



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-01-19

Time: 6:30 PM

Building:

Location:

Address:

Session: Open Session

Purpose:

Version: Final

Attendees: **Members - Present:**

Mr. Robert Coulter, Chair; Mr. Philip Pacino, Vice Chair; Mr. John Stempeck, Commissioner; Mr. David Talbot, Commissioner; Ms. Marlena Bitz, Commissioner.

Members - Not Present:

Others Present:

RMLD Staff: Ms. Coleen O'Brien, General Manager; Mr. Greg Phipps, Director of Integrated Resources; Ms. Wendy Markiewicz, Director of Business Finance; Mr. Hamid Jaffari, Director of Engineering and Operations; Ms. Janet Walsh, Director of Human Resources; Ms. Paula O'Leary, Materials Manager; Ms. Erica Morse, Executive Assistant.

RMLD Finance Committee Liaisons: Jackie McCarthy, Reading

Citizens' Advisory Board: Mr. Vivek Soni, CAB, Reading.

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

Topics of Discussion:

1. Call Meeting to Order

Chair Coulter called the Board of Commissioner's meeting to order at 6:30 PM and announced that the meeting would be held on Zoom and live on RCTV and YouTube.

Opening Remarks

Chair Coulter read RMLD's code of conduct.

Commissioner Stempeck served as interim Secretary until Vice Chair Pacino was present at the meeting.

Introductions

Chair Coulter welcomed everyone to the meeting of the RMLD Board of Commissioners and asked all attendees to identify themselves.

2. Public Comment

Citizens' Advisory Board

Vice Chair Soni (CAB) noted that the CAB meeting is tomorrow. At the December CAB meeting, the CAB voted to recommend the decarbonization strategy to the RMLD Board.

Liaisons to RMLD Board

There was no comment from the RMLD Board Liaisons during this meeting.

Public Comment

There was no comment from the public during this meeting.

3. Approval of Board Minutes

Materials: Board Packet, Attachment 1 (PDF)

Meeting minutes were approved by the Board as presented.

Chair Coulter made a **motion**, seconded by Mr. Stempeck, that the Board of Commissioners approve the meeting minutes of the November 17, 2021 meeting on the recommendation of the General Manager.

Motion Passed: 3:0:0 (3 in favor) Roll Call: Mr. Stempeck, Aye; Ms. Bitá, Aye; and Chair Coulter, Aye. Messrs. Pacino and Talbot were not present.

Vice Chair Pacino entered the meeting after the vote was taken. Vice Chair Pacino assumed the role of Secretary at this point in the meeting.

4. General Manager's Report

Ms. O'Brien provided the General Manager's Report.

Adopt-An-Island Update

Ms. Bitá asked for the annual cost associated with the Adopt-an-Island project. Ms. O'Brien responded that it is approximately \$2K for vegetation, inclusive of trimming, at 550 Ash Street.

The 580 Main Street project consists of RMLD installing the EV charging station as well as surface restoration. The area for the project encompasses the corner of Main and Haven Street to the end of the parking lot. RMLD will be working collaboratively with the Reading Garden Club on vegetation. Ms. O'Brien added that Mary Higgins was great to work with, and all parties are looking forward to this project.

The DRT confirmed that the planting would not create any hazards.

Pricing needs to be secured for vegetation. Ms. O'Brien will provide the pricing information to Ms. Bitá.

The RMLD is working on a signage operating procedure for the EV charging station that will be provided to the town.

The EV charging station construction bid is due next week. Construction should start in the spring once the ground thaws.

Erin Schaeffer, Economic Development Director and Ryan Percival, Town Engineer, are the Reading representatives on the EV Charging Station Site Selection Committee and will continue working to select sites that are feasible both civilly and electrically in accordance with the town's plan.

Vice Chair Pacino made a **motion**, seconded by Mr. Stempeck, that the Board of Commissioners vote to include 580 Main Street in the "Adopt-An-Island" Town of Reading Program, in addition to the existing 550 Ash Street, for vegetation beautification, utilizing below the line funds.

Motion Passed: 4:0:0 (4 in favor, 1 absent) Roll Call: Ms. Bitá, Aye; Mr. Stempeck, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye. Mr. Talbot was not present.

Mini RMLD Board Trainings

Ms. O'Brien reported on upcoming RMLD Board Trainings

- FERC Training – February/March, Ms. Markiewicz will present basic FERC accounting.
- Legal Training – In accordance with RMLD policies, date to be determined.
- Open Meeting Law Training – Inclusive of all Board members.

Scheduling

The next board meeting will be held on February 24, 2022.

Tentatively scheduled for the end of February or beginning of March, a meeting will be held for the GM Goals/Review in conjunction with the Cultural Survey Presentation.

Joint Meeting on economic development with Select Board

The Economic Development Tour of RMLD's Ash Street campus is scheduled for tomorrow morning.

Ms. Morse did a great job on the tour map and informational brochure. This tour will be beneficial for the Town, new Commissioners as well as, Select Board Members.

The information gained from this tour can be utilized for the joint meeting with the Select Board in February/March relative to the economic development of the Ash Street area. RMLD needs to know the direction the town is moving in the future to develop a master site plan.

March Finance Committee Meeting

In March, The RMLD will presenting the Payment in Lieu of Taxes (PILOT) to the Finance Committee that demonstrates the new calculation.

RMLD Electric Vehicle Charging Strategies Webinar

RMLD Electric Vehicle Charging Strategies Webinar will be held on February 1, 2022, at 7:00pm. There is a link on RMLD's website to register; the RMLD will continue to promote the event through the newsletter, press releases, and email blasts. Commissioner Talbot volunteered to be on the panel. The purpose is to provide education on electric vehicles, RMLD rebates and to promote electrification.

Reading Rotary Update

The RMLD will provide an update to the Rotary on January 24, 2022.

Upcoming Events

High School Art Contest

High School Art Contest Kickoff for RMLD's annual report theme will be "VERSATILITY"; targeted for the end of January.

Elementary Art Contest Awards

The Elementary Art Contest Awards is tentatively scheduled for February or March and will be held in person or virtual. Audio visual technology is being installed to accommodate hybrid meetings. RMLD hopes to resume in house meetings in the spring.

Town Meeting Land Article

Ms. O'Brien submitted the Warrant Article to the town of Reading regarding the procurement of the land for the new Wilmington substation (all commission members were copied). It has been confirmed that the Article will be on the Warrant for the upcoming Town Meeting.

Mr. Stempeck commended and thanked Mr. Morse for the layout she prepared for the RMLD campus tour. Ms. O'Brien echoed Mr. Stempeck's comments.

5. Policy Review

Materials: Policy Review Packet, (PDF)

Ms. O'Brien reported on the following Policies:

Policy 1: Community Relations

No modifications were made to Policy 1: Community Relations. The policy reflects current RMLD practices, policies, and applicable laws.

Chair Coulter asked a question regarding donations to the communities. Ms. O'Brien responded that the law is very specific, there are no donations/contributions to any charities or 501c's. RMLD receives many requests for donations, and all are reviewed accordingly.

Chair Coulter cited the example of a pole being needed at a ball field; how does the RMLD handle those requests? Ms. O'Brien responded that RMLD has installed and replaced poles in town parks; poles which are not donated.

Vice Chair Pacino made a **motion**, seconded by Mr. Stempeck, that the Board of Commissioners approve Policy 1 Community Relations as presented, with no changes, on the recommendation of the General Manager.

Motion Passed: 4:0:1 (4 in favor, 1 absent) Roll Call: Ms. Bitá, Aye; Mr. Stempeck, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye. Mr. Talbot was not present.

Policy 5: Training and Travel

- The policy name was revised to reflect RMLD's current practice, "Training/Travel".
- The form (Attachment A) was changed to "Training/Travel" permitting authorization for both.
- In accordance with the current RMLD Organizational Chart, Human Resources Manager was changed to Director of Human Resources throughout.
- The approval process, mileage, requisite receipts, and all allowable expenditures were clarified.

Vice Chair Pacino made a **motion**, seconded by Ms. Bitá, that the Board of Commissioners approve Policy 5: Overnight Travel, as presented, on the recommendation of the General Manager.

Motion Passed: 4:0:1 (4 in favor, 1 absent) Roll Call: Ms. Bitá, Aye; Mr. Stempeck, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye. Mr. Talbot was not present.

Policy 17: Tuition Reimbursement

- In accordance with the current RMLD Organizational Chart, Human Resources Manager was changed to Director of Human Resources throughout.
- RMLD has determined that per semester is passe, the department will reimburse six courses per calendar year for higher education (courses are now more condensed - six-week class timeframes).
- The requirement of employees to provide "all receipts" was clarified.
- If the RMLD employee is enrolled in a private college or university, the reimbursement amount shall not exceed the tuition rates applicable to comparable programs at a Massachusetts public university or college.
- The language stating that RMLD employees will not be permitted to use company time or resources for classes nor studying was modified to indicate there are no exceptions.

Mr. Stempeck asked a question relative to course selection: Does RMLD decide if the courses are appropriate in terms of applicability for job training or can employees take any course they wish?

Ms. O'Brien responded that employees receive a list of recommended courses applicable to their position. The goal is to have employees attain skill proficiency through education or for promotion advancement.

Vice Chair Pacino made a **motion**, seconded by Mr. Stempeck, that the Board of Commissioners approve Policy 17 Tuition Reimbursement, as presented, on the recommendation of the General Manager.

Motion Passed: 4:0:1 (4 in favor, 1 absent) Roll Call: Ms. Bitz, Aye; Mr. Stempeck, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye. Mr. Talbot was not present.

Policy 22: Pension Trust

Ms. O'Brien stated that the town handles the Pension Trust per the statute under current law. This was part of the Policy 8 OPEB discussion, where RMLD has authority. The RMLD is recommending to dissolve this policy.

Discussion followed on how RMLD's Pension Fund will be transferred to the town of Reading, who will be the custodian of these funds and if this policy should be dissolved.

Ms. Markiewicz clarified that the Pension Trust and the OPEB trust are two separate trusts. The pension trust is with the town and has always been with the town.

Ms. O'Brien stated that although the RMLD is no longer handling the Pension Trust, it still exists, but the investing is handled by the town. The RMLD's annual payments to the town of Reading are reflected as an operating expense in its rates without the creation of a separate trust.

This policy (governing document) does not apply anymore. There is a Pension Trust, but it comes under the authority of the town with the statutes.

Vice Chair Pacino made a **motion**, seconded by Ms. Bitz, that the Board of Commissioners dissolve Policy 22 Pension Trust, as presented, on the recommendation of the General Manager.

Motion Passed: 5:0:0 (5 in favor) Roll Call: Ms. Bitz, Aye; Mr. Stempeck, Aye; Vice Chair Pacino, Chair Coulter, Aye, Mr. Talbot, Aye.

Mr. Talbot joined the meeting remotely at 7:01 PM.

6. Integrated Resources Report

Board Packet, Attachment 4, *Integrated Resources Report* (PDF)

Mr. Phipps provided an Integrated Resources Report as follows.

2022 Rates – Update (slide 3)

Massachusetts Department of Public Utilities (MPDU) confirmed the RMLD rates filing. The new rates became effective as of January 1 and reflected in RMLD billings accordingly.

The Purchase Power Capacity & Transmission Charge (PPTC) and Fuel (pass through accounts) were higher than expected in January. Customer billings for January will be closer to a ten or eleven percent increase based on usage, in comparison to December. Customer billings from September to December demonstrated a lower PPTC cost because RMLD utilized funds from the Rate Stabilization Fund to offset the cost. The use of Rate Stabilization Funds did not occur in January, thus contributing to the increase.

Billing examples that illustrate the 2022 rate changes can be found on RMLD's website.

Mr. Phipps stated that the residential portion of Renewable Choice becomes effective February 1. The renewable choice rate will be shown on residential bills as an incremental rate as opposed to usage and is based on per kilowatt consumption. The renewable choice rate will be communicated in RMLD's newsletter, via a press release, RMLD's website and by email. We plan on making Renewable Choice for C&I in March 2022.

The A3 rate is being tested in the billing system and customer communication is being drafted.

The RMLD is developing a calculator for the renewable choice and A3 rates. The calculator will be located on the RMLD's website, and customers will be able to utilize this tool to view the financial impact for participation in the renewable choice program.

Power Supply Update Status (slide 4)

Three Transactional Facility Agreements (TFA's) were executed in the first half of 2021. RMLD performs the TFA analysis monthly. The RMLD is looking at the forward price curves based on analysis and may execute additional TFA agreements for a four-year period. The April to May timeframe would be financially advantageous for the RMLD to secure these contracts.

Mr. Phipps reported on the power supply contract approved in 2021 as outlined in slide 4. The environmental assessment on the Connecticut and Dahowa projects resulted in no findings. Mr. Phipps stated that the New York project will be executed in the spring, and RMLD will take power from Dahowa in April. Seabrook Solar is expected to be executed in February and the Vineyard Wind purchase power agreement will tentatively occur in March.

RMLD is currently working with Millstone through ENE with other municipal light plants to secure the most advantageous contract.

All power contracts addressed are long term contracts, twenty to thirty years.

Hydro Quebec I/II Transmission (slide 5)

RMLD has transmission rights and equity ownership in Hydro Quebec (2,000 megawatts). The RMLD belongs to a municipal consortium, which in total, owns less than 100 megawatts. Currently, the department is not taking power from Hydro Quebec because the minimum bid to participate is 100 megawatts. RMLD is working in conjunction with ENE to obtain additional megawatts and allow for RMLD to take power from Hydro Quebec.

The intention of the project is not an investment vehicle but to have transmission rights; whether RMLD takes power or not, the contract remains beneficial.

RMLD currently sells the transmission rights and receives dividends from the equity portion. RMLD's expenses were under \$150K; the dividend paid out was over \$550K, with the net benefit of \$400K annually. RMLD has another 20-year contract with no exit clause, which will require \$230K over the next four years with a return of \$1m for the following 16 years.

Chair Coulter asked a question regarding the 100-megawatt barrier. Mr. Phipps responded that currently, the consortium level is at approximately 90-92 megawatts in total; with a small portion left to gain transmission rights. The RMLD is working on finding sources willing to sell their rights. Although not critical in the next few years, this would be a benefit in our power supply portfolio in the future.

7. Engineering and Operations Report

Materials: Board Packet, Attachment 4, *Engineering and Operations Report*, (PDF)

Mr. Jaffari reported on the Engineering and Operations update as well as, CY2021 accomplishments.

RMLD Reliability Indices CY2021 (slide 3)

In CY21, RMLD's reliability indices for SAIDI, CAIDI and SAIFI were lower than the regional and national averages. RMLD has one of the most reliable systems in the northeast region.

Causes of Outages as of December 2021 (slide 4)

In comparison to the annual average (2016-2020); in calendar year 2021 RMLD had a higher occurrence of outages due to issues with equipment. This trend will continue in the short term as RMLD proactively addresses the aging infrastructure equipment.

In all other categories the Department is lower than the five-year annual average.

RMLD's Maintenance Programs (slide 5)

RMLD has outstanding reliability largely due to the maintenance programs the Department has in place. RMLD's maintenance programs mitigate load loss, which in turn, results in cost savings.

CY2021 13.8kV (Step-down) Conversions (slide 6)

13.8kV (Step-down) conversions are extremely important to the reliability of the system. This process involves upgrading poles, wires, transformers, and accessories; this transforms an entire area and with proper maintenance, will last 20-30 years.

CY2021 Underground Subdivisions Upgrade (slide 7)

RMLD has approximately 200 subdivisions, most of which are aged and due for upgrades.

Upgrades are prioritized on age and condition, and involve replacing the transformers, primary and secondary cables, as well as termination elbows. The result is brand new equipment.

Aged Transformer Replacement (slide 8)

The aged transformer program started in CY14. In CY21, 732 pad transformers were inspected over 10 years. There has been a small number of premature failures of less than 25 years. Transformer replacement is prioritized on physical condition, age, and load.

The life of a transformer exponentially decays as it ages. New transformers are extremely beneficial to RMLD as they are more efficient and have lower losses. A substation transformer's life expectancy is between 4-50 years depending on the load and proper maintenance while a distribution transformer's life expectancy is approximately 20-25 years.

