Fournier is doing the right thing checking with the Department's auditors.

## **Presentation**

### **CIBFMS Update (Jim Blomley)**

Mr. Blomley then went over labor hours versus the actual. Mr. Blomley then went over the pie chart on the budget that has not changed since the last presentation.

Mr. Ensminger commented that he is still mystified -- is it possible the estimated hourly rates were inflated relative to the actual; it represents a two to one ratio?

Mr. Blomley replied when the estimate was put together he got the best information from people who work on these systems.

Mr. Ensminger inquired if these were rates of RMLD employees?

Mr. Blomley replied he took the average hourly rate that he thought would go into the project, it was high.

Mr. Cameron added he made the decision that the conversion would be done in house. Mr. Cameron further explained that there was an option but it was decided for it to happen in house.

Mr. Ensminger pointed out you switched the category of people.

Mr. Cameron commented doing this (changing the category of people) caused the numbers to decrease.

Discussion then turned to the go live date of February 1, 2004.

Mr. Ensminger inquired if there was a warranty period beyond the conversion date?

Mr. Blomley replied there is a five-year maintenance agreement for the entire project.

Mr. Ensminger then asked if there is a no cost period where they will rectify deficiencies at no extra cost?

Mr. Cameron replied the Department has deliverables and holdbacks with Cogsdale.

Mr. Blomley added within the contract the Department has a thirty percent holdback. Mr. Blomley noted until the bugs are worked out and the General Manager is satisfied with everything the hold back will stay.

Mr. Soli reiterated this will be completed in the first quarter of 2004.

Mr. Blomley replied yes.

Mr. Soli questioned how many more uglies will come up?

Mr. Blomley replied the Department would have a good idea on this by the end of the month. Mr. Blomley added the Department will be meeting with Cogsdale next week and will have a better idea after this meeting.

## **General Manager's Report**

### **October Financials**

Mr. Fournier updated the Commission on the October Financials. Mr. Fournier highlighted the following: the net income \$524,000 on page 3A; year to date net income is \$6.25 million. The base revenue from kWh sales is up by three percent, which translates into \$15.0 million because the budgeted numbers reflect the winter/summer rates. The rates were leveled this year there is a variance of \$5.0 million. The PPA to date has been \$3.66 million returned to the ratepayers. On the operating side, base-cost revenues are pretty much on target with the budgeted figure. Operating expenses are down significantly (\$835,000) because the Pension Trust and Sick Leave Buyback contributions have not been made yet and the self-insurance, which has been budgeted, has not been used yet. Mr. Fournier pointed out that Maintenance Expenses are higher than budgeted by \$300,000 this is due to the mix of the capital expense work on the overhead of the system.

**General Manager's Report**  
**October Financials**

Mr. Fournier added that, in October, the Department incurred \$80,000 of Hazardous Waste expense on two sites in Lynnfield and North Reading. The Chief Engineer reported that both sites should be cleaned up by the end of this year. Mr. Fournier noted that October was the last month for Arlington streetlights and that will leave the Department with three streetlight contracts for next year. On page 8 the graphing point on the backside was miss posted it will be corrected in the November Financials.

Mr. Cameron added that Mr. Fournier mentioned, relative to the outside streetlight costs to date through October, the Department is \$50,000 to the good in revenues over expenses.

Mr. Fournier noted at the next RMLD Board of Commissioners meeting Larry Stone from Stone Consulting will make his presentations on Pension Trust Evaluation and Sick Leave Buy Back. Mr. Fournier added that, in November, the Department completed its rate refund to ratepayers in the amount of \$3.0 million.

**Letter from Reading Town Manager, Peter Hechenbleikner**

Mr. Cameron stated this is a letter from the Reading Town Manager, Peter Hechenbleikner, thanking Mr. Cameron for his participation in the meeting with Moody's on Thursday, November 13, 2003. The Town is looking for a good bond rating to cover their bonds for the new High School as well as other schools.

Mr. Hughes inquired has the Department been called on before to assist in this bond rating discussion?

