Town of Reading
Meeting Posting with Agenda

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-10-20   Time: 7:30 PM

Building: Reading Municipal Light Building   Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street   Agenda:

Purpose: General Business

Meeting Called By: Marlena Bita, Chair

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

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

Topics of Discussion:

PER GOVERNOR BAKER'S MARCH 10, 2020, ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW, G.L. c. 30A, §20 THIS MEETING WILL BE HELD IN PERSON, REMOTELY AND STREAMED ON RCTV AND YOUTUBE. https://www.youtube.com/c/RCTVStudios/videos?view=57.

FOR PUBLIC PARTICIPATION PLEASE EMAIL: emorse@RMLD.com. INCLUDE YOUR FULL NAME, ADDRESS, AND PHONE #

1. Call Meeting to Order – M. Bita, Chair

   Code of Conduct: The RMLD Board of Commissioners recognizes the importance of hearing public comment, at the discretion of the Chair, on items on the official agenda. Once recognized by the Chair, all persons addressing the Board shall state their name and address prior to speaking. It is the role of the Chair to maintain order in all public comment or ensuing discussion.

   Open Meeting Law Reminder

2. Public Comment - M. Bita, Chair
   - Citizens' Advisory Board
   - Liaisons to the RMLD Board
   - Public Comment

3. Approval of Meeting Minutes- **ACTION ITEM-** Attachment 1 - M. Bita, Chair
   Suggested Motion: Move that the Board of Commissioners approve the minutes of the April 21, 2022, April 29, 2022, and May 6, 2022, meetings on the recommendation of the Interim General Manager.

4. Communications Update – Attachment 2 - J. Blackley, Communications Manager

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

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5. Interim General Manager's Report- Attachment 3- G. Phipps, Interim General Manager
   - Talent Acquisition and Talent Management
   - Substation and Solar PV Update

6. Employee Survey Report – Attachment 4 - G. Phipps, Interim General Manager

7. 2022 IGM and Board Goals - Attachment 5 - G. Phipps, Interim General Manager

8. ENE Legislative – Attachment 6 - G. Phipps, Interim General Manager

9. Policy Review – **ACTION ITEM** – Attachment 7 – G. Phipps, Interim General Manager
   - **Policy 27: Electronic Communications**
     Suggested Motion: Move that the Board of Commissioners approve Policy 27: Electronic Communications (Revision 3), as presented, on the recommendation of the Interim General Manager.

   - **Policy 29 Identity Theft Protection**
     Suggested Motion: Move that the Board of Commissioners approve Policy 29: Identity Theft Protection (Revision 1), as presented, on the recommendation of the Interim General Manager.

10. Procurement Requests for Board Approval - **ACTION ITEM** - Attachment 8- H. Jaffari, Director of E&O

    - **Pole Mounted Transformers Update**

    - **RFQ 2022-41 One (1) Electric Vehicle DC Fast Charger (DCFC)**
      Move that RFQ 2022-41 for one (1) Electric Vehicle DC Fast Charger (DCFC) be awarded to: **Voltrek, LLC, in the amount of $106,603.43,** pursuant to M.G.L. c. 30B, § 22 as the lowest responsible vendor, on the recommendation of the Interim General Manager.

    - **IFP 2022-36 RMLD Station 4 115kV Relay Panels 6 & 7**
      Move that IFP 2022-36 for RMLD Station 4 115kV Relay Panels 6 & 7 be awarded to: Electrical Power Products, for **$169,846.00**, pursuant to M.G.L. c. 164 § 56D, on the recommendation of the Interim General Manager.

11. Report of the General Manager Search Committee – J. Small, CAB, Chair

12. Scheduling – M. Bita, Chair
    Subsequent Board Meetings
    Thursday October 20, 2022, 7:30 PM
    Wednesday November 2, 2022, 6:00 PM – GM Finalist Interviews (Public Meeting)
    Wednesday November 9, 2022, 6:00 PM - Budget
    Wednesday November 30, 2022. 6:00 PM – Regular Session
    Wednesday December 14, 2022, 7:30 PM
    Thursday January 19th, 2022, 7:30 PM
    Wednesday February 15, 2022, 7:30 PM

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

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Thursday March 16, 2022, 7:30 PM

Joint Economic Development Meeting
November 2022; Date TBD

2022 Warrant Schedule			
	AP	PAYROLL	Board Member Covering CAB
January	John Stempeck	Bob Coulter	Phil Pacino
February	David Talbot	John Stempeck	Bob Coulter
March	Marlena Bita	David Talbot	John Stempeck
April	Phil Pacino	Marlena Bita	David Talbot
May	Bob Coulter	Phil Pacino	Marlena Bita
June	John Stempeck	Bob Coulter	Phil Pacino
July	David Talbot	John Stempeck	Bob Coulter
August	Marlena Bita	David Talbot	John Stempeck
September	Phil Pacino	Marlena Bita	David Talbot
October	Bob Coulter	Phil Pacino	Marlena Bita
November	John Stempeck	Bob Coulter	Phil Pacino
December	David Talbot	John Stempeck	Bob Coulter

13. Executive Session – **ACTION ITEM** – M. Bita, Chair
Suggested Motion: Move that the Board of Commissioners go into Executive Session pursuant to Massachusetts G.L. c.164 section 47D, exemption from public records and open meeting requirements in certain instances, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and return to regular session, for the sole purpose of adjournment. Note: Roll call vote required.

14. Adjournment – **ACTION ITEM** – M. Bita, Chair
Suggested Motion: Move that the Board of Commissioners adjourn regular session. Note: Roll call vote required.

BOARD MATERIALS AVAILABLE BUT NOT DISCUSSED
Accounts Payable / Payroll Questions through October 14, 2022
Preliminary Financial Statements July and August 2022
Surplus and Scrap Material Report September 2022
3Q 2022 Certificate Report

READING MUNICIPAL
LIGHT DEPARTMENT

BOARD OF COMMISSIONERS MEETING
REGULAR SESSION

Thursday, October 20, 2022

APPROVAL OF MEETING MINUTES

ATTACHMENT 1

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-04-21   Time: 7:00 PM

Building: Location: Zoom

Address: Session: Open Session

Purpose: General Business   Version: Draft

Attendees: **Members - Present:**

Robert Coulter, Chair; Philip Pacino, Vice Chair; John Stempeck, Commissioner; David Talbot, Commissioner; Marlena Bita, Commissioner.

Members - Not Present:

Others Present:

Public: Pam Daskalakis - 71 Lilah Lane, Reading
RMLD Staff: Coleen O'Brien, General Manager; Janet Walsh, Director of Human Resources; Hamid Jaffari, Director of Engineering & Operations; Gregory Phipps, Director of Integrated Resources; Wendy Markiewicz, Director of Business Finance.
Citizens' Advisory Board: Vivek Soni, Chair, Reading.

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

Topics of Discussion:

1. <u>Call Meeting to Order</u>
   Chair Coulter called the Board of Commissioner's (BOC) meeting to order at 7:00 PM and announced that the meeting would be held on Zoom and live on RCTV and YouTube.

   Opening Remarks and Introductions
   Chair Coulter read the RMLD BOC Code of Conduct and asked all remote attendees to identify themselves**.**

   Vice Chair Pacino served as Secretary at the meeting.

2. <u>Public Comment</u>
   Citizens' Advisory Board
   Vivek Soni, Citizens' Advisory Board (CAB), reiterated that each year the CAB recommends budgetary items to the BOC. This year, due to high price spikes and delays in equipment there are significant cost increases in the system. Moving forward, the CAB requests that the RMLD provide a comparison of the budget estimate and the expected price for reference.

   Liaisons to the RMLD Board
   Karen Herrick, Select Board, congratulated the re-elected Commissioners. The Town looks forward to working together.
   Karen noted that many residents and town staff are willing to be involved in the General Manager's search process, and hope that it will be open and transparent.

Public Comment
Pam Daskalakis of 71 Lilah Lane, Reading, made a public comment.
Pam highlighted the importance of the new General Manager role. Pam cited the example of the recent Town Manager Search Committee, which included two residents, two Select Board Members, and three professional employees. Pam respectfully requested that the BOC consider one or two selection committee positions for residents to apply to and participate in.

3. Reorganization of the RMLD Board of Commissioners
   Chair Coulter opened the floor to accept nominations for Chair.

   Commissioner Stempeck made a **motion**, seconded by Commissioner Coulter, to nominate Commissioner Pacino for Chair.

   Chair Coulter made a **motion**, seconded by Commissioner Talbot, to nominate Commissioner Bita for Chair.

   There were no further nominations. The Commission then proceeded to the election of the Chair.

   Nominee, Commissioner Pacino: **Motion Fails: 2:0:3** (2 in favor, 3 abstained) Roll Call Vote*:* Chair Coulter, Abstained; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Abstained; Commissioner Bita, Abstained.

   Nominee, Commissioner Bita: **Motion Carried: 4:1:0** (4 in favor; 1 abstained) Roll Call Vote: Chair Coulter, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Abstained; Commissioner Talbot, Aye; Commissioner Bita, Aye.

   At this point in the meeting, newly elected Chair Bita presided as Chair.

   Chair Bita opened the floor to accept nominations for Vice Chair.

   Chair Bita made a **motion**, seconded by Vice Chair Pacino, to nominate Commissioner Talbot for Vice Chair.

   Commissioner Stempeck made a **motion**, seconded by Commissioner Coulter, to nominate Commissioner Pacino for Vice Chair.

   There were no further nominations. The Commission then proceeded to the election of the Vice Chair.

   Nominee, Commissioner Pacino **Motion Carried: 5:0:0** (5 in favor) Roll Call Vote*:* Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

   No vote was taken regarding Commissioner Talbot's nomination for Vice Chair.

   At this point in the meeting, newly elected Vice Chair Pacino presided as Vice Chair.

   Vice Chair Pacino noted that the representative from the RMLD BOC Sub-Audit Committee attends the Town of Reading Audit Committee meetings.

   Vice Chair Pacino made a **motion**, seconded by Commissioner Talbot, to nominate Vice Chair Pacino for the RMLD BOC Sub-Audit Committee.

Erica Morse, Executive Assistant, noted that per Policy 19, the second member of the Sub-Audit Committee acts as a back up to the primary member.

Commissioner Stempeck made a **motion**, seconded by Vice Chair Pacino, to nominate Commissioner Coulter for the RMLD BOC Sub-Audit Committee.

There were no further nominations. The Commission then proceeded to the election of the RMLD BOC Sub-Audit Committee Members.

Nominees, Vice Chair Pacino and Commissioner Coulter **Motion Carried: 5:0:0** (5 in favor)
Roll Call Vote*:* Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

4. GM Evaluation and 2021 GM and Board Goals
   Coleen O'Brien, General Manager, stated that the 2021 goals were reviewed at the last meeting, but incentive for 2021 was not discussed.

   Chair Bita asked to re-visit the status of the employee survey.

   The General Manager reported on the process and progress of the employee survey. The 2021 goal was to hire a consultant to do an employee survey to be conducted in early 2022.

   The RMLD was able to find a consultant and work through the procurement process. Currently, the survey questions are being finalized. Once the BOC reviews the questions, a date will be arranged for the consultant to distribute the survey to RMLD staff.

   Discussion ensued regarding the status of the employee survey goal and whether this goal was met.

   Commissioner Talbot stated that at the last meeting the BOC asked for the draft questions to be circulated and for the survey to be conducted in end of 2022.

   The General Manager stated that this is an evaluation for 2021. The agreed upon 2021 goal called for the GM to hire a consultant in early 2022; thus, this goal is on schedule. Chair Bita and Commissioner Coulter agreed that their interpretation of the goal was for the survey to be completed by early 2022.

   It was decided that the status of this goal was "in progress".

   The General Manager noted that normally in the process, the goals are reviewed, and an incentive is decided for last year's accomplishments.

   At this point in the meeting Commissioner Coulter experienced technical difficulties, with his Zoom connection.

   Commissioner Stempeck suggested moving on until Commissioner Coulter returned.

   Commissioner Stempeck made a **motion**, seconded by Vice Chair Pacino, move that the RMLD Board of Commissioners provide Coleen O'Brien with a salary increase of 4% for 2021 in addition to a 4% bonus.

   Chair Bita asked a question; is it standard practice in the Municipal industry to pay cash bonuses to municipal employees? Commissioner Stempeck replied that the BOC has done

this for many years. The General Manager added that this is technically a merit increase and is usually ICMA, cash or a combination of the two.

Commissioner Coulter returned to the meeting at this time.

Commissioner Coulter moved to amend the **motion**, seconded by Commissioner Talbot, for a salary increase of 2% and merit increase of $5K.

Commissioner Talbot stated that the Board has approved significant raises over the last seven years ($165-$224) and the General Manager's current salary is situated at the top handful of salaries statewide. The General Manager noted that the 2022 salary survey has not been released yet.

Commissioner Talbot suggested a half year cash bonus of $10K. This option would put the BOC in a more advantageous position when negotiating with potential GM candidates. The General Manager clarified that the incentive in question is not just for 6 months; but for all CY21.

Discussion ensued regarding the GM evaluation and incentive process.

Wendy Markiewicz, Director of Business and Finance stated that the GM salary has changed since CY20. The General Manager received an incentive in CY21 for the CY20 performance evaluation. It was clarified that the incentive for CY21 is not a raise for CY22; it is an incentive for CY21 accomplishments that is retroactive to 1/1/2022.

Commissioner Coulter withdrew his motion to amend Commissioner Stempeck's motion.

Commissioner Coulter proposed a revised amendment, seconded by Chair Bita, of a 3% salary increase and a $5K merit increase.

