



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

RMLD Citizens Advisory Board

Date: 2020-11-19

Time: 6:30 PM

Building:

Location:

Address:

Agenda:

Purpose: General Business

Meeting Called By: Jason Small, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

PER GOVERNOR BAKER'S MARCH 10, 2020, ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW, G.L. c. 30A, §20 THIS MEETING WILL BE HELD REMOTELY UTILIZING WEB TECHNOLOGY.

FOR PUBLIC PARTICIPATION PLEASE EMAIL: krybak@rmlid.com PRIOR TO THE START OF THE MEETING. INCLUDE YOUR FULL NAME, ADDRESS, AND PHONE #

1. Call Meeting to Order – J. Small, Chair
2. General Manager's Update – C. O'Brien, General Manager
 - Budget Process
 - Renewable Power Supply
 - Community Updates
 - Rebate Updates
3. Financial Update: 2020 YTD through September – W. Markiewicz, Director of Business, Finance & Technology
4. Integrated Resources Report – C. Underhill, Director of Integrated Resources
5. CAB Policies Review – J. Small, Chair
6. Scheduling: CAB Meetings & Coverage for Commissioners Meetings – J. Small, Chair
7. Adjournment – J. Small, Chair

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

ATTACHMENT 1:

Agenda Item 2: General Manager's Update



21 New England Municipal Electric Utilities Commit to Historic Purchase of Clean Power From FirstLight Through ENE



Energy New England CEO JOHN G. TZIMORANGAS (left) and FirstLight Power CEO ALICIA BARTON (right) at FirstLight's hydroelectric power generation facility in Turners Falls, Massachusetts. In the biggest deal of its kind ever, 21 New England municipal utilities represented by ENE have committed to purchasing 200 million kilowatt-hours per year of electricity generated by FirstLight's conventional hydro facilities in Western Massachusetts. Photo by Beth Pelton

November 12, 2020 05:24 AM Eastern Standard Time

MONTAGUE, Mass. & MANSFIELD, Mass.--([BUSINESS WIRE](#))--In the largest municipal electric department purchase of clean, renewable power in New England history, 21 public power entities from Massachusetts, Rhode Island, and Vermont have agreed to purchase 200 million kilowatt-hours per year of hydroelectric power produced by FirstLight Power in Western Massachusetts.

The purchase agreement, structured and executed by Energy New England, will cover the year-round electric power demands of 23,000 typical homes while saving participating utilities' ratepayers millions of dollars over the life of the contract. By relying on clean hydropower from the Cabot and Turners Falls generating facilities on the Connecticut River in Montague instead of electricity produced by natural gas or oil, the contract will deliver carbon-dioxide emissions reductions equal to taking 30,000 cars off the road by 2023.

"Never before have so many municipal light plants, municipal electric departments, and other public power utilities come together to buy emissions-free renewable power on this scale," said Energy New England president and CEO John G. Tzimirangas. "We are honored to have had the chance to connect our 'munis' with one of Massachusetts' premier energy suppliers, FirstLight Power, for this landmark transaction that will deliver environmental and economic benefits for years to come."

FirstLight CEO Alicia Barton said: "Our Cabot and Turners Falls hydroelectric generating stations that will deliver this power have been key elements of Massachusetts' energy network for more than a century and help support more than 110 great jobs in Western Massachusetts and across the state. We're looking forward to serving municipal utilities across New England in reaching their states' targets for reducing emissions and addressing climate change while delivering affordable, reliable electricity to thousands of our neighbors."

The 21 public power entities participating in the contract include 18 in Massachusetts: Belmont Municipal Light Department, Braintree Electric Light Department, Concord Municipal Light Plant, Danvers Electric Division, Georgetown Municipal Light Department, Groveland Municipal Light Department, Hingham Municipal Lighting Plant, Mass Development/Devens Utilities, Merrimac Municipal Light Department, Middleboro Gas & Electric Department, Merrimac Municipal Electric Department, North Attleboro Electric Department, Norwood Municipal Light Department, Reading Municipal Light Department, Rowley Municipal Lighting Plant, Taunton Municipal Lighting Plan, Wellesley Municipal Light Plant, and Westfield Gas & Electric.

Also participating are the Block Island Utility District and Pascoag Utility District in Rhode Island and Stowe Electric Department in Vermont.

Power purchased by Massachusetts municipal electric utilities served by Energy New England already accounts for on average 29 percent fewer carbon emissions from electric generation than average Commonwealth electricity-sector carbon emissions. The new contract with FirstLight will further improve the munis' carbon profile to an average of 34 percent below the state average.

"While the Legislature continues to work on advancing laws governing how municipal light plants will support the Commonwealth's net-zero by 2050 commitment, I am pleased to see this group of munis stepping up with a significant expansion of their procurement of renewable and carbon-free electricity, produced right here in Massachusetts," said State Representative Thomas A. Golden, Jr., Chairman of the Joint Committee on Telecommunications, Utilities, and Energy.

Coleen O'Brien, General Manager of the Reading Municipal Light Department, said, "FirstLight and Energy New England offered an excellent opportunity for RMLD to increase its portfolio of local renewable energy at competitive rates for our customers in the four towns we serve. The RMLD is pleased and honored to be a part of these successful collaboration efforts and history-making purchases by public power entities to ensure reliable, affordable energy."

Massachusetts House Minority Leader Bradley H. Jones, Jr., said: "The Commonwealth's municipal light departments have demonstrated that they're more than willing to do their part voluntarily to meet the state's emissions goals. This historic agreement represents a win-win-win-win for Massachusetts' environment, local decision-making and home rule, investing in locally produced energy, and saving ratepayers money during these challenging economic times."

First Light's Cabot Generating Station is Massachusetts' largest conventional hydropower facility, located on the Connecticut River in Montague. First put into service in 1916, the facility comprises six generating units with combined output of 62 megawatts, enough to power more than 50,000 homes. Turners Falls, just upstream of Cabot, consists of 5 generators with combined output of 6 megawatts and was commissioned in 1905.

ABOUT FIRSTLIGHT POWER

FirstLight Power (FirstLight) is a leading clean power producer and energy storage company in New England with a portfolio that includes nearly 1.4 GW of pumped-hydro storage, battery storage, hydroelectric generation, and solar generation—the largest clean energy generation portfolio in New England today.

ABOUT ENERGY NEW ENGLAND (ENE)

ENE is the largest wholesale risk management and energy trading organization serving the needs of municipal utilities in the northeast. ENE works with numerous businesses, residents and utilities to help promote the principles of conservation, efficiency, and environmental stewardship, and advances the many benefits available through integrated sustainability planning. www.ene.org

Contacts

FirstLight Power: Leonard Greene, Director of Government Affairs and Communications, 860.795.4310

Energy New England: Vincent J. Ragucci III, Chief Strategy Officer, 508.698.1240

Denterlein/strategic communications and PR: Peter J. Howe, 617.482.0042
phowe@denterlein.com

ATTACHMENT 2:

