

**READING MUNICIPAL
LIGHT DEPARTMENT**

BOARD OF COMMISSIONERS

REGULAR SESSION

WEDNESDAY DECEMBER 16, 2020

APPROVAL OF BOARD MINUTES
MARCH 19, 2020, JUNE 18, 2020, JULY 23,
2020
ATTACHMENT 1



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2020-03-19

Time: 07:00 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Session: Open Session

Purpose: General Business

Version: Final

Attendees: **Members - Present:**

David Talbot, Chair; John Stempeck (remote participant), Vice Chair; Bob Coulter, Commissioner; David Hennessy, Commissioner (remote participant); Philip B. Pacino, Commissioner

Members - Not Present:

Others Present:

RMLD Staff: Coleen O'Brien, General Manager; Charles Underhill, Director of Integrated Resources; Tracy Schultz, Executive Assistant

Mark Dockser (remote participant)
James Satterthwaite (remote participant)
David Zeek (remote participant)

Minutes Respectfully Submitted By: Philip B. Pacino, Secretary Pro Tem

Topics of Discussion:

Call Meeting to Order

Chair Talbot called the meeting to order and read RMLD's Code of Conduct. Chair Talbot announced that the meeting is being videotaped at the RMLD office at 230 Ash Street, for distribution to the community television stations in North Reading, Lynnfield, and Wilmington. Chair Talbot asked Mr. Pacino to serve as Board Secretary. Chair Talbot explained that two Board members, Mr. Hennessy and Mr. Stempeck, are participating remotely due to the pandemic.

Public Comment

Mr. Dockser thanked the Board for reviewing the Select Board's Town Payment proposal.

Welcome Robert Coulter, Commissioner

Chair Talbot welcomed newly elected Commissioner Bob Coulter to the Board. Mr. Coulter stated that he grew up in Reading and his mother worked at RMLD for 25 years. Mr. Coulter stated that he works for National Grid as a design supervisor and oversees underground and overhead construction, residential and commercial construction, solar, and third-party attachments on the North Shore.

RMLD's Response to COVID-19

Ms. O'Brien stated that RMLD is committed to supplying safe and reliable power. An Emergency Response team was established as well as an infectious disease plan EOP - 20-03 HR. Social distancing is in effect and the RMLD building is closed to the public per the Board of Health. HVAC

RMLD's Response to COVID-19

filters and cleaning products were upgraded. Training and travel have been suspended and meetings are being held virtually. Ms. O'Brien stated that she is a member of the Town of Reading emergency team. Critical businesses have been identified and prioritized. Minimum staffing and remote working procedures have been established comprising the entire organization of two teams aimed at mitigating exposure of essential personnel and functions. Despite the physical configuration of employees and the closed building, the RMLD is looking at maintaining business continuity for its customers. RMLD will reassess this arrangement on March 27. The Town of Reading has let one of the line crews use a Town building as a base of operations.

Mr. Pacino asked what RMLD will do regarding people who can't pay their electric bills. Chair Talbot asked if there has been a drop in load. Ms. O'Brien replied in the negative but it's too early to tell. Mr. Underhill stated that it has been warmer than usual so the heating load will be down; it remains to be seen if the pandemic will also affect power usage. The biggest concern is a potential load drop from area manufacturers: retail is not the largest load because it mostly consists of lighting. Mr. Hennessy asked if the increase in customers working from home will lead to a load increase. Mr. Underhill stated that residential comprises 40 percent of RMLD's retail load and 60 percent is commercial, with 35 percent of that being used by the top 20 accounts. Mr. Underhill stated that a slight decrease is more likely, particularly the longer or more aggressive measures become to curtail the COVID virus. Grocery store loads are up because they are moving so much frozen product. RMLD will continue to evaluate the state/governor/DPU regulations as they become available and continue, as always to work with customers. The RMLD will also continue to work with power suppliers and seek any emergency action needed with respect to power bills. Ms. O'Brien added Massachusetts has extended the moratorium for residential customers.

Payment to the Town of Reading

Chair Talbot stated that the CAB and Select Board have provided feedback and Ms. O'Brien has written a memorandum that is included in the Board materials. Ms. O'Brien provided a recap regarding the Payment to the Town of Reading. Ms. O'Brien stated that while RMLD is grateful for the proposals sent in by the Town, the formulas were related to revenue and not kWhs. Ms. O'Brien explained that the memorandum states that RMLD has reviewed the Town's proposals but RMLD does not recommend a formula based on revenue. Power supply is approximately 75 percent of the budget and is purely a pass-through. The Town's proposal would lead to a rate increase for RMLD customers. A unit of kWh sales is the best business model indicative of the health of an electric utility. RMLD has reexamined its previous recommendation of 3.75 mils per kWh sales, adjusted annually by audited financials, and that formula is commensurate with RMLD's fiduciary duty to its customers. Based on current RMLD projections, RMLD could move the recommendation to 4 mils per kWh for five years and reevaluate in four years. That small margin, absent the pandemic, could provide the RMLD with some room to get a number closest to what is being paid now (the amount is slightly higher). Ms. O'Brien stated that RMLD has exhausted its analysis on this matter. The original 2018 study was comprehensive, and the assumptions remain. Chair Talbot added that the CAB weighed in on the payment at its last meeting. Ms. O'Brien explained that the CAB has not seen this proposal or recommendation yet, but the CAB has expressed its preference that the payment be tied to kWh sales rather than revenue. The CAB acknowledged the Town's desire for payment predictability and stated that a review of the formula should occur every few years. Chair Talbot stated that the CAB will now have to look at the amended proposal. Mr. Pacino clarified that the payment would be the same amount for five years. Mr. Pacino stated that if there is a catastrophic event, all bets are off. Mr. Pacino expressed his concern that the payment may not be sustainable due to the pandemic. Chair Talbot stated that since the formula will be based on the audited financials from 2019, the effect of the pandemic will not be reflected in the numbers. Vice Chair Stempeck stated that there is no floor on the payment because if something catastrophic happens the payment would go lower. Chair Talbot stated that the formula is the same for five years: if there is a catastrophe, the formula would need to be revisited during the five years. Mr. Hennessy asked why then five years. Ms. O'Brien replied that was to address the Town's request for stability and RMLD feels that the proposed formula is sustainable for five years. Ms. O'Brien stated that she will put the formula table on the RMLD website. Chair