Discussion ensued regarding the 3% salary increase.

Chair Bita was in favor of a 2% increase; noting that a 3% increase in base salary carries forward for a lifetime payment. Chair Bita cited concerns that the net 3% number is high from a rate payer perspective and clarified that her stance is not reflective of the performance of the GM.

Commissioner Stempeck disagreed, stating that the General Manager is managing the largest Municipal facility in the state, and has done a great job throughout her tenure. The BOC should reward and thank her for the work she has done to transform the RMLD into a modern organization and for bringing in exceptional staff to carry this legacy on.

Discussion ensued regarding the relationship between the merit increase, pension, and rate payers.

Vice Chair Pacino stated that he agrees with Commissioner Stempeck, the General Manager accomplished a lot to get the system up to date and functioning as it is.

Commissioner Stempeck amended the original **motion** to a 4% merit increase and $7K bonus.

The Board of Commissioners voted on Commissioner Coulter's amendment for a 3% increase and $5K bonus.

Motion Failed: 1:4:0 (1 in favor, 4 against). Roll Call: Chair Bita, Nay; Vice Chair Pacino, Nay; Commissioner Stempeck, Nay; Commissioner Talbot, Nay; Commissioner Coulter, Aye.

The Board of Commissioners voted on Commissioner Stempeck's amendment for a 4% increase and $7K bonus.

Motion Failed: 2:3:0 (2 in favor, 3 against). Roll Call: Chair Bita, Nay; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Nay; Commissioner Coulter, Nay. The BOC discussed splitting the difference between Commissioner Stempeck's and Commissioner Coulter's motions.

Mr. Talbot made a **motion**, move that the RMLD Board of Commissioners approve that, reflective of the period from January 1, 2021, to December 31, 2021, Ms. O'Brien receive a salary increase of 2.5% in addition to a $5K paid out as Ms. O'Brien chooses, as ICMA, cash, or a combination of the two.

Commissioner Stempeck proposed a revised amendment; the Board of Commissioners voted on Commissioner Stempeck's amendment for a 3.5% increase and $6K bonus.

It was noted that Commissioner Talbot's motion and Commissioner Stempeck's motion were never seconded.

Mr. Talbot made a **motion**, seconded by Chair Bita, move that the RMLD Board of Commissioners approve that, reflective of the period from January 1, 2021, to December 31, 2021, Ms. O'Brien receive a salary increase of 3% in addition to a $5K paid out as Ms. O'Brien chooses, as ICMA, cash, or a combination of the two.

Motion Carried: 4:1:0 (4 in favor, 1 against, 0 abstained) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Nay; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

Vice Chair Pacino stated that the GM Evaluation needs to happen in January, and the Chair is responsible for putting forth a numeric recommendation.

4. Interim General Manager and General Manager Search Committee

Vice Chair Pacino made a **motion**, seconded by Chair Bita, move that the Board of Commissioners finalize GM interview questions and conduct interviews in Open Session for the Interim General Manager position. Meeting date to be determined.

Motion Carried: 5:0:0 (5 in favor, 0 abstained) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

Vice Chair Pacino made a **motion**, seconded by Commissioner Coulter, move that the Board of Commissioners appoint a GM Search Committee for the consideration of applicants and interviews for the GM position.

Discussion ensued relative to the appointment of a GM search Committee.

Commissioner Talbot stated that hiring a GM is the BOC's biggest responsibility. Chair Bita and Commissioner Stempeck agreed that all five Commissioners should be involved throughout the entire process.

Vice Chair Pacino noted that previously, the BOC appointed a screening committee, which met offsite to screen applications. The committee then made recommendations to the BOC, who conducted interviews of the finalists in open session.
Discussion ensued relative to the BOC hiring an outside professional to conduct the GM search.

Commissioner Stempeck stated that when this process was conducted in the past, the BOC did not initially hire an outside consultant. After receiving minimal response to the advertised position, the BOC hired a consultant who was able to solicit candidates from other municipal operations state-wide. It is important to note that this time there are qualified internal applicants.

Commissioner Coulter stated that when discussing process and candidates, there needs to be a distinction between Interim General Manager versa General Manager.

It was decided that the BOC would conduct interviews with the in house Interim General Manager candidates and once an Interim General Manager is appointed, that person will serve in that position for 1-3 months while the BOC continues with the GM search and process.

Vivek asked a question, and discussion ensued on the involvement of the CAB or Town in the Interim GM and GM search process.

Chair Bita stated that the CAB hold be involved in both the IGM and GM search process.

Commissioner Stempeck agreed with Chair Bita, but noted that in relation to the Town, the separation of the Town and RMLD is important to maintain. This issue us why the White Paper came to be, to keep the separate while remaining tied. Moreover, larger commissioners also tend to have a more difficult time reaching decisions.

Chair Bita stated that she would like the town involved at some capacity.

Commissioner Talbot stated that the CAB functions as a way for all towns to be involved.

Vice Chair Pacino suggested that Chair Bita and himself come up with a GM Search process come back next meeting with a recommendation.

The suggested motions relative to appointing a GM Search Committee were not voted on.

Discussion ensued on scheduling a date and time for the Interim GM interviews.

It was decided that the Interim GM interviews would take place on May 3rd, 2022, at 5:30 PM.

5. General Manager's Report
MEAM Annual Meeting
The MEAM Annual Meeting will be held on May 19 and 20, 2022. In Plymouth, MA.

Vice Chair Pacino made a **motion**, seconded by Chair Bita, move that the Board approve Ms. O'Brien's travel to, and attendance at, the MEAM Annual Managers' Meeting to take place from May 19 and 20, 2022 in Plymouth, MA.

Motion Carried: 5:0:0 (5 in favor, 0 against, 0 abstained) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Mr. Talbot, Aye; Mr. Stempeck, Aye; Mr. Coulter, Aye.

Commissioner Coulter noted that any Board member who would like to attend the MEAM meeting should be able to.

Vice Chair Pacino made a **motion**, seconded by Chair Bita, move that the Board approve any Commissioner who wishes to travel to, and attendance at, the MEAM Annual Managers' Meeting to take place from May 19 and 20, 2022 in Plymouth, MA.

Motion Carried: 5:0:0 (5 in favor, 0 against, 0 abstained) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Mr. Stempeck, Aye; Mr. Talbot, Aye; Mr. Coulter, Aye.

Community Update
- The General Manager stated that the High School Art Contest Awards night will be held on May 12, 2022 at 7:30 PM. The winner's artwork will be featured on the cover of the Annual Report. Vice Chair Pacino and Commissioner Coulter agreed to present at the awards.

Bike Adoption
- The General Manager noted that RMLD is hosting the annual bike adoption event with the Town and Climate Action Committee. Bikes will be dropped off on Friday April 29, 2022, and the bikes will be available for adoption on Saturday April 30th 2022.

Future Board Meetings
- The General Manager reported that the RMLD is facing a supply chain issue with the IT equipment which will allow Hybrid Meetings.

  Discussion ensued on holding in person verses virtual meetings. Chair Bita noted her support of in person meetings, and Commissioner Stempeck requested an option for Zoom.

- Erica stated that the Audit Committee meeting will be held in person on May 23 or May 25, 2022 followed by a Joint meeting with the CAB.

- Erica reported that the Economic Development meeting is in the process of being scheduled.

6. <u>RMLD Procurement Requests Requiring Board Approval</u>

IFP 2022-01 – Trouble Truck with Trade-In
Hamid Jaffari, Director of E&O reported on IFP-2022-01.

At the previous Board meeting, the BOC requested that Hamid look further into the Trouble Truck trade in options associated with this bid.

James A. Kiley was the lowest responsible and responsive proposer; whereas Altec took to many exceptions, had a higher cost, longer delivery time, and could not guarantee the trade in value.

The current proposal is good for 90 days; 60 days have since passed. If the proposal is not awarded in the next 30 days, the price and lead times will increase. Most industry members placed these orders in Q1 and there are no guarantees that RMLD will receive the truck for two years. Moreover, the truck will have to be maintained and in operations until RMLD gets a new truck and either retires or sells the current truck at auction. This would amount to approximately an additional 13K expense.

Per the BOC's request, the RMLD staff spent hours researching and were unable to find anything on the secondary market that met the required specs.

Hamid noted that he performed an independent verification and found two companies that are in the business of procuring and refurbishing used trucks. One company was not

interested and cited that the trucks they purchase need to be in flawless condition. Hamid cited the example of rust caused by salt on the roads as one issue with the truck's condition. Hamid was given a best guess estimate of $5K-$15K for what one of these companies would pay. The high end of 15K is only for vehicles in perfect condition.

Hamid discussed the options the BOC has moving forward with the current proposal.

Vice Chair Pacino made a **motion**, seconded by Commissioner Stempeck, that proposal IFP 2022-01 for one (1) Trouble Truck with Trade-In be awarded to: James A. Kiley Company for $252,419.00, pursuant to M.G.L. c. 164, §56D, on the recommendation of the General Manager.

Motion Carried: 5:0:0 (5 in favor, 0 against) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

7. Scheduling
   It was deiced that the Board would meet on either May 23 or 25, 2022 following the Audit Committee meeting at 6:00 PM.

   The May Accounts Payable and Payroll warrant signing schedule by Commissioners was reviewed.

8. Adjournment

   Vice Chair Pacino made a **motion**, seconded by Chair Bita, move that the Board of Commissioners adjourn regular session.

   Motion Carried: 5:0:0 (5 in favor, 0 against) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

   Documents Used
   2022-04-21 RMLD Board of Commissioners Regular Session Packet
   Board Packet Attachment 1

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-04-29   Time: 2:00 PM

Building: Location: Zoom

Address: Session: Open Session

Purpose: General Business   Version: Draft

Attendees: **Members - Present:**

Marlena Bita, Chair; Philip Pacino, Vice Chair; David Talbot, Commissioner; Robert Coulter, Commissioner.

Members - Not Present:

John Stempeck,Commissioner.

Others Present:

RMLD Staff: Coleen O'Brien, General Manager; Janet Walsh, Director of Human Resources, Erica Morse, Executive Assistant.

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

Topics of Discussion:

1. Call Meeting to Order
   Chair Bita called the Board of Commissioner's (BOC) meeting to order at 2:04 PM and announced that the meeting would be held remotely on Zoom.

   Opening Remarks and Introductions
   Chair Bita read the RMLD BOC Code of Conduct and asked all remote attendees to identify themselves**.**

   Those present and attending remotely Chair Bita, Vice Chair Pacino, Commissioners Talbot and Coulter

   Vice Chair Pacino served as Secretary at the meeting.

2. Public Comment
   There was no comment from the public during this meeting.

3. Executive Session
   At 2:05 PM, Vice Chair Pacino made a **motion,** seconded by Commissioner Talbot, move that the Board of Commissioners go into Executive Session pursuant to Massachusetts G.L. c.164 section 47D, exemption from public records and open meeting requirements in certain instances, to discuss the deployment of security personnel or devices, or strategies with respect thereto; and to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and return to regular session, for the sole purpose of adjournment. Note: Roll call vote required.

   Motion Carried: **4:0:1** (4 in favor, 1 absent) Roll Call: Chair Bita, Aye; Vice Chair

Pacino, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye. Commissioner Stempeck was absent from the meeting.

After discussion in Executive Session the returned to Regular Session

4. Adjournment
   At 3:30 PM, Vice Chair Pacino made a **motion**, seconded by Commissioner Talbot, move that the Board of Commissioners adjourn regular session. Note: Roll call vote required.

   Motion Carried: **4:0:1** (4 in favor, 1 absent) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye. Commissioner Stempeck was absent from the meeting.

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date:	2022-05-06	Time:	2:30 PM
Building:	Reading Municipal Light Building	Location:	Winfred Spurr Audio Visual Room
Address:		Session:	Open Session
Purpose:	General Business	Version:	Draft

Attendees: **Members - Present:**

Marlena Bita, Chair; Philip Pacino, Vice Chair; John Stempeck,Commissioner; David Talbot, Commissioner; Robert Coulter, Commissioner.

Members - Not Present:

Others Present:

RMLD Staff: Coleen O'Brien, General Manager; Janet Walsh, Director of Human Resources, Hamid Jaffari, Director of Engineering & Operations; Gregory Phipps, Director of Integrated Resources; Wendy Markiewicz, Director of Business Finance; Erica Morse, Executive Assistant.
Citizens' Advisory Board: Jason Small, Chair.
RMLD Liasons: Karen Herrick, Reading Select Board

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

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Topics of Discussion:

1. Call Meeting to Order

Chair Bita called the Board of Commissioner's (BOC) meeting to order at 2:45 PM and announced that the meeting would be held remotely on Zoom and streamed live on RCTV and YouTube.

Opening Remarks and Introductions

Chair Bita read the RMLD BOC Code of Conduct and asked all remote attendees to identify themselves**.**

Vice Chair Pacino, Commissioner Coulter, and Coleen O'Brien, General Manager, participated in the meeting remotely on Zoom.

Vice Chair Pacino served as Secretary at the meeting.

2. Appointment of the Interim/Acting General Manager

Introduction

Chair Bita remarked on the importance of the decision to appoint the Interim/Acting General Manager and noted that the BOC is grateful for the dedicated pursuit of this position at RMLD.

In its 100 plus year history, RMLD has served a growing residential, commercial, and industrial customer base with near perfect reliability for its customers and safety for its employees.

The BOC is humbled to have three extraordinarily strong in-house candidates: Hamid Jaffari, Gregory Phipps, and Wendy Markiewicz. All of whom envision furthering their passion for the power industry with team collaboration. This passion and collaboration will innovatively drive mandated climate change goals by changing human habits.