Aged Transformer Replacement Program (slide 9)

Mr. Jaffari presented a statistical analysis for system wide pad and pole mounted transformers as outlined in slide 9.

Miscellaneous Construction Projects (slide 10)

Mr. Jaffari presented Pad-mount switchgear upgrades at industrial parks and four new developments.

CY21 Smart Grid Automation (slide 11)

Four SCADA-Mate switches and two IntelliRupters are installed every calendar year, resulting in improved reliability, faster restoration, and the ability to provide metering data to SCADA and OMS. While Smart Grid automation is important for the system reliability, the addition of EV chargers and increased solar load poses a new power quality threat; there is a concern around harmonics in the future.

Smart Grid Projects (slide 12)

RMLD successfully completed a Smart Grid Devices Communication Study; a report will be issued shortly. The results of this study will provide the Department with a guideline for the required radio and communication device(s) that support robust communication between smart switches to support Fault Detection Isolation and Restoration (FDIR).

The Department completed the AMI/MDM study. The study found that the RMLD needs to change the aged Advanced Metering Infrastructure (AMI) system and install the Meter Data Management (MDM) which allows the billing system to integrate with Cogsdale; demand side management; and to implement additional demand programs.

Outage Management System / Integrated Voice Response (OMS/IVR) integration is a method for the RMLD to communicate to the customer base via, phone, text, or e-mail. There are 800 customers currently enrolled.

The Customer Notification System (CNS) which will be utilized for customer alerts during the system peak and demand response, is in progress.

Volt Var Optimization (VVO) is installed and in testing mode. The function of the Volt Var Optimization is to improve the power quality and power factor (lower losses=cost savings).

All required staff have completed the S&C Smart Grid Training.

Substation Equipment Testing and Maintenance (slide 13)

Testing was performed at all RMLD's substations. NERC requires a five-year testing period. RMLD tests the breakers, transformers, and relays triennially. Station 5, due to its age, is tested annually until the new Wilmington substation is built. The Department's plan is to be proactive with equipment testing and maintenance.

CY21-Accomplishments (slides 14-17)

Mr. Jaffari thanked the RMLD supporting staff as well as the management team and stated that it was through their cooperation and collaboration that made CY21 a successful year.

Mr. Jaffari discussed the accomplishments as outlined in slides 14-17, in the following areas:

- Substation
- Engineering & Operations Special Projects
- Facilities and Purchasing/Materials Management

New Wilmington Substation (CY21-CY24) (slide 17)

RMLD has found an option for the new Wilmington substation land in the Ballardvale area.

The load allocation study has been completed to ensure that the location of the substation is at the lowest loss on the system. This new substation will take the load of Station 5 as well as provide load relief for the other two substations.

The Department has completed the site survey, environmental assessment, and land appraisal. The new Wilmington substation will tentatively be completed in CY24 with the load transfers from Substations 3, 4, and 5 to occur from CY24 – CY26.

Massachusetts Grant EV-Chargers (slide 18)

The loading requirement from the transformers has been reduced from 80% to 70% of the name plate due to anticipation of increased load. When fully charged, each EV chargers' load is equivalent to that of three or four homes.

RMLD received a grant in the amount of \$78K for L2 EV chargers at five locations: two in Wilmington and three in Reading. There is an additional grant in the amount of \$99K for L3 EV Chargers at the Reading Library (March-April timeframe) with another in Reading.

Double Poles (slide 19)

Mr. Jaffari presented a statistical analysis for double poles as outlined in slide 19. The RMLD is working to transfer to single poles as soon as possible.

8. Procurement Report

Materials: Board Packet, Attachment 5, *Information on Bidding* (PDF).

Ms. O'Leary reported on procurement and bidding information, as outlined on slide 1.

The RMLD is experiencing delays with lead times for equipment and materials. The supply chain has been interrupted due to shortages of personnel and COVID absences. Ms. O'Leary noted that the RMLD has been impacted by these delays and cited the example of a generator which the RMLD was scheduled to receive in December. The timeline was first pushed to April, and then again to September.

Concurrently, vendors have shortened the timeline for quote pricing. Certain vendors are no longer providing quotes because it could take a year or more to get the supplies, equipment, or materials.

The RMLD had 40 bids last year and as of January 2022 has a total of 15 bids, quotes, or proposals. COVID has not impacted purchasing in this regard.

Ms. O'Leary addressed the question of "why only one bid":

Non bid submittals

- Vendors cannot meet RMLD's specifications
- Vendors are too busy to respond to bids
- Vendors do not have the requisite resources
- Some bids are restrictive.

Ms. O'Leary cited the example of the Tree Trimming bid. This was a restrictive bid because RMLD has high safety qualifications in the bid specifications, such as Electrical Hazards Awareness Program (EHAP). Not all tree trimming companies have this safety qualification in place, and as a result, do not meet the bid specifications.

Prevailing wage

Ms. Leary discussed prevailing wage as outlined on slide 1. Under Massachusetts General Law all employees on "public works" projects must be paid the "prevailing wage." The Division of Labor Standards sets that wage rate.

To comply with this, vendors must fill out a weekly certified payroll form report and a certified compliance statement submitted with their invoices.

This requires additional paperwork, which acts as a barrier to submitting bids for some potential vendors. In many circumstances, smaller companies cannot afford to pay the prevailing wage rate.

During the bid process, the RMLD circulates a "non-response" form as a way for vendors to provide feedback as to why they did not bid. Calls and emails are made as well. Currently there are few responses to the non-response form. Purchasing is considering changing the order of where the form is located to ensure visibility.

Based on the feedback from the Board all bids are going out for a minimum of three weeks to return the bid, in a more complicated bid, four weeks.

Rejection of a Bid:

- Submitted after specified timeline
- Non-responsive - Does not conform to terms and conditions
- Not responsible - Does not have the integrity, capability, reliability to do the work
- Statutorily required forms not submitted- Non submittal of non-collusion certification, tax compliance certification

- Bid security is not included with submittal
- Bid was not signed by the authorized person

Ms. O' Leary stated that some bidders take exceptions to the bids, and in some cases these exceptions are acceptable. The RMLD may also reject a bid when the bid comes in significantly higher than the budgeted amount.

Chair Coulter thanked Ms. O'Leary for the presentation.

9. Procurement Requests Requiring Board Approval

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services postponed to the next RMLD Board meeting. No vote was taken.

10. Scheduling

The next RMLD Board of Commissioner's meeting will be held on February 24, 2022.

- February CAB Meeting Coverage: Chair Coulter
- February AP: Mr. Talbot
- February Payroll: Mr. Stempeck

11. Executive Session

At 8:04 PM Vice Chair Pacino made a motion seconded Mr. Talbot by that the 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, to discuss competitively sensitive issues regarding Massachusetts G.L. c.30A, sec 21 (a)(1) and to consider the purchase, exchange, lease or value of real property, and return to regular session for the sole purpose of adjournment.

Motion Carried: 5:0:0 (5 in favor) Roll Call: Mr. Stempeck, Aye; Ms. Bitz, Aye; Mr. Talbot, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye.

12. Adjournment

The Commission returned from Executive Session for the sole purpose of adjournment.

At 8:36 PM Vice Chair Pacino made a **motion**, seconded by Mr. Talbot that the Board of Commissioners adjourn regular session.

Motion Carried: 5:0:0 (5 in favor) Roll Call: Mr. Stempeck, Aye; Ms. Bitz, Aye; Mr. Talbot, Aye; Vice Chair Pacino, Aye; and Chair Coulter, Aye.

BOARD MATERIALS AVAILABLE BUT NOT DISCUSSED

- Accounts Payable / Payroll Questions through pay date 11/15/2021
- Financial Update through November 2021
- Surplus and Scrap Material Report December 2021

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

Philip B Pacino
Philip B Pacino (Apr 4, 2022 12:06 EDT)

Philip B. Pacino, Secretary Pro Tem
RMLD Board of Commissioners



**READING MUNICIPAL
LIGHT DEPARTMENT**

BOARD OF COMMISSIONERS MEETING

REGULAR SESSION

JANUARY 19, 2022

APPROVAL OF BOARD MINUTES

ATTACHMENT 1

**PLEASE REFER TO THE SIGNED AND
APPROVED MINUTES ON THE RMLD OR
TOWN OF READING WEBSITE**

POLICY REVIEW

ATTACHMENT 2

POLICY 1: COMMUNITY RELATIONS

Revision No. 4

Commission Vote Date

Next Review Date

B. General Manager

1. Overall implementation of this policy.
2. Oversight and approval authority as set forth in this policy.
3. Make presentation of programs to the RMLB.
4. Make reports to the RMLB regarding activities under this policy as may be requested by the RMLB from time to time.

C. Communications Manager

1. Under the direction of the Director of Integrated Resources, the Communications Manager will assist the General Manager in implementing this policy and associated activities.
2. Provide specific communications and activities between the communities within the RMLD's service territory.
3. Evaluate and oversee the work performed by outside community relations firms and individual contractors in the communications field.
4. Develop and implement a communications plan that meets the needs of the RMLD within a changing electric utility industry.
5. Prepare a proposed program and advertising budget and ensure that expenses comply with limits set forth in the approved budget or this policy.

III. CHARITABLE CONTRIBUTIONS AND GIFTS

A. Purpose

The RMLD will follow the policies and guidelines of the Department of Public Utilities (DPU) regarding charitable contributions and gift giving. The DPU policy is as follows:

Department [DPU] policy is to exclude charitable contributions from the cost of service in the absence of compelling evidence that a utility's charitable giving is reasonable and provides a clear benefit to ratepayers that is essential to serving them.

See, e.g., Fitchburg Gas & Electric Light Company, DTE 98-51 at 37 (1998).

B. Prohibitions on Charitable Contributions

As a general rule, charitable contributions and gift giving will not provide a clear benefit to ratepayers that are essential in providing electric service to them. Accordingly, charitable contributions and gift giving are prohibited.

C. Exceptions

This policy does not prohibit RMLD from contributing funds to the towns that it serves in accordance with the 20-year agreement or DPU principles.

IV. ADVERTISING

A. Purpose and Intent

It is the intent of this policy that RMLD will follow the same advertising rules and regulations applicable to investor-owned utilities as set forth in G.L. c. 164, §33A and as may be interpreted by the DPU. Accordingly, RMLD's advertising shall be only for informational and educational purposes relating to RMLD's services or the use of electricity. RMLD shall not engage in promotional or political advertising proscribed by G.L. c. 164, §33A, nor shall RMLD endorse or subsidize any individuals, groups or organizations engaged in promotional or image advertising.

B. Definitions

For purposes of this policy, the following definitions shall apply:

1. Advertising

“Advertising”, the commercial use by RMLD of any media, including newspaper, printed matter, radio, and television, in order to transmit a message to a substantial number of members of the public or to RMLD's customers.

2. Political Advertising

“Political advertising”, any advertising for the purpose of influencing public opinion with respect to legislative, administrative, or electoral matters (whether federal, state, or local), or with respect to any controversial issue of public importance.

3. Promotional Advertising

“Promotional advertising”, any advertising for the purpose of encouraging any person to select or use the service or additional service

of RMLD or the selection or installation of any appliance or equipment designed to electrical service.

C. Permitted Informational and Educational Advertising

RMLD may engage in advertising to convey the following information:

1. RMLD contact information and hours of operation;
2. RMLD's Rate Schedules and Terms and Conditions of Service;
3. Location of local pay stations;
4. RMLD services or products, which may be subject to direct competition;
5. Electrical safety and safety measures;
6. Energy conservation and or other information about how to use RMLD's services in a cost-efficient manner;
7. Service interruptions, repair and maintenance activities, and emergency conditions;
8. Peak load reduction information;
9. Information that is required by federal or state laws or regulations to be provided to the public through a media source (*e.g.*, bids, meeting notices, rate changes); and
10. Employment opportunities at RMLD.

All other advertising shall be subject to the express approval of the General Manager, which shall be in accordance with this policy.

D. Permitted Advertising Sources

1. RMLD's newsletters;
2. RMLD's website;
3. Local community newspapers;
4. Local community television;
5. Central Register;

6. Local community maps;
7. Trade magazines or journals or online sources as may be required by RMLD's disposal policies;
8. Any specific source that is expressly required by law, regulation or directive of an administrative agency (e.g., a newspaper of general circulation to comply with notice requirements in an administrative agency proceeding);
9. Annual directories and brochures of local civic or community organizations provided that: (a) advertising or sponsorship is not being offered as part of a fundraising campaign or program by the organization or group, and (b) subject to the limitations set forth in Section IV(E)(2); and
10. The use of any other media sources for permitted advertising shall require the prior approval of the General Manager.

E. Budget and Expenses

1. The Communications Manager shall prepare an annual advertising budget. The budget shall be subject to the approval of the General Manager and the RMLB.
2. All permitted advertising placed in civic or community organization brochures within the RMLD's service communities shall be capped at \$100 per organization, \$2,000 per year in the aggregate. All such advertisements shall be subject to the prior approval by the General Manager.

V. SERVICE TO TOWNS WITHIN RMLD'S SERVICE TERRITORY

RMLD may provide services at no charge or at a reduced charge to the municipalities within its service territory only to the extent permitted pursuant to applicable regulatory, ratemaking and accounting principles. At all times, the provision of any such services to the municipalities shall be subordinate to RMLD's obligation to provide reliable electric service to its ratepayers. In addition, the following requirements shall apply:

- A. The municipality shall make a written request to RMLD for the services, which shall be subject to the General Manager's approval. In approving the services, the General Manager shall consider the needs of RMLD and the burdens on RMLD's resources or operations. RMLD's provision of the services at all times shall be contingent upon the availability of resources and personnel, and shall be subordinate to RMLD's obligation to provide reliable electric services to its ratepayers. RMLD shall not assume any legal obligation to provide the services

and the services may be delayed or canceled at any time, without liability, if RMLD determines that it lacks the requisite resources to provide the services.

- B. The municipality shall agree in writing indemnify RMLD for personal injuries and/or property damages arising out of the provision of the services.
- C. The municipality shall reimburse RMLD for the cost of all consumable supplies and materials.
- D. All compensation to employees and other expenses associated with the services shall be paid by RMLD's below-the-line earnings, unless such costs may be deemed to be operating expenses in accordance with applicable DPU accounting and ratemaking principles.

VI. BUSINESS AND CIVIC ORGANIZATIONS

- A. RMLD will hold membership in the Rotary Internationals and Chambers of Commerce located in the communities within RMLD's service territory in an effort to be responsive to the local communities and maintain a communication link between the RMLD and its customers. Membership in other local business or civic organizations shall be subject to the General Manager's prior approval.
- B. Only dues, attendance fees to pre-approved functions, and permitted advertising in civic membership directories and brochures will be funded by the RMLD.
- C. RMLD employee-members may attend pre-approved functions that are considered a mandatory part of membership and which benefits RMLD's services to its customers. Any clarification on whether attendance is permitted under this policy shall be directed to the General Manager for a final decision.
- D. Duties performed as part of RMLD's membership in the respective organization will be considered a part of the employee's employment responsibilities. When such duties occur outside of the employee's normal working hours, such employee will receive compensation pay in accordance with prevailing collective bargaining/employment contracts and personnel policies, and upon review and approval by the General Manager. Prior to performing any duties as part of such membership(s), the employee shall obtain pre-approval from the General Manager or his/her designee for the amount of time that may be spent on such duties and the compensation that such employee will receive for the pre-approved amount of time.

VII. COMMUNITY RELATIONS PROGRAMS

- A. The Integrated Resources Division shall be responsible for developing and implementing various educational and informational programs targeted to members of the communities within RMLD's service territory, including but not limited to, customers, senior citizens, schools, youth organizations, real estate brokers, etc.