Payment to the Town of Reading

Talbot suggested using a three-year moving average for the formula. The Board agreed that was a good idea. Mr. Coulter stated that five years is a long time to lock in the formula. Mr. Pacino said that there needs to be economic development on the Town's end. Chair Talbot asked for a table with the moving average formula. Mr. Dockser stated he appreciates discussion and RMLD's understanding of the Town's wish for stability.

General Manager's Report

General Manager's Vacation Time

Mr. Pacino made a motion, seconded by Mr. Coulter, that the Board of Commissioners allow the General Manager to carry forward any unused vacation time from 2019 into 2020 due to extenuating circumstances, to be used in the second quarter of 2020.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

Update on February Ransomware Security Intrusion

Ms. O'Brien stated there are aspects of IT that create vulnerabilities when discussed publicly. Customer information was not compromised. Ms. O'Brien stated that the towns asked for help on how to be better prepared, as she met with each of the town managers, and indicated that the RMLD uses best practices. RMLD takes backups very seriously and making sure that software is updated.

Integrated Resources Division

Chair Talbot asked for an update on the solar panel rebate fund. Mr. Underhill stated that the DOER grant expires in July and agreed to issue a press release stating it is use it or lose it.

a. Power Supply Report – January 2020

Mr. Underhill stated that power supply is currently volatile. The peak period at the end of February price was about \$15 a megawatt hour. RMLD had budgeted for \$75 a megawatt hour on peak. Mr. Underhill stated that the average winter temperature has been significantly higher. Power supply positions through the rest of 2020 are at 95 percent of anticipated portfolio requirements. Resources have been mapped out against load. Mr. Pacino asked if there was any concern about the supply chain due to the pandemic. Mr. Underhill replied that RMLD has a variety in its mix and deals with a number of different vendors and different fuel types. RMLD's largest vendor is NextEra, who is the world's largest supplier of renewable and non-carbon energy. They are very financially stable. Most of the energy they provide is from New England so there is no transmission or importation. They have firm gas supplies. RMLD also has nuclear. In the event NextEra's supply was interrupted, RMLD has a fixed delivery contract. RMLD is comfortable that its resource portfolio is stable and secure. Mr. Underhill then discussed the monthly generation forecasts and monthly energy costs. RMLD budgeted \$2.5 million for power supply in January and came in close to that. Transmission costs were lower than expected. Total purchase power is ahead of where RMLD expected to be.

b. Update on Homeowner Program

Mr. Underhill stated that every year RMLD goes into the four towns and conducts a presentation for new homeowners. It explains the rates, efficiency programs, and the benefits of being an RMLD customer. RMLD held presentations for Lynnfield and Wilmington; Reading and North Reading have been put on hold due to social distancing.

Engineering and Operations Report

Ms. O'Brien gave Mr. Jaffari's presentation and stated that RMLD is launching Phase I of the new outage management interactive voice response (IVR) system. A campaign will start April 1 asking if customers want to be notified when there is an unplanned outage. The system is expected to go live July 1. Phase II will be for planned outages, meter replacements, and peak shredding alerts. Ms. O'Brien reviewed RMLD maintenance programs including tree trimming. The transformer replacement program was reviewed. Reliability updates were discussed. The back-up generator which had unexpectedly failed outside of Station One, has been replaced.

RMLD Procurement Requests Requiring Board Approval

IFP 2020-04 Solid Dielectric Padmounted Switchgear

Ms. O'Brien explained that this is the first time RMLD is going out for a three-year contract on this. The total is 14: five in the first and second year and four in third year. The lead time right now is 16 weeks. Two of the bidders were nonresponsive.

Mr. Pacino made a motion, seconded by Mr. Coulter, that IFP 2020-04 for Solid Dielectric Padmounted Switchgear be awarded to Innovative Switchgear Solutions, Inc. for \$988,650 (3-year contract) pursuant to Chapter 164 Section 56D on the recommendation of the General Manager.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

IFP 2020-05 Pole Mounted Transformers

Ms. O'Brien went through the list of bidders.

Mr. Pacino made a motion, seconded by Mr. Coulter, that IFP 2020-05 for Pole Mounted Transformers be awarded to: Graybar Electric Company, Inc., for \$220,589 and WESCO Distribution, Inc., for \$6,787, for a total of \$227,376, pursuant to M.G.L. Chapter 164 Section 56D, on the recommendation of the General Manager.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

IFP 2020-06 Pad Mounted Transformers

Ms. O'Brien explained two companies were nonresponsive.

Mr. Pacino made a motion, seconded by Mr. Coulter, that IFP 2020-06 for Pad Mounted Transformers be awarded to: WESCO Distribution, Inc., for \$220,756.00, pursuant to M.G.L. Chapter 164 Section 56D, on the recommendation of the General Manager.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

IFP 2020-07 Digger Derrick Truck with Trade-In

Ms. O'Brien explained that all bids except one were responsive.

Mr. Pacino made a motion, seconded by Mr. Coulter, that IFP 2020-07 for one (1) Digger Derrick Truck with Trade-In be awarded to: Minuteman Trucks, Inc. for \$284,955.67, pursuant to M.G.L. Chapter 164, Section 56D, on the recommendation of the General Manager.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

IFB 2020-10 Grounds and Landscape Services

Ms. O'Brien explained this includes weekly maintenance of lawns of eight properties for three years.

