



**READING MUNICIPAL  
LIGHT DEPARTMENT**

**BOARD OF COMMISSIONERS MEETING**

**REGULAR SESSION**

**Thursday, March 18, 2021**

# **ATTACHMENT 1**

## **Approval of Board Minutes**



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2020-11-19

Time: 07:30 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:**

Due to the pandemic and the March 12, 2020 Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, all participants attended remotely.

John Stempeck, Chair; David Hennessy, Vice Chair; David Talbot, Commissioner; Robert Coulter, Commissioner; Phillip B. Pacino, Commissioner.

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

### **Others Present:**

RMLD Staff: Coleen O'Brien, General Manager; Hamid Jaffari, Director of Engineering and Operations; Charles Underhill, Director of Integrated Resources; Greg Phipps, Assistant Director of Integrated Resources; Wendy Markiewicz, Director of Business, Finance, and Utility Technology; Tracy Schultz, Executive Assistant.

Jason Small, Citizens' Advisory Board

Karen Herrick, Reading Select Board

Vanessa Alvarado, Reading Select Board

Gail Page, Green Sanctuaries; Coordinator, GRACE

Lynn Champion, 8 Franklin Avenue, Wilmington

James Satterthwaite, 8 Hunt Street, Reading

John Rogers, 39 Tower Hill Road, North Reading

Laura Haight, Partnership for Policy Integrity

Andrew Freidmann, 27 Hillcrest Road, Reading

Michael Carpenter

Robert Connor

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

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### **Topics of Discussion:**

#### **Call Meeting to Order**

Chair Stempeck called the meeting to order and read RMLD's Code of Conduct. Chair Stempeck announced that the meeting is being recorded via Zoom for distribution to the community television stations in North Reading, Lynnfield, and Wilmington.

Chair Stempeck Mr. Pacino asked to serve as Board Secretary.

## Public Comment

Ms. Page explained she is the Coordinator for the Greater Reading Alliance for Clean Energy (GRACE) and the Chair of the Unitarian Universalist Church of Reading's Green Sanctuary. Ms. Page thanked the RMLD for being receptive to feedback regarding biomass. Ms. Page stated that GRACE has written letters to the editor of local papers thanking the Board for their feedback. Ms. Page asked if there would be a discussion regarding biomass that evening. Chair Stempeck thanked Ms. Page and explained there would be a discussion regarding biomass.

Ms. Herrick stated the Reading Select Board has been discussing what they can do to bring Reading forward regarding clean energy. Town Meeting has been looking into joining Green Communities. Ms. Herrick thanked RMLD for their support in that regard and announced that Town Meeting approved adopting the energy stretch code as Reading's building code. The Select Board has asked the Town Manager to put forth installing a public electric vehicle charging station in Reading as a goal. Ms. O'Brien stated RMLD is looking forward to helping with that project.

Mr. Friedmann requested that the board reconsider RMLD's involvement in the Palmer biomass plant and stated that it would exacerbate the climate change issue by putting more CO2 into the atmosphere.

## CY 2021 Capital Budget

Mr. Jaffari stated he would review significant projects. Line item three building upgrades had \$215,000 budgeted in CY 2020 and \$493,000 was spent. The main reason for that was the unexpected generator failure at Ash Street, which cost \$241,534. The deck project cost \$171,000, and then Station 4 AC engineering and Station 3 generator design made up the rest of that cost. The AC construction will happen in 2021 and RMLD is asking for \$270,000. Line item six is rolling stock replacement. An underground truck was delivered in CY 20 but was a carryover from CY 19. RMLD purchased four hybrid SUVs for \$451,997 and a pickup truck for \$32,536. CY 21 has a carryover of \$285,000 for a digger derrick. Line item seven is for electric vehicle supply equipment. In CY 21, \$100,000 is requested for four units. One will be installed in each town. Line item 12 is for pad-mount switchgear upgrades at industrial parks. There are 29 units system-wide and ten units have been replaced to-date. Three units have carried over from CY 20. RMLD is purchasing five new units in CY 21, which will total \$799,000. Line item 17 is for AMI mesh network expansion and meter replacement. The technology is changing and RMLD needs to upgrade so the meters can communicate with SCADA and the outage management system. Line item 31 is for secondary main and services. This year it was over budget because COVID caused projects to take longer than expected, resulting in increased labor costs. Planned outages for equipment upgrades were moved to the weekends to accommodate those working and schooling from home. Line item 36 for substation equipment is for equipment that failed at Station 4. In CY 20, nearly \$2,320,000 was spent on line item 40 for routine construction. RMLD is asking for \$1,488,000 in CY 21. This is for pole hits and upgrades. The total estimated spending for CY 20 is \$8,238,000 and RMLD is requesting \$11,648,000 for CY 21.

Chair Stempeck noted that the CAB voted to recommend the approval of the budget on October 22, 2020.

Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board of Commissioners approve the Calendar Year 2021 Capital Budget in the amount of \$11,648,047 as presented, on the recommendation of the General Manager.

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

**Motion Carried: 5:0:0.**

## CY 2021 Operating Budget

Ms. Markiewicz began by reviewing budget to actual discrepancies, which included decreases in spending due to vacancies and the impact of COVID. Unforeseen increases in spending were caused by major roof repairs and security monitoring measures for IT infrastructure. Ms. Markiewicz explained that when the budget is prepared, RMLD considers the impact of a rate increase to customers, the rate of return, funding the below-the-line Town of Reading obligation, funding

capital projects with operating fund transfers, maintaining the operating fund at two to three months of operating expenses, balancing the rate stabilization fund, and considering the impact of power supply fluctuations. Ms. Markiewicz explained fixed costs represent over 79 percent of RMLD's total operating budget. Power supply comprises 68.95 percent, which is a 6.55 decrease from the previous budget. The depreciation expense of 5.45 percent continues to increase due to necessary capital investments. The voluntary payment to the Town of Reading of 2.75 percent will remain constant until 2022 when the formula changes to that of 3.875 mils of the three-year average of kWh sales. Town payments are two percent of net plant, which is approximately 1.83 percent. This continues to increase due to necessary capital investments. Ms. Markiewicz explained that the remaining 21 percent of the budget is comprised of semi-variable costs. They are semi-variable due to contracts such as the three collective bargaining agreements. Labor is 9.25 percent, of which 1.35 percent is for capital projects. Overtime is 1.18 percent, of which less than a quarter percent is for capital projects. Employee benefits and pensions are 4.93 percent, with less than one percent for capital projects, and other operating and maintenance expenses represent 2.4 percent. Conservation expenses are 1.35 percent and tree trimming is one percent of the budget.

Half a percent of the budget goes to each of the following:

- contract services
- legal expenses
- property insurance
- software and hardware maintenance
- and vehicle expenses.

A quarter percent of the budget goes to each of the following:

- Training
- Tuition
- transformer maintenance
- and rent expense.

\$90 million is anticipated as an operating budget. Ms. Markiewicz explained that an approximate 2 to 2.5 percent overall rate increase for calendar year 2021 will be entirely supplemented by the Rate Stabilization Fund. This will total \$1,750,000 to \$2,000,000. An approximate 3 to 3.5 percent overall rate increase for calendar year 2022 will be partially supplemented by the Rate Stabilization Fund of approximately 1 percent or \$800,000. Ms. Markiewicz then reviewed RMLD's Six-Year Plan.

Chair Stempeck noted that the CAB voted to recommend the approval of the budget on October 22, 2020.

Mr. Underhill stated that the energy cost for CY 21 is around \$26,750,000. The fuel market is relatively stable, and no dramatic shifts are expected over the next five to six years. Two years ago, the energy efficiency portion of the budget was about \$700,000. Next year, about \$1.2 million has been budgeted. This increase is due to the expansion of program activity, including electrification programs.

Mr. Talbot stated that half a million is spent a year on legal expenses and that amount seems high. Ms. O'Brien stated that legal costs have come down since she has been at RMLD. RMLD has three union and legal for power supply. Ms. Markiewicz can present a breakdown at the next meeting. Ms. O'Brien added that the new HR Director is an attorney.

Mr. Talbot asked where REC sales show on the budget. Ms. Markiewicz replied that those are a part of purchase power and it is not a separate line item.

Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board of Commissioners approve the Calendar Year 2021 Operating Budget with a Net Income of \$3,548,598 as presented, on the recommendation of the General Manager.

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

**Motion Carried: 5:0:0.**

## **General Manager's Report Community Update**

Ms. O'Brien thanked staff for the budget. A press release is coming out tomorrow regarding RMLD's customer satisfaction survey. RMLD hired Great Blue Research to conduct the survey regarding reliability, rates, customer service, energy efficiency programs, and power supply. Random residential and commercial customers will be contacted by phone or online between November 30 and December 11. The goal is to complete 400 residential and 100 commercial surveys. No personal or financial information will be requested.

The voluntary fourth grade art contest was done virtually. Ten students participated and each will receive an Amazon gift card. The 2021 historical calendar will be out the week of Thanksgiving. There will be a kiosk outside the RMLD.

## **Review of Board Policy**

Chair Stempeck proceeded to provide backup and history on Biomass projects

Chair Stempeck stated that from 2007 to 2014, the RMLD Board has recommended that RMLD pursue biomass projects, such as Russell in western Massachusetts in 2007, Index Maine Energy in 2007, and Concord, New Hampshire Steam, which stretched from 2008 to 2012. Very few of these biomass projects came to fruition due to changes in energy costs and funding issues. Palmer Biomass was acceptable in February 2020 as part of RMLD Energy Policy 30. The RMLD General Manager appropriately entered into a contract along with Braintree, Danvers, Groveland, Merrimack, Middleton, Norwood, and Taunton Municipal Light Plants. The Massachusetts Department of Environmental Resources (DOER) gave approval for this project after extensive engineering analysis of compliance for fuel and emissions. All permits have been granted by both the state and Springfield. Commissioner Woodcock from the DOER indicated that environmental groups including the Sierra Club and the Appalachian Mountain Club, have offered constructive criticism, but are working with the DOER to try to find solutions. Commissioner Woodcock stated that a subsequent Globe newspaper article was not entirely accurate. The biomass issue came to light at the RMLD Board of Commissioners meeting with the circulation of the New Yorker article that Vice Chair Hennessy distributed. That article referenced an MIT researcher from the Sloan School and the RMLD decided to investigate further. The MIT researcher developed a simulation of many different inputs into a software analysis feedback loop that tried to predict what carbon trade-offs may be. While the analysis that he has done supports what seems obvious that burning trees creates a carbon debt, if you examine what he uses for input in his simulation, there are two things that are different than what RMLD is talking about with Palmer. It's not taking down a forest. The researcher inputted taking down 25 percent of a forest. Palmer is talking about trimming trees, not forest. The chips, which are ground up, also degenerate into carbon over a longer period of time. While it hasn't been resolved whether chipping creates as big of a carbon load, Chair Stempeck stated that it's a complicated issue. Until the RMLD has further information on options available, the contract is in place, and will be honored unless the project does not meet its financial, capital, and production requirements within the stated time constraints, or other alternatives for the RMLD come to light. At the present, there's no reason to believe that the DOER was incorrect in their approvals of this project, but the RMLD Board of Commissioners is going to monitor this feedback appropriately and try to drive to conclusion on it. Chair Stempeck stated that if concerns were previously the RMLD could have taken a different path. The fact of the matter is that there is now a signed contract in place.

Ms. O'Brien explained that RMLD must have a balanced power supply portfolio in order to mitigate risk. The portfolio would consist of a base load generation energy which is typically high capital costs and low energy costs with high capacity. The portfolio will also have intermediate low generation energy that has a lower capital cost with potentially less firm capacity in peak load generation energy. As you go from base to peak, the cost escalates. Peak generation is typically low capital and high energy cost and can often include ISO having their standby which is less efficient and less clean plants running to cover these peak loads. The RMLD invested in the Stony Brook combined cycle units that hedge this peak loads against market prices. In addition to energy, the RMLD must also cover its capacity requirements for all of its loads. In addition to that,

RMLD runs peak shredding to try to prevent those less clean peak periods by our facility in North Reading. These facilities are our gas generator and our battery storage units. A well-managed portfolio balances the base intermediate and peak generation energy in addition to the types of generation within each of those categories. Purchasing energy in a competitive nature is all about timing. Timing will be increasingly important as Massachusetts attempts to meet its statute compliance to the Global Warming Solutions Act. Small, medium, and larger renewables will attempt to get constructed as deemed in compliance with the DOER and permitted by the DEP. Utilities interested in the construction of renewables in Massachusetts, who support decentralization, will want to be part of the projects in lieu of purchasing paper RECs to cover the GHG requirements.

Ms. O'Brien stated that prior to her hire, the RMLD had a Power and Rate Committee. In 2013 when Ms. O'Brien was hired, Energy Services (now Integrated Resources) was utilizing a once-per-month pricing quote to cover its energy, along with up to six months to have potential energy contracts go through the CAB and the Board. Without a formal power supply risk management strategy, Ms. O'Brien stated that she used utility best practices to form a transition facilities agreement (TFA). This allows the General Manager to follow a formal time and price trigger strategy for most energy purchases. Longer term renewable projects are purchased under Board Policy 30. Policy 30 specifically directs the General Manager to acquire renewable energy to meet targeted goal levels within the portfolio. The RMLD works hard to find renewable projects whose energy prices combine with REC values mitigate the cost impacts to RMLD customers. Policy 30 and the TFA were both approved by the CAB and the Board. Unless Board Policy 30 changes and unless the TFA procedure changes, the CAB would not need to provide another recommendation. Every month, Mr. Underhill presents a graph to the Board and the CAB which show RMLD's future energy commitments as well as open market positions and risk.

Mr. Talbot stated that there is opposition to the Palmer plant in Springfield which has resulted in the project being delayed. City council members are attempting to revoke the plant's permit and if the plant doesn't qualify for the RPS it cannot sell its credits. Advocates for the plant went before the Middleborough Light and Belmont Light and both boards voted against it. Concord, Wellesley and Holden also said no. Chair Stempeck interrupted Mr. Talbot. Chair Stempeck said since RMLD is in a contract the issue should be dealt with while looking forward instead of backwards.

Mr. Coulter stated that the Board should discuss the process through which RMLD enters into large energy commitments.

After objections from other Commission members, Chair Stempeck allowed Mr. Talbot to continue.

Mr. Talbot asked why the RMLD wasn't involved in the Palmer process since the other boards that he mentioned were consulted. Mr. Talbot expressed his displeasure at being interrupted. Mr. Talbot sent in proposed edits to Ms. Schultz regarding changes to Policy 30 but does not see that that they were circulated to other members.

Ms. O'Brien stated that a portion of the policy being reviewed has brackets because it was unclear whether the Board wanted to eliminate all biomass or whether the Board wanted to set parameters such as high efficiency. Ms. O'Brien stated that if the Board wants CAB and Board review, RMLD may miss out on time sensitive projects.

Chair Stempeck stated he has no issue taking out all biomass. Vice Chair Hennessy agreed. Mr. Coulter asked that if the state deems biomass clean, why the RMLD should take exception to that determination. Mr. Talbot stated the RMLD could only support facilities certified as eligible for Class I of the Massachusetts RPS. Mr. Pacino stated that he missed the last meeting due to eye surgery and the discussion regarding biomass and is thus uncomfortable voting on the policy tonight. It was agreed to not hold a vote but review Mr. Talbot's proposed changes. Mr. Talbot stated he had added a provision for the Board to approve contracts. Mr. Pacino expressed his concern that RMLD would lose out on projects. Ms. O'Brien stated she would rather have a directives from the Board regarding what RMLD should pursue. Mr. Underhill stated that contracts are entered

into before ground is broken because construction cannot begin until it is proven there is a market for the project. If the Board wants to review contracts, RMLD needs that to be clearly defined. That will affect some of the projects that RMLD can participate in. Mr. Talbot stated other possible changes to the policy should be having a quarterly update, to avoid waste-to-energy, setting incremental goals for clean energy targets, and that RECs that have been sold cannot be counted as clean energy. Ms. O'Brien stated that Roadmap 2050 requires retirement of the RECs.

Mr. Underhill presented the slide showing RMLD's power supply outlook through 2040.

### **Discussion**

Meeting dates were discussed.

### **Adjournment**

At 9:30 p.m., Mr. Pacino made a motion, seconded by Mr. Coulter, that the Board go into Executive Session to consider the purchase of real property and to discuss confidential, competitively-sensitive or proprietary information in relation to making, selling, or distributing electric power and energy and return to Regular Session for the sole purpose of adjournment.

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

**Motion Carried: 5:0:0.**

At 9:49 p.m., Mr. Pacino made a motion, seconded by Vice Chair Hennessey that the Board revert back to regular session for the sole purpose of adjournment.

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

**Motion Carried: 5:0:0.**

At 9:50 p.m., Vice Chair Hennessy made a motion, seconded by Mr. Coulter that the Board adjourn.

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

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







# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2020-12-03

Time: 06:00 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:**

Due to the pandemic and the March 12, 2020 Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, all participants attended remotely.

John Stempeck, Chair; David Hennessy, Vice Chair; David Talbot, Commissioner; Robert Coulter, Commissioner; Phillip B. Pacino, Commissioner.

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

### **Others Present:**

RMLD Staff: Coleen O'Brien, General Manager; Hamid Jaffari, Director of Engineering and Operations; John McDonagh, Assistant Director of Engineering and Operations; Charles Underhill, Director of Integrated Resources; Greg Phipps, Assistant Director of Integrated Resources; Tom Ollila, Integrated Resource Engineer; Wendy Markiewicz, Director of Business, Finance, and Utility Technology; Tracy Schultz, Executive Assistant.

Vivek Soni, Citizens' Advisory Board

Karen Herrick, Reading Select Board

Vanessa Alvarado, Reading Select Board

Gail Page, Green Sanctuaries; Coordinator, GRACE

Lynn Champion, 8 Franklin Avenue, Wilmington

James Satterthwaite, 8 Hunt Street, Reading

John Rogers, 39 Tower Hill Road, North Reading

Michael Carpenter, 174 Walnut Street, Reading

David Zeek, Reading Climate Action Committee

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

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### **Topics of Discussion:**

#### **Call Meeting to Order**

Chair Stempeck called the meeting to order and read RMLD's Code of Conduct. Chair Stempeck announced that the meeting is being recorded via Zoom for distribution to the community television stations in North Reading, Lynnfield, and Wilmington.

Chair Stempeck asked Mr. Pacino to serve as Board Secretary.

### **Review of Board Policy 30**

Mr. Stempeck explained that this will be a three-part process that will provide factual background as to the impact of changes in the present policy. Tonight will explain the complicated matrix of renewable policy standards versus the Golden Bill and IOUs. In two weeks, the estimated cost impacts of various initiatives will be discussed, and in January, an independent consultant will review what RMLD has done and offer guidance as to present and future alternatives. At that time, the Board will vote on an amended Policy 30.

Mr. Underhill explained that the Renewable Portfolio Standard (RPS) is a statutory program applicable to investor-owned utilities (IOUs). The Clean Energy Standard (CES) increased RPS requirements and added waste energy, fuel cell and thermal as qualifying resources. Roadmap 2050 has a goal of 100 percent non-carbon generation by 2050. The Golden Bill is a proposed statutory program for municipal light plants (MLPs) and provides carbon-mitigation goals intended to be equivalent to the CES. In July of 2020 two bills were passed: H4912 and H4933. Each incorporates the Golden Bill and further expanded the targets on the basis of Roadmap 2050. Mr. Underhill then discussed what RMLD has done in terms of its portfolio management. RMLD is looking to use its nuclear and hydro resources to meet a significant portion of its compliance requirements. RMLD has a tremendous opportunity in the open area of its portfolio and has a lot of decision-making capability. Mr. Underhill then went through current comparisons regarding the IOUs component makeup for them to comply with the CES and RPS. While it appears that they have a significant compliance requirement, it's important to note that there is a significant portion of IOU load that is under contract between retail load and third-party vendors. Therefore, the IOUs are only required to make their residual loads carbon-free. Mr. Underhill explained that RMLD's portfolio was built with rate impacts, risk mitigation, and flexibility in mind. When considering RMLD's portfolio, it becomes apparent that RMLD doesn't have a lot of residual carbon production. In terms of Roadmap 2050, given its current portfolio going forward, RMLD's non-carbon portfolio component is 32 percent in 2020 (target of 20 percent), 46 percent in 2030 (target of 50 percent), 36 percent in 2040 (target of 75 percent) and 18 percent in 2050 (target of 100 percent). The 36 and the 189 percent reflect an expiration of contracts and opportunities to add new resources. RMLD is currently 66 percent carbon: that can be changed. In 2030 RMLD will only have 2 percent of its portfolio locked in with a carbon producing resource.

Ms. O'Brien added that the IOUs don't have long-term contracts: they purchase twice a year in 50 percent tranches. They buy energy and then cover their RPS with RECs. RMLD needs to increase electrification efforts to offset the sales lost due to energy efficiency measures. RMLD needs to maintain economic development by considering cost impacts to avoid losing customers.

Mr. Coulter stated that energy will continue to become more renewable. Mr. Underhill stated that RMLD uses a number of agents to help locate power supply resources. Being on the board of Energy New England is an important resource. RMLD keeps its longer-term options open but is not seeing a lot in natural gas opportunities. Chair Stempeck added that the IOUs are looking at wind and solar but they're playing a substitution game. Solar was expensive but has gotten progressively cheaper. Mr. Underhill stated that RMLD has a share in Phase I and Phase II of Hydro Quebec DC convertor transmission capacity, which will be 98 percent carbon-free. RMLD has contracted with NextEra for a fixed 5-megawatt block of solar and nuclear power.

Mr. Talbot stated he would like to know what the ratepayers want RMLD to do regarding clean energy, particularly RMLD's largest customers. Chair Stempeck stated that he would imagine that large industrial customers wouldn't be open to rate increases. Ms. O'Brien stated that the survey that RMLD is currently conducting asks customers about how much they would be willing to pay to go green. Ms. O'Brien stated that she and Mr. Underhill can meet with Analog Devices but their decision to locate to Wilmington was heavily influenced by RMLD's low rates.

**Adjournment**

At 6:53 p.m., Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board adjourn.

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

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

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# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2020-12-16

Time: 07:30 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:**

Due to the pandemic and the March 12, 2020 Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, all participants attended remotely.

John Stempeck, Chair; David Hennessy, Vice Chair; David Talbot, Commissioner; Robert Coulter, Commissioner; Phillip B. Pacino, Commissioner.

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

### **Others Present:**

RMLD Staff: Coleen O'Brien, General Manager; Hamid Jaffari, Director of Engineering and Operations; John McDonagh, Assistant Director of Engineering and Operations; Charles Underhill, Director of Integrated Resources; Greg Phipps, Assistant Director of Integrated Resources; Wendy Markiewicz, Director of Business, Finance, and Utility Technology; Tracy Schultz, Executive Assistant.

Vivek Soni, Citizens' Advisory Board

Gail Page, Green Sanctuaries; Coordinator, GRACE  
Lynn Champion, 8 Franklin Avenue, Wilmington  
James Satterthwaite, 8 Hunt Street, Reading  
John Rogers, 39 Tower Hill Road, North Reading  
Laura Haight, Partnership for Policy Integrity  
Mary Ellen O'Neil, Reading  
Bob Connor, 7 Beacon Street, Reading

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

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### **Topics of Discussion:**

#### **Call Meeting to Order**

Chair Stempeck called the meeting to order and read RMLD's Code of Conduct. Chair Stempeck announced that the meeting is being recorded via Zoom for distribution to the community television stations in North Reading, Lynnfield, and Wilmington.

Chair Stempeck Mr. Pacino asked to serve as Board Secretary.

Chair Stempeck stated that Joyce Mulvaney and the town historical societies did an excellent job on the RMLD calendar.

### **Report on the December 16, 2020 CAB Meeting**

Mr. Soni stated that the CAB had a briefing on Policy 30. Mr. Pacino, who attended the CAB as the Commission's representative, added that each division manager provided updates on what was achieved in 2020.