Agenda Item 3: Financial Update: 2020 YTD through September

The Reading Municipal Light Department

Financial Review

ending

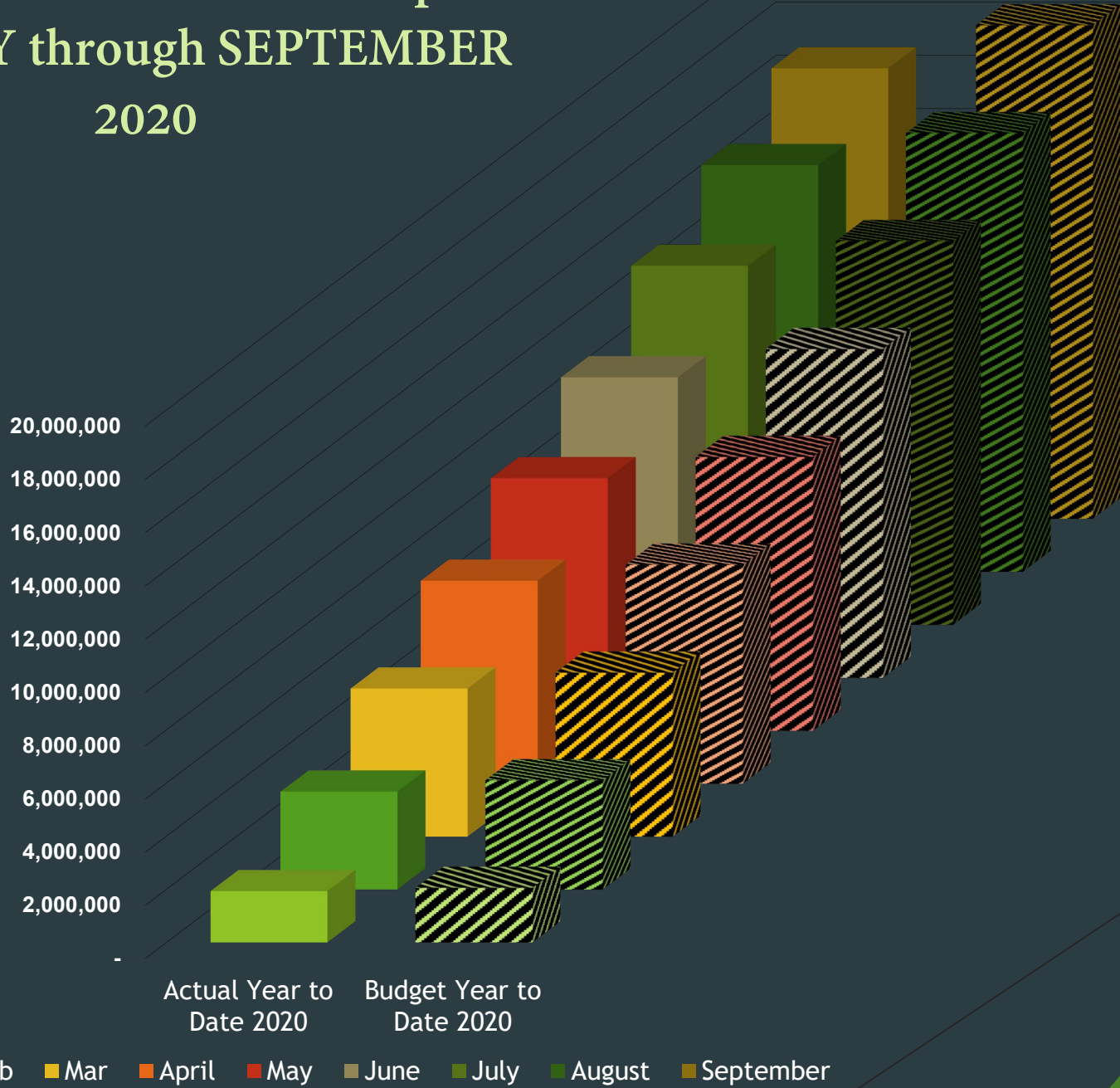
September 30, 2020



Business, Finance Highlights

- Filed the 2019 DPU Return on September 30th
- Distributed the CY2021 Budget on October 1st
- CAB Presentation of CY2021 Budget in October
- BOC Presentation of CY2021 Budget in November
- Pension Obligation transfer to MMDT in December \$2,140,461
- 2% Net Plant payments to 4 towns at the end of December \$803,504
- Town of Reading Payment at the end of December \$1,240,253

Operating and Maintenance Expenses JANUARY through SEPTEMBER 2020



■ Jan
 ■ Feb
 ■ Mar
 ■ April
 ■ May
 ■ June
 ■ July
 ■ August
 ■ September

Budget to Actual Discrepancies

Vacancies in Multiple Areas due to talent pool, retirees and resignations causing a decrease in spending:

- FERC 580 - Grid Asset Management
- FERC 582 - Station Technicians
- FERC 588 - Materials Management
- FERC 593, 594, 598 – Linemen
- FERC 916 - Resource Engineers
- FERC 920 - Admin Staff

COVID causing a decrease in spending:

- FERC 593 - Tree Trimming Program halted/decreased
- FERC 598 - Vacation Opportunities
- FERC 916 - Home Energy Audits halted/decreased, program activity diminished
- FERC 923 - Education and Training Programs cancelled or diminished
- FERC 923 - Legal Proceedings cancelled/postponed – will most likely even out
- FERC 933 – Preventative Maintenance Schedules changed, less Capital Projects

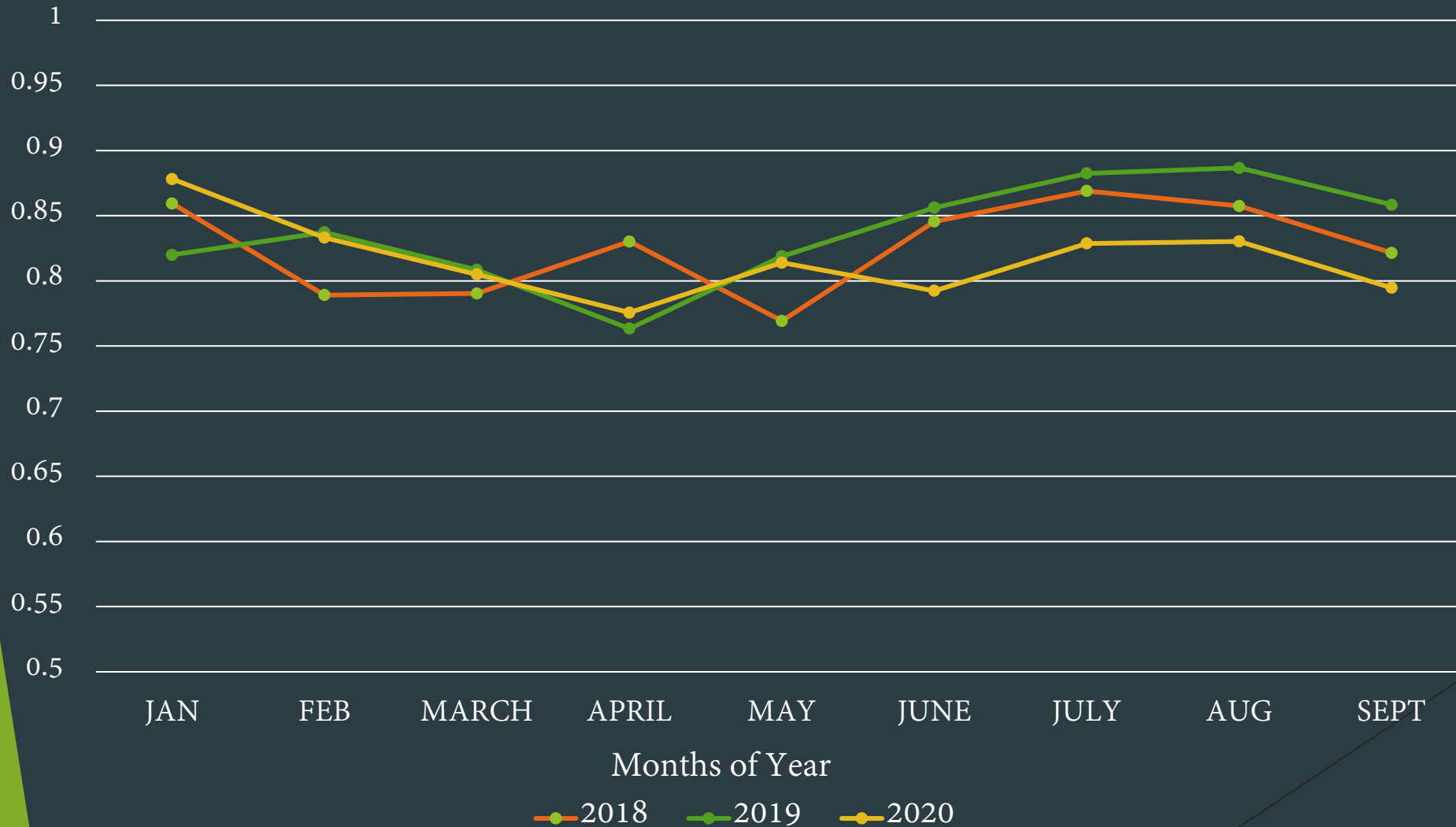
Unforeseen events causing an increase in spending:

