



RMILD

**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD OF COMMISSIONERS
REGULAR SESSION MEETING**

WEDNESDAY APRIL 17, 2024



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2024-04-17

Time: 6:30 PM

Building: Reading Municipal Light Building

Location: Winfred Spurr Audio Visual Room

Address: 230 Ash Street

Agenda:

Purpose: General Business

Meeting Called By: David Talbot, 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:

ON MARCH 29, 2023, GOVERNOR HEALEY SIGNED INTO LAW A SUPPLEMENTAL BUDGET BILL WHICH, AMONG OTHER THINGS, EXTENDS THE TEMPORARY PROVISIONS PERTAINING TO THE OPEN MEETING LAW TO MARCH 31, 2025.

FOR REMOTE AND/OR PUBLIC PARTICIPATION

Please email rmldevents@RMLD.com. Please include your full name, address, and phone number. Comments and questions will be monitored during the meeting.

This meeting will be held in person, remotely on zoom, and streamed live on RCTV and YouTube: <https://www.youtube.com/c/RCTVStudios/videos?view=57>.

Join Zoom Meeting

<https://rmld.zoom.us/j/88131593814?from=addon>

Meeting ID: 881 3159 3814

One tap mobile

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+16469313860,,86900260203# US

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Town of Reading Meeting Posting with Agenda

1. Call Meeting to Order – D. Talbot, 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. Public Comment – D. Talbot, Chair

- Citizens' Advisory Board
- Liaisons to the RMLD Board
- Public Comment

3. Approval of Board of Commissioners Meeting Minutes (attachment 1) – D. Talbot, Chair

Suggested Motion: Move that the RMLD Board of Commissioners approve the December 13, 2023, open session meeting minutes, as presented, on the recommendation of the General Manager and the Board Secretary.

4. Legislative Update (attachment 2) - Vincent J. Ragucci, Chief Strategy Officer, Energy New England

5. Ash Street Campus Update (attachment 3) and discussion of MOU and RMLD partial contribution for conceptual design services - G. Phipps, General Manager

6. In-Territory Generation Carbon Project Summary and Next Steps (attachment 4) - G. Phipps, General Manager

7. CY24 Capital Budget Increase – Security Upgrades (attachment 5) – G. Phipps, General Manager

Suggested Motion: Move that the Board of Commissioners, on the recommendation of the General Manager and contingent on the recommendation of the Citizens' Advisory Board, approve a \$135,000 increase to the 2024 capital budget of \$650,000 (project 119 on page 37 of the 2024 capital budget) for the purchase of Security and Access Control System Upgrades for substations and Ash Street campus.

8. Procurement Requests for Board Approval (attachment 6) - G. Phipps, General Manager

IFB 2024-02 – Office Renovations including supporting work of other Trades

Suggested Motion: Move that IFB 2024-02 for Office Renovations including supporting work of other Trades be awarded to: Page Building Construction Company, Inc., for \$253,234.00, pursuant to M.G.L., c. 149 §§ 44A through 44H as amended, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.

IFB 2024-03 - Video Surveillance and Access Control System Project

Suggested Motion: Move that IFB 2024-03 for Video Surveillance and Access Control System Project be awarded to: Signet Electronic Systems, LLC, for \$782,888.00, pursuant to M.G.L., c. 149 §§ 44A through 44H as amended, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.



Town of Reading Meeting Posting with Agenda

RFQ 2024-24 – One (1) Electric Vehicle DC Fast Charger (DCFC)

Suggested Motion: Move that RFQ 2024-24 for one (1) Electric Vehicle DC Fast Charger (DCFC) be awarded to: Voltrek, LLC, in the amount of \$104,827, pursuant to M.G.L. c. 30B, § 22 as the lowest responsible vendor, on the recommendation of the General Manager.

- 9. Policy Review (attachment 7) – G. Phipps, General Manager

Policy 13: Facility and Property Use

Suggested Motion: Move that the RMLD Board of Commissioners approve Policy 13: Facility and Property Use (Revision 8), as presented, on the recommendation of the General Manager.

Policy 19: Board of Commissioners

Suggested Motion: Move that the RMLD Board of Commissioners approve Policy 19: Board of Commissioners (Revision 16), as presented, on the recommendation of the General Manager.

Policy 32: Public Comment Policy

Suggested Motion: Move that the RMLD Board of Commissioners adopt Policy 32: Public Comment (Revision 0), as presented, on the recommendation of the General Manager.

