

**READING MUNICIPAL LIGHT DEPARTMENT  
BOARD OF COMMISSIONERS MEETING**

230 Ash Street  
Reading, MA 01867  
March 31, 2016  
7:30 p.m.

1. **Call Meeting to Order**
2. **Opening Remarks**
3. **Introductions**
4. **Public Comment**
  - **RMLD Citizens' Advisory Board**
  - **Liaisons to RMLD Board**
  - **Public Comment**
5. **Report RMLD Board Member Attendance at RMLD Citizens' Advisory Board Meeting**

**Note: Commissioner Pacino attended the CAB meeting on February 24, 2016.  
Chairman O'Rourke attended the CAB meeting on March 23, 2016.**
6. **Report of the Chairman of the Board (Attachment 1)** **ACTION ITEM**
  - a. **General Manager Vehicle Allowance**

**Note: This was discussed at the General Manager Committee meeting on October 20, 2015, vote is required.**
  - b. **Reorganization of RMLD Board**
  - c. **Peak Reduction**
7. **Report of RMLD Board Committee** **ACTION ITEM**
  - a. **Fiber Optic Committee Meeting – Vice Chair Talbot**
8. **Approval of Board Minutes (Attachment 2)** **ACTION ITEM**

**October 29, 2015 and December 10, 2015**
9. **General Manager's Report – Ms. O'Brien**
  - a. **Organizational and Reliability Study Update**
  - b. **RMLD Surplus**
  - c. **Change in RMLD Board Meeting Schedule**
  - d. **RMLD's Office 365: SharePoint and Dashboard**
10. **Power Supply Report – January and February 2016 – Ms. Parenteau (Attachment 3)**
11. **Engineering and Operations Report – January and February 2016 – Mr. Jaffari (Attachment 4)**
12. **Financial Report – January and February 2016 – Mr. Fournier (Attachment 5)**

**Note: Ms. Markiewicz will be presenting the Financial Report.**

**13. RMLD Procurement Requests Requiring Board Approval (Attachment 6)**

**ACTION ITEM**

**a. IFB 2016-16 Electric Forklift with Battery Charger and Trade-In**

**Suggested Motion:**

Move that bid 2016-16 for one Electric Forklift with Battery Charger and Trade-In be awarded to Lift Truck Parts & Service for \$30,477.02 as the lowest qualified and responsive bidder on the recommendation of the General Manager.

**b. IFB 2016-25 Substation Control Devices**

**Suggested Motion:**

Move that bid 2016-25 for Substation Control Devices be awarded to WESCO for a total cost of \$44,544.00 as the lowest qualified bidder on the recommendation of the General Manager.

**c. IFB 2016-22 Mailing Services for Municipal Electric Bills**

**Suggested Motion:**

Move that bid 2016-22 - Mailing Services for Municipal Electric Bills be awarded to Data Integrators for \$55,332 for a three (3) year total (\$18,444/year), as the lowest qualified, responsive and responsible bidder on the recommendation of the General Manager.

**14. General Discussion**

**BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED**

**E-Mail responses to Account Payable/Payroll Questions**

**Rate Comparisons, February and March 2016**

**RMLD Board Meetings**

**Thursday, May 12, 2016, 6:30 pm Operational Budget and Board Meeting**

**Thursday, May 19, 2016, 6:30 pm Capital Budget and Board Meeting**

**RMLD Board Policy Committee Meeting**

**To be determined.**

**CAB Meetings**

**Wednesday, April 6, 2016, Operating Budget Review**

**Wednesday, April 13, 2016, Capital Budget Review**

**Wednesday, May 4, 2016, Regular Meeting**

**15. Executive Session**

**ACTION ITEM**

**Suggested Motion:**

Move that the Board go into Executive Session to approve the Executive Session meeting minutes of October 29, 2015 and December 10, 2015 discuss strategy with respect to collective bargaining and return to Regular Session for the sole purpose of adjournment.

**16. Adjournment**

**ACTION ITEM**

**Suggested Motion:**

Move to adjourn the Regular Session.