- FERC 926 – Sick Buyback Payouts, less Capital Projects
- FERC 935 - Roof Repairs
- FERC 935 - Security Monitoring Measures for IT infrastructure

Accounts Receivable Aging by Months

30 Days Current

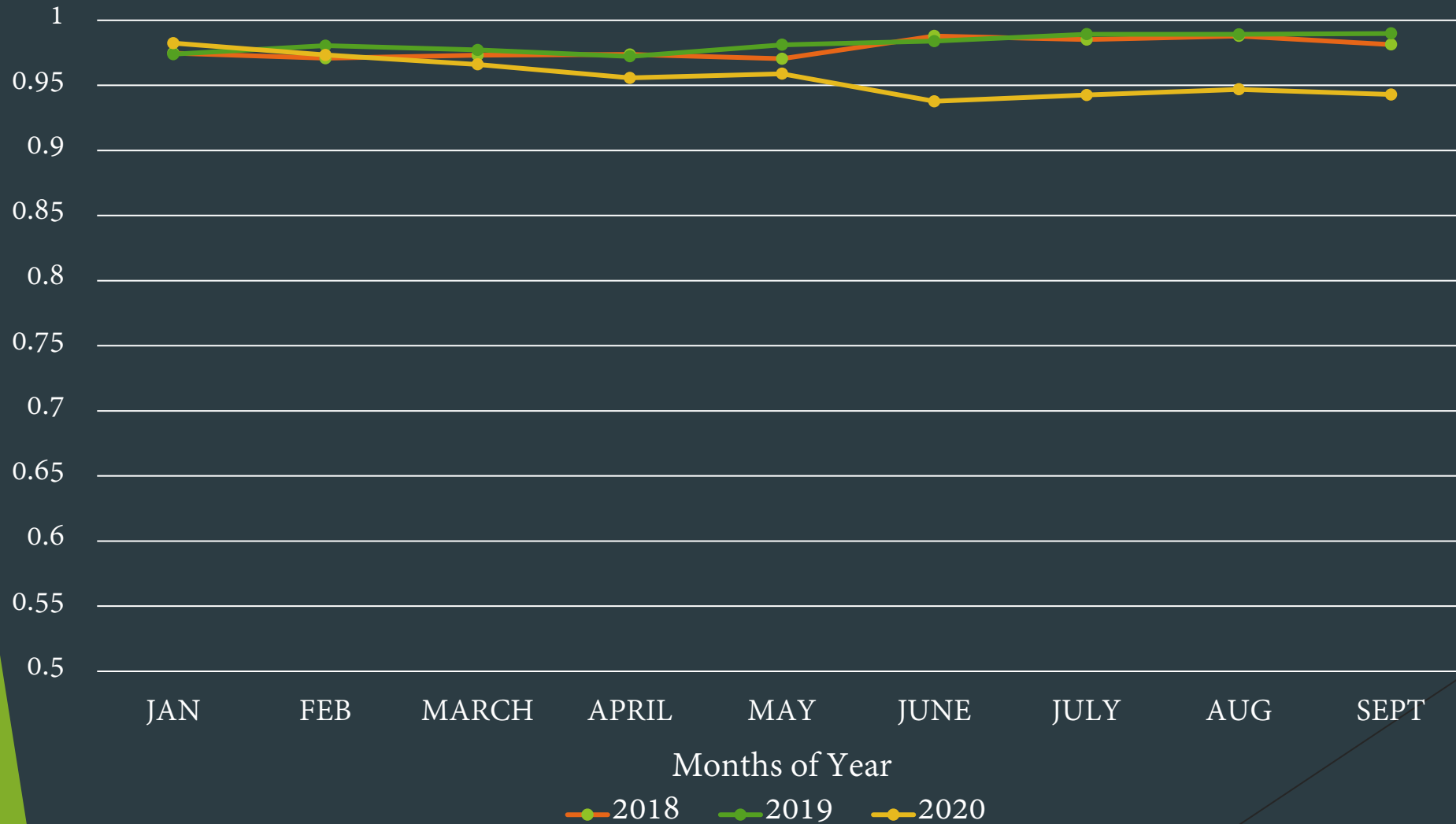
January - September



Accounts Receivable Aging by Months

90 Days Current

January - September



Town of Reading, Massachusetts
Municipal Light Department
Statement of Net Assets
9/30/2020

	2020	2019
ASSETS		
Current:		
Unrestricted Cash	\$ 26,104,376	\$ 24,128,227
Restricted Cash	33,088,932	31,584,422
Restricted Investments	1,361,014	1,245,105
Receivables, Net	8,198,356	8,186,324
Prepaid Expenses	1,752,340	1,705,064
Inventory	2,118,433	2,109,125
Total Current Assets	72,623,451	68,958,268
Noncurrent:		
Investment in Associated Companies	810,371	639,788
Capital Assets, Net	82,367,785	79,411,119
Total Noncurrent Assets	83,178,156	80,050,907
Deferred Outflows - Pension Plan	8,102,116	5,779,858
TOTAL ASSETS	163,903,723	154,789,033
 LIABILITIES		
Current		
Accounts Payable	12,754,089	9,406,278
Accrued Liabilities	693,190	567,234
Customer Deposits	1,386,152	1,298,008
Advances from Associated Companies	200,000	200,000
Customer Advances for Construction	1,853,071	2,120,821
Total Current Liabilities	16,886,503	13,592,342
Non-current		
Accrued Employee Compensated Absences	2,471,374	2,354,824
Net OPEB Obligation	7,094,569	7,374,246
Net Pension Liability	14,610,001	10,781,819
Total Non-current Liabilities	24,175,944	20,510,889
Deferred Inflows - Pension Plan	1,964,276	2,105,560
TOTAL LIABILITIES	43,026,723	36,208,792
 NET POSITION		
Invested in Capital Assets, Net of Related Debt	82,367,785	79,411,119
Restricted for Depreciation Fund	10,872,249	9,301,552
Restricted for Pension Trust	6,365,431	5,878,179
Unrestricted	21,271,535	23,989,391
TOTAL NET POSITION	120,877,000	118,580,242
Total Liabilities and Net Assets	\$ 163,903,723	\$ 154,789,033