- B. Permitted Community Relations Programs shall be limited to the topics set forth in Section IV (C) relating to Informational and Educational Advertising, unless the General Manager provides his/her prior approval and the program meets all other requirements of this policy. Paragraph D of this Section VII includes a listing of specific Community Relations Programs that are permitted under this policy. Depending on customer needs, all programs may not be done each and every year, and programs may be added, discontinued or periodically redesigned to meet the changing needs of the RMLD.
- C. The Community Relations Programs will be included in the annual budget of the Community Relations Department to be approved by both the General Manager and the RMLB.
- D. The following is a listing of approved Community Relations programs and a brief description of each. A more in-depth explanation of each program may be obtained through the Integrated Resource Division. Programs listed are subject to annual budget approval and time availability within each fiscal year. Community relations programs shall use the RMLD website as the preferred source of information in order to reduce paper use.
1. Real Estate Brokers

Provide RMLD information such as rate schedules, conservation brochures, RMLD's Terms & Conditions, and RMLD program listing to local real estate brokers for distribution to new residents.
 2. RMLD In The Neighborhood

Free energy efficient light bulb and information packet filled with pertinent information relevant to the RMLD and the local communities. New customers must come to the RMLD to receive their packet.
 3. RMLD's Library

Instructional videotapes, books, and CDs on electrical and conservation issues will be available at the RMLD for customers to sign out.
 4. Senior Citizens

Open houses and/or visits to local senior citizens centers offering safety and educational information to the elderly.
 5. Kids & Electrical Safety

RMLD will hold an annual *Electrical Safety Art* contest for elementary grade students as part of the "Community Power Week" program.

6. Schools and Electrical Safety

RMLD will provide electrical safety and conservation activity books to an early elementary grade at our local schools.

7. Students and Basic Electricity

The RMLD will provide a representative to work with an elementary grade and potentially with a high school grade to help educate the students on basic electricity.

8. Scouts Program or similar program

The RMLD's Girl/Boy Scouts or similar program offers leaders the opportunity to bring the scout troops to the RMLD for a tour and electrical educational presentation.

9. Informational Booths

RMLD may lease a booth at local events, such as business expos, to provide information regarding RMLD's services, and education on electricity and electrical safety matters.

10. Cable Television

RMLD may make use of the free access to the local cable stations to promote electrical safety and education and storm readiness.

11. Town Days

RMLD may participate in community-served Town days, such as Truck Day and other community-served sponsored outings in which electrical safety equipment or technology will be demonstrated.

12. American Public Power Association Open House

RMLD may hold an open house to provide opportunities to learn about RMLD operations, programs and electric safety.

POLICY 5: TRAINING AND TRAVEL

RMLD Policy No. 5

~~OVERNIGHT~~ TRAINING / TRAVEL

Revision No. ~~9~~ 8

Commission Vote Date _____

General Manager

Next Review Date

I. Purpose

~~This policy To establishes~~ overall administrative controls for authorizing RMLD business-related training and overnight/day travel and for approving reporting of employee expenses ~~and obtaining approval for overnight/day travel~~. This policy does not govern travel expenses related to the provision of mutual aid.

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel expenses. The ~~Accounting Manager~~ Director of Business & Finance (or designee) will refer reimbursement requests in which expenses ~~that~~ exceed Section III guidelines to the General Manager for final approval. The ~~Accounting manager~~ Director of Business & Finance ~~is encouraged to may~~ meet directly with employees whose expenses exceed these guidelines in an effort and to ascertain a reasonable and equitable reimbursement amount based on the circumstances ~~resolve on the side of reasonableness and fairness to the employee~~. Should the ~~Accounting Manager~~ Director of Business & Finance have questions on an employee's expense report that have not been addressed is not answered to his/her satisfaction, he/she then shall report those concerns to the General Manager ~~shall report any unresolved policy abnormalities by the Accounting Manager to the Reading Municipal Light Board of Commissioners at the next scheduled meeting.~~

II. Responsibilities

A. ~~Accounting Manager~~ Director of Business & Finance

1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with RMLD's requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for making ~~decisions~~ recommendations on reimbursements ~~s~~ requests under this policy, subject to review and final approval by the General Manager.
3. Responsible for making reports of reimbursements ~~s~~ to the General Manager as may be requested by the General Manager from time to time.

B. Supervisor of Employee Seeking Reimbursement

1. Determines the need and/or business justification for the employee's training and/or travel.
2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses subject to this policy is aware of this policy and its provisions.
3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to the Director of Business & Finance Accounting in a timely manner as required in Section III.-R "Expense Report Processing."

C. General Manager

1. Retains final authority decision-making authority concerning justification for approving training and travel for ~~of~~ subordinate employees.
2. Responsible for reviewing decisions made by ~~Accounting Manager~~ the Director of Business & Finance on reimbursements requests. If the General Manager ~~overrules—overrides a decision—recommendation made by of the Accounting Manager~~ Director of Business & Finance, the General Manager shall document the reasons in writing ~~make a report to the Reading Municipal Light Board at the next scheduled meeting.~~
- 2.3. Responsible for making periodic reports to the Light Board upon the Light Board's request. The General Manager shall report to the Light Board if authorized training and travel expenses exceed, or are expected to exceed budgeted amounts.

D. Reading Municipal Light Board

1. Responsible for authorizing the General Manager's training, travel and expense reimbursement requests ~~determining the justification for any General Manager travel authorization.~~
1. ~~Responsible for approving the budget for RMLD-related training and travel expenses.~~
2. ~~Responsible for reviewing any discrepancies and decisions made by the Accounting Manager concerning reimbursements involving the General Manager.~~

III. General Guidelines

III.

A. Overnight Training and Travel

A.

1. Employees shall seek prior written authorization for RMLD-related training, travel and reimbursement or payment of training and/or travel-related expenses. Training and Travel-related expenses will be paid by

RMLD only if training and/or travel is ~~may request travel~~ for authorized RMLD-related business purposes and/or for ~~of~~ meeting ~~their-the~~ employee's Career Development Plan ~~or~~ as determined by ~~their-such~~ employee's supervisor. Provided however, training and travel requests shall be subject to the prior approval of the General Manager.

2. All requests initially must be submitted to the Division Manager by completing ~~via~~ the top section of the Travel Authorization Form [Attachment A] for consideration in the budget process for the appropriate ~~fiscal~~ year of training and/or travel.
3. Employees will be notified if their request has been tentatively authorized as part of the budget process. Budget approval, however, ~~this~~ does not guarantee that ~~their-the~~ employee's Training/Travel Authorization Form will receive final approval. Circumstances such as funding, staffing, etc., could impact final approval. ~~The eEmployee, RMLD Board member, or CAB member requests will be considered for final approval following should process their final request post-budget authorization process, for final approval signatures.~~
4. No travel arrangements or expenditures should be made by or for any employee, RMLD Board ~~of Commissioner~~ member, or Citizens Advisory Board member, until the Training/Travel Authorization Form has been approved. A computerized form is located in the RMLD SharePoint. Forms are also available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Training/Travel Authorization Form. The employee is responsible for completing the necessary Purchase Requisition. In the case of ~~the an~~ RMLD Board Member or CAB member, the Executive Assistant will complete ~~is responsible for completing~~ the necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Training/Travel Authorization Form attached.
5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Training/Travel Authorization Form has been completed correctly, and to make all air/train and hotel reservations and, if appropriate, car rental reservations. The Training/Travel Authorization form follows this process: initial approval is via the Supervisor and then the General Manager has final approval. Once the Training/Travel Authorization Form has been approved, a copy should be given to the Executive Assistant.

B. Air/Train/Bus Travel

~~B.~~

1. Air, train, or bus travel only will be permitted when distance, weather conditions, or other circumstances make it impractical for the employee to drive.
2. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed. Non-

refundable tickets should be purchased with insurance in the event the airline cancels the flight(s).

3. ~~Employees are responsible for obtaining transportation, at their expense, to and from their home or office to the airport, station, or terminal.~~

C. Car Rentals

~~C.~~

1. ~~Car rentals require the General Manager's approval will determine whether an employee requires a car rental. In general, if an employee will be is staying at a hotel where a conference is being held, a car rental will not be allowed unless the employee can justify to the General Manager's satisfaction. An employee can elect to justify in written form why a car rental is necessary. The facts and circumstances supporting the need for a car rental shall be documented in writing.~~
2. Car rentals shall be the lowest rate and mid-size available consistent with the travel schedule and needs. ~~Rental of Luxury, sport, or specialized vehicles are not permitted unless the rental agency provides an upgrade due to availability at no additional cost are not allowed.~~
3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make it clear when renting that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be ~~faxed~~ sent to them.

D. Cash Advances

~~RMLD will not provide C~~cash advances ~~are not available.~~

E. Personal Car

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle ~~from home~~ to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar. Examples of this is as follows:
 - a. If the employee's normal round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is twenty (20) mile round-trip from his or her home, the employee would not be reimbursed any mileage.
 - b. If the employee's round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is forty (40) miles from his or her home, the employee would be reimbursed for ten (10) miles of mileage (40 miles – 30 miles).

- c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
- d. When reporting mileage, the total mileage driven, less the commuting mileage must be indicated.

F. Meals

1. Overnight Travel Meals

All employees will be provided a per diem allowance in accordance with the United States General Services Administration (www.gsa.gov) for all their meals (includes meal, tax, and gratuities without providing receipts).

2. Local Travel/Business Meals

Local Travel/Business meals will be reimbursed up to the amount specified by the United States General Services Administration (www.gsa.gov) for lunch only. Where receipts are required, they must be detailed and complete. If lunch is provided as part of a seminar, no reimbursement will be made.

G. Entertainment Expenses

Entertainment expenses are not ~~permitted~~ reimbursable.

H. Phone

In the event of no cell phone service, employees are authorized one personal call to home up to thirty (30) minutes per day of travel. Employees are encouraged to refrain from using direct hotel lines due to excessive charges.

I. Laundry/cleaning

Reimbursement for laundry service is allowed if the trip is three days or longer.

J. Tips

Reasonable tips (non-meal related) are reimbursable.

K. Lodging

Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

All such expenses are reimbursable provided receipts are ~~provided~~submitted.

M. Taxis / Personal Delivery Services (e.g., Uber)

Actual cost of taxis or other automobile transportation services is reimbursable based on documentation supplied by the employee.

N. Non-Reimbursable Expenses

The following costs are not reimbursable under this policy:

1. Personal expenditures that are not related to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.
3. Medical costs.
4. All associated travel expenses of a spouse, dependent(s), or personal guest(s).
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts, or remembrances.
8. Alcoholic drinks of any type, including beer and wine ordered with meals.

O. Receipts Required for Travel Expenses

1. Transportation fares (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.

~~7. RMLD car expenditures, e.g. repairs, wiper blades, oil).~~

8.7. Registration fees for previously approved courses and seminars.

9.8. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

P. Expense Report Approval Requirements

Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the ~~Accounting Manager~~ Director of Business & Finance or designee. Expense reports will only be approved by the ~~Accounting Manager~~ Director of Business & Finance or designee if they comply with the provisions of this policy.

Q. Combined Business and Personal Travel

If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility, including hotel, meals, flight surcharge, parking, etc.

R. Expense Report Processing

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

IV. Attachment

A. Travel Authorization Form

TRAINING/TRAVEL AUTHORIZATION FORM

Calendar Year

Authorization Type ☐ Day ☐ Overnight ☐ Conference ☐ Training ☐ Virtual ☐ Other

Employee	Division	Meets CDP

Name of Training/Conference _____

Reason for Request _____

Location _____

Travel Dates _____

Length of Stay (Number of Nights) _____

Transportation / Travel Mode _____

Did you receive an overnight travel authorization last year? _____

Budget Approved _____

	REQUEST	REVISED	ACTUAL
TRANSPORTATION	\$ -	\$ -	\$ -
HOTEL	\$ -	\$ -	\$ -
FEES/TUITION	\$ -	\$ -	\$ -
MEALS	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

**Request Approval:
Projected Budget**

**Revised Approval:
Based on Increases**

**Actual Approval:
Actual Expenses**

Employee

Employee

Employee

Supervisor

Supervisor

Supervisor

General Manager

General Manager

General Manager

Date

Date

Date

Revised Approval is required if Request total increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.
Revised January 2022

RMLD Policy No. 5 TRAINING / TRAVEL

Revision No. 9

Commission Vote Date _____

General Manager

Next Review Date

I. Purpose

This policy establishes overall administrative controls for authorizing RMLD business-related training and overnight/day travel and for approving reporting of employee expenses. This policy does not govern travel expenses related to the provision of mutual aid.

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel expenses. The Director of Business & Finance (or designee) will refer reimbursement requests in which expenses exceed Section III guidelines to the General Manager for final approval. The Director of Business & Finance may meet directly with employees whose expenses exceed these guidelines in an effort to ascertain a reasonable and equitable reimbursement amount based on the circumstances. Should the Director of Business & Finance have questions on an employee's expense report that have not been addressed to his/her satisfaction, he/she then shall report those concerns to the General Manager.

II. Responsibilities

A. Director of Business & Finance

1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with RMLD's requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for making recommendations on reimbursement requests under this policy, subject to review and final approval by the General Manager.
3. Responsible for making reports of reimbursements to the General Manager as may be requested by the General Manager from time to time.

B. Supervisor of Employee Seeking Reimbursement

1. Determines the need and/or business justification for the employee's training and/or travel.

2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses subject to this policy is aware of this policy and its provisions.
3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to the Director of Business & Finance in a timely manner as required in Section III.R "Expense Report Processing."

C. General Manager

1. Retains final authority for approving training and travel for subordinate employees.
2. Responsible for reviewing decisions made by the Director of Business & Finance on reimbursement requests. If the General Manager overrides a recommendation made by the Director of Business & Finance, the General Manager shall document the reasons in writing.
3. Responsible for making periodic reports to the Light Board upon the Light Board's request. The General Manager shall report to the Light Board if authorized training and travel expenses exceed or are expected to exceed budgeted amounts.

D. Reading Municipal Light Board

1. Responsible for authorizing the General Manager's training, travel and expense reimbursement requests.
2. Responsible for approving the budget for RMLD-related training and travel expenses.

III. General Guidelines

A. Training and Travel

1. Employees shall seek prior written authorization for RMLD-related training, travel and reimbursement or payment of training and/or travel-related expenses. Training and Travel-related expenses will be paid by RMLD only if training and/or travel is for authorized RMLD-related business purposes and/or for meeting the employee's Career Development Plan as determined by such employee's supervisor. Provided however, training and travel requests shall be subject to the prior approval of the General Manager.
2. All requests initially must be submitted to the Division Manager by completing the top section of the Travel Authorization Form (Attachment A) for consideration in the budget process for the appropriate year of training and/or travel.

3. Employees will be notified if their request has been tentatively authorized as part of the budget process. Budget approval, however, does not guarantee that the employee's Training/Travel Authorization Form will receive final approval. Circumstances such as funding, staffing, etc., could impact final approval. Employee requests will be considered for final approval following budget authorization.
4. No travel arrangements or expenditures should be made by or for any employee, RMLD Board member, or Citizens Advisory Board member until the Training/Travel Authorization Form has been approved. A computerized form is located in the RMLD SharePoint. Forms are also available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Training/Travel Authorization Form. The employee is responsible for completing the necessary Purchase Requisition. In the case of an RMLD Board Member or CAB member, the Executive Assistant will complete the necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Training/Travel Authorization Form attached.
5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Training/Travel Authorization Form has been completed correctly, and to make all air/train and hotel reservations and, if appropriate, car rental reservations. The Training/Travel Authorization form follows this process: initial approval is via the Supervisor and then the General Manager has final approval. Once the Training/Travel Authorization Form has been approved, a copy should be given to the Executive Assistant.

B. Air/Train/Bus Travel

1. Air, train, or bus travel only will be permitted when distance, weather conditions, or other circumstances make it impractical for the employee to drive.
2. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed. Non-refundable tickets should be purchased with insurance in the event the airline cancels the flight(s).
3. Employees are responsible for obtaining transportation, at their expense, to and from their home or office to the airport, station, or terminal.

C. Car Rentals

1. Car rentals require the General Manager's approval. In general, if an employee will be staying at a hotel where a conference is being held, a car rental will not be allowed unless the employee can justify to the General Manager's satisfaction why a car rental is necessary. The facts and circumstances supporting the need for a car rental shall be documented in writing.

