

Reading Municipal Light Board of Commissioners

Regular Session

230 Ash Street

Reading, MA 01867

July 25, 2012

Start Time of Regular Session: 7:34 p.m.

End Time of Regular Session: 9:32 p.m.

Commissioners:

Philip B. Pacino, Chairman

Robert Soli, Commissioner

John Stempeck, Commissioner

Gina Snyder, Vice Chair

Marsie West, Commissioner, Secretary

Staff:

Vinnie Cameron, General Manager

Jeanne Foti, Executive Assistant

Paula O'Leary, Materials Manager

Kevin Sullivan, Engineering and Operations Manager

Jared Carpenter, Energy Efficiency Engineer

Robert Fournier, Accounting/Business Manager

Jane Parenteau, Energy Services Manager

Citizens' Advisory Board:

John Norton, Secretary

Tom Ollila, Member

Dave Nelson, Member

Public:

David Talbot

Opening Remarks/Approval of Meeting Agenda

Chairman Pacino called the meeting to order and stated that the meeting was being videotaped.

Introductions

Chairman Pacino welcomed the new RMLD Board Commissioner John Stempeck. Mr. Stempeck introduced himself and provided his background. Mr. Norton introduced the new Citizens' Advisory Board member, Dave Nelson representing Lynnfield.

Presentation – Mr. Carpenter (Attachment 1)

Mr. Carpenter provided the quarterly update on the Conservation Programs for July 2012, addressing the following topics: energy savings, project update, marketing, water heaters and fiscal year 2013 goals. Overall, 1,004 MW were saved in 2012, although this was lower than the prior year. The goal is to continue to grow the Conservation Programs in both retail and commercial sectors. Chairman Pacino asked about the marketing approach since the topic came up multiple times in the Selectmen meeting when selecting Commissioner Stempeck. Mr. Carpenter noted that they are planning to increase *In Brief* articles, e-mail commercial customers and write white papers.

Mr. Cameron noted that customers have not been interested in the time of use rate since RMLD rates are so low. However, they are planning to increase advertising in the phone book to get the word out.

Ms. West asked if the RMLD has considered upgrading its website in order to make it more dynamic to reach the younger customer base that uses electronic communication methods. She noted that comments heard were more general concerns about a lack of understanding of energy saving measures being implemented or available from RMLD. Board members noted that it is challenging to communicate broadly and mentioned additional articles in the paper or RMLD local television shows to get the word out. Ms. West suggested that a brainstorming session could help uncover additional means of marketing that have not been explored in the past.

Chairman Pacino stated that he would like a report back in another month on the marketing efforts at the RMLD consisting of Board members, Ms. West, and Mr. Stempeck meeting with the department. Ms. Snyder stated that she would like to stay informed and attend the meeting.

Chairman Pacino noted that the Secretary position rotates with Ms. West serving as Secretary for this meeting. Mr. Stempeck will be the Secretary at the August meeting. Ms. West stated that a continued effort is needed to make the minutes shorter as discussed in last month's meeting. Minutes need to include main points of discussion without being a full transcript but they should not just state that discussion ensued.

Approval of June 27, 2012 Board Minutes

Mr. Stempeck made a motion seconded by Ms. Snyder that the RMLD Board of Commissioners approve the Regular Session meeting minutes of June 27, 2012 with the suggested change by Ms. Snyder.

Motion carried 5:0:0.

Report of Board Committee

Policy Committee – Commissioner Soli

Mr. Soli reported that the Policy Committee met on July 17 with two thirds present. Policy 19 was discussed in light of possible changes to the warrant approval. A legal opinion from RMLD's legal counsel and an opinion from the Department of Revenue for the Town of West Boylston were discussed and Mr. Soli noted that they were quite dated. The Policy Committee recommended that the Board request clarification from the Attorney General on the number of signatures needed on the Accounts Payable Warrant by a vote of 2:0:0.

Chairman Pacino was in agreement with this approach and requested a motion. Ms. West added that the background on this issue should note the internal controls in place currently which include five or six staff signatures. Ms. West also wanted to verify the position on use of electronic signatures in the future. Chairman Pacino added that a 1997 ruling from the legal division from the Massachusetts Department of Revenue for the Town of West Boylston has been used to justify the current process. The 2000 ruling by RMLD's legal counsel Rubin and Rudman rendered that the DOR ruling did not apply to light departments, the DOR misunderstood. The 1997 ruling used by the Town is fifteen years old and much has changed since then. The auditor for the RMLD is the same one used by the Town of Reading, providing additional controls. Chairman Pacino agreed we should obtain an updated ruling and present internal controls RMLD has in place at this point but is unsure if it should go to the Attorney General or the Department of Revenue.

Mr. Soli pointed out that in his eleven years as a Board member, the only oversight he has seen is a bill approved including \$2, for sales tax so for three hundred hours he found a \$2 mistake. Chairman Pacino said that he would like one Board member to sign the account payable warrant. Ms. West suggested we should make the request through our attorneys to obtain the best result.

Mr. Soli made a motion seconded by Ms. Snyder that the RMLD Board of Commissioners move to instruct the Department to request an opinion from the Massachusetts Attorney General to clarify the need for signatures on the accounts payable warrant.

Motion carried 5:0:0.

Chairman Pacino said that he and Mr. Cameron need to meet on this to see how this gets accomplished.

Discussion of RMLD Board Committees (Attachment 2)

Chairman Pacino addressed the RMLD Board Committees three Commissioners will continue to sign the Account Payable Warrant until an opinion is received. Commissioner Stempeck will be the third signature to replace former Commissioner O'Neill and will take over the Payroll when Ms. O'Neill was scheduled. The Audit Committee needs to be in place to conform to the Town Charter.

Chairman Pacino commented that discussion with the Power & Rate Committee related to the REC issue did not make it to the Board level therefore all 5 members need to participate, the Power and Rate Committee needs to be abolished. There may be circumstances where Energy Services needs to meet; a subcommittee of three could meet instead of the whole Board. Ms. West said that she does not believe there should be a Power & Rate Committee at all, but it should be standard on the agenda for the Board meeting. Ms. West said that the Power & Rate Committee is core to what the Commissioners do. We could plan tentative meetings to address Power & Rate issues in mid-month and cancel if these meetings are not necessary. Chairman Pacino reiterated that all five Board members need to be on the Power & Rate Committee.

Ms. West commented that she does not see the value in all these separate committees; an Ad Hoc committee can be formed for special situations, but most can be covered in the standard Board meetings. Ms. West noted that she would like to hear from longer term board members on their perspective.

Mr. Soli commented on the Budget Committee which meets two times with the Citizens' Advisory Board to review the operating and capital budgets. He believes this approach has worked well in the past. Mr. Soli pointed out the Power & Rate Committee involves highly detailed information with an educational process between the presenters and the members of the committee. Mr. Soli said that what comes out of the Policy and Rate Committee meetings is a pretty good summary. Mr. Soli pointed out that the only topic that was controversial was the Renewable Energy Certificates which was messy, but worked out.

Discussion of RMLD Board Committees (Attachment 2)

Ms. Snyder stated that she agrees with Mr. Soli because she has found the committees educational. Ms. Snyder said that she has attended other committee meetings that she was not a member which she found useful. Ms. Snyder commented that at the committee level the meetings are more informal there is more back and forth which affords a better setting which is productive. She finds the committee meetings have value.

Ms. West asked what makes the committee meetings informal. Ms. Snyder responded that the meetings are held in the General Manager's Conference Room, in which sit across the table from the presenters, and you can ask questions with the staff. It is a good way to have an exchange of information.