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
9/30/2020

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year
Operating Revenues				
Base Revenue	\$ 2,580,714	\$ 2,479,363	\$ 21,239,952	\$ 20,788,420
Fuel Revenue	2,496,596	2,372,882	19,350,947	21,105,967
Purchased Power Capacity & Transmission	3,150,841	2,986,266	25,154,188	27,021,996
Forfeited Discounts	90,614	69,397	643,750	623,996
Energy Conservation Revenue	61,815	58,490	495,393	488,507
NYPA Credit	(68,159)	(84,603)	(845,325)	(930,462)
Total Operating Revenues	<u>8,312,420</u>	<u>7,881,795</u>	<u>66,038,904</u>	<u>69,098,425</u>
Expenses				
Power Expenses:				
555 Purchased Power Fuel	1,786,472	1,573,022	19,585,662	21,051,195
555 Purchased Power Capacity	1,129,868	1,498,718	14,014,699	16,200,926
565 Purchased Power Transmission	1,639,802	1,444,453	10,771,304	9,919,262
Total Purchased Power	<u>4,556,142</u>	<u>4,516,193</u>	<u>44,371,665</u>	<u>47,171,383</u>
Operations and Maintenance Expenses:				
580 Supervision and Engineering	89,088	63,792	764,453	662,954
581 Station/Control Room Operators	45,637	35,443	366,669	349,414
582 Station Technicians	32,599	20,313	302,072	272,900
583 Line General Labor	40,399	32,138	412,807	207,773
585 Street Lighting	-	-	26	59,998
586 Meter General	10,506	13,154	101,049	92,013
588 Materials Management	40,530	28,685	324,447	244,204
593 Maintenance of Lines - Overhead	(17,331)	13,138	238,800	335,984
593 Maintenance of Lines - Tree Trimming	23,970	45,837	345,149	386,098
594 Maintenance of Lines - Underground	(2,950)	(1,504)	41,037	72,526
595 Maintenance of Line - Transformers	25,029	7,946	117,426	72,169
598 Line General Leave Time Labor	29,838	26,743	282,146	280,955
Total Operations and Maintenance Expenses	<u>317,315</u>	<u>285,685</u>	<u>3,296,082</u>	<u>3,036,988</u>
General & Administration Expenses:				
902 Meter Reading			762	2,834
903 Customer Collections	108,435	105,590	935,229	901,451
904 Uncollectible Accounts	8,750	8,750	78,750	78,750
916 Energy Audit	39,263	36,230	448,343	352,349
916 Energy Conservation	41,845	30,792	598,152	425,590
920 Administrative and General Salaries	184,501	139,039	1,561,241	1,361,343
921 Office Supplies and Expense	1,126	949	5,609	9,337
923 Outside Services - Legal	74,873	21,502	289,169	260,729
923 Outside Services - Contract	31,736	7,914	250,110	185,311
923 Outside Services - Education	4,124	6,398	30,514	55,321
924 Property Insurance	29,739	29,016	294,167	261,639
925 Injuries and Damages	(27,675)	2,837	3,449	41,366
926 Employee Pensions and Benefits	188,135	311,942	2,866,009	2,474,524
930 Miscellaneous General Expense	12,270	14,811	157,887	168,437
931 Rent Expense	13,961	13,826	163,337	163,006
933 Vehicle Expenses	17,471	26,701	153,835	230,958
933 Vehicle Expenses - Capital	(38,487)	(31,720)	(257,359)	(244,844)
935 Maintenance of General Plant	21,984	53,828	413,314	335,179
935 Maintenance of Building & Garage	85,041	60,515	882,178	585,639
Total General & Administration Expenses	<u>797,092</u>	<u>838,921</u>	<u>8,874,696</u>	<u>7,648,920</u>

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
9/30/2020

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year
Other Operating Expenses:				
403 Depreciation	391,601	377,166	3,524,405	3,394,494
408 Voluntary Payments to Towns	133,917	130,806	1,205,257	1,177,251
Total Other Expenses	<u>525,518</u>	<u>507,972</u>	<u>4,729,662</u>	<u>4,571,745</u>
Operating Income	2,116,353	1,733,024	4,766,799	6,669,390
Non Operating Revenues (Expenses):				
419 Interest Income	11,369	53,210	226,682	378,405
419 Other	173,330	(3,642)	1,077,170	1,028,609
426 Return on Investment to Reading	(206,709)	(206,709)	(1,860,380)	(1,860,380)
431 Interest Expense	(2,362)	(1,448)	(42,217)	(25,592)
Total Non Operating Revenues (Expenses)	<u>(24,373)</u>	<u>(158,589)</u>	<u>(598,744)</u>	<u>(478,957)</u>
Change in Net Assets	2,091,981	1,574,435	4,168,055	6,190,433
Net Assets at Beginning of Year	116,708,946	112,389,809	116,708,946	112,389,809
Ending Net Assets	<u>\$ 118,800,926</u>	<u>\$ 113,964,244</u>	<u>\$ 120,877,000</u>	<u>\$ 118,580,241</u>

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
9/30/2020

	Actual Year to Date Sept	Budget Through Sept 2020	OVER/ (UNDER) \$	OVER/ (UNDER) %
Operating Revenues				
Base Revenue	\$ 21,239,952	\$ 21,780,554	\$ (540,601)	(2.5%)
Fuel Revenue	19,350,947	21,047,684	(1,696,737)	(8.1%)
Purchased Power Capacity & Transmission	25,154,188	28,282,210	(3,128,022)	(11.1%)
Forfeited Discounts	643,750	653,417	(9,667)	(1.5%)
Energy Conservation Revenue	495,393	494,012	1,381	0.3%
NYP&A Credit	(845,325)	(853,516)	8,190	(1.0%)
Total Operating Revenues	66,038,904	71,404,360	(5,365,455)	(7.5%)
Expenses				
Power Expenses:				
555 Purchased Power Fuel	19,585,662	20,194,168	(608,506)	(3.0%)
555 Purchased Power Capacity	14,014,699	16,842,856	(2,828,156)	(16.8%)
565 Purchased Power Transmission	10,771,304	11,439,354	(668,050)	(5.8%)
Total Purchased Power	44,371,665	48,476,378	(4,104,712)	(8.5%)
Operations and Maintenance Expenses:				
580 Supervision and Engineering	764,453	845,901	(81,448)	(9.6%)
581 Station/Control Room Operators	366,669	357,481	9,189	2.6%
582 Station Technicians	302,072	407,347	(105,275)	(25.8%)
583 Line General Labor	412,807	296,914	115,893	39.0%
585 Street Lighting	26	54,836	(54,809)	(100.0%)
586 Meter General	101,049	109,119	(8,070)	(7.4%)
588 Materials Management	324,447	378,370	(53,922)	(14.3%)
593 Maintenance of Lines - Overhead	238,800	752,500	(513,700)	(68.3%)
593 Maintenance of Lines - Tree Trimming	345,149	674,318	(329,168)	(48.8%)
594 Maintenance of Lines - Underground	41,037	84,443	(43,405)	(51.4%)
595 Maintenance of Line - Transformers	117,426	167,579	(50,152)	(29.9%)
598 Line General Leave Time Labor	282,146	426,877	(144,731)	(33.9%)
Total Operations and Maintenance Expenses	3,296,082	4,555,682	(1,259,600)	(27.6%)
General & Administration Expenses:				
902 Meter Reading	762	15,930	(15,168)	(95.2%)
903 Customer Collection	935,229	886,137	49,092	5.5%
904 Uncollectible Accounts	78,750	78,750	-	0.0%
916 Energy Audit	448,343	485,639	(37,297)	(7.7%)
916 Energy Conservation	598,152	719,074	(120,922)	(16.8%)
920 Administrative and General Salaries	1,561,241	1,582,449	(21,208)	(1.3%)
921 Office Supplies and Expense	5,609	15,000	(9,391)	(62.6%)
923 Outside Services - Legal	289,169	373,800	(84,631)	(22.6%)
923 Outside Services - Contract	250,110	270,938	(20,828)	(7.7%)
923 Outside Services - Education	30,514	200,231	(169,717)	(84.8%)
924 Property Insurance	294,167	328,125	(33,958)	(10.3%)
925 Injuries and Damages	3,449	19,200	(15,751)	(82.0%)
926 Employee Pensions and Benefits	2,866,009	2,763,352	102,657	3.7%
930 Miscellaneous General Expense	157,887	237,965	(80,077)	(33.7%)
931 Rent Expense	163,337	159,000	4,337	2.7%
933 Vehicle Expense	153,835	250,200	(96,365)	(38.5%)
933 Vehicle Expense - Capital Clearing	(257,359)	(168,844)	(88,515)	52.4%
935 Maintenance of General Plant	413,314	295,830	117,484	39.7%
935 Maintenance of Building & Garage	882,178	681,660	200,518	29.4%
Total General & Administration Expenses	8,874,696	9,194,436	(319,740)	(3.5%)

