

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-11-30

Time: 6:00 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Agenda:

Purpose: General Business

Meeting Called By: Marlena Bitá, 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. Bitá, 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 the role of the Chair to maintain order in all public comment or ensuing discussion.

2. Executive Session – **ACTION ITEM** – M. Bitá, Chair

Suggested Motion: Move that the RMLD 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.

*Regular Session will resume following the adjournment of executive session.

3. Call Regular Session Meeting to Order – M. Bitá, Chair
4. Public Comment - M. Bitá, Chair
 - Citizens’ Advisory Board
 - Liaisons to the RMLD Board
 - Public Comment
5. Approval of Meeting Minutes- Attachment 1 – **ACTION ITEM** - M. Bitá, Chair
Suggested Motion: Move that the RMLD Board of Commissioners approve the minutes of the May 3, 2022, and May 23, 2022, meetings on the recommendation of the General Manager.
6. Communications Update – Attachment 2 - J. Blackley, Communications Manager
7. General Manager’s Report - G. Phipps, General Manager
 - Talent Acquisition and Talent Management
 - Employee Survey Update
8. APPA Legislative – Attachment 3 – **ACTION ITEM** - G. Phipps, General Manager
 - General Manager attendance at the 2023 APPA Legislative Rally

The APPA Legislative Rally will be held on February 27 - March 1, 2023, in Washington, DC. RMLD Board of Commissioners approval is required for General Manager travel.

Suggested Motion: Move that the RMLD Board of Commissioners approve Gregory Phipps’s travel to, and attendance at, the APPA Legislative Rally in Washington DC, from Monday, February 27, 2023, to Wednesday March 1, 2023.

9. Policy Review – Attachment 4 – **ACTION ITEM** - G. Phipps, General Manager
 - Policy 10 Fraud
Suggested Motion: Move that the RMLD Board of Commissioners approve Policy 10: Fraud (Revision 0), as presented, on the recommendation of the General Manager.
 - Policy 20 Family Medical Leave Act
Suggested Motion: Move that the RMLD Board of Commissioners approve Policy 20: Family Medical Leave Act (Revision 4), as presented, on the recommendation of the General Manager.
 - Policy 26 CDL Alcohol and Drug Testing
Suggested Motion: Move that the RMLD Board of Commissioners approve Policy 26: CDL Alcohol and Drug Testing (Revision 1), with no changes, as presented, on the recommendation of the General Manager.

10. Scheduling – M. Bitá, Chair

Subsequent Board Meetings

Wednesday December 14, 2022, 7:30 PM - Rates

Thursday January 19th, 2023, 7:30 PM

Wednesday February 15, 2023, 7:30 PM

Thursday March 16, 2023, 7:30 PM

Thursday April 20, 2023, 7:30 PM

Thursday May 18, 2023, 7:30 PM

Thursday June 15, 2023, 7:30 PM

Joint Economic Development Meeting

November 2022; Date TBD

11. Adjournment – **ACTION ITEM** – M. Bitá, 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 November 25, 2022

July 2022 Financial Statements

Surplus and Scrap Material Report October 2022



**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD OF COMMISSIONERS MEETING
REGULAR SESSION**

Wednesday November 30, 2022,

APPROVAL OF MEETING MINUTES
ATTACHMENT 1

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-05-03

Time: 5:30 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Marlena Bitá, 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; Thomas Schibilio, Electric Mechanical Maintenance Worker; Paul McGonagle, Facilities Manager.

Citizens' Advisory Board: Ken Welter, Lynnfield.

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

Topics of Discussion:

1. Call Meeting to Order

Chair Bitá called the Board of Commissioner's (BoC) meeting to order at 5:30 PM and announced that the meeting would be held remotely on Zoom and streamed live on RCTV and YouTube.

Opening Remarks and Introductions

Chair Bitá read the RMLD BoC Code of Conduct and asked all remote attendees to identify themselves.

Commissioner Stempeck, BoC, and Ken Welter, Citizens' Advisory Board (CAB), participated remotely.

Vice Chair Pacino served as Secretary at the meeting.

Chair Bitá welcomed Ken Welter, the new CAB member representing Lynnfield.

2. Executive Session

At 5:40 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: 5:0:0 (5 in favor) Roll Call: Chair Bitá, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

The BoC relocated to the GM Conference Room for Executive Session.

After discussion in Executive Session the BoC returned to Regular Session.

3. Call Meeting to Order – Return to Regular Session

At 6:28 PM the BoC returned to Regular Session in the AV Room and Chair Bitá called the BOC meeting to order.

4. Public Comment

Chair Bitá stated that in the interest of time, public comment will be limited to comments prior to the start of the interviews. There was no comment from the public during this meeting.

5. Interview Interim/Acting General Manager Candidates

The BoC conducted interviews for the Interim/Acting General Manager Position with the following candidates: Hamid Jaffari, Director of Engineering and Operations; Gregory Phipps, Director of Integrated Resources; and Wendy Markiewicz, Director of Business Finance.

Chair Bitá explained the interview guidelines. Each interview was allotted 1 hour. The candidates were asked six questions with 7-8 minutes to answer each question. The remaining time allowed for candidates to communicate any additional information.

The minutes are not verbatim.

The core interview questions, asked of each candidate, were as follows:

- Question 1 Commissioner Pacino: Explain a time where you "made it happen" to complete an urgent task and deliver results. What challenges did you have to overcome? How would this relate this experience to being the IGM at RMLD?
- Question 2 Commissioner Stempeck: What do you see as the one or two major challenges RMLD faces, and how would you address those challenges?
- Question 3 Commissioner Talbot: Describe a typical workday at RMLD. How do you interact with colleges and coworkers in the workplace?
- Question 4 Commissioner Coulter: Talent acquisition and management is becoming increasingly difficult. How would you inspire all employees to ensure that they feel valued and work as a team? What steps would you follow to ensure securing the best hires to fill vacancies? How do you incentivize talent to stay?
- Question 5 Commissioner Bitá: How would you effect a culture change in an organization? How do you see the relationship between the GM and a healthy company culture? How can the Board of Commissioners support a positive company culture with the 4 towns serviced by RMLD?
- Final Question: Why do you want this job? Why do you believe you are the best candidate for this position?

Hamid Jaffari, Director of Engineering and Operations (E&O).

Hamid Jaffari was the first candidate to interview for the Interim/Acting General Manager Role.

Hamid provided answers to the pre-determined questions (listed on page 2). The minutes captured below reflect a summary of highlights for each question.

- Question 1
 - Example - installation of a 2.5 megawatt generator / peak shaving unit.
 - Being a leader who has a vision, enacts a plan, and develops strategy.
 - Understanding industry trends and insight to where the industry is going.
 - Making informed decisions on behalf of the rate payers.
 - Making informed decisions on behalf of the employees and public safety.
 - Identifying talent and resources for successful team building.
 - Continuously engaging in self-education and making informed decisions.
 - Drawing on experience and motivation.

- Question 2
 - Electrification, load growth, and renewables.
 - Strategizing within the volatile energy market.
 - Transitioning to full net zero by 2050.
 - Upholding system reliability, low-cost power, and flexible rates.
 - Building RMLD's infrastructure to handle the significant load increase.
 - Securing contracts with class 1 recs and retiring/buying certificates.

- Question 3:
 - Holding biweekly staff meetings.
 - Encouraging transparency through concise communication and clear expectations.
 - Implementing assessments to understand employee capabilities and skills.
 - Managing teams and projects according to individual capabilities and project type.
 - Acting as a successful coach, trainer, and educator with 25 years of experience.
 - Setting team members up for success and having a "team mentality".
 - Traveling frequently to substations and going out in the field to ensure safety, productivity, and quality.
 - Utilizing skills as an engineer; assisting with everything from design to project coordination and planning.
 - Continuously looking for ways to educate staff and increase efficiency.
 - Implementing maintenance programs which has saved millions of dollars for the ratepayers.

- Question 4:
 - Motivating employees as a manager.
 - Networking through LinkedIn and schools.
 - Educating people on benefits of working in the industry and the public sector.
 - Addressing individual needs and providing a sense of accomplishment.
 - Identifying talent and talent management.
 - Facilitating the exchange of ideas and collaboration.
 - Highlighting community involvement.
 - Implementing employee education and training programs.
 - Challenging and educating employees to increase feelings of pride.

- Vice Chair Pacino asked a question regarding the approach to the finance side of the company.
 - Maintaining a strong relationship with the Business Finance and IRD teams.
 - Example- providing FERC accounting training to engineers.

- Vice Chair Pacino asked a question regarding familiarity with the financial statements.
 - Examples - OPEB funds; sick buy back; pension; current/non-current financials and liabilities; capital budget; depreciation; operational funds and transfers; municipal bonds; six-year plan; budgeting.
 - Knowing the difference between above and below the line.
 - Dealing with out-of-control influences (supply chain demand).
- Question 5
 - Utilizing outside consultants to advise on culture improvements.
 - Identifying areas and behaviors that need to be changed/modified.
 - Facilitating collaboration between management, staff, and BoC to drive culture change and create a cooperative environment.
 - Maintaining great relationships with the communities RMLD serves.
 - Listening to the needs of the communities and addressing those needs.
 - Ensuring communities are a part of the decision-making process.
 - Providing solutions to obstacles, issues, and challenges.
- Final Question
 - Providing coverage and performing all duties (aside from signing contracts) when the General Manager is out.
 - Bringing over 30 years of management and industry experience.
 - Managing two-thirds of the organization as Director of E&O.
 - Maintaining a successful track record in management and leadership.
 - Understanding of power supply contracts and financials.
 - Operating as a visionary who comprehends the future direction of the industry and leading people to that vision.
 - Understanding market changes and dynamics.
 - Supporting the shift towards "going green" and renewables.
 - Upholding a strong network of key players in the industry.
 - Behaving as a planner who is a proactive strategist verses a reactive one.
 - Implementing cost savings and automation.
 - Understanding of the system, its reliability, and resiliency.
 - Involving the team in the decision-making process.
 - Building successful teams.
- Commissioner Talbot asked Hamid to provide an example of when team input influenced (or did not influence) management action.
 - Example - distribution automation.
 - Collaborating and discussing team member ideas throughout the process.
 - Convincing management why an idea would be more successful, utilizing information backed by research and best practices.
- Vice Chair Pacino asked a question regarding the balance between the best interest of the rate payers/ rates with the finances of retiring recs etc.
 - Collaborating with the IRD team, specifically with retiring verses selling recs and ensuring a balance with rate increases.

Gregory Phipps, Director of Integrated Resources (IRD)

Gregory Phipps was the second candidate to interview for the Interim/Acting General Manager Role.

Greg provided answers to the pre-determined questions listed above. The minutes captured below reflect a summary of highlights for each question.

- Question 1
 - Example - generators at Braintree Electric.
 - Employing successful problem-solving.

- Keeping the vision and goal intact while finding a compromise that satisfies all parties.
 - Looking through challenges and obstacles to realize a solution.
 - Facilitating resources to get things done within the context of a changing external world.
- Commissioner Stempeck asked a follow up question relative to performing a rapid response in respect to power supply contracts.
 - Example - power supply contract with an urgent need for BoC approval.
 - Working aggressively to secure non-carbon contracts (specifically hydro) in the context of the 2050 climate law and limited available non-carbon generation resources.
 - Utilizing and maintaining strong relationships with vendors.
 - Knowing how the organization works and who needs to be involved to facilitate rapid responses.
- Vice Chair Pacino asked a question relative to how RMLD dealt with Palmer Biomass.
 - Revising Policy 30 provides clear guidance and direction in terms of what RMLD is trying to do.
 - Crafting creative solutions to exit the contract by taking advantage of current market opportunities.
 - Moving forward RMLD will continue to provide the BoC with a clear idea of decarbonization strategy as we complete the initial transition phase.
- Question 2
 - HR/Personnel related - recruiting, retention, training coordination.
 - Continuing progress with breaking down silos.
 - Synchronizing the senior management team (partially driven by metrics).
 - Managing to get results through regular meetings with action items, due dates and next meeting scheduled.
 - Setting the vision and ensuring clarity of the strategy going forward.
- Vice Chair Pacino asked a follow up question on being the right person to handle said challenges.
 - Drawing on background and experience in starting companies from scratch across industries and growing businesses in dynamically changing industries.
 - Laying out and communicating a vision and providing guidance and encouragement.
 - Recruiting, motivating, and training teams.
 - Measuring goals and milestones.
 - High energy and contagious enthusiasm.
- Question 3
 - Impromptu daily syncs with the team.
 - Identifying 3-4 key things to accomplish.
 - Providing milestones without micromanaging.
 - Ensuring clarity on short and long term needs and goals.
 - Conceptualizing using white boards and promoting collaboration.
 - Reducing the length of meetings (30 minutes or less).
 - Spending time in all departments, engaging other departments in problem solving, going the them, in person.
 - Conducting in person and frequent one on one meetings; utilizing teams when appropriate.
 - Extending appreciation, thanks, and encouragement daily.
- Vice Chair Pacino asked a question regarding interactions with business and finance.
 - Engaging with the accounting team daily, rebates, incentives, IRD budgets, power supply wires.
 - Working extensively with billing on issues, opportunities, and rates.