Chairman Pacino expressed his concern on the Power & Rate Committee because the REC issue never made it to the Board. Chairman Pacino suggested creating an Ad Hoc Committee like what has been done this evening for the Power & Rate Committee. Ms. West's stated that her concern on the Power & Rate Committee if the quorum can make it then the meeting will take place; however, she would like to be at every one of those meetings. Ms. West also expressed a concern because if a Commissioner is not on the committee it is not clear if can they participate as Board members or if they need to participate as a member of the public.

Chairman Pacino asked for Mr. Stempeck's input. Mr. Stempeck suggested that in general fewer committees are better.

Chairman Pacino said that the Committee Assignments will be on the next agenda for a decision next month. Ms. Snyder said that she would like to be informed of the Public Relations Committee. Next assignments for Payables are Chairman Pacino, Mr. Soli and Mr. Stempeck; Chairman Pacino will be assigned to Payroll and Mr. Stempeck will take over in place of Ms. O'Neill on the prior schedule.

Mr. Soli made a motion seconded by Ms. Snyder to establish an Ad Hoc Committee for Public Relations consisting of Commissioner West and Commissioner Stempeck.

Motion carried 5:0:0.

Power Supply Report – June 2012 – Ms. Parenteau (Attachment 3)

Ms. Parenteau reported that RMLD's load for June was approximately 62.7 million kWhs which was approximately a one percent increase compared to June 2011. RMLD's energy cost came in at approximately \$3 million and that is equivalent to approximately \$.048 per kilowatt hour. Ms. Parenteau stated that the Fuel Charge adjustment was set at \$.05 per kilowatt hour for the month of June, prior to the fiscal year adjustments, the RMLD estimates that the sales totaled 59.2 million kilowatt hours, preliminarily the RMLD under collected by approximately \$97,000 prior to the fiscal year adjustment a Deferred Fuel Cash Reserve balance of \$2.55 million. The Fuel Charge for July was decreased to \$.0475 and it is currently projected to remain at \$.0475 for the month of August.

The RMLD purchased about 17% of its energy requirements from the ISO New England Spot Market and that was at an approximate annual cost of about \$42 per megawatt hour. Ms. Parenteau reported on the Capacity side the RMLD hit a peak demand of 163 megawatts on June 21, 2012 at 5:00 p.m., the average temperature was about 95 degrees and this compares to a peak demand last year of 148 megawatts on June 21, 2011 at 4:00 p.m. the average temperature was about 88 degrees. The RMLD's monthly capacity requirement was set at 211 megawatts; the total dollars paid for capacity totaled \$1.5 million which is equivalent to approximately \$7.21 per kilowatt month.

Ms. Parenteau pointed out that June is the start of the RMLD's new capability period which is from June to May. Effective this month's the RMLD's demand is based on last year's peak. Last year's peak occurred on July 22 at 2:00 p.m. for 170 megawatts. The RMLD will have to carry a requirement of a little over 211 for the next twelve months based on that. For fiscal year 2012, 219 residential audits were performed and 1,237 rebates totaling \$59,000.

Engineering and Operations Report – June 2012 - Mr. Sullivan (Attachment 4)

Mr. Sullivan reported that there would be no variance report this month.

Mr. Sullivan reported on Projects for the month as noted in Attachment 4. : Project 3 – Upgrading Old Lynnfield Center URD's, Project 4 – RTU Replacement at Station 4, Reading the RTU's were received, Project 5 – Reclosers the recloser install has begun, Project 6 – Capacitor Banks has been completed, and Project 9 – 115kV Disconnect Replacement Switches has been completed at Station 4. The notable commercial project is the solar project on Burlington Avenue which started and 25 residential services have been installed. Mr. Sullivan reported that 19 cutouts were replaced the past month bringing the total to 332 fiscal year to date.

Engineering and Operations Report – June 2012 - Mr. Sullivan (Attachment 4)

Mr. Sullivan reviewed on the Reliability Report and the Customer Average Interruption Duration Index (CAIDI) provided to the Board for the month with a rolling average of 46.52 minutes. Mr. Sullivan pointed out that the average June CAIDI was 45.39 minutes. The System Average Interruption Frequency Index (SAIFI) on average frequency it is trending very low and the rolling average are identical for the month. The average June SAIFI is 1.15 incidents. The Months Between Interruptions (MBTI) is at 30 months from 29.3 months between interruptions which is reflective of low system wide outages for RMLD's customers.

A press release about the July 18 storm was put in *The Reading Advocate*. There were 5,500 customers out of service, 3,000 in Reading, 1,000 in Wilmington, 600 in Lynnfield and 600 in North Reading as well as other scattered outages throughout RMLD's service territory. Phase wires were down at Shawsheen Avenue and Main Street, Wilmington, wires down Summer Avenue and Minot Street, Reading, wires down Lynnfield and wires down Chestnut Street and Lowell Street, North Reading. Ms. Snyder asked what happened on Minot Street there was a hole in the middle of the street with smoke. Mr. Sullivan replied that was from the phase wire. Mr. Cameron explained that does not happen that often, the RMLD has protection in the system but it did not hit the breaker at the station.

Financial Report – June 2012 – Mr. Fournier

Mr. Fournier reported that there are no financials to present; July is the skip month because they are finalizing the year end numbers. Mr. Fournier commented that the audit will begin on Monday, August 13 and unaudited internal draft financials will be distributed at that time. Melanson and Heath will have draft audited financials in early to mid September. The appropriate Board committee will meet to discuss year end cash transfers prior to the audit. The audited financial statements will be presented by Melanson and Heath at the September Board meeting. Mr. Fournier noted the month of July has no surprises or unusual items so far.

Mr. Fournier said that the kilowatt hours sold for fiscal year 2012 came in at 686 million, which represents 23.2 million kilowatt hours less than last year or approximately 3.3%.

General Manager's Report – Mr. Cameron

Mr. Cameron reported on the following: Tuesday, August 21 – Vehicle Day at the Reading Library, the RMLD will have one or two trucks available, and Sunday, September 9 – Reading Town Day, the RMLD will have a booth that will distribute safety and educational informational items as well as energy conservation materials.

Retirement of General Manager

Mr. Cameron stated that on July 12 he informed the Board of his retirement from the RMLD. Mr. Cameron thanked the Board for allowing him to manage the RMLD for ten and a half years. He has put many things in place that are beneficial to the RMLD. He stated in his letter that the employees of the RMLD are very well trained, devoted to their jobs, have excellent expertise in which he would put them up with anyone in the municipal sector or IOU community, and they make this place run. When you hear about outages or storms it is the employees that put this place back together. When there is an inquiry about service it is Customer Service that is knowledgeable and Energy Services ensure that power supply is acquired in an economical, efficient and diversified manner. Mr. Cameron stated that he feels comfortable leaving it with the management and union employees that will allow the RMLD to have high reliability, competitive rates and excellent customer service.

Chairman Pacino stated that it is bittersweet to see Mr. Cameron leave the Department. He took over during the period of the ills, which was a very difficult time and guided the Department well and should be complimented. Mr. Cameron thanked Chairman Pacino. Ms. Snyder said that Mr. Cameron's leadership helped in to make things happen at the RMLD. Ms. Snyder is sad to see him leave. Mr. Stempeck thanked Mr. Cameron for not blaming his retirement on him. Ms. West thanked Mr. Cameron for the leadership he has shown, will miss having him here and hopes he enjoys his retirement.