Mr. Cameron replied yes the Department was called on before this. Mr. Cameron added his part in this was to have lunch with the Town and Moody's and give an oral presentation on what the Department does and the current state of the Department. Mr. Cameron did point out at this presentation that the Department does give the Town of Reading \$2.0 million dollars annually.

**Public Power Signage**

Mr. Cameron stated that Mr. Herlihy made the request at the last meeting to look into the RMLD having public power signage. The Department should have signs when coming into Reading that it is a "public power community". Mr. Cameron added it was mentioned specifically that Rowley had such signage. Mr. Cameron pointed out the RMLD serves a large area with three surrounding public power communities as well as Wakefield and Middleton. Mr. Cameron noted coming from public power community to another creates numerous signage issues. Mr. Cameron added if the sentiment is strong he will proceed forward with it but cautioned about signage restrictions.

The sense of the Board is not to go forward with this endeavor at this time.

**Annual Tree Lighting Reading Common**

The Annual Tree Lighting ceremony took place on Sunday, November 30, 2003 at the Reading Common. The Department provides resources for this annually. Mr. Cameron mentioned that the Department ensured that the breakers and all the outlets were working. The Troubleman was up there for the event if needed.

Mr. Hughes wanted to elaborate to the viewing public and the General Manager on the tree lighting. Mr. Hughes pointed out it was significant that a large amount of employees assisted in the lighting. Mr. Hughes emphasized that the Department does more than providing electricity and keeping the lights on. The Department is also involved in community activities. Mr. Hughes mentioned the following employees gave of their own free time on a Sunday evening for the tree lighting ceremony, Clare Hadley, Frank Hadley, Joe Bilicki, Phil La Fleur, Bobbi Maillett, Priscilla Gottwald, Mike Sarno, Pam Corcoran and Jack Flaherty. Mr. Hughes commented these employees should get an "attaboy" for their efforts.

Mr. Carakatsane questioned, does the Department play any role because Lynnfield is having their tree lighting this Saturday? Mr. Carakatsane commented that the DPW does most of the work there.

Mr. Cameron replied that if Lynnfield would like the Troubleman there he would arrange it. In case there was a problem with the service the Department would be more than happy to make the Troubleman available an hour before the tree lighting to make sure everything was all set. Mr. Cameron asked Mr. Carakatsane to call him to let him know if this is the case.

### **General Manager's Report**

#### **Annual Tree Lighting Reading Common**

Mr. Carakatsane replied he will send out an e-mail to the Town Manager and get back to Mr. Cameron if need be.

Mr. Pacino added this offer is extended to all the Towns within the RMLD's service territory.

#### **Letter from Frank and Virginia Enos Ratepayers, North Reading**

The Enoses thanked the Department for two years of refunds received. Mr. Cameron explained it is a nice letter as they were happy about the rebate and have been North Reading residents for forty-three years. It was sent to Mr. Cameron, however it should have been sent to the whole Department, which makes this place run.

Mr. Herlihy was concerned that not all the RMLD employees had seen this letter.

Mr. Cameron replied he would ensure it is posted if it has not been already.

#### **Article North Reading, Transcript, November 20, 2003, Selectmen appreciate changes at RMLD**

The North Reading Selectmen appreciate the efforts the General Manager has made. Mr. Cameron pointed out it was nice words from Steve O'Leary about him but it is really about the Department.

Steve O'Leary is a Selectman in North Reading. Mr. Cameron added Mr. O'Leary attended the last Capital Budget, and he is the North Reading liaison.

#### **American Public Power Association (APPA) 2004 Legislative Rally**

This will take place February 1-4, 2004, Washington, DC. Mr. Cameron noted that this is in early February. Mr. Cameron mentioned that he and Vice Chair Hughes attended this last year. They set up meetings with our representatives Markey and Tierney in the Washington, DC area along with Mr. Coyle and they talked to the aides about the issues. Mr. Cameron added he was in the State House three weeks ago on the ISO filing which was made on Halloween. Mr. Cameron was at Mike Morrissey's office as well as Representative Bosley's office.