2. Car rentals shall be the lowest rate and mid-size available consistent with the travel schedule and needs. Rental of luxury, sport, or specialized vehicles are not permitted unless the rental agency provides an upgrade due to availability at no additional cost.
3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make it clear when renting that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be sent to them.

D. Cash Advances

RMLD will not provide cash advances.

E. Personal Car

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar. Examples of this is as follows:
 - a. If the employee's normal round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is twenty (20) mile round-trip from his or her home, the employee would not be reimbursed any mileage.
 - b. If the employee's round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is forty (40) miles from his or her home, the employee would be reimbursed for ten (10) miles of mileage (40 miles – 30 miles).
 - c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
 - d. When reporting mileage, the total mileage driven, less the commuting mileage must be indicated.

F. Meals

1. Overnight Travel Meals

All employees will be provided a per diem allowance in accordance with the United States General Services Administration (www.gsa.gov) for all their meals (includes meal, tax, and gratuities without providing receipts).

2. Local Travel/Business Meals

Local Travel/Business meals will be reimbursed up to the amount specified by the United States General Services Administration (www.gsa.gov) for lunch only. Where receipts are required, they must be detailed and complete. If lunch is provided as part of a seminar, no reimbursement will be made.

G. Entertainment Expenses

Entertainment expenses are not reimbursable.

H. Phone

In the event of no cell phone service, employees are authorized one personal call to home up to thirty (30) minutes per day of travel. Employees are encouraged to refrain from using direct hotel lines due to excessive charges.

I. Laundry/cleaning

Reimbursement for laundry service is allowed if the trip is three days or longer.

J. Tips

Reasonable tips (non-meal related) are reimbursable.

K. Lodging

Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

All such expenses are reimbursable provided receipts are submitted.

M. Taxis / Personal Delivery Services (e.g., Uber)

Actual cost of taxis or other automobile transportation services is reimbursable based on documentation supplied by the employee.

N. Non-Reimbursable Expenses

The following costs are not reimbursable under this policy:

1. Personal expenditures that are not related to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.

3. Medical costs.
4. All associated travel expenses of a spouse, dependent(s), or personal guest(s).
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts, or remembrances.
8. Alcoholic drinks of any type, including beer and wine ordered with meals.

O. Receipts Required for Travel Expenses

1. Transportation fares (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.
7. Registration fees for previously approved courses and seminars.
8. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

P. Expense Report Approval Requirements

Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the Director of Business & Finance or designee. Expense reports will only be approved by the Director of Business & Finance or designee if they comply with the provisions of this policy.

Q. Combined Business and Personal Travel

If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility, including hotel, meals, flight surcharge, parking, etc.

R. Expense Report Processing

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

IV. **Attachment**

A. Travel Authorization Form

TRAINING/TRAVEL AUTHORIZATION FORM

Calendar Year

Authorization Type ☐ Day ☐ Overnight ☐ Conference ☐ Training ☐ Virtual ☐ Other

Employee	Division	Meets CDP

Name of Training/Conference _____

Reason for Request _____

Location _____

Travel Dates _____

Length of Stay (Number of Nights) _____

Transportation / Travel Mode _____

Did you receive an overnight travel authorization last year? _____

Budget Approved _____

	REQUEST	REVISED	ACTUAL
TRANSPORTATION	\$ -	\$ -	\$ -
HOTEL	\$ -	\$ -	\$ -
FEES/TUITION	\$ -	\$ -	\$ -
MEALS	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

**Request Approval:
Projected Budget**

**Revised Approval:
Based on Increases**

**Actual Approval:
Actual Expenses**

Employee

Employee

Employee

Supervisor

Supervisor

Supervisor

General Manager

General Manager

General Manager

Date

Date

Date

Revised Approval is required if Request total increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.
Revised January 2022

POLICY 17: TUITION REIMBURSEMENT

RMLD Policy No. 17

TUITION REIMBURSEMENT

Revision No. 43

Commission Vote Date _____

General Manager/Date

Next Review Date

I. PURPOSE

It is the goal of the Reading Municipal Light Department ("RMLD") Board of Commissioners to encourage RMLD employees to develop and enrich their professional knowledge and abilities to help meet the needs of RMLD through approved coursework and degree programs in order to maintain a leadership position among municipal electric utilities. Accordingly, RMLD's tuition reimbursement policy is designed to help employees further their knowledge, skills and job effectiveness through higher education in fields of interest to RMLD.

II. RESPONSIBILITIES

- A. General Manager. The General Manager is responsible for approving tuition reimbursement and interpreting this policy to ensure the intended purpose is achieved consistent with overall policies of the RMLD Board of Commissioners.
- B. ~~Human Resources Manager~~Director of Human Resources. The ~~Human Resources Manager~~Director of Human Resources is responsible for processing requests, administering tuition reimbursement benefits and verifying that educational institutions meet accreditation requirements.
- C. Supervising Managers. Supervising managers are responsible for informing employees under their supervision of the availability of tuition reimbursement benefits and assisting them with identifying professional and educational goals.

III. ELIGIBILITY REQUIREMENTS

A. Eligible Educational Programs

1. Employees must be enrolled in an accredited college or university. Accreditation must be received from an accreditation agency recognized by the United States Department of Education. The ~~Human Resources Manager~~Director of Human Resources will verify that

the educational institution has received the appropriate accreditation.

2. Employees generally must be matriculated. Matriculation means being accepted to and enrolled in a college or university as a candidate for a degree. The General Manager may waive this requirement for specialized areas of study or in special circumstances.
3. The educational program and/or coursework must relate to the employee's position or RMLD business as determined by the General Manager or her designee. Academic disciplines regarded as relating to RMLD business include, but are not necessarily limited to:
 - Human Resources Management and Development;
 - Electrical Engineering;
 - Mechanical Engineering;
 - Efficiency Engineering;
 - Business Administration and Management;
 - Accounting;
 - Economics;
 - Information Technology; and
 - As set forth in RMLD job descriptions or position requirements.

Electives taken as part of a degree/certification program are eligible for reimbursement.

4. Employees must earn academic credits towards an associate's, bachelor's, or master's degree or qualifying certification program. Doctorate programs are not eligible for reimbursement.
5. Online and other non-traditional continuing education programs are eligible provided that all other requirements of this policy are satisfied.
6. Courses must be taken for a grade. Pass/Fail courses are not eligible unless they only are offered on a Pass/Fail basis.
7. Employees may receive reimbursement for one Personal Education Course (self-enrichment) per year taken at a fully accredited educational institution provided the employee receives college credit for the course and all other grade and eligibility requirements of this policy are met.

B. Eligible Employees

1. All full-time management, union and non-union employees, and part-time employees if regularly scheduled for at least 30 hours per week, are eligible for tuition reimbursement following successful completion of any probationary period. Cooperative work education students, student interns, summer employees, contract employees, temporary

employees, contractors or similar positions are not eligible for tuition reimbursement.

2. Employees must be in good standing. If an employee has been placed on disciplinary or investigatory leave, paid or unpaid, for any length of time, the employee shall not be entitled to reimbursement for any courses taken during the academic period in which the leave occurred.
3. Employees may receive reimbursement for courses taken during an approved leave of absence provided that the employee returns to work following such leave of absence.

IV. **REIMBURSEMENT**

- A. Eligible Expenses. The following expenses are eligible for reimbursement, except as otherwise provided below in Section IV.B:

- Tuition and mandatory fees associated with the course of study, except as identified below under Non-reimbursable Expenses;
- Text books, workbooks, and reading materials required or recommended by the instructor; and
- Testing fees, including College Level Examination Program ("CLEP") exam fees.

- B. Non-reimbursable Expenses. Non-reimbursable expenses include:

- Student activity fees;
- Medical insurance;
- Room and board;
- Recreational fees;
- Travel and parking;
- Equipment and supplies, including personal computers and peripherals, data or telephone communication lines, notebooks, calculators, and writing instruments;
- College applications and college admissions testing fees, e.g., ACT, SAT GMAT and GRE;
- Tuition deferral/payment fees;
- Non-mandatory fees and charges; and
- Tuition and expenses covered by financial aid.

- C. Other Expenses. Employees should contact the ~~Human Resources Manager~~Director of Human Resources for a determination of whether the expenses are reimbursable. All expenses and fees are subject to the approval of the ~~Human Resources Manager~~Director of Human Resources.

- D. Amount of Reimbursement.

1. Tuition for Courses and Related Expenses. In accordance with this Policy, RMLD will reimburse employees for up to six (6) courses per calendar year. Reimbursement in excess of the annual six (6) course limitations shall require the approval of the Human Resources Manager Director of Human Resources and the General Manager. Employees will be reimbursed for eligible courses at following completion of the course(s) at the following rates:

- 90 percent for an 'A' or a "Pass," when allowed,
- 80 percent for a 'B'; and
- 70 percent for a 'C'.

Tuition and related expenses for courses in which the employee failed or received a grade below a C (i.e., C-, D, or F) are not eligible for reimbursement.

Employees are required to provide an official transcript or grade report and all receipts in order to receive reimbursement.

if the employee is enrolled at a private college or university, the reimbursement amount shall not exceed the tuition rates applicable to comparable programs at a Massachusetts public university or college.

2. Additional Reimbursement Following Completion of Degree/Certification Program. Employees who earn a degree or certificate to meet the educational requirements of his/her job description may be entitled to receive an additional 10% of the tuition and related expenses for each eligible course taken. To be eligible for the additional 10% lump sum reimbursement, the employee must be employed by RMLD in a permanent position on the one-year anniversary of receiving the degree/certificate and shall be in good standing. Reimbursement will be made one year following the successful completion of the degree or certificate program. In no event shall any combination of reimbursements exceed a total of 100% for an 'A', 90% for a 'B', and 80% for a 'C'.
3. Testing Fees. CLEP and DANTE testing expenses which earn credit toward an employee's educational requirement will be reimbursed at 100 percent for a passing grade. No reimbursement will be made for a failing grade

V. PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

- A. Approval Required. All educational programs and/or courses of study for which reimbursement is or will be sought are subject to the prior written approval of the General Manager. The General Manager shall review and pre-approve educational programs and/or courses of study on a semester by semester basis. The General Manager may consider

the RMLD's budget and financial situation, the needs of RMLD and the needs of the RMLD in general in determining whether to approve coursework. Upon the approval of the General Manager, the employee shall submit an estimate of the annual tuition and reimbursable expenses to the ~~Human Resources Manager~~Director of Human Resources prior to enrolling in the course(s). The estimate shall include a list of the proposed courses, number of credit hours, the cost per course/credit hour, estimated related expenses and a description of how the course(s) will help RMLD. The estimate also shall include any financial assistance that the employee has applied for, e.g., financial aid, scholarships, or has been awarded. The estimate shall be subject to the approval of the General Manager or his/her designee. Failure to obtain prior approval of the educational program or estimated educational expenses may result in denial of reimbursement.

- B. Requests for Reimbursement. All requests for reimbursement are to be submitted to the ~~Human Resources Manager~~Director of Human Resources using the tuition reimbursement form attached hereto as Attachment A, which may be changed by the General Manager from time to time, and shall include a copy of the grade report and invoice or proof of payment of eligible expenses as identified in Section IV above. Requests should be submitted within 30 days following completion of the course. The ~~Human Resources Manager~~Director of Human Resources may request such documentation as he/she deems appropriate to verify the employee's eligibility for reimbursement.
- C. Scheduling. Course(s) must be taken outside of the employee's normal working hours. Adjustments to the employee's schedule may be made in special circumstances for testing and special events with the approval of the employee's supervisor and the General Manager. The employee shall not use RMLD time or resources to perform coursework ~~without the express, prior approval of the General Manager.~~

Attachment A
RMLD Tuition Reimbursement Request

Employee Name ("Employee"): _____

Date submitted: _____

Degree or Certificate being sought: _____

Year of graduation: _____

PRE-APPROVAL BEFORE COURSEWORK BEGINS: All educational programs and/or courses of study for which reimbursement is or will be sought by Employee are subject to the prior written approval of the General Manager consistent with Policy No. 17. Attach a copy of the course description, any available documentation showing what texts and materials are required for the course and documentation of the educational institution's accreditation. The General Manager's signature on this form is required for pre-approval.

Name of Educational Institution _____

Course Name ("Course(s)") (Example: English 101)	Credits	Grade Received	Tuition Cost	Book Cost	Material Cost

COURSE JUSTIFICATION: (Describe below the justification for the Course(s))

I am requesting pre-approval for tuition reimbursement in accordance with Policy No. 17 "Tuition Reimbursement" and agree to comply with the provisions of that policy. I understand that I must comply with Policy No. 17 requirements in order to receive reimbursement once I have completed the Course(s).

Employee signature: _____

Date: _____

I have reviewed this form and the accompanying documentation and pre-approve the Course(s) in accordance with Policy No. 17.

Supervisor signature: _____

Date: _____

General Manager signature: _____

Date: _____

OBTAINING REIMBURSEMENT: Employee must complete the "Grade Received" column above, attach a copy of the grade report for the Course(s) and provide invoices or receipts and proof of payment by Employee for the Course(s) to the ~~Human Resources Manager~~ Director of Human Resources along with an RMLD Weekly Expense Statement. The ~~Human Resources Manager~~ Director of Human Resources shall review the information submitted by the Employee and determine whether Employee is eligible for reimbursement for the cost of the Course(s) in accordance with Policy No. 17. Final approval for tuition reimbursement for the Course(s) is indicated by signature of the ~~Human Resources Manager~~ Director of Human Resources and General Manager. This completed form and accompanying materials must be sent by Employee to Accounting for processing of the tuition reimbursement.

~~Human Resources Manager~~ Director of Human Resources signature: _____

Date: _____

General Manager signature: _____

Date: _____

Copies of this form should be retained by the Employee, General Manager, ~~Human Resources Manager~~ Director of Human Resources and Accounting.

RMLD Policy No. 17

TUITION REIMBURSEMENT

Revision No. 4

Commission Vote Date January 19, 2022

General Manager/Date

January 19, 2025

Next Review Date

I. PURPOSE

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Name of Educational Institution

Course Name ("Course(s)") (Example: English 101)	Credits	Grade Received	Tuition Cost	Book Cost	Material Cost

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Director of Human Resources signature: _____

Date: _____

General Manager signature: _____

Date: _____ Copies of
this form should be retained by the Employee, General Manager, Director of Human Resources and Accounting.

POLICY 22: PENSION TRUST

READING MUNICIPAL LIGHT DEPARTMENT



REVISION #0

RMLD POLICY NO. 22

EFFECTIVE DATE 7 Feb/99

PENSION TRUST INVESTMENTS

[Signature]
General Manager/Date Feb/99

[Signature]
Chairman/Date 7 Feb/99

I. PURPOSE

- A. To establish a prospective (this policy is not retroactive for any prior investment decisions) process for investment of RMLD Pension Trust Funds. These funds are under control of the RMLD Commissioners acting as Trustees of the RMLD Pension Fund.

II. RESPONSIBILITIES

A. Trustees of the RMLD Pension Trust

1. Responsible for periodically reviewing this policy to ensure its continuing adequacy to meet the purpose of the Pension Trust. Generally, this review should coincide with the annual actuarial study of the Pension Trust.

B. Treasurer of the Town of Reading

1. Responsible, along with RMLD General Manager, for implementing this policy, selection of professional investment advisors and recommending to the Trustees any suggested policy changes.

C. RMLD General Manager

1. Responsible, along with Treasurer of the Town of Reading, for implementing this policy, selection of professional investment advisors and recommending to the Trustees any suggested policy changes.
2. Responsible for informing the Board of Commissioners, at the next available Board meeting, of any investments made under this policy.

III. GENERAL GUIDELINES

B. Investment Philosophy

1. To maintain the principal of the Pension Trust fund.
2. To provide a consistent investment yield.

B. Investment Criteria

1. Pension Trust funds may be invested in high quality stocks and bonds, rated at least "A" or equivalent.
2. Pension Trust funds may be invested in Bank(s) used by the Treasurer of the Town of Reading for town financial purposes in CD's collateralized by government securities held at a third party bank.
3. Bonds purchased shall be medium to short term (not to exceed 10 years) and be held to maturity.
4. Stocks shall comprise no more than 20% of the total Pension Trust fund.
5. Equities shall be purchased primarily for yield.