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
9/30/2020

Other Operating Expenses:

403 Depreciation	3,524,405	3,550,500	(26,095)	(0.7%)
408 Voluntary Payments to Towns	1,205,257	1,213,245	(7,988)	(0.7%)
Total Other Expenses	<u>4,729,662</u>	<u>4,763,745</u>	<u>(34,083)</u>	<u>(0.7%)</u>

Operating Income 4,766,799 4,414,120 352,679 8.0%

Non Operating Revenues (Expenses):

419 Interest Income	226,682	262,500	(35,818)	(13.6%)
419 Other Income	1,077,170	637,500	439,670	69.0%
426 Return on Investment to Reading	(1,860,380)	(1,860,380)	-	0.0%
426 Loss on Disposal	-	(75,000)	75,000	(100.0%)
431 Interest Expense	(42,217)	(18,750)	(23,467)	125.2%
Total Non Operating Revenues (Expenses)	<u>(598,744)</u>	<u>(1,054,130)</u>	<u>455,385</u>	<u>(43.2%)</u>

Net Income \$ 4,168,055 \$ 3,359,990 \$ 808,064 24.0%

ATTACHMENT 3:

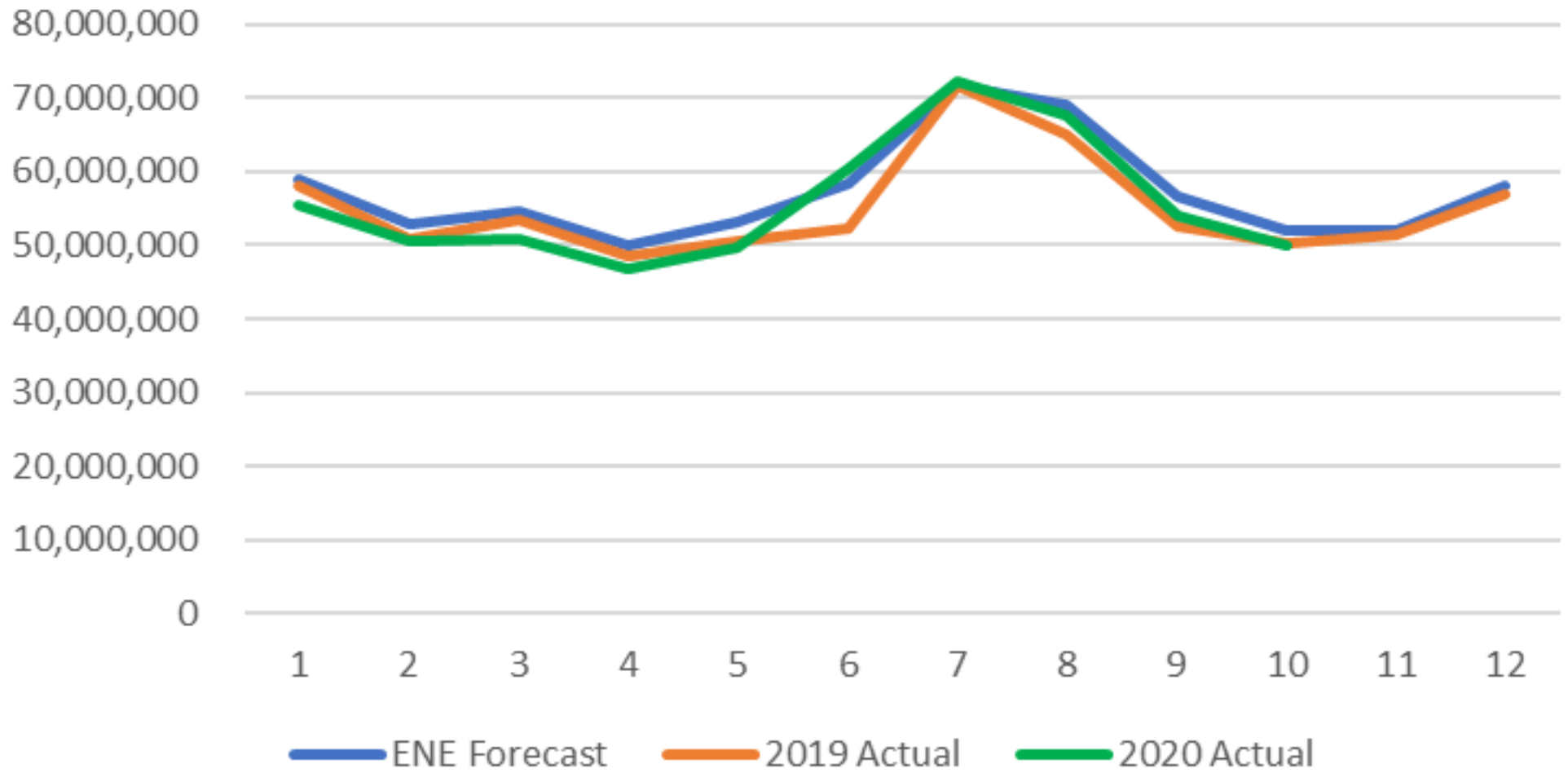
Agenda Item 4: Integrated Resources Report

Citizens' Advisory
Board Meeting
November 19, 2020

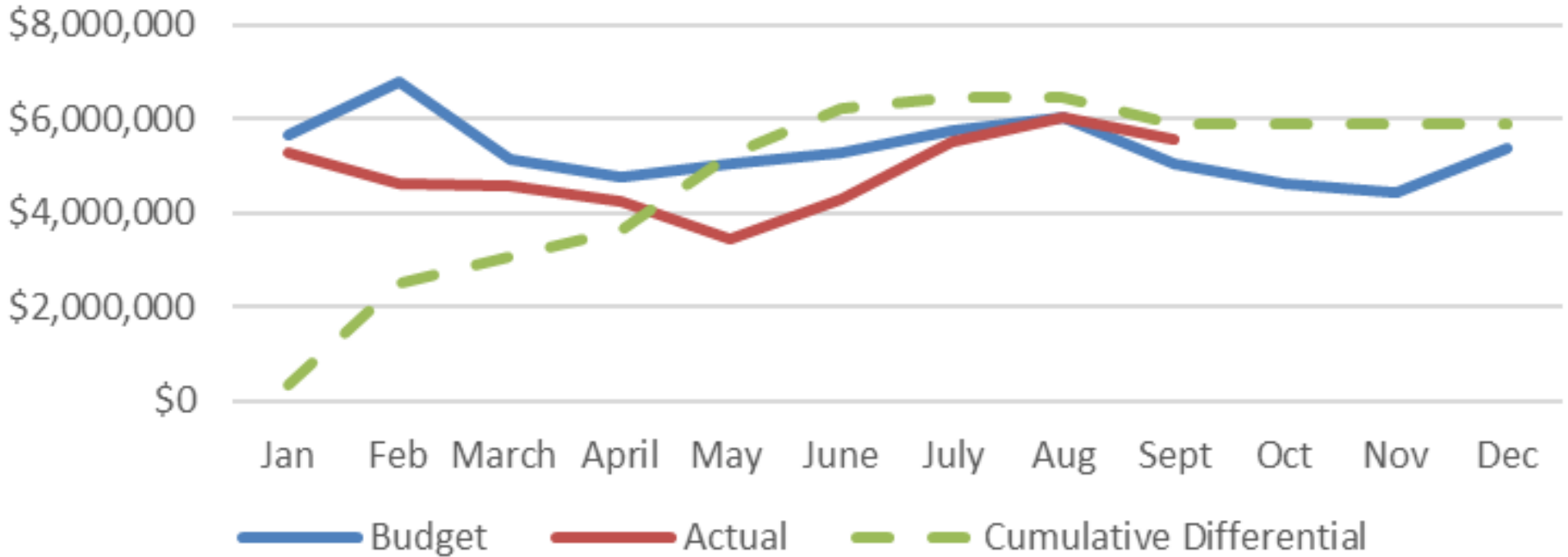
*Charles Underhill,
Director of Integrated
Resources*