Discussion of process for hiring a new General Manager

Chairman Pacino said that he needs to speak with Beth Ellen Antonio, Human Resources Manager. A Search Committee was formed for the last General Manager hire which consisted of two members of the RMLD Board, a member of the Citizens' Advisory Board, a representative from the town of Reading and Bill Wallace, retired manager from Wakefield Municipal Gas & Light Department. Chairman Pacino would like the Search Committee to have three members of the Commission and one member of the Citizens' Advisory Board (CAB) to represent the towns and customers. He does not see any manager filling in the role that Bill Wallace did in the past. The last time the Search Committee sifted through all the applications which were narrowed down to eight applicants interviewed then weeded it down to four finalists. Chairman Pacino recommends the same process be utilized since it worked well last time.

Discussion of process for hiring a new General Manager

The interviews were not conducted in the building, they were held offsite and names of applicants are not disclosed until the four finalists. Chairman Pacino pointed out that there should be a national search with American Public Power Association and Northeast Public Power Association to advertise the position. Chairman Pacino spoke with Mr. Norton and the CAB will provide the Board with their representative. Ms. West, Mr. Soli and Chairman Pacino will be the Board members on this Committee. Chairman Pacino noted there would be two days of interviews with four applicants being interviewed each day. Chairman Pacino will be meeting with Ms. Antonio to develop the search plan for hiring the next General Manager.

Ms. Snyder made a motion seconded by Mr. Soli that Chairman Pacino, Commissioner West and Commissioner Soli be members of the General Manager Search Committee.

Motion carried 5:0:0.

M.G.L. Chapter 30B Bids – Material (Attachment 4)

2012-49 Residential Audit Services

Mr. Carpenter reported that twenty two bids were sent out with four respondents. Mr. Carpenter pointed out that this bid provides more services to the customers than the prior bid.

Ms. West asked for more elaboration on the bidders that did not qualify for the bid. Mr. Carpenter responded that the bidder had to be an HPC (Home Performance Contractor) to be able to help customers with rebates from National Grid and Mass Save. Ms. Snyder added that she likes the concept of being able to link into National Grid's programs for customer convenience.

Ms. West made a motion seconded by Ms. Snyder that 2012-49 for Residential Audit Services be awarded to Next Step Living for an estimated cost of \$60,000 annually. As the most responsive and lowest cost bidder meeting the qualifications on the recommendation of the General Manager. This is a three (3) year contract.

Motion carried 5:0:0.

General Discussion

Ms. West suggested setting up a calendar for the year and budget cycle, coordinating with the CAB. Chairman Pacino said that was not a bad idea.

BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED

Rate Comparisons, July 2012

E-Mail responses to Account Payable/Payroll Questions

RMLD Board Meetings

Wednesday, August 29, 2012 and Wednesday, September 26, 2012

Citizens' Advisory Board Meeting

Tuesday, August 7, 2012 RMLD

Executive Session

At 9:02 pm Ms. West made a motion seconded by Mr. Stempeck that the Board go into Executive Session to discuss strategy with respect to collective bargaining and litigation and to approve the Executive Session minutes of March 29, 2012, the release of the 2011 Executive Session minutes January 26, February 23, March 30, June 22, July 27, August 31, October 26, December 7, and return to the Regular Session for the release of 2011 Executive Session minutes and adjournment.

Motion carried by a polling of the Board:

Mr. Stempeck, Aye; Ms. West, Aye; Chairman Pacino, Aye; Ms. Snyder, Aye; and Mr. Soli, Aye.

Motion carried 5:0:0.

The Board reentered Regular Session at 9:30 p.m.

2011 Executive Session Meeting Minutes

Ms. Snyder made a motion seconded by Mr. Soli that the RMLD Board approve the release of the 2011 Executive Session minutes January 26, February 23, March 30, June 22, July 27, August 31, October 26, December 7.

Motion carried 5:0:0.

Adjournment

At 9:32 p.m. Ms. Snyder made a motion seconded by Mr. Soli to adjourn the Regular Session.

Motion carried 5:0:0.

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

Marsie K. West, Secretary
RMLD Board of Commissioners

Reading Municipal Light Department Energy Conservation Programs

July 2012 Update

Topics

- Energy Savings
- Project Update
- Marketing
- Water Heaters
- FY 2013 Goals

Fiscal Year 12 Energy Savings

- 1.004 MW saved on commercial projects (1.17 MW in FY11).
- 4.2 million kWh saved on commercial projects (5.2 million in FY11).
- RMLD rebated \$292,000 to commercial customers.
- Commercial Cost Benefit = \$1,112,827 in RMLD savings from Energy Conservation since 2008. If 'lost revenue' and labor were added in it would be \$414,380 saved since 2007!
- Need to grow more effectively.
 - New Account Manager
 - Marketing
 - Residential

Project Update

- There will be over ~ 2.5 MW of local solar installed by the end of the year.
- 3 year review of projects for return on investment studies.
- Retro commissioning project analysis is underway.
- Most effective solutions
 - Solar
 - Chiller variable speed drives
 - Custom building analysis



Marketing

- Requests to market our programs.
- Community Education
 - LEAP will help
 - School visits
 - Library visits
 - Municipal building visits
- Commercial
 - Email list in progress.
 - Energy Eff. Engineer will take a more active roll in the In Brief.
 - New Account Manager can analyze TOU customers.
 - Lighting program and solar program needs updating.
 - Website update
 - White papers on variety of projects
 - Flyers in bills

Water Heaters

- What is the most efficient water heating method? Oil, natural gas, or electric?
- Assumptions:
 - Energy to heat 40 gallons of water is 16,600 mBTU
 - Gas and oil water heaters are 67% efficient
 - Electric water heaters are 95% efficient
 - Oil is shipped by truck and train at about 80 ton-miles/gallon or about 20,000 gallon-miles/gallon
 - Convert to Energy Points for a overall comparison
- Using natural gas vs. oil, each ratepayer saves about nine gallons of gasoline per year. The total 10,000 rate payers could save about 92,000 equivalent gallons of gasoline or 2,197 oil barrels!

FY 2013 Goals

- Commercial
 - Reduce more kW than FY11 (1.172 MW)
 - Expand solar until ceiling is hit
 - Adjust lighting rebates.
 - Find an effective audit method
 - Identify new customers
- Municipal
 - Roof solar arrays
 - Retro commissioning
 - Employee education/certification



**RMLD Board of Commissioners Committees and Assignments March 2012 to March 2013
March 30, 2012**

Budget Committee

*Philip Pacino, Chair
Mary Ellen O'Neill
Marsie West*

Recommend Operating and Capital Budgets to the Board.
Recommend actuaries and actuary findings to the Board.
Make recommendation to RMLD Board for legal counsel.

Power & Rate Committee

*Gina Snyder, Chair
Philip Pacino
Mary Ellen O'Neill*

Recommend power contracts to the Board.
Recommend rate changes to the Board.

Audit (Including Town of Reading Audit)

*Marsie West
Robert Soli*

Recommend audit findings to the Board.
One member of Audit Committee meets at least semiannually with the Accounting/Business Manager on RMLD financial issues.

Town of Reading Audit Committee – Sit on the Town of Reading Audit Committee and select firm that performs annual financial audit or RMLD pension trust.

This term expires on June 30, 2013.

General Manager Committee

*Philip Pacino, Chair
Mary Ellen O'Neill
Gina Snyder*

Review GM evaluation process.

Policy Committee

*Robert Soli, Chair
Gina Snyder
Marsie West*

Recommend changes of Board policies to RMLB.