### **Public Comment**

Ms. Haight of the Partnership for Public Policy ("PPI") explained that her organization sent a letter to all Massachusetts municipal light plants last year when they learned that Energy New England was promoting power purchase agreements with Palmer. Last year there were multiple hearings regarding changes to the Renewable Portfolio Standard ("RPS"), specifically regarding biomass. The last hearing was in July and the regulations still have not been issued. PPI believes that Palmer would qualify for the RPS under these regulations. Further it is also PPI's opinion that the regulations are not in compliance with the underlying statute or the Global Warming Solutions Act. There will be requests for the legislation to hold hearings on the regulations. The Implementation Advisory Committee to the Global Warming Solutions Act, which has been advising the governor on 2050 decarbonization roadmap, recommended unanimously that biomass be removed from eligibility from the APS, RPS, and other energy programs. It is not that the plant has gotten better, and now meets the RPS. Rather, the RPS has gotten weaker.

Ms. O'Neil, a former RMLD Commissioner and Chair, expressed her displeasure regarding events at the November 19 Board meeting. Ms. O'Neil stated that person submitting public comment should be subjected to reprimand or censure, the RMLD General Manager should not have signed a substantial power contract with no Board or CBA input and that the Palmer contract should be open to public discussion. Further it was her opinion that discussion of the merits of the contract do not qualify for executive session. Ms. O'Neil stated firmly that the minutes on the RMLD website need to be updated.

Mr. Talbot stated his opinion that the DOER report about biomass is not independent in that it advocates a certain position.

Vice Chair Hennessy asked for a status update regarding the independent analysis that the Board voted on. Ms. O'Brien stated that RMLD is trying to bring in a consultant for training in January.

### **Approval of Board Minutes**

Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board approve the meeting minutes of March 19, 2020, on the recommendation of the General Manger.

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

**Motion Carried: 5:0:0.**

### **General Manager's Report**

Ms. O'Brien stated, due to a pending weather event, that RMLD staff had a storm management meeting this afternoon and expect to have full coverage. Only essential personnel will be reporting to work tomorrow due to the governor asking for limited travel. However, employees will be working remotely.

The customer satisfaction survey is ongoing. The report will be finalized at the end of January and Great Blue will make a formal presentation to the CAB and Board.

### **EV Workshop Update**

Ms. O'Brien explained that the electric vehicle workshop will be pushed to February in order to continue the important and complex discussion on power supply.

### **Account Payable (AP) Signature Process**

Ms. O'Brien stated that at one point, three commissioners signed the weekly AP invoices. It was then changed to one. Ms. O'Brien explained that the intent of the process is to provide checks and balances.

### **General Manager's Vacation Time**

Ms. O'Brien explained that for 2020 due to the COVID-19 pandemic she has been able to use all her vacation time per her contract and aske din accordance with her contract that she be allowed to carry over the unused time to 2021..

Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board of Commissioners allow the General Manager to carry forward any unused vacation time from 2020 into 2021 due to extenuating circumstances resulting from the COVID-19 pandemic.

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

**Motion carried: 5:0:0.**

### **Financial Report**

#### **2020/2021 Review and Goals**

Ms. Markiewicz stated that there have been great strides this year and that she is proud of the accomplishments of her team. Business accomplishments included accounts payable and payroll going paperless, quarterly communication meetings with the Town of Reading, the integration of processes and procedures, and the development of a cohesive relationship between Human Resources and payroll. Finance accomplishments included a clean opinion on the Calendar year 2019 audit, which was conducted virtually, the timely filing of the CY 2019 Department of Public Utilities Annual Return, the presentation and approval of the CY 2021 Capital and Operating Budget, and the success of the Credit and Collections department in working with customers for continued payments. Technology accomplishments included securing IT infrastructure by implementing lessons learned after recovery from the ransomware intrusion, removing and upgrading outdated operating systems, strengthening user level security, and conducting a full inventory of IT assets. 2021 Business goals for her team include developing a cohesive relationship with all divisions, continuing to integrate processes and procedures, and continuing paperless efficiency and training efforts. Finance goals are to receive a clean opinion on the 2020 Audit, continuing Credit and Collections communications and billing succession. Technology goals are to secure new IT management, migrate billing software to the cloud, upgrade firewalls, and ensure software integration.

#### **Legal Invoices Update**

Ms. Markiewicz explained that legal expenses are essential in maintaining compliance with Federal and State laws, standard, and regulations to mitigate risk and liability. A \$100 million electric utility requires numerous areas of expertise, including policy review, purchase power, labor relations, engineering and operations, procurement and liability claims, and business and finance. Every year brings new challenges. Ms. Markiewicz presented average spending between July 1, 2016 and November 30, 2020. Purchased power is the biggest expense, then labor relations, procurement and liability claims, policy review, business fiancé, and engineering and operations. Ms. Markiewicz explained that RMLD utilizes six attorneys with specific areas of expertise.

### **Integrated Resources Report**

#### **2020/2021 Review and Goals**

Mr. Underhill announced that Integrated Resources accomplishments included executing non-carbon supply contracts for 25 percent of RMLD's resource portfolio, successful peak management savings of \$691,542, implementation and enhancement of multiple retail programs, \$500,000 in rebate payments to RMLD customers for solar installations, submitting the Residential Conservation Services filing, improved tracking and reporting for rebate processing, and developing in-house and external responses to Covid-19. 2021 goals include establishing an implementation process for Roadmap 2050, continuing to enhance the wholesale and retail resource portfolios, and finalizing the RCS filing.

Mr. Talbot asked that a copy of the TFA be sent to the Commissioners.



## **Engineering and Operations Report 2020/2021 Review and Goals**

Mr. Jaffari stated that engineering and operations accomplishments included receiving a certificate of excellence in reliability from the APPA, meeting maintenance program goals, continuing progress on long-term reliability projects such as the aged transformer replacement program and step-down area upgrades, and overhead and underground area upgrades. Grid modernization 2020 goals were met. Smart switches will continue to be installed in 2021. Eight pad-mount switchgear upgrades at industrial parks are scheduled for 2021. 2021 reliability goals include securing land for the new Wilmington substation. Facilities accomplishments included emergency generator replacement, parking lot upgrade, and roof repair. 2021 goals include substation, security, and fleet upgrades.

### **RMLD Procurement Requests Requiring Board Approval**

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

Mr. Jaffari explained that the bid was sent to nine companies. There was one responsive and responsible bidder.

Mr. Pacino made a motion, seconded by Vice Chair Hennessey, 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.

Roll call vote: Mr. Coulter: Aye; Chair Stempeck: Aye; Vice Chair Hennessey: Aye; Mr. Talbot: Aye.  
**Motion carried: 5:0:0.**

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

Mr. Jaffari stated the bid was sent to nine companies. Two responses were received and one took exceptions.

Mr. Pacino made a motion, seconded by Vice Chair Hennessey, 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.

Roll call vote: Mr. Coulter: Aye; Chair Stempeck: Aye; Vice Chair Hennessey: Aye; Mr. Talbot: Aye.  
**Motion carried: 5:0:0.**

### **Policy 30 Clean Energy Cost Impacts**

Mr. Phipps explained that the Board asked for a comparison of the cost impact to RMLD of both Roadmap 2050 and the investor-owned utilities Renewable Portfolio Standard (RPS) and Clean Energy Standard (CES). Roadmap 2050 is pending legislation and would apply to MLPs. Roadmap 2050 covers non-carbon emitting and requires RECs. If RMLD were to apply that standard now, RMLD would be compliant through 2029. The RPS and CES only applies to the IOUs and require certificates for compliance. The IOUs typically buy power independent of certificates and then separately buy RECs that are not associated with said energy. From a certificate perspective, RMLD is not currently compliant with the RPS and CES. Mr. Phipps then discussed cost implications. RMLD looked at the next four years. For Roadmap 2050, compliance value is about \$300,000 to \$400,000 a year. That would be a change of three tenths to four tenths of a percent to customer bills. RMLD is not currently compliant with either RPS or CES because RMLD has focused on investing in renewables rather than purchasing certificates. Compliance would add about \$6.3 million in annual costs, which would amount to about a seven percent increase to customer bills. Mr. Phipps explained that RMLD's non-carbon portfolio currently has no RECs. An example would be RMLD's investment in nuclear and hydro. Both are emissions free but do not issue RECs or RMLD did not purchase the RECs with that energy.

A comparison to Concord Municipal Light (CMLP) was presented. Concord has a similar structure but is gradually increasing its contracted power purchases that include RECs. Increasing market prices for Massachusetts Class I RECs reduced the quantity of non-associated RECs that CMLP was

able to purchase in 2019 and 2020. In 2021 a rate increase of two cents per kWh will double the amount of money available to purchase renewable energy. This will result in an increase in the number of non-associated RECs that can be acquired. In comparison, RMLD's portfolio has focused on renewables, whereas CMLP has concentrated on certificates. A significant amount of money would be needed to make RMLD compliant to the RPS and CES.

Mr. Coulter asked why RMLD would increase costs by purchasing REC. Mr. Phipps explained that RMLD is focused on renewables for that very reason. Mr. Talbot asked about the cost increase needed to meet the IOU requirements and what the corresponding number of renewables added to RMLD's portfolio would be. Mr. Phipps replied that RMLD would not necessarily change its portfolio. Rather, RMLD would need to buy certificates in order to state that it is in compliance.

Ms. O'Brien stated that the Chariot project is a combination of solar and nuclear. RMLD needs to let them know by December 18 if the contract should be extended for six more years. Mr. Coulter stated that it would be helpful to know the amount of the contract. Mr. Underhill stated that this contract represents about five percent of RMLD's portfolio for a six-year period. Mr. Pacino states the policy in place allows Ms. O'Brien to move forward without the Board's input and until the Board sets a limit on contracts that can be entered into without review, then Ms. O'Brien should continue operating as usual.

### **General Discussion**

Meeting dates were discussed.

### **Executive Session**

At 9:15 p.m., Mr. Pacino made a motion, seconded by Vice Chair Hennessy, that the Board go into Executive Session to consider the purchase of real property and return to Regular Session for the sole purpose of adjournment.

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

**Motion Carried: 5:0:0.**

### **Adjournment**

At 9:49 p.m., Mr. Pacino made a motion, seconded by Vice Chair Hennessey that the Board revert back to regular session for the sole purpose of adjournment.

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

**Motion Carried: 5:0:0.**

At 9:29 p.m., Mr. Pacino made a motion, seconded by Mr. Coulter, that the Board adjourn.

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

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

## **ATTACHMENT 2**

### **Review of Policies**



*The Leader in Public Sector Law*

T: 617.556.0007 F: 617.654.1735

101 Arch Street, 12<sup>th</sup> Floor, Boston, MA 02110

***By Electronic Mail***

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To: Coleen O'Brien, General Manager, Reading Municipal Light Department

From: Christopher Pollart and Karla Doukas

Re: Policy Review Nos. 4, 7, 8, 12, and 19

Date: March 11, 2021

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We have reviewed the following Reading Municipal Light Department ("RMLD") policies in connection with the Board's periodic review at its next Board Meeting:

- Policy No. 4 – Smoking;
- Policy No. 7 – Paid Sick Leave;
- Policy No. 8 – Other Post Employment Benefits ("OPEB") Liability;
- Policy No. 12 – Reading Municipal Light Board Documents Dissemination; and
- Policy No. 19 – Board of Commissioners.

Policy Nos. 4, 7, and 12 do not require any changes.

Policy No. 4 implements state and local smoking restrictions and incorporates any amendments to those laws. The policy also reflects prevailing RMLD practices by prohibiting vaping and clarifies that restrictions apply to job sites, when operating RMLD vehicles, and other work-related matters.

Policy No. 7 reflects RMLD's current paid sick leave benefits and procedures. Collective bargaining agreements ("CBAs") govern buyback entitlements for union employees and the policy provides that non-union management employees are entitled to the same benefits afforded under the IBEW CBA, while temporary and other non-union employees are not eligible for sick leave buyback unless required by law.

Policy No. 12 governs the dissemination of RMLD Board documents prior to, during, and after Board meetings and primarily focuses on the public’s access to such documents. No changes to those procedures are needed. Accordingly, we recommend that Policy Nos. 4, 7, and 12 be scheduled for their next periodic review without change.

We have recommended revisions to Policy No. 8 (OPEB) to reflect changes to the custody and management of RMLD’s OPEB funds arising from the Board’s reacceptance of G.L. c. 32B, § 20 and the execution of the Declaration of Trust with the Town Treasurer who serves as both the custodian and trustee of RMLD’s OPEB Fund. The policy changes update the role of the Board and the General Manager under the amended statute and the Declaration of Trust.

In addition, we recommend revising Policy No. 19, which sets forth Board procedures and duties for consistency with current practices. We updated position names using gender-neutral terms. These changes are not substantive. We also clarified that, in addition to Board actions, Board approvals also require a majority vote of a quorum of the Board. Consistent with the authority of the Chair under the open meeting law, we also added language to clarify the Chair’s authority to limit public comment and participation at Board meetings. There may be instances in which public comments and participation may need to be limited to maintain decorum or to enable the Board to address other pressing Board business.

Moreover, we suggest eliminating the itemization of the Board’s duties with respect to the Pension and OPEB Trusts for consistency with applicable laws and practices. The Legislature subsequently changed the pension laws to address the purposes and objectives of RMLD’s Pension Trust. RMLD established the Pension Trust to allow RMLD to expense unfunded pension liabilities. Significant changes to the pension law rendered that practice unnecessary. The amendments to G.L. c. 32 establish a funding schedule that requires employers to contribute to the future benefits of active employees as well as to pay down the previously unfunded liabilities. In other words, the pension system moved from a pay-as-you-go method to a method based on actuarial analysis, where the annual payments reflect an amount to pay down unfunded pension liabilities. RMLD is on track to eliminate its unfunded pension liability by 2030. The Public Employee Retirement Administration Commission (“PERAC”) approves the Reading Retirement Board’s funding schedules and furnishes an appropriations report showing unfunded actuarial accrued liability, which breaks down the required annual appropriations by Town department, including RMLD. As a result, the management of RMLD’s pension funds is handled at the administrative level. In addition, with the Board’s reacceptance of G.L. c. 32B, § 20 and the adoption of the Declaration of Trust, the Board’s duties with respect to the administration of OPEB Funds have substantially changed. Accordingly, we suggest deleting the specific duties and referencing RMLD’s OPEB policy, Policy No. 8.

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If you have any questions, please contact us.

**RMLD Policy No. 4  
SMOKING**

**Revision No. 6**

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager/Date

\_\_\_\_\_  
Next Review Date

**I. PURPOSE**

The purpose of this policy is to implement state and local laws and regulations governing smoke-free workplaces, to clarify smoking restrictions at RMLD jobsites, and to advise employees of their duties, the consequences of violations, and available assistance.

**II. RESPONSIBILITIES**

**A. General Manager**

Responsible for overall implementation of this policy and compliance with state and local laws, M.G.L. c. 270, § 22 and Town of Reading, Massachusetts, Community Services Health, Health Regulations, Section 25 – Prohibiting Smoking in Workplaces and Public Places.

**B. Other RMLD Management**

Responsible for ensuring that employees under their supervision comply with this policy and ensuring that visitors, contractors, vendors and other persons in their presence or under their direction or guidance do not smoke in prohibited areas in violation of this policy.

**III. POLICY ELEMENTS**

**A. Background and Purpose**

The Commonwealth of Massachusetts and the Town of Reading have enacted laws and regulations providing for a smoke-free workplace. These efforts are intended to protect workers from health hazards resulting from exposure to secondhand smoke. Secondhand smoke is a Class A carcinogen as determined by the U.S. Environmental Protection Agency. The Surgeon General warns that secondhand smoke is dangerous, even if it cannot be smelled. Opening a window, sitting in a separate area, or using air filters or fans do not eliminate secondhand smoke. The Surgeon General also has concluded that there is no risk-free level of exposure. The Center for Disease Control and Prevention

(“CDC”) also urges people with an increased risk of coronary heart disease or known coronary artery disease to avoid all indoor environments that permit smoking.

B. Adoption of State and Local Smoke-Free Workplace Laws and Regulations

This policy incorporates by reference all provisions of state and local laws and regulations, as may be amended from time to time, governing smoking in the workplace and RMLD vehicles.

C. Additional Requirements

In addition to the requirements imposed by state and local laws, RMLD prohibits the use of e-cigarettes at the workplace and RMLD vehicles as well as smoking of any kind at all jobsites, including outdoor areas where smoke cannot migrate into an enclosed workplace. Such jobsites include, but are not limited to, the premises of RMLD customers, substations, construction sites, and public ways, rights-of-ways, or easement areas where RMLD’s distribution and/or transmission equipment and facilities are located. Employees shall not smoke in their private vehicles during work hours if they are being used to transport other RMLD employees for job-related purposes. Smoking on RMLD property is only permitted outdoors and in clearly designated smoking areas.

D. Violations

Violations of state and local smoke-free workplace laws and regulations may result in the imposition of fines and penalties. Employees who violate this policy, including any state and local laws and regulations applicable to RMLD, may be subject to discipline, including termination of employment for knowing violations or repeated violations.

E. Employee Assistance

RMLD encourages and supports employees who wish to quit smoking. RMLD urges smokers to contact their healthcare providers, health insurance plans, the Massachusetts Smokers’ Helpline, or the Wilmington Family Counseling Service, Inc. (Employee Assistance Program) for free or low-cost support and options to quit smoking. In addition, employees may visit <http://makesmokinghistory.org> for more information.

RMLD will make reasonable efforts to accommodate requests to participate in smoking cessation programs or smoking counseling services that are only offered during the employee’s work hours. Time-off requests shall be made in accordance with RMLD’s procedures. RMLD reserves the right to deny time-off requests in accordance with its policies and practices. Employees may use available sick, personal, or vacation time for appointments with health care professionals and counselors for smoking cessation services. Proof of attendance is required when sick leave will be used. Although RMLD generally supports employees who seek to quit smoking, the employee may not be entitled to protections under the Family and Medical Leave Act (“FMLA”), Americans with Disabilities Act (“ADA”), or similar laws.

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B. Adoption of State and Local Smoke-Free Workplace Laws and Regulations

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**RMLD Policy No. 7**  
**PAID SICK LEAVE**

**Revision No. 2**

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager/Date

\_\_\_\_\_  
Next Review Date

I. PURPOSE

This policy governs the establishment and administration of paid sick leave benefits for Reading Municipal Light Department (“RMLD”) employees.

II. RESPONSIBILITIES

A. General Manager

The General Manager shall be responsible for the overall implementation of this policy and the imposition of disciplinary or corrective action for the misuse or abuse of paid sick leave. The General Manager also shall be responsible for periodically reviewing this policy, applicable laws, and paid sick leave entitlements under collective bargaining agreements and making recommendations to the RMLD Board of Commissioners for changes to the policy and/or for union and non-union contract negotiations.

B. Department Managers

Department managers shall be responsible for documenting and reporting sick-related absences and reporting suspected violations or misuse of paid sick leave benefits to the Human Resources Manager for employees under their supervision.

C. Human Resources Manager

The Human Resources Manager shall be responsible for the overall administration and documentation of paid sick leave benefits, including tracking and verifying the entitlement and use of paid sick time, ensuring that complete and accurate records are maintained as required by M.G.L. c. 151, § 15, processing buyback requests, and preparing documentation and reports reflecting paid sick time accrual and usage as may be required by the applicable collective bargaining agreements or upon request by the General Manager.

### III. PAID SICK LEAVE AND BUYBACK BENEFITS

#### A. Union Employees

The terms and conditions for paid sick leave and buyback benefits shall be established by the employees' respective collective bargaining agreements.

#### B. Non-Union Management Employees

Full-time, permanent, non-union management employees shall be entitled to the same sick leave benefits set forth in the then-current IBEW collective bargaining contract, except as otherwise set forth in such employees' employment contract, as applicable. Part-time, non-union management employees who work at least 20 hours per week shall be entitled to benefits on a prorated basis as provided in RMLD Policy No. 21 – Non-Union Management Compensation and Benefits.

#### C. Temporary Employees and Other Non-Union Employees

Temporary employees and other non-union employees shall not be entitled to paid sick time unless and to the extent required by applicable law.

# POLICY NO. 8

## OTHER POST EMPLOYMENT BENEFITS (OPEB) LIABILITY TRUST FUND

Revision No. 2

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Next Review Date

### I. PURPOSE

The RMLD Board of Commissioners has established a separate fund, to be known as an Other Post Employment Benefits (“OPEB”) Liability Trust Fund (“Fund. On [REDACTED], the RMLD Board of Commissioners voted to reaccept G.L. 32B, § 20, as amended by St. 2016, c. 218, §238 and subsequently established a Declaration of Trust governing the management of RMLD’s OPEB Fund and the duties of the Trustee. This policy establishes the respective roles and duties of the RMLD Board of Commissioners and RMLD staff regarding the management and administration of the Fund, which have not been reserved exclusively for the Trustee under the Declaration of the Trust.

### II. RESPONSIBILITIES

#### A. RMLD Board of Commissioners

The RMLD Board of Commissioners shall be responsible for the following:

1. Approving a funding schedule, as needed, and making appropriations to the Fund consistent with applicable laws and accounting standards;
2. Designating a Trustee of the Fund, from time to time, as permitted by M.G.L. c. 32B, § 20 and the Declaration of Trust;
3. Reviewing and approving financial statements and reports as may be required by M.G.L. c. 32B, § 20 and statements of account provided by the Trustee;
4. Appropriating OPEB funds to pay RMLD’s share of health insurance benefits;
5. Developing and updating, as appropriate, policies governing the investment of the Fund as may be permitted under the Declaration of Trust and applicable law;

6. Approving and executing necessary documents and forms to authorize and effectuate the investment of the Fund; and
7. Taking all other actions consistent with the role and duties of the RMLD Board of Commissioners under M.G.L. c. 164 and M.G.L. c. 32B, § 20 and the Declaration of the Trust to supervise, manage, and/or administer the Fund.

B. Treasurer of the Town of Reading

Consistent with the vote of the RMLD Board of Commissioners, the Treasurer of the Town of Reading (“Treasurer”) shall serve as the custodian of the Fund as provided in M.G.L. c. 32B, § 20. The Treasurer also shall serve as the Trustee of the Fund until such time a new Trustee is designated by the RMLD Board of Commissioners in accordance with M.G.L. c. 32B, § 20 and the Declaration of the Trust, as may be amended from time to time. The Trustee shall be responsible for managing and administering the Fund in accordance with the terms of the Declaration of Trust and applicable law.

C. RMLD General Manager

The General Manager shall have the following responsibilities:

1. Serving as the liaison between the RMLD Board of Commissioners and the Trustee;
2. Updating the terms of the Declaration of the Trust in accordance with approved amendments;
3. Maintaining a copy of the Declaration of the Trust and any amendments, and any records relating thereto;
4. Hiring independent accounting and financial professionals as necessary or desirable to assist with the development and review of any investment policies, recommendations, or decisions, RMLD’s review of financial and accounting statements and reports, and RMLD’s review of the Trustee’s or Fund’s performance, and to provide assistance with powers or duties reserved to RMLD under M.G.L. c. 32B, § 20 and the Declaration of Trust;
5. Reviewing recommendations for managing and administering the Fund, including Fund investments, with the RMLD Board of Commissioners;
6. Consulting with the Trustee (or Treasurer if different) as provided under M.G.L. 32B, § 20;
7. Providing assistance, as needed, to comply with reporting requirements; and

8. Informing the RMLD Board of Commissioners of any investment changes or issues. The General Manager shall inform the RMLD Board of Commissioners at the next available Board meeting following any investment changes.

D. Director of Business Finance

The Director of Business Finance shall be responsible for monitoring transactions and reviewing expenses involving the Fund and assisting with the General Manager's duties, at the General Manager's request.

**III. GENERAL GUIDELINES**

The funding schedule and future updates shall be designed to be consistent with the standards issued by the Governmental Accounting Standards Board or equivalent standards setting board. To the extent practicable, the funding schedule shall reduce the unfunded actuarial liability of other post-employment benefits to zero as of an actuarially acceptable date.