Chair Bita stated that the General Manager position has been served dutifully by Coleen O'Brien for nine years, whose leadership has mentored all three candidates. The BOC wished the General Manager a happy and rewarding retirement and thanked her for providing constant leadership in a rapidly changing industry.

Nominations
Chair Bita explained the procedure for nominations. The Chair will state the names of each candidate, starting with the candidate who interviewed first. The BOC will indicate if the stated candidate is their first choice by show of hand.
- Hamid Jaffari, Director of Engineering and Operations
  By show of hand, Vice Chair Pacino voted for Hamid Jaffari as the first-choice candidate for the Interim/Acting General Manager position.

- Gregory Phipps, Director of Integrated Resources
  By show of hands, Chair Bita, Commissioner Stempeck, Commissioner Talbot, and Commissioner Coulter voted for Gregory Phipps as the first-choice candidate for the Interim/Acting General Manager position.

  It was stated that a majority of the BOC (4 in favor) voted for Gregory Phipps as the first-choice candidate for Interim/Acting General Manager.

Chair Bita congratulated Greg and noted that the BOC is grateful for his interview.
The BOC proceeded with the motion for the appointment of the Interim/Acting General Manager.

Chair Bita made a **motion**, seconded by Commissioner Talbot, move that the RMLD Board of Commissioners hereby appoints Gregory Phipps to serve as the Interim General Manager effective upon the retirement of the incumbent General Manager until a permanent appointment is made. The Employee also shall serve as the Acting General Manager during absences (such as vacation, sick leave, etc.) of the incumbent General Manager until the effective date of her separation from employment. While serving as the Interim or Acting General Manager, the Employee shall be responsible for his current duties as the Director of Integrated Resources.

Motion Carried: **4:1** (4 in favor, 1 abstained) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Abstain; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye
Vice Chair Pacino could not hear the motion and it was clarified that the motion was read from item #2 on the regular session posted agenda.

Commissioner Stempeck said he agreed with Chair Bita's remarks. Any one of the candidates would be able to fulfill this position. Commissioner Stempeck noted that he is proud of the candidates and the dedication that they put in, which was shown through the resumes and materials. Commissioner Stempeck said that the Q&A interview portion was spectacular, and from a historic viewpoint, the last interview process did not have anywhere near the level of sophistication and quality of individuals. The choice was extremely difficult.

Commissioner Talbot echoed what Commissioner Stempeck and Chair Bita said. Commissioner Talbot thanked the candidates and said it speaks so highly of RMLD that three people of this caliber work for the Department. Commissioner Talbot noted that it is a pleasure working with the candidates and he is glad to be back together in one room.

Commissioner Coulter echoed all the Commissioners' comments and noted that all of the

candidates were unbelievable and did a great job in the interviews. It was an extremely difficult choice and he appreciated everyone putting themselves forward.

Vice Chair Pacino noted that he was unable to hear Chair Bita and Commissioner Stempeck remarks. Vice Chair Pacino stated that these were three excellent and fully qualified candidates, and he appreciates all three for putting their names forward.

3. <u>Executive Session</u>
At 2:55 PM Chair Bita made a **motion**, seconded by Commissioner Stempeck, Move that the Board of Commissioners go into Executive Session pursuant to Massachusetts G.L. c.164 section 47D, exemption from public records and open meeting requirements in certain instances, to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and return to regular session, for the continuation of regular session. Note: Roll call vote required.

Motion Carried: **5:0:0** (5 in favor) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye
After discussion in Executive Session the Board returned to Regular Session.

4. <u>Adjournment</u>
The BOC adjourned executive session and returned to regular session for the sole purpose of adjournment.
At 3:35 PM Vice Chair Pacino made a **motion**, seconded by Commissioner Stempeck, that the Board of Commissioners adjourn Regular Session.
Motion Carried: 5:0:0 (5 in favor) Roll Call: Chair Bita, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

COMMUNICATIONS UPDATE

ATTACHMENT 2

Communications Update

- Events
  - Successful RMLD Open House on 10/6
  - Event was listed in all local papers and online sources, Reading Post/RCTV attended

- Media Coverage
  - Received Patch media inquiry about rate hikes, and responded with a statement that led to 2 positive stories on Wilmington, Reading sites

- Social Media
  - RMLD continues to see steady, organic growth
  - Facebook reach up 115% over previous month

- Upcoming Initiatives
  - Customer survey, newsletter redesign, promotion of Shred the Peak program for winter months

Personal Finance

Reading Municipal Light Looks To Limit Electricity Rate Hikes

Reading may see smaller electricity rate increases this winter compared to communities in Eversource and National Grid networks.

Dakota Antelman, Patch Staff

RMLD

Reading Municipal Light Department
RELIABLE POWER

INTERIM GENERAL MANAGER REPORT

** VERBAL UPDATE, NO ATTACHMENT

ATTACHMENT 3

EMPLOYEE SURVEY REPORT

ATTACHMENT 4

EMPLOYEE SURVEY REPORT

Objective: To solicit input from the employees to help RMLD operate better (employee morale, process efficiency, more streamlined procedures, better equipped employees, and improved communication).

Administration Highlights:

- Our intention is to take action on employee input suggestions.
- View feedback as part of ongoing process improvements.
- The feedback will require some time to synthesize, develop, and implement action items.
- All employee feedback can not be implemented at one time. The intention is to perform quarterly surveys and focus on high priority input each quarter.
- The survey will be an ongoing series that will be administered quarterly.
- The intention is not to be a pulse survey and it is recognized that an internal employee survey is very different from an external customer survey.

Process:

- The survey will be issued with just a few questions, primarily open text format rather than multiple choice or numbered scale.
- As the intent of the survey is to focus on process improvement; surveys will be submitted by identified individual employees. We realize that identification may initially limit the number of survey responses, but we expect the quality of those responses to be more thoughtful and actionable. Over time as the employees see changes from their feedback, we anticipate high levels of participation.
- It will be made clear to staff that the review audience will include the GM (consistent with the current open door, open communication approach) and immediate direct staff.
- The GM and review team will synthesize and share survey input with the employees.
- The leadership team will develop solutions and action items based on specific survey feedback.
- Action items are intended to be implemented or at least started before the next survey round.
- It is recognized that not all feedback will have a practical solution and the employees will be informed of that scenario as it occurs.

Timeline:

- Our intention is to start in Q4 2022 and continue quarterly through Q4 2023, then re-evaluate.

Proposed Questions:

1. Based on your understanding, describe what RMLD is trying to accomplish over the next 5-10 years.
2. Describe how your work contributes to the overall goals of RMLD
3. Describe your career path at RMLD.
4. Please list the top five things that RMLD should continue to do.

2022 IGM AND BOARD GOALS

ATTACHMENT 5

IGM Goals
Phipps Leading RMLD Team as Player/Coach

DRAFT

IGM goals for Jun through Dec 2022, excluding day-to-day responsibilities

Vision (strategic direction)
a)	Summarize RMLD context (view of next 5 – 35 years)	Nov
b)	Conduct proactive grid resiliency, modernization studies	ongoing
c)	Engage legislative (MLP strategies and RMLD specific support)	accelerate
d)	Create new strategic plan (revise RMLD mission, vision)	Dec

Team / Personnel (recruit, equip, motivate)
c)	Improve internal communications (open door, all hands meetings, …)	initiated
d)	Negotiate mutually beneficial union contracts	signatures
e)	Upgrade leadership team (hire 1-2 more positions)	in process
f)	Retool work force (recruit open positions, moves, promotions, …)	in process
g)	Restart intern / co-op program (ex. Summer 2022)	Jun-Aug 2022
h)	Recast organization structure	Nov

Customers (rate payers, new businesses, Town(s) Leadership)
i)	Implement intermediate rate increase (TOU, peak mgmt, …)	Dec
j)	Recruit new large customers (run associated reliability / grid studies)	in process
k)	Magnify customer communication (ex social media, …)	ongoing
l)	Rebuild teamwork with Town(s) Leadership	ongoing

Platform (efficiently support electrification load growth)
m)	Secure 326 Ballardvale (default site for new substation)	complete
n)	Pursue more land to create platform options (ex Rt 125)	in process
o)	Accelerate supply chain response (proactive opportunity pursuit)	in process
p)	Install EV chargers North Reading, Lynnfield	in process

Funding (new strategy to reflect new context and operational changes)
p)	Finalize 2023 operating and capital budget	Nov
q)	Apply for new funding sources (ex grants (IIJC, IRA, state, …))	Nov, ongoing

Power Supply (increase resiliency, dampen upward cost pressure, ensure compliance)
r)	Pursue within territory generation (ex Maple Meadow, …)	ongoing
s)	Pursue generation opportunities (ex hydro and solar ownership)	Nov
t)	Initiate large scale storage partnership opportunities	in process

ENE LEGISLATIVE UPDATE

ATTACHMENT 6

Synchronized legislative strategies – 2023

coordinated process

1) Commissioners share ideas with GM's on the ENE BoD (now)

2) GM's bring ideas to ENE BoD meeting, where ideas are discussed and refined (next week)

3) ENE Strategies assembles another non-quorum Commissioner, with GM's, to further refine and prioritize (Nov)

4) Commissioners individually contact legislators to express support of these legislative topics (spring 2023)

5) ENE Strategies lobby legislators in support of these legislative topics (spring 2023)

initial ideas for discussion during open BoC meeting

a) Share data of EVs (battery and hybrid) within MLP territories to help accelerate adoption, place public chargers, and ensure network reliability

b) Help promote ASHP adoption within MLPs (example contractor engagement, workforce training, certification, licensing, …)

c) Mutually share regional load data (especially transmission) to help MLP's transition faster to non-carbon sourcing without sacrificing reliability

d) ??

2022 ENE Board Meeting Schedule

The following dates are the tentative days for the 2022 ENE Board of Director's meetings:

Wednesday, March 30st	Mansfield
Wednesday, June 15th	Mansfield
Wednesday, August 10th	Woods Hole
Mon/Tues., Oct. 24/25th	Mansfield (Strategic Meeting)
Monday, Dec. 19th	Mansfield (Holiday dinner night before)

POLICY REVIEW

ATTACHMENT 7

RMLD BOARD OF COMMISSIONERS MEETING

OCTOBER 20, 2022

POLICY 27: USE OF RMLD INFORMATION SYSTEMS: COMPUTER, EMAIL, INTERNET, AND OTHER INFORMATION SERVICES

In accordance with the Board's periodic policy review, please find attached the review package for Policy 27: Use of RMLD Information Systems (Revision 3).

Included are the following three components:
- Policy 27: Use of RMLD Information Systems (Revision 3) Summary & Highlights (This Page).
- Updated Policy 27: Use of RMLD Information Systems (Revision 3)
- Policy 27: Use of RMLD Information Systems (Revision 3) with red lines.

SUMMARY
Policy 27 (Revision 3) was revised to simplify the guidelines for the use of RMLD electronic devices, as outlined in the policy. Various sections were removed, and the remaining sections were refined for further clarity. Certain removed sections will be incorporated in the newly drafted *Public Records and Confidential Information Policy*.

REVISION HIGHLIGHTS
- **Overview**
  - Manager of Information Technology was changed to Director of Information Technology throughout.
  - Manager of Human Resources was changed to Director of Human Resources throughout.
- **Section I: Purpose**
  - "Internet" was added to the list of electronic devices applicable to Policy 27 guidelines.
- **Section III: Permitted Use**
  - Subsection III: A: Permitted Uses – Generally
    - Verbiage relative to the requirement of prior authorization for more frequent personal use of RMLD information systems was removed.
  - Subsection III: B: Examples of Permitted Use
    - Subsection III: B: Examples of Permitted Use was removed for redundancy.
- **Section IV: Prohibited Uses**
  - Subsection IV: B: Specific Prohibited Uses

- Verbiage was added to clarify that the list of prohibited uses was non-exhaustive.
- **Section VI: Additional Responsibilities – Hardware and Software**
  - <u>Subsection VI: A: Cooperation</u>
    - Verbiage was modified to encompass "IT security" software.
  - <u>Subsection VI: C: Use of Existing Software</u>
    - Subsection VI: C: Use of Existing Software was removed for redundancy.
  - <u>Subsection VI: D: Passwords</u>
    - Verbiage was removed for redundancy.
  - <u>Subsection VI: F: Transmission of Confidential Information.</u>
    - Subsection VI: F: Transmission of Confidential Information was removed and will be incorporated in the newly drafted *Public Records and Confidential Information Policy*.

RMLD Policy No. 27
USE OF RMLD INFORMATION SYSTEMS:
COMPUTERS, E-MAIL, INTERNET AND OTHER INFORMATION SERVICES

Revision No. 3   **Commission Vote Date _____**

_____   _____
Interim General Manager/Date   **Next Review Date**

I. PURPOSE

The purpose of this Policy is to establish guidelines for the use of Reading Municipal Light Department's ("RMLD") electronic devices, including, but not limited to, computers, networks, software, Internet, Intranet, email systems, electronically stored or computerized voicemail systems, the Internet, and other RMLD information systems and services (may be referred to collectively as "information systems") by employees and the RMLD Board of Commissioners. RMLD recognizes that use of information technology and related systems and services has many benefits and can improve the efficiency and effectiveness of RMLD business and workplace communications. RMLD also recognizes that certain uses may place RMLD and others at risk or otherwise may be incompatible with a professional environment. Accordingly, RMLD has established these guidelines governing the use of RMLD information systems.