Public Relations Committee

*Mary Ellen O'Neill
Marsie West*

From time to time review press releases and public relations programs.

Joint Committee-Payment to the Town of Reading

*Philip Pacino
Robert Soli
Two RMLD Board of Commissioners
Two Citizens' Advisory Board Members
One Reading Selectmen*

Recommend to the RMLD Board payment to the Town of Reading.

Assignments

Accounts Payable

*Mary Ellen O'Neill
Philip Pacino
Marsie West
Gina Snyder (First Backup)
Robert Soli (Second Backup)*

Review and approve payables on a weekly basis. This position is rotational. It requires three primary signers and one back up. No Commissioner may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Assignments

Payroll – Four Month Rotation

*Marsie West, April-July
Philip Pacino, August-November
Mary Ellen O'Neill, December-March
Gina Snyder (First Backup)*

Review and approve payroll. This position is rotational every four months. It requires primary signer and one back-up. No Commissioner can serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.



To: Vincent Cameron

From: Energy Services

Date: July 19, 2012

Subject: Purchase Power Summary – June, 2012

Energy Services Division (ESD) has completed the Purchase Power Summary for the month of June, 2012.

ENERGY

The RMLD's total metered load for the month was 62,652,099 kwh, which was relatively flat (0.84% increase), compared to the June, 2011 figures.

Table 1 is a breakdown by source of the energy purchases.

TABLE 1

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy	Total \$ Costs	\$ as a %
Millstone #3	3,573,241	\$6.99	5.69%	\$24,968	0.83%
Seabrook	4,819,414	\$8.12	7.68%	\$39,153	1.30%
Stonybrook Intermediate	1,562,655	\$65.87	2.49%	\$102,926	3.41%
JP Morgan	7,642,800	\$57.64	12.18%	\$440,526	14.60%
NextEra	9,670,800	\$43.52	15.41%	\$420,872	13.95%
NYPA	1,783,738	\$4.92	2.84%	\$8,776	0.29%
ISO Interchange	10,901,753	\$42.26	17.37%	\$460,677	15.27%
NEMA Congestion	0	\$0.00	0.00%	\$67,341	2.23%
Coop Resales	98,762	\$131.86	0.16%	\$13,023	0.43%
MacQuarie	20,448,000	\$59.98	32.58%	\$1,226,395	40.64%
Braintree Watson Unit	420,518	\$80.72	0.67%	\$33,945	1.12%
Swift River Projects	1,831,737	\$97.83	2.92%	\$179,194	5.94%
Stonybrook Peaking	0	\$0.00	0.00%	\$9	0.00%
Monthly Total	62,753,418	\$48.09	100.00%	\$3,017,804	100.00%

Table 2 breaks down the ISO interchange between the DA LMP Settlement and the RT Net Energy for the month of June, 2012.

Table 2

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP * Settlement	9,324,700	7.20	14.86%
RT Net Energy ** Settlement	1,577,053	249.56	2.51%
ISO Interchange (subtotal)	10,901,753	42.26	17.37%

* Independent System Operator Day-Ahead Locational Marginal Price

** Real Time Net Energy

CAPACITY

The RMLD hit a demand of 163,070 kW, which occurred on June 21, 2012 at 5 pm. The RMLD's monthly UCAP requirement for June, 2012 was 210,765 kW.

Table 3 shows the sources of capacity that the RMLD utilized to meet its requirements.

Table 3

Source	Amount (kW)	Cost (\$/kW-month)	Total Cost \$	% of Total Cost
Millstone #3	4,991	51.70	\$258,012	16.98%
Seabrook	7,742	50.89	\$393,973	25.92%
Stonybrook Peaking	24,981	1.96	\$49,000	3.22%
Stonybrook CC	42,925	3.82	\$163,793	10.78%
NYP&A	4,019	3.57	\$14,347	0.94%
Hydro Quebec	4,584	4.73	\$21,687	1.43%
Nextera	60,000	5.50	\$330,000	21.71%
Braintree Watson Unit	10,520	10.86	\$114,278	7.52%
ISO-NE Supply Auction	51,002	3.42	\$174,601	11.49%
Total	210,764	\$7.21	\$1,519,690	100.00%

Table 4 shows the dollar amounts for energy and capacity per source.

Table 4						
Resource	Energy	Capacity	Total cost	% of Total Cost	Amt of Energy (kWh)	Cost of Power (\$/kWh)
Millstone #3	\$24,968	\$258,012	\$282,980	6.24%	3,573,241	0.0792
Seabrook	\$39,153	\$393,973	\$433,126	9.55%	4,819,414	0.0899
Stonybrook Intermediate	\$102,926	\$163,793	\$266,719	5.88%	1,562,655	0.1707
Hydro Quebec	\$0	\$21,687	\$21,687	0.48%	-	0.0000
JP Morgan	\$440,526	\$0	\$440,526	9.71%	7,642,800	0.0576
NextEra	\$420,872	\$330,000	\$750,872	16.55%	9,670,800	0.0776
* NYPA	\$8,776	\$14,347	\$23,123	0.51%	1,783,738	0.0130
ISO Interchange	\$460,677	\$174,601	\$635,278	14.00%	10,901,753	0.0583
Nema Congestion	\$67,341	\$0	\$67,341	1.48%	-	0.0000
MacQuarie	\$1,226,395	\$0	\$1,226,395	27.03%	20,448,000	0.0600
Braintree Watson Unit	\$33,945	\$114,278	\$148,222	3.27%	420,518	0.3525
* Swift River Projects	\$179,194	\$0	\$179,194	3.95%	1,831,737	0.0978
Coop Resales	\$13,023	\$0	\$13,023	0.29%	98,762	0.1319
Stonybrook Peaking	\$9	\$49,000	\$49,009	1.08%	-	0.0000
Monthly Total	\$3,017,804	\$1,519,690	\$4,537,495	100.00%	62,753,418	0.0723

* Renewable Resources

TRANSMISSION

The RMLD's total transmission costs for the month of June were \$645,305. This is an increase of 7.6% from the May transmission cost of \$600,009. In June, 2011 the transmission cost were \$741,331.

Table 5

	Current Month	Last Month	Last Year
Peak Demand (kW)	163,070	112,240	148,391
Energy (kWh)	62,753,418	58,085,534	62,221,830
Energy (\$)	\$3,017,804	\$2,098,551	\$3,185,277
Capacity (\$)	\$1,519,690	\$1,349,221	\$1,374,628
Transmission (\$)	\$645,305	\$600,009	\$741,331
Total	\$5,182,799	\$4,047,782	\$5,301,235

ENERGY EFFICIENCY

Table 6 shows the comprehensive results from the Energy Conservation program. The amount of savings is broken down by both demand and energy, for the Commercial and Residential sectors.

		Total \$		Total \$		Total \$	
Commercial	Year	Capacity Saved (kWh)	\$/kW	Energy	\$/kWh	Rebate	Cost Benefit
Total to date	FY07-11	5,351	\$ 6.97	1,418,876	\$ 0.06	\$ 742,938	\$ 1,123,522
Current	FY12	1,074	\$ 9.00	178,204	\$ 0.04	\$ 316,896	\$ (22,732)

		Total \$		Total \$		Total \$	
Residential	Year	Capacity Saved (kWh)	\$/kW	Energy	\$/kWh	Rebate	Cost Benefit
Total to date	FY07-11	832	\$ 7.17	48,794	\$ 0.05	\$ 331,385	\$ (211,004)
Current	FY12	203	\$ 9.00	3,254	\$ 0.04	\$ 92,611	\$ (67,442)

		Total \$		Total \$		Total \$	
Total	Year	Capacity Saved (kWh)	\$/kW	Energy	\$/kWh	Rebate	Cost Benefit
Total to date	FY07-11	6,182	\$ 7.00	1,467,670	\$ 0.06	\$ 1,074,323	\$ 912,518
Current	FY12	1,277	\$ 9.00	181,457	\$ 0.04	\$ 409,507	\$ (90,174)

Table 7 shows the breakdown for residential appliance rebates by type and year.