## POLICY NO. 8

# OTHER POST EMPLOYMENT BENEFITS ~~LIABILITY~~ (OPEB) LIABILITY TRUST FUND

Revision No. ~~12~~

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Next Review Date

### I. PURPOSE

The RMLD Board of Commissioners has established a separate fund, to be known as an Other Post Employment Benefits (“OPEB”) Liability Trust Fund (“Fund”), ~~by accepting Massachusetts General Law (“M.G.L.”) Chapter 32B, Section 20. On [redacted], the RMLD Board of Commissioners voted to reaccept G.L. 32B, § 20, as amended by St. 2016, c. 218, §238 and subsequently established a Declaration of Trust governing the management of RMLD’s OPEB Fund and the duties of the Trustee. This policy establishes the respective roles and duties of the RMLD Board of Commissioners and RMLD staff regarding the management and administration of the Fund, which have not been reserved exclusively for the Trustee under the Declaration of the Trust.~~

### II. RESPONSIBILITIES

#### A. RMLD Board of Commissioners

The RMLD Board of Commissioners shall be responsible for the following:

1. Approving a funding schedule, as needed, and making appropriations to the Fund consistent with applicable laws and accounting standards;
2. Designating a ~~eustodian~~-Trustee of the Fund, from time to time, as permitted by M.G.L. c. 32B, § 20 and the Declaration of Trust;
3. Reviewing and approving financial statements and reports as may be required by M.G.L. c. 32B, § 20 and statements of account provided by the Trustee;
- ~~and~~
4. Appropriating OPEB funds to pay RMLD’s share of health insurance benefits;

5. Developing and updating, as appropriate, policies governing the investment of the Fund as may be permitted under the Declaration of Trust and applicable law;
  6. Approving and executing necessary documents and forms to authorize and effectuate the investment of the Fund; and
- ~~5.7.~~ Taking all other actions consistent with the role and duties of the RMLD Board of Commissioners under M.G.L. c. 164 and M.G.L. c. 32B, § 20 and the Declaration of the Trust to supervise, manage, and/or administer the Fund.

B. Treasurer of the Town of Reading

Consistent with the vote of the RMLD Board of Commissioners, the Treasurer of the Town of Reading (“Treasurer”) ~~wi~~shall serve as the custodian of the Fund as provided in M.G.L. c. 32B, § 20. The Treasurer also shall serve as the Trustee of the Fund until such time a new ~~eustodian~~ Trustee is designated by the RMLD Board of Commissioners in accordance with M.G.L. c. 32B, § 20 and the Declaration of the Trust, as may be amended from time to time. The Trustee shall be responsible for managing and administering the Fund in accordance with the terms of the Declaration of Trust and applicable law ~~eustodian will be responsible for ensuring that the Fund will be invested and reinvested consistent with the Prudent Investor Rule set forth in M.G.L. Chapter 203C and any investment policies created or adopted by the RMLD Board of Commissioners, and ensuring that all interest and other income earned on the Fund will be added to the Fund.~~

C. RMLD General Manager

The General Manager shall have the following responsibilities:

1. Serving as the liaison between the RMLD Board of Commissioners and the Trustee;
2. Updating the terms of the Declaration of the Trust in accordance with approved amendments;
3. Maintaining a copy of the Declaration of the Trust and any amendments, and any records relating thereto;
- ~~1. Updating the terms of the Declaration of the Trust in accordance with approved amendments;~~
- 1.4. Hiring an independent actuary as may be required as well as all other accounting and financial professionals as necessary or desirable to assist with the development and review of any investment policies,

~~recommendations, or, decisions, or performance, for RMLD's review of financial and accounting statements and reports, accounting records, and RMLD's review of the Trustee's or Fund's performance, and to provide assistance with investment recommendations and decisions, and any other powers or duties reserved to RMLD under managing and administering the Fund and performing financial reporting as required by M.G.L. c. 32B, § 20 and Government Accounting Standards Board standard 45 (GASB 45), as may be amended or superseded in whole or in part the Declaration of Trust;~~

5. Reviewing recommendations for managing and administering the Fund, including Fund investments, with the RMLD Board of Commissioners;

~~2.6.~~ Consulting with the Trustee (or Treasurer if different) as provided under M.G.L. 32B, § 20;

~~3.7.~~ Ensuring ~~Providing assistance~~ assistance, as needed, to comply with ~~reporting to the Trustee that all required information is sent to the Public Employee Retirement Administration Commission ("PERAC")~~ requirements; and

~~4.8.~~ Informing the RMLD Board of Commissioners of any investment changes ~~of the Fund or issues~~. The General Manager shall inform the RMLD Board of Commissioners at the next available Board meeting following any investment changes.

D. Director of Business Finance

The Director of Business Finance shall be responsible for monitoring transactions and reviewing expenses involving the Fund and assisting with the General Manager's duties, at the General Manager's request.

### III. GENERAL GUIDELINES

The funding schedule and future updates shall be designed to be consistent with the standards issued by the Governmental Accounting Standards Board or equivalent standards setting board. To the extent practicable, the funding schedule shall reduce the unfunded actuarial liability of other post-employment benefits to zero as of an actuarially acceptable date.



**RMLD Policy No. 12**  
**READING MUNICIPAL LIGHT BOARD DOCUMENTS DISSEMINATION**

**Revision No. 2**

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager/Date

\_\_\_\_\_  
Next Review Date

**I. APPLICABILITY**

This policy governs the dissemination of Reading Municipal Light Department (“RMLD”) Board documents prior to, during, and after Board meetings. For purposes of this policy, Board documents encompass written recommendations or proposals to the Board by the RMLD General Manager or designated staff, proposed budgets, other draft documents requiring or seeking the Board’s approval, meeting agendas, meeting minutes, and other documents submitted to the Board for its consideration.

**II. RESPONSIBILITIES**

A. RMLD Board

Responsible for periodic review of this policy and review of executive session minutes and materials.

B. General Manager

Responsible for assisting the Board regarding the implementation and consistent application of this policy, and the determination of whether a Board document may be withheld from disclosure to members of the public under applicable law.

**III. DISSEMINATION PRIOR TO BOARD MEETING**

A. Purpose

This policy is necessary to ensure that documents submitted to the Board are not mistaken for Board-approved policy, procedures, or positions prior to consideration and adoption by the Board.

B. General Policy

All documents submitted to the Board, whether such document expressly requests or requires action by the RMLD Board or is submitted in support of such request, shall not be distributed to anyone other than a legally elected Board member, the General Manager or

other applicable RMLD managers, employees, consultants or attorneys prior to a properly established Board meeting, unless such documents constitute public records as defined by M.G.L. c. 4, § 7 (clause twenty-sixth).

C. Deliberative Process Exemption

Documents exempt from disclosure under M.G.L. c. 4, § 7 (clause twenty-sixth)(d) – the “Deliberative Process Exemption” - shall not be distributed to anyone other the Board, RMLD staff or agents, until the Board takes action with respect to the policy matter under consideration or such deliberative process with respect to such matter otherwise has been concluded. Such documents include inter-agency and intra-agency memoranda and letters relating to policy positions being developed by the RMLD Board, such as draft policies, documents relating to pending or threatened litigation or contract negotiations, incomplete budgets or financial proposals, and other matters requiring Board approval. Reasonably completed factual studies or reports in which Board policy decisions may be based constitute public records and are subject to disclosure pursuant to a public records request.

D. Identification of Draft Documents

To avoid giving the mistaken impression that a proposed policy, position, or procedure or other document presented to the Board has been approved by the Board, all draft documents presented to the Board for review and consideration shall be marked “Draft” or with some other appropriate legend indicating that the document may not be in final form, even if such document constitutes a public record subject to disclosure prior to the Board meeting.

E. Agendas

The RMLD meeting agenda may be freely distributed prior to a Board meeting to any member of the public who requests a copy. Prior to the RMLD Board Chair’s approval of the agenda, the agenda shall be marked “draft.” The agenda once approved by the RMLD Board Chair will be posted to the RMLD’s website for public viewing. The agenda may be amended as may be required by the Open Meeting Law. Any agenda that is amended after it is posted to the RMLD website shall be marked as “amended.”

**IV. DISTRIBUTION OR INSPECTION OF DOCUMENTS AT THE BOARD MEETING**

A. Documents Considered in Open Session

Unless otherwise exempt under the open meeting law, all documents considered by the Board in open session may be freely distributed to any member of the public who attends the Board meeting. In general, materials or other exhibits used by RMLD in an open meeting must also be made available to the public within 10 days of a request. The Board, in its discretion, may make such materials available to the public at the Board meeting.

B. Exemptions

There are two personnel-related exemptions to the open session records disclosure requirement: (1) materials (other than those that were created by the RMLD Board for the purpose of the evaluation) used in a performance evaluation of an individual bearing on his professional competence, and (2) materials (other than any résumé submitted by an applicant, which is subject to disclosure) used in deliberations about employment or appointment of individuals, including applications and supporting materials. Documents created by members of the Board for the purpose of performing an evaluation are subject to disclosure. This requirement applies to both individual evaluations and evaluation compilations, provided the documents were created by members of the Board for the purpose of the evaluation.

C. Confidential and Other Non-Public Documents

Documents and materials considered in executive session or other confidential or non-public documents submitted to the Board shall not be available for public inspection or dissemination at the Board meeting.

V. **DISSEMINATION OF EXECUTIVE SESSION MINUTES AND DOCUMENTS FOLLOWING BOARD MEETINGS**

A. Release of Materials Submitted to the Board Following the Board Meeting

The disclosure of Board documents, including minutes of open sessions, shall be governed by applicable public records and open meeting laws.

B. Executive Session Minutes and Materials

1. Availability and Confidentiality Obligations

Executive session minutes of Board meetings and related documents are available to all members of the Board and designated RMLD staff. All Board members and RMLD employees shall be bound to maintain their confidentiality until such minutes and/or related materials are released for disclosure as provided in Section V.B.3.

2. Legal Requirements

Executive session minutes will be reviewed and released in accordance with the open meeting law, M.G.L. c. 30A, § 22 and the public records and open meeting exemptions in M.G.L. c. 164, § 47D and as provided herein.

3. Quarterly Review Procedures

- a. The Chair and the Secretary of the Board 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 not 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 Board 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 Board 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 V.B.4.
- c. Executive session minutes, or portions thereof, will be released only by an affirmative majority vote of at least three (3) members of the Board.

#### 4. Procedures upon Request for Executive Session Minutes or Materials

All requests for unreleased executive session minutes will be forwarded to the Chair of the Board immediately following receipt and shall be placed on the next available Board 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 V.B.3 prior to the next Board meeting, if possible. The Chair and the Secretary shall present the findings on whether continued confidentiality is warranted to the Board and the Board 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 or his/her designee, on behalf of the 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 Board previously voted to release.

**RMLD Policy No. 19  
BOARD OF COMMISSIONERS**

**Revision No. 14**

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager/Date

\_\_\_\_\_  
Next Review Date

**I. PURPOSE**

- A. To establish procedures and the respective roles and duties of members of the RMLD Board of Commissioners (“Board”).
- B. To establish administrative controls for certain Board activities.

**II. GOVERNING LAWS**

The role of the Board in the operation and management of RMLD shall be governed by M.G.L. c. 164 and other applicable state statutes and regulations. The conduct of meetings of the Board shall conform to M.G.L. c. 30A, §§ 18-25 – the Massachusetts Open Meetings Law.

**III. MEETINGS AND PROCEDURES**

Regular Board meetings generally will be held once a month or as otherwise needed. The Board will not address a new issue past 10:45 PM and all Board meetings will end by 11:15 PM. The Chair may call special or emergency meetings, as needed. The Chair shall read the Board’s code of conduct and courtesy at the beginning of each meeting.

All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for executive session. No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed open session. This restriction includes serial communications, such as phone calls and emails, among or reaching a quorum of the Board.

The Board may follow rules of order as established and determined by the Board from time to time.

Unless otherwise specified herein, all actions and approvals require a majority vote of a quorum of the Board.

A quorum is a simple majority of the Board members, *i.e.*, three (3) members.

The following procedures shall apply to executive sessions:

1. The Board must first convene in an open session;
2. The Board has voted to go into Executive Session and the vote of each member is recorded by roll call and entered into the minutes;
3. Before the Executive Session, the Chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the Executive Session was called; and
4. The Chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session.

Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21. Records of executive sessions shall be kept in accordance with statutory requirements. All Executive Sessions shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.

#### IV. BOARD MEMBER POSITIONS AND DUTIES

The Board shall designate a Chair and Vice Chair with each having a minimum term of one (1) year. The Chair shall serve as the presiding officer of the Board, and a Vice Chair shall serve as the presiding officer in the Chair's absence. A Secretary shall be selected by the Board for each meeting of the Board, and such selection shall be made on a rotating basis to the extent expedient and convenient for the Board. The Secretary shall be responsible for performing certain administrative functions on behalf of the Board. The designations shall be made by majority vote of the Board. The Chair and Vice Chair shall serve for a minimum of a one-year term unless a special restructuring of the Board is needed. A majority vote of at least three (3) members of the Board is required to designate a new Chair or Vice Chair prior to the expiration of their terms.

##### A. Board Chair

1. Chair is responsible for scheduling regular meetings and calling special and/or emergency meetings, as needed. Chair is responsible for determining whether a topic is appropriate for discussion in Executive Session meetings and shall make all announcements as required in Article II if an Executive Session is convened.
2. Chair presides over Board meetings, approves the agenda and recognizes all speakers, including other Board members.
3. Chair nominates Board members to represent the Board at appropriate functions, events and outside meetings. Final decision of the appointment is by a majority of the full Board. A majority of the Board is at least three

of the five members.

4. Chair nominates Board members to Board Committees. Final appointment is by a majority vote of the Board.
5. In his/her discretion, Chair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business.

B. Vice Chair

1. If the Chair is unable to attend a Board meeting, then the Vice Chair will serve as the Chair for that Board Meeting. If the Chair and Vice Chair are unable to attend a Board meeting, then the Secretary of the Board will assume the duties of the Chair and will appoint a Board Member to serve as Secretary for that meeting.

C. Board Secretary

1. Review draft Board minutes for accuracy, completeness and compliance with Open Meeting Laws.
2. Certifies, as required by law, votes of the Board.
3. Signs, upon direction of a majority of the Board, power supply contracts and legal settlements made on behalf of the Board. Alternatively, the General Manager or any Board member may be authorized by a majority vote of the Board to execute contracts on behalf of RMLD.

V. BOARD RESPONSIBILITIES

- A. While the Board is elected by the voters of the Town of Reading, the Board shall conduct its business to serve the interests of the customers of the entire RMLD service area.
- B. Responsible for approving overall goals, objectives and policies governing RMLD to be implemented and discharged by the General Manager within the constraints of M.G.L. c. 164 and other applicable statutes and regulations.
- C. Appoints the General Manager and establishes his/her compensation and terms and conditions of employment.

The General Manager has the ultimate authority and responsibility for the operation and the management of the RMLD, under the direction and control of the Board, all as set forth in M.G.L. c. 164.

Before the end of the General Manager's contract year, the Board will give the General



Manager a written performance appraisal based on the General Manager's performance during the previous fiscal year and adjust the General Manager's salary based on that appraisal. During this process, the Board will set the General Manager's goals and expectations, in writing, for the next fiscal year, upon which the General Manager will be evaluated.

Except for actions contrary to decisions or written policies made by the Board, the General Manager is authorized to take whatever actions as are required to operate and manage RMLD pursuant to M.G.L. c. 164.

The General Manager is the only designated representative for the Board regarding collective bargaining negotiations. The General Manager may utilize other RMLD management personnel as needed to carry out these responsibilities.

- D. Responsible for approving the annual budgets. The Board will receive a report quarterly at their regularly scheduled meeting concerning variance on the operating budget.

On a quarterly basis, the Board will direct the General Manager to give an update on the expenditures on outside services, which includes legal, engineering, audit, and other consulting services. The General Manager is required to give the Board a full report on the expenditures for each of the outside services including the dollars expended, cost to complete, and a projected end date. If any legal issues are being considered in Executive Session then the explanation of that legal issue will be given in Executive Session.

On a monthly basis, the Board will review reports from the General Manager concerning the disposal of scrap material.

- E. When the Director of Business/Finance questions a payment on an invoice or has other concerns relating to the RMLD's finances, the General Manager or his/her designee shall inform the Board of the Director of Business/Finance's concerns for discussion and resolution at the next available Board meeting. The issue will be discussed in Open Session unless there is a need to go Into Executive Session (i.e., invoices concerning legal matters, etc.).
- F. The Board will hear complaints or concerns from RMLD customers during the public comment portion of the meetings. The Chair, in his/her discretion, may limit comments and/or participation (including canceling the public comment session) as necessary to provide for the orderly and efficient conduct of the meeting, and in the interest of time. This policy does not limit the authority of the Chair to regulate public participation and the conduct of attendees, or the rights of members of the public to observe and record open meetings pursuant to M.G.L. c. 30A, § 20. The Board may set policies or general guidelines to resolve customer complaints and issues consistent with its authority under G.L. c. 164, § 56.

- G. The Board will appoint one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election. The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility. The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
- H. Approves, after allowing a 30-day period for input from the Citizens' Advisory Board, as provided for in the Twenty-Year Agreement, on the following topics:
1. Annual Capital and Operating Budgets - Upon approval of an annual operating budget, the Board will make a presentation to the Reading Finance Committee and Reading Town Meeting. Upon request, the Board shall make a presentation of the annual operating budget to the Finance Committee and/or Town Meeting of any of the other towns serviced by the RMLD.
  2. Significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation;
  3. Power Contracts and Agreements and their resource mix;
  4. Cost-of-service and rate making practices; and
  5. Other issues that may come before the Board that are within its jurisdiction.
- I. Approves
1. The annual report (including audited financial statements) of the RMLD.
  2. All correspondence on RMLD letterhead written by any Board member or on behalf of the Board.
  3. All collective bargaining agreements. Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.
  4. All presentations made by the RMLD to other elected Boards or Committees.
  5. Settlement of litigation.
  6. The appointment of Board members to Board Committees.

7. Electric rates.

- J. Approves, in conjunction with the General Manager, the payroll and weekly accounts payable warrants.
- K. Attends (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policymaking skills and functions. Attendance at APPA's national conferences and NEPPA's annual conference and annual business meetings are presumed to be appropriate.
- L. Attends functions sponsored by the Town of Reading or the Commonwealth of Massachusetts for elected officials. Such functions are also presumed to be appropriate for Board member attendance.

Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees. In the event a Board member disagrees with the resultant decision(s), he/she may request the Board, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board). Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills are required to make a full report at the next available Board meeting.

It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. Further, it is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.

- M. Performs the functions relative to the RMLD Other Post Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits (“OPEB”) Liability Trust Fund.

#### VI. BOARD COMMITTEES:

Board committees serve as a useful mechanism for the Board to review and consider specific issues. - Committees can recommend, but not approve unless specifically delegated, a course of action to the Board. Below is a listing of Board Committees and duties.

#### **RMLD Board of Commissioners Committees**

General Manager Committee

#### **Responsibilities**

Reviews the General Manger evaluation process.

Audit (Including Town of Reading Audit)

Recommends audit findings to the Board. One member of Audit Committee meets at least semi-annually with the General Manager or

his designee on RMLD financial issues.

Town of Reading Audit Committee - Sits on the Town of Reading Audit Committee. Selects the firm that performs the annual financial audit of RMLD's pension trust and triennially reviews the OPEB trust fund.

Account Payables

Reviews and approves payables on a weekly basis. This position is rotational. It requires three primary signers and one back up.

No Board member may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Payroll

Reviews and approves payroll. This position is **rotational**. It requires primary signer and one back up. No Board member may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Joint Committee  
Payment to the Town of Reading

Recommends to the Board voluntary payment to the Town of Reading from unappropriated surplus funds, consistent with obligation to customers.

Two Board members  
Two Citizens' Advisory Board Members  
One Reading Selectman

Policy Committee

Reviews and recommends new policies and policy changes to the Board.

## VII. GENERAL POLICY ELEMENTS

It is the policy of the Board:

- A. To operate in accordance with the spirit, as well as the letter of all laws affecting its business and its employees.

- B. All Board members and employees are required to act with the highest level of integrity, business ethics and objectivity in any RMLD transaction or where a Board member or employee represents the Board or the RMLD. No Board member or employee is allowed to misuse the authority or influence of his or her RMLD position.
- C. To operate in a businesslike and efficient manner in all aspects of operating and managing the RMLD.
- D. To be supportive of a good working relationship between Management and Unions; to initiate communication and interaction with respect to RMLD business with all RMLD employees only through the General Manager; to provide union employees separate access to the Board as constrained within the collective bargaining agreements.
- E. To hold regular open and public meetings to allow customers to provide direct input on any open session matter before the Board.
- F. To affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination and the Massachusetts Public Records Law. All requests will be arranged through the General Manager.
- G. Not to contribute, in any form, to civic, charitable, benevolent or other similar organizations
- H. To maintain "cost of service" electricity rates; to manage the RMLD with the goal of keeping its residential rates lower than any investor owned electric utility in Massachusetts and lower than any electric utility whose service area is contiguous with the RMLD's service area.
- I. To utilize technology, training, personnel, and flexible work and administrative processes to maintain a competitive and municipally owned electric utility serving the best interests of all customers, to direct and manage the RMLD in the best interests of the RMLD and its customers, with appropriate sensitivity to the interests of the Town of Reading.

#### VIII. INSURANCE AND INDEMNIFICATION

- A. The General Manager or her designee shall cause the RMLD to procure public officials liability insurance to provide liability coverage for the errors and omissions of Board members arising from their role as members of the Board as set forth in such insurance policy. Details of such coverage shall be presented by the General Manager or her designee to the Board for its review and comment on an annual basis or as otherwise requested by the Board.
- B. The RMLD and each Board Member shall enter into an indemnity agreement that indemnifies each Board Member against certain costs and on such terms that are agreed upon by the RMLD and the Board from time to time.

**RMLD Policy No. 19**  
**BOARD OF COMMISSIONERS**

Revision No. [1413](#)

\_\_\_\_\_  
Commission Vote Date

\_\_\_\_\_  
General Manager/Date

\_\_\_\_\_  
Next Review Date

I. PURPOSE

- A. To establish procedures and the respective roles and duties of members of the RMLD Board of Commissioners (“Board”).
- B. To establish administrative controls for certain Board activities.

II. GOVERNING LAWS

The role of the Board in the operation and management of RMLD shall be governed by M.G.L. c. 164 and other applicable state statutes and regulations. The conduct of meetings of the Board shall conform to M.G.L. c. 30A, §§ 18-25 – the Massachusetts Open Meetings Law.

III. MEETINGS AND PROCEDURES

Regular Board meetings generally will be held once a month or as otherwise needed. The Board will not address a new issue past 10:45 PM and all Board meetings will end by 11:15 PM. The ~~Chairman~~[Chair](#) may call special or emergency meetings, as needed. The ~~Chairman~~[Chair](#) shall read the Board’s code of conduct and courtesy at the beginning of each meeting.

All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for executive session. No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed open session. This restriction includes serial communications, such as phone calls and emails, among or reaching a quorum of the Board.

The Board may follow rules of order as established and determined by the Board from time to time.

Unless otherwise specified herein, all actions [and approvals](#) require a majority vote of a quorum of the Board.

A quorum is a simple majority of the Board members, *i.e.*, three (3) members. The following procedures shall apply to executive sessions:

1. The Board must first convene in an open session;
2. The Board has voted to go into Executive Session and the vote of each member is recorded by roll call and entered into the minutes;
3. Before the Executive Session, the ~~Chairman~~Chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the Executive Session was called; and
4. The ~~Chairman~~Chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session.

Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21. Records of executive sessions shall be kept in accordance with statutory requirements. All Executive Sessions shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.