C. Investment Process

1. The Treasurer of the Town of Reading and the General Manager shall confer, by phone or in person, from time to time as to investments. The Treasurer of the Town of Reading and the RMLD General Manager shall use professional investment advisors for advice, consultation, and purchase and sale. The Treasurer and the General Manager are authorized to decide and transact any purchases to replace securities which mature, to replace bonds which are called or mature, or to make prudent trading of equities to meet market conditions, and any other actions to ensure the investment philosophy and criteria are satisfied.

D. Exceptions

1. Investments which do not clearly meet the investment philosophy and criteria will be brought, by the General Manager, to the attention of the RMLD Board of Commissioners acting as the Trustees of the RMLD Pension Trust, if time permits. If an investment decision is required prior to the next regularly scheduled meeting, the General Manager will consult by phone or in person with the Chairman or Secretary to determine an appropriate course of action.

INTEGRATED RESOURCES REPORT

ATTACHMENT 3



Rates, Power, Hydro Quebec I/II

BoC and CAB Report
from Integrated Resources

19-20 January 2022

Outline

Rate rollout

Power contract status

Hydro Quebec I/II

2022 Rates - Update



Basic rates effective with billings starting January 1st

- MDPU filed
- Billing transition smooth
- PPCT and Fuel relatively high in January relative to December
- Web site discussion updated, Customer Service equipped with talking points

Renewable Choice effective February 1st

- Testing final implementation with billing
- Bill to show incremental rate vs incremental usage (kWh); same result
- Updating customer communication

A3 Rate effective March 1st

- Billing test later in January
- Developing calculator on RMLD website
- Drafting communications

Power Supply Update

TFA – three executed 2021, driven by time and price triggers

Transaction ID	Executed	2021	2022	2023	2024	2025
3113543	4-May-2021	43,429	1,728	0	8,774	5,363
3084589	22-Mar-2021	36,346	4,008	11,578	29,726	0
3028962	4-Jan-2021	48,055	13,154	0	0	0
subtotal		127,830	18,890	11,578	38,500	5,363
% total power		17%	3%	2%	5%	1%

*contracts approved in 2021, **204,000 MWhs annual average** → non-carbon, lower risk*

Name	Type	Annual MWhs	Start	End	Notes
Gravity CT	Hydro	25,000	1-Oct-2022	25 years	MOU signed
Gravity Dahowa	Hydro	31,000	15-Mar-22	25 years	maintenance delay, PPA signed
Gravity Plant #4 (NY)	Hydro	25,000	1-Oct-22	24 years	MOU signed
Broadleaf Solar	Solar	27,000	31-Dec-25	25 years	PPA executed Dec 2021
Vineyard Wind	Wind	21,000	2027	25 years	PPA drafting 1Q22
Seabrook Solar	Solar	15,000	31-Dec-2023	30 years	LOI signed, PPA drafting 1Q22
Seabrook Nuclear	Nuclear	60,000	1-Jan-2031	18 years	PPA executed Dec 2021



Forward price curve
remains elevated

Open positions to fill in
August and November

TFA analysis run regularly

Regular ENE supply
strategy discussions

Hydro Quebec I/II Transmission



Existing RMLD contracts provide transmissions rights and equity ownership

- 1985 origin; 2021 renewal; 2041 extension executing now

Increasingly valuable in context of 2021 Climate Law for reliability and cost stability

Transmission rights being sold until additional builds out completed

Four annual \$57,000 equity contributions starting 2022 (all power supply, self funded)

2021	Costs Eversource	Costs NationalGrid	Use Rights Dividends	net RMLD benefit
January	\$ 130.00	\$ 13,822.29	\$ (29,249.00)	\$ 15,296.71
February	\$ 130.00	\$ 11,486.87	\$ (54,556.43)	\$ 42,939.56
March	\$ 130.00	\$ 11,115.78	\$ (54,548.68)	\$ 43,302.90
April	\$ 130.00	\$ 12,195.45	\$ (54,720.92)	\$ 42,395.47
May	\$ 130.00	\$ 12,284.22	\$ (54,804.35)	\$ 42,390.13
June	\$ 54.00	\$ 12,547.62	\$ (49,846.68)	\$ 37,245.06
July	\$ 130.00	\$ 10,576.04	\$ (29,249.00)	\$ 18,542.96
August	\$ 135.00	\$ 10,115.92	\$ (49,875.18)	\$ 39,624.26
September	\$ 135.00	\$ 11,472.89	\$ (49,874.99)	\$ 38,267.10
October	\$ 135.00	\$ 13,943.47	\$ (49,875.18)	\$ 35,796.71
November	\$ 135.00	\$ 13,943.47	\$ (50,020.86)	\$ 35,942.39
December	\$ 135.00	\$ 13,943.47	\$ (29,249.00)	\$ 15,170.53
Total	\$ 1,509.00	\$ 147,447.49	\$ (555,870.27)	\$ 406,913.78

*\$400,000 annual
benefit RMLD*



Thank You
from the IRD Team

ENGINEERING AND OPERATIONS REPORT

ATTACHMENT 4

ENGINEERING & OPERATIONS REPORT

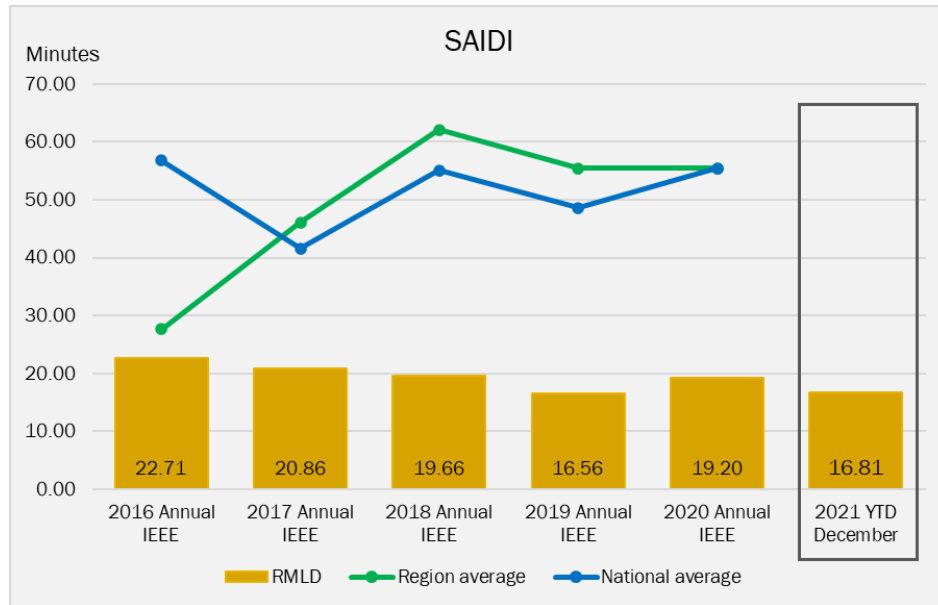
RMLD Board of Commissioners Meeting - January 19, 2022

RMLD Citizens' Advisory Board Meeting – January 20, 2022

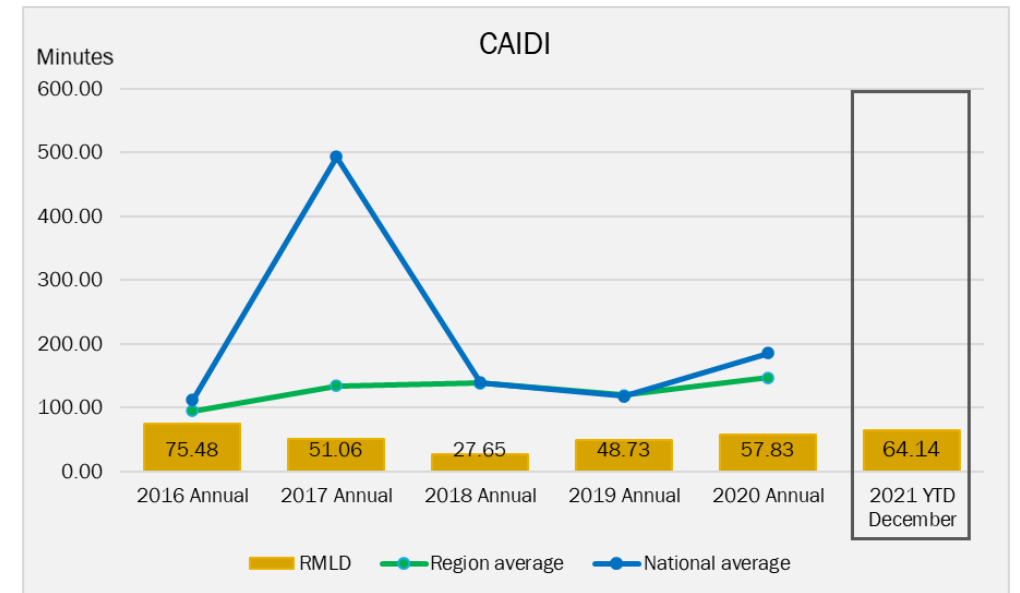


CY2021 Accomplishments

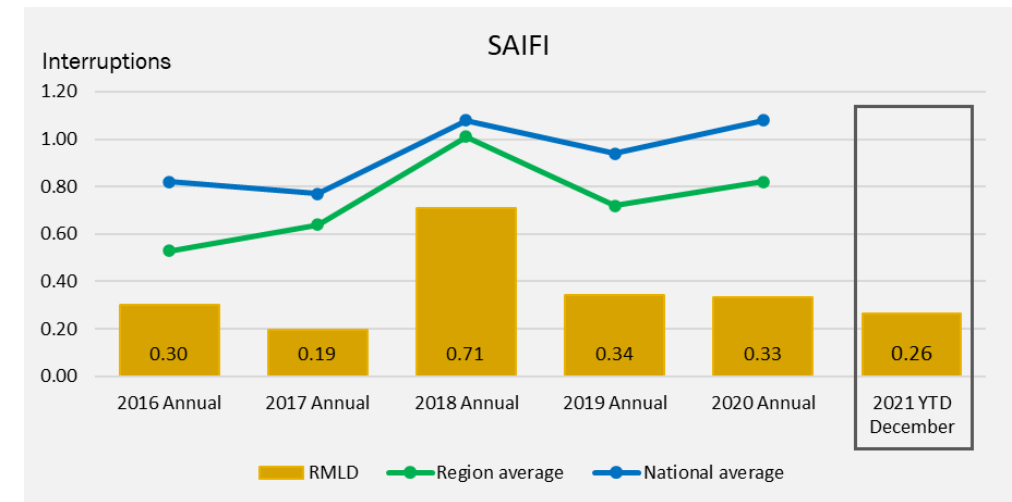
RMLD Reliability Indices CY2021



$$SAIDI \text{ (Minutes)} = \frac{\text{Total Duration of Customer Interruptions}}{\text{Total Number of Customers Served}}$$



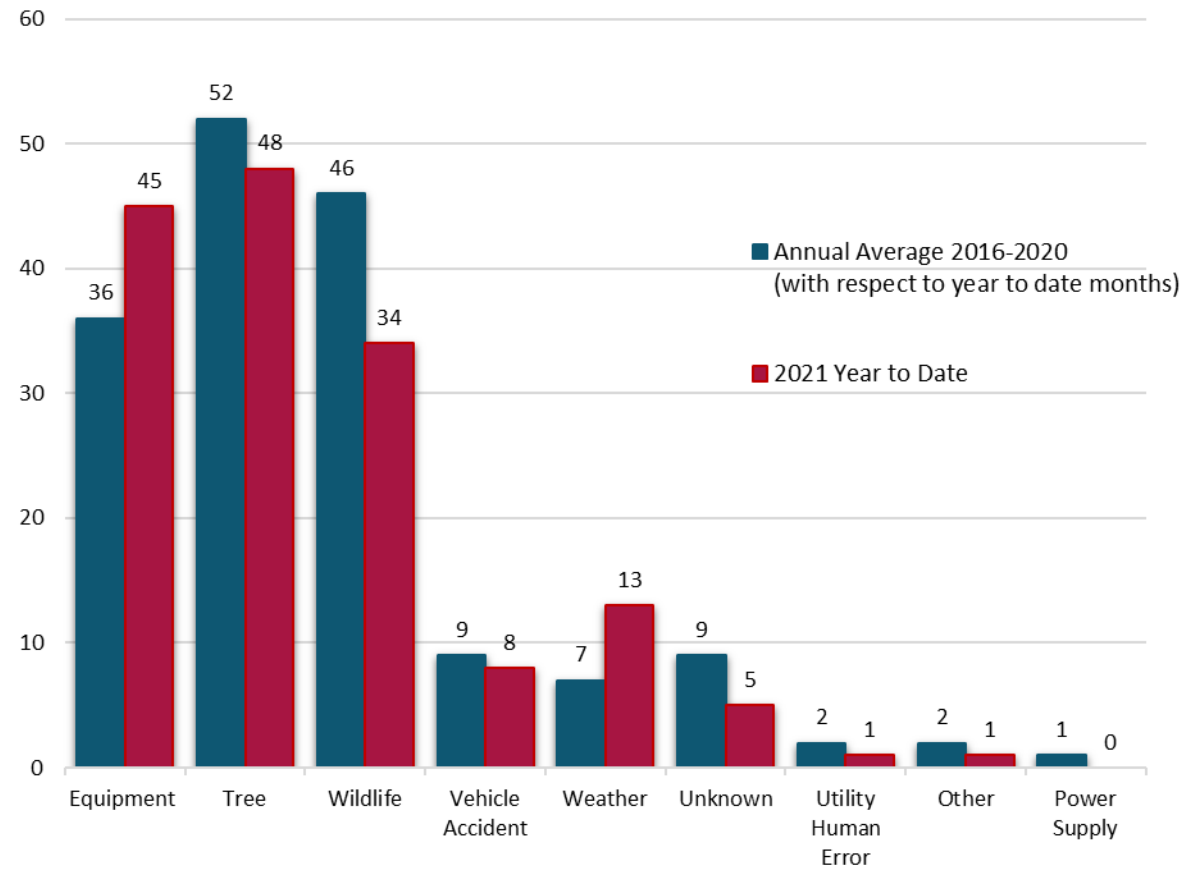
$$CAIDI \text{ (Minutes)} = \frac{\text{Total Duration of Customer Interruptions}}{\text{Total Number of Customer Interruptions}}$$



$$SAIFI = \frac{\text{Total Number of Customer Interruptions}}{\text{Total Number of Customers Served}}$$

Note: APPA eReliability Tracker using IEEE beta threshold method for outages.

Causes of Outages as of December 2021



RMLD's Maintenance Programs

- Tree Trimming – 2,726 Spans (thru November 2021)
- Inspection of Feeders – **CY21 Goal Achieved**
- Pole Inspection/Replacement Program - **CY21 Goal Achieved**
 - 307 of 541 failed poles have been set since program began
 - 284 of 307 transfers have been completed since program began
- Infrared Scans (Monthly) – **CY21 Goal Achieved**
- Primary Metering Upgrades Systemwide (2020-2023). **CY21 Goal Achieved**
- Manhole Inspection – **On-going (CY21 Goal Achieved)**
- Porcelain Cutout Replacement – **On-going (CY21 Goal Achieved)**
- 13.8 kV Conversions (2016-2026)- **Exceeded CY21 Goal**
- Aged Transformer Replacement Program (Annually) – **Exceeded CY21 Goal**
- UG Subdivisions Upgrades Program (2015-2030) – **CY21 Goal Achieved**



CY2021 13.8 kV (Step-down) Conversions

➤ Upgrading Wires, Transformers, Poles, Accessories

➤ Areas:

- Linda Road, Wilmington: **Completed**
- Pearl Street, Wilmington: **Completed**
- South Street, Reading: **50% completed.**
- Central Street, North Reading: **Completed**
- Summer Avenue, Reading: **90% completed**
- Lowell Street @ Main Street, Lynnfield: **95% completed**

➤ Benefits:

- Reduced Line Losses
- Improved Reliability
- Improved Voltage Support



CY 2021 Underground Subdivisions Upgrade



➤ Upgrading UG Facilities (Transformers, Primary and Secondary Cables, Terminations, Elbows, etc.)