*Reporting for
September 2020.*

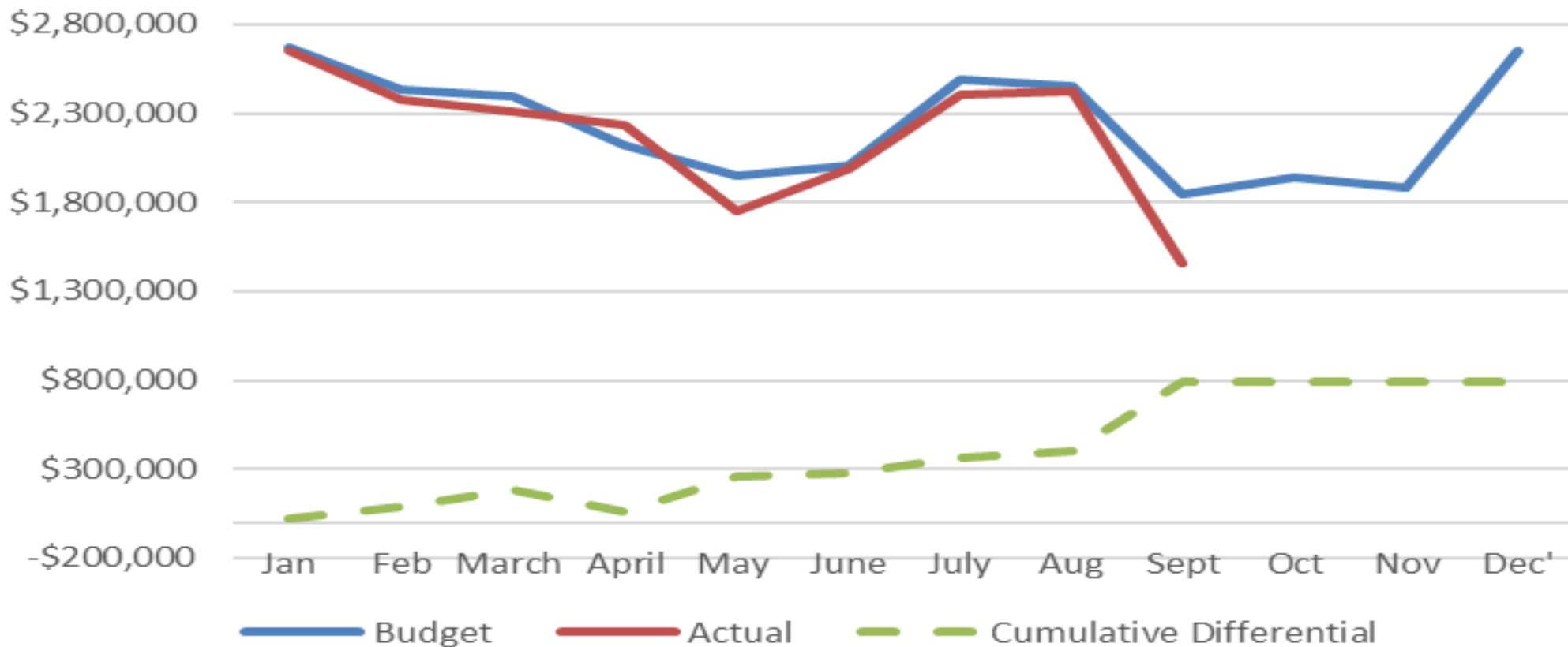
2020 RMLD Total System Loads



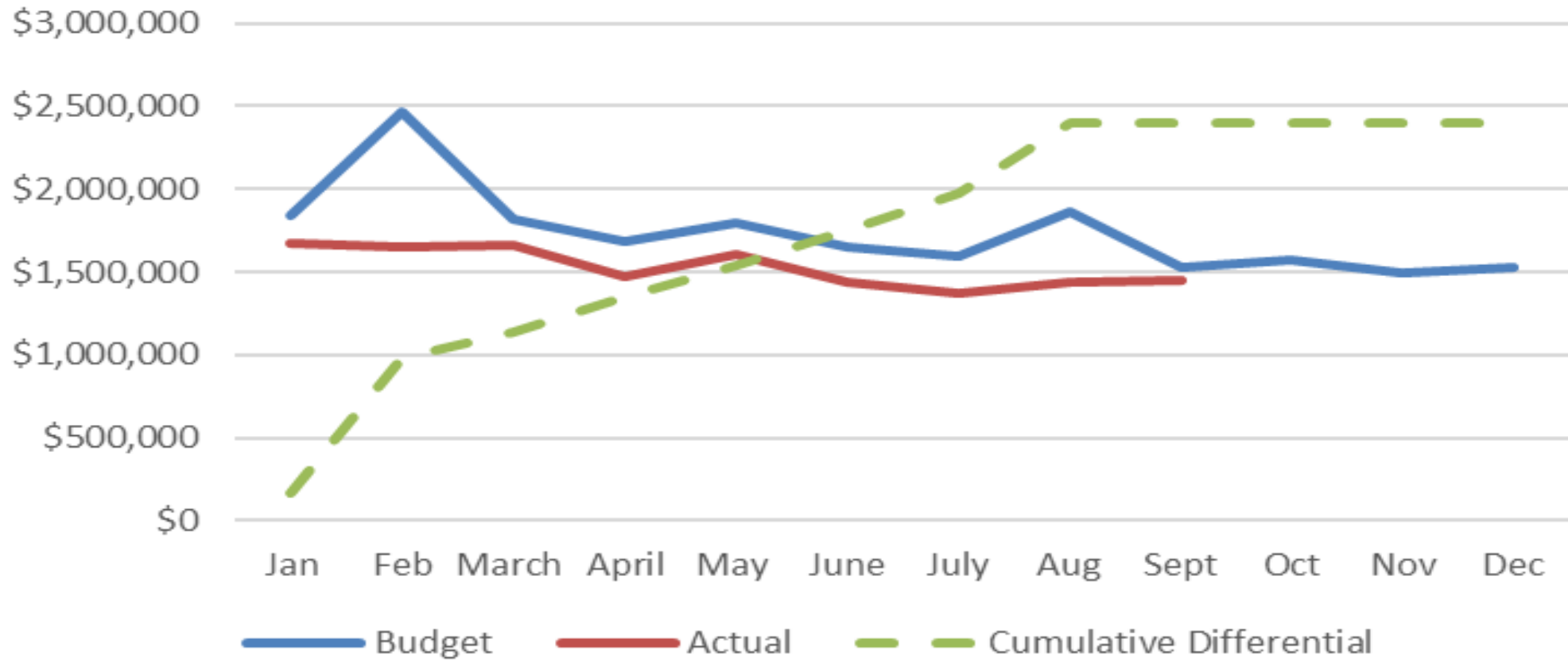
Purchase Power Expense Actual through September 2020