- Understanding that power supply is nearly 3/4 of the overall budget.
- Identifying finance as a key metric of business health and progress.
- Question 4:
 - Communicating efficiently and clearly.
 - Identifying the expectation, desired output, and scheduled milestones.
 - Providing encouragement and gratitude.
 - Working closely with HR to address the challenge of filling vacancies and taking an active part in recruiting.
 - Finding creative ways to position RMLD by showing dynamic energy and what it means to work in a utility now.
 - Building and creating something different, a new RMLD.
 - Engaging in personal networking, which resulted in a few recent hires.
 - Communicating that RMLD is a non-traditional, cool place to be, with an energy/enthusiasm to get things done and have fun doing it.
 - Encouraging people to stay longer by ensuring they feel appreciated.
 - Confirming appropriate compensation from a salary perspective.
 - Constructing roles to be challenging while providing encouragement in a positive way.
 - Helping people feel the energy, emotion, and excitement at RMLD.
- Question 5
 - Fostering the positive relationship between the BoC and GM. Be mutually supportive with an understanding of the impact of how the internal organization views that relationship.
 - Understanding that everyone has a different style.
 - Providing encouragement to do something better and more efficiently.
 - Examples – one touch; rate process streamline; software cycle time; filling power supply.
 - Providing enough detail to give direction.
 - Removing steps out of the process to make it faster.
 - Thinking creatively and out of the box.
 - Example - implementing a process with the Town of Reading for solar.
 - Holding frequent meetings with Town Managers and laying out a series of milestones.
 - Example – North Reading School Board; Lynnfield EV Chargers.
 - Recognizing that every town has different operations, opportunities, and personalities.
 - Drawing on “people person” temperament.
 - Communicating that RMLD is here to serve the customers and the towns, and town leadership is part of that.
- Chair Bitz asked a question regarding how the BoC can support a positive company culture.
 - We are entering a transition point where the BoC gains a better sense of what is going on externally and internally with each discussion.
 - Continuing to provide support.
 - Asking good questions.
 - Providing an alternative perspective.
 - Sharing the key things that the BoC wants RMLD to do and hearing the GM vision on where RMLD needs to be.
 - Collaborating and laying out a roadmap.
 - Setting guardrails and allowing RMLD to run the business within those guardrails.
 - Ongoing communication and collaboration inclusive of the RMLD staff.
- Commissioner Talbot asked a question relative to addressing the shifting Peak and engaging the towns and BoC to support with the effort to change behavior.
 - Setting rates to encourage people to modify behavior.

- Broadening communications to provide customers with more tools.
 - Example - mobile app for customers.
 - Putting control and feedback in customer hands.
 - Implementing aggressive outbound communications via new Communications Manager.
 - Communicating more frequently and concisely.
 - Designing rebate programs to modify behavior.
 - Increasing communications and synchronizing with the towns.
 - Utilizing existing communication platforms within each town to convey messages in multiple locations.
 - Working with the towns as mechanisms to make things happen.
- Vice Chair Pacino asked a question regarding a sustainability director being a part of the RMLD.
 - Recommending that the position be an RMLD individual.
 - Considering the breadth of sustainability.
 - Setting direction and being part of the communication mechanism.
- Commissioner Coulter asked a question relative to incorporating the engineering/operations processes, procedures, and personnel.
 - Drawing on Electrical Engineering background.
 - Experience examples – installing generation systems; design work; energy efficiency work as 7Quad.
 - Understanding and having a vision in terms of what the network looks like.
 - Working extensively with the E&O team on various projects.
 - Collaboration example – primary metering, combining policy and technology.
 - Envisioning more in territory generation, bi-directional distribution network, and storage systems.
 - Collaborating on plans, implementation, and encouraging communication.
- Commissioner Talbot asked a question relative to EV charging and the ability of the utility to start and stop charging a car.
 - Motivating customers financially through rates as to when they should and should not be charging.
 - Confirming that RMLD never intends to prevent customers from charging EVs.
 - Investigating the scenario where batteries built into EVs would discharge verses charge while plugged into the network (vehicle to grid).
- Final Question
 - Having a clear direction on where to take the organization.
 - Possessing the credibility and respect of team members.
 - Holding recommendations from other GM's from other innovative utilities who understand what is involved with being an MLP GM.
 - Displaying drive, enthusiasm, and energy.
 - Taking advantage of external opportunities and accelerating to create a new RMLD.
 - Upholding a great reputation with customers and town leadership.
 - Drawing on cross industry experience in various roles.
 - Experience examples – customer facing, technology, product development, raising capital, setting up chart of accounts, cash management.
 - Possessing the skill-set necessary to lead the organization.
 - Having the vision to point into the future and the passion to drive it.
- Vice Chair Pacino asked a question relative to addressing fraud.
 - Putting processes in place ahead of time to avoid the fraud.
 - Processes example - ASHP rebate process changes.
 - Working closely with the accounting team in developing and implementing the process.

- Confirming and quantifying that the Fraud took place.
- Acting quickly to plug the hole.
- Getting advice in terms of reclaiming dollars and what needs to be done from a legal perspective.
- Taking care of customers as a key priority.
- Ensuring that the fraud claim is handled by the appropriate prosecutor.
- Upholding the reputation that RMLD has zero tolerance for fraud.
- Implementing an ongoing process to review data and identify any issues.

Wendy Markiewicz, Director of Business Finance

Wendy Markiewicz, Director of Business Finance, was the third and final candidate to interview for the Interim/Acting General Manager Role.

Wendy responded to the pre-determined questions (listed on page 2). The summary below provides highlights of the answers to each question.

- Question 1
 - Example - COVID 19 pandemic.
 - Transitioning to a remote workplace.
 - Continuing to meet deadlines despite capacity restrictions and employee disbursement.
 - Empowering staff.
 - Implementing electronic signature system.
 - Instilling cooperation and ensuring deadlines despite the capacity restrictions that were in place.
 - Having the ability to think on your feet.
 - Being confident in the moment.
 - Being able to use professional judgement.
 - Empowering the staff.
 - Understanding the value of your team and utilizing those assets.
- Question 2
 - Employee morale, retention, and recruitment.
 - Listening to the employees to enable and motivate them
 - Understanding what the employees' biggest challenges are.
 - Considering that natural progression, succession and retirement contributes to losing employees, but so does low morale.
 - Efficiently advertising through word of mouth.
 - Re-examining the qualifications of the current staff and placing them in suitable roles would increase employee motivation.
 - Encouraging staff to mentor and coach newer team members to fill positions.
 - Motivating for momentum and a spark among the workforce.
 - Possessing integrity and delivering information in direct transparent communications.
 - Having the ability to read an audience quickly.
 - Understand strengths and play to those strengths.
 - Maintaining relationships across the departments.
 - Connecting with people and building trust.
 - Understanding the value that each employee possesses and in turn understanding the tools that can be utilized.
- Question 3
 - Addressing any immediate meetings and urgent communications.
 - Connecting with the accounting team immediately.
 - Walking around the building to greet staff.
 - Providing awareness to the team of availability and accessibility.
 - Ensuring to thank staff.

- Commissioner Talbot asked a question relative to how leadership style affects morale.
 - Communicating directly with direct reports.
- Chair Bitz asked about the number of direct reports.
 - Wendy responded 12.
- Vice Chair Pacino asked a question regarding interactions with Engineering and Power Supply.
 - Understanding all financial and business decisions/transactions come through the Director of Business and Finance.
 - Understanding and managing through direct reports' daily interactions with engineering and power supply.
 - Working closely with team to enable collaboration with integrated resources team and ensure process and procedures are following through in a timely manner.
 - Having awareness of all correspondences and the ability to quickly jump in if necessary to problem solve.
 - Examples of collaborative projects - construction jobs, advanced aided construction, joint poll; power supply contracts; wire transfer deadlines; and reconciling power supply.
- Question 4
 - Ensuring that employees, as the organization's biggest assets, feel valued.
 - Realizing that people come first; without the people of this organization there are no customers.
 - Being the leader that the employees need creates feelings of value.
 - Showing integrity in truth and using transparent direct communications.
 - Making connections and building relationships.
 - Reminding employees of what drew them to RMLD initially to reignite passion, motivation, and engagement.
 - Empowering middle management to make decisions.
 - Fostering a cohesive team by ensuring everyone is working in the same direction.
 - Securing best hires by re-evaluating current staff and fill positions in house.
 - Empowering staff and providing them with opportunities.
 - Ensuring that jobs are being advertised on all the correct platforms.
 - Incentivizing talent is not necessarily a number, but a feeling wanting to be here, why you're here, what you do and who you work with.
 - Bringing in leadership with direct communication,
- Vice Chair Pacino asked a question, how do you visualize your "vision" in dealing with the unions
 - Building better relationships with the unions.
 - Gaining a better understanding of what each unit expects and wants in workforce.
 - Addressing needs in the day-to-day verses waiting for negotiations to address needs.
 - Creating more working groups and addressing what the unions want to get across to the RMLD to better incentive staff.
 - Example -sick buy back as an incentive to not take sick days.
 - Increasing numbers in workforce to ensure teams do not feel stressed in their position.
- Vice Chair Pacino asked a question: Have you dealt with unions before?
 - Dealing with unions daily to ensure staff is being paid according to the contract.
 - Being heavily involved with negotiations and labor relations.
 - Working closely with HR to ensure understanding of union agreement terms.

- Maintaining an in-depth knowledge of union agreements and is most well versed.
- Chair Bitá asked a question about employee education.
 - Receiving education based on request, many employees are not motivated.
 - Outlining education and progression through Existing career development plans.
 - Identifying additional opportunities.
 - Increasing training around general education such as a refresher on business standards or dealing with conflict in the workplace.
 - Identifying valuable and productive education for each group and promoting that.
- Question 5
 - Engaging, motivating, and reuniting the workforce.
 - Adding value and ensuring employees understand their value.
 - Example - asking employees to "tell me your value" during the most recent employee evaluation.
 - Elevating healthy company culture by dynamic and effective leadership.
 - Having the ability to communicate and connect.
 - Helping RMLD understand if the current mission and vision is what the RMLD needs.
 - Identifying a vision for people to connect to; if that vision does not exist then there is not going to be a healthy culture.
 - Reevaluating and ensuring that the vision is on target and shared by both the leadership and BoC.
 - Educating the staff on that vision and allowing them to connect to it.
 - Communicating the vision to all communities to ensure understanding of what RMLD is trying to accomplish.
- Chair Bitá asked a question relative to how that message should be delivered.
 - Providing educational information to the Select Boards.
 - Bringing the communities together.
 - Holding RMLD accountable by making milestones as well as, outlining goals and accomplishments.
 - Gaining understanding from the towns relative to what the communities would like to see from RMLD.
 - Identifying what the RMLD is currently missing and start from there when implementing the vision.
- Vice chair Pacino asked a question relative to the development of the Ash Street Property.
 - Providing a great opportunity for the Town of Reading to beautify the area and bring more business to this community.
 - Allowing for benefit to the town and RMLD.
 - Being in favor of change in any way.
 - Implementing responsible decision making that is strategically and methodically thought out.
 - Considering how RMLD staff, fleet, and service time response
 - Connecting the property behind RMLD would allow for a better opportunity for traffic and fleet movement.
- Vice Chair Pacino asked a question regarding a sustainability director being a part of the RMLD.
 - Existing staff within IRD can sustain that already.
 - Considering the development of a position within the existing org structure.
 - Reimagining the thought process on what that position can look like.
 - Dedicating time and resources to such a highly demanding topic and responsibility.

- Such a high demanding topic and responsibility for RMLD that we need dedication to
 - Providing a dedicated staff would be beneficial to move in right direction.
- Commissioner Coulter asked a question regarding how the approach engineering and operations.
 - Working with the environment for 10 years.
 - Understanding of the dynamics and what it takes for RMLD to do things such as set poles.
 - Depending heavily on staff expertise to make that happen.
 - Addressing situations, challenges, or decisions by enlisting the expertise to provide a recommendation.
 - Utilizing professional judgment to understand if something is valid.
 - Ensuring collaboration to make sure everyone on same page.
 - Final Question
 - Possessing the leadership skills and abilities.
 - Drawing on education, experience, and expertise, in preparation for this position.
 - Being a part of the environment and organization for over 10 years.
 - Understanding the value that RMLD has in employees.
 - Possessing the integrity and direct transparent communication that it takes to lead the organization down the right path.
 - Holding a unique position that works day in and day out with the GM on business and financial decisions.
 - Possessing strong relationship building.
 - Connecting with people to provide the RMLD with success to move in any direction.
 - Overcoming challenges and enlisting new hire.
 - Starting at RMLD in 1994 as a Co-Op; coming back for the people.
 - Being motivated by the valuable people and what the RMLD provides.
 - Providing the opportunity to lead in a new way.
 - Connecting with people at a different level.
 - Proving the organization has what it takes to move forward and build employee morale.
 - Vice Chair Pacino asked a question regarding Fraud.
 - Ceasing operations with the vendor immediately.
 - Being upfront and alerting the auditors that fraud was identified.
 - Alerting the appropriate parties.
 - Seeking legal counsel to ensure that the right steps are taken to mitigate any potential crisis (could affect customer accounts, town business, relationships, and RMLD's reputation).
6. Discussion of the Interim / Acting GM Candidates
 Discussion ensued on format and scheduling a future meeting date to discuss final decision for the Interim General Manager Position.

It was decided that at the next open session meeting each commissioner would indicate their first-choice candidate.

It was decided that Executive Session would be held immediately following regular session to discuss compensation.

It was decided that the next Board Meeting to appoint the Interim/Acting General Manager would be held on Friday May 6th, 2022, at 2:30 PM.

7. Adjournment

At 9:30 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: 5:0:0 (5 in favor) Roll Call: Chair Bitz, Aye; Vice Chair Pacino, Aye; Commissioner Stempeck, Aye; Commissioner Talbot, Aye; Commissioner Coulter, Aye.

DRAFT - FOR BOC VOTE

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-05-23

Time: 7:30 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Session: Open Session

Purpose: Joint Meeting with CAB

Version: Draft

Attendees: **Members - Present:**

Marlena Bitá, 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.