#### IV. BOARD MEMBER POSITIONS AND DUTIES

The Board shall designate a ~~Chairman~~Chair and Vice ~~Chairman~~Chair with each having a minimum term of one (1) year. The ~~Chairman~~Chair shall serve as the presiding officer of the Board, and a Vice ~~Chairman~~Chair shall serve as the presiding officer in the ~~Chairman~~Chair's absence. A Secretary shall be selected by the Board for each meeting of the Board, and such selection shall be made on a rotating basis to the extent expedient and convenient for the Board. The Secretary shall be responsible for performing certain administrative functions on behalf of the Board. The designations shall be made by majority vote of the Board. The ~~Chairman~~Chair and Vice ~~Chairman~~Chair shall serve for a minimum of a one-year term unless a special restructuring of the Board is needed. A majority vote of at least three (3) members of the Board is required to designate a new ~~Chairman~~Chair or Vice ~~Chairman~~Chair prior to the expiration of their terms.

##### A. Board ~~Chairman~~Chair

1. ~~Chairman~~Chair is responsible for scheduling regular meetings and calling special and/or emergency meetings, as needed. ~~Chairman~~Chair is responsible for determining whether a topic is appropriate for discussion in Executive Session meetings and shall make all announcements as required in Article II if an Executive Session is convened.
2. ~~Chairman~~Chair presides over Board meetings, approves the agenda and recognizes all speakers, including other Board members.

3. ChairmanChair nominates Board members to represent the Board at appropriate functions, events and outside meetings. Final decision of the appointment is by a majority of the full Board. A majority of the Board is at least three of the five members.
4. ChairmanChair nominates Board members to Board Committees. Final appointment is by a majority vote of the Board.
5. In his/her discretion, ChairmanChair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business.

B. Vice ChairmanChair

1. If the ChairmanChair is unable to attend a Board meeting, then the Vice ChairmanChair will serve as the ChairmanChair for that Board Meeting. If the ChairmanChair and Vice ChairmanChair are unable to attend a Board meeting, then the Secretary of the Board will assume the duties of the ChairmanChair and will appoint a Board Member to serve as Secretary for that meeting.

C. Board Secretary

1. Review draft Board minutes for accuracy, completeness and compliance with Open Meeting Laws.
2. Certifies, as required by law, votes of the Board.
3. Signs, upon direction of a majority of the Board, power supply contracts and legal settlements made on behalf of the Board. Alternatively, the General Manager or any Board member may be authorized by a majority vote of the Board to execute contracts on behalf of RMLD.

V. BOARD RESPONSIBILITIES

- A. While the Board is elected by the voters of the Town of Reading, the Board shall conduct its business to serve the interests of the customers of the entire RMLD service area.
- B. Responsible for approving overall goals, objectives and policies governing RMLD to be implemented and discharged by the General Manager within the constraints of M.G.L. c. 164 and other applicable statutes and regulations.
- C. Appoints the General Manager and establishes his/her compensation and terms and



conditions of employment.

The General Manager has the ultimate authority and responsibility for the operation and the management of the RMLD, under the direction and control of the Board, all as set forth in M.G.L. c. 164.

Before the end of the General Manager's contract year, the Board will give the General Manager a written performance appraisal based on the General Manager's performance during the previous fiscal year and adjust the General Manager's salary based on that appraisal. During this process, the Board will set the General Manager's goals and expectations, in writing, for the next fiscal year, upon which the General Manager will be evaluated.

Except for actions contrary to decisions or written policies made by the Board, the General Manager is authorized to take whatever actions as are required to operate and manage RMLD pursuant to M.G.L. c. 164.

The General Manager is the only designated representative for the Board regarding collective bargaining negotiations. The General Manager may utilize other RMLD management personnel as needed to carry out these responsibilities.

- D. Responsible for approving the annual budgets. The Board will receive a report quarterly at their regularly scheduled meeting concerning variance on the operating budget.

On a quarterly basis, the Board will direct the General Manager to give an update on the expenditures on outside services, which includes legal, engineering, audit, and other consulting services. The General Manager is required to give the Board a full report on the expenditures for each of the outside services including the dollars expended, cost to complete, and a projected end date. If any legal issues are being considered in Executive Session then the explanation of that legal issue will be given in Executive Session.

On a monthly basis, the Board will review reports from the General Manager concerning the disposal of scrap material.

- E. When the Director of Business/Finance questions a payment on an invoice or has other concerns relating to the RMLD's finances, the General Manager or his/her designee shall inform the Board of the Director of Business/Finance's concerns for discussion and resolution at the next available Board meeting. The issue will be discussed in Open Session unless there is a need to go Into Executive Session (i.e., invoices concerning legal matters, etc.).

- F. The Board will hear complaints or concerns from RMLD customers during the public comment portion of the meetings. [The Chair, in his/her discretion, may limit comments and/or participation \(including canceling the public comment session\) as](#)

necessary to provide for the orderly and efficient conduct of the meeting, and in the interest of time. This policy does not limit the authority of the Chair to regulate public participation and the conduct of attendees, or the rights of members of the public to observe and record open meetings pursuant to M.G.L. c. 30A, § 20. The Board may set policies or general guidelines to resolve customer complaints and issues consistent with its authority under G.L. c. 164, § 56.

- G. The Board will appoint one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election. The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility. The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
- H. Approves, after allowing a 30-day period for input from the Citizens' Advisory Board, as provided for in the Twenty-Year Agreement, on the following topics:
1. Annual Capital and Operating Budgets - Upon approval of an annual operating budget, the Board will make a presentation to the Reading Finance Committee and Reading Town Meeting. Upon request, the Board shall make a presentation of the annual operating budget to the Finance Committee and/or Town Meeting of any of the other towns serviced by the RMLD.
  2. Significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation;
  3. Power Contracts and Agreements and their resource mix;
  4. Cost-of-service and rate making practices; and
  5. Other issues that may come before the Board that are within its jurisdiction.
- I. Approves
1. The annual report (including audited financial statements) of the RMLD.
  2. All correspondence on RMLD letterhead written by any Board member or on behalf of the Board.
  3. All collective bargaining agreements. Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.

4. All presentations made by the RMLD to other elected Boards or Committees.
  5. Settlement of litigation.
  6. The appointment of Board members to Board Committees.
  7. Electric rates.
- J. Approves, in conjunction with the General Manager, the payroll and weekly accounts payable warrants.
- K. Attends (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policymaking skills and functions. Attendance at APPA's national conferences and NEPPA's annual conference and annual business meetings are presumed to be appropriate.
- L. Attends functions sponsored by the Town of Reading or the Commonwealth of Massachusetts for elected officials. Such functions are also presumed to be appropriate for Board member attendance.

Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees. In the event a Board member disagrees with the resultant decision(s), he/she may request the Board, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board). Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills are required to make a full report at the next available Board meeting.

It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. Further, it is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.

~~M. Board members will serve as Trustees of the RMLD Pension Trust with all rights and obligations conferred upon them by the Trust, as amended by the Trust from time to time. The Board by majority vote, as Pension Trustees:~~

~~1. Acknowledges that the Town of Reading Audit Committee will select the firm that performs the annual financial audit of the RMLD Pension Trust. The Board accepts the audited financial statements based on the recommendation of the RMLD's Audit Committee.~~

~~2. Selects the firm that performs actuarial study of the RMLD Pension Trust.~~

~~3. — Selects all professional services associated with the Pension Trust other than the annual audit.~~

~~4. — Performs any other responsibilities as specified in RMLD Policy No. 22, Pension Trust Investments.~~

~~MN. Performs the following functions relative to the RMLD Other Post Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits (“OPEB”) Liability Trust Fund.:~~

~~1. — Establishes a separate fund pursuant to M.G.L. c. 32B, § 20, to be known as the Other Post Employment Benefits Liability Trust Fund (“Fund”).~~

~~2. — Establishes a funding schedule for the Fund as may be required.~~

~~3. — Appropriates amounts recommended by the funding schedule to be credited to the Fund.~~

~~4. — Appoints a custodian of the Fund.~~

~~5. — Reviews the funding schedule every three years or as otherwise may be required or needed.~~

~~6. Any other duties as may be required by M.G.L. c. 32B, § 20, GASB 45, or applicable law.~~

## VI. BOARD COMMITTEES:

Board committees serve as a useful mechanism for the Board to review and consider specific issues. - Committees can recommend, but not approve unless specifically delegated, a course of action to the Board. Below is a listing of Board Committees and duties.

### **RMLD Board of Commissioners Committees**

General Manager Committee

### **Responsibilities**

Reviews the General Manger evaluation process.

Audit (Including Town of Reading Audit)

Recommends audit findings to the Board. One member of Audit Committee meets at least semi-annually with the General Manager or his designee on RMLD financial issues.

Town of Reading Audit Committee - Sits on the Town of Reading Audit Committee. Selects the firm that performs the annual financial audit of RMLD’s pension trust

and triennially reviews the OPEB trust fund.

Account Payables

Reviews and approves payables on a weekly basis. This position is rotational. It requires three primary signers and one back up.

No Board member may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Payroll

Reviews and approves payroll. This position is **rotational**. It requires primary signer and one back up. No Board member may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

Joint Committee  
Payment to the Town of Reading

Recommends to the Board voluntary payment to the Town of Reading from unappropriated surplus funds, consistent with obligation to customers.

Two Board members  
Two Citizens' Advisory Board Members  
One Reading Selectman

Policy Committee

Reviews and recommends new policies and policy changes to the Board.

VII. GENERAL POLICY ELEMENTS

It is the policy of the Board:

- A. To operate in accordance with the spirit, as well as the letter of all laws affecting its business and its employees.
- B. All Board members and employees are required to act with the highest level of integrity, business ethics and objectivity in any RMLD transaction or where a Board member or employee represents the Board or the RMLD. No Board member or employee is allowed to misuse the authority or influence of his or her RMLD position.

- C. To operate in a businesslike and efficient manner in all aspects of operating and managing the RMLD.
- D. To be supportive of a good working relationship between Management and Unions; to initiate communication and interaction with respect to RMLD business with all RMLD employees only through the General Manager; to provide union employees separate access to the Board as constrained within the collective bargaining agreements.
- E. To hold regular open and public meetings to allow customers to provide direct input on any open session matter before the Board.
- F. To affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination and the Massachusetts Public Records Law. All requests will be arranged through the General Manager.
- G. Not to contribute, in any form, to civic, charitable, benevolent or other similar organizations
- H. To maintain "cost of service" electricity rates; to manage the RMLD with the goal of keeping its residential rates lower than any investor owned electric utility in Massachusetts and lower than any electric utility whose service area is contiguous with the RMLD's service area.
- I. To utilize technology, training, personnel, and flexible work and administrative processes to maintain a competitive and municipally owned electric utility serving the best interests of all customers, to direct and manage the RMLD in the best interests of the RMLD and its customers, with appropriate sensitivity to the interests of the Town of Reading.

#### VIII. INSURANCE AND INDEMNIFICATION

- A. The General Manager or her designee shall cause the RMLD to procure public officials liability insurance to provide liability coverage for the errors and omissions of Board members arising from their role as members of the Board as set forth in such insurance policy. Details of such coverage shall be presented by the General Manager or her designee to the Board for its review and comment on an annual basis or as otherwise requested by the Board.
- B. The RMLD and each Board Member shall enter into an indemnity agreement that indemnifies each Board Member against certain costs and on such terms that are agreed upon by the RMLD and the Board from time to time.

# **ATTACHMENT 3**

## **Power Supply Update**

# Power Supply Report

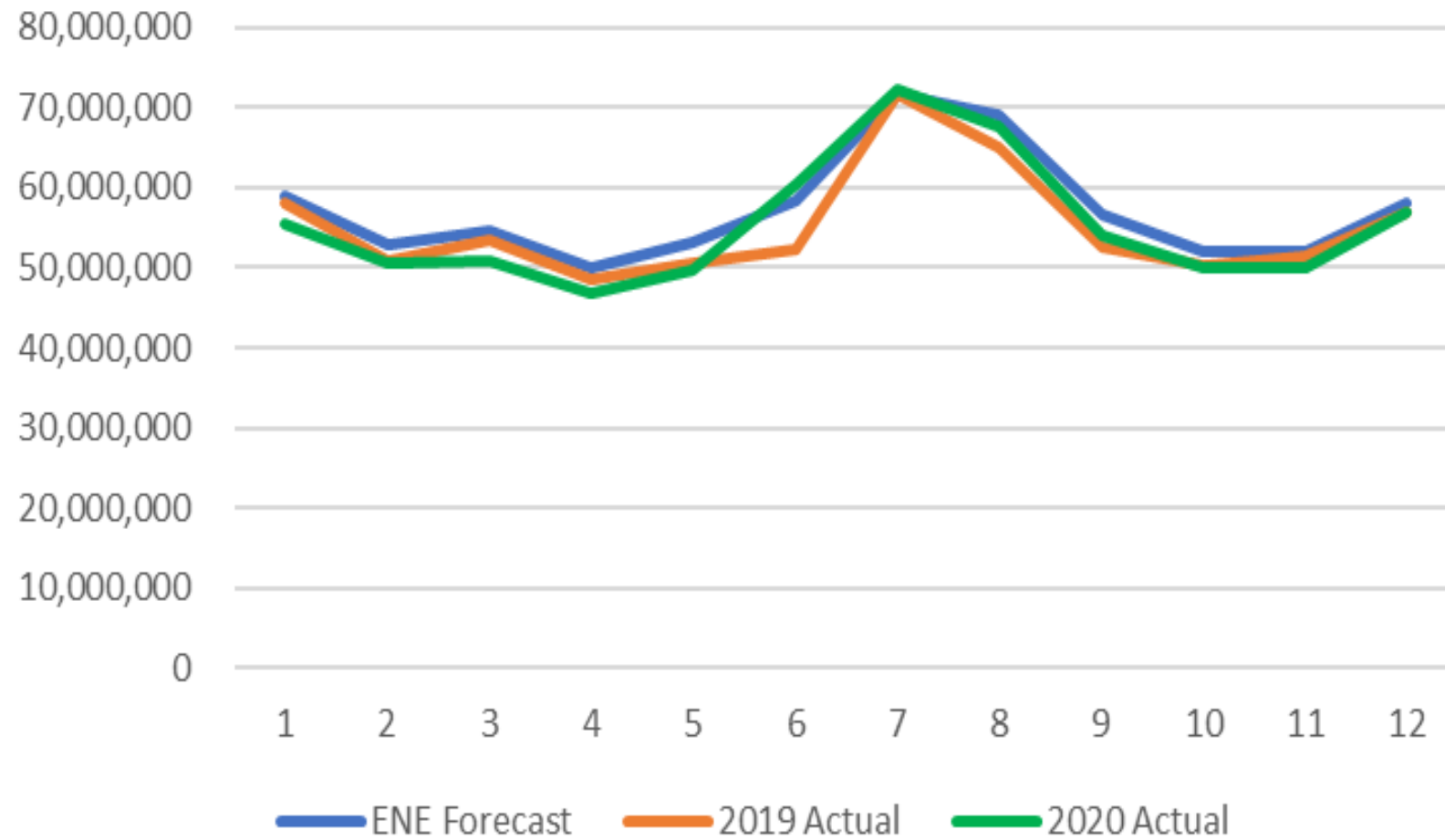
Prepared for  
Board of Commissioners  
Citizens' Advisory Board  
March 18, 2021

***Charles Underhill,  
Director of Integrated  
Resources***

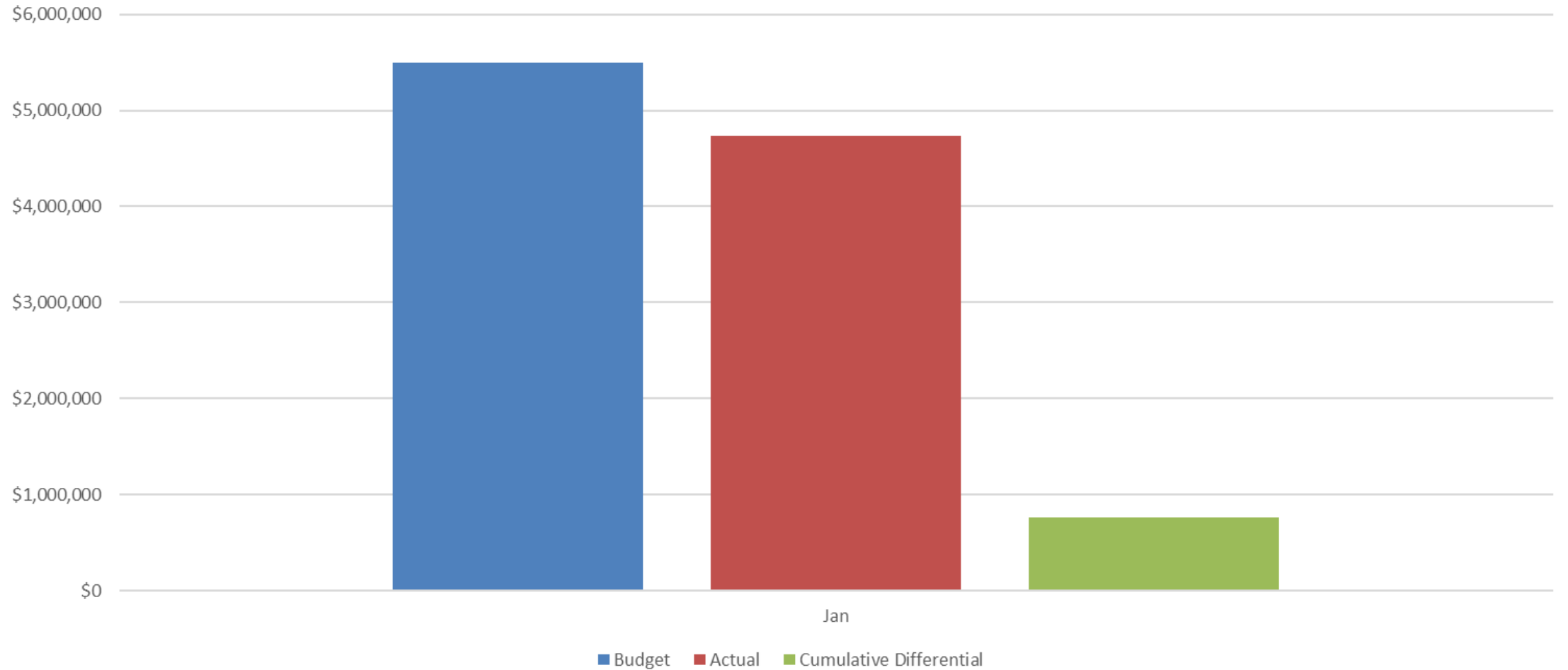
***Reporting for January  
2021.***



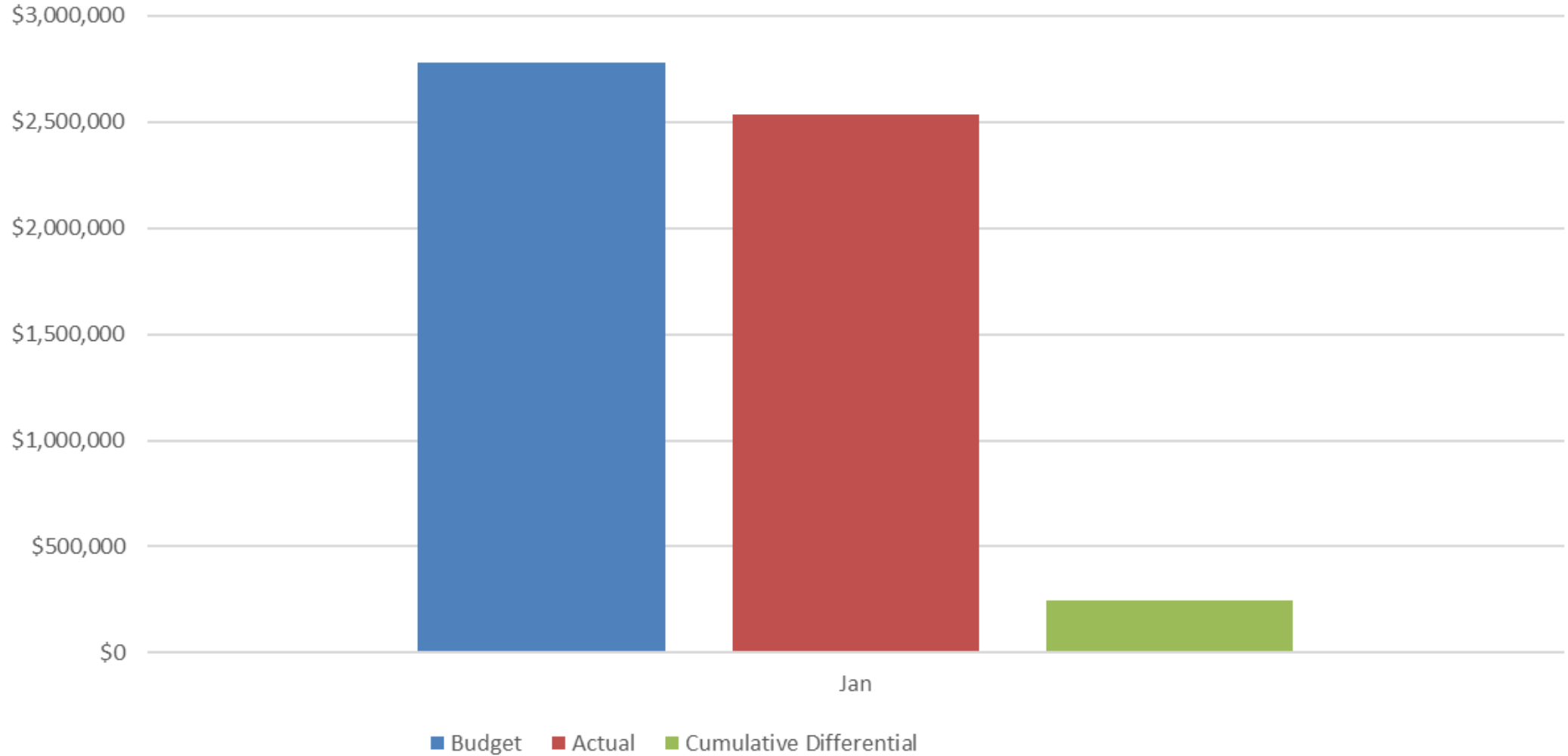
## 2020 RMLD Total System Loads



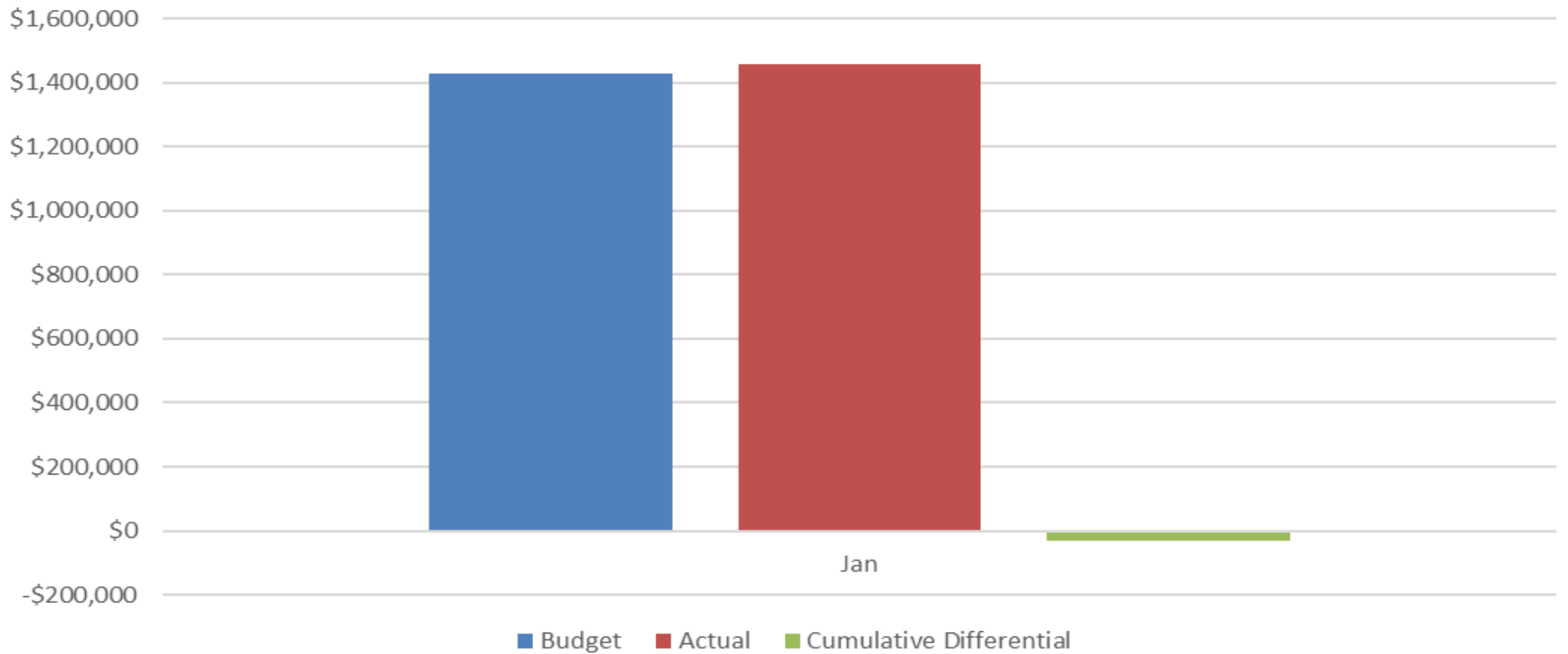
# Purchase Power Expense Budget vs Actual January 2021