Mr. Pacino made a motion, seconded by Mr. Coulter, that IFB 2020-10 for Grounds and Landscaping Services be awarded to: Pathfinder Tree Service, LLC, for \$125,283.00, pursuant to M.G.L. Chapter 30B, as the lowest responsive and responsible bidder, on the recommendation of the General Manager.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

Reorganization of the RMLD Board of Commissioners

Mr. Hennessy made a motion, seconded by Mr. Pacino, to nominate John Stempeck for Chair of the Board of Commissioners.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

Mr. Stempeck made a motion, seconded by Mr. Pacino, to nominate Dave Hennessy for Vice Chair of the Board of Commissioners.

Roll call vote: Mr. Coulter: Aye; Mr. Pacino: Aye; Mr. Hennessy: Aye; Vice Chair Stempeck: Aye; Chair Talbot: Aye.

Motion Carried: 5:0:0.

Mr. Pacino stated that he would continue to assume the secretary position for foreseeable future.

General Discussion

Meeting dates were discussed.

Adjournment

At 8:35 p.m., Mr. Pacino made a motion, seconded by Mr. Stempeck, that the Board adjourn.

Roll call vote: Vice Chair Hennessy: Aye; Mr. Coulter: Aye; Mr. Pacino: Aye; Chair Stempeck: Aye; Mr. Talbot: Aye.

Motion Carried: 5:0:0.

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

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

FINANCIAL REPORT
ATTACHMENT 2



BUSINESS, FINANCE & TECHNOLOGY

CY2020 in Review

BUSINESS



Lead Initiative
for
Paperless
Accounts Payable



Lead Initiative
for
Paperless
Payroll



Town of Reading
Quarterly
Communication



Integrated
Processes
and
Procedures



Developed
Cohesive Relationship
between
Payroll & Human
Resources

- CY2019 Audit resulted in an Unqualified Opinion (clean) after a 5-week virtual audit
- CY2019 Department of Public Utilities Annual Return filed timely
- CY2021 Capital/Operating Budget Presented and Approved
- Credit & Collections Diligence and Success Working with Customers for Continued Payments

FINANCE

TECHNOLOGY

Securing the RMLD IT Infrastructure

- ❖ Lessons Learned after Recovery from Ransomware Intrusion
 - ✓ Independent Consultant Review
 - ✓ Analysis of System Defined Roadmap
- ❖ Removed/Upgraded Machines with Outdated Operating Systems
- ❖ Strengthened User Level Security
 - ✓ Modified Permission Levels
 - ✓ Implemented Stronger Password Requirements
- ❖ Conducted Full Inventory of IT Assets
- ❖ Monitor/Maintain IT Assets
 - ✓ Ensure Proper Security Updates/Patches

CY2021 GOALS

BUSINESS

- Cohesive Relationship with all Divisions
- Integrated Processes and Procedures Cont'd
- Paperless Efficiency and Training Efforts Cont'd

FINANCE

- CY2020 Unqualified Audit Opinion
- Credit & Collections Succession
- Billing Succession

TECHNOLOGY

- Secure New IT management
- Migrate Billing Software to Cloud Solution
- Upgrade Firewalls, Expand Coverage of Protection at RMLD Substations in line with NERC Compliance
- Investigate Organizational Software Integration Initiative

INTEGRATED RESOURCES
ATTACHMENT 3



RMLD IRD Accomplishments and Goals

Board of Commissioners Meeting
December 16, 2020



IRD 2020 Accomplishments

- Wholesale
 - Executed non-carbon supply contracts for 25.3% of RMLD's resource portfolio
 - Demand Response savings of \$691,542
- Retail
 - Implemented or enhanced electrification/rebate programs:
 - EV chargers
 - Heat Pumps
 - Breaker panels
 - Yard equipment
 - Annual savings estimates from all programs: \$527,618
 - Paid \$500,000 solar rebates (\$250,000 from RMLD)
 - Prepared and submitted Residential Conservation Services (RCS) filing
 - Implemented tracking and reporting improvements for rebate processing
- General
 - Developed in-house and external responses to Covid-19
 - Maintained continuity of Customer Service while staff worked from home
 - Developed programs to maintain customer activities during isolation period
 - Filled 2 positions on the IRD team



IRD 2021 Goals

- Roadmap 2050
 - Identify goals and requirements
 - Establish implementation process
 - Develop monitoring and reporting
 - Support BoC as Policy 30 is updated
- Wholesale
 - Enhance resource portfolio
 - Update budget to actual and variance analysis
- Retail
 - Enhance resource portfolio
 - Finalize RCS filing
 - Develop tracking and reporting

Policy 30 Discussion



RMLD Board of Commissioners and Citizens' Advisory Board

16 December 2020 via Zoom

Context – Roadmap 2050 and RPS/CES

Roadmap 2050 – pending MLP statutory requirement for clean energy, specifically, non-carbon emitting where non-carbon emitting consists of RECs, or measured reduction of GHG, or CECs purchased and then retired

RPS/CES – existing IOU statutory requirements for clean energy with annual increases;
 CES additive to RPS requirements, and broadened sources, made clarifications;
 IOU’s buy system energy, then separately buy RECs
 MA Class 1 and CES-E comprise bulk of RECs purchased

<i>RMLD - Roadmap 2050 100% non-carbon</i>				
	2020	2030	2040	2050
Roadmap 2050 non-carbon goal	20%	50%	75%	100%
non-carbon	32%	46%	36%	18%
	12%	-4%	-39%	-82%
carbon	66%	2%	2%	2%
open	2%	52%	62%	80%

