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## AGENDA

### REGULAR SESSION

#### READING MUNICIPAL LIGHT DEPARTMENT CITIZENS' ADVISORY BOARD (CAB) MEETING

WEDNESDAY, MARCH 23, 2016

6:30 PM

230 Ash Street, Winfred Spurr AV Room  
Reading, MA 01867

1. Call Meeting to Order – G. Hooper, Chair

2. Approval of Minutes – G. Hooper, Chair

***Suggested Motion:*** Move that the Citizens' Advisory Board approve the Regular Session Minutes of the January 13, 2016, meeting as written.

***Suggested Motion:*** Move that the Citizens' Advisory Board approve the Executive Session Minutes of the January 13, 2016, meeting as written.

3. RMLD Dashboard Overview – C. O'Brien, General Manager

4. Public Comment – G. Hooper, Chair

5. Next Meeting – G. Hooper, Chair

6. Adjournment – G. Hooper, Chair

This Agenda has been prepared in advance and does not necessarily include all matters which may be taken up at this meeting.



## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

RMLD Citizens Advisory Board

Date: 2016-01-13

Time: 6:30 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Purpose: General Business

Session: General Session

### Attendees: **Members - Present:**

Mr. George Hooper, Chair (Wilmington); Mr. David Nelson, Vice Chair (Lynnfield); Mr. David Mancuso, Secretary (Reading); Mr. Mark Chrisos (North Reading)

### **Members - Not Present:**

Mr. Dennis Kelley (Wilmington)

### **Others Present:**

Mr. David Talbot, Board of Commissioners  
Ms. Coleen O'Brien, Ms. Jane Parenteau, Ms. Kathleen Rybak

**Minutes Respectfully Submitted By:** Mr. David Mancuso, Secretary

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### Topics of Discussion:

#### 1. **Call Meeting to Order – G. Hooper, Chair**

Chair Hooper called the meeting of the Citizens' Advisory Board to order at 6:30 p.m. and noted that the meeting was being audio recorded.

#### 2. **Approval of Minutes – G. Hooper, Chair**

*Materials: Draft May 20, 2015 Minutes; Draft November 18, 2015, Minutes*

Mr. Nelson made a motion that the Citizens' Advisory Board approve the Minutes of the May 20, 2015 meeting as written, seconded by Mr. Mancuso. Hearing no further discussion, **Motion carried 4:0:1** (4 in favor, 0 opposed, 1 absent).

Mr. Nelson noted that the date of the November meeting as noted on the draft minutes should be corrected to read November 18, 2015.

Mr. Nelson made a motion, with the correction noted, the Citizens' Advisory Board approve the Minutes of the November 18, 2015, meeting as written, seconded by Mr. Chrisos. Hearing no further discussion, **Motion carried 4:0:1** (4 in favor, 0 opposed, 1 absent).

#### 3. **FY17 Budget Process – C. O'Brien General Manager**

Ms. O'Brien asked for input on the upcoming FY17 budget review process. The group agreed that they would like to continue with two separate budget review meetings, but with the Operating Budget review at the first meeting and the Capital Budget review at the second meeting. Meeting dates were set for April 6 and 13, with one of the meetings to be scheduled in North Reading.

Ms. O'Brien noted that she has had preliminary discussions with the Board of Commissioners regarding changing the RMLD fiscal year to a calendar year. Currently,

RMLD keeps two sets of books in order to comply with DPU reporting, which is on a calendar year. This is inefficient and time-consuming. Most utilities are on a calendar year. It was noted that the RMLD fiscal year at one point did run from January through December, but it was changed to July through June. Ms. Parenteau noted that she thought the rationale at the time was to be in-sync with the Town, and believes this change happened in 2008.

Ms. O'Brien continued, if RMLD started our budget and did the cost of service modeling in the third quarter, the numbers would be finalized and ready for proper segue into each towns' budget process. Currently we are trying to develop our numbers at the same time the towns need the numbers for their budgets. Mr. Mancuso asked if Reading town management expressed concern one way or the other. Ms. O'Brien responded, no other than it would be nice to have the numbers. The towns are asking for number now and we're working on our budget and numbers at the same time. If we were on a calendar year budget, we would have finished our budgets and they would be ready to go right to the towns. Mr. Mancuso noted that he was curious as to why the change was made in the first place; what the history there was.

**4. Next Meeting – G. Hooper, Chair**

The next meeting of the CAB was scheduled for Wednesday, February 10.

**5. Executive Session – G. Hooper, Chair**

Mr. Nelson made a motion that the Citizens' Advisory Board go into Executive Session based on Chapter 164, Section 47D exemption from public records and open meeting requirements in certain instances, to discuss competitively sensitive issues, and return to regular session for the sole purpose of adjournment, seconded by Mr. Chrisos.

**Motion carried 4:0:1** (4 in favor, 0 opposed, 1 absent), by a poll of members present: Mr. Chrisos, aye; Mr. Nelson, aye; Chair Hooper, aye; Mr. Mancuso, aye. Mr. Kelley was not present.

**6. Motion to Adjourn – G. Hooper, Chair**

Mr. Nelson made a motion to adjourn the Citizens' Advisory Board meeting, seconded by Mr. Mancuso. Hearing no further discussion, **Motion carried 4:0:1 (4 in favor, 0 opposed, 1 absent).**

The Citizens Advisory Board Meeting adjourned at 7:38 p.m.

Minutes as approved on \_\_\_\_\_