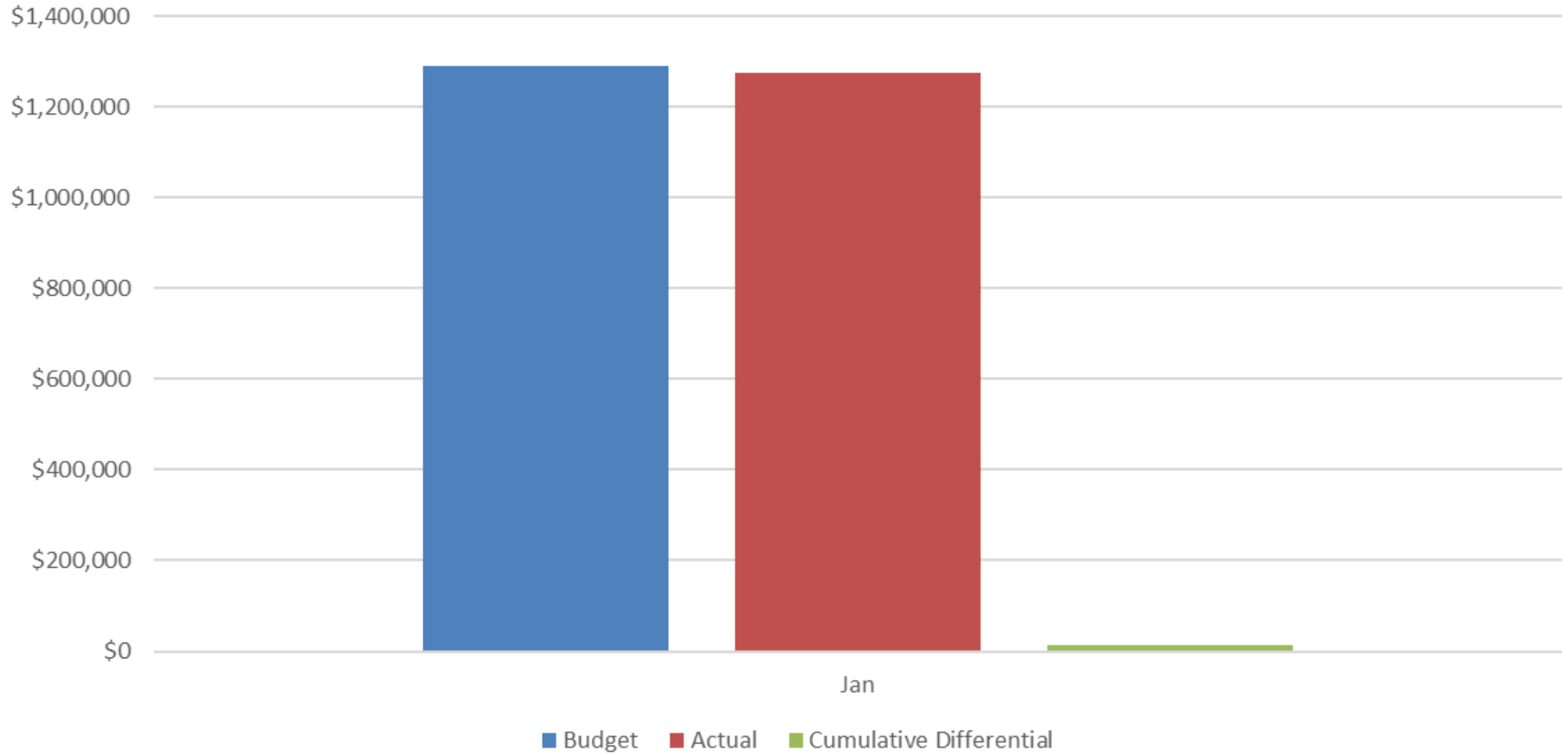
## Energy Costs Budget vs. Actual January 2021



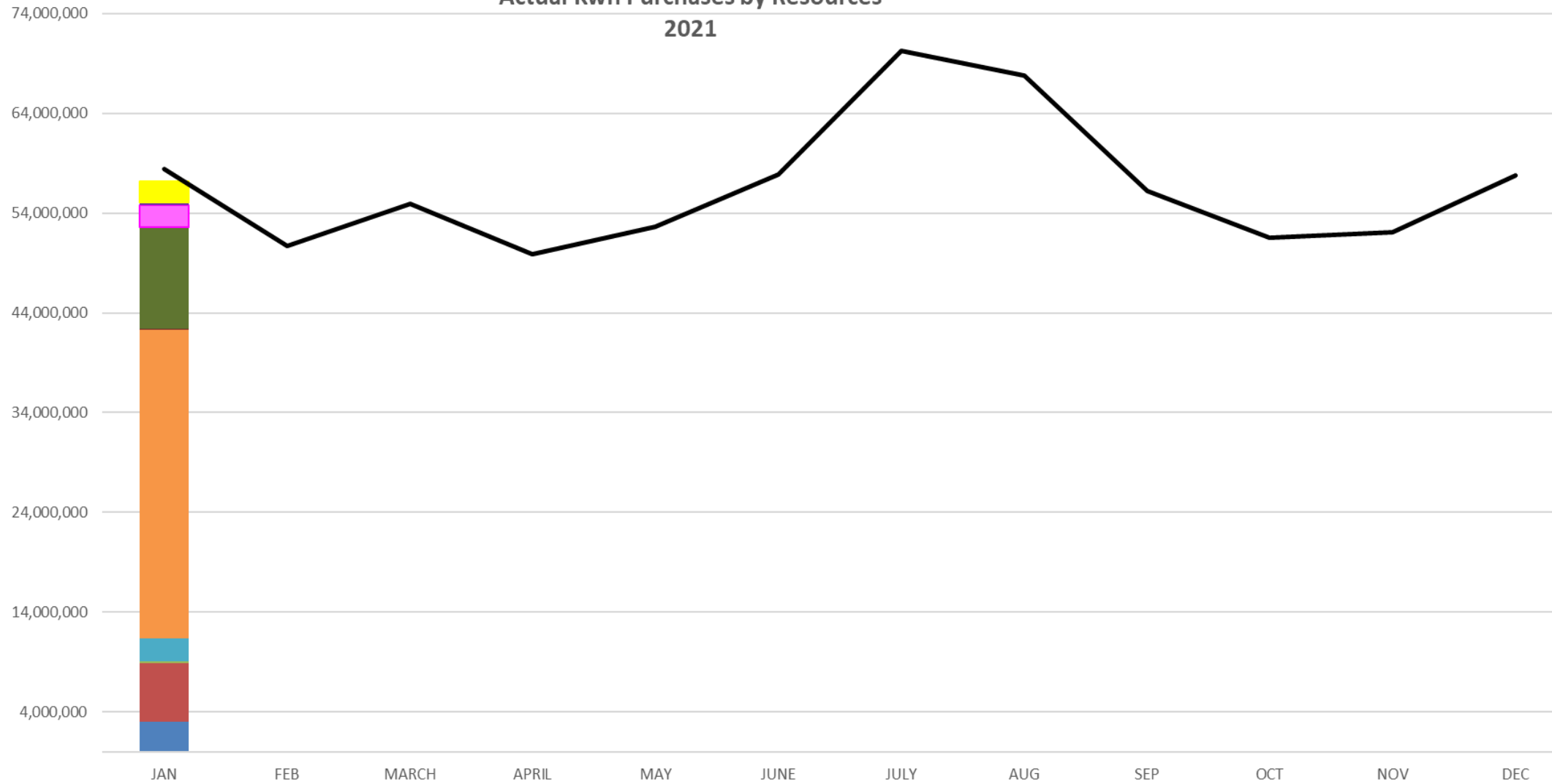
## Capacity Costs Budget vs Actual January 2021



# Transmission Costs Budget vs Actual January 2021



### Actual Kwh Purchases by Resources 2021



- MILLSTONE
- SEABROOK
- STONY BROOK C/C
- STONY BROOK PEAKING
- NYPA
- NEXTERA
- BELD
- HYDRO PROJECTS
- WIND PROJECTS
- COMMUNITY SOLAR
- COOP RESALES
- ISO-NE Spot Market
- Budgeted kWh

# **ATTACHMENT 4**

## **Greenhouse Gas Emissions Standard/Policy 30 Update**



# Greenhouse Gas Emissions Standard (GGES) Policy 30 Update

**BOC / CAB Discussion**

18 March 2021



# Outline

Legislation status

RMLD Certificate Management Plan

Power Portfolio Addition – Hydro

# Legislation Update



Climate Bill (Roadmap 2050, GGES) approved by Senate (39-1) on March 15, 2021

No significant change to energy portion over several cycles

House expected to approve shortly, then sent back to Governor

If Governor rejects, there are enough votes in both Senate and House to override

***Climate Bill Legislation (Roadmap 2050) expected to become law, soon***

source: Mass Legislature web site; ENE commentary

# Certificate Management



Under Policy30, Rev 0, majority of certificates were sold

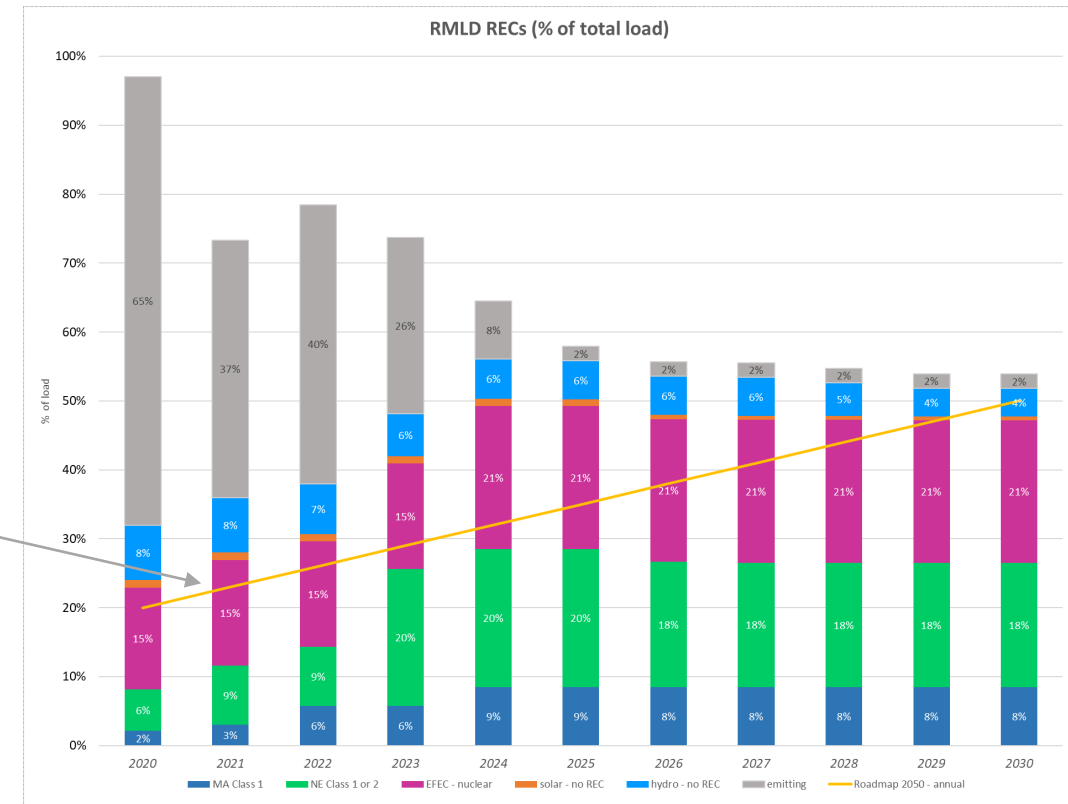
Policy 30, Rev 1, changes RMLD certificate management

Effective 2Q21, certificate retirements up to annualized line

Retiring least valuable first (example EFECs, NE Class I and II)

Balance sold (avoid expiration, buffer rate shock)

Monthly monitoring, quarterly reporting; annual filings



# Certificates – NEPOOL GIS



Generators issue certificates – 1 certificate / 1 MWH energy produced

Certificates minted (available for transactions) 6 months after energy produced (time shift)

2 month transaction window each quarter

Any remaining certificates forfeited on June 15<sup>th</sup> of following year (ex. June 15 2021, for 2020 certificates)

Manage certificate portfolio monthly with annual horizon (banking between quarters) – balancing compliance, value, shelf-life



# Power Supply Opportunity NE Hydro Generator



Refurbishment of an existing hydro asset in southern New England (limited opportunities)

Renewable and non-carbon

Volume - 25,000 MWh/yr (~3.8% RMLD total load)

Term - 25 year, starting summer 2021

Associated RECs - MA GGES from start and CT Class I (via FERC relicensing) scheduled 2026

- Options on RECs in years 15-25 (RMLD flexibility)

Pricing – at average of hydro portfolio and 80% higher than RMLD total portfolio average

Thank You

# **ATTACHMENT 5**

## **Engineering & Operations Report**

# ENGINEERING & OPERATIONS REPORT

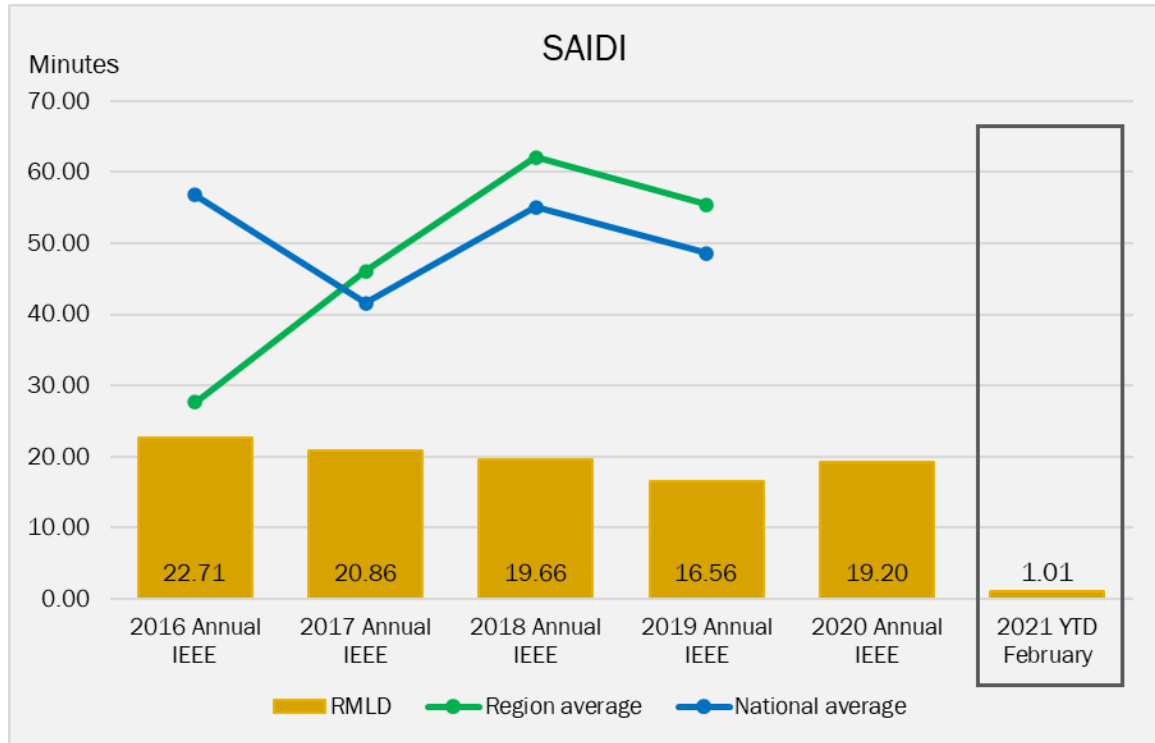
RMLD Board of Commissioners  
RMLD Citizens' Advisory Board

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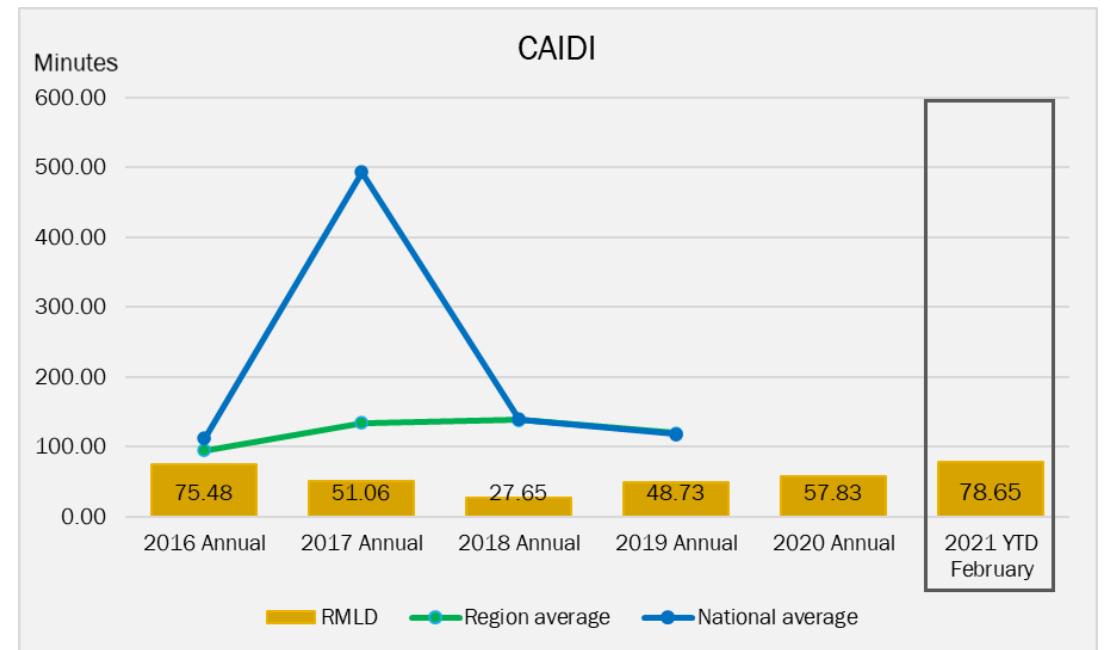
March 18, 2021



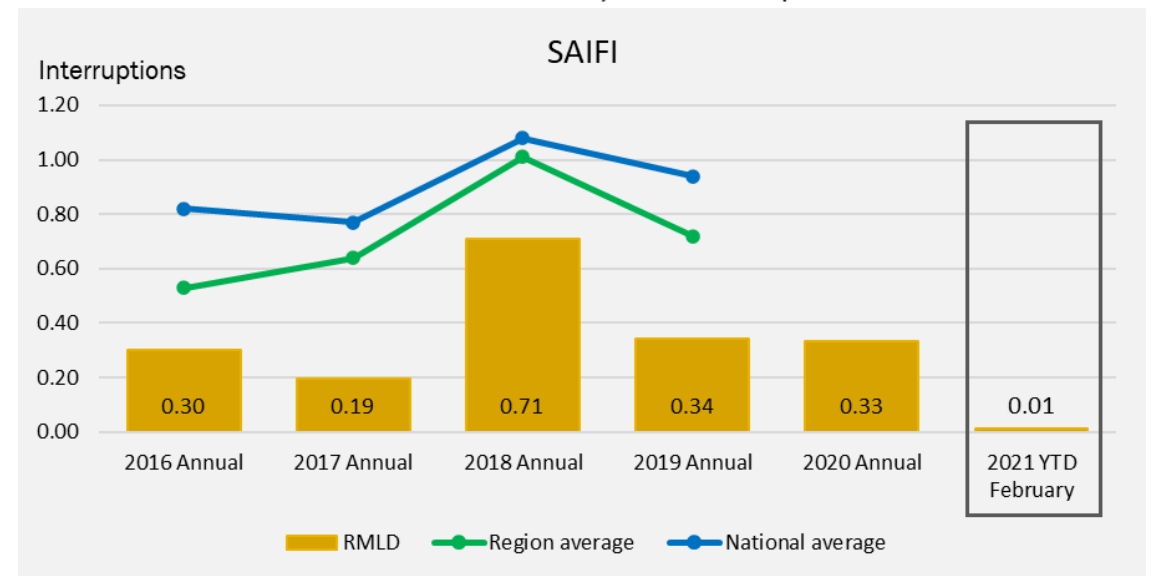
# RMLD Reliability Indices



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



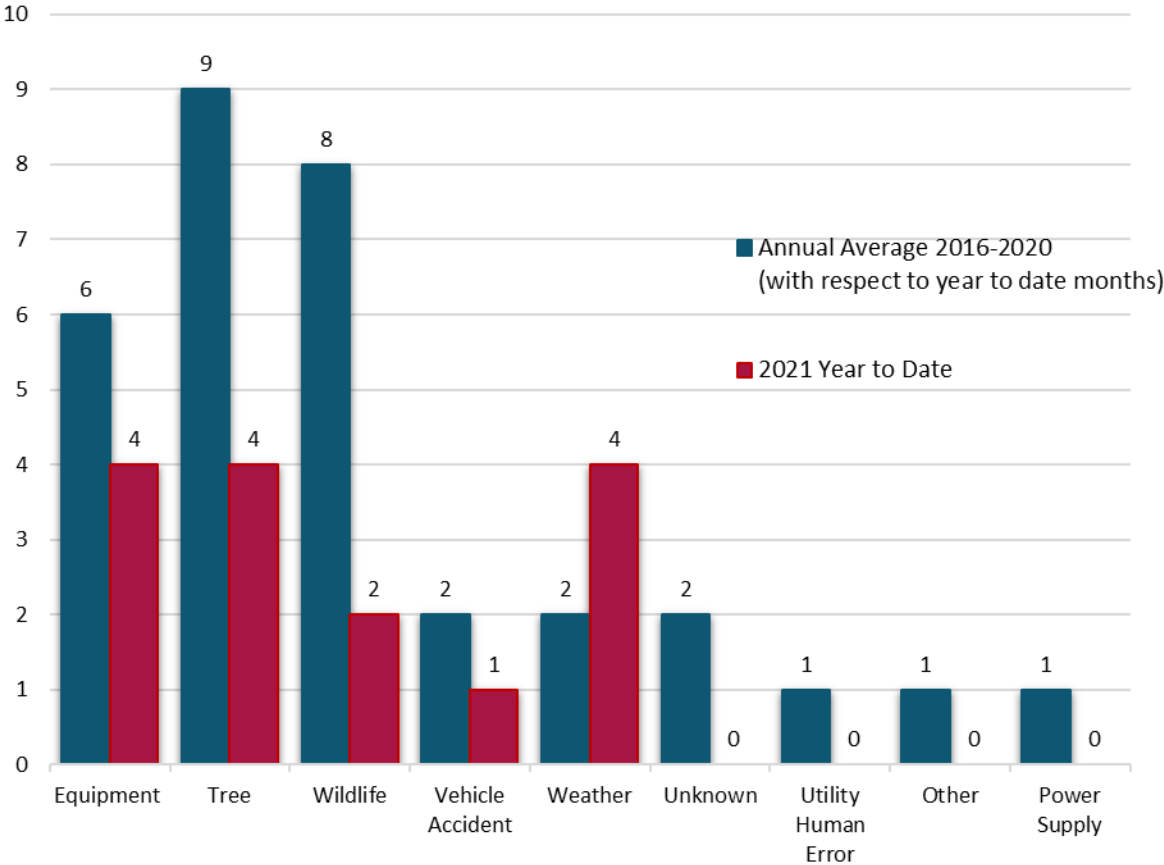
$$CAIDI \text{ (Minutes)} = \frac{\text{Total Duration of Customer Interruptions}}{\text{Total Number of Customer Interruptions}}$$