Year	Washing Machine		Refrigerator		Dishwasher		Dehumidifier		Central A/C		Window A/C		Thermostat		Audits		Renewable		HP Water Heater		Fan	
	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars
2007																						
2008	86	\$ 4,300	47	\$ 2,350	55	\$ 2,750	7	\$ 175	17	\$ 1,700	10	\$ 250	23	\$ 230	107	\$ 14,940						
2009	406	\$ 20,300	259	\$ 12,950	235	\$ 11,750	40	\$ 1,000	41	\$ 4,100	50	\$ 1,250	114	\$ 1,140	107	\$ 14,940						
2010	519	\$ 25,950	371	\$ 18,550	382	\$ 19,100	37	\$ 925	64	\$ 6,400	49	\$ 1,225	127	\$ 1,270	64	\$ 8,960	6	\$ 20,700				
2011	425	\$ 21,250	383	\$ 19,150	313	\$ 15,650	47	\$ 1,175	57	\$ 5,700	65	\$ 1,625	118	\$ 1,180	180	\$ 26,960	4	\$ 18,000				
2012	339	\$ 16,950	354	\$ 17,700	289	\$ 14,450	38	\$ 950	44	\$ 4,400	56	\$ 1,400	105	\$ 1,050	219	\$ 32,731	3	\$ 14,000	9	\$ 2,250	3	\$ 30
Total	1,775	\$ 88,750	1,414	\$ 70,700	1,274	\$ 63,700	169	\$ 4,225	223	\$ 22,300	230	\$ 5,750	487	\$ 4,870	677	\$ 98,531	13	\$ 52,700	9	\$ 2,250	3	\$ 30

**Reading Municipal Light Department
Engineering and Operations
Monthly Report
June 2012**

FY 2012 Capital Plan

E&O Construction – System Projects

1. **5W9 Reconductoring – Ballardvale Street - Wilmington – Complete**
2. **High Capacity Tie 4W18/3W8 Franklin Street – Reading – Complete**
3. **Upgrading of Old Lynnfield Center URDs – Engineering labor; installed faults and frames; make ready work; set new manholes; installed underground conduit; ran new duct bank; materials/stock.**

SCADA Projects

4. **RTU Replacement at Station 4 – Reading – RTU's were received.**

Distribution Automation (DA) Projects

5. **Reclosers – Engineering and Senior Techs labor; installed disconnect switches;**
6. **Capacitor Banks – Make reading work on Lincoln and Minot Streets, Reading, and installed capacitor bank on Lincoln Street; Install and energize new capacitor banks on Fordham Road and Ballardvale, Wilmington; Engineering, and Senior Techs labor**
7. **SCADA Radio Communication System – No activity.**

Station Upgrades

8. **Relay Replacement Project – Station 4 – Reading – Purchased relays.**
9. **115 kV Disconnect Replacement – Station 4 – Reading – Senior Techs and Line Crew labor to install disconnect switches.**

New Customer Service Connections

12. **Service Installations – Commercial/Industrial Customers – This item includes new service connections, upgrades, and service replacements for the commercial and industrial customers. This represents the time and materials associated with the replacement of an existing or installation of a new overhead service, the connection of an underground service, etc. This does not include the time and materials**

associated with pole replacements/installations, transformer replacement/installations, primary or secondary cable replacement/installations etc. This portion of the project comes under routine construction. *Notable: Solar Project, 1 Burlington Avenue, Wilmington.*

13. **Service Installations – Residential Customers** – This item includes new or upgraded overhead and underground services, temporary overhead services, and large underground development.
14. **Routine Construction** – The drivers of the Routine Construction budget category YTD are listed. This is not an inclusive list of all items within this category.

<i>Pole Setting/Transfers</i>	
<i>Maintenance Overhead/Underground</i>	
<i>Projects Assigned as Required</i>	
<i>Pole Damage (includes knockdowns) some reimbursable</i>	
<i>Station Group</i>	
<i>Hazmat/Oil Spills</i>	
<i>Porcelain Cutout Replacement Program</i>	
<i>Lighting (Street Light Connections)</i>	
<i>Storm Trouble</i>	
<i>Underground Subdivisions</i>	
<i>Animal Guard Installation</i>	
<i>Miscellaneous Capital Costs</i>	
TOTAL	

Note: End of the year figures are in process and will be reported at a later date.

*In the month of June zero cutouts were charged under this program. Approximately 19 cutouts were installed new or replaced because of damage making a total of 19 cutouts replaced this month.

Reliability Report

Two key industry standard metrics have been identified to enable the RMLD to measure and track system reliability. A rolling 12-month view is being used for the purposes of this report.

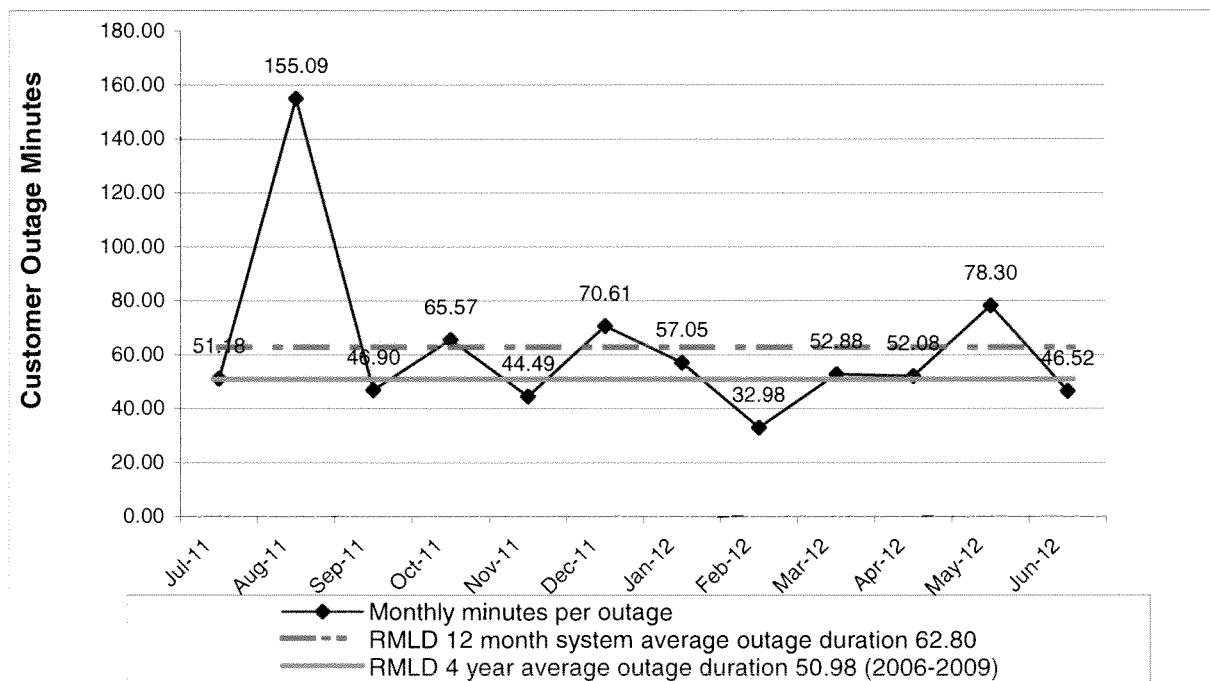
Customer Average Interruption Duration Index (CAIDI) – Measures how quickly the RMLD restores power to customers when their power goes out.