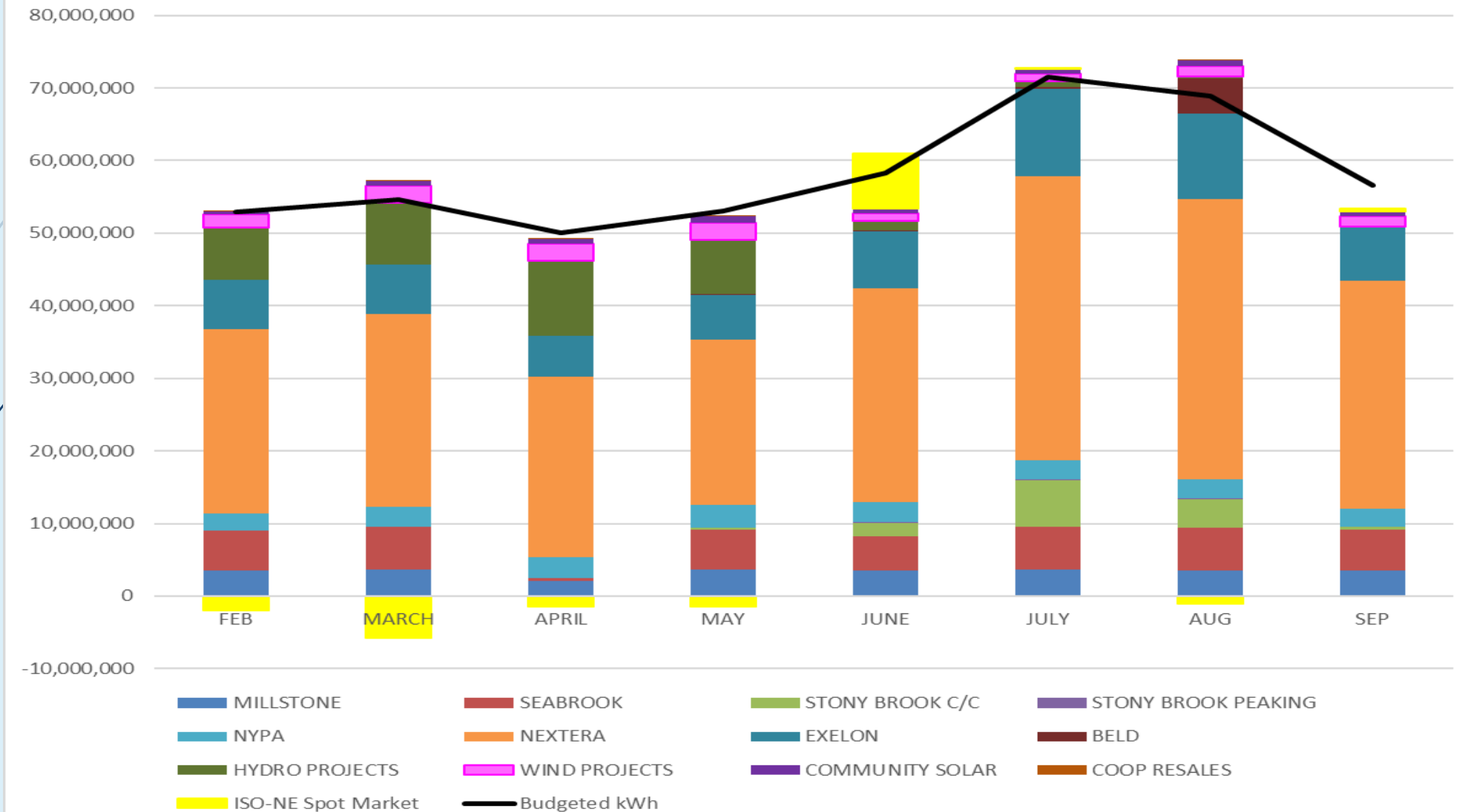
Energy Costs Actual vs. Budget Actuals through September 2020



Capacity Costs Budget Vs. Actual Actual through September 2020



Actual Kwh Purchases by Resources 2020





RMLD Demand-Side Programs



- ▶ Efficiency:
 - ▶ Appliance Rebate Program
 - ▶ Yard Equipment Rebate Program
 - ▶ Residential Audit Program
 - ▶ Commercial Rebate Program
 - ▶ On-Line Store
- ▶ Electrification:
 - ▶ EV Charger Rebate Program
 - ▶ EV Fleet Program
 - ▶ Heat Pump Program



RMLD Demand-Side Programs

- ▶ Distributed Generation/Renewable Energy:
 - ▶ Solar Rebate Program
 - ▶ RMLD/DOER Solar Rebate Program
 - ▶ Solar Choice Program
 - ▶ Renewable Energy Adjunct Issues:
 - ▶ Batteries
 - ▶ RECs
- ▶ Under Development:
 - ▶ Green Pricing Tariff



RCS Filing

- ▶ October 1 filing postponed
 - ▶ DOER reformatting report
 - ▶ Expectation is that filings will be due by the end of the year
 - ▶ DOER developing quarterly measure and program tracking forms
 - ▶ Once developed RMLD will file retroactively with DOER



Roadmap 2050



- ▶ House Bill 4933 sits in Conference Committee
- ▶ Compliance requirements will be available once the bill leaves Conference Committee
- ▶ RMLD Board of Commissioners is working on updates to Policy 30
 - ▶ Policy 30 provides RMLD with a long-term compliance strategy for Roadmap 2050
 - ▶ RMLD personnel are preparing impact assessments for alternative compliance strategies with Roadmap 2050

ATTACHMENT 4:

Agenda Item 5: CAB Policies Review

RMLD
CITIZENS' ADVISORY BOARD


Chair Signature

4/11/18
Date

Revised Per CAB Vote: 11/15/2017

I. PURPOSE

- A. To establish the role of the Reading Municipal Light Department ("RMLD") Citizens' Advisory Board ("CAB") as set forth in Paragraph 9 and Attachment 4 of the "20 Year" Agreement, and its relationship to RMLD's customers, the RMLD Board of Commissioners ("Commissioners"), and the RMLD General Manager.
- B. To establish administrative controls for certain CAB activities.
- C. The RMLD will provide a minimum annual budget of \$15,000 annually to pay for incurred CAB consultant expenses and other appropriate expenses deemed necessary by the CAB to fulfill its role as an advisor to RMLD on matters within its purview of the "20 Year" Agreement and the member towns it represents. The CAB agrees to prepare and submit a budget request for any additional costs above the \$15,000 by November 30th of each year to the RMLD General Manager for review and consideration.
- D. The CAB shall be provided reasonable access to and has the authority to request copies from RMLD of any and all operational and procedural/documents relative to its responsibilities as specified in Paragraph 9 and Attachment 4 of the "20 Year" Agreement, except those documents that are exempt from disclosure under the public records law or under confidential attorney client privilege or other applicable law. CAB members shall become familiar with such public documents of the RMLD and provide their member town's input back into the RMLD Commission's decision making process.

II. GOVERNING LAWS AND LEGAL REQUIREMENTS

- A. M.G.L., Chapter 164, M.G.L. c. 4, § 7 (clause twenty-six), M.G.L. c. 30A, §§ 18 -25 and any and all other applicable federal and state statutes and regulations.
- B. The "20 Year" Agreement between the RMLD and the towns of Lynnfield, Reading, North Reading, and Wilmington.

III. CAB GOVERNANCE AND RESPONSIBILITIES

The CAB shall elect a chair, vice-chair and secretary, and such officers will be rotated among the CAB members not more than every two terms.

A. CAB Chair:

- 1. The Chair is responsible for calling regular, emergency, and executive session meetings of the CAB Board as needed, subject to the requirements of M.G.L. c. 30A, §§ 18 -25, the Open Meeting Law. In fulfilling its duties under the 20-Year Agreement, the CAB shall meet at a minimum of every two (2) months, and may do so without the attendance of RMLD management or staff at its discretion as long as there is a quorum of three (3) of the five (5) members in attendance and provided all other Open Meeting Law requirements are followed.