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

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

### Causes of Outages as of February 2021



# Solar/Battery System Impact Study

## Distributed Energy Resources (DER)



GIS Map of Solar Installations



Solar/Battery System Impact Study - Goals & Deliverables



Study Concerns



Study Results

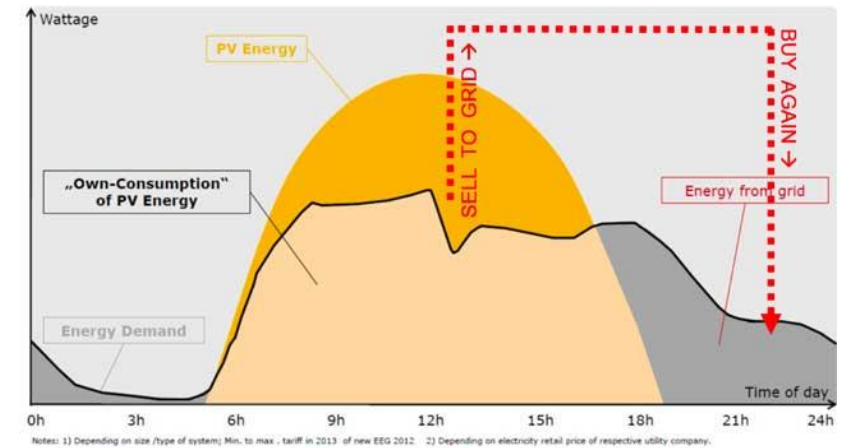
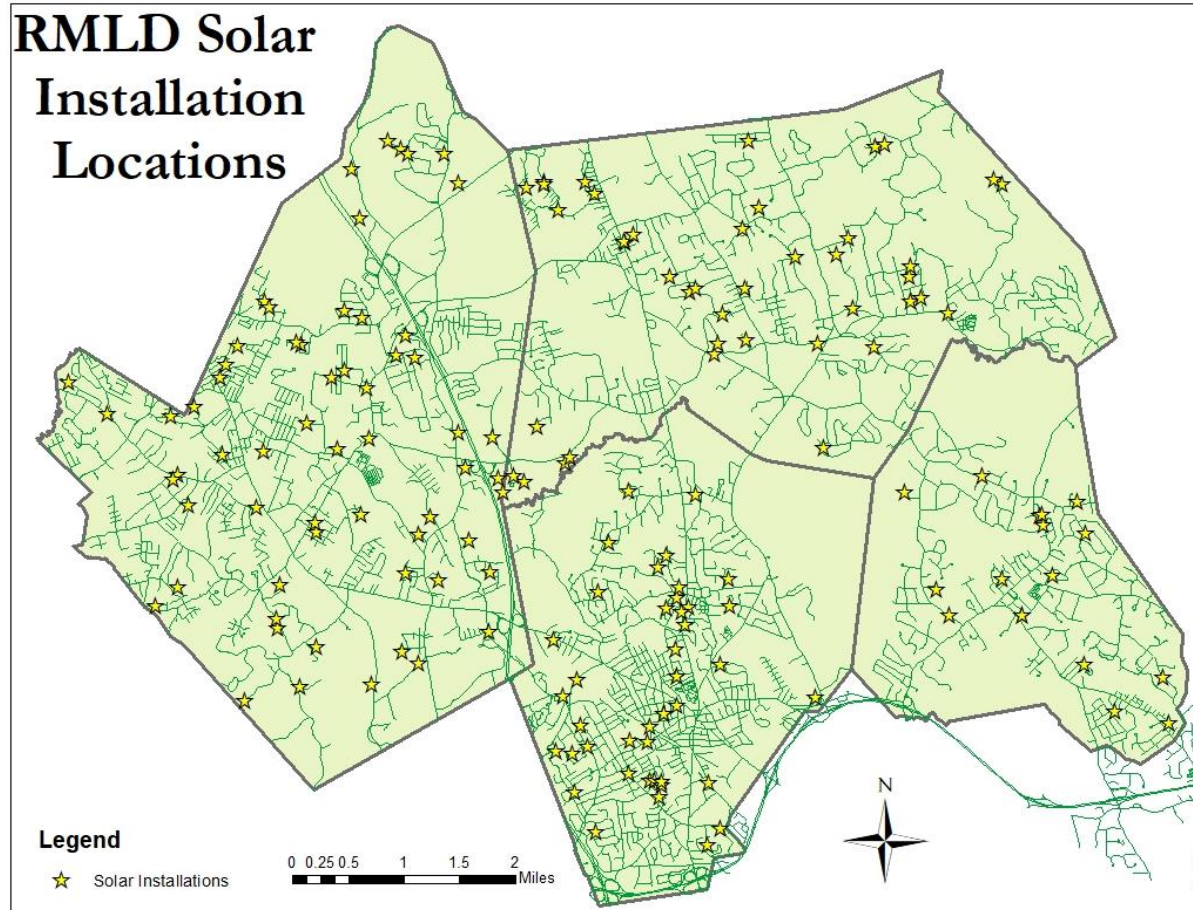


RMLD Remediation Plans



RMLD Operating Process & Procedure

# RMLD Solar Installations - GIS Map



# Solar/Battery System Impact Study

## Goals of Study:

- 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.
- Calculate the maximum hosting capacity at every distribution system point (node).
- Integrate this data into RMLD's GIS mapping system for quick evaluation surrounding feasibility of proposed DER interconnection requests.

## Study Deliverables:

- Written report
- Data file that contains capacity limits that tie to assets in RMLD's Geographic Information System (GIS)

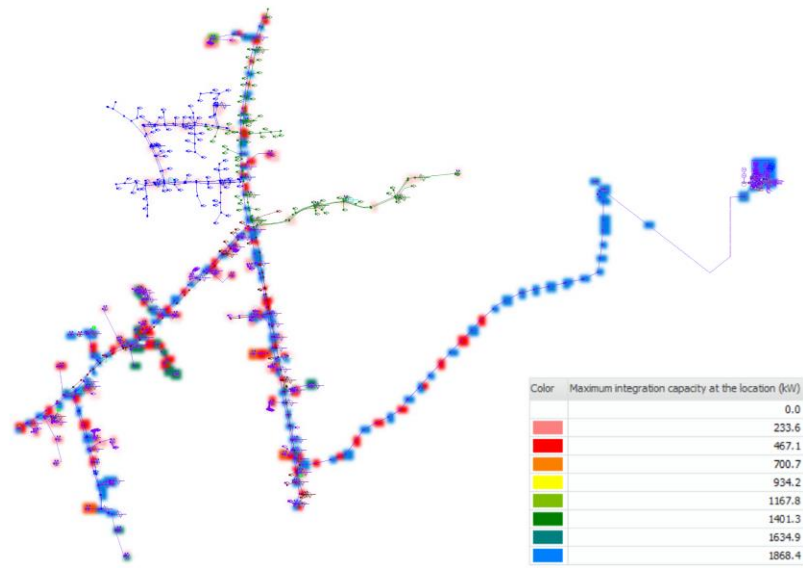
# Solar/Battery System Impact Study

## Factors examined in the study:

- Steady-state voltage conditions
- Conductor and equipment thermal loading
- Transient conditions (voltage flicker)
- Reverse power flow through equipment
- Increased maximum fault currents
- Protective device desensitization
- Protective device coordination
- Synchronism/out-of-sync reclosing

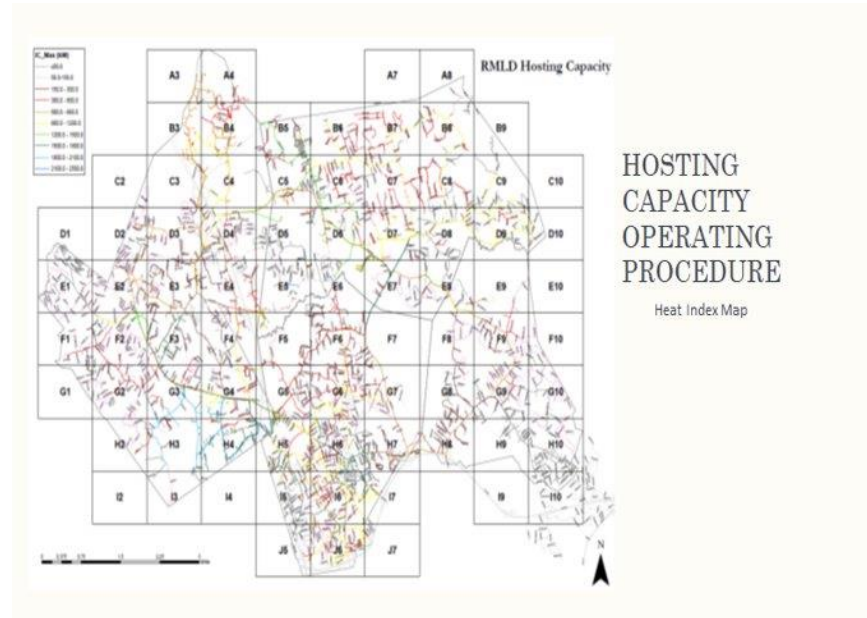
## Concerns:

- Over voltage during light load conditions
- Reverse power flow back to RMLD feeders
- Harmonics distortions
- Voltage transients or disturbances



# Heat Index Map

- Indicates available capacity at every node on the system.
- Updated every six months.
- Located on RMLD's E&O SharePoint.
- Engineering report will include the GIS map and updated Heat Index Map.





# Solar Capacity Results

Line Section & Feeder

Overall Max Capacity

Capacity results based on each set of limits and parameters

	A	B	C	D	E	F	G	H	I	J
1	Node Id	Network Id	IC Max (kW)	IC Loading (kW)	IC Volt Limits (kW)	IC Volt Variation (kW)	IC Rev Flow (kW)	IC Symp Trip (kW)	IC Prot Reach (kW)	IC Min Fault (kW)
47	PC14196	4W4BREAKER	454.7	5000.0	454.7	5000.0	1820.0			
48	PC13975	4W4BREAKER	1820.0	5000.0	3867.7	5000.0	1820.0			
49	PC14044	4W4BREAKER	453.0	5000.0	453.0	5000.0	1820.0			
50	PC14045	4W4BREAKER	1820.0	5000.0	3845.8	5000.0	1820.0			
51	PC14043	4W4BREAKER	453.9	5000.0	453.9	5000.0	1820.0			
52	PC62334	4W4BREAKER	1820.0	5000.0	3811.7	5000.0	1820.0			
53	F-0332	4W4BREAKER	453.3	603.2	453.3	5000.0	1820.0			
54	PC62336	4W4BREAKER	605.7	605.7	3802.8	5000.0	1820.0			
55	PC62337	4W4BREAKER	454.3	605.7	454.3	5000.0	1820.0			
56	PC62338	4W4BREAKER	605.7	605.7	3592.9	5000.0	1820.0			
57	8785	4W4BREAKER	113.5	497.3	113.5	518.0	1820.0			



# System Limitations

- Feeder capacity limitations are shared responsibilities between **RMLD and Customers**.
- Customers shall include with their design and installation **Smart Inverters** that can control reverse power flow and regulate voltage.
- RMLD will make every effort to accommodate DER system interconnection without compromising the **reliability and overall system protection**.

## What if a feeder has reached its capacity limit?

- RMLD circuits cannot accept reverse flow of power.

## Customer Options:

- **Install batteries** to store the energy during the day and use it at night; and/or
- Participate in RMLD's **Peak Shaving** and/or future SCADA-automated **Demand Response (DR)** programs. As technology advances, **Smart Inverters** will be able to communicate with utility SCADA system for economic dispatch during system peaks when there are capacity deficiencies.



# Business Process



- Customers apply for a UAN through Customer Service.
- Customer Service will issue a UAN and will pass that request to IRD, E&O Operational Assistant, and Assistant Director of E&O.
- Assistant Director of E&O will assign an engineer to perform engineering analysis and evaluation.
- DER interconnects over **150 KW** require full system impact study.
- Review of system limitations and restrictions.
- E&O report goes to IRD and Customer Service to contact the customer on how to proceed with installation.
- Wire inspector will inspect the system once installed and will call RMLD to approve the installation.
- RMLD will install and energize the meter and update the GIS.

Solar/Battery Storage Installation Business  
Process Flow



H. Jaffari 10/28/2020

# RMLD's DER Capacity Evaluation & Business Process Flow

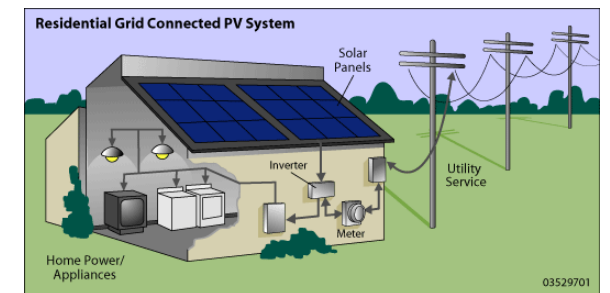
# Important Points to Remember...

## Customer Responsibility:

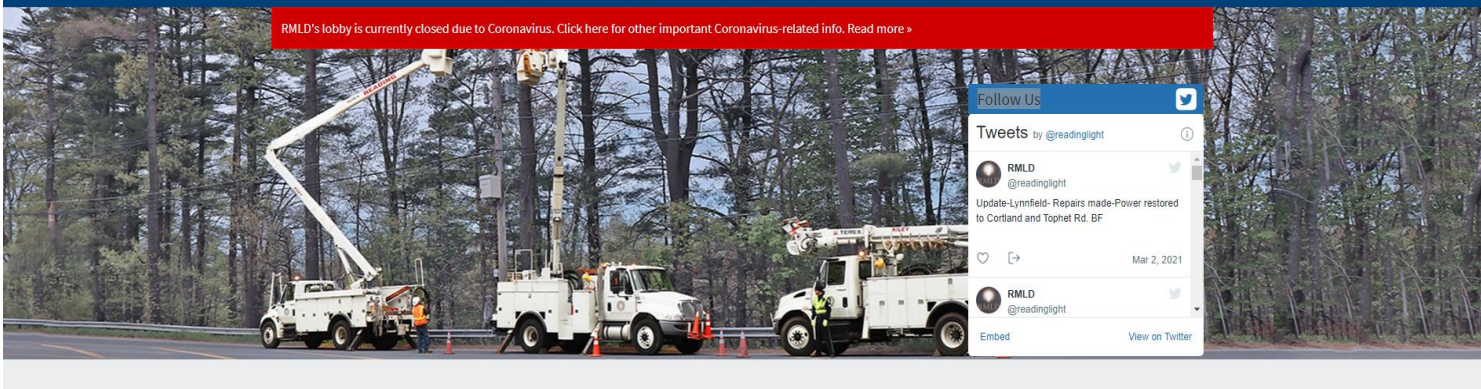
- § Customers should contact RMLD to find out about any system capacity limitations before making any economic investments.

## RMLD's Responsibility:

- § **Utilizing System Capacity:** RMLD is taking all possible measures (i.e., system upgrades and improvements, automation, installing smart grid devices to monitor power quality, etc.) to maximize circuit capacity wherever possible to allow reverse flow of power from customers' DGs.
- § **Maintaining System Reliability:** In the interest of maintaining system reliability and protection against possible RMLD asset thermal overloads, power quality issues, and electrical equipment damage caused by customer DG back flow, RMLD may limit the cumulative generation of solar/BESS in its service territory.
- § **Updating DG Capacity Limitations:** RMLD is monitoring and updating every circuit and its overall system capacity limitations semiannually.



RMLD's lobby is currently closed due to Coronavirus. Click here for other important Coronavirus-related info. [Read more >](#)



- LOG IN/PAY MY BILL
- START/STOP SERVICE
- REBATES
- ONLINE STORE
- RATES
- CONTACT US
- REPORT AN OUTAGE
- GET NOTIFICATIONS
- EVENTS CALENDAR
- PLUG-IN ELECTRIC VEHICLES
- EMPLOYMENT
- SERVICE REQUIREMENTS HANDBOOK



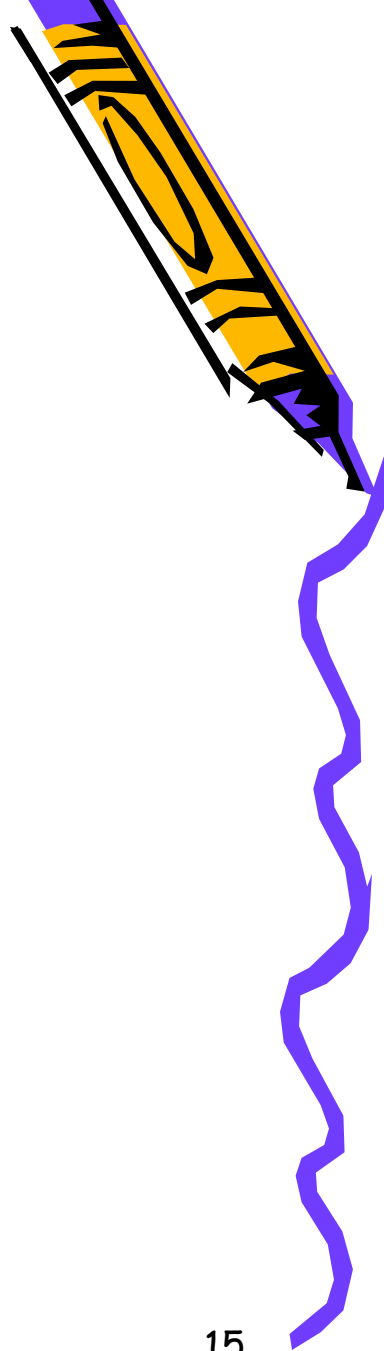
# Customer Service Manual Handbook

- Customers are encouraged to refer to RMLD's **Service Requirements Handbook** on [www.RMLD.com](http://www.RMLD.com) for more information under section 13 titled "**Customer Owned Generation Requirements**", page 44 for more information.
- RMLD continues to revise these requirements as smart inverters and demand response automation technologies change.

# Thank You



# Question?



## **ATTACHMENT 6**

**Financial Report: December 2020 (Unaudited Draft)**





# The Reading Municipal Light Department

## FINANCIAL REVIEW

(UNAUDITED DRAFT)