<i>IOU - MA RPS/CES</i>			
MA RPS/CES Requirements	2020	2021	2022
Class 1*	15%	17%	19%
Class 2**	7%	7%	7%
SREC (Solar)***	5%	6%	5%
CPS	2%	3%	5%
APS	5%	5%	6%
CES-E (EFECs)***	0%	20%	20%
Total	33%	57%	61%

Roadmap 2050 Compliance Cost Impact

RMLD portfolio non-carbon compliant through 2029

RECs to be retired

non-carbon		2021	2022	2023	2024
	unit price (\$/MWH)	\$1.91	\$1.91	\$1.91	\$1.91
	required for non-carbon compliance (count)	159,515	180,447	201,409	222,400
	value (\$)	\$304,673	\$344,654	\$384,691	\$424,783
	compliance value (\$)	\$304,673	\$344,654	\$384,691	\$424,783
	operating revenues budget (\$)	\$92,092,414	\$92,726,173	\$93,461,603	\$94,473,006
	compliance cost / budget (%)	0.3%	0.4%	0.4%	0.4%

*RECs already
contracted*

*No additional RECs
required for
compliance*

RPS / CES Compliance Cost Impact

RPS / CES compliance not MLP statutory requirement

RMLD portfolio designed for non-carbon and renewable in Policy 30 (not RPS/CES)

Compliance would require additional REC, alternative REC, CES-E (EFEC), etc., see RPS chart - slide 2

The following table represents the cost impact for just the MA Class 1 REC requirement

MA Class 1 REC		2021	2022	2023	2024
	unit price (\$/MWH)	\$43.00	\$41.50	\$34.00	\$32.00
	required for RPS/CES compliance (count)	152,579	166,566	180,573	194,600
	value (\$)	\$6,560,901	\$6,912,507	\$6,139,492	\$6,227,189
	currently contracted (\$)	\$99,329	\$95,740	\$78,336	\$73,632
	net required for compliance (\$)	\$6,461,572	\$6,816,767	\$6,061,156	\$6,153,557
	operating revenues budget (\$)	\$92,092,414	\$92,726,173	\$93,461,603	\$94,473,006
	compliance cost / budget (%)	7.0%	7.4%	6.5%	6.5%

