

Reading Municipal Light Board of Commissioners

Regular Session

230 Ash Street

Reading, MA 01867

February 19, 2008

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Start Time of Regular Session: 7:00 p.m.

End Time of Regular Session: 8:20 p.m.

Attendees:

Commissioners:

Ellen Kearns, Chair

Mary Ellen O'Neill, Secretary

Robert Soli, Commissioner

Richard Hahn, Vice Chair

Philip Pacino, Commissioner

Staff:

Vinnie Cameron, General Manager

Joe Donahoe, Facilities Manager

Paula O'Leary, Operational Assistant

Beth Ellen Antonio, Human Resources Manager

Robert Fournier, Accounting/Business Manager

Jane Parenteau, Energy Services Manager

RMLD Staff and Commissioners Discussion Regarding the Elements of the 2009 RMLD Budget.

Ms. Kearns opened the meeting by stating that the purpose was to discuss the philosophical approach the RMLD was taking in developing the Capital and Operating budgets. Ms. Kearns asked Mr. Cameron to explain how the department goes about developing the budget. Ms. Kearns asked if the department started with a flat growth budget and then added to it or did it have a growth number that it wanted to hit?

Mr. Cameron replied that Senior Management developed their budgets based on the needs of their individual departments. This information was then given to the Accounting/Business Manager and he compiled the data into the draft Operating Budget. The draft budget is then given to the General Manager for review.

The Capital Budget is created initially by projecting the amount of man-hours available for construction, including Line, Meter and Station, Engineering and the General Line Foreman. Capital Projects are then developed by estimating the labor, materials, vehicles, and police details. The draft Capital Budget is then reviewed by the General Manager.

The two budgets are then reviewed so that capitalized labor can be transferred from the Operating Budget to the Capital Budget.

Discussion ensued.

Ms. Kearns then asked if the budgets were developed using the Strategic Planning initiatives that were given to the General and Senior Management? Mr. Cameron replied that the budget will be developed with respect to the initiatives from the Strategic Plan.

Discussion ensued.

Ms. Kearns thanked the staff for their time in discussing the development of the Capital and Operating budgets. Ms. Kearns said that it was helpful to the Board to understand the process of developing the Capital and Operating Budgets.

Motion to Adjourn

At 8:20 p.m. Mr. Soli made a motion seconded by Mr. Hahn to adjourn the Regular Session.

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Chairman Kearns called for a poll of the vote:

Ms. Kearns, Aye; Mr. Hahn, Aye; Mr. Soli, Aye; Ms. O'Neill, Aye; and Mr. Pacino, Aye.

Motion carried 5:0:0.

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

Mary Ellen O'Neill, Secretary
RMLD Board of Commissioners