Mr. Hughes commented it is very significant that the Department keep its oars in the water and in contact with the people and face-to-face contact. Mr. Hughes expressed his desire to attend the conference.

Mr. Ensminger asked Mr. Cameron if he knew which U.S. Senators were on the prevailing side of the vote?

Mr. Cameron replied no, he did not check the vote.

Discussion ensued on this point.

### **General Manager's Report**

#### **Cost of Service Study Update**

Mr. Cameron noted the Department has been tweaking this study the last couple of weeks. The Department has had the luxury of delay due to the fact that the new billing system is not ready for the new rates yet.

Mr. Cameron has decided he will wait until after Christmas and one of things he would like to do is have the Rate Subcommittee have a meeting prior to the Board meeting with Vermont Energy Ventures. Mr. Cameron added having a meeting beforehand will enable the Rate Subcommittee to clear out any questions. There were some in depth questions the last time this presentation was made. If the questions can be ironed out at the Subcommittee level the presentation to the Board will go a lot smoother.

Mr. Carakatsane suggested that the presentation involve a joint meeting with the CAB.

Mr. Cameron added the Policy Subcommittee met this afternoon and there was one thing discussed. In Article 16, Town Meeting passed a change to the bylaws with respect to smoking in the Town of Reading. The Bylaws did read, "The Town Manager, the Superintendent of Schools, and the General Manager shall designate areas where smoking shall be allowed in building areas in the Town".

## **General Manager's Report**

### **Cost of Service Study Update**

The change is that "No person shall smoke or have in his possession any lighted cigars, cigarettes, or other tobacco product in any building or room owned or occupied by the Town." The Subcommittee met and recommended a change to the RMLD's Smoking Policy and put together a package to see if the policy could be changed tonight.

Mr. Ensminger inquired if this policy needs to be advertised.

Mr. Herlihy replied no this policy does not have that requirement.

Mr. Cameron distributed a handout to the Board. On the first page it has the article, the second page has a motion from the Subcommittee. The third and fourth pages are the Smoking Policy.

Mr. Hughes inquired as to who compromises the Policy Subcommittee?

Mr. Cameron replied Commissioners Herlihy and Soli.

Mr. Herlihy added he and Mr. Soli who are members of the Policy Subcommittee met this afternoon. There are a number of policies, which need to be worked on and cleaned up. It was a good place to start given that the Department wants to be responsive to what Town Meeting recently passed and which does affect the Light Department. It does not impact anything here at the Light Department as there is no smoking going on inside the building anyway and the General Manager does not want to designate an area. Mr. Herlihy just wanted to clean up the policy.

Mr. Ensminger inquired if the prohibition applies to vehicles as well?

Mr. Cameron replied yes. Mr. Cameron noted the Department's policy is more comprehensive. Mr. Cameron added what the Department added was a small change to the existing policy and it can be voted upon and reissued.

Mr. Herlihy made a motion seconded by Mr. Soli that the RMLD Board of Commissioners Policy Subcommittee recommend to revise Section 3B of RMLD Policy 4, Smoking Policy, to read as follows: "Non Smoking Areas" will be the title, "Locations which may be considered for designation as smoking permitted are outdoor areas located at least ten feet from all RMLD buildings, decks, ramps and exits. Smoking is not permitted in any RMLD buildings or in RMLD owned vehicles."  
**Motion carried 5:0:0.**

Mr. Soli noted this is page two; it is found on page three on the bottom of the handout, basically the title was changed where it said any other RMLD locations was changed to read "any RMLD buildings" it is a small change. The policy was more restrictive than the Town's because their policy read "no smoking in any buildings" whereas the Department's states "if there is any smoking it has to be ten feet away." Customers will not be coming through doorways with smoke. The change is only in the last line.

## **Board Discussion**

### **Rate Comparisons, November, 2003**

Mr. Cameron pointed out the rate comparisons are not in this package but they will be in next week's meeting packet.