*Compliance would add
~\$6.3M annual costs
or ~7% to customer billing*

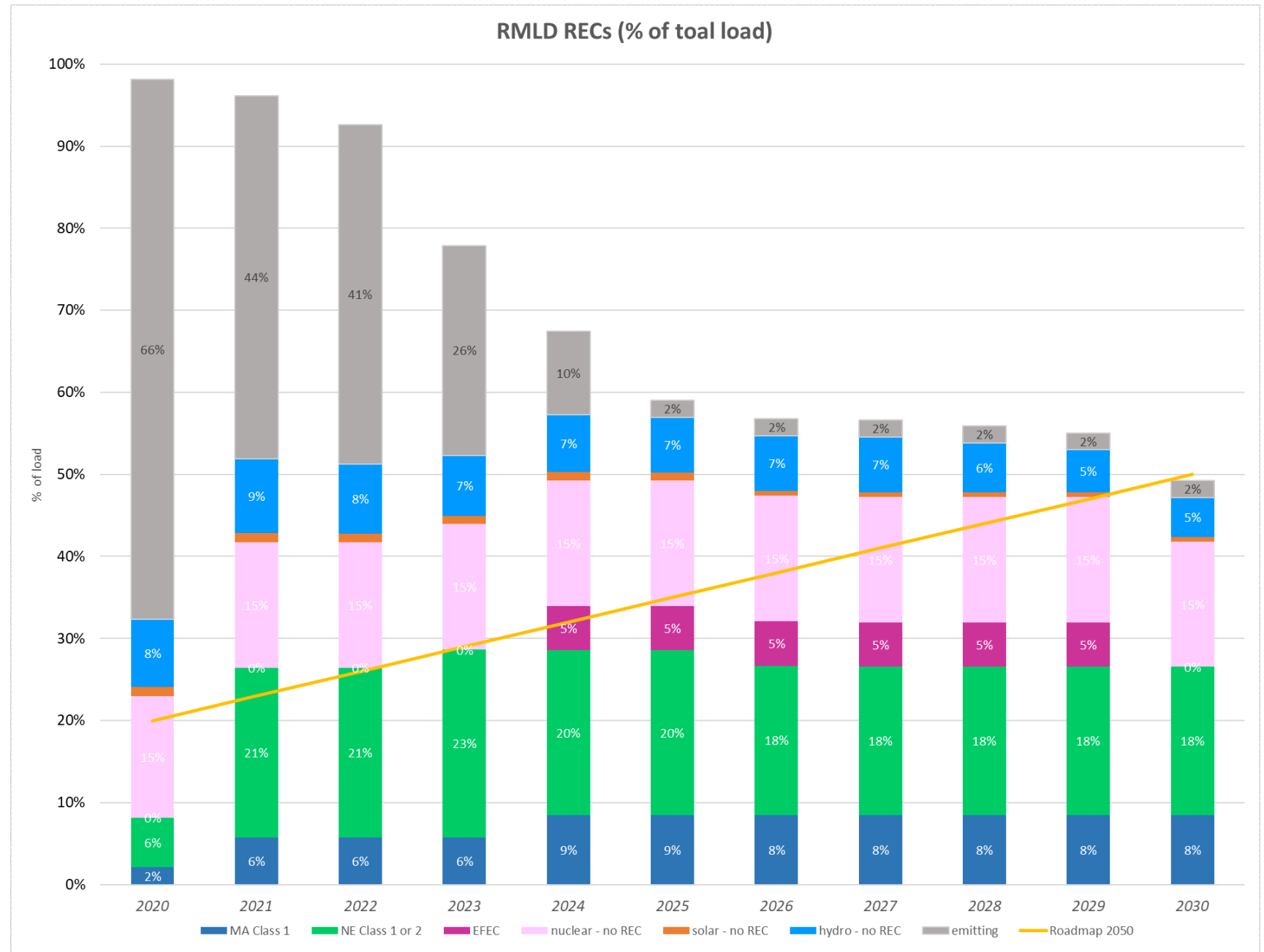
RMLD Position



Much of RMLD non-carbon portfolio currently have no RECs

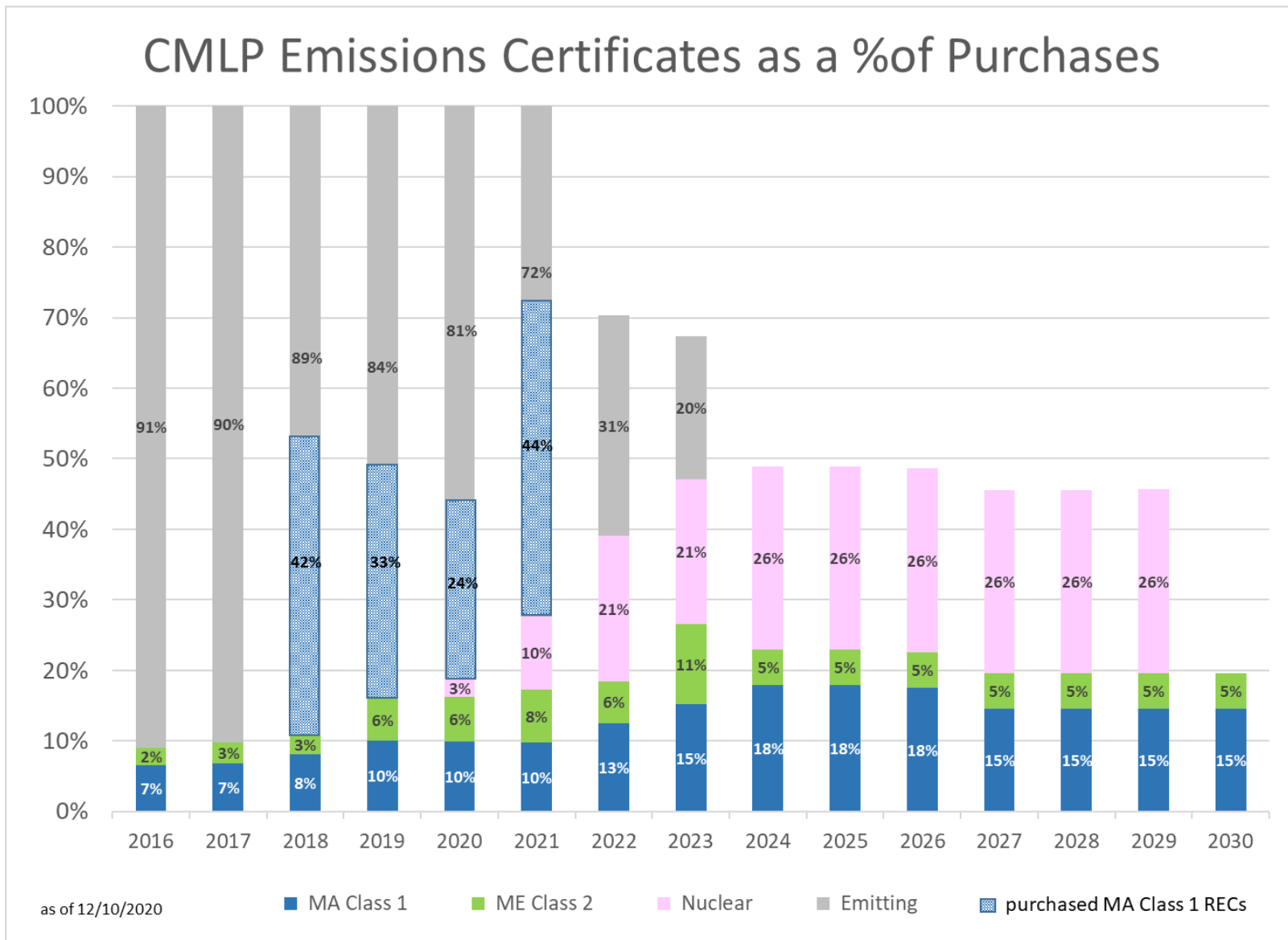
Several non-carbon asset do not issue RECs

No RECs purchased to cover carbon position



from CMLP

CMLP REC Procurement Development



- CMLP is gradually increasing its contracted power purchases that include RECs
- Increasing market prices for MA Class 1 RECs reduced the quantity of non-associated RECS that CMLP was able to purchase in 2019 and 2020
- In 2021 a rate increase will **double** the amount of money available to purchase renewable energy; resulting in an expected increase in the number of non-associated RECs acquired and the total percentage of purchases for which CMLP retires certificates