➤ **Areas:**

- Fiorenza Dr, W: **Completed**
- Gandolf Way, W: **Completed**
- Agastino Dr, W: **Completed**
- Washington Ave, W: **Completed**
- Clorinda Rd, W: **Completed**
- Kristyn Lane & Jill Cir, N. R: **Completed**

➤ **Benefits:**

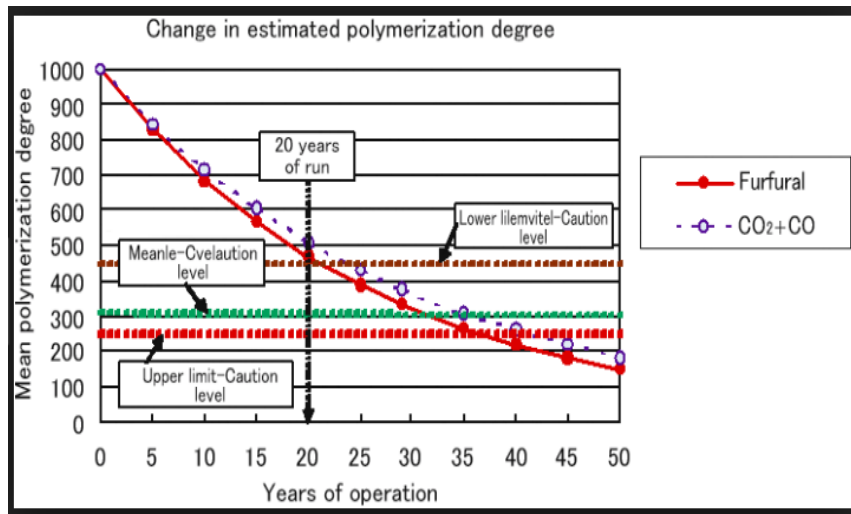
- Reduced Line Losses
- Improved Reliability
- Improved Voltage Support



Aged Transformer Replacement



- Program Started in 2014
- Transformer Inspection in 2021
 - 732 pad-mount transformers over ten years in-service inspected
 - 179 OH/UG transformers (≥ 25 -years old) replaced in CY2021
- Program initiated to replace aged transformers ≥ 25 years old
 - Transformers oil DP starts derating exponentially after 20-25 years in service depending on load and heat
 - Transformers with $DP \leq 200$ can potentially fail.
- Approximately **1,308** of RMLD's 4,009 transformers are over 25-years old
- Live-front transformers will be upgraded/replaced with dead-front transformers
- Transformers are evaluated for upgrade based on:
 - Physical Condition (*Environmental Factor*)
 - Age
 - Load
- New transformers are more efficient with lower losses



Aged Transformer Replacement Program

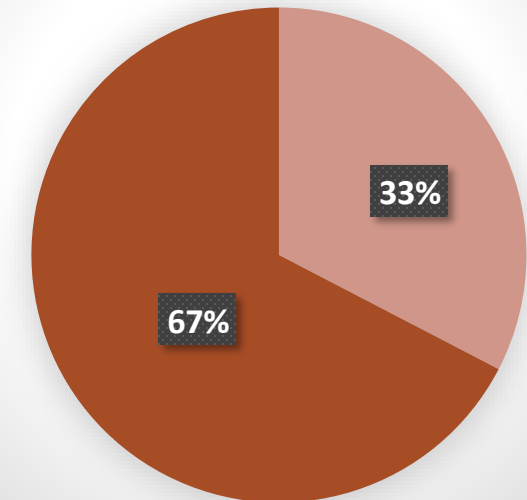
Transformers 25-Years or Older

Replaced 2021

	Pad-mount		Pole-mount	
	single-phase	three-phase	single-phase	three-phase
JANUARY	3	0	8	0
FEBRUARY	0	0	2	0
MARCH	3	0	17	1
APRIL	0	1	1	1
MAY	1	0	20	1
JUNE	5	0	14	0
JULY	2	1	9	1
AUGUST	12	1	4	0
SEPTEMBER	12	1	1	3
OCTOBER	19	7	2	1
NOVEMBER	1	5	1	0
DECEMBER	9	2	6	1
TOTAL:	67	18	85	9

GRAND TOTAL: 179

**4,009 Transformers
System Wide**
As of January 3, 2022



■ Transformers 25 Years or Older
■ Transformers Less than 25 Years Old

Miscellaneous Construction Projects

- Pad-mount Switchgear Upgrades at Industrial Parks
 - 17 Switchgear have been replaced to date (as of 1/11/2022)
 - 6 units installed in CY21
 - CY2022: 6 more units will be purchased (4 standard and 2 special order)
- New Developments
 - Nichols Street, North Reading
 - Shay Lane, North Reading
 - Murray Hill, Wilmington (Phase 3 and 4)
 - Spruce Farm, Wilmington



CY 2021 Smart Grid Automation



➤ SCADA-Mate:

- Lowell Street, Wilmington **Completed**
- Woburn Street, Wilmington **Completed**
- Eames Street, Wilmington **Completed**
- Main Street, Wilmington **Completed**
- Walkers Brook Drive, Reading **Completed**

➤ IntelliRupters:

- Main Street, Wilmington **Completed**
- Birch Meadow Drive, Reading **Completed**
- Concord Street, North Reading **Completed**

➤ Benefits:

- Improved Reliability
- Faster Restoration
- Integrates with OMS
- Provides Metering Data to SCADA (i.e., Voltage, Current, and Harmonics)

Smart Grid Projects

- Smart Grid Devices Communication Study **Completed**
- AMI/MDM Study **Completed**
- OMS/IVR Integration
- Customer Notification System (CNS) **In Progress**
- Volt Var Optimization (VVO)
- S&C Smart Grid Training (Scada-Mate and IntelliRupter)

CY2021 Substation Equipment Testing and Maintenance

➤ Station 3:

- 115 kV Breakers and Relays **Tested**
- 115 kV/13.8 kV Transformers (**Due in CY2022**)
- 13.8 kV Breakers and Relays **Tested**
- 2.5 MW Generator Spring and Fall Maintenance **Completed**



➤ Station 4:

- 115 kV Breakers and Relays **Tested**
- 115 kV/13.8 kV Transformers (**Due in CY2022**)
- 13.8 kV Breakers and Relays **Tested**
- 115 kV/34.5 kV Transformers D&E **Tested**
- 34.5 kV Breakers **Tested and Repaired**



➤ Station 5:

- 34.5 kV/13.8 kV Transformers D&E **Tested**
- 13.8 kV Breakers and Relays **Tested**
- 13.8kV Bus Parts **Replaced and Tested**

CY21-Accomplishments

Substations

- ✓ VLAN Installation at all Substations and 230 Ash Street
- ✓ NERC Directory 1 Relay Upgrade at Station 4 (2021-2023) **In Progress**
- ✓ Ordered Spare Parts (LAs, Bushings, CCVTs, Breakers, etc.)
- ✓ Repaired Tie Breaker and 5W8 Breaker at Substation 5



CY21-Accomplishments

Engineering & Operations Special Projects

- ✓ NERC Physical & Cyber Security CIP-002, CIP-003, and COM-002
 - NERC Committee reviews, assesses, and implements all applicable physical and cyber security requirements
 - Committee Members: Brian Hatch, Hamid Jaffari, John McDonagh, Paul McGonagle, Peter Price, and Nick D'Alleva
 - ✓ Training Done by Utility Services on CIP-003 and COM-002
 - ✓ Training on Incident Response Plan
- ✓ Small Cell (5G) Contract (ATT and Verizon)
- ✓ Hosting Capacity Study (Solar Generation) – Currently Being Updated
- ✓ Set Up Primary Metering Task Force
 - Committee reviews every PM site for eligibility
 - Upgraded PTs and CTs on the PMs
- ✓ SPCC Plan Updated
- ✓ Vegetation Management Plan (VMP)



CY21-Accomplishments

Facilities and Purchasing/Materials Management

- ✓ Materials Management Bids (40 Bids)
- ✓ Stock and Inventory
- ✓ Grounds Maintenance
- ✓ OSHA Remediation: Implementation of Recommendations – In Progress
- ✓ Substation 4 AC/Cooling System
- ✓ Substation 3 Generator Bid Award

New Wilmington Substation (CY21-CY24)

- Load Allocation Study: **Completed**
- Site Survey (CY21): **Completed**
- Environmental Assessment (CY21): **Completed**
- Land Appraisal (CY22): **In-progress**
- Land Purchase (CY22)
- Substation Civil and Electrical Design (CY22)
 - Civil Construction RFP
 - Electrical Equipment RFP
- System Impact Study (CY22)
- Site Permitting Process (CY22)
- Site Preparation (CY22-23)
- Civil Construction (CY22-23)
- Electrical Installation and Construction (CY23-24)
- Substation Commissioning and Testing (CY24)
- Load Transfer from Sub 3, 4, and 5 (CY24-26)



Massachusetts Grant EV-Chargers

L2 EV-CHARGERS

➤ **Wilmington**

- Town Hall
- Library

➤ **Reading**

- Library (L2 and Future L3)
- Haven Street and Main Street
- Linden Street

Project Updates:

- **EV-Chargers:** Delivered
- **Construction RFP** (Bid Opening on 1/26/2022)
- **State Contract Deadline:** July 10, 2022
- **Construction to be completed in April/May 2022**



L3 EV CHARGER



Grant Application In-process

- Commercial Sites
- Library



DOUBLE POLES

Per NJUNS
(as of 1/11/2022)

LYNNFIELD

"Next to Go"	# of Tickets
VZNESA – Verizon	1
Pull Pole 1	
RMLD	13
Transfer 13	
Pull Pole	
CMCTNR - Comcast	2
Transfer 2	
LFLDFD - Lynnfield Fire Dept.	0
Transfer	
GRAND TOTAL	16

NORTH READING

"Next to Go"	# of Tickets
VZNEDR – Verizon	0
Transfer 0	
RMLD	20
Transfer 3	
Pull Pole 17	
CMCTNR - Comcast	1
Transfer 1	
NRDGF - North Reading Fire Dept.	13
Transfer 13	
LTFMA - Lighttower Fiber	0
Transfer	
GRAND TOTAL	34

READING

"Next to Go"	# of Tickets
VZNESA – Verizon	0
Transfer	
RMLD	88
Transfer 75	
Pull Pole 13	
CMCTNR - Comcast	0
Transfer	
RDNGFD - Reading Fire Dept.	10
Transfer 10	
LTFMA - Lighttower Fiber	0
Transfer	
NP3PMA - Non-Participating 3rd Party Attachee	8
Transfer 8	
GRAND TOTAL	106

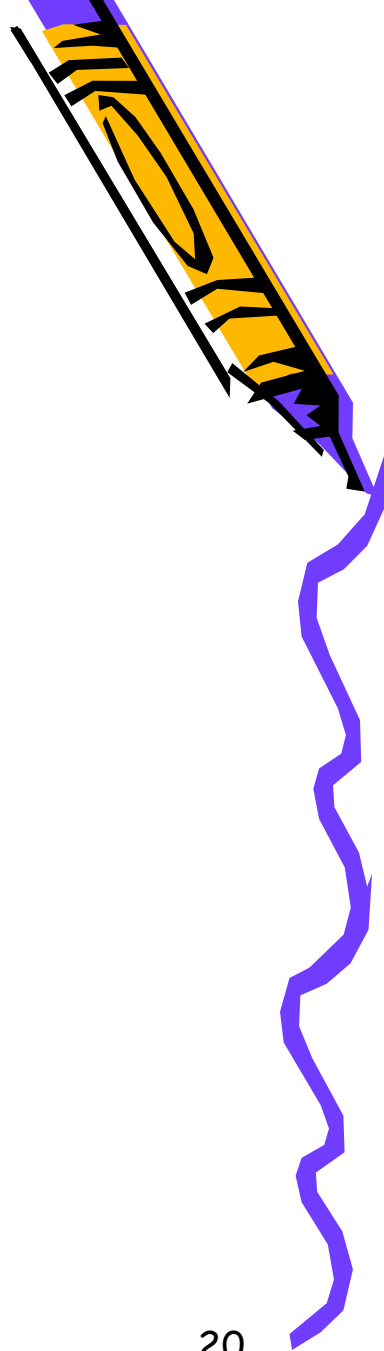
WILMINGTON

"Next to Go"	# of Tickets
VZNEDR – Verizon	4
Transfer 3	
Pull Pole	
Dispute 1	
RMLD	44
Transfer 44	
Pull Pole	
CMCTNR - Comcast	1
Transfer 1	
WMGNFD - Wilmington Fire Dept.	33
Transfer 33	
WLMFIB - Wilmington Fiber	1
Transfer 1	
NP3PMA - Non-Participating 3rd Party Attachee	4
Transfer 4	
GRAND TOTAL	87

Thank You



Question?



PROCUREMENT REPORT

ATTACHMENT 5

Information on Bidding



Reading Municipal Light Department
RELIABLE POWER

The RMLD at their own discretion may add any other requirements to be included and rejected if not submitted with bid.

Examples of Reasons to Reject a Bid

1. Submitted after the date/time specified.
2. Non-responsive – one that does not conform to the terms and conditions set forth in the notice of the bid documents.
3. Not responsible - one that does not have the integrity, capability, and reliability to do the work.
4. Statutorily required forms not included in bid submittal – Non-Collusion Certification, Tax Compliance Certification.
5. Bid security is not included with submittal.
6. Bid signed by an unauthorized person is cause for the bid being deemed non-responsive, and therefore rejected.

Prevailing Wage

- The law states that all “public works” projects require payment of a prevailing wages. This includes, for example, new construction, renovation, repair, demolition, road or highway work, and the rental of equipment.
- The prevailing wage law applies to all public works project, regardless of the cost or size of the project.
- The Massachusetts prevailing wage law requires contractors to pay employees working on public works projects, a minimum hourly rate set by the Division of Labor Standards (DLS). The prevailing wage law applies to both union and non-union employees. The most common prevailing wage categories are public works construction projects, and public building construction.
- Contractors must submit weekly certified payroll forms and a statement of compliance for all employees performing the work. Each employee must be paid under the proper work classification and paid the appropriate rate for the work being performed.
- Contractors may not want to bid on public projects due to paying set wage rates and the submission of the certified payroll and statement compliance forms.

**PROCUREMENT REQUESTS REQUIRING BOARD
APPROVAL**

ATTACHMENT 6



January 13, 2022

Town of Reading Municipal Light Board

Subject: IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services

Pursuant to M.G.L., c. 30 § 39M, on December 22, 2021, an invitation for bid was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle, was published in the Central Register, and was posted on COMMBUYS and the RMLD website, requesting sealed bids for Electrical Utility Excavation including Emergency Excavation and Construction Services.

An invitation for bid was sent to twenty-seven (27) companies.

Sealed bids were received from five (5) companies: E. B. Rotondi & Sons, Inc., Tim Zanelli Excavating, LLC, Joseph P. Cardillo & Son, Inc., Dagle Electrical Construction Corp., and Caruso & McGovern Construction, Inc.

The sealed bids were publicly opened and read aloud at 11:00 a.m. on January 12, 2022, 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 bid 2021-37 Electrical Utility Excavation including Emergency Excavation and Construction Services for hourly rates be awarded to E.B. Rotondi & Sons, Inc., pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.¹ This is a three-year contract.

¹See attached analysis.

These services will be paid from various operating and capital accounts as the work dictates.

