

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

**MINUTES
Regular Session**

Time: 6:30 p.m.

Date: Wednesday, October 22, 2014

Place: RMLD, 230 Ash Street, Reading, MA, Winfred Spurr/ Audio Visual Room

CAB Members Present:

Mr. George Hooper, Vice Chair (Wilmington); Mr. Dennis Kelley (Wilmington); Mr. David Mancuso (Reading); Mr. David Nelson, Secretary (Lynnfield)

CAB Members Absent:

None

RMLD Commissioner(s) Present:

Mr. Thomas O'Rourke

RMLD Staff Present:

Ms. Coleen O'Brien, Mr. Robert Fournier, Ms. Kathleen Rybak

Public and Invited Guests Present:

None

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

Vice 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, Vice Chair

Materials: August 13, 2014, Regular Session CAB Minutes

Mr. Nelson made a *Motion* that the Citizens' Advisory Board approve the Minutes from the August 13, 2014, meeting as written, seconded by Mr. Mancuso. Hearing no further discussion, *Motion carried 4:0:0 (4 in favor, 0 opposed, 0 absent)*.

3. CAB Reorganization– G. Hooper, Vice Chair

Vice Chair Hooper entertained motions to elect a new Chair. Mr. Kelley made a *Motion* to nominate Mr. Hooper for Chair, seconded by Mr. Nelson. Hearing no further discussion, *Motion carried 4:0:0 (4 in favor, 0 opposed, 0 absent)*.

Mr. Hooper made a *Motion* to nominate Mr. Nelson for Vice Chair, seconded by Mr. Mancuso. Hearing no further discussion, *Motion carried 4:0:0 (4 in favor, 0 opposed, 0 absent)*.

Mr. Nelson made a *Motion* to nominated Mr. Mancuso for Secretary, seconded by Mr. Kelley Hearing no further discussion, *Motion carried 4:0:0 (4 in favor, 0 opposed, 0 absent)*.

4. CAB Update and Presentation to the Towns – C. O'Brien, General Manager

Ms. O'Brien reported that RMLD staff including, herself, Ms. Parenteau and Mr. Smith would be making presentations to each town's board of selectmen in November. She then gave a preview of the presentation, which includes the Mission Statement, Organization/Reliability Studies, LED Street Light Pilot, Tree Trimming Program, and Charging Station/Commercial Rebates Programs. Ms. O'Brien reported that after review of the proposals received, the Organizational Study was awarded to Leidos Engineering, LLC, and the Reliability Study was awarded to Booth & Associates, LLC. CAB members were given an opportunity to ask question regarding the materials presented.

5. FY14 Annual Financial Report – R. Fournier, Accounting/Business Manager

Materials: Town of Reading, Massachusetts, Reading Municipal Light Department, Annual Financial Statements for the Year Ended June 30, 2014

Mr. Fournier reported that MelansonHeath presented the results of the FY14 audit to the RMLD Audit Committee, the Town of Reading Audit Committee, and then the Board of Commissioners on October 2. MelansonHeath gave the RMLD an unqualified opinion, which is what we strive for every year. They also stated that the financial statements were materially correct. Mr. Fournier then presented a brief summary of the financial statements included in the audit report.

6. Financial Report – August 2014 – R. Fournier, Accounting/Business Manager

Materials: August 31, 2014, Report

Mr. Fournier reviewed the financials for the period ending August 31. Mr. Fournier noted that with the first quarter financials, he will include the purchase power capacity/transmission adjustment into the rate classes so we won't have a big discrepancy between base revenues (being under budget) and purchase power capacity/transmission adjustment (over budget). When we did the Cost of Service Study, we thought we would get away with just capturing it in one account, but it skews the financials. It does not change the bottom line it just skews the comparison in the financials.

7. Integrated Resources Report – August 2014 – C. O'Brien, General Manager

Materials: Purchase Power Summary – August 2014

Ms. Parenteau was not available; therefore, this item was tabled. Ms. O'Brien asked CAB members to review the materials provided and send any questions to her.

8. Review of CAB Policies – D. Nelson, Secretary

Materials: Draft CAB Policy No. 1 – Revision 3c and Draft CAB Policy No. 2 – Revision 3

Mr. Nelson presented the most recent draft revisions of the two CAB policies. The intent of the revisions is to bring the policies up to date, to be sure that they follow suit with what the CAB is currently doing, and that they follow the 20-Year Agreement. The additions or revisions proposed stipulate a lot of what is referenced in the 20-Year Agreement. For Policy 1, of note was the expansion of items: 1.C., 1.D, and the establishment of term limits for officers. Mr. Nelson asked if there were any comments. Mr. Hooper noted that he had reviewed the changes - a lot of it was word changes and some things that needed to be updated. Mr. Nelson reviewed proposed edits to Policy 2.

Ms. O'Brien noted that all of the Commissioners policies have been sent out to legal for political scrubbing and to be updated, and offered to send these policies out to legal as well. Ms. O'Brien noted that moving forward (for new or revised policies) a "next revision date" three years from the approval date will be included with all policy. If a policy needs to review earlier, that will happen, but at a minimum, they will be reviewed regularly every three years. CAB members agreed with this approach and welcome the review.

9. Report on NEPPA Annual Conference – D. Mancuso

Mr. Mancuso gave a brief review of the NEPPA Annual Conference, which he attended in August. His biggest take away was the session on the natural gas constraints and the impact it will have on municipalities and rates. Ms. O'Brien asked if there was any discussion on the reduction in cost of solar and the impact on utilities and their sales. Mr. Mancuso did not recall anything specific on this subject. Discussion of this issue ensued. Mr. Mancuso noted that he would have liked to see more learning sessions as opposed to motivational sessions. Mr. Mancuso agreed to provide some feedback to NEPPA on the conference, with the permission of the Board.

10. Next Meeting – G. Hooper, Vice Chair

The next CAB meeting was scheduled for November 19, 2014, at 6:30 p.m.

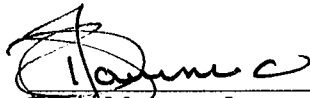
Mr. Kelley thanked Ms. O'Brien for arranging his recent RMLD Orientation. He found it to be invaluable and noted that it is an important experience for new members.

11. Motion to Adjourn – G. Hooper, Vice Chair

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

The Citizens' Advisory Board Meeting adjourned at 7:48 p.m.

Respectfully submitted,



David Mancuso, Secretary

Minutes approved on 1.14.15