ENGINEERING AND OPERATIONS ATTACHMENT 4



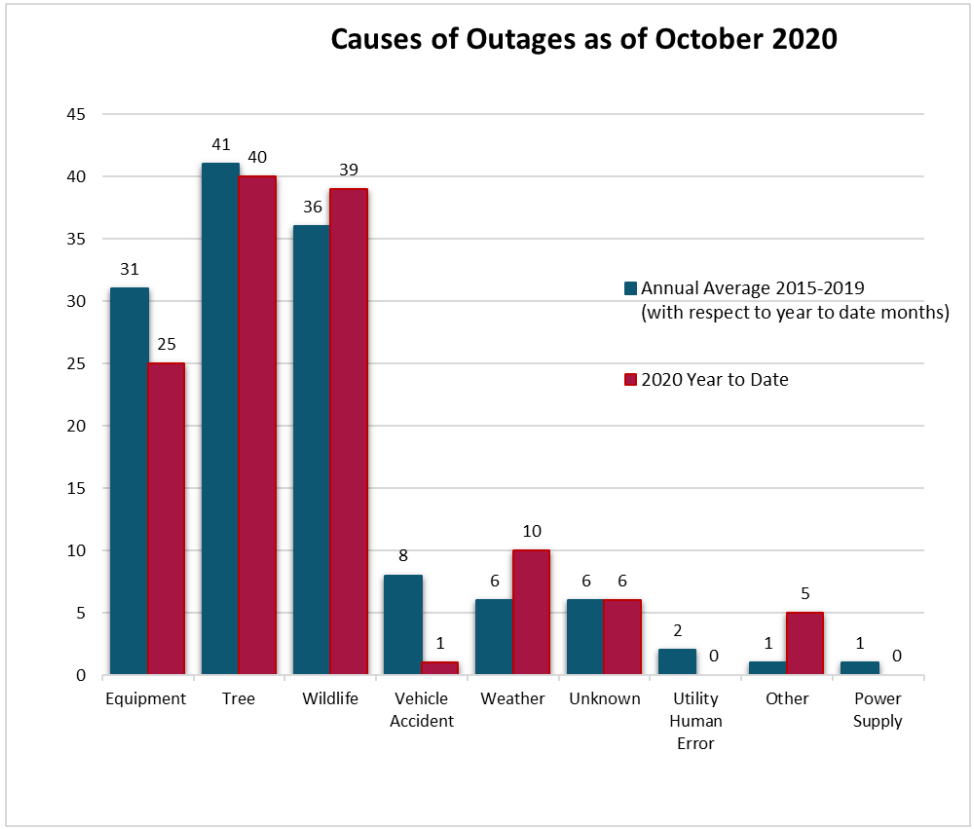
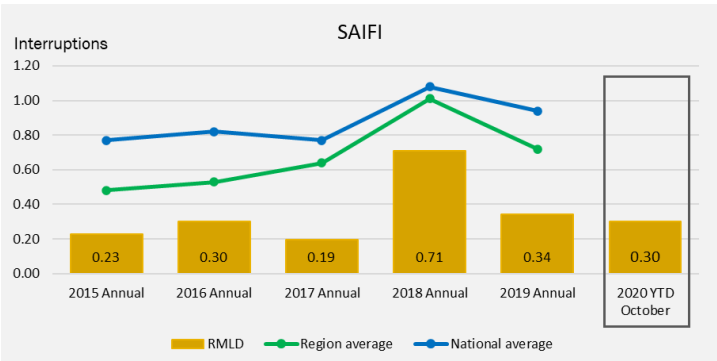
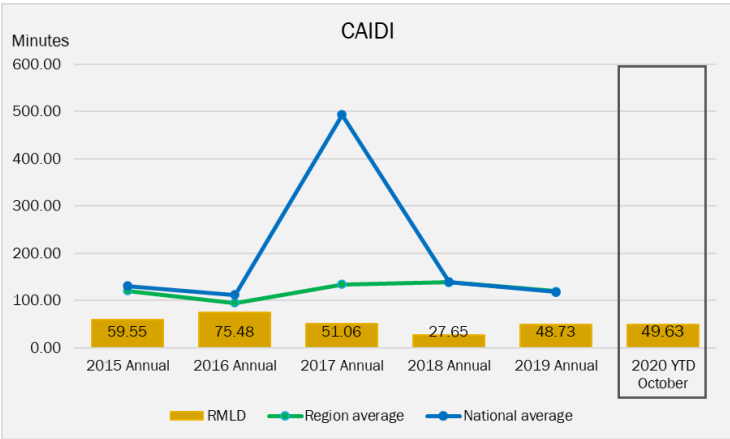
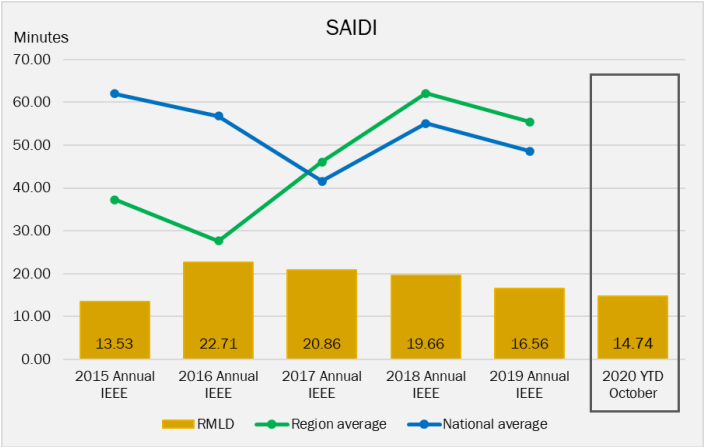
ENGINEERING & OPERATIONS

Working to Maintain A Reliable Electric Service

By: Hamid Jaffari
Director of E&O



SYSTEM RELIABILITY



MAINTENANCE PROGRAMS

- Tree Trimming
- Pole Inspection/Replacement
- Porcelain Cutout Replacement
- Manhole Inspections
- Feeder Inspections
- Primary Metering Inspection and Testing



LONG- TERM RELIABILITY PROJECTS

Aged Transformer Replacement

13.8kV (Step-down) Upgrades

Overhead and Underground
Facilities Upgrades

Grid Modernization

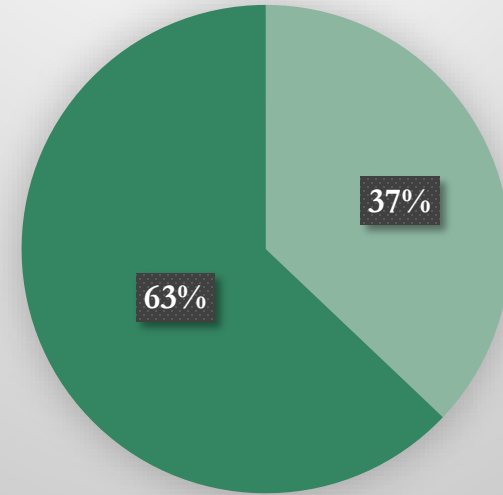
Pad-mount Switchgear
Replacement



AGED TRANSFORMER REPLACEMENT



4,077 Transformers
System Wide
As of November 19, 2020



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

Aged Transformers Replaced as Part of Reliability Projects

2020 (through October)