CAIDI = Total of Customer Interruption Duration for the Month in Minutes/ Total number of customers interrupted.

RMLD 12 month system average outage duration – 62.80 minutes

RMLD 4 year average outage (2006-2009) – 50.98 minutes per outage

On average, RMLD customers that experience an outage are restored in 62.80 minutes.



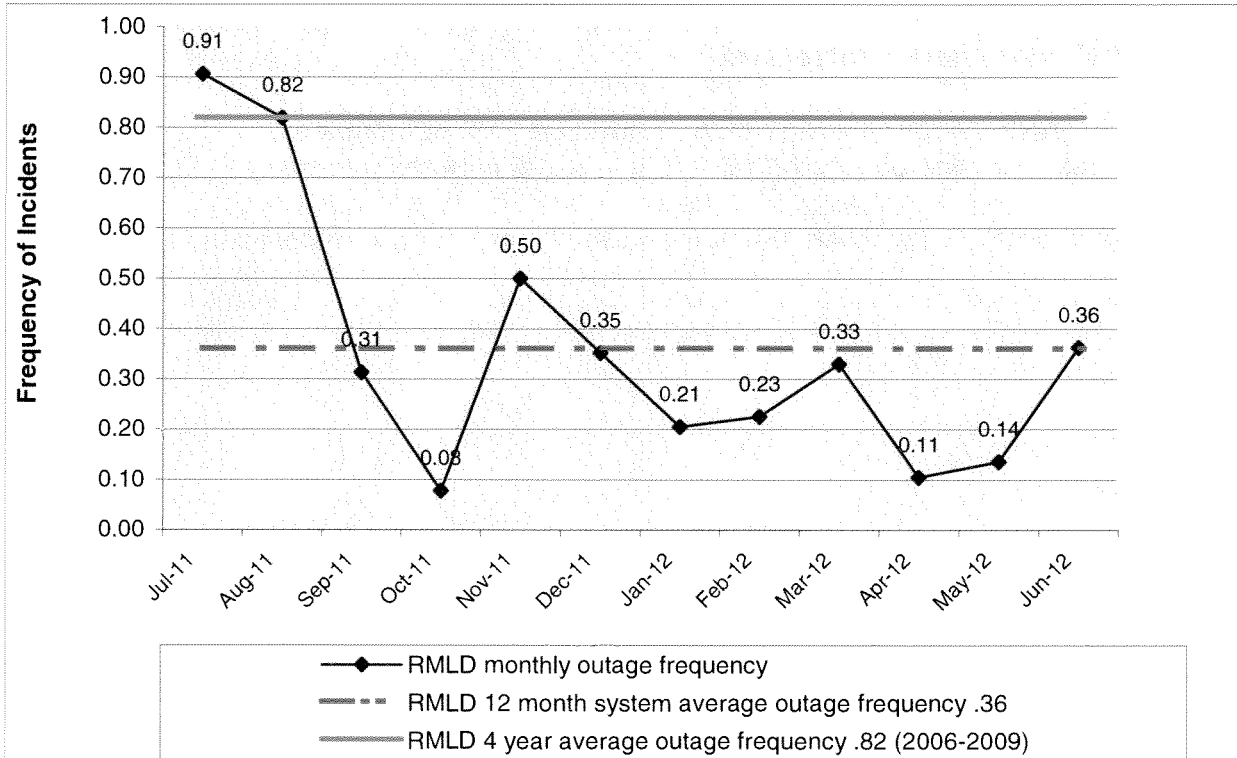
System Average Interruption Frequency (SAIFI) – Measures how many outages each customer experiences per year on average.

SAIFI = Total number of customer's interrupted / Total number of customers.

RMLD 12 month system average - .36 outages per year

RMLD 4 year average outage frequency - .82

The graph below tracks the month-by-month SAIFI performance.



Months Between Interruptions (MBTI)

Another view of the SAIFI data is the number of months Reading customers have no interruptions. At this time, the average RMLD customer experiences an outage approximately every 33 months.



230 Ash Street
P.O. Box 150
Reading, MA 01867-0250

Tel: (781) 944-1340
Fax: (781) 942-2409
Web: www.rmld.com

July 20, 2012

Town of Reading Municipal Light Board

Subject: IFB 2012-49 for Residential Energy Audits

On July 3, 2012 an invitation for bid was placed as a legal notice in the *Reading Chronicle* requesting proposals for Residential Energy Audits for the Reading Municipal Light Department.

A request for proposal was emailed to the following:

HomeWorks Energy	Azimuth Home Energy Ratings	Energy Efficiency Associates
Total Green Energy Solutions	Bone Builders	Advanced Bldg Analytics, LLC
Nexamp Inc.	ECHO/Energy New England	Energy Egghead, LLC
Sustainable Energy Analytics, LLC	Infrared Diagnostic LLC	Atlas Glenmor
The Energy Hound	Eco Home Services	Next Step Living Inc
JSR Adaptive Energy Solutions	NE Home Energy Audits	Boston Energy Retrofit LLC
Certified Energy Ratings, Inc	Reclaimed Energy Inc.	Joe Green Home Solutions

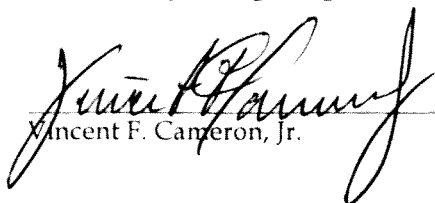
Proposals were received from ECHO/Energy New England, Energy Egghead, LLC/Informed Energy Solutions, Staples Architects Engineers, and Next Step Living.

The bids were publicly opened and read aloud at 11:00 a.m. July 18, 2012 at the Town of Reading Municipal Light Department, 230 Ash Street, Reading, Massachusetts.

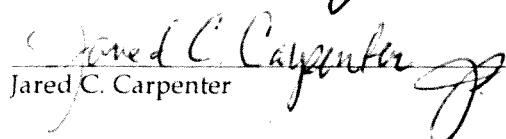
The bids were reviewed, analyzed and evaluated by the General Manager and the staff.

Move that bid 2012-49 for Residential Energy Audits be awarded to: Next Step Living for an estimated cost of \$60,000 annually. As the most responsive, lowest cost, bidder meeting the qualifications on the recommendation of the General Manager. This is a three (3) year contract.

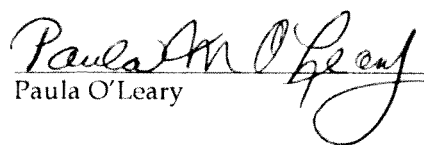
The FY13 Operating Budget amount for this item is \$44,000.00.



Vincent F. Cameron, Jr.