II. RESPONSIBILITIES

A. <u>General Manager</u>. The General Manager or his/her designee shall be responsible for the following:

1. Overall implementation of and compliance with this Policy;

2. Taking corrective or disciplinary action for violations of this Policy;

3. Recommending policy changes or procedures with respect to non-technical matters; and

4. Reporting to and interacting with the Board of Commissioners regarding this Policy.

B. <u>Director of Information Technology</u>. The Director of Information Technology shall be responsible for the following:

1. Recommending updates to this Policy regarding technical matters;

2. As may be authorized by the General Manager, monitoring activities involving the use of RMLD's information systems in accordance with RMLD's policies and procedures, and reporting any suspected violations or other suspicious behavior to the General Manager;

3. Providing assistance with investigations and disciplinary proceedings involving the use of information systems at the request of the General Manager;

4. Providing recommendations to improve the security of RMLD's information systems and protect against misuse; and

5. Providing information in response to questions by the General Manager and/or Board of Commissioners regarding RMLD information systems and this Policy.

C. Director of Human Resources. The Director of Human Resources shall be responsible for assisting the General Manager and/or Director of Information Technology with investigations and the imposition of disciplinary measures with respect to violations of this Policy.

D. The Board of Commissioners. The Board of Commissioners are responsible for approving policy changes and for using RMLD information systems in compliance with this Policy and the Open Meetings Law. Board members should be mindful that communications with another Board member could result in serial communications between a quorum of Board members in violation of the Open Meeting Law. Board members are cautioned against using email to communicate with other Board members except for purely educational, procedural or housekeeping matters. If an email is received by a Board member, the Board member should not forward the messages to other Board members. Board members also should refrain from discussing RMLD business, with the exception of procedural matters, in online forums or group messaging.

III. **PERMITTED USE**

A. Permitted Uses – Generally. RMLD's information systems are RMLD property and are to be used for RMLD business during work hours. Incidental and occasional brief personal use is permitted during non-working hours, so long as such use does not interfere with any employee's work or violate this or other RMLD policies. Employees also may use RMLD information systems on a limited basis for academic assignments during non-working hours.

IV. **PROHIBITED USES**

A. Prohibited Uses - Generally. RMLD information systems may not be used for any purpose or manner that may jeopardize RMLD's operations or image, cause harm

to its property or others, or is otherwise incompatible with a professional environment. RMLD Employees may not use RMLD information systems to engage in harmful or offensive activities, to appropriate proprietary information or in manner that is or may be inconsistent with RMLD's interests.

1. <u>Harmful and Offensive Activities</u>. RMLD specifically prohibits the use of information systems in ways that are disruptive, offensive to others or harmful to morale, including sending or receiving sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment or that shows disrespect for others, defames or slanders others, or otherwise harms another person or business.

   Employees may not use the Internet to access websites that contain any such harmful or offensive material, including any website that contains sexually suggestive or erotic content, any discriminatory messages or material that disparages any group. Employees may not use RMLD information systems for non-RMLD solicitations or commercial messages and for messages of a religious or political nature. E-mail and Internet access always should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

2. <u>Proprietary Information</u>. Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, or the distribution of copyrighted material, is strictly prohibited. Also, employees shall not use a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

3. <u>Personal Opinions</u>. Employees and Commissioners shall not use RMLD information systems to convey personal or individual opinion(s) to the public or otherwise give the appearance that a personal opinion constitutes the official position of RMLD. Good judgment should always be used when acting as a representative of the RMLD in news groups, bulletin boards, social media, etc.

B. <u>Specific Prohibited Uses</u>. The following uses are prohibited, regardless of whether RMLD information systems are used for RMLD or personal business. The following is a non-exhaustive list.

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate RMLD purposes;

- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization, including accessing confidential information of RMLD staff or customers;

- Installing or downloading software not authorized by RMLD, even if the software will be used for business purposes;

- Making unauthorized copies of RMLD's electronic files or other RMLD data;

- Destroying, deleting, erasing, or concealing RMLD files or other RMLD data, or otherwise making such files or data unavailable or inaccessible to RMLD or to other authorized users of RMLD systems;

- Misrepresenting oneself or RMLD;

- Violating any federal, state, or local laws and regulations;

- Violating any RMLD policies or standards of conduct;

- Engaging in other unlawful or malicious activities;

- Engaging in serial communications with Board members in violation of Open Meeting laws;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either RMLD's networks or systems or those of any other individual or entity;

- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;

- Sending, receiving, or accessing obscene materials;

- Conducting a side business or activities that conflict with RMLD duties or obligations;

- Causing congestion, disruption, disablement, alteration, or impairment of RMLD networks or systems;

- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, chat rooms, or private/personal/instant messaging;

- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;

- Engaging in online sports betting and gambling;

- Playing recreational games; and/or

- Defeating or attempting to defeat security restrictions on RMLD systems and applications.

V. PRIVACY AND ENFORCEMENT

A. No Expectation of Privacy. RMLD information systems, including all devices, files, and services are RMLD property and RMLD employees shall have no expectation of privacy when using such information systems, devices, and services, even when used for authorized personal purposes and/or when such data or files are password protected.

B. Monitoring and Inspections. In accordance with authorization that the General Manager may give to certain RMLD managers and authorized staff, such RMLD managers and authorized staff may monitor and inspect RMLD information systems, including all active, backup and "deleted" files, and may monitor employee use. Even though files, data, or messages may appear to be "deleted", employees should be aware that such information may be available for retrieval and inspection. Internet and Intranet activity can be monitored.

C. Use of Employee Data and Information. RMLD may use any data or information retrieved from its information systems for any legitimate RMLD purposes, including disciplining RMLD employees and reporting violations of this policy or any laws to the appropriate authorities.

D. Violations. RMLD may impose corrective action or discipline, including termination of employment, for violations of this policy. Corrective action may include, but is not limited to, restricting access to RMLD information systems, including all devices, files, and services. Employees should notify their immediate supervisors or manager of any suspected violations of this policy or any potential security breach.

VI. ADDITIONAL RESPONSIBILITIES - HARDWARE AND SOFTWARE

A. Cooperation. All RMLD employees and Commissioners shall cooperate with the implementation of RMLD IT security software, hardware and software upgrades as directed by Information Technology ("IT") Department.

B. Approval. All employees and Commissioners shall obtain approval of the IT Department prior to installing or downloading any software.

C. Protection of RMLD Property. All users are expected to take reasonable care of RMLD information systems. Intentional damage (*i.e.,* vandalism) of hardware, software files and computer peripherals is prohibited and may result in disciplinary action up to and including termination. Accidental damage shall be reported immediately to the IT Department.

D. <u>Passwords</u>. Passwords are confidential and should be treated as such. Employees and Commissioners should not disclose their passwords to others and should change them periodically. Any unauthorized access to another employee's e-mail account, data files and voice mail is prohibited and may result in disciplinary action up to and including termination.

E. <u>Cybersecurity</u>. All RMLD employees and Commissioners shall comply with North American Electric Reliability Corporation (NERC) cybersecurity requirements as directed by the General Manager or the IT Department.

RMLD Policy No. 27
USE OF RMLD INFORMATION SYSTEMS:
COMPUTERS, E-MAIL, INTERNET AND OTHER INFORMATION SERVICES

Revision No. 3~~2~~

Commission Vote Date -_____

_____
General Manager/Date

_____
Next Review Date

I. PURPOSE

The purpose of this Policy is to establish guidelines for the use of Reading Municipal Light Department's ("RMLD") electronic devices, including, but not limited to, computers, networks, software, Internet, Intranet, email systems, electronically stored or computerized voicemail systems, the Internet, and other RMLD information systems and services (may be referred to collectively as "information systems") by employees and the RMLD Board of Commissioners. RMLD recognizes that use of information technology and related systems and services has many benefits and can improve the efficiency and effectiveness of RMLD business and workplace communications. -RMLD also recognizes that certain uses may place RMLD and others at risk or otherwise may be incompatible with a professional environment. Accordingly, RMLD has established these guidelines governing the use of RMLD information systems.

II. RESPONSIBILITIES

A. General Manager. The General Manager or his/her designee shall be responsible for the following:

1. Overall implementation of and compliance with this Policy;

2. Taking corrective or disciplinary action for violations of this Policy;

3. Recommending policy changes or procedures with respect to non-technical matters; and

4. Reporting to and interacting with the Board of Commissioners regarding this Policy.

~~B.~~ Director of Information Technology. -The ~~Manager~~ Director of Information Technology shall be responsible for the following:

~~C.~~B.

    1. Recommending updates to this Policy regarding technical matters;

    2. As may be authorized by the General Manager, monitoring activities involving the use of RMLD's information systems in accordance with RMLD's policies and procedures, and reporting any suspected violations or other suspicious behavior to the General Manager;

    3. Providing assistance with investigations and disciplinary proceedings involving the use of information systems at the request of the General Manager;

    4. Providing recommendations to improve the security of RMLD's information systems and protect against misuse; and

    5. Providing information in response to questions by the General Manager and/or Board of Commissioners regarding RMLD information systems and this Policy.

C. Director of Human Resources~~Human Resources Manager~~. The Director of Human Resources ~~Manager~~ shall be responsible for assisting the General Manager and/or ~~Manager~~ Director of Information Technology with investigations and the imposition of disciplinary measures with respect to violations of this Policy.

D. The Board of Commissioners. The Board of Commissioners are~~is~~ responsible for approving policy changes and for using RMLD information systems in compliance with this Policy and the Open Meetings Law. Board members should be mindful that communications with another Board member could result in serial communications between a quorum of Board members in violation of the Open Meeting Law. Board members are cautioned against using email to communicate with other Board members except for purely educational, procedural or housekeeping matters. If an email is received by a Board member, the Board member should not forward the messages to other Board members. Board members also should refrain from discussing RMLD business, with the exception of procedural matters, in online forums or group messaging.

III. PERMITTED USE

~~A.~~ Permitted Uses – Generally. RMLD's information systems are RMLD property and are to be used ~~primarily~~ for RMLD business during work hours. Incidental and occasional brief personal use is permitted during non-working hours, so long as such use does not interfere with any employee's work or violate this or other RMLD policies. Employees also may use RMLD information systems on a limited basis for academic assignments during

non-working hours. ~~More frequent personal use of RMLD information systems shall require prior authorization.~~

B. ~~Examples of Permitted Uses.~~

1. ~~Examples of appropriate workplace use:~~
- ~~Internal communications with other RMLD employees and/or Commissioners relating to business matters.~~

- ~~External communications with customers, professional associations, vendors, outside professionals, etc.~~

- ~~Accessing information for appropriate business purposes such as, researching business-related topics or online training;~~

- ~~Participating in work-related online training, seminars or presentations.~~

- ~~Managing services and customer accounts;~~

- ~~Conducting online transactions, to the extent authorized;~~

- ~~Posting notices and information authorized by RMLD;~~

- ~~Accessing the Internet for RMLD-related reasons; and~~

- ~~As otherwise authorized or necessary or convenient to perform one's job duties.~~

2. ~~Examples of permitted personal use:~~

- ~~Bbrief communications with family members;~~

- ~~Bbrief communications with coworkers for personal matters, such as for lunch plans and breaks;~~

- ~~Bbrief checks of traffic, weather, or other news;~~

- ~~Ffor academic assignments in connection with RMLD's tuition reimbursement program – Policy No. 17, provided such use occurs during non-working hours; and~~

- ~~for appointment scheduling and reminders.~~

IV. PROHIBITED USES

V.IV.

A   Prohibited Uses - Generally. RMLD information systems may not be used for any purpose or manner that may jeopardize RMLD's operations or image, cause harm to its property or others, or is otherwise incompatible with a professional environment. RMLD Employees may not use RMLD information systems to engage in harmful or offensive activities, to appropriate proprietary information or in manner that is or may be inconsistent with RMLD's interests.

1. Harmful and Offensive Activities. RMLD specifically prohibits the use of information systems in ways that are disruptive, offensive to others or harmful to morale, including sending or receiving sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment or that shows disrespect for others, defames or slanders others, or otherwise harms another person or business.

    Employees may not use the Internet to access websites that contain any such harmful or offensive material, including any website that contains sexually suggestive or erotic content, any discriminatory messages or material that disparages any group. Employees may not use RMLD information systems for non-RMLD solicitations or commercial messages and for messages of a religious or political nature. E-mail and Internet access always should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

2. Proprietary Information. Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, or the distribution of copyrighted material, is strictly prohibited. Also, employees shall not use a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

2.3. Personal Opinions. Employees and Commissioners shall not use RMLD information systems to convey personal or individual opinion(s) to the public or otherwise give the appearance that a personal opinion constitutes the official position of RMLD. Good judgment should always be used when acting as a representative of the RMLD in news groups, bulletin boards, social media, etc.

C. B. **Specific Prohibited Uses**. The following uses are prohibited, regardless of whether RMLD information systems are used for RMLD or personal business. The following is a non-exhaustive list. :

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- Making unauthorized copies of RMLD's electronic files or other RMLD data;

- Destroying, deleting, erasing, or concealing RMLD files or other RMLD data, or otherwise making such files or data unavailable or inaccessible to RMLD or to other authorized users of RMLD systems;

- Misrepresenting oneself or RMLD;

- Violating any federal, state, or local laws and regulations;

- Violating any RMLD policies or standards of conduct;

- Engaging in other unlawful or malicious activities;

- Engaging in serial communications with Board members in violation of Open Meeting laws;

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either RMLD's networks or systems or those of any other individual or entity;

- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;

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- Conducting a side business or activities that conflict with RMLD duties or obligations;

- Causing congestion, disruption, disablement, alteration, or impairment of RMLD networks or systems;

- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, chat rooms, or private/personal/instant messaging;

- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;

- Engaging in online sports betting and gambling;

- Playing recreational games; and/or

- Defeating or attempting to defeat security restrictions on RMLD systems and applications.