- ✓ 11 Pad-mount Transformers Replaced
- ✓ 77 Overhead Transformers Replaced

2021 Goal: Replace 100 Transformers

2020 13.8kV STEP- DOWN AREA UPGRADES

2021 GOALS

Complete North Main Street/
Lowell Street (Lynnfield) Area
plus
two additional areas TBD

North Main Street/Lowell Street Area
Lynnfield (**In-progress**)

Dogwood Lane/Adams Street Areas
North Reading

Thomas Road Area
Lynnfield

Melch Road Area
Lynnfield

Carson Avenue
Wilmington

**2020
OVERHEAD AND
UNDERGROUND
AREA
UPGRADES**

2021 GOALS
three areas TBD

OVERHEAD

Parkview Road
Reading

Deborah Drive/Applegate Lane/Covey Hill Road
Reading

Kenwood Road
Wilmington

UNDERGROUND

Greenbriar Drive
North Reading

Westover Drive
Lynnfield

28 Manholes Replaced

GRID MODERNIZATION

2020 ACCOMPLISHMENTS

- ✓ **Four Scada-Mate Switches Installed:**
 - Lowell Street, Wilmington
 - Woburn Street, Wilmington – 2 switches
 - Eames Street, Wilmington
- ✓ **Two IntelliRupters Installed:**
 - Main Street and Eames Street, Wilmington
- ✓ **OMS/IVR**
- ✓ **Power Factor Correction**

2021 GOALS

- **Install Four Scada-Mate Switches and two IntelliRupters – locations TBD**
- **Crew Management**
- **Meter Data Management (MDM) – in collaboration with IRD**

Pad-mount Switchgear Upgrades at Industrial Parks

- Program began in FY17 and is expected to run through CY24
- Program initiated to improve reliability by replacing old and/or failing live-front units with dead-front units
- 29 Units System Wide
- 11 Switchgear have been replaced (as of 12/3/20)

2021 Goal:

8 Locations Targeted for 2021



PROJECTS & STUDIES DONE IN 2020

Meter Replacement Project - Consultant hired to evaluate meter purchase options and integration of Meter Data Management.

Distributed Energy Resources (DER) Hosting Capacity Study - Study to determine the amount of DER power generation that could be interconnected and operated in parallel with RMLD's electric distribution system without causing any adverse system impacts to safety and reliability.

Service Requirements Handbook - Revised and updated – to be finalized by the end of the year.

5G Small Cell Signaling Attachment Agreement – Template completed. Negotiations underway with AT&T and Verizon.

NERC Compliance Standards - Updated Physical and Cyber Security Requirements

2021 Electric Reliability GOALS

- **Primary Metering Inspection and Upgrade Program:** repair, upgrade and/or replace equipment as necessary based on results of assessment
- **Relay Protection Upgrades – Station 4:** Replace existing relay protection on the 211-503 and 211-504 transmission lines.
- **New Wilmington Substation:** Secure land and begin permitting and planning. Construction to begin in 2022, with commissioning by the end of 2023.
- **3W18 Getaway Improvements:** Install new underground cable from Station 3 to a new riser installed in 2020.
- **AMI Mesh Network Expansion and Meter Replacement:** Upgrade AMI mesh network and metering system per consultant recommendation.
- **Radio/Fiber Communication Study:** Consultant to perform communication study of smart grid assets and develop plan to enhance communication between various field equipment and SCADA system.

FACILITIES


2020 Accomplishments

- **Emergency Generator:** replacement generator installed at Ash Street Campus
- **Parking Lot Upgrade:** upgrade to parking facilities to include public EV charger
- **Deck (OSHA Requirement):** deck at rear of 230 Ash Street replaced
- **Roof Repair:** at 230 Ash Street
- **Security Assessment:** comprehensive assessment of physical plant security is currently underway with Burns & McDonald. Recommendations to be implemented in 2021.
- **Fleet Upgrades:** four hybrid SUVs and one eco-boost truck
- **COVID-19:** safety modifications to offices @ 230 Ash Street

• 2021 Goals

- Substation 3 - Emergency Generator Upgrade
- Substation 4 - AC/Cooling Unit
- Fleet Upgrades
- Transformer Storage
- Lighting Upgrade (LED Fixtures)
- Security Upgrades





Thank you

RMLD PROCUREMENT REQUESTS
REQUIRING BOARD APPROVAL
ATTACHMENT 5



December 7, 2020

Town of Reading Municipal Light Board

Subject: IFB 2020-41 Line Truck Chassis and Trailer Inspection, Preventative Maintenance, and Repair Service

Pursuant to M.G.L. c. 30B, on November 16, 2020, an invitation for bid (IFB) requesting sealed bids for Line Truck Chassis and Trailer Inspection, Preventative Maintenance, and Repair Service was advertised in the Commonwealth of Massachusetts Goods and Services Bulletin. On November 18, 2020, the IFB was placed as a legal notice in the Middlesex East section of the Daily Times Chronicle and was posted on COMMBUYS and the RMLD website.

An invitation for bid was sent to the following nine companies:

Altec Industries, Inc.	Cranes 101	Dynamic Mobile Repair
HP Fairfield	Lowell Fleet Maintenance	Parker's Pitstop, LLC
Prime Vendor, Inc.	Taylor & Lloyd, Inc.	Thermo King Northeast

Sealed bids were received from one company: Taylor & Lloyd, Inc.