RMLD Select Board Liasons: Karen Herrick; Jackie McCarthy

Minutes Respectfully Submitted By: Philip Pacino, Secretary Pro Tem

Topics of Discussion:

JOINT MEETING OF THE RMLD BOARD OF COMMISSIONERS AND CITIZENS' ADVISORY BOARD

1. Call Meeting to Order

Chair Small called the Citizens' Advisory Board (CAB) meeting to order at 7:30 PM.

Chair Bitá called the Board of Commissioner's (BoC) meeting to order at 7:30 PM and announced that the meeting would be held remotely on Zoom and streamed live on RCTV and YouTube.

Opening Remarks and Introductions

Chair Bitá read the RMLD BoC Code of Conduct and asked all remote attendees to identify themselves.

Jackie McCarthy, Reading Select Board Liaison, participated in the meeting remotely on Zoom.

Vice Chair Pacino served as Secretary at the meeting.

2. Public Comment

Liaisons to RMLD Board

No liaisons to the RMLD Board spoke at this meeting.

Public Comment

There was no comment from the public at this meeting.

3. Presentation of 2021 Financial Audit Findings

Materials: RMLD Board Packet (Attachment 1) 2021 Financial Audit Findings

Zachary Fentross, CPA, Melanson, presented the 2021 Financial Audit findings.

Zach discussed the audit finding highlights as follows:

Conclusion

- RMLD had positive operating results, a well-funded OPEB trust fund, and there was no management letter.

Independent Auditor's Report (*Board Packet, Page 5*).

- The RMLD received a clean opinion. This means there are no exceptions, and this is the best opinion you can receive from an independent auditor.
- This is the same opinion the Department has received in prior years.

Management's Discussion and Analysis (*Board Packet, Page 8 – Page 11*).

- Zach noted that this section is a narrative summary of the results of operation and discusses major financial areas.

Statement of Net Position (*Board Packet, Page 12*).

- The statement of net position (balance sheet) was presented on a comparative basis.
- Unrestricted cash and short-term balance investments (current assets) had a 3.3 million dollar decrease from the prior year.
 - The decrease is primarily due to the use of operating funds for capital improvements.
- Capital assets net of accumulated depreciation (non-current assets) had a 3.3 million dollar increase from the prior year.
 - The increase is largely due to the capital improvements made in CY21.
 - The two largest capital improvements were over overhead and underground conductors.
 - There was a large convergence process to increase the voltage for a certain portion of the Town.
 - Approximately 178 transformers were replaced in CY21.
- Net pension liability (non-current liabilities) is largely unchanged from the prior year (one hundred-thousand-dollar decrease) and is one of the larger liabilities on RMLD's balance sheet.
 - This represents RMLD's proportional share of the total unfunded liability for the Reading Contributory Retirement System.
 - The liability is being presented as of December 31, 2020; accounting standards allow the liability to be presented on year in arrears.
 - The Reading Contributory Retirement System is about 79% funded; slightly above the average in the Commonwealth (70%-75% funded).
 - Being funded slightly about the average is a good position for the RMLD.

- Net OPEB liability (Other Post-Employment Benefits) had a 3 million dollar decrease from the prior year.
 - Zach noted that OPEB is essentially health insurance; the RMLD has an actuary come in to determine what the health insurance payments will be into the future for both for active and retired employees.
 - The decrease is due to a change in benefit terms in relation to some Part A and Part B Premiums
 - This liability is 55% funded. (*Refer to Board Packet page 46 and below*)

Required Supplementary Information (*Board Packet, Page 46*)

- Schedule of net OPEB liability was calculated by the actuary.
- The plan fiduciary net position demonstrates the amount that RMLD has already put aside.
- The total net OPEB liability (as seen on page 12) shows a funding percentage of approximately 55%.
- In comparison to others in the Commonwealth, this is a well-funded OPEB trust fund and is a good financial position for the RMLD.
 - Light Departments are anywhere from 30%-35% funded.
- Vice Chair Pacino noted that during the presentation to the Audit Committee, it was discussed that this number has gone down due to changes in terms of the actuary.
 - Sharon Angstrom had explained that some people on the health plan were over 65 and should have been on Part A and Part B of the Medicare.
 - Overall, the Town saw a 10-million-dollar decrease.

Statement of Revenues, Expenses, & Change in Net Position (*Board Packet, Page 13*).

- Statement of Revenues, Expenses, & Change in Net Position (income statement) was presented in a comparative basis.
- Purchase Power (operating expenses) had a 3 million dollar increase from the prior year.
 - This increase is primarily due to the Department making a concerted effort to increase their energy buying portfolio to contain more non-carbon sources (wind, hydro, etc.).
 - The price of non-carbon resources is more expensive than carbon resources.
 - The increase in purchase power expenses was offset by pass-through charges to the rate payers (see below: electric sales, net of discounts).
- Electric sales, net of discounts, had a one million dollar increase from the prior year.
 - Operating expenses increased for purchase power but were partially offset by the increase that was passed through to the rate payers.

- Operation expenses saw a decrease of approximately 2.3 million dollars from the prior year.
 - This decrease was primarily due to the decrease in the OPEB liability as referenced on page 12.
 - The offset to the decrease in the OPEB liability is shown in the “operating” line.
 - Zach noted that if the OPEB adjustment was factored out, the operating expenses would have been the same from CY20 to CY21.
 - The one time change in benefit terms for the OPEB liability impacted RMLD’s income statement by decrease those operating expenses.
- The change in net position (essentially RMLD’s net income) was \$2,697,994.
 - The Department of Public Utilities (DPU) has an eight percent limit on net income; not exceed 8% of plant.
 - Melanson calculated net income for CY21 at 4.26 rate of return, which is well below the 8% limit.

Recommendations

- In addition to proving out the balances in RMLD’s financial statements, Melanson reviews the Department’s internal controls to ensure that there are good internal controls in place and the Department’s assets are being appropriately safeguarded.
- If Melanson were to identify any areas of improvement, they would recommend that in a formal management letter, which the RMLD has not received in ten years.
- Approximately only 10% of Melanson clients do not receive a management letter, putting RMLD in a good place.
- Zack thanked the RMLD staff and General Manager for the timely responses and efficient work as well as the condition of RMLD records.
- Vice Chair Pacino asked a question regarding the new Lease Standard that will be effective next year, which came up in the Audit Committee meeting (*Board Packet, Page 46*).
 - The new pronouncements page was included in reference to the Governmental Accounting Standard Board (GASB) issuance of Statement No. 87 *Leases* which must be implemented by the Department next year.
 - GASB no. 87 applies to situations where RMLD is both the lessee and lessor.
 - Melanson will be involved in helping RMLD implement this as it is going to be a large impact to both the liabilities and assets for CY22 year-end balance sheet.
- Commissioner Coulter asked a question on the rate of return percent.
 - Wendy Markiewicz responded that per the DPU municipalities cannot make more than 8% gross; RMLD specifically cannot make more than 8% net.

- Wendy noted that RMLD is currently at 6.7%, which is the targeted rate of return when the budget is delivered annually.
- Zach stated that the DPU does not specify in their regulations if whether it should be gross or net; the regulations only say plant.
- The DPU was unable to provide clarification around this but did state that most light departments use gross. The RMLD however, uses net.
- Vice Chair Pacino noted that gross verses net should be a future agenda item.
- Coleen O'Brien, General Manager (GM), noted that some MLPs go 4% of gross and 8% of net; RMLD could do a study around this.
- Commissioner Talbot asked a question regarding Melanson's experience and how the auditor is determined.
 - Six – seven light Departments in the Commonwealth and does about 30 governmental audits a year.
 - Like RMLD, Melanson audits the same entities annually.
 - The process by which Melanson is appointed varies from community to community.
 - Vice Chair Pacino noted that for RMLD, there is an agreement with the Town where it is determined by the Town of Reading Audit Committee in a joint contract with the Town.

4. Report of the Audit Committee

Vice Chair Pacino provided a report from the Audit Committee meeting.

- The Audit Committee unanimously voted to recommend to the Board of Commissioners that they accept the audit as presented and dates May 23, 2022.
- The RMLD Sub-Audit Committee (Vice Chair Pacino and Commissioner Coulter) made the same recommendation.
- Vice Chair Pacino made a **motion**, seconded by Commissioner Stempeck, that the Board of Commissioners accept the 2021 Audit Report from Melanson, fiscal year ended December 31, 2021, as presented, on the recommendation of the Town of Reading Audit Committee and the RMLD Sub-Audit Committee.
Motion Carried: 5:0:0 (5 in favor)

5. Approval of Board of Commissioner Meeting Minutes

Materials: RMLD Board Packet (Attachment 2) Approval of Board Minutes

- The meeting minutes were approved as presented.
- Vice Chair Pacino made a **motion**, seconded by Commissioner Coulter, that the Board of Commissioners approve the meeting minutes of the February 24, 2022, meeting on the recommendation of the General Manager.
Motion Carried: 5:0:0 (5 in favor)

6. Approval of Citizens' Advisory Board Minutes

Materials: RMLD Board Packet (Attachment 3) Approval of CAB Minutes

- Dennis Kelley made a **motion**, seconded by Chair Small, that the Citizens' Advisory Board approve the minutes of the December 20, 2021, meeting as written.
Motion carried: 2:2:1 (2 in favor, 2 abstained, 1 absent) George Hooper and Ken Welter abstained as they were not present during the December 20, 2021, meeting.
- George Hooper made a **motion**, seconded by Dennis Kelley, that the Citizens' Advisory Board approve the Executive Session minutes of the January 20, 2022, meeting as written.
Motion carried: 3:1:1 (3 in favor, 1 abstained, 1 absent) Vivek Soni was absent from the meeting. Ken Welter abstained as he was not present for the January 20, 2022, meeting.
- George Hooper made a **motion**, seconded by Ken Welter, that the Citizens' Advisory Board approve the Executive Session minutes of the April 4, 2022, meeting as written.
Motion carried: 4:0:1 (4 in favor, 0 abstained, 1 absent) Vivek Soni was absent from the meeting.

7. Release of Executive Session Minutes 2013 – 2016

- Vice Chair Pacino stated that the review to release the Executive Session minutes from 2013-2015 has been completed.
- The review of the 2016 Executive Session minutes is scheduled to take place at a future meeting.
- Vice Chair Pacino is recommending that the February 27, 2013, September 17, 2014, and February 26, 2015, Executive Session minutes be released.
- At this time, these are the only minutes being recommended for release, as some of these issues are still going on at the present.

8. Hydro Power Supply Extension

Materials: RMLD Board Packet (Attachment 4) Hydro Power Supply Extension

- Gregory Phipps, Director of integrated Resources, presented an extension on an existing power supply opportunity, a small hydro facility in eastern Connecticut, know as Wyre Wynd.
- The original contract is a ten-year agreement signed in June of 2012.
- The facility is old; originally powering a textile mill on the river.
- Currently, the facility is generating power and in the process of FERC relicensing.
- If the facility does not respond back to FERC, it receives an automatic one-year extension of the existing license.
- The current proposal states that the RMLD will not do anything until the FERC license is finalized in terms of a new long-term contract.

- The term is “up to 36 months” with the intention to give the owner (Gravity) additional time, however, it will likely be a 12-month extension.
- No environmental justice review will take place until the RMLD is ready for a long-term contract.
- Chair Bitá asked a question relative to the asset not having CT Class 1 certificates ten years ago.
 - Gregory discussed the process of acquiring certificates and noted that Gravity took that responsibility in 2016.
 - Ten years ago, certificates were not a priority; RMLD can investigate the exact history prior to 2016.
 - Currently, the facility is registered as a Connecticut Class 1 asset; RMLD does not currently buy those certificates, so those are sold on the open market.
 - When RMLD does the long-term contract, the Department will buy the certificates associated with the energy.
- Ken asked a question relative to whether the cost increase for energy tracks the cost increase for carbon sources or an increase in demand for clean energy.
 - Gregory responded that in this case, 10% is modest in terms of pricing on the open market but there is a tremendous amount of upward pressure which will continue for the next 12-24 months.
 - Gregory referenced a chart relative to the different classes and certificate sales that can be shared.
- Commissioner Coulter asked a question relative to where the site is located (economic development area).
 - Gregory responded that the FERC approval has been issued and what the site does not have is a fish ladder.
 - One issue is that it will take around a decade to put the fish ladder in place. In the meantime, they will implement trucking fish up and downstream.
 - To the best of RMLD’s understanding there are no issues associated with the site. However, as the due diligence has not been performed yet, the Department cannot say for sure.
 - One point that was addressed was the fact that the price was higher than anticipated; this is due to the construction of the fish ladder.
- Commissioner Stempeck asked a question relative to the age of equipment and potential failure.
 - Gregory responded that almost all the hydro facilities are unit contingent; RMLD buys whatever is produced, but Gravity has a track record of high quality maintenance of equipment.
 - Gregory noted that this agreement is low risk for RMLD.

- George Hooper made a **motion**, seconded by Dennis Kelley, that the Citizens' Advisory Board recommend that the Board of Commissioners vote to accept the General Manager's recommendation to extend the existing power supply contract for the Aspinook Wyre Wynd hydro facility for up to 36 months, commencing June 2022.

Motion carried: 4:0:1 (4 in favor, 0 abstained, 1 absent) Vivek Soni was absent from the meeting.

- Vice Chair Pacino made a motion, seconded by Commissioner Coulter, that the Board of Commissioners, on the recommendation of the Citizens' Advisory Board, vote to accept the General Manager's recommendation to extend the existing power supply contract for the Aspinook Wyre Wynd hydro facility for up to 36 months, commencing June 2022.