VI.V.   PRIVACY AND ENFORCEMENT.

A. No Expectation of Privacy. RMLD information systems, including all devices, files, and services are RMLD property and RMLD employees shall have no expectation of privacy when using such information systems, devices, and services, even when used for authorized personal purposes and/or when such data or files are password protected.

B. Monitoring and Inspections. In accordance with authorization that the General Manager may give to certain RMLD managers and authorized staff, such RMLD managers and authorized staff may monitor and inspect RMLD information systems, including all active, backup and "deleted" files, and may monitor employee use. Even though files, data, or messages may appear to be "deleted", employees should be aware that such information may be available for retrieval and inspection. Internet and Intranet activity can be monitored.

C. Use of Employee Data and Information. RMLD may use any data or information retrieved from its information systems for any legitimate RMLD purposes, including disciplining RMLD employees and reporting violations of this policy or any laws to the appropriate authorities.

D. Violations. RMLD may impose corrective action or discipline, including termination of employment, for violations of this policy. Corrective action may include, but is not limited to, restricting access to RMLD information systems, including all devices, files, and services. Employees should notify their immediate supervisors

or manager of any suspected violations of this policy or any potential security breach.

~~VII.~~VI. **ADDITIONAL RESPONSIBILITIES - HARDWARE AND SOFTWARE**

A. Cooperation. All RMLD employees and Commissioners shall cooperate with the implementation of RMLD ~~anti-virus~~ IT security software, ~~and all~~ hardware and software upgrades as directed by Information Technology ("IT") Department.

B. Approval. —All employees and Commissioners shall obtain approval of the IT Department prior to installing or downloading any software.

~~C. Use of Existing Software. RMLD employees and Commissioners are permitted to use RMLD software already installed on the computer for personal business consistent with this policy as long as the use or data will not significantly interfere with the overall capacity of the computer for its originally intended purposes.~~

~~D.~~C. Protection of RMLD Property. All users are expected to take reasonable care of RMLD information systems. Intentional damage (*i.e.*, vandalism) of hardware, software files and computer peripherals is prohibited and may result in disciplinary action up to and including termination. Accidental damage shall be reported immediately to the IT Department.

~~E.~~D. Passwords. Passwords are confidential and should be treated as such. Employees and Commissioners should not disclose their passwords to others and should change them periodically ~~per RMLD password policy.~~ Any unauthorized access to another employee's e-mail account, data files and voice mail is prohibited and may result in disciplinary action up to and including termination.

~~Transmission of Confidential Information. Confidential customer or employee information (e.g., social security numbers, account and credit card information) shall only be transmitted through secure or authorized means.~~

~~F.~~E. Cybersecurity. All RMLD employees and Commissioners shall comply with North American Electric Reliability Corporation (NERC) cybersecurity requirements as directed by the General Manager or the IT Department.

RMLD BOARD OF COMMISSIONERS MEETING

OCTOBER 20, 2022

POLICY 29: IDENTITY THEFT PREVENTION AND DATA SECURITY

In accordance with the Board's periodic policy review, please find attached the review package for Policy 29: Identity Theft Prevention and Data Security (Revision 2).

Included are the following three components:

- Policy 29: Identity Theft Prevention and Data Security (Revision 2) Summary & Highlights (This Page).
- Updated Policy 29: Identity Theft Prevention and Data Security (Revision 2).
- Policy 29: Identity Theft Prevention and Data Security (Revision 2) with red lines.

SUMMARY

Policy 29 (Revision 2) was revised to provide clarity on "the Program" as required by Policy 29. Various sections were removed, and the remaining sections were refined for further clarity. Responsibilities were shifted from the Director of Business Finance to the Director of Information Technology and General Manager.

REVISION HIGHLIGHTS

- **Overview**
    - Manager of Information Technology was changed to Director of Information Technology throughout.

- **Section I: Purpose**
    - Verbiage was added to the purpose of the policy to include "maintenance of the program".
    - Verbiage relative to the Program was removed for redundancy.

- **Section II: Definitions**
    - Subsection II: B: Identifying information
        - Verbiage was modified to reflect the updated definition of PI from the department of labor website.

- **Section III: Program Elements**
    - Subsection III: Program Elements was removed for redundancy and will be incorporated into the Program.

- **Section VI: Data Security Measures**
    - Subsection IV: Data Security Measures was removed for redundancy and will be incorporated into the Program.

1

- **Section V: Responsibilities**
  - <u>Subsection V: A: RMLD Board of Commissioners</u>
    - Verbiage was modified to clarify the responsibilities of the RMLD BoC.
    - Verbiage was added relative to annual updates of the Program to the BoC.
  - <u>Subsection V: B: General Manager</u>
    - Subsection V: B: 2: Removed for redundancy.
    - Subsection V: B: 3: Verbiage was added relative to the overall development and implementation of the program.
    - Subsection V: B: 4: Verbiage was added relative to monitoring compliance and employee discipline.
    - Subsection V: B: 4 (Meeting): Removed for redundancy.
  - <u>Subsection V: C: Director of Business Finance</u>
    - Director of Business Finance was replaced with Director of IT.
    - Subsection V: C: 1: Responsibilities relative to certain program requirements was moved to the Director of IT.
    - Subsection V: C: 2: Responsibilities relative to retention and third-party service providers was moved to the Director of IT.
    - Subsection V: C: 2: (Reviewing): Verbiage relative to reviewing procedures was removed for redundancy.
    - Subsection V: C: 5: Verbiage was added to clarify training requirements.
    - Subsection V: C: 7: Verbiage was added relative to reporting requirements with data breaches.
    - Subsection V: C: 7 (Assistance): Verbiage was removed relative to assistance for the Director of Business Finance.
  - <u>Subsection V: D: Manager of IT</u>
    - All sections were combined with Section V:C: Director of IT
  - <u>Subsection VI: F: Transmission of Confidential Information.</u>
    - Subsection VI: F: Transmission of Confidential Information was removed and will be included in the *Public Records and Confidential Information Policy,* currently under internal review.

RMLD Policy No. 29

IDENTIFY THEFT PREVENTION AND DATA SECURITY POLICY

Revision No. 2   Commission Vote Date _____

_____   _____
Interim General Manager/Date   Next Review Date

I. **PURPOSE**

The purpose of this policy is to require the development, implementation, and maintenance of a written Identity Theft prevention program ("Program") including the data security measures to protect private and sensitive information. With the rise of Identity Theft, the Reading Municipal Light Department ("RMLD") recognizes the importance of safeguarding the private information of its customers and employees. Accordingly, RMLD shall establish and maintain a Program designed to detect, prevent, and mitigate Identity Theft consistent with standards and guidelines established by federal and Massachusetts Red Flag Rules. This policy does not replace but supplements other policies, procedures or practices developed and implemented by RMLD to prevent data security breaches and to comply with the requirements and standards of the North American Electric Reliability Corporation ("NERC") and other authorities.

II. **DEFINITIONS**

A. Covered Account. A "Covered Account" includes:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, *e.g.*, residential accounts that involve or are designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and

2. Any other account, *e.g.*, business accounts, that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from Identity Theft, including financial, operational, compliance, reputation, or litigation risks.

B. Identifying Information. "Identifying Information", commonly referred to as PII(personal identifiable information), is defined as a name or number that may be used, alone or in conjunction with any other information, to identify a specific

person, including name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or tax identification number, unique electronic identification number or Internet Protocol (IP) address Personal Identifiable Information (PII) is defined as:

Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

C. <u>Identity Theft</u>. "Identity Theft" means fraud committed using the "Identifying Information" of another person.

D. <u>Program Administrator</u>. The RMLD employee responsible for the development, implementation and oversight of the Program, as defined in Section I.

E. <u>Red Flag(s)</u>. A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. Examples of Red Flags include but are not limited to:

- Inconsistencies in Identifying Information and other information available to RMLD;
- Identifying Information that appears altered or forged or photos that do not match or confirm identity of holder;
- Warnings or notices from credit reporting agencies or alerts received from other sources; and
- Suspicious activity regarding the customer's account.

F. <u>Service Provider.</u> For purposes of this policy, Service Provider means a person or business entity that provides a service directly to RMLD relating to or connection with a Covered Account.

III   <u>RESPONSIBILITIES</u>

A. <u>RMLD Board of Commissioners</u>. The RMLD Board of Commissioners shall be responsible to ensure that the Program is being maintained via an annual update from the General Manager and/or the Director of IT.

B. <u>General Manager.</u> The General Manager shall have the following responsibilities:

1. Establishing Red Flags Rule compliance obligations and any other state and federal requirements applicable to the protection of Personal Identifiable Information or prevention of Identity Theft. Responsible for overall implementation of this policy.

2. Ensuring that RMLD agreements with Service Providers include appropriate terms to protect and mitigate Identity Theft and to comply with Red Flags rules and data security standards and requirements and to protect RMLD from liability; and

3. Overall responsibility for the development and implementation of the Program.

4. Monitoring compliance with data security measures and recommending appropriate action, including discipline of RMLD employees that fail to comply with Program requirements.

C. <u>Director of Information Technology .</u> The Director of Information Technology in coordination with RMLD senior Management shall serve as the Program Administrator and shall be responsible for:

1. Developing, implementing, and updating data security measures and other Program requirements applicable to RMLD information systems.

2. Recommending the retention of and overseeing third party service providers providing electronic data and security services.

3. Developing customer service and account procedures and practices for identifying and responding to Red Flags for both new and existing Covered Accounts and preventing and investigating instances of Identity Theft;

4. Periodically reviewing and updating the Program to address changes or risks;

5. Training RMLD customer facing and IT staff regarding the detection of Red Flags and their duties relative to the implementation of the Program;

6. Preparing and/or overseeing the preparation of reports, that include among other things, an evaluation of the effectiveness of the Program, identification of any new threats or risks, identification of any significant incidents and responses, recommendations for changes to the Program, and such other information requested by the General Manager; and

7. Complying with reporting requirements for data breaches (*e.g.,* reporting data breaches to proper authorities, such as the Massachusetts Office of Consumer Affairs and Business Regulation and the Attorney General's Office).

D. <u>RMLD Staff</u>. The success of the Program depends on the cooperation and efforts of all RMLD staff. All RMLD staff are responsible for adhering to the Program requirements and procedures. Violation of procedures and protocols may result in corrective or disciplinary action. In addition, RMLD staff may be required to participate in surveys developed by the Program Administrator or Director of IT to evaluate the effectiveness of the Program with respect to opening accounts, existing accounts, service provider arrangements, personnel records, significant incidents involving Identity Theft and responses, data security, and recommendations for changes to the Program.

RMLD Policy No. 29

IDENTIFY THEFT PREVENTION AND DATA SECURITY POLICY

Revision No. 2~~1~~   **Commission Vote Date** _____

_____   _____

Interim General Manager/Date   **Next Review Date**

I.   PURPOSE

The purpose of this policy is to require the development, ~~and~~ implementation, and maintenance of a written Identity Theft prevention program ("Program") including the ~~and~~ data security measures to protect private and sensitive information. ~~With~~ the rise of Identity Theft, the Reading Municipal Light Department ("RMLD") recognizes the importance of safeguarding the private information of its customers and employees. Accordingly, RMLD shall establish and maintain a Program designed to detect, prevent, and mitigate Identity Theft consistent with standards and guidelines established by federal and Massachusetts Red Flag Rules. ~~The Program shall be designed in a manner that is appropriate for RMLD given its size and the nature and level of the risk. In addition, RMLD recognizes that an important aspect of preventing Identity Theft involves the implementation of reasonable data security measures. As such, this policy also requires the implementation of appropriate security measures to protect Identifying Information as well as other confidential or sensitive information of RMLD, its customers, and employees.~~ This policy does not replace but supplements other policies, procedures or practices developed and implemented by RMLD to prevent data security breaches and to comply with the requirements and standards of the North American Electric Reliability Corporation ("NERC") and other authorities.

II.   DEFINITIONS

A. Covered Account. A "Covered Account" includes:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, *e.g.*, residential accounts that involve or are designed to permit multiple payments or transactions, such as a

credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and

2. Any other account, *e.g.*, business accounts, that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from Identity Theft, including financial, operational, compliance, reputation, or litigation risks.

B. <u>Identifying Information</u>. "Identifying Information", commonly referred to as PII(personal identifiable information), is defined as a name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or tax identification number, unique electronic identification number, or Internet Protocol (IP) address or routing code.Personal Identifiable Information (PII) is defined as:
Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.

C. <u>Identity Theft</u>. "Identity Theft" means fraud committed using the "Identifying Information" of another person.

D. <u>Program Administrator</u>. The RMLD employee responsible for the development, implementation and oversight of the Program, as defined in Section I.

E. <u>Red Flag(s)</u>. A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. Examples of Red Flags include but are not limited to:

- Inconsistencies in Identifying Information and other information available to RMLD;
- Identifying Information that appears altered or forged or photos that do not match or confirm identity of holder;
- Warnings or notices from credit reporting agencies or alerts received from other sources; and
- Suspicious activity regarding the customer's account.

F. <u>Service Provider.</u> For purposes of this policy, Service Provider means a person or business entity that provides a service directly to RMLD relating to or connection with a Covered Account.

III.   PROGRAM ELEMENTS

The Program shall include reasonable procedures for the identification, detection, and mitigation/response to Red Flags that indicate the possibility of Identity Theft for Covered Accounts. All utility accounts shall be treated as Covered Accounts for the purposes of this policy. The Identifying Information of RMLD employees also shall be subject to the Program requirements, to the extent applicable and appropriate.