The sealed bids were opened and read aloud via a video Zoom meeting* at 12:00 noon, December 3, 2020, in the Town of Reading Municipal Light Department's Engineering and Operations Room, 230 Ash Street, Reading, Massachusetts. After conclusion of the bid opening, the bid results were posted on the RMLD website and sent to all vendors who submitted a bid.

**Due to the COVID-19 restrictions, the RMLD building is closed to the public.*

The bid was reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that bid 2020-41 for Line Truck Chassis and Trailer Inspection, Preventative Maintenance, and Repair Service be awarded to: **Taylor & Lloyd, Inc. for \$169,795.92**, pursuant to M.G.L. c. 30B, as the lowest responsive and responsible bidder on the recommendation of the General Manager. This is a three-year contract.

¹See attached analysis.

This contract will be paid from the Operating Budget.


Paul McGonagle (Dec 8, 2020 14:56 EST)


Paul McGonagle


John McDonagh (Dec 8, 2020 14:57 EST)

John McDonagh


Hamid Jaffari (Dec 8, 2020 14:57 EST)

Hamid Jaffari


coleen obrien (Dec 14, 2020 09 10 EST)

Coleen O'Brien

**Line Truck Chassis and Trailer Inspection, Preventative
Maintenance, and Repair Service
IFB 2020-41**

Bidder	<u>Year 1 2021</u> <u>Chassis and</u> <u>Trailer Inspection</u> <u>and PM</u>	<u>Year 2 2022</u> <u>Chassis and</u> <u>Trailer Inspection</u> <u>and PM</u>	<u>Year 3 2023</u> <u>Chassis and</u> <u>Trailer Inspection</u> <u>and PM</u>	<u>Combined</u> <u>3-Year Total</u>	<u>Responsive</u> <u>Bidder</u>	<u>Exceptions</u>
Taylor & Lloyd, Inc.	\$54,098.36	\$56,685.23	\$59,012.33	\$169,795.92	Yes	No



December 7, 2020

Town of Reading Municipal Light Board

Subject: IFB 2020-42 Line Truck Lift Equipment Inspection, Preventative Maintenance, and Repair Service

Pursuant to M.G.L. c. 30B, on November 16, 2020, an invitation for bid (IFB) requesting sealed bids for Line Truck Lift Equipment Inspection, Preventative Maintenance, and Repair Service was advertised in the Commonwealth of Massachusetts Goods and Services Bulletin. On November 18, 2020, the IFB was placed as a legal notice in the Middlesex East section of the Daily Times Chronicle and was posted on COMMBUYS and the RMLD website.

An invitation for bid was sent to the following nine companies:

Altec Industries, Inc.	BidPrime, Inc.	Cranes 101
CUES Inc. (Consolidated Utility Equipment Services, Inc.)	D.C. Bates Equipment Co., Inc.	J&D Power Equipment, Inc.
James A. Kiley Co.	Prime Vendor, Inc.	Thermo King Northeast

Sealed bids were received from two companies: Altec Industries, Inc., and James A. Kiley Co.

The sealed bids were opened and read aloud via a video Zoom meeting* at 12:00 noon, December 3, 2020, in the Town of Reading Municipal Light Department's Engineering and Operations Room, 230 Ash Street, Reading, Massachusetts. The bid from Altec Industries, Inc. was deemed non-responsive and, therefore rejected due to the bid security not being included in the bid package. After conclusion of the bid opening, the bid results were posted on the RMLD website and sent to all vendors who submitted a bid.

**Due to the COVID-19 restrictions, the RMLD building is closed to the public.*


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

Move that bid 2020-42 for Line Truck Lift Equipment Inspection, Preventative Maintenance, and Repair Service be awarded to: **James A. Kiley Co. for \$112,602.00**, pursuant to M.G.L. c. 30B, as the lowest responsive and responsible bidder on the recommendation of the General Manager. This is a three-year contract.


¹See attached analysis.

This contract will be paid from the Operating Budget.


Paul McGonagle


John McDonagh


Hamid Jaffari


Coleen O'Brien

**Line Truck Lift Equipment Inspection, Preventative Maintenance,
and Repair Service
IFB 2020-42**

Bidder	<u>Year 1 2021</u>	<u>Lift</u>	<u>Year 2 2022</u>	<u>Lift</u>	<u>Year 3 2023</u>	<u>Lift</u>	<u>Combined</u>	<u>Responsive</u>	<u>Exceptions</u>
	<u>Equipment</u>		<u>Equipment</u>		<u>Equipment</u>		<u>3-Year Total</u>	<u>Bidder</u>	
	<u>Inspection and PM</u>		<u>Inspection and PM</u>		<u>Inspection and PM</u>				

¹ Altec Industries, Inc.								No	Yes
James A. Kiley Co.	\$36,344.00		\$37,604.00		\$38,654.00		\$112,602.00	Yes	No

¹Altec Industries, Inc. Bid rejected as non-responsive upon opening as the bid security was not included.

BOARD MATERIAL AVAILABLE
BUT NOT DISCUSSED

From: [Tracy Schultz](#)
To: [RMLD Board Group](#)
Subject: AP and Payroll questions for the 12-16-20 Board Book
Date: Wednesday, December 09, 2020 12:55:00 PM

Good afternoon:

AP:

On November 20th there were no Commissioner questions.

On November 27th there were no Commissioner questions.

On December 4th there were no Commissioner questions.

Payroll:

On November 23 there were no Commissioner questions.

On December 7, Mr. Coulter asked why there are different rates of longevity pay. The difference is due to time of service and what union the employee is in.

This e-mail will be included in the 12-16-20 Board Book.

Tracy Schultz
Executive Assistant
Reading Municipal Light Department
230 Ash Street. Reading. MA. 01867
Tel: 781.942.6489