Motion Carried: 5:0:0 (5 in favor)

9. RMLD Procurement Requests Requiring Board Approval

IFB 2022-18 Electric Utility Excavation Services

- Hamid Jaffari, Director of Engineering and Operations, presented IFB 2022-18, which is a three-year contract for excavation of both emergency and non-emergency related matters; Hamid cited the examples of repairing underground duct banks, manholes enclosures, and manholes structures.
- Hamid noted that the included analysis is inclusive of labor only.
- George asked a question relative to the considerable difference in cost, and whether this was examined.
 - Hamid responded with information related to the monetary range and procurement laws; and commented that he calls to check on costs.
- It was noted that Zanelli has been used for eight plus years.
- Vice Chair Pacino asked a question relative to fixed materials costs.
 - Hamid responded that there is no fixed mark up; payments are determined by whatever the cost of the material is.
- Vice Chair Pacino asked a question relative to prevailing wage.
 - Hamid responded that this job is subject to prevailing wage; all included labor rates are prevailing wages.
- Vice Chair Pacino made a **motion**, seconded by Chair Bitz, that bid 2022-18 Electrical Utility Excavation Services for hourly rates be awarded to Tim Zanelli Excavating, LLC, pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager. The contract is for a one-year term with the option for RMLD to renew the contract for a maximum of two one-year renewal terms.

Motion carried: 5:0:0 (5 in favor)
- At 8:15 PM it was reported that Zoom participants were having audio trouble, which was resolved.

10. GM Report

Coleen O'Brien, General Manager, provided the General Manager's report.

Community Update

- The High School Art Contest Awards night was held on May 12th by zoom; Commissioner Coulter and Vice Chair Pacino presented the virtual awards.
- The annual Bike Swap, hosted by the Reading Climate Action Committee, was held at RMLD on May 3, 2022.
- The CY21 Annual Report is in process and is targeted to be published in June after final review and approvals; winning artwork will be featured on the cover.
- RMLD will be participating in most of the traditional summer events this year, such as the Wilmington Farmers Market.
- EV chargers are being installed this week and next week in Reading and Wilmington. The GM provided general information on the associated grants and noted a potential photo opportunity.
- George asked if there is an anticipated date on when the next EV chargers will be installed.
 - The GM responded with information relative to the EV charger construction and site selection process.
 - It was noted that Jason and Ken would follow up on site selections in North Reading and Lynnfield.
- Commissioner Talbot asked a question relative to why certain sites are chosen; specifically, the level 3 charger at the library.
 - The GM responded that the library was the only location with the voltage available.
- Commissioner Talbot asked a follow up question on the ability to adjust locations, as level 3 chargers are most beneficial near highways.
 - The GM responded that placing level 3 chargers near highways was part of the grant; however, the sites proposed by the Town and the associated voltage did not allow for that.
 - Gregory provided additional information on the grant limitations and cited examples of how the level 3 chargers can work well at the library.

Policy 13: Facilities – RMLD Property Use

- The current Facilities Use policy allows for use of the AV room, cafeteria, and non-restrictive land area for municipal meetings.
- The AV room will be undergoing AV technology upgrades (subject to supply chain issues) which would help facilitate outside meetings.
- The GM discussed the issues around staffing in relation to outside use of RMLD facilities. Limited staffing and lack of custodians would have to be considered.
- Commissioner Stempeck asked if RMLD would charge a fee for the use of facilities.
 - The GM responded that this could help with supporting outside use, however RMLD is not supposed to go beyond the electric business.

- The GM cited the use of bottom-line funds for the “adopt an island” program.
- Commissioner Coulter noted that the technology upgrades in the AV Room are crucial, as most groups who use the space will display something.
- Commissioner Talbot clarified that municipal entities of all four towns have always been able to use these spaces and asked how frequently this occurred prior to Covid.
 - The GM responded that this did not occur often and cited the example of RAD training in the cafeteria.
- The BoC and CAB discussed solutions for use of RMLD space, including but not limited to, the Town leasing the space, the room reservation process, the availability of facilities during the day verses night, and staff overtime.
- Discussion ensued on the logistics of outside facility use. George cited examples of logistical areas that need to be considered such as; IT logistics, current staff use, isolation, locksmiths, and custodial staff.
- Dennis noted that parking logistics needs to be considered.
- It was decided that the GM would consult with the Senior Management team and follow up with a memo.
- It was determined that the RMLD and Town of Reading should meet to discuss possible solutions for the use of RMLD facilities.

Economic Development Meeting

- On Monday May 16th, 2022, a joint meeting between the RMLD Board of Commissioners and Town of Reading Select Board was held.
- Chair Bitá, Vice Chair Pacino and Commissioner Coulter attended the meeting.
- The RMLD took the following action items: provide a preliminary overview of space use; arrange an informal meeting with Barbas Trucking; and provide a discussion of the RMLD Facilities Use policy.
- It was decided that Commissioner Coulter would be the BoC representative at the Economic Development meetings.

ENE Board Meetings

- The next ENE Board meeting is tentatively scheduled for June 8th, 2022
- Agendas are usually circulated 48 hours prior the meeting.

11. Report from the May MEAM Manager’s Meeting

Chair Bitá and the GM provided a report on the May MEAM meeting.

- Chair Bitá noted that Steve Doucette spoke on the importance of terms and conditions being written perfectly and cited the example of a situation that occurred relative to RMLD’s terms which are extremely well written.
- The GM said that RMLD’s terms and conditions have been changed twice since she has been with the Department and are reviewed annually.

- The GM cited the example of the training video on RMLD's website relative to what RMLD is responsible for, verses what the homeowner is responsible for.
- Chair Bitá said that John Fitch, the GM of West Boylston developed a spreadsheet for reporting for the zero climate law goals.
 - The GM noted that the MLPs are working together to develop a uniform reporting mechanism.
- The GM noted the other topics that were discussed at the meeting, including but not limited to; time of use rates, tariffed bill financing (lien), and air source heat pumps.
- The GM asked Representative Jeff Roy from the Telecommunications, Utilities, and Energy (TUE) committee a question relative to funding for the North Shore Concert Consortium EV chargers.
- The GM noted that Representative Roy spoke about offshore wind.
- During the MEAM legislative update reliability insurance related to mutual aid was discussed.

12. Scheduling

- The next BoC meeting is scheduled for June 23, 2022.
- It was noted that if something educational or a common interest was on both the CAB and BoC agendas, then the meeting can be held jointly. Otherwise, the CAB will meet prior to the BoC.
- It was decided that future BoC meetings would occur at 7:30 PM on the third Thursday of the month.
- The BoC reviewed the Warrant Schedule as outlined on the meeting agenda.

13. Adjournment – Chair Small (Citizens' Advisory Board)

- George Hooper made a **motion**, seconded by Dennis Kelly, that the Citizens' Advisory Board adjourn regular session.
Motion Carried: 4:0:1 (4 in favor, 0 abstained, 1 absent) Vivek Soni was absent from the meeting.

14. Executive Session

- Vice Chair Pacino, made a **motion**, seconded by Chair Bitá, 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 to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; and return to regular session, for the sole purpose of adjournment.
Motion Carried: 5:0:0 (5 in favor)

15. Adjournment

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

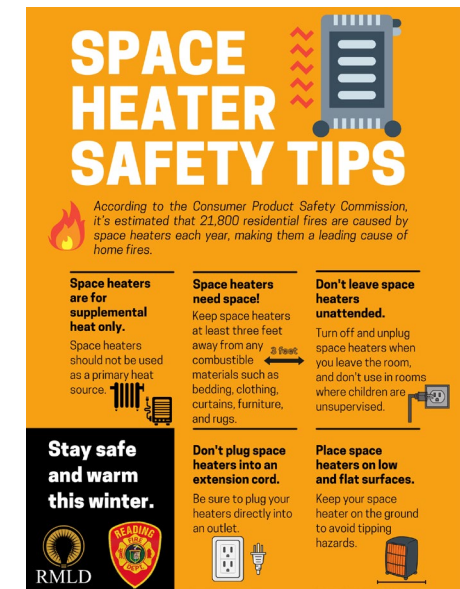
Motion Carried: 5:0:0 (5 in favor)

Regular Session adjourned at 10:20 PM.

COMMUNICATIONS UPDATE
ATTACHMENT 2

Communications Update

- Newsletter
 - Newly redesigned newsletter debuted in November with cleaner and more professional look
- Media Coverage
 - Coverage of Greg’s hiring in local publications and APPA newsletter/podcast
- Social Media
 - RMLD continues to see steady, organic growth
 - Facebook reach up 237.3% over previous month
 - “We’re Hiring” graphic drew 122 clicks
- Upcoming Initiatives
 - Joint press release and infographics on space heater safety and holiday decoration safety in conjunction with Reading Fire Department
 - Customer survey: RFP was just awarded to Great Blue Research, who conducted the previous survey
- RMLD Website
 - Website now has a Spanish translation button and a drop down to translate to all languages



**APPA LEGISLATIVE
ATTACHMENT 3**

APPA Legislative – Current Policy Positions

America Bond Sequestration

Distributed Energy Resources

Federal Efforts to Address Climate Change

Hydropower

Pole Attachment Regulations

Transmission Policies

Critical Infrastructure and Supply Chain Constraints

Electric Vehicles

Federal Power Program

<https://www.publicpower.org/policy-positions>

American Public Power Association (APPA) – an active advocate for public power in federal legislation, current items listed above. In addition, APPA provides training courses, industry and technology trends, and promotes operational excellence. RMLD is a member, participant in the annual legislative roundup, sends employees to training, and follows excellence guidelines (RP3).

Thank You



POLICY REVIEW
ATTACHMENT 4

POLICY 10: FRAUD PREVENTION

RMLD BOARD OF COMMISSIONERS MEETING

November 30, 2022

POLICY 10: Fraud Prevention (New Policy)

In accordance with the Board's periodic policy review, please find attached the review package for Policy 10: Fraud Prevention (Revision 0).

Included are the following three components:

- Policy 10: Fraud Prevention (Revision 0) Summary & Highlights (This Page).
- Policy 10: Fraud Prevention (Revision 0)
- Original Fraud *Memo* Dated January 27, 2010

SUMMARY

The original Fraud *Memo* (dated January 27, 2010) has served as an RMLD sanctioned policy since its inception.

On the recommendation of the Auditors and General Manager, this memo is being replaced with a more formalized version (Policy 10 Fraud Prevention Revision 0).

Policy 10: Fraud Prevention (Revision 0) was written to provide further details, clarification, and guidelines beyond the existing Fraud *Memo*. The original memo components were refined for clarity and the definition of fraud was modified to align with applicable laws. Various sections were added to outline each aspect of the Fraud Prevention Policy and associated processes. At the request of the Board of Commissioners, a section discussing Whistle Blower Protection was incorporated.

REVISION HIGHLIGHTS

- **Section I: Purpose**
 - This section outlines the purpose of Policy 10 Fraud Prevention.
 - Highlights include topics such as why the policy is in place and the responsibility of the RMLD relative to its assets.
- **Section II: Scope**
 - This section identifies who Policy 10: Fraud Prevention applies to.
- **Section III: Definition of Fraud**
 - Verbiage in this section was modified from the original memo to clearly outline the definition of fraud as it relates to Policy 10: Fraud Prevention.

- Language from the applicable laws was utilized and various examples provided.
- **Section IV: Related Policies**
 - This section discusses the potential overlap between the Fraud Prevention policy and other RMLD policies.
- **Section V: Responsibilities**
 - Section V: A: Managers
 - This section identifies the responsibilities of RMLD managers.
 - Establishing and maintaining a system of internal controls to ensure the prevention and detection of fraud.
 - Reporting any instances of suspected fraud and cooperating with investigative parties.
 - Section V: B: Employees
 - This section identifies the responsibilities of RMLD employees.
 - Reporting any instances of suspected fraud and cooperating with investigative parties.
- **Section VI: Investigative Responsibilities**
 - This section outlines the process, roles, and responsibilities relative to appointing an investigator for a suspected fraud incident.
- **Section VII: Confidentiality**
 - Section VII: A
 - This section outlines the confidentiality requirements for investigators and all participants in a fraud investigation.
 - Section VII: B
 - This section outlines the confidentiality requirements for any staff or elected official contacted by the media with respect to a fraud investigation.
- **Section VIII: Whistle-Blower Protection**
 - This section states that any employee reporting suspicion of fraud will be protected to the full extent of the law.

- **Section IX: Disciplinary Action**

- Section IX: A

- This section outlines the responsibility of the General Manager and RMLD Board of Commissioners relative to the disciplinary action of employees who have committed fraud.

- Section IX: B

- The section outlines the process that occurs when an employee or Commissioner is expected of fraud.
- The individual suspected of committing fraud will be given notice of the allegations when the investigation is concluded, and prior to any final disciplinary action.

or preclude them. Should an overlap arise between the application of this policy and any other policy, the policy most specific to the situation will apply.

V. RESPONSIBILITIES

- A. Managers: Members of RMLD management are responsible for establishing and maintaining a system of internal controls to ensure the detection and prevention of fraud, waste, abuse and other irregularities. Management should be reasonably familiar with the types of fraud that might occur within their area of responsibility and be alert for any indication of fraud.

Managers have the same responsibility with respect to reporting fraud as do all other employees of the RMLD as outlined below. Management will support and co-operate with the Investigator, Auditor, other involved divisions, and law enforcement agencies in the detection, reporting and investigation of all fraudulent acts, including the prosecution of offenders.