ending

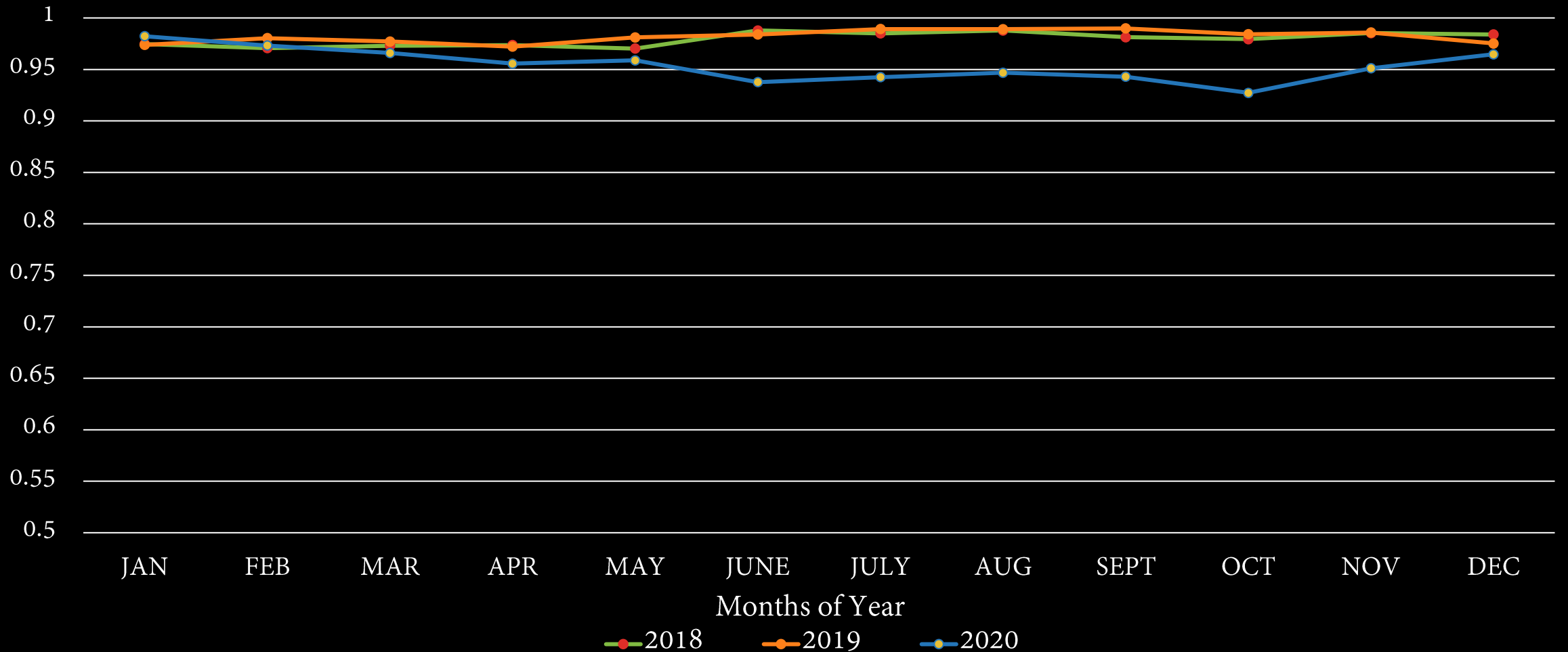
December 31, 2020



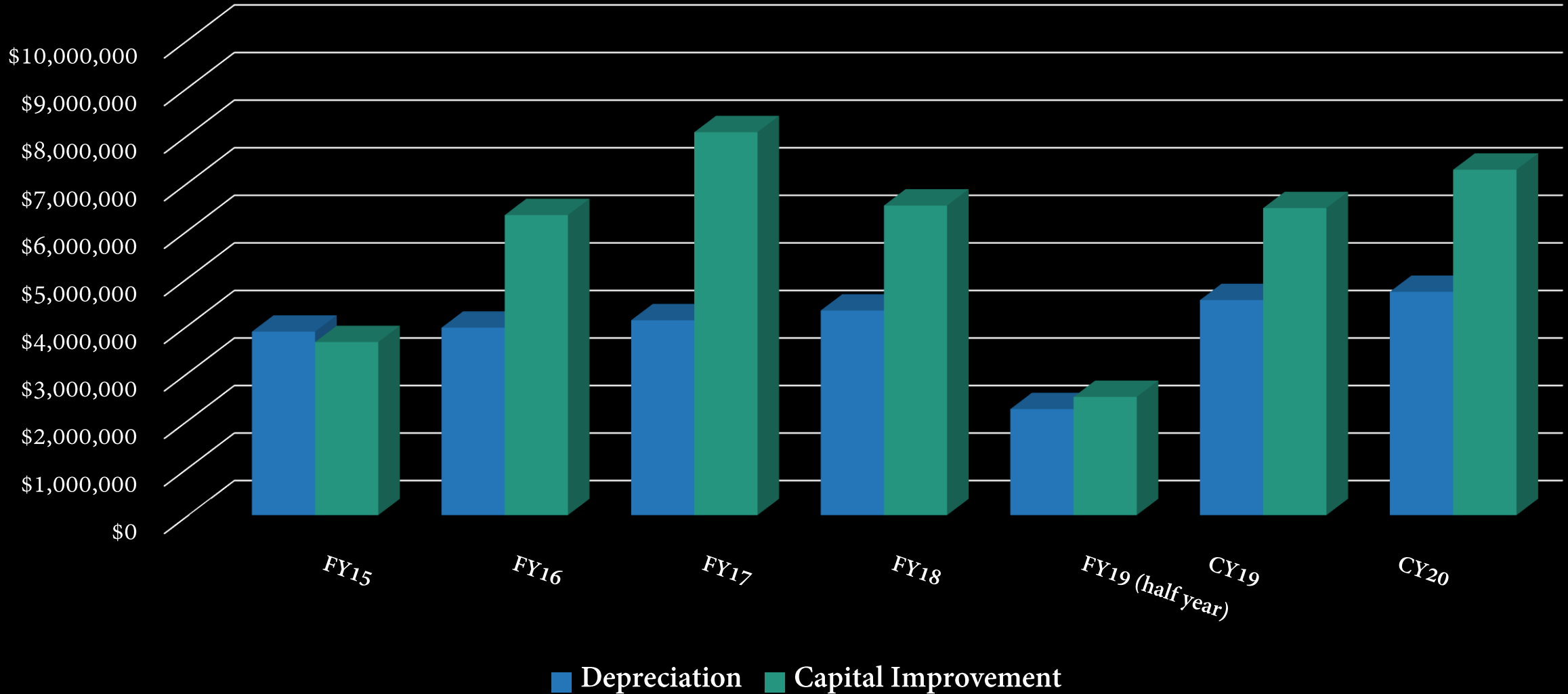
# Accounts Receivable Aging by Months

## 90 Days Current

### January – December



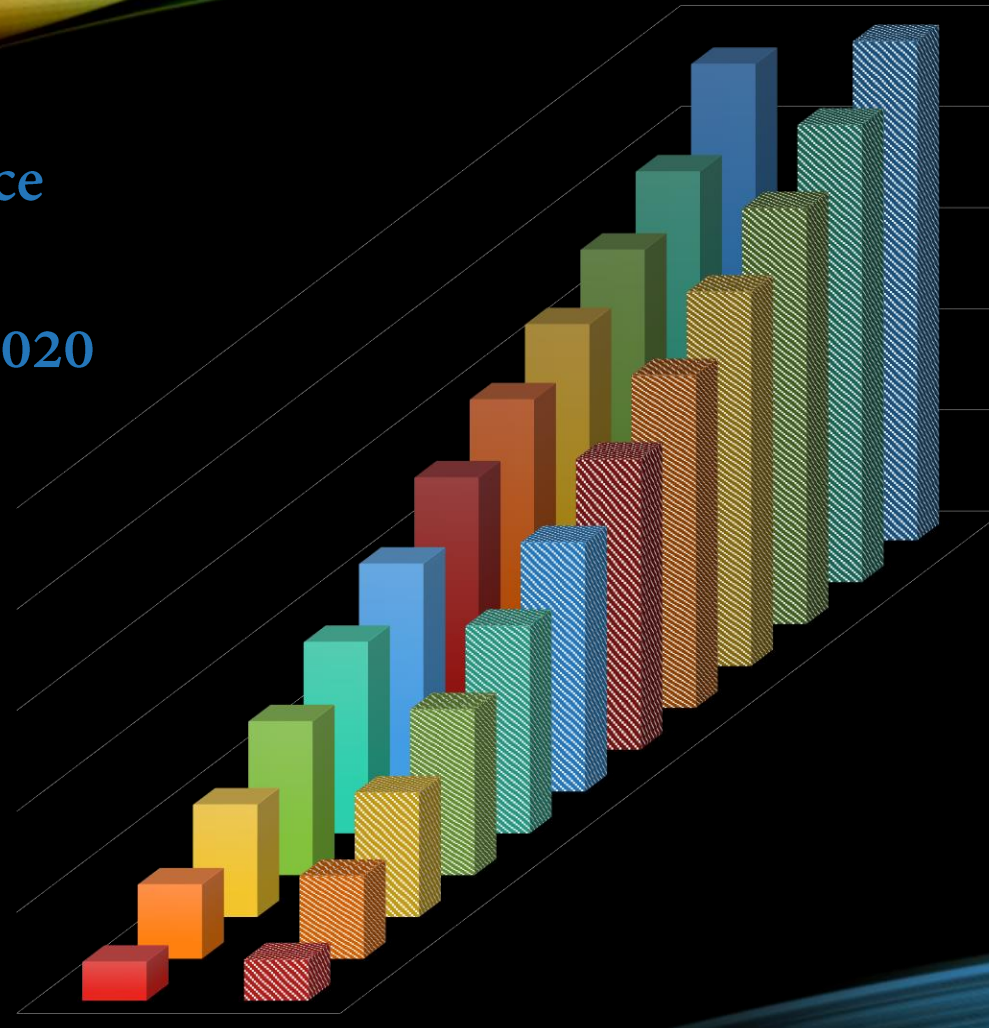
# Depreciation Reserve As Compared to Capital Spending FY15-CY20



# Operations and Maintenance Expenses

## January through December 2020

\$25,000,000  
 \$20,000,000  
 \$15,000,000  
 \$10,000,000  
 \$5,000,000  
 \$-



Actual Expenses through 12/31/2020  
 Budgeted Expenses through 12/31/2020

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

## Budget to Actual Significant Discrepancies

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

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

COVID causing a decrease in spending:

- FERC 593 - Tree Trimming Program halted/decreased
- FERC 923 - Education and Training Programs cancelled or diminished

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

Town of Reading, Massachusetts  
Municipal Light Department  
Statement of Net Assets  
12/31/2020

<b>ASSETS</b>	<u>2020</u>	<u>2019</u>
Current:		
Unrestricted Cash	\$ 20,158,534	\$ 20,028,398
Restricted Cash	31,498,068	30,899,468
Restricted Investments	1,367,450	1,329,708
Receivables, Net	7,768,519	7,114,247
Prepaid Expenses	2,618,377	2,596,191
Inventory	1,880,288	1,822,376
Total Current Assets	<u>65,291,238</u>	<u>63,790,388</u>
Noncurrent:		
Investment in Associated Companies	813,262	802,212
Capital Assets, Net	82,916,713	80,350,454
Total Noncurrent Assets	<u>83,729,975</u>	<u>81,152,666</u>
Deferred Outflows - Pension Plan	<u>8,102,116</u>	<u>8,102,116</u>
<b>TOTAL ASSETS</b>	<u><u>157,123,329</u></u>	<u><u>153,045,170</u></u>

DRAFT

<b>LIABILITIES</b>		
Current		
Accounts Payable	6,740,339	6,400,929
Accrued Liabilities	396,465	334,183
Customer Deposits	1,406,058	1,308,650
Advances from Associated Companies	200,000	200,000
Customer Advances for Construction	1,828,531	1,952,241
Total Current Liabilities	<u>10,571,393</u>	<u>10,196,004</u>
Non-current		
Accrued Employee Compensated Absences	2,221,737	2,471,374
Net OPEB Obligation	7,094,569	7,094,569
Net Pension Liability	14,610,001	14,610,001
Total Non-current Liabilities	<u>23,926,307</u>	<u>24,175,944</u>
Deferred Inflows - Pension Plan	1,964,276	1,964,276
<b>TOTAL LIABILITIES</b>	<u>36,461,977</u>	<u>36,336,224</u>

**NET POSITION**

Invested in Capital Assets, Net of Related Debt	82,916,713	80,350,454
Restricted for Depreciation Fund	10,328,560	8,334,981
Restricted for Pension Trust	6,365,431	6,365,431
Unrestricted	21,050,648	21,658,080
<b>TOTAL NET POSITION</b>	<u>120,661,352</u>	<u>116,708,946</u>
Total Liabilities and Net Assets	<u><u>\$ 157,123,329</u></u>	<u><u>\$ 153,045,170</u></u>



Town of Reading, Massachusetts  
Municipal Light Department  
Business Type Proprietary Fund  
Statement of Revenues, Expenses and Changes in Fund Net Assets  
12/31/2020

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
<b>Operating Revenues</b>					
Base Revenue	\$ 2,142,525	\$ 2,099,260	\$ 27,563,289	\$ 27,025,379	2.0%
Fuel Revenue	1,770,984	2,043,399	25,190,503	27,180,052	(7.3%)
Purchased Power Capacity & Transmission	2,428,792	2,030,912	32,421,014	33,797,614	(4.1%)
Forfeited Discounts	75,177	68,419	825,514	808,092	2.2%
Energy Conservation Revenue	49,247	50,804	642,683	639,334	0.5%
NYPA Credit	(99,808)	(95,931)	(1,070,670)	(1,138,494)	(6.0%)
<b>Total Operating Revenues</b>	<b>6,366,916</b>	<b>6,196,864</b>	<b>85,572,333</b>	<b>88,311,979</b>	<b>(3.1%)</b>
<b>Expenses</b>					
<b>Power Expenses:</b>					
547 Purchased Power Fuel	1,913,446	2,195,693	25,060,119	27,159,319	(7.7%)
555 Purchased Power Capacity	1,426,282	1,578,370	18,181,263	21,079,872	(13.8%)
565 Purchased Power Transmission	1,015,615	938,276	14,016,892	12,763,084	9.8%
<b>Total Purchased Power</b>	<b>4,355,343</b>	<b>4,712,338</b>	<b>57,258,273</b>	<b>61,002,275</b>	<b>(6.1%)</b>
<b>Operations and Maintenance Expenses:</b>					
580 Supervision and Engineering	110,367	100,861	1,040,014	942,608	10.3%
581 Station/Control Room Operators	41,407	53,341	485,450	517,559	(6.2%)
582 Station Technicians	64,684	69,602	442,272	414,109	6.8%
583 Line General Labor	67,217	57,015	584,261	434,419	34.5%
586 Meter General	27,121	14,984	159,674	134,044	19.1%
588 Materials Management	49,013	48,116	442,388	368,248	20.1%
593 Maintenance of Lines - Overhead	112,949	48,112	400,587	449,161	(10.8%)
593 Maintenance of Lines - Tree Trimming	186,191	99,332	631,152	561,923	12.3%
594 Maintenance of Lines - Underground	12,497	7,875	56,754	85,518	(33.6%)
595 Maintenance of Line - Transformers	29,371	44,884	188,975	167,830	12.6%
598 Line General Leave Time Labor	65,935	37,837	414,901	457,091	(9.2%)
<b>Total Operations and Maintenance Expenses</b>	<b>766,752</b>	<b>581,959</b>	<b>4,846,428</b>	<b>4,532,513</b>	<b>6.9%</b>
<b>General &amp; Administration Expenses:</b>					
903 Customer Collections	115,141	93,373	1,293,878	1,240,051	4.3%
904 Uncollectible Accounts	(54,549)	(38,184)	41,701	58,066	(28.2%)
916 Energy Audit	97,617	63,653	655,991	550,450	19.2%
916 Energy Conservation	323,776	129,657	986,585	689,535	43.1%
920 Administrative and General Salaries	197,501	200,276	2,038,351	1,934,812	5.4%
921 Office Supplies and Expense	2,013	3,255	8,504	14,991	(43.3%)
923 Outside Services - Legal	111,591	111,295	544,220	455,160	19.6%
923 Outside Services - Contract	76,150	15,598	349,362	212,593	64.3%
923 Outside Services - Education	23,549	16,930	61,935	87,814	(29.5%)
924 Property Insurance	29,738	29,016	383,382	348,688	10.0%
925 Injuries and Damages	-	13,051	3,723	78,632	(95.3%)
926 Employee Pensions and Benefits	710,676	1,404,632	3,921,126	4,643,364	(15.6%)
930 Miscellaneous General Expense	37,516	34,183	257,187	252,520	1.8%
931 Rent Expense	3,382	4,594	194,542	195,511	(0.5%)
933 Vehicle Expenses	92,329	63,597	279,023	338,838	(17.7%)
933 Vehicle Expenses - Capital	(24,941)	(19,494)	(336,159)	(311,430)	7.9%
935 Maintenance of General Plant	60,289	43,068	544,988	436,075	25.0%
935 Maintenance of Building & Garage	152,114	125,731	1,178,224	868,748	35.6%
<b>Total General &amp; Administration Expenses</b>	<b>1,953,893</b>	<b>2,294,232</b>	<b>12,406,564</b>	<b>12,094,417</b>	<b>2.6%</b>

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Town of Reading, Massachusetts  
Municipal Light Department  
Business Type Proprietary Fund  
Statement of Revenues, Expenses and Changes in Fund Net Assets  
12/31/2020

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Other Operating Expenses:					
403 Depreciation	391,601	377,171	4,699,207	4,525,997	3.8%
408 Voluntary Payments to Towns	133,917	130,804	1,607,009	1,569,667	2.4%
Total Other Expenses	<u>525,517</u>	<u>507,975</u>	<u>6,306,216</u>	<u>6,095,664</u>	<u>3.5%</u>
Operating Income	(1,234,590)	(1,899,640)	4,754,851	4,587,110	3.7%
Non Operating Revenues (Expenses):					
415 Contribution in Aid of Construction	24,969	146,795	484,888	356,926	35.9%
415 Other	139,804	143,931	976,649	997,579	(2.1%)
419 Interest Income	15,669	513,743	262,831	969,188	(72.9%)
426 Return on Investment to Reading	(206,709)	(206,709)	(2,480,506)	(2,480,506)	0.0%
426 Loss on Disposal	(18,529)	(81,563)	(18,529)	(81,563)	(77.3%)
431 Interest Expense	18,972	(1,208)	(27,777)	(29,596)	(6.1%)
Total Non Operating Revenues (Expenses)	<u>(25,825)</u>	<u>514,988</u>	<u>(802,444)</u>	<u>(267,974)</u>	<u>199.4%</u>
Change in Net Assets	(1,260,415)	(1,384,651)	3,952,406	4,319,137	(8.5%)
Net Assets at Beginning of Year	116,708,946	112,389,809	116,708,946	112,389,809	3.8%
Ending Net Assets	<u>\$ 115,448,531</u>	<u>\$ 111,005,157</u>	<u>\$ 120,661,352</u>	<u>\$ 116,708,945</u>	<u>3.4%</u>

Town of Reading, Massachusetts  
Municipal Light Department  
Business Type Proprietary Fund  
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets  
12/31/2020

	Actual 12/31/2020	Budget CY2020	OVER/ (UNDER) \$	OVER/ (UNDER) %
<b>Operating Revenues</b>				
Base Revenue	\$ 27,563,289	\$ 29,040,738	\$ (1,477,449)	(5.1%)
Fuel Revenue	25,190,503	28,063,578	(2,873,075)	(10.2%)
Purchased Power Capacity & Transmission	32,421,014	37,709,613	(5,288,599)	(14.0%)
Forfeited Discounts	825,514	871,222	(45,708)	(5.2%)
Energy Conservation Revenue	642,683	658,683	(16,000)	(2.4%)
NYPA Credit	(1,070,670)	(1,138,021)	67,351	(5.9%)
<b>Total Operating Revenues</b>	<b>85,572,333</b>	<b>95,205,813</b>	<b>(9,633,480)</b>	<b>(10.1%)</b>

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**Expenses**

**Power Expenses:**

555 Purchased Power Fuel	25,060,119	26,925,557	(1,865,438)	(6.9%)
555 Purchased Power Capacity	18,181,263	22,457,141	(4,275,878)	(19.0%)
565 Purchased Power Transmission	14,016,892	15,252,472	(1,235,580)	(8.1%)
<b>Total Purchased Power</b>	<b>57,258,273</b>	<b>64,635,170</b>	<b>(7,376,897)</b>	<b>(11.4%)</b>

**Operations and Maintenance Expenses:**

580 Supervision and Engineering	1,040,014	1,127,868	(87,854)	(7.8%)
581 Station/Control Room Operators	485,450	476,641	8,809	1.8%
582 Station Technicians	442,272	543,129	(100,857)	(18.6%)
583 Line General Labor	584,261	468,999	115,262	24.6%
586 Meter General	159,674	166,732	(7,058)	(4.2%)
588 Materials Management	442,388	504,493	(62,105)	(12.3%)
593 Maintenance of Lines - Overhead	400,587	1,003,333	(602,746)	(60.1%)
593 Maintenance of Lines - Tree Trimming	631,152	899,090	(267,938)	(29.8%)
594 Maintenance of Lines - Underground	56,754	112,590	(55,836)	(49.6%)
595 Maintenance of Line - Transformers	188,975	223,438	(34,463)	(15.4%)
598 Line General Leave Time Labor	414,901	569,169	(154,268)	(27.1%)
<b>Total Operations and Maintenance Expenses</b>	<b>4,846,428</b>	<b>6,095,482</b>	<b>(1,249,054)</b>	<b>(20.5%)</b>

**General & Administration Expenses:**

903 Customer Collection	1,293,878	1,181,516	112,362	9.5%
904 Uncollectible Accounts	41,701	105,000	(63,299)	(60.3%)
916 Energy Audit	655,991	647,519	8,472	1.3%
916 Energy Conservation	986,585	958,765	27,820	2.9%
920 Administrative and General Salaries	2,038,351	2,109,933	(71,582)	(3.4%)
921 Office Supplies and Expense	8,504	20,000	(11,496)	(57.5%)
923 Outside Services - Legal	544,220	498,400	45,820	9.2%
923 Outside Services - Contract	349,362	361,250	(11,888)	(3.3%)
923 Outside Services - Education	61,935	266,975	(205,040)	(76.8%)
924 Property Insurance	383,382	437,500	(54,118)	(12.4%)
925 Injuries and Damages	3,723	25,600	(21,877)	(85.5%)
926 Employee Pensions and Benefits	3,921,126	3,684,469	236,657	6.4%
930 Miscellaneous General Expense	257,187	317,286	(60,099)	(18.9%)
931 Rent Expense	194,542	212,000	(17,459)	(8.2%)
933 Vehicle Expense	279,023	333,600	(54,577)	(16.4%)
933 Vehicle Expense - Capital Clearing	(336,159)	(225,125)	(111,034)	49.3%
935 Maintenance of General Plant	544,988	394,440	150,548	38.2%
935 Maintenance of Building & Garage	1,178,224	908,880	269,344	29.6%
<b>Total General &amp; Administration Expenses</b>	<b>12,406,564</b>	<b>12,238,008</b>	<b>168,556</b>	<b>1.4%</b>



Town of Reading, Massachusetts  
Municipal Light Department  
Business Type Proprietary Fund  
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets  
12/31/2020

Other Operating Expenses:

403 Depreciation	4,699,207	4,734,000	(34,793)	(0.7%)
408 Voluntary Payments to Towns	1,607,009	1,617,660	(10,651)	(0.7%)
Total Other Expenses	<u>6,306,216</u>	<u>6,351,660</u>	<u>(45,444)</u>	<u>(0.7%)</u>

Operating Income	4,754,851	5,885,493	(1,130,642)	(19.2%)
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Non Operating Revenues (Expenses):

415 Contribution in Aid of Construction	484,888	-	484,888	100.0%
415 Other Income	976,649	850,000	126,649	14.9%
419 Interest Income	262,831	350,000	(87,169)	(24.9%)
426 Return on Investment to Reading	(2,480,506)	(2,480,506)	(0)	0.0%
426 Loss on Disposal	(18,529)	(100,000)	81,471	(81.5%)
431 Interest Expense	(27,777)	(25,000)	(2,777)	11.1%
Total Non Operating Revenues (Expenses)	<u>(802,444)</u>	<u>(1,405,506)</u>	<u>603,062</u>	<u>(42.9%)</u>

Net Income	<u>\$ 3,952,406</u>	<u>\$ 4,479,987</u>	<u>\$ (527,581)</u>	<u>(11.8%)</u>
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## **ATTACHMENT 7**

### **RMLD Procurement Requests**



February 25, 2021

Town of Reading Municipal Light Board

Subject: IFB 2020-47 HVAC and Ice Machines Preventative Maintenance and Repair Service

Pursuant to M.G.L., c. 30 § 39M, on February 3, 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 HVAC and Ice Machines Preventative Maintenance and Repair Service.

An invitation for bid was sent to the following twenty-five (25) companies:

AAA Energy Service Co.	Ambient Temperature Corporation	Boston Mechanical Services, Inc.
Breen and Sullivan Mechanical Services, Inc.	Broco Oil, Inc.	Carriere HVAC, Inc.
Central Cooling & Heating, Inc.	Controlled Systems HVAC, Inc.	Cooling and Heating Specialists, Inc.
Cooling Unlimited, Inc.	Cranney Companies, Inc.	Davison Co., Inc.
Education Intelligence, Inc.	General Air-Conditioning/Heating, Inc.	Guardian Energy Management Solutions, LLC
J. C. Cannistraro, Inc.	Johnson Controls, Inc.	Limbach Company
McCloskey Mechanical Contractors, Inc.	Minuteman Corporation	N.B. Kenney Company, Inc.
Prime Vendor, Inc.	Projectdog, Inc.	The Blue Book
Total Temperature Control, Inc.		

Sealed bids were received from one (1) company: Ambient Temperature Corporation.

The sealed bids were opened and read aloud via a video Zoom meeting\* at 12:30 p.m., February 17, 2021, 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 2020-47 for HVAC and Ice Machines Preventative Maintenance and Repair Service be awarded to: **Ambient Temperature Corporation for \$118,056.00**, pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager. This is a three-year contract.

<sup>1</sup>See attached analysis.

This contract will be paid from the Operating Budget.

RMLD



Reading Municipal Light Department  
**RELIABLE POWER**

*Paul McGonagle*

Paul McGonagle (Feb 26, 2021 14:49 EST)

Paul McGonagle

*John McDonagh*

John McDonagh (Feb 27, 2021 09:28 EST)

John McDonagh

*Hamid Jaffari*

Hamid Jaffari (Mar 3, 2021 06:59 EST)

Hamid Jaffari

*Coleen O'Brien*

coleen obrien (Mar 3, 2021 16:33 EST)

Coleen O'Brien

**HVAC and Ice Machines Preventative Maintenance and Repair Service  
IFB 2020-47**

<u>Bidder</u>	<u>Total Price</u>	<u>Responsive Bidder</u>	<u>Exceptions</u>
Ambient Temperature Corporation	\$118,056.00	Yes	No

# RMLD



## Reading Municipal Light Department RELIABLE POWER

March 3, 2021

Town of Reading Municipal Light Board

Subject: IFP 2021-03 ABB OVR-3 15kV Reclosers

Pursuant to M.G.L. c. 164 § 56D, on February 17, 2021, an invitation for proposals was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle and posted on the RMLD website requesting sealed proposals for ABB OVR-3 15kV Reclosers.

An invitation for proposals was sent to the following (14) fourteen companies:

E.L. Flowers & Associates	Graybar Electric Company, Inc.	HasGo Power Equipment Sales, Inc.
J.F. Gray & Associates, LLC	MVA POWER Inc.	Northeast Power Delivery Group
Power Sales Group, Inc.	PowerTech Associated dba UPSC	Prime Vendor, Inc.
Robinson Sales, Inc.	Shamrock Power Sales LLC	Stuart C. Irby Company
Technology International, Inc.	WESCO Distribution, Inc.	

Sealed proposals were received from two (2) companies: Stuart C. Irby Company and WESCO Distribution, Inc.

The sealed proposals were opened and read aloud via a video Zoom meeting\* at 12:30 p.m., March 3, 2021, in the Town of Reading Municipal Light Department's Audio Visual/Spurr 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 proposals were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that proposal IFP 2021-03 for ABB OVR-3 15kV Reclosers be awarded to: **Stuart C. Irby Company for a total of \$101,215.00<sup>1</sup>**, pursuant to M.G.L. c. 164 § 56D, on the recommendation of the General Manager.

<sup>1</sup>See attached analysis.