### **Joint Meeting with RMLD Accountant and Town Accountant Richard Foley (Commissioner Soli)**

Mr. Soli updated the Board by stating that Messrs. Fournier, Foley and himself meet quarterly and looked at some of the numbers. Basically they made sure that the RMLD and Town Accountant are satisfied. Mr. Soli pointed out the one item, which did come up. The Town Accountant did tell them that medical costs are going up more than planned. Mr. Soli noted Mr. Fournier would have a chance to put this in the budget.

### **Community Relations Update**

Mr. Hughes updated the Board by stating he and Mr. Herlihy comprise the Community Relations Subcommittee. This afternoon they had a meeting with Ms. Gottwald Community Relations Manager and her Assistant Ms. Maillett along with the General Manager. Mr. Hughes noted the meeting was well addressed and ironed out and they are going to have a policy instituted. This policy is in conjunction with the TQM Committee as they have come up with recommendations on this.



### **Community Relations Update**

Mr. Hughes noted they would come up with guidelines on how they can assist communities in public relation endeavors and community support.

Mr. Herlihy added he wanted to let the CAB and Board know this is a messy situation concerning Community Relations. The Department does not have a policy or directive on how to deal with this issue. The legal opinion is a little unclear. If you look at other Light Departments on this they are all over the map on this issue. Mr. Herlihy noted they do not have a good handle on how the Department accepts or rejects Community Relation requests. Mr. Herlihy is concerned and wants to handle this in a way, which is fair to outside communities. Mr. Herlihy would like a discussion with the full Board and CAB about this. Mr. Herlihy pointed out the Subcommittee needs a better set of guidelines than what we are currently operating with. It is something that needs to be addressed in the early part of 2004.

Mr. Pacino stated yesterday he took out his papers for reelection to the Board. Mr. Pacino is officially running for reelection on this Board for the next three-year term and would like to continue.

Mr. Hughes added he was at Town Hall on Monday morning at 8:33 a.m. and took his papers out for re nomination reelection to the Board. Mr. Hughes stated he has thoroughly enjoyed working with the communities and the Department. Mr. Hughes added that he and Mr. Pacino over the years have added a lot to the Department.

### **Next Meeting Dates**

#### **RMLD Board of Commissioners Meeting**

**Wednesday, December 10, 2003**

Mr. Pacino added he hopes to have the General Manager's Agreement on this agenda.

Mr. Ensminger replied he has to leave the meeting early that night.

**Wednesday, January 14, 2004**

#### **RMLD Board of Commissioners Subcommittee Meetings**

Mr. Pacino added the General Manager Subcommittee and the Pension Subcommittee needs to meet before the next meeting.

#### **RMLD Board Rotation at Citizens' Advisory Board (CAB) Meetings**

Mr. Pacino inquired of Mr. Carakatsane when the next CAB meeting will be held.

Mr. Carakatsane replied there is none plan and the earliest will be the first of the year. Mr. Carakatsane added the CAB was planning to meet last night but the meeting did not take place due a sickness.

Mr. Hughes volunteered to go to the meeting last evening.

#### **Executive Session (General Manager's Conference Room)**

##### **Executive Session**

At 9:00 p.m. Mr. Ensminger made a motion seconded by Mr. Hughes that the Board go into Executive Session to discuss strategy with respect to litigation, discussion of a competitively sensitive issue, discuss collective bargaining and to return to Regular Session for the sole purpose of adjournment.

#### **Mr. Pacino called for a poll of the vote:**

Mr. Soli Aye; Mr. Herlihy Aye; Mr. Pacino Aye and Mr. Hughes Aye; and Mr. Ensminger Aye.

#### **Motion to Adjourn**

At 9:10 p.m. Mr. Soli made a motion seconded by Mr. Hughes to adjourn the Regular Session.

**Motion carried by show of hands 5:0:0.**

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

Daniel A. Ensminger, Secretary, RMLD Board of Commissioners