A. Identification. Identification methods shall take into consideration risks specifically associated with opening utility accounts and warning signs. Warning signs may include alerts, notifications, and warnings from credit reporting companies or other companies, suspicious documents, such as discrepancies or the appearance of forgeries or alterations, inconsistencies or use of certain Identifying Information by others, and unusual account activity.

B. Detection. The Program shall include the use of reasonable detection measures and procedures, such as verification and authentication methods. To minimize risks, customers shall complete a written application when opening new accounts. In general, accounts shall be closedclosed, and a new account opened where changes are made to the service location or customer-of-record. The identity of the customer shall be verified when opening new accounts and for inquiries and transactions involving existing accounts, as appropriate. Consideration also shall be given to using procedures or tools to monitor account activity and behavior that indicate the possibility of fraud and Identity Theft.

C. Collection of Identifying Information. In developing the Program, consideration shall be given to the type of Identifying Information to be collected by customers and retained by RMLD. RMLD shall require only such Identifying Information as necessary to verify identity and to minimize risks. For instance, according to the Federal Trade Commission ("FTC"), it is sufficient to check a driver's license or identification card to confirm in-person identification. Accordingly, the storing of social security numbers and other Identifying Information of RMLD's customers should be limited to the extent possible.

D. Response to Red Flags. RMLD shall promptly take an appropriate response when a Red Flag is detected. The response taken shall be commensurate with the degree of risk posed. Possible responses include contacting the customer, changing passwords, closing accounts, and contacting law enforcement authorities, depending on the situation.

E. Protection of Identifying Information Personal Identifiable Information. The Program shall include reasonable safeguards to protect the security and confidentiality of Identifying Information Personal Identifiable Information received by RMLD, including proper disposal methods. The Program also should address the disposal of consumer report information under FACTA's Disposal Rule (16 CFR Part 682) so that such information cannot be read or reconstructed.

F. Service Providers. The Program shall include appropriate measures to ensure that Service Providers comply with applicable Red Flags Rules. Contracts with Service Providers should include compliance requirements and provide RMLD with appropriate remedies in the event of breach. Other contract provisions also may be appropriate.

G. Updates. The Program shall be reviewed and updated periodically to address changes in risks to customers and employees.

H. Program Reports and Approval. A report shall be prepared annually evaluating the effectiveness of the Program. The report shall explain the methods for monitoring the practices of RMLD's service providers, identify any significant incidents of Identity Theft and RMLD's response; and shall include recommendations for major changes to the Program. The RMLD Board of Commissioners shall approve the Program and any major revisions to the Program.

III. DATA SECURITY MEASURES

The Program also shall include requirements for securing Identifying Information Personal Identifiable Information and other confidential or sensitive data stored by RMLD, including Identifying Information Personal Identifiable Information that may be stored on digital copiers or other information systems. It is RMLD's objective to comply with industry standards and Massachusetts Red Flags rules and regulations governing computer system security. The Program should address threats associated RMLD's information systems, including but not limited to the following:

- ~~Whether to electronically store Identifying Information;~~ Personal Identifiable Information
- ~~Measures to control existing and former employee access to Identifying Information~~ Personal Identifiable Information~~, such creating separate user accounts or access levels;~~
- ~~Authentication procedures, such the creation, storage and access to passwords, as well as methods to address widely-known security flaws to prevent hacking;~~
- ~~The method of storing Identifying Information~~ Personal Identifiable Information ~~or other personal and confidential information (encryption and configuration) to protect against vulnerabilities and to ensure that such information remains secure throughout all stages and not only during transmission. Industry tested and accepted methods shall be used;~~used.
- ~~Segmenting RMLD's network and monitoring activity, as appropriate;~~appropriate.
- ~~Remote access security, including firewalls,~~ VPN, ~~antivirus software and other endpoint security measures;~~measures.
- ~~Requirements to follow platform guidelines for security to protect against interceptions and other vulnerabilities;~~vulnerabilities.
- ~~Follow industry best practices related to data encryption~~
- ~~The verification and testing of privacy and security features;~~
- ~~Selection and monitoring of Service Providers that process Identifying Information~~ Personal Identifiable Information ~~and other confidential or sensitive information and compliance verification processes;~~processes.
- ~~Procedures to protect against ongoing or future threats and responses to vulnerabilities that may arise;~~arise.
- ~~The security of RMLD devices; and~~
- ~~The proper disposal of sensitive data and responses to security breaches.~~

V.   RESPONSIBILITIES

A. **RMLD Board of Commissioners.** The RMLD Board of Commissioners shall be responsible to ensure that the Program is being maintained via an annual update from the General Manager and/or the Director of IT.

~~A.   for approving the Program and for reviewing and updating this policy to direct changes to Program requirements, responsibilities and other policy elements based on evolving threats and RMLD's needs.~~

B. <u>General Manager.</u> The General Manager shall have the following responsibilities:

1. Establishing Red Flags Rule compliance obligations and any other state and federal requirements applicable to the protection of ~~Identifying Information~~ <u>Personal Identifiable Information</u> or prevention of Identity Theft. Responsible for overall implementation of this ~~policy;~~<u>policy.</u>

2. ~~Reviewing and presenting reports and related information to the Board of Commissioners;~~<u>Commissioners.</u>

2. <u>Ensuring</u> that RMLD agreements with Service Providers include appropriate terms to protect and mitigate Identity Theft and to comply with Red Flags rules and data security standards and requirements and to protect RMLD from liability; and

3. <u>Overall responsibility for the development and implementation of the Program.</u>

~~3.~~<u>4.</u>   <u>Monitoring compliance with data security measures and recommending appropriate action, including discipline of RMLD employees that fail to comply with Program requirements.</u>

4. ~~Meeting with the Director of Business Finance and Manager Director of IT regarding the adequacy of Program requirements and data security measures. The General Manager shall have authority to require the Director of Business Finance and Manager Director of IT to consider and address specific and/or additional risks and concerns.~~

C. <u>Director of</u> <u>Information Technology</u> ~~Business Finance~~. The Director of <u>Information Technology in coordination with RMLD senior Management</u> ~~Business Finance~~ shall serve as the Program Administrator and shall be responsible for:

1. <u>Developing, implementing, and updating data security measures and other Program requirements applicable to RMLD information systems.</u>

2. Recommending the retention of and overseeing third party service providers providing electronic data and security services.

1.3. Developing customer service and account procedures and practices for identifying and responding to Red Flags for both new and existing Covered Accounts and preventing and investigating instances of Identity Theft;

2. ~~Reviewing procedures developed by the Manager of Information Technology ("IT") to secure Identifying Information Personal Identifiable Information in RMLD systems;~~systems.

3.4. Periodically reviewing and updating the Program to address changes or risks;

4.5. Training RMLD customer facing and IT staff ~~service and accounting staff~~ regarding the detection of Red Flags and their duties relative to the implementation of the Program;

5. Preparing and/or overseeing the preparation of reports, that include among other things, an evaluation of the effectiveness of the Program, identification of any new threats or risks, identification of any significant incidents and responses, recommendations for changes to the Program, and such other information requested by the General Manager; and

6.

Complying with reporting requirements for data breaches (e.g., reporting data breaches to proper authorities, such as the Massachusetts Office of Consumer Affairs and Business Regulation and the Attorney General's Office).

6. ~~Overall responsibility for the development and implementation of the Program.~~

~~The Director of Business Finance shall be afforded reasonable in-house and/or outside assistance in order to develop, update, and implement the Program and to perform his/her duties under this policy.~~

D.   Manager Director of IT. The Manager Director of IT shall have primary responsibility for the security of RMLD's electronic data. The Manager Director of IT shall be responsible for:

1.   Developing, implementing, and updating data security measures and other Program requirements applicable to RMLD information systems;systems.

2.   Providing appropriate training of RMLD IT staff regarding data security requirements and measures;measures.

3.   Reviewing the Program and any reports regarding the protection of Identifying Information Personal Identifiable Information on RMLD information systems and to make recommendations for improvements;improvements.

4.   Periodically reviewing and making recommendations to the Program to reflect changes in risks to customers and employees by considering the RMLD's experiences with identity theft situations and/or data security issues, changes in detection and prevention methods and changes in RMLD's business arrangements with other entities;entities.

5.   Preparing and presenting reports to the RMLD Board of Commissioners on effectiveness of the Program with respect to data security measures and issues;issues.

6.   Monitoring compliance with data security measures and recommending appropriate action, including discipline of RMLD employees that fail to comply with Program requirements;requirements.

   7.   Recommending the retention of and overseeing third party service providers providing electronic data and security services;services.

   8.   Monitoring and updating RMLD information systems; and

9.   Complying with reporting requirements for data breaches (*e.g.*, reporting data breaches to proper authorities, such as the Massachusetts Office of Consumer Affairs and Business Regulation and the Attorney General's Office).

E.D.   RMLD Staff. The success of the Program dependsdepends on the cooperation and efforts of all RMLD staff. All RMLD staff are responsible for adhering to the Program requirements and procedures. Violation of procedures and protocols may result in corrective or disciplinary action. In addition, RMLD staff may be required to participate in surveys developed by the Program Administrator or Manager Director of IT to evaluate the effectiveness of the Program with respect to opening accounts,

existing accounts, service provider arrangements, personnel records, significant incidents involving Identity Theft and responses, data security, and recommendations for changes to the Program.

PROCUREMENT REQUESTS FOR BOARD APPROVAL

ATTACHMENT 8

RMLD **Reading Municipal Light Department**
RELIABLE POWER

October 14, 2022

Town of Reading Municipal Light Board

Subject: RFQ 2022-41

Pursuant to M.G.L. c. 30B, § 22 on September 14, 2022, a Request for Quotes (RFQ) was sent to six (6) Statewide Contract VEH102 vendors requesting quotes for 'One (1) Electric Vehicle DC Fast Charger (DCFC)'.

The Quotes were submitted via email and opened on October 5, 2022, at 12:00 Noon. Quotes were received from one (1) company: Voltrek, LLC.

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

> Move that RFQ 2022-41 for one (1) Electric Vehicle DC Fast Charger (DCFC) be awarded to: **Voltrek, LLC, in the amount of $106,603.43[1],** pursuant to M.G.L. c. 30B, § 22 as the lowest responsible vendor, on the recommendation of the Interim General Manager.

[1]See attached spreadsheet for quote detail.

The 2022 Capital Budget amount for this item is $70,000 each. The Budget includes a quantity of five (5) units for a total of $350,000.

Ajey Pandey

Ajey Pandey

Gregory Phipps

Gregory J. Phipps

RFQ 2022-41 ONE (1) ELECTRIC VEHICLE DC FAST CHARGER (DCFC) QUOTE DETAIL

		Quantity	Unit Price	Total Price
			VOLTREK, LLC	
1	ABB Terra 184 DCFC, Model T184 CJ	1	$82,916.25	$82,916.25
	Commercial Cloud Plan/ Software Costs (1 Year)	2	$620.00	$1,240.00
	Station Activation/ Set-up	1	$3,003.43	$3,003.43
	Shipping	1	$2,500.00	$2,500.00
			Total	**$89,659.68**

OPTIONAL PRICING		Quantity	Unit Price	Total Price
1	ABB Terra 184 DCFC, Model T184 CJ			
	Maintenance Plans/ Five (5) Year Warranty costs	2	-	$16,943.75

TOTAL PRICE OF UNIT PLUS MAINTENANCE PLAN/ FIVE (5) YEAR WARRANTY			**$106,603.43**

RMLD **Reading Municipal Light Department**
RELIABLE POWER

October 17, 2022

Town of Reading Municipal Light Board

Subject: IFP 2022-36 RMLD Station 4 115kV Relay Panels 6 & 7

Pursuant to M.G.L. c. 164 § 56D, on September 14, 2022, an invitation for proposals was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle requesting sealed proposals for RMLD Station 4 115kV Relay Panels 6 & 7.

An invitation for proposals was sent to fifteen (15) companies.

Sealed proposals were received from one (1) company: Electrical Power Products.

The sealed proposals were publicly opened and read aloud at 11:00 a.m. on October 5, 2022, in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

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

> Move that IFP 2022-36 for RMLD Station 4 115kV Relay Panels 6 & 7 be awarded to: **Electrical Power Products, for $169,846.00,** pursuant to M.G.L. c. 164 § 56D, on the recommendation of the Interim General Manager.

The 2022 Capital Budget amount for these items is $98,500.

Nick D'Alleva (Oct 17, 2022 10:45 EDT)
Nick D'Alleva

Hamid Jaffari (Oct 17, 2022 10:47 EDT)
Hamid Jaffari

Gregory J. Phipps

MATERIALS AVAILABLE BUT NOT DISCUSSED

AP

From September 9, 2022, to October 14, 2022, there were no Commissioner questions.

Payroll:

From September 5, 2022, to October 10, 2022 there were no Commissioner questions.