2. The Chair presides over the CAB meetings, sets the agenda with input from CAB members and recognizes all speakers, including other CAB members and attendees.
 3. The Chair nominates CAB members to represent the CAB at appropriate functions, events and meetings. Final decisions shall be made by a majority vote of the CAB members.
 4. The Chair nominates Board members to committees. Final appointments shall be made by a majority vote of the CAB members. Committees shall organize and select a chair and other officers by majority vote of said committee as required once appointed. All committees shall be conducted in accordance with this policy and applicable laws, including M.G.L. c. 30A, §§ 18 -25.
 5. The Chair may delegate some, none or all of the above responsibilities to the Vice-Chair at his/her discretion.
 6. The Chair will serve a two year term and will be eligible for re-election as Chair for two consecutive terms. Upon completion of such terms, one two-year term must pass prior to being eligible for re-election as Chair.
- B. CAB Vice-Chair:
1. The CAB Vice-Chair shall serve as chair in the absence of the Chair.
 2. The Vice Chair will serve a two year term and will be eligible for re-election as Vice Chair for two consecutive terms. Upon completion of such terms, one two-year term must pass prior to being eligible for re-election as Vice Chair.
- C. CAB Secretary:
1. Performs final review of Board minutes.
 2. Certifies, as required by law, votes of the CAB.
 3. Signs, upon direction of a majority vote of the CAB, documents and legal settlements on behalf of the CAB. Alternatively any CAB member may be authorized to perform this function by majority vote of the CAB.
 4. In the absence of the Secretary, any other CAB member may be assigned by the Chair, the duties of Secretary for that specific meeting.
 5. The Secretary will serve a two year term and will be eligible for re-election as Secretary for two consecutive terms. Upon completion of such terms, one two-year term must pass prior to being eligible for re-election as Secretary.
- D. The CAB, as a whole, by majority vote, shall:
1. Provide decision-making input to the RMLD Commission on issues concerning:
 - a. Expansion or retirement of RMLD's transmission, distribution, general plant or generation that is normally submitted for approval to the RMLD Commission under the annual capital budget.
 - b. Power contracts and agreements and their mix for energy and/or capacity, which are either:

- i. A minimum of 10 megawatts in energy or
 - ii. A minimum of 6 month term
 - c. Cost-of-service and rate making practices.
 - d. Financial and accounting practices including but not limited to the creation of reserve accounts or any alteration to existing reserve accounts. Alterations are defined as a transfer to or from a reserve account that is not a posting of accrued interest.
 - e. RMLD's operating and capital budgets and recommend increases, decreases and alterations in accordance with M.G.L. c. 164, § 58 and generally accepted ratemaking principles. The CAB shall review the proposed budgets for both their ability to ensure the proper maintenance, reliability, safety and needed improvements to the physical plant of the RMLD, and for fiscal responsibility and impact on rates in accordance with M.G.L. c. 164.
 - f. Other issues as outlined in the "20 Year" Agreement, and as may be referred by the CAB Chair and RMLD Commission.
 - 2. Approve in advance, attendance by CAB members at any meeting, conference, training session or similar function that requires reimbursement of expenses by RMLD or the use of RMLD resources for CAB authorized activities.
- E. CAB Committees
- 1. Serve as a mechanism for the CAB to review and consider specific issues. Committees can recommend but not approve formal recommendations and input to the RMLD on behalf of the CAB unless the CAB, by majority vote, specifically delegates such authority with respect to a course of action.

IV. POLICY ELEMENTS

It is the policy of the CAB:

- A. To operate in accordance with the "20 Year" Agreement, and all applicable laws relating to the conduct of the CAB and its members, including but not limited to M.G.L. c. 30A, §§ 18-25 and M.G.L. c. 268A, all laws and requirements applicable to the business of the RMLD and its customers.
- B. All Members are required to act with the highest level of integrity, business ethics and objectivity in any CAB transaction or where a member represents the CAB, the Commission or the RMLD. No member is allowed to misuse the authority or influence of their CAB position.
- C. To operate in a respectful, businesslike and efficient manner in all aspects of the CAB meetings and all dealings with the RMLD Board and the RMLD.
- D. To hold regular open and public meetings to allow any and all customers of RMLD to express their views and to provide direct input on any open session matter before the CAB.
- E. To affirmatively and courteously respond to all requests for public information in the custody and control of the CAB, subject to the constraints of Policy 12 (attached), Board Document Dissemination and Massachusetts Public Records Law. All request

responses will be arranged and approved through the CAB with the assistance of the RMLD General Manager.

- F. Solicit and consider input from member towns' Boards of Selectmen, businesses and residents on matters within the CAB's purview.

RELEASE OF EXECUTIVE SESSION MINUTES


Chair Signature


Date

No Revision Per CAB Review: 11/15/2017

I. PURPOSE

To establish the procedure for Release of Executive Session Minutes.

II. GOVERNING LAWS AND LEGAL REQUIREMENTS

- A. M.G.L., Chapter 30A, § 22;
- B. M.G.L. c. 164, § 47D, to the extent applicable to CAB meetings, and other applicable federal and state statutes and regulations and guidelines governing the confidentiality of meeting minutes, information, and documentation; and
- C. The most current "20 Year" Agreement between the Reading Municipal Light Department ("RMLD") and the towns of Lynnfield, Reading, North Reading, and Wilmington.

III. RESPONSIBILITIES

- A. The Chair and the Secretary of the Citizens' Advisory Board ("CAB") will review approved Executive Session minutes in their entirety and related materials that are still in confidential status on a minimum of a quarterly basis (no later each January 15, April 15, July 15, October 15) and in response to a public records request for such minutes to determine if continued non-disclosure is warranted under M.G.L. c. 30A, § 22. In conducting the review, the Chair and the Secretary shall consider whether:
 - (1) the executive session was held in compliance with M.G.L. c. 30A, § 21;
 - (2) publication of the minutes or materials would defeat the lawful purposes of the executive session;
 - (3) the minutes or materials include information protected by the attorney-client privilege;
 - (4) the information or materials are subject to one or more of the exemptions under the public records law, M.G.L. c. 4, § 7 (clause twenty-sixth) or M.G.L. c. 164, § 47D;
 - (5) the RMLD Board has voted to disclose such information (to the extent that the Executive Session was held to consider RMLD's competitively sensitive information which was entitled to confidentiality under M.G.L. c. 164, § 47D); and
 - (6) The minutes or materials are entitled to confidentiality as personnel information as set forth in M.G.L. c. 30A, § 22(e).
- B. The Chair and the Secretary shall announce the findings of their quarterly review at the next CAB meeting following the completion of such review. Such announcement shall be included in the minutes of that meeting. The Chair and the Secretary shall make a recommendation to the members of the CAB to release for publication those minutes or portions of minutes and related materials in which continued confidential treatment is not warranted under M.G.L. c. 30A, § 22. The procedure and timeframe for conducting and voting on reviews in response to a request for Executive Session minutes are set forth in Section IV.C.

- C. Executive Session minutes, or portions thereof, will be released only by an affirmative majority vote of at least three (3) members of the CAB.

IV. POLICY ELEMENTS

- A. Executive Session minutes of CAB meetings and related documents are available to all members of the CAB. All CAB members shall be bound to maintain their confidentiality until such minutes and/or related materials are released for disclosure as provided in Section III.
- B. Executive Session minutes will be released in accordance with Massachusetts General Laws and the Open Meeting Law Guidelines as outlined by M.G.L. c. 30A, § 22 and the Massachusetts Attorney General.
- C. All requests for unreleased Executive Session minutes will be forwarded to the Chair of the Citizens' Advisory Board immediately following receipt and shall be placed on the next available CAB meeting agenda for resolution. If the minutes have not been previously subject to a quarterly review, the Chair and the Secretary shall review the minutes as provided in Section III.A prior to the next CAB meeting. The Chair and the Secretary shall present the findings on whether continued confidentiality is warranted to CAB and the CAB shall take a vote on whether to release the minutes or portions thereof at its next regularly scheduled meeting following the request or within 30 days, whichever occurs first. Notwithstanding the foregoing, upon request by any person to inspect or copy the minutes of an Executive Session or any portion thereof, the Chair, on behalf of the Citizens' Advisory Board, shall respond to the request within 10 days following receipt and shall release any such non-exempt minutes or portions thereof in which the CAB previously voted to release.