Brian Smith (Jan 13, 2022 12:28 EST)

Brian Smith, Systems Engineer

John McDonagh, Assistant Director of E&O

Hamid Jaffari (Jan 13, 2022 13:27 EST)

Hamid Jaffari, Director of E&O

coleen obrien (Jan 13, 2022 17:30 EST)

Coleen O'Brien, General Manager

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services Analysis

<u>E.B. ROTONDI & SONS, Inc.</u>							
*Hours stated are for bidding purposes only. Work is assigned as needed							
YEAR ONE: March 1, 2022-February 28, 2023	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR*	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR*	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR ONE
Foreman	\$ 96.00	500	\$ 48,000.00	\$ 141.00	100	\$ 14,100.00	\$ 62,100.00
Laborer	\$ 74.00	500	\$ 37,000.00	\$ 112.00	100	\$ 11,200.00	\$ 48,200.00
Backhoe	\$ 70.00	500	\$ 35,000.00	\$ 70.00	100	\$ 7,000.00	\$ 42,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 72.00	500	\$ 36,000.00	\$ 72.00	100	\$ 7,200.00	\$ 43,200.00
Vactor (Vac Truck)	\$ 140.00	500	\$ 70,000.00	\$ 140.00	100	\$ 14,000.00	\$ 84,000.00
Jack Hammer	\$ -	500	\$ -	\$ -	100	\$ -	\$ -
Compactor	\$ 32.00	500	\$ 16,000.00	\$ 32.00	100	\$ 3,200.00	\$ 19,200.00
YEAR ONE TOTALS			\$ 274,500.00			\$ 63,200.00	\$ 337,700.00
YEAR TWO: March 1, 2023-February 29, 2024	REGULAR HOURLY RATE	HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR TWO
Foreman	\$ 101.00	500	\$ 50,500.00	\$ 146.00	100	\$ 14,600.00	\$ 65,100.00
Laborer	\$ 78.00	500	\$ 39,000.00	\$ 117.00	100	\$ 11,700.00	\$ 50,700.00
Backhoe	\$ 70.00	500	\$ 35,000.00	\$ 70.00	100	\$ 7,000.00	\$ 42,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 72.00	500	\$ 36,000.00	\$ 72.00	100	\$ 7,200.00	\$ 43,200.00
Vactor (Vac Truck)	\$ 140.00	500	\$ 70,000.00	\$ 140.00	100	\$ 14,000.00	\$ 84,000.00
Jack Hammer	\$ -	500	\$ -	\$ -	100	\$ -	\$ -
Compactor	\$ 32.00	500	\$ 16,000.00	\$ 32.00	100	\$ 3,200.00	\$ 19,200.00
YEAR TWO TOTALS			\$ 279,000.00			\$ 64,200.00	\$ 343,200.00
YEAR THREE: March 1, 2024-February 28, 2025	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR THREE
Foreman	\$ 106.00	500	\$ 53,000.00	\$ 151.00	100	\$ 15,100.00	\$ 68,100.00
Laborer	\$ 83.00	500	\$ 41,500.00	\$ 122.00	100	\$ 12,200.00	\$ 53,700.00
Backhoe	\$ 70.00	500	\$ 35,000.00	\$ 70.00	100	\$ 7,000.00	\$ 42,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 72.00	500	\$ 36,000.00	\$ 72.00	100	\$ 7,200.00	\$ 43,200.00
Vactor (Vac Truck)	\$ 140.00	500	\$ 70,000.00	\$ 140.00	100	\$ 14,000.00	\$ 84,000.00
Jack Hammer	\$ -	500	\$ -	\$ -	100	\$ -	\$ -
Compactor	\$ 32.00	500	\$ 16,000.00	\$ 32.00	100	\$ 3,200.00	\$ 19,200.00
YEAR THREE TOTALS			\$ 284,000.00			\$ 65,200.00	\$ 349,200.00
Combined Three Year Total						\$ 1,030,100.00	

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services Analysis

TIM ZANELLI EXCAVATING, LLC							
<i>*Hours stated are for bidding purposes only. Work is assigned as needed</i>							
YEAR ONE: March 1, 2022-February 28, 2023	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR*	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR*	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR ONE
Foreman	\$ 170.00	500	\$ 85,000.00	\$ 170.00	100	\$ 17,000.00	\$ 102,000.00
Laborer	\$ 170.00	500	\$ 85,000.00	\$ 170.00	100	\$ 17,000.00	\$ 102,000.00
Backhoe	\$ 15.00	500	\$ 7,500.00	\$ 15.00	100	\$ 1,500.00	\$ 9,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
Vactor (Vac Truck)	\$ 125.00	500	\$ 62,500.00	\$ 125.00	100	\$ 12,500.00	\$ 75,000.00
Jack Hammer	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
Compactor	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
YEAR ONE TOTALS			\$ 305,010.00			\$ 61,002.00	\$ 366,012.00
YEAR TWO: March 1, 2023-February 29, 2024	REGULAR HOURLY RATE	HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR TWO
Foreman	\$ 175.00	500	\$ 87,500.00	\$ 175.00	100	\$ 17,500.00	\$ 105,000.00
Laborer	\$ 175.00	500	\$ 87,500.00	\$ 175.00	100	\$ 17,500.00	\$ 105,000.00
Backhoe	\$ 15.00	500	\$ 7,500.00	\$ 15.00	100	\$ 1,500.00	\$ 9,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
Vactor (Vac Truck)	\$ 130.00	500	\$ 65,000.00	\$ 130.00	100	\$ 13,000.00	\$ 78,000.00
Jack Hammer	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
Compactor	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
YEAR TWO TOTALS			\$ 312,510.00			\$ 62,502.00	\$ 375,012.00
YEAR THREE: March 1, 2024-February 28, 2025	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	EST. HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR THREE
Foreman	\$ 180.00	500	\$ 90,000.00	\$ 180.00	100	\$ 18,000.00	\$ 108,000.00
Laborer	\$ 180.00	500	\$ 90,000.00	\$ 180.00	100	\$ 18,000.00	\$ 108,000.00
Backhoe	\$ 15.00	500	\$ 7,500.00	\$ 15.00	100	\$ 1,500.00	\$ 9,000.00
Mini-Excavator	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
10-Wheel Dump Truck	\$ 65.00	500	\$ 32,500.00	\$ 65.00	100	\$ 6,500.00	\$ 39,000.00
Vactor (Vac Truck)	\$ 135.00	500	\$ 67,500.00	\$ 135.00	100	\$ 13,500.00	\$ 81,000.00
Jack Hammer	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
Compactor	\$ 0.01	500	\$ 5.00	\$ 0.01	100	\$ 1.00	\$ 6.00
YEAR THREE TOTALS			\$ 320,010.00			\$ 64,002.00	\$ 384,012.00
Combined Three Year Total						\$ 1,125,036.00	

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services Analysis

JOSEPH P. CARDILLO & SON, INC.							
*Hours stated are for bidding purposes only. Work is assigned as needed							
YEAR ONE: March 1, 2022-February 28, 2023	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR*	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR*	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR ONE
Foreman	\$ 200.00	500	\$ 100,000.00	\$ 225.00	100	\$ 22,500.00	\$ 122,500.00
Laborer	\$ 150.00	500	\$ 75,000.00	\$ 200.00	100	\$ 20,000.00	\$ 95,000.00
Backhoe	\$ 200.00	500	\$ 100,000.00	\$ 260.00	100	\$ 26,000.00	\$ 126,000.00
Mini-Excavator	\$ 150.00	500	\$ 75,000.00	\$ 190.00	100	\$ 19,000.00	\$ 94,000.00
10-Wheel Dump Truck	\$ 150.00	500	\$ 75,000.00	\$ 190.00	100	\$ 19,000.00	\$ 94,000.00
Vactor (Vac Truck)	\$ 300.00	500	\$ 150,000.00	\$ 375.00	100	\$ 37,500.00	\$ 187,500.00
Jack Hammer	\$ 1.00	500	\$ 500.00	\$ 1.00	100	\$ 100.00	\$ 600.00
Compactor	\$ 15.00	500	\$ 7,500.00	\$ 15.00	100	\$ 1,500.00	\$ 9,000.00
YEAR ONE TOTALS			\$ 583,000.00			\$ 145,600.00	\$ 728,600.00
YEAR TWO: March 1, 2023-February 29, 2024	REGULAR HOURLY RATE	HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR TWO
Foreman	\$ 210.00	500	\$ 105,000.00	\$ 240.00	100	\$ 24,000.00	\$ 129,000.00
Laborer	\$ 155.00	500	\$ 77,500.00	\$ 210.00	100	\$ 21,000.00	\$ 98,500.00
Backhoe	\$ 210.00	500	\$ 105,000.00	\$ 260.00	100	\$ 26,000.00	\$ 131,000.00
Mini-Excavator	\$ 155.00	500	\$ 77,500.00	\$ 200.00	100	\$ 20,000.00	\$ 97,500.00
10-Wheel Dump Truck	\$ 155.00	500	\$ 77,500.00	\$ 200.00	100	\$ 20,000.00	\$ 97,500.00
Vactor (Vac Truck)	\$ 315.00	500	\$ 157,500.00	\$ 400.00	100	\$ 40,000.00	\$ 197,500.00
Jack Hammer	\$ 5.00	500	\$ 2,500.00	\$ 5.00	100	\$ 500.00	\$ 3,000.00
Compactor	\$ 20.00	500	\$ 10,000.00	\$ 20.00	100	\$ 2,000.00	\$ 12,000.00
YEAR TWO TOTALS			\$ 612,500.00			\$ 153,500.00	\$ 766,000.00
YEAR THREE: March 1, 2024-February 28, 2025	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	EST. HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR THREE
Foreman	\$ 220.00	500	\$ 110,000.00	\$ 250.00	100	\$ 25,000.00	\$ 135,000.00
Laborer	\$ 160.00	500	\$ 80,000.00	\$ 215.00	100	\$ 21,500.00	\$ 101,500.00
Backhoe	\$ 220.00	500	\$ 110,000.00	\$ 270.00	100	\$ 27,000.00	\$ 137,000.00
Mini-Excavator	\$ 160.00	500	\$ 80,000.00	\$ 210.00	100	\$ 21,000.00	\$ 101,000.00
10-Wheel Dump Truck	\$ 160.00	500	\$ 80,000.00	\$ 210.00	100	\$ 21,000.00	\$ 101,000.00
Vactor (Vac Truck)	\$ 325.00	500	\$ 162,500.00	\$ 400.00	100	\$ 40,000.00	\$ 202,500.00
Jack Hammer	\$ 5.00	500	\$ 2,500.00	\$ 5.00	100	\$ 500.00	\$ 3,000.00
Compactor	\$ 25.00	500	\$ 12,500.00	\$ 25.00	100	\$ 2,500.00	\$ 15,000.00
YEAR THREE TOTALS			\$ 637,500.00			\$ 158,500.00	\$ 796,000.00
						Combined Three Year Total	\$ 2,290,600.00

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services Analysis

<u>DAGLE ELECTRICAL CONSTRUCTION, CORP.</u>							
*Hours stated are for bidding purposes only. Work is assigned as needed							
YEAR ONE: March 1, 2022-February 28, 2023	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR*	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR*	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR ONE
Foreman	\$ 170.00	500	\$ 85,000.00	\$ 216.00	100	\$ 21,600.00	\$ 106,600.00
Laborer	\$ 126.00	500	\$ 63,000.00	\$ 172.00	100	\$ 17,200.00	\$ 80,200.00
Backhoe	\$ 188.00	500	\$ 94,000.00	\$ 232.00	100	\$ 23,200.00	\$ 117,200.00
Mini-Excavator	\$ 175.00	500	\$ 87,500.00	\$ 219.00	100	\$ 21,900.00	\$ 109,400.00
10-Wheel Dump Truck	\$ 140.00	500	\$ 70,000.00	\$ 178.00	100	\$ 17,800.00	\$ 87,800.00
Vactor (Vac Truck)	\$ 380.00	500	\$ 190,000.00	\$ 440.00	100	\$ 44,000.00	\$ 234,000.00
Jack Hammer	\$ 45.00	500	\$ 22,500.00	\$ 45.00	100	\$ 4,500.00	\$ 27,000.00
Compactor	\$ 24.00	500	\$ 12,000.00	\$ 24.00	100	\$ 2,400.00	\$ 14,400.00
YEAR ONE TOTALS			\$ 624,000.00			\$ 152,600.00	\$ 776,600.00
YEAR TWO: March 1, 2023-February 29, 2024	REGULAR HOURLY RATE	HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR TWO
Foreman	\$ 174.00	500	\$ 87,000.00	\$ 228.00	100	\$ 22,800.00	\$ 109,800.00
Laborer	\$ 129.00	500	\$ 64,500.00	\$ 177.00	100	\$ 17,700.00	\$ 82,200.00
Backhoe	\$ 192.00	500	\$ 96,000.00	\$ 238.00	100	\$ 23,800.00	\$ 119,800.00
Mini-Excavator	\$ 179.00	500	\$ 89,500.00	\$ 225.00	100	\$ 22,500.00	\$ 112,000.00
10-Wheel Dump Truck	\$ 144.00	500	\$ 72,000.00	\$ 184.00	100	\$ 18,400.00	\$ 90,400.00
Vactor (Vac Truck)	\$ 385.00	500	\$ 192,500.00	\$ 448.00	100	\$ 44,800.00	\$ 237,300.00
Jack Hammer	\$ 46.00	500	\$ 23,000.00	\$ 46.00	100	\$ 4,600.00	\$ 27,600.00
Compactor	\$ 24.00	500	\$ 12,000.00	\$ 24.00	100	\$ 2,400.00	\$ 14,400.00
YEAR TWO TOTALS			\$ 636,500.00			\$ 157,000.00	\$ 793,500.00
YEAR THREE: March 1, 2024-February 28, 2025	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	EST. HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR THREE
Foreman	\$ 178.00	500	\$ 89,000.00	\$ 236.00	100	\$ 23,600.00	\$ 112,600.00
Laborer	\$ 134.00	500	\$ 67,000.00	\$ 186.00	100	\$ 18,600.00	\$ 85,600.00
Backhoe	\$ 196.00	500	\$ 98,000.00	\$ 244.00	100	\$ 24,400.00	\$ 122,400.00
Mini-Excavator	\$ 183.00	500	\$ 91,500.00	\$ 231.00	100	\$ 23,100.00	\$ 114,600.00
10-Wheel Dump Truck	\$ 148.00	500	\$ 74,000.00	\$ 190.00	100	\$ 19,000.00	\$ 93,000.00
Vactor (Vac Truck)	\$ 390.00	500	\$ 195,000.00	\$ 454.00	100	\$ 45,400.00	\$ 240,400.00
Jack Hammer	\$ 47.00	500	\$ 23,500.00	\$ 47.00	100	\$ 4,700.00	\$ 28,200.00
Compactor	\$ 24.00	500	\$ 12,000.00	\$ 24.00	100	\$ 2,400.00	\$ 14,400.00
YEAR THREE TOTALS			\$ 650,000.00			\$ 161,200.00	\$ 811,200.00
						Combined Three Year Total	\$ 2,381,300.00