Erica Morse
Executive Assistant
Reading Municipal Light Department
O: 781-942-6489
C: 617-791-3304
www.rmld.com

	2022	2021
ASSETS		
Current:		
Unrestricted Cash	$ 21,335,856	$ 20,578,843
Restricted Cash	32,829,642	29,188,322
Restricted Investments	1,050,394	2,691,351
Receivables, Net	9,777,805	8,005,224
Prepaid Expenses	1,695,218	1,725,817
Inventory	2,293,371	1,864,161
Total Current Assets	68,982,286	64,053,718
Noncurrent:		
Investment in Associated Companies	964,409	874,497
Capital Assets, Net	86,448,244	84,571,936
Total Noncurrent Assets	87,412,654	85,446,432
Deferred Outflows - Pension Plan	6,754,497	5,360,409
TOTAL ASSETS	163,149,436	154,860,559
LIABILITIES		
Current		
Accounts Payable	10,138,213	6,216,591
Accrued Liabilities	546,680	401,949
Customer Deposits	1,631,327	1,452,246
Advances from Associated Companies	200,000	200,000
Customer Advances for Construction	2,627,763	2,486,188
Total Current Liabilities	15,143,983	10,756,975
Non-current		
Accrued Employee Compensated Absences	1,652,518	1,968,355
Net OPEB Obligation	4,158,698	7,166,506
Net Pension Liability	11,954,138	12,054,935
Total Non-current Liabilities	17,765,354	21,189,796
Deferred Inflows - Pension Plan	4,327,923	2,652,103
TOTAL LIABILITIES	37,237,260	34,598,874
NET POSITION		
Invested in Capital Assets, Net of Related Debt	86,448,244	84,571,936
Restricted for Depreciation Fund	12,534,610	9,261,798
Restricted for Pension Trust	6,814,713	4,459,696
Unrestricted	20,114,608	21,968,257
TOTAL NET POSITION	125,912,176	120,261,686
Total Liabilities and Net Assets	$ 163,149,436	$ 154,860,559

PRELIMINARY

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Operating Revenues					
Base Revenue	$ 3,232,381	$ 2,643,901	$ 20,359,977	$ 18,566,623	9.7%
Fuel Revenue	4,338,139	2,508,579	24,362,585	17,227,829	41.4%
Purchased Power Capacity & Transmission	3,511,311	2,999,597	21,311,219	21,959,071	(3.0%)
Forfeited Discounts	102,359	77,482	539,700	524,722	2.9%
Energy Conservation Revenue	207,651	61,965	1,317,307	434,562	203.1%
NYPA Credit	(140,931)	(36,263)	(828,950)	(733,563)	13.0%
Total Operating Revenues	11,250,911	8,255,259	67,061,838	57,979,244	15.7%
Expenses					
Power Expenes:					
547 Purchased Power Fuel	4,224,249	2,905,082	24,614,213	19,082,951	29.0%
555 Purchased Power Capacity	1,428,500	1,387,702	10,121,725	11,406,339	(11.3%)
565 Purchased Power Transmission	1,885,361	1,573,212	10,997,997	10,413,869	5.6%
Total Purchased Power	7,538,109	5,865,996	45,733,935	40,903,159	11.8%
Operations and Maintenance Expenses:					
580 Supervision and Engineering	101,972	89,675	736,515	676,507	8.9%
581 Station/Control Room Operators	48,081	40,583	329,643	318,356	3.5%
582 Station Technicians	47,332	43,837	363,599	390,630	(6.9%)
583 Line General Labor	62,171	44,242	494,878	385,698	28.3%
586 Meter General	23,204	14,331	137,500	112,821	21.9%
588 Materials Management	36,502	32,201	288,576	272,802	5.8%
593 Maintenance of Lines - Overhead	25,614	40,692	204,465	219,332	(6.8%)
593 Maintenance of Lines - Tree Trimming	18,068	112,867	591,944	393,436	50.5%
594 Maintenance of Lines - Underground	7,382	(1,507)	131,272	17,963	630.8%
595 Maintenance of Line - Transformers	15,091	16,551	62,185	98,869	(37.1%)
598 Line General Leave Time Labor	32,646	30,517	264,278	218,894	20.7%
Total Operations and Maintenance Expenses	418,063	463,988	3,604,855	3,105,309	16.1%
General & Administration Expenses:					
903 Customer Collections	57,540	116,045	667,186	711,161	(6.2%)
904 Uncollectible Accounts	5,000	8,750	40,000	70,000	(42.9%)
916 Energy Audit	76,612	66,263	594,206	487,071	22.0%
916 Energy Conservation	173,545	111,989	868,241	932,496	(6.9%)
920 Administrative and General Salaries	166,146	159,156	1,318,501	1,257,970	4.8%
921 Office Supplies and Expense	1,698	758	10,145	9,590	5.8%
923 Outside Services - Legal	34,618	66,889	249,444	266,574	(6.4%)
923 Outside Services - Contract	41,455	9,469	209,191	181,518	15.2%
923 Outside Services - Education	7,312	555	34,393	12,176	182.5%
924 Property Insurance	32,768	33,111	283,448	295,744	(4.2%)
925 Injuries and Damages	1,000	800	7,705	22,719	(66.1%)
926 Employee Pensions and Benefits	461,762	189,756	2,675,918	2,296,728	16.5%
930 Miscellaneous General Expense	21,300	13,280	266,010	247,562	7.5%
931 Rent Expense	34,779	13,874	160,594	136,864	17.3%
933 Vehicle Expenses	35,830	36,711	183,410	231,701	(20.8%)
933 Vehicle Expenses - Capital	(36,724)	(32,561)	(276,007)	(233,447)	18.2%
935 Maintenance of General Plant	47,147	17,804	357,725	340,703	5.0%
935 Maintenance of Building & Garage	73,693	77,506	656,151	542,641	20.9%
Total General & Administration Expenses	1,235,482	890,153	8,306,260	7,809,770	6.4%

PRELIMINARY

2

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Other Operating Expenses:					
403 Depreciation	421,450	406,980	3,371,601	3,255,837	3.6%
408 Voluntary Payments to Towns	143,387	137,953	1,147,096	1,103,624	3.9%
Total Other Expenses	564,837	544,933	4,518,697	4,359,461	3.7%
Operating Income	1,494,420	490,189	4,898,092	1,801,545	171.9%
Non Operating Revenues (Expenses):					
419 Interest Income	9,617	6,522	93,603	114,008	(17.9%)
419 Other	(3,391)	78,338	565,256	695,174	(18.7%)
426 Return on Investment to Reading	(210,620)	(206,709)	(1,661,493)	(1,653,671)	0.5%
426 Loss on Disposal					0.0%
431 Interest Expense	(2,010)	(3,783)	(16,087)	(30,182)	(46.7%)
Total Non Operating Revenues (Expenses)	(206,405)	(125,632)	(1,018,722)	(874,672)	16.5%
Change in Net Assets	1,288,015	364,557	3,879,370	926,873	318.5%
Net Assets at Beginning of Year	122,032,806	119,334,812	122,032,806	119,334,812	2.3%
Ending Net Assets	$ 123,320,821	$ 119,699,370	$ 125,912,176	$ 120,261,686	4.7%

PRELIMINARY

	Actual Year to Date	Budget Full Year	Budget through AUGUST 2022	OVER/UNDER $	OVER/UNDER %
Operating Revenues					
Base Revenue	$ 20,359,977	$ 30,099,569	$ 20,066,379	$ 293,597	1.5%
Fuel Revenue	24,362,585	26,522,356	17,681,571	6,681,015	37.8%
Purchased Power Capacity & Transmission	21,311,219	35,435,495	23,623,663	(2,312,444)	(9.8%)
Forfeited Discounts	539,700	902,987	601,991	(62,291)	(10.3%)
Energy Conservation Revenue	1,317,307	1,991,651	1,327,767	(10,460)	(0.8%)
NYPA Credit	(828,950)	(1,057,302)	(704,868)	(124,082)	17.6%
Total Operating Revenues	67,061,838	93,894,756	62,596,504	4,465,334	7.1%
Expenses					
Power Expenses:					
555 Purchased Power Fuel	24,614,213	25,465,054	16,976,703	7,637,510	45.0%
555 Purchased Power Capacity	10,121,725	16,978,311	11,318,874	(1,197,149)	(10.6%)
565 Purchased Power Transmission	10,997,997	18,457,184	12,304,789	(1,306,793)	(10.6%)
Total Purchased Power	45,733,935	60,900,549	40,600,366	5,133,569	12.6%
Operations and Maintenance Expenses:					
580 Supervision and Engineering	736,515	1,153,589	769,059	(32,544)	(4.2%)
581 Station/Control Room Operators	329,643	538,942	359,295	(29,652)	(8.3%)
582 Station Technicians	363,599	674,564	449,709	(86,110)	(19.1%)
583 Line General Labor	494,878	1,124,845	749,897	(255,019)	(34.0%)
586 Meter General	137,500	197,788	131,859	5,642	4.3%
588 Materials Management	288,576	471,160	314,107	(25,531)	(8.1%)
593 Maintenance of Lines - Overhead	204,465	552,225	368,150	(163,685)	(44.5%)
593 Maintenance of Lines - Tree Trimming	591,944	907,776	605,184	(13,241)	(2.2%)
594 Maintenance of Lines - Underground	131,272	88,139	58,759	72,513	123.4%
595 Maintenance of Line - Transformers	62,185	373,160	248,773	(186,589)	(75.0%)
598 Line General Leave Time Labor	264,278	477,783	318,522	(54,244)	(17.0%)
Total Operations and Maintenance Expenses	3,604,855	6,559,972	4,373,315	(768,460)	(17.6%)
General & Administration Expenses:					
903 Customer Collection	667,186	1,176,246	784,164	(116,978)	(14.9%)
904 Uncollectible Accounts	40,000	105,000	70,000	(30,000)	(42.9%)
916 Energy Audit	594,206	987,280	658,187	(63,981)	(9.7%)
916 Energy Conservation	868,241	2,441,101	1,627,401	(759,159)	(46.6%)
920 Administrative and General Salaries	1,318,501	2,373,838	1,582,558	(264,057)	(16.7%)
921 Office Supplies and Expense	10,145	20,000	13,333	(3,188)	(23.9%)
923 Outside Services - Legal	249,444	455,918	303,945	(54,502)	(17.9%)
923 Outside Services - Contract	209,191	735,700	490,467	(281,276)	(57.3%)
923 Outside Services - Education	34,393	329,826	219,884	(185,491)	(84.4%)
924 Property Insurance	283,448	556,500	371,000	(87,552)	(23.6%)
925 Injuries and Damages	7,705	25,600	17,067	(9,362)	(54.9%)
926 Employee Pensions and Benefits	2,675,918	3,821,325	2,547,550	128,368	5.0%
930 Miscellaneous General Expense	266,010	580,127	386,751	(120,742)	(31.2%)
931 Rent Expense	160,594	212,000	141,333	19,261	13.6%
933 Vehicle Expense	183,410	379,000	252,667	(69,257)	(27.4%)
933 Vehicle Expense - Capital Clearing	(276,007)	(276,428)	(184,285)	(91,721)	49.8%
935 Maintenance of General Plant	357,725	713,120	475,414	(117,689)	(24.8%)
935 Maintenance of Building & Garage	656,151	929,718	619,812	36,339	5.9%
Total General & Administration Expenses	8,306,260	15,565,872	10,377,248	(2,070,989)	(20.0%)

PRELIMINARY

Other Operating Expenses:

403 Depreciation	3,371,601	5,058,876	3,372,584	(983)	(0.0%)
408 Voluntary Payments to Towns	1,147,096	1,707,839	1,138,559	8,537	0.7%
Total Other Expenses	4,518,697	6,766,715	4,511,143	7,554	0.2%
Operating Income	4,898,092	4,101,648	2,734,432	2,163,661	79.1%

Non Operating Revenues (Expenses):

419 Interest Income	93,603	300,000	200,000	(106,397)	(53.2%)
419 Other Income	565,256	710,000	473,333	91,923	19.4%
421 Intergovernment Grants	-	90,000	60,000	(60,000)	(100.0%)
426 Return on Investment to Reading	(1,661,493)	(2,528,587)	(1,685,725)	24,231	(1.4%)
426 Loss on Disposal	-	(100,000)	(66,667)	66,667	(100.0%)
431 Interest Expense	(16,087)	(40,000)	(26,667)	10,579	(39.7%)
Total Non Operating Revenues (Expenses)	(1,018,722)	(1,568,587)	(1,045,725)	27,003	(2.6%)
Change in Net Assets	$ 3,879,370	$ 2,533,061	$ 1,688,707	$ 2,190,663	129.7%

Town of Reading, Massachusetts
Municipal Light Department
Statement of Net Assets
7/31/2022

	2022	2021
ASSETS		
Current:		
Unrestricted Cash	$ 20,343,892	$ 23,428,658
Restricted Cash	30,940,360	28,539,311
Restricted Investments	2,107,835	2,699,065
Receivables, Net	10,334,470	7,957,493
Prepaid Expenses	2,399,451	1,973,098
Inventory	2,223,945	1,799,668
Total Current Assets	68,349,953	66,397,294
Noncurrent:		
Investment in Associated Companies	964,409	874,495
Capital Assets, Net	86,427,375	84,260,801
Total Noncurrent Assets	87,391,784	85,135,296
Deferred Outflows - Pension Plan	6,754,497	5,360,409
TOTAL ASSETS	162,496,234	156,892,999
LIABILITIES		
Current		
Accounts Payable	10,768,219	8,718,742
Accrued Liabilities	573,836	370,024
Customer Deposits	1,606,254	1,445,483
Advances from Associated Companies	200,000	200,000
Customer Advances for Construction	2,630,487	2,419,723
Total Current Liabilities	15,778,796	13,153,971
Non-current		
Accrued Employee Compensated Absences	1,652,518	1,968,355
Net OPEB Obligation	4,158,698	7,166,506
Net Pension Liability	11,954,138	12,054,935
Total Non-current Liabilities	17,765,354	21,189,796
Deferred Inflows - Pension Plan	4,327,923	2,652,103
TOTAL LIABILITIES	37,872,073	36,995,870
NET POSITION		
Invested in Capital Assets, Net of Related Debt	86,427,375	84,260,801
Restricted for Depreciation Fund	12,109,691	8,852,356
Restricted for Pension Trust	6,801,573	6,598,960
Unrestricted	19,285,522	20,185,011
TOTAL NET POSITION	124,624,161	119,897,128
Total Liabilities and Net Assets	$ 162,496,234	$ 156,892,999