The 2021 Capital Budget amount for these items is \$100,000.

  
\_\_\_\_\_  
Brian Smith (Mar 5, 2021 15:04 EST)

\_\_\_\_\_  
John McDonagh (Mar 5, 2021 0:27 EST)

\_\_\_\_\_  
Hamid Jaffari (Mar 9, 2021 10:08 EST)

\_\_\_\_\_  
Coleen O'Brien (Mar 9, 2021 11:36 EST)

Coleen O'Brien

**ABB OVR-3 15kV Reclosers  
IFP 2021-03**

<b>Bidder</b>	<b><u>Manufacturer</u></b>	<b><u>Delivery Date ARO</u></b>	<b><u>Unit Price</u></b>	<b><u>Qty</u></b>	<b><u>Total Price</u></b>	<b><u>Meet Specification Requirement</u></b>
<b>Stuart C. Irby Company</b>	<b>ABB</b>	<b>17 weeks plus transit</b>	<b>\$20,243.00</b>	<b>5</b>	<b>\$101,215.00</b>	<b>yes</b>
WESCO Distribution, Inc.	ABB	11-17 weeks	\$20,410.00	5	\$102,050.00	



March 12, 2021

Town of Reading Municipal Light Board

Subject: IFP 2021-09 Pole Mounted Transformers

Pursuant to M.G.L. c. 164 § 56D, on February 24, 2021, an invitation for proposals was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle and posted on the RMLD website requesting sealed proposals for Pole Mounted Transformers.

An invitation for proposals was sent to the following eighteen (18) companies:

BidPrime, Inc.	Central Moloney, Inc.	Cheryong Electric Co, Ltd.
E.L. Flowers & Associates	First Line Associates, LLC	Graybar Electric Company, Inc.
Hasgo Power Equipment Sales, Inc.	MVA Power Inc.	Power Sales Group, Inc.
PowerTech Associates dba UPSC	Prime Vendor, Inc.	Robinson Sales, Inc.
Shamrock Power Sales LLC	Stuart C. Irby Company	Technology International, Inc.
UTB Transformers	WESCO Distribution, Inc.	Yale Electrical Supply Company

Sealed proposals were received from four (4) companies: Central Moloney, Inc., Howard Industries, Inc. c/o Power Sales Group, Inc., Stuart C. Irby Company, and WESCO Distribution, Inc. Central Moloney, Inc. was non-responsive.

The sealed proposals were opened and read aloud via a video Zoom meeting\* at 12:30 p.m., March 10, 2021, in the Town of Reading Municipal Light Department's T&D Conference 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 proposals were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.


Move that IFP 2021-09 for Pole Mounted Transformers be awarded to: **WESCO Distribution, Inc., for \$120,074<sup>1</sup>**, pursuant to M.G.L. c. 164 § 56D, on the recommendation of the General Manager.

<sup>1</sup>See attached analysis.

The 2021 Capital Budget amount for these items is \$115,256.

  
Vaughan Bryan (Mar 15, 2021 14:46 EDT)


Vaughan Bryan

  
John McDonagh (Mar 15, 2021 15:20 EDT)

John McDonagh

  
Hamid Jaffari (Mar 16, 2021 06:22 EDT)

Hamid Jaffari

  
coleen obrien (Mar 16, 2021 17:41 EDT)

Coleen O'Brien



**Analysis - Pole Mounted Transformers  
IFP 2021-09**

<u>Proposer</u>	<u>Manufacturer</u>	<u>Delivery Date</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total Cost</u>	<u>Total Cost Awarded</u>	<u>Meet Specification Requirement</u>
<b>WESCO Distribution, Inc.</b>							
Item 1 - 25 kVa 1Ø Δ 480/240	ERMCO	14-16 weeks	\$1,184.00	3	\$3,552.00	\$3,552.00	yes
Item 2 - 37.5 kVa 1Ø Δ 480/240	ERMCO	14-16 weeks	\$1,345.00	3	\$4,035.00	\$4,035.00	yes
Item 3 - 112.5 kVa 3Ø Δ 120/208	ERMCO	18-20 weeks	\$4,696.00	1	\$4,696.00	\$4,696.00	yes
Item 4 - 30 kVa 3Ø Δ 120/208	ERMCO	18-20 weeks	\$3,500.00	3	\$10,500.00	\$10,500.00	yes
Item 5 - 45 kVa 3Ø Δ 120/208	ERMCO	18-20 weeks	\$3,750.00	1	\$3,750.00	\$3,750.00	yes
Item 6 - 45 kVa 3Ø Δ 277/480	ERMCO	18-20 weeks	\$3,763.00	1	\$3,763.00	\$3,763.00	yes
Item 7 - 75 kVa 3Ø Δ 120/208	ERMCO	18-20 weeks	\$4,012.00	6	\$24,072.00	\$24,072.00	yes
Item 8 - 25 kVa 1Ø WYE 240/120	ERMCO	14-16 weeks	\$1,226.00	5	\$6,130.00	\$6,130.00	yes
Item 9 - 37.5 kVa 1Ø WYE 240/120	ERMCO	14-16 weeks	\$1,466.00	20	\$29,320.00	\$29,320.00	yes
Item 10 - 50 kVa 1Ø WYE 240/120	ERMCO	14-16 weeks	\$1,712.00	12	\$20,544.00	\$20,544.00	yes
Item 11 - 75 kVa 1Ø WYE 240/120	ERMCO	14-16 weeks	\$2,428.00	4	\$9,712.00	\$9,712.00	yes
					<u>\$120,074.00</u>	<u>\$120,074.00</u>	
<b>Howard Industries, Inc. c/o Power Sales Group</b>							
Item 1 - 25 kVa 1Ø Δ 480/240	Howard	18-20 weeks	\$1,178.00	3	\$3,534.00		
Item 2 - 37.5 kVa 1Ø Δ 480/240	Howard	18-20 weeks	\$1,414.00	3	\$4,242.00		
Item 3 - 112.5 kVa 3Ø Δ 120/208	Howard	18-20 weeks	\$10,801.00	1	\$10,801.00		
Item 4 - 30 kVa 3Ø Δ 120/208	Howard	18-20 weeks	\$5,039.00	3	\$15,117.00		
Item 5 - 45 kVa 3Ø Δ 120/208	Howard	18-20 weeks	\$6,138.00	1	\$6,138.00		
Item 6 - 45 kVa 3Ø Δ 277/480	Howard	18-20 weeks	\$5,743.00	1	\$5,743.00		
Item 7 - 75 kVa 3Ø Δ 120/208	Howard	18-20 weeks	\$8,290.00	6	\$49,740.00		
Item 8 - 25 kVa 1Ø WYE 240/120	Howard	18-20 weeks	\$1,548.00	5	\$7,740.00		
Item 9 - 37.5 kVa 1Ø WYE 240/120	Howard	18-20 weeks	\$1,772.00	20	\$35,440.00		
Item 10 - 50 kVa 1Ø WYE 240/120	Howard	18-20 weeks	\$2,085.00	12	\$25,020.00		
Item 11 - 75 kVa 1Ø WYE 240/120	Howard	18-20 weeks	\$3,493.00	4	\$13,972.00		
					<u>\$177,487.00</u>	<u>\$0.00</u>	
<b>Stuart C. Irby Company</b>							
Item 1 - 25 kVa 1Ø Δ 480/240		no quote	\$0.00	3	\$0.00		
Item 2 - 37.5 kVa 1Ø Δ 480/240		no quote	\$0.00	3	\$0.00		
Item 3 - 112.5 kVa 3Ø Δ 120/208	WEG	18-20 weeks	\$8,229.00	1	\$8,229.00		
Item 4 - 30 kVa 3Ø Δ 120/208	WEG	18-20 weeks	\$7,099.00	3	\$21,297.00		
Item 5 - 45 kVa 3Ø Δ 120/208	WEG	18-20 weeks	\$7,198.00	1	\$7,198.00		
Item 6 - 45 kVa 3Ø Δ 277/480	WEG	18-20 weeks	\$7,181.00	1	\$7,181.00		
Item 7 - 75 kVa 3Ø Δ 120/208	WEG	18-20 weeks	\$7,313.00	6	\$43,878.00		
Item 8 - 25 kVa 1Ø WYE 240/120		no quote	\$0.00	5	\$0.00		
Item 9 - 37.5 kVa 1Ø WYE 240/120		no quote	\$0.00	20	\$0.00		
Item 10 - 50 kVa 1Ø WYE 240/120		no quote	\$0.00	12	\$0.00		
Item 11 - 75 kVa 1Ø WYE 240/120		no quote	\$0.00	4	\$0.00		
					<u>\$87,783.00</u>	<u>\$0.00</u>	
<b>Central Moloney, Inc.</b>							
	<i>non-responsive</i>						
Item 1 - 25 kVa 1Ø Δ 480/240	Central Moloney	16 weeks	\$1,115.00	3	\$3,345.00		
Item 2 - 37.5 kVa 1Ø Δ 480/240	Central Moloney	16 weeks	\$1,300.00	3	\$3,900.00		
Item 3 - 112.5 kVa 3Ø Δ 120/208		no quote	\$0.00	1	\$0.00		
Item 4 - 30 kVa 3Ø Δ 120/208		no quote	\$0.00	3	\$0.00		
Item 5 - 45 kVa 3Ø Δ 120/208		no quote	\$0.00	1	\$0.00		
Item 6 - 45 kVa 3Ø Δ 277/480		no quote	\$0.00	1	\$0.00		
Item 7 - 75 kVa 3Ø Δ 120/208		no quote	\$0.00	6	\$0.00		
Item 8 - 25 kVa 1Ø WYE 240/120		no quote	\$0.00	5	\$0.00		
Item 9 - 37.5 kVa 1Ø WYE 240/120		no quote	\$0.00	20	\$0.00		
Item 10 - 50 kVa 1Ø WYE 240/120		no quote	\$0.00	12	\$0.00		
Item 11 - 75 kVa 1Ø WYE 240/120		no quote	\$0.00	4	\$0.00		
					<u>\$7,245.00</u>	<u>\$0.00</u>	



March 12, 2021

Town of Reading Municipal Light Board

Subject: IFP 2021-10 Pad Mounted Transformers

Pursuant to M.G.L. c. 164 § 56D, on February 24, 2021, an invitation for proposals was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle and posted on the RMLD website requesting sealed proposals for Pad Mounted Transformers.

An invitation for proposals was sent to the following twenty-one (21) companies:

BidPrime, Inc.	Central Moloney, Inc.	Cheryong Electric Co, Ltd.
E.L. Flowers & Associates	First Line Associates, LLC	Graybar Electric Company, Inc.
HasGo Power Equipment Sales, Inc.	Hyundai Corporation	MVA Power Inc.
PanAmerica Supply Inc.	Power Sales Group, Inc.	PowerTech Associated dba UPSC
Prime Vendor, Inc.	Robinson Sales, Inc.	Shamrock Power Sales LLC
Stark International Inc.	Stuart C. Irby Company	Technology International, Inc.
UTB Transformers	WESCO Distribution, Inc.	Yale Electrical Supply Company

Sealed proposals were received from five (5) companies: Central Moloney, Inc., Graybar Electric Company, Inc., Howard Industries, Inc. c/o Power Sales Group, Inc., Stuart C. Irby Company (2 submittals) and WESCO Distribution, Inc. Central Moloney, Inc., was non-responsive.

The sealed proposals were opened and read aloud via a video Zoom meeting\* at 12:30 p.m., March 10, 2021, in the Town of Reading Municipal Light Department's T&D Conference 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 proposals were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that IFP 2021-10 for Pad Mounted Transformers be awarded to: **WESCO Distribution, Inc., for \$194,274.00<sup>1</sup>**, pursuant to M.G.L. c. 164 § 56D, on the recommendation of the General Manager.

<sup>1</sup>See attached analysis.


The 2021 Capital Budget amount for these items is \$258,750.

  
Vaughan Bryan (Mar 15, 2021 14:46 EDT)


Vaughan Bryan

  
John McDonagh (Mar 15, 2021 15:20 EDT)

John McDonagh

  
Hamid Jaffari (Mar 16, 2021 06:22 EDT)

Hamid Jaffari

  
coleen obrien (Mar 16, 2021 17:40 EDT)

Coleen O'Brien

**Analysis - Pad Mounted Transformers**  
**IFP 2021-10**

<u>Proposer</u>	<u>Manufacturer</u>	<u>Delivery Date</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total Cost</u>	<u>Total Cost Awarded</u>	<u>Meet Specification Requirement</u>
<b>WESCO Distribution, Inc.</b>							
Item 1 25 kVa 1Ø FR3 240/120	ERMCO	30-32 weeks	\$2,324.00	7	\$16,268.00	\$16,268.00	yes
Item 2 37.5 kVa 1Ø FR3 240/120	ERMCO	30-32 weeks	\$2,438.00	6	\$14,628.00	\$14,628.00	yes
Item 3 75 kVa 1Ø FR3 240/120	ERMCO	30-32 weeks	\$3,302.00	5	\$16,510.00	\$16,510.00	yes
Item 4 112.5 kVa 3Ø DF 208Y/120	ERMCO	18-20 weeks	\$6,574.00	2	\$13,148.00	\$13,148.00	yes
Item 5 112.5 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$6,446.00	2	\$12,892.00	\$12,892.00	yes
Item 6 150 kVa 3Ø DF 208Y/120	ERMCO	18-20 weeks	\$7,266.00	2	\$14,532.00	\$14,532.00	yes
Item 7 150 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$6,849.00	3	\$20,547.00	\$20,547.00	yes
Item 8 225 kVa 3Ø DF 208Y/120	ERMCO	18-20 weeks	\$8,353.00	1	\$8,353.00	\$8,353.00	yes
Item 9 225 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$8,022.00	1	\$8,022.00	\$8,022.00	yes
Item 10 300 kVa 3Ø DF 208Y/120	ERMCO	18-20 weeks	\$9,268.00	1	\$9,268.00	\$9,268.00	yes
Item 11 300 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$8,582.00	3	\$25,746.00	\$25,746.00	yes
Item 12 30 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$5,470.00	2	\$10,940.00	\$10,940.00	yes
Item 13 75 kVa 3Ø DF 208Y/120	ERMCO	18-20 weeks	\$5,874.00	2	\$11,748.00	\$11,748.00	yes
Item 14 75 kVa 3Ø DF 480Y/277	ERMCO	18-20 weeks	\$5,836.00	2	\$11,672.00	\$11,672.00	yes
					<u>\$194,274.00</u>	<u>\$194,274.00</u>	

<b>Stuart C. Irby Company</b>							
Item 1 25 kVa 1Ø FR3 240/120		no quote		7	\$0.00		
Item 2 37.5 kVa 1Ø FR3 240/120		no quote		6	\$0.00		
Item 3 75 kVa 1Ø FR3 240/120		no quote		5	\$0.00		
Item 4 112.5 kVa 3Ø DF 208Y/120	WEG	18-20 weeks	\$6,495.00	2	\$12,990.00		no
Item 5 112.5 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$6,290.00	2	\$12,580.00		no
Item 6 150 kVa 3Ø DF 208Y/120	WEG	18-20 weeks	\$7,110.00	2	\$14,220.00		no
Item 7 150 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$6,837.00	3	\$20,511.00		no
Item 8 225 kVa 3Ø DF 208Y/120	WEG	18-20 weeks	\$7,957.00	1	\$7,957.00		no
Item 9 225 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$7,667.00	1	\$7,667.00		no
Item 10 300 kVa 3Ø DF 208Y/120	WEG	18-20 weeks	\$9,239.00	1	\$9,239.00		no
Item 11 300 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$8,698.00	3	\$26,094.00		
Item 12 30 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$5,755.00	2	\$11,510.00		
Item 13 75 kVa 3Ø DF 208Y/120	WEG	18-20 weeks	\$5,970.00	2	\$11,940.00		
Item 14 75 kVa 3Ø DF 480Y/277	WEG	18-20 weeks	\$6,042.00	2	\$12,084.00		
					<u>\$146,792.00</u>	<u>\$0.00</u>	

<b>Stuart C. Irby Company</b>							
Item 1 25 kVa 1Ø FR3 240/120	ABB	18-20 weeks	\$3,204.00	7	\$22,428.00		
Item 2 37.5 kVa 1Ø FR3 240/120	ABB	18-20 weeks	\$3,665.00	6	\$21,990.00		
Item 3 75 kVa 1Ø FR3 240/120	ABB	18-20 weeks	\$4,649.00	5	\$23,245.00		
Item 4 112.5 kVa 3Ø DF 208Y/120	ABB	18-20 weeks	\$8,586.00	2	\$17,172.00		
Item 5 112.5 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$8,476.00	2	\$16,952.00		
Item 6 150 kVa 3Ø DF 208Y/120	ABB	18-20 weeks	\$9,099.00	2	\$18,198.00		
Item 7 150 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$8,853.00	3	\$26,559.00		
Item 8 225 kVa 3Ø DF 208Y/120	ABB	18-20 weeks	\$11,236.00	1	\$11,236.00		
Item 9 225 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$10,733.00	1	\$10,733.00		
Item 10 300 kVa 3Ø DF 208Y/120	ABB	18-20 weeks	\$11,728.00	1	\$11,728.00		
Item 11 300 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$11,167.00	3	\$33,501.00		
Item 12 30 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$7,906.00	2	\$15,812.00		45 kVa proposed
Item 13 75 kVa 3Ø DF 208Y/120	ABB	18-20 weeks	\$8,052.00	2	\$16,104.00		
Item 14 75 kVa 3Ø DF 480Y/277	ABB	18-20 weeks	\$8,000.00	2	\$16,000.00		
					<u>\$261,658.00</u>	<u>\$0.00</u>	

<b>Howard Industries, Inc. c/o Power Sales Group, Inc.</b>							
Item 1 25 kVa 1Ø FR3 240/120	Howard Industries	18-20 weeks	\$2,976.00	7	\$20,832.00		
Item 2 37.5 kVa 1Ø FR3 240/120	Howard Industries	18-20 weeks	\$3,302.00	6	\$19,812.00		
Item 3 75 kVa 1Ø FR3 240/120	Howard Industries	18-20 weeks	\$4,191.00	5	\$20,955.00		
Item 4 112.5 kVa 3Ø DF 208Y/120	Howard Industries	18-20 weeks	\$9,866.00	2	\$19,732.00		
Item 5 112.5 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$9,432.00	2	\$18,864.00		

**Analysis - Pad Mounted Transformers**  
**IFP 2021-10**

<u>Proposer</u>	<u>Manufacturer</u>	<u>Delivery Date</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total Cost</u>	<u>Total Cost Awarded</u>	<u>Meet Specification Requirement</u>
Item 6 150 kVa 3Ø DF 208Y/120	Howard Industries	18-20 weeks	\$10,061.00	2	\$20,122.00		
Item 7 150 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$9,742.00	3	\$29,226.00		
Item 8 225 kVa 3Ø DF 208Y/120	Howard Industries	18-20 weeks	\$11,785.00	1	\$11,785.00		
Item 9 225 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$10,916.00	1	\$10,916.00		
Item 10 300 kVa 3Ø DF 208Y/120	Howard Industries	18-20 weeks	\$13,320.00	1	\$13,320.00		
Item 11 300 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$11,683.00	3	\$35,049.00		
Item 12 30 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$7,701.00	2	\$15,402.00		
Item 13 75 kVa 3Ø DF 208Y/120	Howard Industries	18-20 weeks	\$8,444.00	2	\$16,888.00		
Item 14 75 kVa 3Ø DF 480Y/277	Howard Industries	18-20 weeks	\$8,592.00	2	\$17,184.00		
					<b>\$270,087.00</b>	<b>\$0.00</b>	

<b>Graybar Electric Company, Inc.</b>	<b>non-responsive</b>						
Item 1 25 kVa 1Ø FR3 240/120	Cooper	22 weeks	\$2,351.00	7	\$16,457.00		
Item 2 37.5 kVa 1Ø FR3 240/120	Cooper	22 weeks	\$2,551.00	6	\$15,306.00		
Item 3 75 kVa 1Ø FR3 240/120	Cooper	22 weeks	\$3,489.00	5	\$17,445.00		
Item 4 112.5 kVa 3Ø DF 208Y/120	Cooper	23 weeks	\$9,426.00	2	\$18,852.00		
Item 5 112.5 kVa 3Ø DF 480Y/277	Cooper	21 weeks	\$9,409.00	2	\$18,818.00		
Item 6 150 kVa 3Ø DF 208Y/120	Cooper	21 weeks	\$10,109.00	2	\$20,218.00		
Item 7 150 kVa 3Ø DF 480Y/277	Cooper	21 weeks	\$9,979.00	3	\$29,937.00		
Item 8 225 kVa 3Ø DF 208Y/120	Cooper	21 weeks	\$10,802.00	1	\$10,802.00		
Item 9 225 kVa 3Ø DF 480Y/277	Cooper	21 weeks	\$10,673.00	1	\$10,673.00		
Item 10 300 kVa 3Ø DF 208Y/120	Cooper	21 weeks	\$11,639.00	1	\$11,639.00		
Item 11 300 kVa 3Ø DF 480Y/277	Cooper	21 weeks	\$11,369.00	3	\$34,107.00		
Item 12 30 kVa 3Ø DF 480Y/277		no quote		2	\$0.00		
Item 13 75 kVa 3Ø DF 208Y/120	Cooper	21 weeks	\$9,281.00	2	\$18,562.00		
Item 14 75 kVa 3Ø DF 480Y/277	Cooper	21 weeks	\$9,277.00	2	\$18,554.00		
					<b>\$241,370.00</b>	<b>\$0.00</b>	

<b>Central Moloney, Inc.</b>	<b>non-responsive</b>						
Item 1 25 kVa 1Ø FR3 240/120	Central Moloney	20-22 weeks	\$2,492.00	7	\$17,444.00		
Item 2 37.5 kVa 1Ø FR3 240/120	Central Moloney	20-22 weeks	\$2,664.00	6	\$15,984.00		
Item 3 75 kVa 1Ø FR3 240/120	Central Moloney	20-22 weeks	\$3,684.00	5	\$18,420.00		
Item 4 112.5 kVa 3Ø DF 208Y/120		no quote		2	\$0.00		
Item 5 112.5 kVa 3Ø DF 480Y/277		no quote		2	\$0.00		
Item 6 150 kVa 3Ø DF 208Y/120		no quote		2	\$0.00		
Item 7 150 kVa 3Ø DF 480Y/277		no quote		3	\$0.00		
Item 8 225 kVa 3Ø DF 208Y/120		no quote		1	\$0.00		
Item 9 225 kVa 3Ø DF 480Y/277		no quote		1	\$0.00		
Item 10 300 kVa 3Ø DF 208Y/120		no quote		1	\$0.00		
Item 11 300 kVa 3Ø DF 480Y/277		no quote		3	\$0.00		
Item 12 30 kVa 3Ø DF 480Y/277		no quote		2	\$0.00		
Item 13 75 kVa 3Ø DF 208Y/120		no quote		2	\$0.00		
Item 14 75 kVa 3Ø DF 480Y/277		no quote		2	\$0.00		
					<b>\$51,848.00</b>	<b>\$0.00</b>	

**From:** [Margaret Quigley](#)  
**To:** [RMLD Board Group](#)  
**Cc:** [Coleen O'Brien \(cobrien@RMLD.com\)](#); [Kathleen Rybak](#); [Wendy Markiewicz](#)  
**Subject:** AP and Payroll Questions for the 21-03-18 Board of Commissioners Book  
**Date:** Wednesday, March 17, 2021 9:08:00 AM

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Good morning.

AP:

On February 26<sup>th</sup> there were no Commissioner questions.

On March 5<sup>th</sup> there were no Commissioner questions.

On March 12<sup>th</sup> there were no Commissioner questions.

Payroll:

On March 1<sup>st</sup> there were no Commissioner questions.

On March 15<sup>th</sup> there were no Commissioner questions.

This email will be included in the 2021-03-18 Board Book.

Thank you.

Margaret Quigley  
Temp. Executive Assistant  
RMLD  
230 Ash Street  
Reading, MA 01867