Jared C. Carpenter



Paula O'Leary

**Residential Energy Audits
Invitation For Bid 2012-49**

Bidder	Year 1 Cost per Audit	Estimate # of Audits	Year 1 Total Cost (\$)	Year 2 Cost per Audit	Estimate # of Audits	Year 2 Total Cost (\$)	Year 3 Cost per Audit	Estimate # of Audits	Year 3 Total Cost (\$)	Estimated 3 year total (\$)	Meet Qualifi- cations	Firm Price	All forms filled out	Exceptions	Authorized Signature
Informed Energy Solutions															
Base Audits	\$ 128.00	225	\$ 28,800	\$ 134.00	225	\$ 30,150	\$ 141.00	225	\$ 31,725		no	yes	yes	yes	yes
Alternate 1 Audits	\$ 153.00	30	\$ 4,590	\$ 161.00	30	\$ 4,830	\$ 169.00	30	\$ 5,070						
Alternate 2 Audits	\$ 168.00	20	\$ 3,360	\$ 176.00	20	\$ 3,520	\$ 185.00	20	\$ 3,700	\$ 40,495	\$ 115,745				
			\$ 36,750			\$ 38,500									
Staples Architects Engineer															
Base Audits	\$ 350.00	225	\$ 78,750	\$ 360.00	225	\$ 81,000	\$ 370.00	225	\$ 83,250		no	yes	yes	yes	yes
Alternate 1 Audits	\$ 400.00	30	\$ 12,000	\$ 410.00	30	\$ 12,300	\$ 420.00	30	\$ 12,600						
Alternate 2 Audits	\$ 450.00	20	\$ 9,000	\$ 465.00	20	\$ 9,300	\$ 480.00	20	\$ 9,600	\$ 105,450	\$ 307,800				
			\$ 99,750			\$ 102,600									
ECHO/Energy New England															
Base Audits	\$ 225.00	225	\$ 50,625	\$ 225.00	225	\$ 50,625	\$ 250.00	225	\$ 56,250		no	yes	yes	yes	yes
Alternate 1 Audits	\$ 275.00	30	\$ 8,250	\$ 275.00	30	\$ 8,250	\$ 300.00	30	\$ 9,000						
Alternate 2 Audits	\$ 325.00	20	\$ 6,500	\$ 325.00	20	\$ 6,500	\$ 350.00	20	\$ 7,000	\$ 72,250	\$ 203,000				
			\$ 65,375			\$ 65,375									
Next Step Living															
Base Audits	\$ 200.00	225	\$ 45,000	\$ 200.00	225	\$ 45,000	\$ 200.00	225	\$ 45,000		yes	yes	yes	yes	yes
Alternate 1 Audits	\$ 300.00	30	\$ 9,000	\$ 300.00	30	\$ 9,000	\$ 300.00	30	\$ 9,000						
Alternate 2 Audits	\$ 300.00	20	\$ 6,000	\$ 300.00	20	\$ 6,000	\$ 300.00	20	\$ 6,000	\$ 60,000	\$ 180,000				
			\$ 60,000			\$ 60,000									

Base Audits Will include inspection of appliances, thermostats, ventilation systems, air infiltration, lighting, hot water tank, HVAC systems, pumps, attic, bedrooms, common spaces
Multiple thermal scans, full audit report. Provide basic solar analysis, recommendations for energy upgrades, and potential energy/dollar saved per year
Alternate 1 Audits All of above services, and a blower door test is required.
Alternate 2 Audits All of above services, a blower door test, and full combustion zone analysis is required.



TOWN OF READING MUNICIPAL LIGHT DEPARTMENT
RATE COMPARISONS READING & SURROUNDING TOWNS

July-12

	RESIDENTIAL 750 kWh's	RESIDENTIAL-TOU 1500 kWh's 7525 Split	RES. HOT WATER 1000 kWh's	COMMERCIAL 7,300 kWh's 25,000 kW Demand	SMALL COMMERCIAL 1,080 kWh's 10,000 kW Demand	SCHOOL RATE 35000 kWh's 130.5 kW Demand	INDUSTRIAL - TOU 109,500 kWh's 250,000 kW Demand 80/20 Split
READING MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$96.99	\$171.46	\$112.44	\$866.78	\$168.26	\$4,023.87	\$11,010.02
PER KWH CHARGE	\$0.12933	\$0.11431	\$0.11244	\$0.11874	\$0.15580	\$0.11497	\$0.10055
NATIONAL GRID							
TOTAL BILL	\$108.82	\$193.62	\$129.62	\$1,048.46	\$149.74	\$3,705.62	\$10,098.95
PER KWH CHARGE	\$0.14510	\$0.12908	\$0.12962	\$0.14363	\$0.13865	\$0.10587	\$0.09224
% DIFFERENCE	12.20%	12.92%	15.28%	20.96%	-11.01%	-7.91%	-8.27%
NSTAR COMPANY							
TOTAL BILL	\$116.81	\$211.95	\$153.60	\$1,062.93	\$160.77	\$5,922.13	\$13,507.97
PER KWH CHARGE	\$0.15574	\$0.14130	\$0.13360	\$0.14561	\$0.14886	\$0.16920	\$0.12336
% DIFFERENCE	20.43%	23.61%	36.61%	22.63%	-4.45%	47.18%	22.69%
PEABODY MUNICIPAL LIGHT PLANT							
TOTAL BILL	\$85.40	\$164.61	\$111.80	\$885.21	\$149.31	\$4,315.54	\$10,400.20
PER KWH CHARGE	\$0.11386	\$0.10974	\$0.11180	\$0.12126	\$0.13825	\$0.12330	\$0.09498
% DIFFERENCE	-11.96%	-4.00%	-0.57%	2.13%	-11.26%	7.25%	-5.54%
MIDDLETON MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$99.77	\$198.39	\$132.64	\$959.51	\$168.44	\$4,762.93	\$13,330.75
PER KWH CHARGE	\$0.13303	\$0.13226	\$0.13264	\$0.13144	\$0.15596	\$0.13608	\$0.12174
% DIFFERENCE	2.86%	15.70%	17.97%	10.70%	0.10%	18.37%	21.08%
WAKEFIELD MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$104.31	\$202.32	\$136.98	\$1,039.27	\$167.49	\$4,864.08	\$13,421.07
PER KWH CHARGE	\$0.13908	\$0.13488	\$0.13698	\$0.14237	\$0.15509	\$0.13897	\$0.12257
% DIFFERENCE	7.54%	18.00%	21.82%	19.90%	-0.46%	20.88%	21.90%



Account Payable Questions - June 29

Vincent Cameron

Sent: Friday, July 06, 2012 10:13 AM
To: Phil Pacino; Bob Soli; Gina Snyder; Marsie West
Cc: Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti
Categories: Red Category

Soli

1. Lucci - Rebate is wonderful. Replace 220 watt fixtures w. 45 watt fixtures with at 0.96 year payback. We should publicize these #'s.

We have had great paybacks throughout this program. I will talk to Community Relations about a press release.

2. PCMall - For \$2,681, what is it?

This is a laptop for the Manager of Information Services.

Re: Account Payable Questions - June 22

Bo or Gina [bogina03@earthlink.net]

Sent: Sunday, July 08, 2012 9:06 PM

To: Vincent Cameron

Cc: Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti

I am quite certain that the second bill did not indicate where the work was on Saturday.

On 6/27/2012 6:44 AM, Vincent Cameron wrote:

Snyder

1. 2 Botte - What are the notes on these? (+who is Steve?)

These are budget billing customers who had too much money in their account. They wanted a portion of the amount in the account refunded. Steve Kazanjian is the RMLD's Accounting Supervisor.