- B. Employees: Any employee of the RMLD who knows or has reason to believe that a fraud has occurred or is occurring, is responsible for immediately notifying his/her immediate manager. If the employee has reason to believe that the employee's immediate manager may be involved, the employee shall immediately notify the General Manager or if the General Manager is involved, shall immediately notify the In-House Counsel of the RMLD.

It is expected that employees will fully co-operate with management, the Auditor and other involved divisions and law enforcement agencies during the course of an investigation and will make all reasonable efforts to be available to assist the above noted persons with the investigation.

VI. INVESTIGATION RESPONSIBILITIES

Subject to the nature of the suspected fraud, the appointment of an investigator will be the responsibility of RMLD, in consultation with management and the auditor as/if required, and the investigator will have primary responsibility for the investigation of all suspected fraud reporting to the General Manager or the Board of Commissions, whatever the case may be.

VII. CONFIDENTIALITY

- A. The Investigator and all participants in a fraud investigation shall treat all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. To the extent possible by law, the identity of individuals involved in an investigation including the identity of an individual alleging fraud and the identity of an individual alleged to have committed fraud will be protected.
- B. Any staff person or elected official contacted by the media with respect to a fraud investigation shall refer the media person to the General Manager. The alleged fraud or investigation shall not be discussed with the media by any

person other than the General Manager, in consultation with the investigator, auditor and/or RMLD legal counsel.

VIII. WHISTLE-BLOWER PROTECTION

Any employee reporting the suspicion of fraud will be protected to the full extent of the law.

IX. DISCIPLINARY ACTION

- A. The General Manager is solely responsible for discipline of employees in consultation with the RMLD Board of Commissioners. Employees who have committed fraud will be subject to disciplinary action up to and including dismissal.

- B. Where fraud is suspected of any RMLD employee or Commissioner, the individual will be given notice of the essential particulars of the allegations following the conclusion of the investigation prior to final disciplinary action. The individual against whom allegations are being made will be given opportunity to respond. This requirement is subject to any collective agreement provisions respecting the rights of employees in the disciplinary process.

DRAFT

READING MUNICIPAL LIGHT DEPARTMENT

To: All Employees

Date: January 27, 2010

From: Vinnie Cameron



Subject: Definition, Reporting and Investigation of Fraud

Background

As part of the RMLD's annual financial audit it is my responsibility to ensure that employees of the RMLD understand what constitutes fraud. This was also mentioned in the management letter from Melanson and Heath during the 2006 financial audit, as stated below.

"...we recommended the Department periodically discuss fraud prevention with all employees, including the steps that employees should take when fraud is detected or suspected. This would help maintain an ethical business environment, and assure that employees were aware of their responsibilities to report abuses to the appropriate parties."

The following outlines what I believe constitutes fraud at the RMLD. This memo is also based on the Town of Reading's policy on fraud.

Definition of Fraud

Fraud and related misconduct prohibited at the RMLD generally involves a willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit. The following are examples of activities that may be considered fraud:

- Making or altering documents or computer files with the intent to deceive
- Purposely inaccurate financial reporting
- Improper handling or reporting of money transactions
- Misappropriated, unauthorized or misuse of RMLD assets and resources for personal gain or for the advantage of another
- Altering or incorrectly reporting information for personal gain or for the advantage of another or the RMLD
- Authorizing or receiving remuneration for time not worked

- Authorizing or receiving compensation for goods not received or services not performed

Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

Reporting Suspicion of Fraud

Employees should report suspected instances of fraud to their immediate supervisor or their next appropriate Management level.

However, if the employee's supervisor has committed the fraud, it may be appropriate for employees to report suspected instances of fraud directly to the RMLD General Manager. It is the responsibility of a supervisor or relevant manager to ensure that the suspicion of fraud that is reported to them as soon as practical is reported to the RMLD General Manager.

A written or verbal report should be sufficiently detailed and inclusive to ensure a clear understanding of the issues raised. In the event that the RMLD General Manager is the subject of, or otherwise identified as involved in the acts underlying such report, the person making the report may notify and forward such report to the RMLD Accounting/Business Manager or to the RMLD Board, who will then lead the investigation.

RMLD employees are not to initiate investigations on their own. However, anyone may report suspected violations or concerns of this policy by letter to the RMLD General Manager and should indicate that he or she is an employee of the RMLD and it should be signed by the individual. The report should be sufficiently detailed and inclusive to ensure a clear understanding of the issues raised. Mark the envelope "Confidential and Private".

An employee may make an off site report of violations of this policy to the General Manager or other appropriate position if they feel uncomfortable making the report in the RMLD office. The employee should contact the person they would like to make the report to and together determine an off site time and place to make the report regardless of whether the off site reporting is done during the employee's regular work hours or during off hours.

There shall be no retaliation by the RMLD's employees against any employee who makes a report pursuant to this policy even if after investigation the RMLD

General Manager determines that there has not been a violation of any applicable RMLD policy, State or Federal laws and regulations or internal accounting controls. However, employees who make reports or provide evidence which they know to be false or, without a reasonable belief in the truth and accuracy of such information, may be subject to disciplinary action.

All reports of violations of this policy shall be kept strictly confidential and maintained by Human Resources.

Investigation

Following receipt of a report, the RMLD General Manager shall commence an investigation, as he/she, in reasonable judgment, deems appropriate. The RMLD General Manager shall be authorized to retain such other individuals, including outside legal and accounting experts, as the RMLD General Manager deems appropriate to assist in such investigation.

Appropriate RMLD Management, selected by the RMLD General Manager or another position selected to lead the investigation, will constitute the Investigation Team and will determine the necessary action depending upon the nature of the allegations or suspicions of violations of this policy. The individual being investigated shall be notified immediately of said investigation and shall have the right to an attorney and/or union representative, as applicable, during all stages of the investigation. All efforts shall be made to ensure due process in the investigative process. Law Enforcement agencies may be notified and included on the Investigation Team. In those instances where the investigation indicates the probability of criminal activity, the inquiry will be turned over to the appropriate law enforcement agency.

In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility and recommending corrective action. Details of the report of the violation and/or the investigation will remain confidential.

If in the opinion of the Investigating Team fraud is probable, employees suspected of such irregularities and/or fraud may be suspended with or without pay pending the investigation. Appropriate Human Resource personnel will provide guidance to the Investigating Team related to action (disciplinary or otherwise) required as a result of any response to or investigation of fraud.

Any individual suspected of fraudulent activities should not be confronted prior to commencement of the investigation process. Records related to the activity may need to be seized before the suspected individual becomes aware of any investigation. All employees suspected of fraud are to be treated fairly and consistently and in compliance with the collective bargaining agreements and personnel policies. The details of the investigation of the report of a violation of this policy shall be kept strictly confidential. Employees suspected of fraudulent activities have legal rights that must be respected.

The Investigation Team shall make the final determination of whether a violation of the RMLD policy, State and Federal laws and regulations or internal accounting controls applicable to the RMLD has occurred.

Reporting Results

The RMLD General Manager will prepare a report of the results of any review of fraudulent activities and individuals named in the report will have access to the report. The report will include the disciplinary action taken, if any. It will also include, if applicable, details of the systems weaknesses that did not prevent or detect the fraudulent or irregular activities and provide recommendations for improving systems controls to prevent or detect similar events.

It is recognized that Management investigating the incident may share information with the RMLD Board, Senior Management, the RMLD's Audit Committee, RMLD General Counsel, and/or law enforcement agencies as deemed necessary.

This fraud procedure is outlined to explain what constitutes fraud, how fraud is reported, and what process should be followed to investigate the fraud allegations. If you have further questions on fraud please contact your manager or me.

POLICY 20: FAMILY AND MEDICAL LEAVE

RMLD BOARD OF COMMISSIONERS MEETING

November 30, 2022

POLICY 20: Family and Medical Leave

In accordance with the Board's periodic policy review, please find attached the review package for Policy 20: Family and Medical Leave (Revision 4).

Included are the following three components:

- Policy 20: Family and Medical Leave (Revision 4) Summary & Highlights (This Page).
- Policy 20: Family and Medical Leave (Revision 4).
- Policy 20: Family and Medical Leave (Revision 4) with tracked changes.

SUMMARY

Policy 20: Family and Medical Leave (Revision 4) was revised to provide further clarification and reviewed to ensure continued alignment with applicable laws. Verbiage was added to certain sections to clarify the unpaid leave categories applicable to Policy 20, as well as, to clarify unpaid versus paid leave.

REVISION HIGHLIGHTS

- **General**
 - Spelling and grammar were fixed throughout.
 - Formatting revised and additional bullet levels inserted for clarity.
- **Section I: Purpose**
 - Section 1: B:
 - “FMLA and MA Law” was added to clarify the prevailing laws and regulations used to interpret and implement Policy 20.
 - Section 1: C:
 - Verbiage was added to identify the unpaid leave categories included in Policy 20.
- **Section II: Legal Definitions**
 - The word “Legal” was added to the section title.
- **Section VI: Additional Rights Under the Parental Leave Act (Pla)**
 - “Unpaid” was added throughout this section to clarify leave as unpaid versus paid.

**RMLD Policy No. 20
FAMILY AND MEDICAL LEAVE**

Revision No. 4

Commission Vote Date:

General Manager/Date

Next Review Date:

I. PURPOSE

- A. This policy sets forth the rights of union and non-union employees to take leaves of absence under certain state and federal laws for family, medical, and military purposes and establishes procedures for implementing those rights. This policy covers leaves of absence and/or time off for family or medical reasons under the Family and Medical Leave Act ("FMLA"), the Massachusetts Small Necessities Leave Act, M.G.L. c. 149, § 520 ("SNLA"), and the Parental Leave Act ("PLA;"), M.G.L. c. 149, §105D. Leaves of absence for military purposes and for victims of domestic violence pursuant to M.G.L. c. 149, § 52E are governed by separate policies. Employees also may be entitled to leave in additional circumstances pursuant to other laws or agreements. To the extent that a conflict exists between the terms of this policy and the terms of an applicable collective bargaining agreement, the terms of the collective bargaining agreement will apply, unless such terms are not permitted or inconsistent with applicable law.
- B. This policy will be interpreted and implemented in accordance with prevailing laws and regulations, FMLA and MA law.
- C. This policy includes the following unpaid leave categories:
1. Medical Leave (Self)
 2. Family Leave (Family)
 3. Small Necessities Leave (Children & Elderly)
 4. Parental Leave (Birth, Adoption, Care of Disabled Child)

II. LEGAL DEFINITIONS

A. Parent

"Parent" means the biological, adoptive, step, or foster parent of an employee who stood in loco parentis to the employee when the employee was a minor. In

loco parentis refers to the type of relationship in which a person has put themselves in the situation of a parent by assuming and discharging the obligations of a parent to a child. "Parent" does not include the employee's parents-in-law.

B. Son or Daughter

Unless otherwise defined herein, "son "or "daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either: (a) under 18 years of age or (b) is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.

C. Spouse

"Spouse" means a husband or wife as defined or recognized in the state where the employee was married (or place of celebration) and includes individuals in same-sex and common law marriages. The term "spouse" also includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state.

III. **MEDICAL LEAVE (FMLA)**

Pursuant to the FMLA, the Reading Municipal Light Department ("RMLD") provides medical leaves of absence without pay to any eligible employee who is temporarily unable to work due to a serious health condition. Under FMLA, an eligible employee may take up to twelve (12) weeks of unpaid medical leave within a twelve (12) month period for certain medical reasons.

A. Eligibility

All regular full-time and all regular part-time employees will be eligible to seek medical leave if: (a) the employee has worked for RMLD for at least (twelve) 12 months; and (b) the employee has worked for at least 1,250 hours during the (twelve) 12 months before the requested leave. If RMLD employs spouses, each spouse can take up to twelve weeks of medical leave. Married couples are allowed a maximum of 12 weeks total combined for the birth or adoption of a child or the care of a parent.

B. Qualifying Illness or injury

An employee may qualify for medical leave if she/he has an illness or injury that makes the employee unable to perform his/her job. The injury or illness must be a "serious health condition," meaning any illness, injury or impairment that involves one or more of the following:

- a. inpatient hospitalization;

- b. continuing treatment by a health care provider due to incapacity caused by a health condition that lasts for more than three (3) days and requires health care visits or continuing treatment;
- c. pregnancy or prenatal care;
- d. a chronic, serious health condition that requires periodic visits for health care; or
- e. a permanent or long-term condition requiring medical supervision.

Employees who sustain work-related injuries are eligible for medical leave for the period of disability in accordance with all applicable laws covering occupational disabilities.

C. Notice of Leave

- a. Whenever possible, at least thirty (30) days written notice of the medical leave should be given to the employee's supervisor and/or Human Resources. If an employee cannot give the full amount of advance notice, she/he should give as much notice as possible under the circumstances.
- b. An employee requesting medical leave may be required to submit a Certification of Health Care Provider form to provide certification from a health care provider that a serious health condition requiring leave exists. The employee shall have 15 days to return the certification, although RMLD may allow additional time to submit the certification upon request of the employee as the circumstances may warrant. RMLD may request authentication and clarification of the certification, recertification, and second and third opinions as permitted under the FMLA.

D. Length of Leave

In general, an employee is entitled to a maximum of twelve (12) weeks of medical leave during any twelve (12) month period. The twelve (12) month period is a rolling period, measured backward from the date an employee last used any leave under this policy. Any combination of medical leave and family leave cannot exceed the twelve (12) week maximum. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave. If the initial period of approved leave proves insufficient, consideration will be given to a request for an extension.

E. Intermittent or Reduced Leave Schedule

- a. A medical leave may be taken through either a reduced leave schedule or on an intermittent basis if such an arrangement is certified to be medically necessary. "Intermittent leave" and "reduced leave schedule"

are defined by prevailing FMLA regulations.