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PRELIMINARY - RESTRICTED INTEREST AND CAPITAL FUNDS TRANSFER NOT RECORDED

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Operating Revenues					
Base Revenue	$ 2,835,763	$ 2,662,315	$ 17,127,595	$ 15,922,723	7.6%
Fuel Revenue	3,567,143	2,413,829	20,024,446	14,719,250	36.0%
Purchased Power Capacity & Transmission	3,220,452	2,932,873	17,799,908	18,959,474	(6.1%)
Forfeited Discounts	41,062	55,147	437,341	447,240	(2.2%)
Energy Conservation Revenue	183,007	59,731	1,109,656	372,597	197.8%
NYPA Credit	(89,193)	(88,438)	(688,020)	(697,300)	(1.3%)
Total Operating Revenues	9,758,234	8,035,458	55,810,927	49,723,984	12.2%
Expenses					
Power Expenes:					
547 Purchased Power Fuel	4,105,919	2,743,600	20,389,963	16,177,869	26.0%
555 Purchased Power Capacity	1,140,799	1,344,256	8,693,226	10,018,637	(13.2%)
565 Purchased Power Transmission	1,613,114	1,899,985	9,112,636	8,840,657	3.1%
Total Purchased Power	6,859,832	5,987,841	38,195,825	35,037,163	9.0%
Operations and Maintenance Expenses:					
580 Supervision and Engineering	87,817	74,480	634,543	586,832	8.1%
581 Station/Control Room Operators	40,203	35,524	281,562	277,773	1.4%
582 Station Technicians	68,770	19,673	316,267	346,793	(8.8%)
583 Line General Labor	64,939	38,336	432,707	341,457	26.7%
586 Meter General	16,773	13,585	114,296	98,490	16.0%
588 Materials Management	32,262	29,053	252,075	240,601	4.8%
593 Maintenance of Lines - Overhead	(3,620)	11,536	178,851	178,640	0.1%
593 Maintenance of Lines - Tree Trimming	153,965	131,233	573,876	280,570	104.5%
594 Maintenance of Lines - Underground	23,765	14,135	123,890	19,470	536.3%
595 Maintenance of Line - Transformers	1,248	6,179	47,093	82,318	(42.8%)
598 Line General Leave Time Labor	32,451	30,262	231,632	188,377	23.0%
Total Operations and Maintenance Expenses	518,573	403,997	3,186,792	2,641,321	20.7%
General & Administration Expenses:					
903 Customer Collections	55,813	74,153	609,645	595,117	2.4%
904 Uncollectible Accounts	5,000	8,750	35,000	61,250	(42.9%)
916 Energy Audit	112,394	66,390	517,594	420,807	23.0%
916 Energy Conservation	150,562	68,977	694,696	820,507	(15.3%)
920 Administrative and General Salaries	131,703	144,165	1,152,355	1,098,815	4.9%
921 Office Supplies and Expense	1,815	3,117	8,447	8,832	(4.4%)
923 Outside Services - Legal	8,361	48,378	214,826	199,685	7.6%
923 Outside Services - Contract	14,266	28,692	167,736	172,049	(2.5%)
923 Outside Services - Education	2,163	1,200	27,081	11,621	133.0%
924 Property Insurance	32,768	33,111	250,679	262,633	(4.6%)
925 Injuries and Damages	4,955	10,335	6,705	21,919	(69.4%)
926 Employee Pensions and Benefits	338,045	350,371	2,214,156	2,106,973	5.1%
930 Miscellaneous General Expense	8,731	23,192	244,709	234,282	4.5%
931 Rent Expense	13,828	14,437	125,815	122,990	2.3%
933 Vehicle Expenses	26,533	23,154	147,579	194,989	(24.3%)
933 Vehicle Expenses - Capital	(32,476)	(23,606)	(239,282)	(200,886)	19.1%
935 Maintenance of General Plant	41,352	33,159	310,577	322,899	(3.8%)
935 Maintenance of Building & Garage	57,800	66,442	582,458	465,135	25.2%
Total General & Administration Expenses	973,613	974,416	7,070,778	6,919,617	2.2%

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	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Other Operating Expenses:					
403 Depreciation	421,450	406,980	2,950,151	2,848,858	3.6%
408 Voluntary Payments to Towns	143,387	137,953	1,003,709	965,671	3.9%
Total Other Expenses	564,837	544,933	3,953,860	3,814,529	3.7%
Operating Income	841,379	124,271	3,403,672	1,311,356	159.6%
Non Operating Revenues (Expenses):					
419 Interest Income	13,380	16,493	83,986	107,486	(21.9%)
419 Other	4,314	38,064	568,647	616,835	(7.8%)
426 Return on Investment to Reading	(210,620)	(206,709)	(1,450,873)	(1,446,962)	0.3%
426 Loss on Disposal					0.0%
431 Interest Expense	(2,006)	(3,784)	(14,077)	(26,399)	(46.7%)
Total Non Operating Revenues (Expenses)	(194,933)	(155,936)	(812,317)	(749,039)	8.4%
Change in Net Assets	646,446	(31,664)	2,591,355	562,316	360.8%
Net Assets at Beginning of Year	122,032,806	119,334,812	122,032,806	119,334,812	2.3%
Ending Net Assets	$ 122,679,252	$ 119,303,148	$ 124,624,161	$ 119,897,128	3.9%

	Actual Year to Date	Budget through JULY 2022	OVER/UNDER $	OVER/UNDER %
Operating Revenues				
Base Revenue	$ 17,127,595	$ 17,558,082	$ (430,487)	(2.5%)
Fuel Revenue	20,024,446	15,471,374	4,553,072	29.4%
Purchased Power Capacity & Transmission	17,799,908	20,670,705	(2,870,797)	(13.9%)
Forfeited Discounts	437,341	526,742	(89,402)	(17.0%)
Energy Conservation Revenue	1,109,656	1,161,796	(52,140)	(4.5%)
NYPA Credit	(688,020)	(616,760)	(71,260)	11.6%
Total Operating Revenues	55,810,927	54,771,941	1,038,986	1.9%
Expenses				
Power Expenses:				
555 Purchased Power Fuel	20,389,963	14,854,615	5,535,349	37.3%
555 Purchased Power Capacity	8,693,226	9,904,015	(1,210,789)	(12.2%)
565 Purchased Power Transmission	9,112,636	10,766,691	(1,654,055)	(15.4%)
Total Purchased Power	38,195,825	35,525,320	2,670,505	7.5%
Operations and Maintenance Expenses:				
580 Supervision and Engineering	634,543	672,927	(38,384)	(5.7%)
581 Station/Control Room Operators	281,562	314,383	(32,821)	(10.4%)
582 Station Technicians	316,267	393,496	(77,229)	(19.6%)
583 Line General Labor	432,707	656,160	(223,453)	(34.1%)
586 Meter General	114,296	115,376	(1,080)	(0.9%)
588 Materials Management	252,075	274,843	(22,769)	(8.3%)
593 Maintenance of Lines - Overhead	178,851	322,131	(143,280)	(44.5%)
593 Maintenance of Lines - Tree Trimming	573,876	529,536	44,340	8.4%
594 Maintenance of Lines - Underground	123,890	51,415	72,475	141.0%
595 Maintenance of Line - Transformers	47,093	217,677	(170,583)	(78.4%)
598 Line General Leave Time Labor	231,632	278,707	(47,075)	(16.9%)
Total Operations and Maintenance Expenses	3,186,792	3,826,650	(639,858)	(16.7%)
General & Administration Expenses:				
903 Customer Collection	609,645	686,144	(76,498)	(11.1%)
904 Uncollectible Accounts	35,000	61,250	(26,250)	(42.9%)
916 Energy Audit	517,594	575,914	(58,319)	(10.1%)
916 Energy Conservation	694,696	1,423,976	(729,280)	(51.2%)
920 Administrative and General Salaries	1,152,355	1,384,739	(232,383)	(16.8%)
921 Office Supplies and Expense	8,447	11,667	(3,220)	(27.6%)
923 Outside Services - Legal	214,826	265,952	(51,126)	(19.2%)
923 Outside Services - Contract	167,736	429,158	(261,423)	(60.9%)
923 Outside Services - Education	27,081	192,399	(165,318)	(85.9%)
924 Property Insurance	250,679	324,625	(73,946)	(22.8%)
925 Injuries and Damages	6,705	14,933	(8,229)	(55.1%)
926 Employee Pensions and Benefits	2,214,156	2,229,106	(14,950)	(0.7%)
930 Miscellaneous General Expense	244,709	338,407	(93,698)	(27.7%)
931 Rent Expense	125,815	123,667	2,148	1.7%
933 Vehicle Expense	147,579	221,083	(73,504)	(33.2%)
933 Vehicle Expense - Capital Clearing	(239,282)	(161,250)	(78,033)	48.4%
935 Maintenance of General Plant	310,577	415,987	(105,409)	(25.3%)
935 Maintenance of Building & Garage	582,458	542,336	40,122	7.4%
Total General & Administration Expenses	7,070,778	9,080,092	(2,009,314)	(22.1%)

PRELIMINARY

Other Operating Expenses:

403 Depreciation	2,950,151	2,951,011	(860)	(0.0%)
408 Voluntary Payments to Towns	1,003,709	996,239	7,470	0.7%
Total Other Expenses	3,953,860	3,947,250	6,609	0.2%
Operating Income	3,403,672	2,392,628	1,011,045	42.3%
Non Operating Revenues (Expenses):				
419 Interest Income	83,986	175,000	(91,014)	(52.0%)
419 Other Income	568,647	414,167	154,480	37.3%
421 Intergovernment Grants	-	52,500	(52,500)	(100.0%)
426 Return on Investment to Reading	(1,450,873)	(1,475,009)	24,136	(1.6%)
426 Loss on Disposal	-	(58,333)	58,333	(100.0%)
431 Interest Expense	(14,077)	(23,333)	9,256	(39.7%)
Total Non Operating Revenues (Expenses)	(812,317)	(915,009)	102,692	(11.2%)
Change in Net Assets	$ 2,591,355	$ 1,477,619	$ 1,113,736	75.4%

PRELIMINARY

Good morning Erica,

I am sending this email to inform you that there were NO Surplus Items of Substantial Value that were disposed of in September 2022.
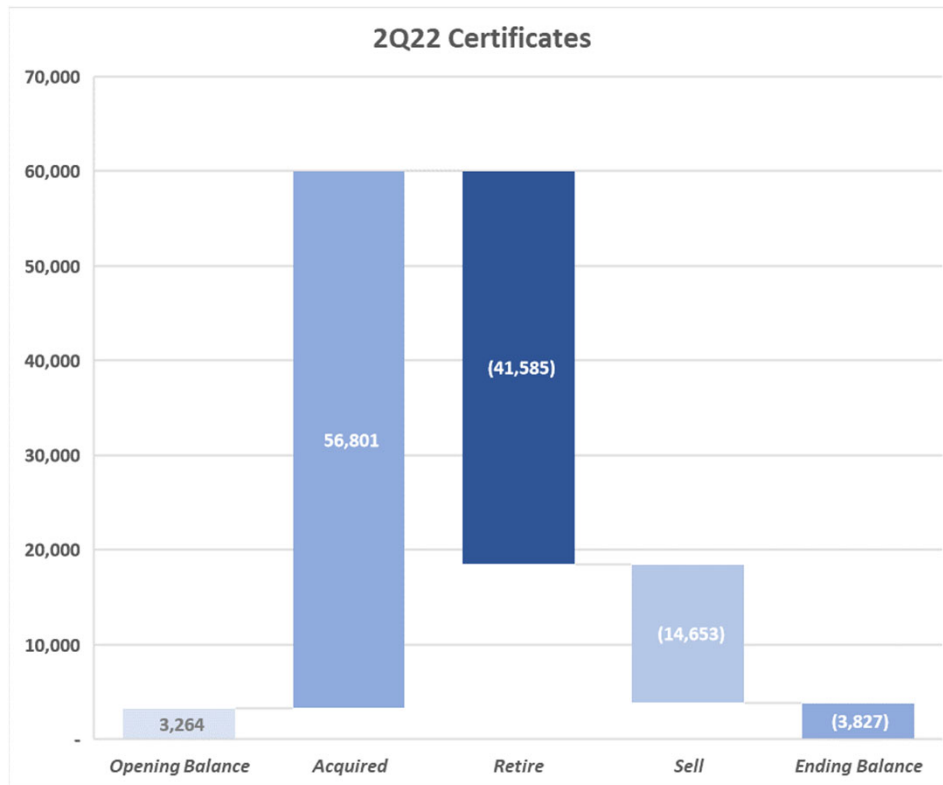
Thank you,
Maureen

Maureen Sullivan

Assistant Materials Manager

Reading Municipal Light Department (RMLD)

230 Ash Street

Reading, MA 01867

Tel. No. 781-942-6441

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2Q 2022 Certificates – quarterly report

56,800 certificates acquired in 2Q22
- 2Q typically lowest quarter of year in terms of kWh sales and related certificate purchases
- All certificates associated with energy purchases (no greenwashing)
- Minted Oct 15th

Retiring 26% of quarterly retail sales (Policy 30)
- all EFECs plus several Maine Class 2's
- Consistent with Policy 30 to reach 2030 compliance without rate shock

Selling 80% of certificates above 26%
- ~$490,000 from 2Q22 certificate sales

Balance banked per regular procedure

Source: 2Q22 RMLD certificate waterfall 2022-10-17; preminary totals (pricing may change due to some hydro cert qualifying for Class 1 instead of Class2