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services Analysis

CARUSO & MCGOVERN CONSTRUCTION, INC.							
*Hours stated are for bidding purposes only. Work is assigned as needed							
YEAR ONE: March 1, 2022-February 28, 2023	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR*	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR*	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR ONE
Foreman	\$ 176.00	500	\$ 88,000.00	\$ 264.00	100	\$ 26,400.00	\$ 114,400.00
Laborer	\$ 143.00	500	\$ 71,500.00	\$ 214.50	100	\$ 21,450.00	\$ 92,950.00
Backhoe	\$ 229.00	500	\$ 114,500.00	\$ 315.00	100	\$ 31,500.00	\$ 146,000.00
Mini-Excavator	\$ 232.00	500	\$ 116,000.00	\$ 318.00	100	\$ 31,800.00	\$ 147,800.00
10-Wheel Dump Truck	\$ 204.00	500	\$ 102,000.00	\$ 274.00	100	\$ 27,400.00	\$ 129,400.00
Vactor (Vac Truck)	\$ 572.00	500	\$ 286,000.00	\$ 658.00	100	\$ 65,800.00	\$ 351,800.00
Jack Hammer	\$ 9.00	500	\$ 4,500.00	\$ 9.00	100	\$ 900.00	\$ 5,400.00
Compactor	\$ 12.00	500	\$ 6,000.00	\$ 12.00	100	\$ 1,200.00	\$ 7,200.00
YEAR ONE TOTALS			\$ 788,500.00			\$ 206,450.00	\$ 994,950.00
YEAR TWO: March 1, 2023-February 29, 2024	REGULAR HOURLY RATE	HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR TWO
Foreman	\$ 180.00	500	\$ 90,000.00	\$ 270.00	100	\$ 27,000.00	\$ 117,000.00
Laborer	\$ 146.00	500	\$ 73,000.00	\$ 219.00	100	\$ 21,900.00	\$ 94,900.00
Backhoe	\$ 232.00	500	\$ 116,000.00	\$ 320.00	100	\$ 32,000.00	\$ 148,000.00
Mini-Excavator	\$ 235.00	500	\$ 117,500.00	\$ 323.00	100	\$ 32,300.00	\$ 149,800.00
10-Wheel Dump Truck	\$ 207.00	500	\$ 103,500.00	\$ 278.00	100	\$ 27,800.00	\$ 131,300.00
Vactor (Vac Truck)	\$ 575.00	500	\$ 287,500.00	\$ 663.00	100	\$ 66,300.00	\$ 353,800.00
Jack Hammer	\$ 9.00	500	\$ 4,500.00	\$ 9.00	100	\$ 900.00	\$ 5,400.00
Compactor	\$ 12.00	500	\$ 6,000.00	\$ 12.00	100	\$ 1,200.00	\$ 7,200.00
YEAR TWO TOTALS			\$ 798,000.00			\$ 209,400.00	\$ 1,007,400.00
YEAR THREE: March 1, 2024-February 28, 2025	REGULAR HOURLY RATE	ESTIMATED HOURS PER YEAR	TOTAL REGULAR HOURLY RATES PER YEAR	OVERTIME HOURLY RATE	EST. HOURS PER YEAR	TOTAL OT HOURLY RATES PER YEAR	COMBINED TOTAL YEAR THREE
Foreman	\$ 184.00	500	\$ 92,000.00	\$ 276.00	100	\$ 27,600.00	\$ 119,600.00
Laborer	\$ 149.00	500	\$ 74,500.00	\$ 223.50	100	\$ 22,350.00	\$ 96,850.00
Backhoe	\$ 236.00	500	\$ 118,000.00	\$ 326.00	100	\$ 32,600.00	\$ 150,600.00
Mini-Excavator	\$ 239.00	500	\$ 119,500.00	\$ 329.00	100	\$ 32,900.00	\$ 152,400.00
10-Wheel Dump Truck	\$ 210.00	500	\$ 105,000.00	\$ 283.00	100	\$ 28,300.00	\$ 133,300.00
Vactor (Vac Truck)	\$ 579.00	500	\$ 289,500.00	\$ 669.00	100	\$ 66,900.00	\$ 356,400.00
Jack Hammer	\$ 9.00	500	\$ 4,500.00	\$ 9.00	100	\$ 900.00	\$ 5,400.00
Compactor	\$ 12.00	500	\$ 6,000.00	\$ 12.00	100	\$ 1,200.00	\$ 7,200.00
YEAR THREE TOTALS			\$ 809,000.00			\$ 212,750.00	\$ 1,021,750.00
Combined Three Year Total							\$ 3,024,100.00

MATERIALS AVAILABLE BUT NOT DISCUSSED

From: [Erica Morse](#)
To: [Erica Morse](#)
Subject: AP and Payroll Questions for the 22-1-19 Board of Commissioners Book
Date: Thursday, January 13, 2022 3:42:03 PM

AP

From December 10 2021, through January 7, 2022, there were no Commissioner questions.

Payroll:

From December 13, 2021 through January, 10 2022, there were no Commissioner questions.

Best,
Erica Morse
Executive Assistant
Reading Municipal Light Department
781-942-6489

Town of Reading, Massachusetts
Municipal Light Department
Statement of Net Assets
11/30/2021

	2021	2020
ASSETS		
Current:		
Unrestricted Cash	\$ 21,652,761	\$ 24,614,277
Restricted Cash	27,359,033	33,892,193
Restricted Investments	2,656,132	1,366,001
Receivables, Net	8,345,875	8,014,029
Prepaid Expenses	1,350,437	1,315,644
Inventory	1,892,211	2,028,924
Total Current Assets	<u>63,256,449</u>	<u>71,231,067</u>
Noncurrent:		
Investment in Associated Companies	880,956	810,370
Capital Assets, Net	85,263,644	82,687,471
Total Noncurrent Assets	<u>86,144,600</u>	<u>83,497,842</u>
Deferred Outflows - Pension Plan	<u>5,360,409</u>	<u>8,102,116</u>
TOTAL ASSETS	<u><u>154,761,458</u></u>	<u><u>162,831,024</u></u>
LIABILITIES		
Current		
Accounts Payable	5,969,818	11,269,676
Accrued Liabilities	378,554	374,015
Customer Deposits	1,535,553	1,398,341
Advances from Associated Companies	200,000	200,000
Customer Advances for Construction	2,493,038	1,847,311
Total Current Liabilities	<u>10,576,963</u>	<u>15,089,344</u>
Non-current		
Accrued Employee Compensated Absences	1,968,355	2,151,067
Net OPEB Obligation	7,166,506	7,094,569
Net Pension Liability	12,054,935	14,610,001
Total Non-current Liabilities	<u>21,189,796</u>	<u>23,855,637</u>
Deferred Inflows - Pension Plan	2,652,103	1,964,276
TOTAL LIABILITIES	<u>34,418,862</u>	<u>40,909,257</u>
NET POSITION		
Invested in Capital Assets, Net of Related Debt	85,263,644	82,687,471
Restricted for Depreciation Fund	7,859,135	10,556,099
Restricted for Pension Trust	4,452,767	6,365,431
Unrestricted	22,767,050	22,312,767
TOTAL NET POSITION	<u><u>120,342,596</u></u>	<u><u>121,921,767</u></u>
Total Liabilities and Net Assets	<u><u>\$ 154,761,458</u></u>	<u><u>\$ 162,831,024</u></u>

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
11/30/2021

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Operating Revenues					
Base Revenue	\$ 1,985,360	\$ 2,045,300	\$ 25,525,117	\$ 25,420,764	0.4%
Fuel Revenue	2,146,140	2,083,084	24,379,213	23,419,518	4.1%
Purchased Power Capacity & Transmission	1,921,656	2,381,024	28,843,992	29,992,222	(3.8%)
Forfeited Discounts	40,664	37,563	712,215	750,337	(5.1%)
Energy Conservation Revenue	46,483	48,824	598,264	593,436	0.8%
NYPA Credit	(48,541)	(52,648)	(960,585)	(970,862)	(1.1%)
Total Operating Revenues	6,091,761	6,543,147	79,098,216	79,205,416	(0.1%)
Expenses					
Power Expenses:					
547 Purchased Power Fuel	2,131,912	1,694,706	25,248,494	23,146,673	9.1%
555 Purchased Power Capacity	1,355,366	1,367,619	15,398,565	16,754,980	(8.1%)
565 Purchased Power Transmission	1,016,951	937,292	14,716,301	13,001,277	13.2%
Total Purchased Power	4,504,228	3,999,616	55,363,360	52,902,930	4.7%
Operations and Maintenance Expenses:					
580 Supervision and Engineering	102,069	82,162	975,764	929,647	5.0%
581 Station/Control Room Operators	42,022	37,778	448,747	444,043	1.1%
582 Station Technicians	27,063	49,055	532,285	377,588	41.0%
583 Line General Labor	43,941	44,565	545,984	517,043	5.6%
586 Meter General	13,254	14,139	157,244	132,552	18.6%
588 Materials Management	39,066	32,102	403,301	393,375	2.5%
593 Maintenance of Lines - Overhead	45,428	14,403	294,945	287,639	2.5%
593 Maintenance of Lines - Tree Trimming	117,161	91,647	547,173	444,961	23.0%
594 Maintenance of Lines - Underground	4,581	1,059	21,560	44,257	(51.3%)
595 Maintenance of Line - Transformers	89,466	16,334	288,669	159,604	80.9%
598 Line General Leave Time Labor	53,605	34,137	343,877	348,966	(1.5%)
Total Operations and Maintenance Expenses	577,657	417,380	4,559,550	4,079,675	11.8%
General & Administration Expenses:					
903 Customer Collections	80,468	135,298	971,124	1,178,737	(17.6%)
904 Uncollectible Accounts	8,750	8,750	96,250	96,250	0.0%
916 Energy Audit	70,104	62,575	670,818	558,374	20.1%
916 Energy Conservation	119,025	3,129	1,356,434	662,809	104.6%
920 Administrative and General Salaries	151,928	140,128	1,766,570	1,840,850	(4.0%)
921 Office Supplies and Expense	1,822	492	14,158	6,491	118.1%
923 Outside Services - Legal	75,015	126,155	441,841	432,629	2.1%
923 Outside Services - Contract	42,424	10,150	267,170	273,212	(2.2%)
923 Outside Services - Education	3,250	5,631	24,410	38,386	(36.4%)
924 Property Insurance	33,111	29,739	395,076	353,644	11.7%
925 Injuries and Damages	-	-	31,375	3,723	742.8%
926 Employee Pensions and Benefits	205,699	170,635	3,170,596	3,210,451	(1.2%)
930 Miscellaneous General Expense	27,482	51,029	362,374	219,671	65.0%
931 Rent Expense	13,799	13,941	197,223	191,159	3.2%
933 Vehicle Expenses	31,308	25,563	301,560	186,695	61.5%
933 Vehicle Expenses - Capital	(32,767)	(24,741)	(342,323)	(311,218)	10.0%
935 Maintenance of General Plant	25,614	35,883	441,861	484,699	(8.8%)
935 Maintenance of Building & Garage	61,274	58,582	738,789	1,026,110	(28.0%)
Total General & Administration Expenses	918,306	852,939	10,905,306	10,452,671	4.3%

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
11/30/2021

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Other Operating Expenses:					
403 Depreciation	406,980	391,601	4,476,776	4,307,606	3.9%
408 Voluntary Payments to Towns	137,953	133,917	1,517,482	1,473,092	3.0%
Total Other Expenses	544,933	525,518	5,994,259	5,780,698	3.7%
Operating Income	(453,362)	747,695	2,275,742	5,989,442	(62.0%)
Non Operating Revenues (Expenses):					
419 Interest Income	5,647	13,741	118,969	247,162	(51.9%)
419 Other	41,584	110,008	928,421	1,296,764	(28.4%)
426 Return on Investment to Reading	(206,709)	(206,709)	(2,273,797)	(2,273,797)	(0.0%)
431 Interest Expense	(3,789)	(2,279)	(41,551)	(46,748)	(11.1%)
Total Non Operating Revenues (Expenses)	(163,267)	(85,238)	(1,267,958)	(776,620)	63.3%
Change in Net Assets	(616,629)	662,457	1,007,784	5,212,822	(80.7%)
Net Assets at Beginning of Year	119,334,812	116,708,946	119,334,812	116,708,946	2.2%
Ending Net Assets	\$ 118,718,183	\$ 117,371,402	\$ 120,342,597	\$ 121,921,768	(1.3%)

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
11/30/2021

	Actual Year to Date	Budget Through 11/30/2021	Over/Under \$	Over/Under %
Operating Revenues				
Base Revenue	\$ 25,525,117	\$ 25,935,239	\$ (410,122)	(1.6%)
Fuel Revenue	24,379,213	25,569,916	(1,190,703)	(4.7%)
Purchased Power Capacity & Transmission	28,843,992	32,510,086	(3,666,094)	(11.3%)
Forfeited Discounts	712,215	851,588	(139,373)	(16.4%)
Energy Conservation Revenue	598,264	599,495	(1,231)	(0.2%)
NYPA Credit	(960,585)	(1,048,276)	87,691	(8.4%)
Total Operating Revenues	79,098,216	84,418,047	(5,319,831)	(6.3%)
Expenses				
Power Expenses:				
555 Purchased Power Fuel	25,248,494	24,521,640	726,854	3.0%
555 Purchased Power Capacity	15,398,565	16,213,421	(814,856)	(5.0%)
565 Purchased Power Transmission	14,716,301	16,296,665	(1,580,364)	(9.7%)
Total Purchased Power	55,363,360	57,031,726	(1,668,366)	(2.9%)
Operations and Maintenance Expenses:				
580 Supervision and Engineering	975,764	1,047,927	(72,163)	(6.9%)
581 Station/Control Room Operators	448,747	456,440	(7,694)	(1.7%)
582 Station Technicians	532,285	410,680	121,605	29.6%
583 Line General Labor	545,984	970,530	(424,546)	(43.7%)
586 Meter General	157,244	176,016	(18,772)	(10.7%)
588 Materials Management	403,301	417,967	(14,666)	(3.5%)
593 Maintenance of Lines - Overhead	294,945	512,234	(217,289)	(42.4%)
593 Maintenance of Lines - Tree Trimming	547,173	842,278	(295,104)	(35.0%)
594 Maintenance of Lines - Underground	21,560	74,154	(52,595)	(70.9%)
595 Maintenance of Line - Transformers	288,669	208,386	80,282	38.5%
598 Line General Leave Time Labor	343,877	410,555	(66,678)	(16.2%)
Total Operations and Maintenance Expenses	4,559,550	5,527,168	(967,618)	(17.5%)
General & Administration Expenses:				
903 Customer Collection	971,124	888,606	82,518	9.3%
904 Uncollectible Accounts	96,250	96,250	-	0.0%
916 Energy Audit	670,818	551,301	119,517	21.7%
916 Energy Conservation	1,356,434	1,112,866	243,568	21.9%
920 Administrative and General Salaries	1,766,570	2,063,436	(296,867)	(14.4%)
921 Office Supplies and Expense	14,158	18,333	(4,175)	(22.8%)
923 Outside Services - Legal	441,841	455,583	(13,742)	(3.0%)
923 Outside Services - Contract	267,170	466,033	(198,863)	(42.7%)
923 Outside Services - Education	24,410	236,336	(211,926)	(89.7%)
924 Property Insurance	395,076	448,892	(53,816)	(12.0%)
925 Injuries and Damages	31,375	52,299	(20,924)	(40.0%)
926 Employee Pensions and Benefits	3,170,596	3,360,505	(189,908)	(5.7%)
930 Miscellaneous General Expense	362,374	464,100	(101,726)	(21.9%)
931 Rent Expense	197,223	194,333	2,889	1.5%
933 Vehicle Expense	301,560	356,217	(54,657)	(15.3%)
933 Vehicle Expense - Capital Clearing	(342,323)	(324,999)	(17,324)	5.3%
935 Maintenance of General Plant	441,861	425,127	16,734	3.9%
935 Maintenance of Building & Garage	738,789	855,685	(116,896)	(13.7%)
Total General & Administration Expenses	10,905,306	11,720,903	(815,597)	(7.0%)

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
11/30/2021

Other Operating Expenses:

403 Depreciation	4,476,776	4,506,650	(29,873)	(0.7%)
408 Voluntary Payments to Towns	1,517,482	1,516,588	894	0.1%
Total Other Expenses	5,994,259	6,023,238	(28,979)	(0.5%)
Operating Income	2,275,742	4,115,012	(1,839,270)	(44.7%)
Non Operating Revenues (Expenses):				
415 Contribution in Aid of Construction	-	275,000	(275,000)	(100.0%)
419 Interest Income	118,969	458,333	(339,364)	(74.0%)
419 Other Income	928,421	811,250	117,171	14.4%
426 Return on Investment to Reading	(2,273,797)	(2,273,797)	-	0.0%
431 Interest Expense	(41,551)	(41,250)	(301)	0.7%
Total Non Operating Revenues (Expenses)	(1,267,958)	(770,464)	(497,494)	64.6%
Net Income	\$ 1,007,784	\$ 3,344,548	\$ (2,336,764)	(69.9%)

From: [Maureen Sullivan](#)
To: [Erica Morse](#)
Cc: [Paula O'Leary](#)
Subject: Surplus Update - December 2021
Date: Wednesday, December 29, 2021 3:50:02 PM

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 December 2021.

Thank you and Happy New Year!
Maureen

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

Tel. No. 781-942-6441
Email: msullivan@rmlld.com