- b. When an employee takes leave on a reduced work schedule or intermittent basis, RMLD may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if the alternative position better accommodates the recurring periods of medical leave.

F. Restoration Rights

- a. Employees returning from medical leave must submit a health care provider's verification of his/her fitness to return to work. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide RMLD with at least two (2) weeks advance notice of the date the employee intends to return to work, where practicable.
- b. At the end of a medical leave, RMLD will have the right to return the employee to his/her last position before the leave or to an equivalent position. If an employee fails to return to work on the scheduled return date, RMLD will assume that the employee has resigned his/her position. While on unpaid medical leave, employees do not accrue additional vacation, sick leave or personal time. The employee, however, will not lose any benefit rights to the extent that those rights accrued before the leave period. The accrual of benefits will be restored immediately upon the employee's return to active employment.
- c. An employee will not be entitled to more favorable employment terms as a result of taking medical leave. Thus, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff she/he would have experienced if she/he had not been on a medical leave.

G. Coordination with Available Paid Leave Time

Medical leave is unpaid leave, except to the extent that an employee is eligible for paid leave for unused sick, vacation, personal, or compensation time, as applicable. Where an employee is eligible for leave under these policies, RMLD will provide the paid leave to run concurrently with, not in addition to, the medical leave. Any available accrued paid time off must be used during any period of FMLA leave. The use of accrued paid leave time during unpaid FMLA leave time does not extend the 12-week leave period. Paid long-term and short-term disability and workers' compensation leave run concurrently with medical leave, and all accrued paid leave must be used concurrently.

H. Maintenance of Health Benefits

During the unpaid medical leave, employees retain the same medical and dental

coverage and must still contribute the same amount toward medical benefits as she/he paid before the leave began. RMLD may require the employee to repay RMLD's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

I. Key Employees

A salaried employee who is among the highest paid ten percent (10%) of RMLD's employees may be denied reinstatement if necessary to prevent substantial and grievous economic injury to RMLD's operation. RMLD will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that she/he qualifies as a key employee. At the same time, RMLD also will fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if RMLD determines that substantial and grievous economic injury to its operations will result if the employee is reinstated from FMLA leave. All determinations and procedures shall be in accordance with prevailing FMLA requirements and guidelines.

IV. FAMILY LEAVE (FMLA)

Under FMLA, an eligible employee may take up to twelve (12) weeks of unpaid family leave within a twelve (12) month period to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child, or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility, or continuing treatment by a health care provider. Family leave is an unpaid employee leave of absence.

A. Qualifying Family Leave

Employees may qualify for family leave for any of the following reasons:

- a. the birth, adoption or foster care placement of a child, and for the care of that child (leave must be completed within twelve (12) months of the child's birth, adoption or foster care placement);
- b. to care for a seriously ill or injured spouse, parent, or child under age eighteen (18) (or a child 18 years old or over who is incapable of self-care).

B. Eligibility

- a. All regular full-time and all regular part-time employees will be eligible to

seek family leave if: (a) the employee has worked for RMLD for at least twelve (12) months; and (b) the employee has worked for at least 1,250 hours during the (twelve) 12 months before the leave.

- b. If RMLD employs spouses, the total birth, adoption and childcare leave to which both will be entitled will be twelve (12) weeks in any twelve (12) month period. Similarly, married employees may be restricted to a combined total of twelve (12) weeks in any twelve (12) month period to care for a parent with a serious health condition each spouse, however, can take up to twelve weeks to care for a seriously ill child or spouse.

C. Notice and Scheduling of Leave

- a. Employees should make requests for family leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as practical for unforeseeable events.
- b. Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected end dates, and the estimated time required for such care.

D. Length of Leave

In general, an employee is entitled to a maximum of twelve (12) weeks of family leave during any twelve (12) month period. The twelve (12) month period is a rolling period, measured backward from the date an employee last used any leave under this Policy. Any combination of medical leave and family leave cannot exceed the twelve (12) week maximum. If the initial period of approved leave proves insufficient, consideration will be given to a request for an extension. Any available accrued paid time off must be used during any period of FMLA leave.

E. Intermittent or Reduced Work Schedule Leave

An employee may take intermittent leave or leave on a reduced leave schedule (as defined above) to care for a spouse, parent, son, or daughter with a serious health condition. If such leave is needed for planned medical treatment, then the employee shall make reasonable effort to schedule the treatment so as not to disrupt unduly RMLD's operations. Unless otherwise approved by Human Resources, leave for the birth or adoption of a healthy child must be taken at one time. When an employee takes leave on a reduced work schedule or intermittent basis, RMLD may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if the alternative position better accommodates the recurring periods of medical leave.

F. Restoration Rights

- a. At the end of a family leave, RMLD will have the right to return the employee to his/her last position before the leave or to an equivalent position. While on unpaid family leave, employees do not accrue additional vacation, sick leave or personal time. The employee, however, will not lose any benefit rights to the extent that those rights accrued before the leave period.
- b. An employee will not be entitled to more favorable employment terms as a result of taking family leave. Consequently, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff, she/he would have experienced if she/he had not been on a family leave.

G. Coordination with Available Paid Leave Time

Family leave is unpaid leave, except to the extent that an employee is eligible for paid leave for unused sick, vacation, personal, or compensation time, as applicable. When an employee is eligible for leave under this policy or any other RMLD personnel policy, RMLD will provide the paid leave to run concurrently with, not in addition to, the Family and Medical Leave. Any available accrued paid time off must be used during any period of FMLA leave. The use of accrued paid leave time during unpaid FMLA leave time does not extend the 12-week leave period. Paid long-term disability and workers' compensation leave run concurrently with medical leave, and all accrued paid leave must be used concurrently.

H. Maintenance of Health Benefits

During family leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as she/he paid before the leave began. RMLD may require the employee to repay RMLD's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition of the employee or the employee's family member.

I. Key Employees

A salaried employee who is among the highest paid ten percent (10%) of RMLD's employees may be denied reinstatement if necessary to prevent substantial and grievous economic injury to RMLD's operation. RMLD will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that she/he qualifies as a Key Employee. At the same time, RMLD also will fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if RMLD determines that substantial and grievous economic injury to its operations will result if the employee is reinstated from FMLA leave. All determinations and procedures shall be in accordance with prevailing FMLA requirements and guidelines.

V. **SMALL NECESSITIES LEAVE**

RMLD also provides eligible employees with leave as governed by the Massachusetts Small Necessities Leave Act ("SNLA"), Mass. General Laws c. 149, § 52D.

A. Permitted Purposes

Eligible employees may be entitled to take up to twenty-four (24) hours of unpaid leave during any rolling twelve (12) month period for any of the following purposes:

- a. Accompanying a son or daughter (defined as a biological, adopted or foster child, stepchild, or legal ward under the age of eighteen (18) or, if 18 and older, incapable of self-care) to routine health care appointments, including medical and dental appointments;
- b. Participation in school activities of a son or daughter as long as those activities are directly related to the educational advancement of the child (e.g., parent teacher conferences, interviews for a new school);
- c. Accompanying an elderly relative (defined as an individual at least sixty (60) years of age related to the employee by blood or marriage) to routine health care appointments, including medical and dental visits;
- d. Accompanying an elderly relative to an appointment for professional services related to the individual's care, such as interviewing for a nursing home or group care facility.

B. Eligibility

Generally, an employee who has been employed by RMLD for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately prior to the commencement of the leave is eligible for SNLA leave for any of the purposes listed above.

C. Length of Leave

An employee may take up to twenty-four (24) hours of SNLA leave within any rolling twelve (12) month period, measured backward from the date any leave is used. SNLA leave may be taken in one-hour increments up to the maximum amount of leave time available.

D. Notice and Scheduling of Leave

- a. In the event of foreseeable leave, employees are expected to submit a written request for leave forty-eight (48) hours prior to the anticipated commencement of the leave. Where leave is not foreseeable, notice must be given as soon as is practicable, but not less than one day prior to the leave.
- b. An employee may be required to submit a certification form from the health

care provider or administrator visited during the leave. It is the employee's responsibility to ensure that the certification form is completed and returned to the Human Resources office. If an employee fails to obtain the appropriate medical certification of the need for the leave, RMLD reserves the right to refuse the SNLA leave or to refuse to allow an employee to remain on SNLA leave.

E. Coordination with Available Paid Leave Time

Employees are required to use paid vacation, personal, or compensation time, if available, during the time taken for SNLA leave. Any paid time off used is exhausted simultaneously with an employee's entitlement to SNLA leave. If the employee has no paid time off available, then the leave will be unpaid.

VI. ADDITIONAL RIGHTS UNDER THE PARENTAL LEAVE ACT (PLA)

Employees who do not qualify for unpaid leave for the birth or adoption of a child or the care of a disabled child may qualify for leave under the PLA.

A. Eligible Employee

An employee who has completed the initial probationary period set by the terms of employment or three months of full-time employment, whichever is shorter.

B. Entitlement

Eligible Employees shall be entitled to parental leave for the purpose of (a) giving birth or adoption of a child; (b) the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled.

C. Amount of Leave

- a. The employee may take up to eight (8) weeks of parental leave for each child. For instance, an employee who gives birth to twins or adopts two children at the same time will be entitled to 16 weeks of unpaid leave. Provided however, spouses employed by RMLD shall only be entitled to 8 weeks of parental leave in aggregate for the birth or adoption of the same child.
- b. PLA leave may be in addition to FMLA leave. For instance, an employee who gives birth in January and exhausts his/her FMLA leave may take an additional eight weeks under the PLA for adoption or placement of another child in June.

D. Notice

The employee shall give at least two (2) weeks' notice to his/her supervisor and/01- Human Resources of the anticipated date of departure and his/her intention to return to work. If two (2) weeks' notice is not feasible under the circumstances due to reasons beyond the employee's control, notice shall be provided as soon as practicable.

E. Restoration

Except in the event of workforce reduction or reorganization of RMLD, the employee shall be restored his/her previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave. Provided however that in the event of a reduction in workforce or reorganization, the employee on parental leave shall retain any preferential consideration for another position to which s/he may be entitled as of the date of the leave.

F. Benefits

Benefits will be administered in accordance with the PLA. Where an employment or collective bargaining agreement entitles an employee to more favorable benefits or treatment, the more favorable benefits shall apply.

DRAFT

**RMLD Policy No. 20
FAMILY AND MEDICAL LEAVE**

Revision No. 4

Commission Vote Date:

General Manager/Date

Next Review Date:

I. PURPOSE

- A. This policy sets forth the rights of union and non-union employees to take leaves of absence under certain state and federal laws for family, medical, and military purposes and establishes procedures for implementing those rights. This policy covers leaves of absence and/or time off for family or medical reasons under the Family and Medical Leave Act ("FMLA"), the Massachusetts Small Necessities Leave Act, M.G.L. c. 149, § 520 ("SNLA"), and the Parental Leave Act ("PLA;"), M.G.L. c. 149, §105D. Leaves of absence for military purposes and for victims of domestic violence pursuant to M.G.L. c. 149, § 52E are governed by separate policies. Employees also may be entitled to leave in additional circumstances pursuant to other laws or agreements. To the extent that a conflict exists between the terms of this policy and the terms of an applicable collective bargaining agreement, the terms of the collective bargaining agreement will apply, unless such terms are not permitted or inconsistent with applicable law.
- B. This policy will be interpreted and implemented in accordance with prevailing laws and regulations, [FMLA](#) and [MA law](#).
- C. This policy includes the following unpaid leave categories:
 - 1. [Medical Leave \(Self\)](#)
 - 2. [Family Leave \(Family\)](#)
 - 3. [Small Necessities Leave \(Children & Elderly\)](#)
 - 4. [Parental Leave \(Birth, Adoption, Care of Disabled Child\)](#)

II. LEGAL DEFINITIONS

A. Parent

"Parent" means the biological, adoptive, step, or foster parent of an employee who stood in loco parentis to the employee when the employee was a minor. In

loco parentis refers to the type of relationship in which a person has put themselves in the situation of a parent by assuming and discharging the obligations of a parent to a child. "Parent" does not include the employee's parents-in-law.

B. Son or Daughter

Unless otherwise defined herein, "son "or "daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either: (a) under 18 years of age or (b) is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.

C. Spouse

"Spouse" means a husband or wife as defined or recognized in the state where the employee was married (or place of celebration) and includes individuals in same-sex and common law marriages. The term "spouse" also includes a husband or wife in a marriage that was validly entered into outside of the United States if it could have been entered into in at least one state.

III. **MEDICAL LEAVE (FMLA)**

Pursuant to the FMLA, the Reading Municipal Light Department ("RMLD") provides medical leaves of absence without pay to any eligible employee who is temporarily unable to work due to a serious health condition. Under FMLA, an eligible employee may take up to twelve (12) weeks of unpaid medical leave within a twelve (12) month period for certain medical reasons.

A. Eligibility

All regular full-time and all regular part-time employees will be eligible to seek medical leave if: (a) the employee has worked for RMLD for at least (twelve) 12 months; and (b) the employee has worked for at least 1,250 hours during the (twelve) 12 months before the requested leave. If RMLD employs spouses, each spouse can take up to twelve weeks of medical leave. Married couples are allowed a maximum of 12 weeks total combined for the birth or adoption of a child or the care of a parent.

B. Qualifying Illness or injury

An employee may qualify for medical leave if she/he has an illness or injury that makes the employee unable to perform his/her job. The injury or illness must be a "serious health condition," meaning any illness, injury or impairment that involves one or more of the following:

- a. inpatient hospitalization;

- b. continuing treatment by a health care provider due to incapacity caused by a health condition that lasts for more than three (3) days and requires health care visits or continuing treatment;
- c. pregnancy or prenatal care;
- d. a chronic, serious health condition that requires periodic visits for health care; or
- e. a permanent or long-term condition requiring medical supervision.