2. Asplundh - First bill - Why Saturday + why OT? Hold 2nd bill nothing listed for Saturday, but billed. Again why OT?

We surveyed the system recently for tree problem areas and found that we are getting behind on the tree trimming. The O/T work is to catch up with some problem areas.

The Saturday work was at Shaw's Plaza in North Reading and was noted on the bill.

3. NGrid - Why are we paying residential rate on that pole?

This is a "fringe customer" arrangement. The RMLD has a few residential customers that are served through the NGrid. NGrid bills us for their usage and we bill the customers. This arrangement is easier than building out the RMLD system for a few customers.

RE: Account Payable Questions - June 22

Vincent Cameron

Sent: Monday, July 09, 2012 6:29 AM**To:** Gina Snyder**Cc:** Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti**Categories:** Red Category

You are correct that the area of work on that Saturday was not noted on the bill. What I meant on the response is that it is now noted on the bill.

From: Bo or Gina [mailto:bogina03@earthlink.net]**Sent:** Sunday, July 08, 2012 9:06 PM**To:** Vincent Cameron**Cc:** Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti**Subject:** Re: Account Payable Questions - June 22

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Re: June 2 and May 25 - Payables Questions

Bo or Gina [bogina03@earthlink.net]

Sent: Sunday, July 08, 2012 9:09 PM

To: Vincent Cameron

Cc: Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Jeanne Foti

Some clarification please on:

Rubin Rudman: The NStar activity had to do with information on their conservation programs.

Please attach the results of the NStar activity.

Please clarify Mass Communications as the bill indicates it is an estimate of quantity at \$10,250 and if I recall past postage bills ran \$9,000 a month.

Can you also clarify, the Schweitzer purchase was in December, 2012 (I assume you mean 2011) and we're paying just now?

For the HVAC, thank you for the information, it's a bit confusing. I'd like to have a clearer indication of why the RMLD facilities do so poorly when compared to other office buildings, which is broader than HVAC.

Thank you,

Gina

On 6/6/2012 11:51 AM, Vincent Cameron wrote:

> June 2, 2012

>

> Snyder

>

> 1. Rubin Rudman - Pls have detail on NSTAR + Hydro Quebec.

>

> This work was performed relating to developing the contracts for the power supply bid on May 18, 2012 and some energy conservation information. The RMLD went out for bid on May 18, 2012 and the bidders contracts have to be in place prior to going out to bid. One of the bidders was Hydro Quebec was one of the bidders.

>

> The NStar activity had to do with information on their conservation programs.

>

> 2. Nat Grid + NE Power - Are #'s switched on list? 16,485 is NE, 23,625 is NGrid. (Also noted by Commissioner West.)

>

> No, they are correct. The invoice for \$16,485.43 lists New England Hydro-Trans Corp on the invoice but the instructions on the bill states "checks should be made payable to National Grid". The invoice for \$23,625.56 is from National Grid but the instructions on the invoice states that "payment by check should go to New England Power Co.".

>

> 3. Postage wire form Mass Communications - Where's the bill with this?

>

> Attached is the bill from Mass Communication for the postage. It will be attached to the wire.

>

> 4. HD Supply + Schweitzer - These look like the exact same equipment, w/2 bills from 2 companies for the same thing. Please explain.

>

> The Schweitzer bid was awarded in November, 2011 and the relays were purchased in December, 2012.

>

> The HD supply was bid was awarded in May and the relays were purchased in May, 2012. Two separate bids.

>

> The relay replacement work was not going to be performed at the same time do to substation maintenance scheduling, so we did two separate bids

>

> 5. Kathleen Good - Please explain.

>

> This is for a court reporter service for an union arbitration. The RMLD splits the cost with the union.

>

> 6. Healthy Air + DNS Alpha Mechanical - Please provide an overview of all the HVAC + what the various contractors do with it. Maintenance, breakdowns versus replacement of the units. I'm interested in cost of O+M whether we'd save \$ in the long term if replaced.

>

> The roof top units that were replaced were 17 years old and in needs of replacement.

>

> I will get the information you requested with regard to HVAC maintenance, replacement, etc.

>

> May 25, 2012

>

> O'Neill

>

> 1. Bryan - Lodging listed Th/Fri on internal form; should be W/Th.

>

> Yes. The notation has been made on the forms.

>

> 2. Evans - Dates not listed on internal form. We are not able to book flights through the RMLD? We were not able to get an invoice, draw up a PO and get prior approval for conference.

>

> The dates are now on the form. The flights were paid for by the employee. There was no PO because the conference, flight, and hotel were paid for by the employee. The Engineering and Operations Manager gave prior approval for the trip and signed a travel authorization form prior to the trip.

>

> 3. Rubin and Rudman - I thought we had already paid them for DPU PowerPoint, etc. This is for work done in Jan/Feb. Please double check.

>

> There were two meetings with the Commonwealth of Massachusetts state officials. The first meeting occurred on December 12, 2012 with Bobbi Garnick Gates who is the Executive Director of was Executive Office of the Energy and Environmental Affairs (EOEEA). The RMLD, Braintree Electric Light Department (BELD), and Energy New England (ENE) set up a meeting through Rubin and Rudman to present the three systems energy conservation and renewable energy programs. The three systems wanted to also obtain some insight as to how the EOEEA viewed municipals with respect to energy conservation and renewable energy. The RMLD paid \$1,500 for Rubin and Rudman's role in setting up the meeting and discussing the presentation content. The meeting was very worthwhile in educating Ms. Garnick Gates where the municipal sector is with respect to energy conservation and renewable energy programs.

>

> The Mass. Department of Public Utilities (MDPU) Commissioners, upon hearing about our meeting with Ms. Garnick Gates, asked the RMLD, BELD, and ENE to attend a meeting with them to discuss our energy conservation and renewable energy programs and also discuss the municipalization bill. We were surprised that the MDPU asked us to come before them, which was a signal that they are very interested in the content of the information we provided.

>
> This MDPU meeting created a good amount of up front work by Rubin and Rudman work to ensure that our presentation and message to the MDPU Commissioners was appropriate. The meeting took place on February 14, 2012 and lasted for about an hour and fifteen minutes. The meeting was very informative for the MDPU Commissioners and they asked many probing questions about our energy conservation and renewable energy activities. They also asked some very direct questions relating to the municipalization bill.
>
> I reported on these meetings at the February Board meetings.
>
> In researching this issue I noticed that I wrote on the first Rubin and Rudman Meeting invoice "meeting with Mass DPU Commissioners". This was incorrect and should been noted as "meeting with EOEEA". My error.
>
> 4. Please provide a copy of the PowerPoint mentioned in Rubin & Rudman invoice.
>
> It is attached.
>
>

Account Payable Question - July 6

Vincent Cameron

Sent: Tuesday, July 10, 2012 11:46 AM
To: Phil Pacino; Bob Soli; Gina Snyder; Marsie West
Cc: Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti
Categories: Red Category

Soli

1. Pitney Bowes - I thought we stopped using the machine for bills.

The RMLD started the off-site billing by Mass Communications, Inc. in June of this year. The bills from Pitney Bowes are for service charges for the first six months of this year.

Account Payable - July 13 and Payroll July 16 - No Questions

 Jeanne Foti

Sent: Tuesday, July 17, 2012 6:03 AM

To: Accounting Group

Cc: Vincent Cameron; Patricia Mellino

Good morning.

Account Payable - July 13 and Payroll July 16 there were no questions.

Thanks.

Jeanne Foti

 Executive Assistant

Reading Municipal Light Department

781-942-6434 Phone

781-942-2409 Fax

Please consider the environment before printing this e-mail.