Employees who sustain work-related injuries are eligible for medical leave for the period of disability in accordance with all applicable laws covering occupational disabilities.

C. Notice of Leave

- a. Whenever possible, at least thirty (30) days written notice of the medical leave should be given to the employee's supervisor and/or Human Resources. If an employee cannot give the full amount of advance notice, she/he should give as much notice as possible under the circumstances.
- b. An employee requesting medical leave may be required to submit a Certification of Health Care Provider form to provide certification from a health care provider that a serious health condition requiring leave exists. The employee shall have 15 days to return the certification, although RMLD may allow additional time to submit the certification upon request of the employee as the circumstances may warrant. RMLD may request authentication and clarification of the certification, recertification, and second and third opinions as permitted under the FMLA.

D. Length of Leave

In general, an employee is entitled to a maximum of twelve (12) weeks of medical leave during any twelve (12) month period. The twelve (12) month period is a rolling period, measured backward from the date an employee last used any leave under this policy. Any combination of medical leave and family leave cannot exceed the twelve (12) week maximum. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave. If the initial period of approved leave proves insufficient, consideration will be given to a request for an extension.

E. Intermittent or Reduced Leave Schedule

- a. A medical leave may be taken through either a reduced leave schedule or on an intermittent basis if such an arrangement is certified to be medically necessary. "Intermittent leave" and "reduced leave schedule"

are defined by prevailing FMLA regulations.

- b. When an employee takes leave on a reduced work schedule or intermittent basis, RMLD may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if the alternative position better accommodates the recurring periods of medical leave.

F. Restoration Rights

- a. Employees returning from medical leave must submit a health care provider's verification of his/her fitness to return to work. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide RMLD with at least two (2) weeks advance notice of the date the employee intends to return to work, where practicable.
- b. At the end of a medical leave, RMLD will have the right to return the employee to his/her last position before the leave or to an equivalent position. If an employee fails to return to work on the scheduled return date, RMLD will assume that the employee has resigned his/her position. While on unpaid medical leave, employees do not accrue additional vacation, sick leave or personal time. The employee, however, will not lose any benefit rights to the extent that those rights accrued before the leave period. The accrual of benefits will be restored immediately upon the employee's return to active employment.
- c. An employee will not be entitled to more favorable employment terms as a result of taking medical leave. Thus, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff she/he would have experienced if she/he had not been on a medical leave.

G. Coordination with Available Paid Leave Time

Medical leave is unpaid leave, except to the extent that an employee is eligible for paid leave for unused sick, vacation, personal, or compensation time, as applicable. Where an employee is eligible for leave under these policies, RMLD will provide the paid leave to run concurrently with, not in addition to, the medical leave. Any available accrued paid time off must be used during any period of FMLA leave. The use of accrued paid leave time during unpaid FMLA leave time does not extend the 12-week leave period. Paid long-term and short-term disability and workers' compensation leave run concurrently with medical leave, and all accrued paid leave must be used concurrently.

H. Maintenance of Health Benefits

During the unpaid medical leave, employees retain the same medical and dental

coverage and must still contribute the same amount toward medical benefits as she/he paid before the leave began. RMLD may require the employee to repay RMLD's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

I. Key Employees

A salaried employee who is among the highest paid ten percent (10%) of RMLD's employees may be denied reinstatement if necessary to prevent substantial and grievous economic injury to RMLD's operation. RMLD will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that she/he qualifies as a key employee. At the same time, RMLD also will fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if RMLD determines that substantial and grievous economic injury to its operations will result if the employee is reinstated from FMLA leave. All determinations and procedures shall be in accordance with prevailing FMLA requirements and guidelines.

IV. FAMILY LEAVE (FMLA)

Under FMLA, an eligible employee may take up to twelve (12) weeks of unpaid family leave within a twelve (12) month period to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child, or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility, or continuing treatment by a health care provider. Family leave is an unpaid employee leave of absence.

A. Qualifying Family Leave

Employees may qualify for family leave for any of the following reasons:

- a. the birth, adoption or foster care placement of a child, and for the care of that child (leave must be completed within twelve (12) months of the child's birth, adoption or foster care placement);
- b. to care for a seriously ill or injured spouse, parent, or child under age eighteen (18) (or a child 18 years old or over who is incapable of self-care).

B. Eligibility

- a. All regular full-time and all regular part-time employees will be eligible to

seek family leave if: (a) the employee has worked for RMLD for at least twelve (12) months; and (b) the employee has worked for at least 1,250 hours during the (twelve) 12 months before the leave.

- b. If RMLD employs spouses, the total birth, adoption and childcare leave to which both will be entitled will be twelve (12) weeks in any twelve (12) month period. Similarly, married employees may be restricted to a combined total of twelve (12) weeks in any twelve (12) month period to care for a parent with a serious health condition each spouse, however, can take up to twelve weeks to care for a seriously ill child or spouse.

C. Notice and Scheduling of Leave

- a. Employees should make requests for family leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as practical for unforeseeable events.
- b. Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected end dates, and the estimated time required for such care.

D. Length of Leave

In general, an employee is entitled to a maximum of twelve (12) weeks of family leave during any twelve (12) month period. The twelve (12) month period is a rolling period, measured backward from the date an employee last used any leave under this Policy. Any combination of medical leave and family leave cannot exceed the twelve (12) week maximum. If the initial period of approved leave proves insufficient, consideration will be given to a request for an extension. Any available accrued paid time off must be used during any period of FMLA leave.

E. Intermittent or Reduced Work Schedule Leave

An employee may take intermittent leave or leave on a reduced leave schedule (as defined above) to care for a spouse, parent, son, or daughter with a serious health condition. If such leave is needed for planned medical treatment, then the employee shall make reasonable effort to schedule the treatment so as not to disrupt unduly RMLD's operations. Unless otherwise approved by Human Resources, leave for the birth or adoption of a healthy child must be taken at one time. When an employee takes leave on a reduced work schedule or intermittent basis, RMLD may transfer the employee temporarily to an available alternative position with equivalent pay and benefits if the alternative position better accommodates the recurring periods of medical leave.

F. Restoration Rights

- a. At the end of a family leave, RMLD will have the right to return the employee to his/her last position before the leave or to an equivalent position. While on unpaid family leave, employees do not accrue additional vacation, sick leave or personal time. The employee, however, will not lose any benefit rights to the extent that those rights accrued before the leave period.
- b. An employee will not be entitled to more favorable employment terms as a result of taking family leave. Consequently, the employee will be subject to any pay or benefit reductions or other adverse actions, including layoff, she/he would have experienced if she/he had not been on a family leave.

G. Coordination with Available Paid Leave Time

Family leave is unpaid leave, except to the extent that an employee is eligible for paid leave for unused sick, vacation, personal, or compensation time, as applicable. When an employee is eligible for leave under this policy or any other RMLD personnel policy, RMLD will provide the paid leave to run concurrently with, not in addition to, the Family and Medical Leave. Any available accrued paid time off must be used during any period of FMLA leave. The use of accrued paid leave time during unpaid FMLA leave time does not extend the 12-week leave period. Paid long-term disability and workers' compensation leave run concurrently with medical leave, and all accrued paid leave must be used concurrently.

H. Maintenance of Health Benefits

During family leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as she/he paid before the leave began. RMLD may require the employee to repay RMLD's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition of the employee or the employee's family member.

I. Key Employees

A salaried employee who is among the highest paid ten percent (10%) of RMLD's employees may be denied reinstatement if necessary to prevent substantial and grievous economic injury to RMLD's operation. RMLD will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that she/he qualifies as a Key Employee. At the same time, RMLD also will fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if RMLD determines that substantial and grievous economic injury to its operations will result if the employee is reinstated from FMLA leave. All determinations and procedures shall be in accordance with prevailing FMLA requirements and guidelines.

V. **SMALL NECESSITIES LEAVE**

RMLD also provides eligible employees with leave as governed by the Massachusetts Small Necessities Leave Act ("SNLA"), Mass. General Laws c. 149, § 52D.

A. Permitted Purposes

Eligible employees may be entitled to take up to twenty-four (24) hours of unpaid leave during any rolling twelve (12) month period for any of the following purposes:

- a. Accompanying a son or daughter (defined as a biological, adopted or foster child, stepchild, or legal ward under the age of eighteen (18) or, if 18 and older, incapable of self-care) to routine health care appointments, including medical and dental appointments;
- b. Participation in school activities of a son or daughter as long as those activities are directly related to the educational advancement of the child (e.g., parent teacher conferences, interviews for a new school);
- c. Accompanying an elderly relative (defined as an individual at least sixty (60) years of age related to the employee by blood or marriage) to routine health care appointments, including medical and dental visits;
- d. Accompanying an elderly relative to an appointment for professional services related to the individual's care, such as interviewing for a nursing home or group care facility.

B. Eligibility

Generally, an employee who has been employed by RMLD for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately prior to the commencement of the leave is eligible for SNLA leave for any of the purposes listed above.

C. Length of Leave

An employee may take up to twenty-four (24) hours of SNLA leave within any rolling twelve (12) month period, measured backward from the date any leave is used. SNLA leave may be taken in one-hour increments up to the maximum amount of leave time available.

D. Notice and Scheduling of Leave

- a. In the event of foreseeable leave, employees are expected to submit a written request for leave forty-eight (48) hours prior to the anticipated commencement of the leave. Where leave is not foreseeable, notice must be given as soon as is practicable, but not less than one day prior to the leave.
- b. An employee may be required to submit a certification form from the health

care provider or administrator visited during the leave. It is the employee's responsibility to ensure that the certification form is completed and returned to the Human Resources office. If an employee fails to obtain the appropriate medical certification of the need for the leave, RMLD reserves the right to refuse the SNLA leave or to refuse to allow an employee to remain on SNLA leave.

E. Coordination with Available Paid Leave Time

Employees are required to use paid vacation, personal, or compensation time, if available, during the time taken for SNLA leave. Any paid time off used is exhausted simultaneously with an employee's entitlement to SNLA leave. If the employee has no paid time off available, then the leave will be unpaid.

VI. ADDITIONAL RIGHTS UNDER THE PARENTAL LEAVE ACT (PLA)

Employees who do not qualify for **unpaid** leave for the birth or adoption of a child or the care of a disabled child may qualify for leave under the PLA.

A. Eligible Employee

An employee who has completed the initial probationary period set by the terms of employment or three months of full-time employment, whichever is shorter.

B. Entitlement

Eligible Employees shall be entitled to parental leave for the purpose of (a) giving birth or adoption of a child; (b) the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled.

C. Amount of Leave

- a. The employee may take up to eight (8) weeks of parental leave for each child. For instance, an employee who gives birth to twins or adopts two children at the same time will be entitled to 16 weeks of **unpaid** leave. Provided however, spouses employed by RMLD shall only be entitled to 8 weeks of parental leave in aggregate for the birth or adoption of the same child.
- b. PLA leave may be in addition to FMLA leave. For instance, an employee who gives birth in January and exhausts his/her FMLA leave may take an additional eight weeks under the PLA for adoption or placement of another child in June.

D. Notice

The employee shall give at least two (2) weeks' notice to his/her supervisor and/01- Human Resources of the anticipated date of departure and his/her intention to return to work. If two (2) weeks' notice is not feasible under the circumstances due to reasons beyond the employee's control, notice shall be provided as soon as practicable.

E. Restoration

Except in the event of workforce reduction or reorganization of RMLD, the employee shall be restored his/her previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of the leave. Provided however that in the event of a reduction in workforce or reorganization, the employee on parental leave shall retain any preferential consideration for another position to which s/he may be entitled as of the date of the leave.

F. Benefits

Benefits will be administered in accordance with the PLA. Where an employment or collective bargaining agreement entitles an employee to more favorable benefits or treatment, the more favorable benefits shall apply.

DRAFT

POLICY 26: CDL ALCOHOL AND DRUG TESTING

RMLD BOARD OF COMMISSIONERS MEETING

November 30, 2022

POLICY 26: Commercial Drivers Licensee's Alcohol and Drug Testing

In accordance with the Board's periodic policy review, please find attached the review package for Policy 26: Commercial Drivers Licensee's Alcohol and Drug Testing (Revision 1)

Included are the following two components:

- Policy 26: Commercial Drivers Licensee's Alcohol and Drug Testing (Revision 1) Summary & Highlights (This Page).
- Policy 26: Commercial Drivers Licensee's Alcohol and Drug Testing (Revision 1)

SUMMARY

Policy 26: Commercial Drivers Licensee's Alcohol and Drug Testing (Revision 1) had no changes aside from formatting revisions.

**RMLD Policy No. 26
COMMERCIAL DRIVERS LICENSEE'S ALCOHOL AND DRUG TESTING**

Revision No. 1

Commission Vote Date:

General Manager/Date

Next Review Date:

I. PURPOSE

To comply with Federal regulations set forth by the Department of Transportation in 49 CFR, Part 40.

Note: This Policy #26 substitutes for an Article in the LMS and CT union contracts. Policy #26 generally applies to affected management employees in a manner consistent with their non-union status. In such management cases, the discretion of the General Manager applies.

Note: Signatures at the CT and LMS union officers appear at the end of this Policy to signify a ratification of the language of this policy by their membership.

II. APPLICABILITY

Any active employee who's Position is required to have a valid Massachusetts Commercial Drivers License (CDL) to perform their job duties is subject to this Policy. A copy of this article and supporting information as required by the Department of Transportation will be provided to all such drivers and they are required to confirm its receipt in writing on a form provided by the Employer.

All RMLD employees, whether CDL licensed or not, are also required to comply with RMLD Policy 6, "Drug Free Workplace".

III. RESPONSIBILITIES

A. General Manager

The General Manager is responsible for the overall compliance.

B. Human Resources

Human Resources is responsible for the overall administration, recordkeeping, and contractual services retained to administer and maintain this program.

Responsible for ensuring that all types of drug and/or alcohol testing is done in compliance with parameters set forth in Dept. of Transportation 49 CFR, Part

40. Responsible for maintaining confidentiality at all times.

In the event of an extended absence of both the HR Manager, a management designee will be temporarily responsible for the above-referenced testing activities.

C. Asst. General Managers and CDL Supervisors

Responsible for the identification for possible alcohol and drug testing of employees who hold Commercial Driver's Licenses in the following circumstances: reasonable suspicion, post-accident and pre-employment.

IV. **TERMINOLOGY DEFINITIONS**

Safety-sensitive function is defined as driving any RMLD vehicle with a gross weight in excess of 26,000 lbs. Additionally, this includes all time spent associated with such vehicles:

- a. waiting to be dispatched to a job site or otherwise remaining in readiness to operate the vehicle.
- b. inspecting, servicing or conditioning the vehicle
- c. in or on the vehicle for any reason.
- d. actually loading or unloading the vehicle.
- e. supervising or assisting in loading or unloading the vehicle.
- f. giving receipts for any shipments loaded or unloaded from the vehicle
- g. repairing, obtaining assistance, or remaining in attendance if the vehicle is disabled.

V. **WORK RELATED ACCIDENTS**

After a work-related traffic accident:

- a. involving loss of human life;
- b. a moving traffic citation is issued to the CDL holder.

the surviving RMLD driver involved will be tested for alcohol and controlled substances. The driver is required to present himself/herself for alcohol testing within two (2) hours following the accident and within 32 hours following the accident for controlled substance testing. No alcohol or controlled substances may be consumed for at least 8 hours after the accident or until a test is conducted.

If the driver does not remain readily available for testing or otherwise fails to

cooperate with the testing process in any way that prevents the completion of the test or engages in conduct that clearly obstructs the testing process, they are deemed to have refused testing, unless accident circumstances prohibit compliance.

The Employer may, but is not compelled to, substitute a law-enforcement based post-accident test, if available.

VI. **RANDOM TESTING**

All drivers will be subject to *unannounced random* testing for alcohol and drugs spread throughout the year to the extent reasonable such testing should be done at the beginning or end of the driver's regular daily work schedule. Selected drivers must proceed to the test site immediately. Selection will be by a scientifically valid method to ensure randomness.

If an employee goes on any form of paid or unpaid leave prior to completion of the testing or otherwise fails to cooperate with the testing process in any way that prevents the completion of the test or engages in conduct that clearly obstructs the testing process, he/she will be considered to have failed the test.

VII. **REASONABLE SUSPICION TESTING**

The Employer will test for alcohol and controlled substances on the basis of reasonable suspicion. This testing will be based on specific written observations within 24 hours of the observed behavior by a trained supervisor(s) concerning the appearance, behavior, speech or body odors of the driver. Such employees cannot perform any safety-sensitive function until negative test results are received.

Reasonable suspicion testing requires that:

1. the employee's conduct must be directly observed by 1 trained supervisor.
2. the supervisors must have received the D.O.T. required training concerning the appearance, behavior, speech or body odors of the driver.
3. the driver is subject to immediate testing.

Employee refusal or otherwise failing to cooperate with the testing process in any way that prevents the completion of the test or engaging in conduct that clearly obstructs the testing process will be treated as having tested positive.

VIII. **PRE-EMPLOYMENT TESTING**

Pre-employment drug testing is conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first

time. Testing is also required when an employee transfers to a safety-sensitive position which requires a CDL.

IX. **CONSEQUENCES OF TEST REFUSAL OR FAILURE**

Any driver who refuses to take or fails testing for alcohol and/or controlled substances may not return to CDL driver duties until:

- a. the employee has undergone evaluation, and where necessary, rehabilitation. A substance abuse professional determines that the employee has successfully complied with any required rehabilitation.
- b. the results of the return-to-duty controlled substance test indicate a negative result for controlled substance use.
- c. the results of the return-to-duty alcohol test indicate an alcohol concentration of less than 0.02

The following procedure shall be implemented in response to a positive drug or alcohol test.

1. The employee will be immediately relieved of all duties and suspended without pay.
2. Rehabilitation and/or treatment beyond the scope of the Employer's Employee Assistance Program (EAP), or medical insurance plan will be the financial responsibility of the employee. Upon enrollment in a SAP-approved rehabilitation/treatment program, the employee will be granted leave for rehabilitation purposes retroactive at full pay up to the amount of his/her accumulated sick leave time from the time of test failure or refusal until successfully completing a return-to-duty controlled substance or alcohol test. Employees expending all their accumulated sick leave will be permitted to use other accumulated leave as designated by the employee. This leave period shall be concurrently charged to FMLA leave. Such employees are not eligible to perform any Employer work activities.

Such employees will also be subject to at least six unannounced tests for a subsequent period of twelve (12) months after each drug or alcohol testing failure. Such testing will be conducted only immediately before, during or immediately after the CDL licensee performs a safety-sensitive function. The substance abuse professional may require additional follow-up testing.

Failure to adhere to all of the above testing, rehabilitation requirements or any other requirements determined by the substance abuse professional is grounds for immediate termination.

Notwithstanding the LMS & CT provisions of the "Sick Leave and Emergency Leave" contract articles, employees within their probationary period shall be immediately terminated from employment upon the first positive drug or alcohol test or the first refusal to take a drug or alcohol test. This employer action is not subject to the grievance article.

Notwithstanding the LMS & CT provisions of "Sick Leave and Emergency Leave" contract articles, employees having completed their probationary period and who have up to 5 years RMLD experience shall have access to this article but only for the first offense. A second refusal to take or failure to pass the controlled substance or alcohol test shall result in termination. This provisions only applies to employees hired after January 1, 1996.

Notwithstanding the LMS & CT provisions of "Sick Leave and Emergency Leave" contract articles, employees having completed their probationary period and have at least 5 years RMLD experience shall have access to this article for the first and second offense. A third refusal to take or failure to pass the controlled substance or alcohol test shall result in termination.

The employer may arrange for any work missed by an employee on leave for rehabilitation purposes by any means that meets the business needs of the employer regardless of any other limitations expressed or implied elsewhere in this Policy or in past practice.

All of the Employer actions, unless explicitly stated otherwise elsewhere in this Policy, are subject to the grievance process. Any grievance shall be expedited as follows:

- a. The Union shall submit the grievance to the American Arbitration Association within ten (10) working days of the employee's termination and agrees to use the most expedited arbitration process then available.
- b. Both parties will waive the right to present briefs to the arbitrator unless it is otherwise mutually agreed. The arbitration will be otherwise expedited in accordance with the rules of the American Arbitration Association, with the cost of the arbitration shared equally by the parties.

X. **COMPLIANCE WITH APPLICABLE LAWS, RULES, AND REGULATIONS**

All alcohol and controlled substance testing and record keeping will comply with U.S. Department of Transportation published rules and regulations and any State or local officials with regulatory authority over the Employer or drivers.

XI. **COST OF TESTING**

The Employer agrees to pay for all costs associated (including transportation to and from the testing facility) with alcohol and controlled

substance testing except when the employee requests a confirmatory test. The Employer agrees to use split samples for controlled substance testing. Should the first split sample test positive, the employee may request a confirmatory test on the remaining sample. If the result of this confirmatory test is positive, the employee pays for the confirmatory test. If the confirmatory test results are negative, the Employer pays for the confirmatory test. Confirmatory tests requested by the Employer are paid.

XII. **EMPLOYEE'S PERSONNEL RECORDS**

An employee subject to testing is entitled, upon written request to the Employer or designee, to obtain copies of available personnel records pertaining to his or her tests within two (2) working days.

XIII. **DRUG AND ALCOHOL USE PROHIBITIONS**

No employee whose position requires a CDL shall report for duty or remain on duty requiring the performance of safety sensitive functions shall:

- a. On duty, possess, be under the influence of, or use, any prohibited substance, narcotic drug, or any derivative thereof.
- b. Consume an intoxicating beverage regardless of its alcoholic content, within four (4) hours of going on duty to perform any safety-sensitive functions requiring a CDL.
- c. Refuse to sign a consent or release form authorizing the collection of specimen, analysis of specimen and release of the results to the Employer, or otherwise directly or indirectly impede these and associated activities.
- d. Fail to inform appropriate supervisors of a work-related traffic accident as defined in section 5 above.
- e. Use alcohol within 8 hours of a work-related traffic accident involving loss of human life or a traffic citation issued to the CDL holder or until:
 1. The employee has been drug and alcohol tested, **or**
 2. the employee's conduct has been discounted as a contributing factor in the accident, and the employee will not be required to provide a specimen.

XIV. **MISCELLANEOUS**

No part of this Policy shall be interpreted as preventing other disciplinary or other Employer actions as appropriate.

This Policy will be interpreted in accordance with Department of Transportation

interpretations regarding 49 CFR, Part 40 and associated rules and regulations.

Employees found to have a blood alcohol concentration of 0.02 to 0.039 are removed from driving a CDL vehicle for twenty-four (24) hours and be subject to employer disciplinary action. The employer will reassign the employee to any non-safety sensitive duty that meets the business needs of the employer for the remainder of the shift and any portion of the next shift that falls within the 24-hour period from the test results being made known to the employer. If the employee cannot be used in this manner, he/she will be sent home without pay.

Employees are required to maintain a valid CDL license accepted by the Commonwealth of Massachusetts. Failure to do so, will result in suspension with pay to be charged against personal leave or vacation time, at the employee's option. Upon exhaustion of such leaves, the employee will be required to return to work in a position that does not require a CDL provided such a position is available. The employee is required to make every reasonable effort to regain a valid CDL during this period. If no such position is available or if the employee is in such a non-CDL position for more than 90 days, the employee will be terminated. Compensation for the non-CDL position will be at the normal Appendix A Wage scale, Step 4 applicable to that position or the employee's normal wage scale whichever is lower.

DRAFT

MATERIALS AVAILABLE BUT NOT DISCUSSED

From: [Erica Morse](#)
To: [Erica Morse](#)
Subject: AP and Payroll Questions for the 22-11-30 Board of Commissioners Book
Date: Monday, November 28, 2022 5:18:00 PM

AP

From October 14, 2022, to November 18, 2022 there were no Commissioner questions.

Payroll:

From October 10, 2022, to November 21, 2022 there were no Commissioner questions.

Erica Morse
Executive Assistant
Reading Municipal Light Department
O: 781-942-6489
C: 617-791-3304
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Town of Reading, Massachusetts
Municipal Light Department
Statement of Net Assets
7/31/2022

	2022	2021
ASSETS		
Current:		
Unrestricted Cash	\$ 20,836,568	\$ 23,428,658
Restricted Cash	30,431,296	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	68,333,565	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	\$ 162,479,846	\$ 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	11,593,583	8,852,356
Restricted for Pension Trust	6,801,573	6,598,960
Unrestricted	19,785,242	20,185,011
TOTAL NET POSITION	124,607,772	119,897,128
Total Liabilities and Net Assets	\$ 162,479,846	\$ 156,892,999

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
7/31/2022

	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%
NYP&A 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 Expenses:					
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	88,181	74,153	642,014	595,117	7.9%
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	1,005,981	974,416	7,103,146	6,919,617	2.7%

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
7/31/2022

	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	<u>564,837</u>	<u>544,933</u>	<u>3,953,860</u>	<u>3,814,529</u>	<u>3.7%</u>
Operating Income	809,011	124,271	3,371,304	1,311,356	157.1%
Non Operating Revenues (Expenses):					
419 Interest Income	29,360	16,493	99,966	107,486	(7.0%)
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)	<u>(178,953)</u>	<u>(155,936)</u>	<u>(796,337)</u>	<u>(749,039)</u>	<u>6.3%</u>
Change in Net Assets	630,058	(31,664)	2,574,967	562,316	357.9%
Net Assets at Beginning of Year	122,032,806	119,334,812	122,032,806	119,334,812	2.3%
Ending Net Assets	<u>\$ 122,662,864</u>	<u>\$ 119,303,148</u>	<u>\$ 124,607,772</u>	<u>\$ 119,897,128</u>	<u>3.9%</u>

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
7/31/2022

	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	642,014	686,144	(44,130)	(6.4%)
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	7,103,146	9,080,092	(1,976,946)	(21.8%)

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Budgeted Revenues, Expenses and Changes in Fund Net Assets
7/31/2022

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	<u>3,953,860</u>	<u>3,947,250</u>	<u>6,609</u>	<u>0.2%</u>
Operating Income	3,371,304	2,392,628	978,676	40.9%

Non Operating Revenues (Expenses):

419 Interest Income	99,966	175,000	(75,034)	(42.9%)
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)	<u>(796,337)</u>	<u>(915,009)</u>	<u>118,672</u>	<u>(13.0%)</u>
Change in Net Assets	<u>\$ 2,574,967</u>	<u>\$ 1,477,619</u>	<u>\$ 1,097,348</u>	<u>74.3%</u>

From: [Maureen Sullivan](#)
To: [Erica Morse](#)
Cc: [Paula O'Leary](#)
Subject: Surplus Update - October 2022
Date: Monday, October 31, 2022 9:57:09 AM

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 October 2022.

Thank you,
Maureen

Maureen Sullivan
Assistant Materials Manager
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