- 10. General Manager’s Report (attachment 8) – G. Phipps, General Manager
- 11. Board Committees Discussion and potential formation of Board Committees (attachment 9) – D. Talbot, Chair
- 12. Adopting RMLD website as the official notice posting location (attachment 10) – D. Talbot, Chair

Suggested Motion: Move that the Board of Commissioners, in recognition that RMLD is defined as a Regional Public Body under 940 CMR 29.00 and the Massachusetts Open Meeting Law, M.G.L c.30A, post meeting notices and associated documents on the RMLD website and arrange for the websites of the four Towns in the RMLD service territory to provide directions to the RMLD website for such notices, effective May 1, 2024.

- 13. Scheduling – D. Talbot, Chair

BOARD OF COMMISSIONERS MEETING SCHEDULE

Date	Time	Location	CAB Coverage
Wednesday April 17, 2024	6:30 PM	RMLD AV Room	
Thursday May 23, 2024	7:30 PM	RMLD AV Room	Kelley
Thursday June 20, 2024	7:30 PM	RMLD AV Room	Soni

CITIZENS' ADVISORY BOARD MEETING SCHEDULE

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



Town of Reading Meeting Posting with Agenda

Thursday April 18, 2024	6:30 PM	RMLD AV Room	Talbot
Thursday May 23, 2024	5:30 PM	RMLD AV Room	Coulter
Thursday June 20, 2024	5:30 PM	RMLD AV Room	Pacino

2024 WARRANT SCHEDULE

	AP	PAYROLL	CAB Coverage
April	Talbot	Daskalakis	Coulter
May	Pacino	Porter	Talbot
June	Daskalakis	Coulter	Pacino
July	Porter	Talbot	Daskalakis
August	Coulter	Pacino	Porter
September	Talbot	Daskalakis	Coulter
October	Pacino	Porter	Talbot
November	Daskalakis	Coulter	Pacino
December	Porter	Talbot	Daskalakis

14. Adjournment – D. Talbot, 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 April 8, 2024

Surplus and Scrap Material Report March 2024

January 2024 P&L

ATTACHMENT 1
APPROVAL OF MEETING MINUTES

ATTACHMENT 2
LEGISLATIVE UPDATE

RMLD



Legislative & Regulatory Overview

**Vincent Ragucci
Chief Strategy Officer**

**Board of Commissioners & Citizens' Advisory Board Meetings
Wednesday, April 17, 2024 – Thursday, April 18, 2024**



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- In our 10th year of providing local and state government relations assistance with appointed, elected and municipal and state regulatory officials. (32) Total clients - (31) MLP Clients and (1) Private energy client (FirstLight Power)
- Legislative Session Work:
 - testified on behalf of 31 MLP's at the legislature and at Regulatory Hearings for DOER
 - tracked Legislation using Mass Trac legislation tracker
 - notified clients of Bill Hearings and house/senate movement
 - attended monthly meetings with EEA and DOER senior staff
 - Grant development and support of client submissions
 - provided ENE Strategies Alerts for Bills, Hearings, Media/News and Regulatory actions



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ENE Strategies by the Numbers 2023-2024

Legislative Activity	Total Meetings
House Joint Committee on Telecommunications Utilities and Energy (TUE)	14 (27 Total Meetings)
Senate Committee on Telecommunications Utilities and Energy (TUE)	13 (27 Total Meetings)
Typical Year TUE Meetings	10 - 12
Other Committee Hearings	8
Meetings with Elected Officials	41
Meetings with Appointed Officials & Regulators	33



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Last Session MA Legislative Action Recap

- Massachusetts Senate Bill S.9 from the 192nd General Court (signed March 2021)
 - “An Act Creating a Next-Generation Roadmap for Massachusetts for Climate Policy”
 - Establishes first-time GHG emissions standard for MLPs to purchase non-emitting electricity at the following levels
 - 50% by 2030
 - 75% by 2040
 - 100% by 2050



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ENE Non-Carbon Emitting Projects since 2020

Year	MW	MWh
2020	146.3	572,365
2021	100.0	182,000
2022	54.5	298,482
2023	123.1	673,123
Total	423.8	1,725,970
Resource		
Wind	103.8	297,969
Solar	150.0	268,600
Hydro	94.0	493,641
Nuclear	76.0	665,760
Status		
New	238.5	538,587
Existing	185.3	1,187,383

Project List:

Project	Status	MW	MWh
RoxWind	New	16.80	50,300
Gravel Pit III	New	50.00	86,600
Cabot Turner	Existing	39.04	200,941
Great River Hydro	Existing	15.83	22,200
Great River Hydro	New	4.70	38,000
NextEra Seabrook 10 Year	Existing	19.90	174,324
Broadleaf Solar	New	100.00	182,000
Spruce Mountain Extension	Existing	20.00	65,982
Shepaug/Stevenson Extension	Existing	34.46	232,500
NextEra Seabrook 2030-2050	Existing	56.10	491,436
Mason Bay Wind	New	9.00	26,687
Western Maine Renewable	New	58.00	155,000



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Climate Law New DOER Requirement

Large Building Energy Reporting

- DOER was tasked by the legislature with collecting data for large buildings (defined as >20,000 square feet or larger)
- This falls under Chapter 25 which does not include MLP's
- Call on March 26th with DOER to look at voluntary assistance
- Conversations continue with DOER Commissioner and staff



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MLP Bills on the Move This Session

HB-3142 – Rep. Jay Barrows

Retirement Benefit Protection for Lineworkers and other MLP Employees

- Authorizes a municipal light board to provide services and assistance to any municipal or state utility, tribal utility, or other publicly-owned or operated utility in the construction, installation, alteration, operation, maintenance or repair of utility poles and conduit, wires, cables, and equipment, and streetlights and traffic signals; allows municipal light boards to sell, rent, or lease equipment, fixtures, and goods related to such services; additionally entitles employees of municipal lighting plants providing such services public employee retirement benefit protections to the same extent as if they were performing duties within the scope of their employment; subjects and entitles employees providing emergency aid to rights and obligations under any existing laws while providing emergency aid.

HB- 3699 – Rep. Kim Ferguson

Emergency Mutual Aid

- Amends GL 164:133 relative to emergency mutual in the manufacture and sale of gas and electricity by adding provisions that establish that any municipal lighting plant providing emergency mutual aid may sell, rent, or lease equipment, fixtures, and goods of any description related to the provision of emergency mutual aid. Employee of a municipal lighting plant providing emergency mutual aid are to be covered by the provisions of GL c.32 relative to state pensions.



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Regulatory Update – HER/HEAR Programs

Infrastructure Reduction Act (IRA) allocation to Massachusetts
~\$145 million which is broken into two buckets

- Home Energy Rebates ~\$73.2 million
 - MLP's are currently being allocated ~\$22 million
- Home Electrification Appliance Rebates ~72.8 million
 - MLPs do not currently have any funding assigned to them

Loan Program

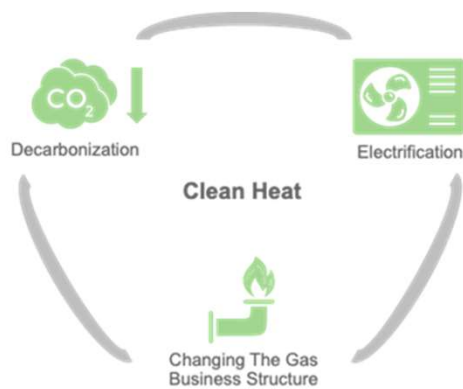
- US DOE has given the MA DOER a grant for ~\$1.8 million for an MLP loan program
- MA DOER has allocated ~\$8.8 million for MLPs to create a loan program



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Proposed MA Clean Heat Standard



- Requires heating suppliers to replace fossil fuels with clean heat or by purchasing credits.
- Heat pumps are the primary heating source that are credited under the proposed standard.
- Mass DEP has suggested in its proposed Draft Framework and in its response to inquiries at its public sessions that it does have such regulatory and statutory authority pursuant to c. 21N.

ENE is Advising Mass DOT on the Statewide Gap NEVI Charging Network

- Assisting with locations to strategically deploy EV fast chargers across the commonwealth.
- 80% Federal Funding for NEVI
- Chargers are required according to specific criteria. ENE has been a NEVI Gap assistant to find cheaper locations in MLP areas that help EV drivers save money.



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Massachusetts Commission on Clean Energy Infrastructure Siting and Permitting



ENE President & CEO, John Tzimirangas was appointed by Governor Maura Healey on September 26, 2023 to represent the Public Power and Electric Utility Sector. Recommendations are expected by early April to be recommended for initial action at the legislature this session.



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Transformer Efficiency Rule and Shortage Issue

Secretary of Energy Jennifer Granholm appeared March 20, 2024, before the House Subcommittee on Energy and Water Development and Related Agencies



- Secretary Granholm received multiple questions about electric grid capacity and DOE's pending distribution transformer rule, which has faced criticism for its potential impact on electrification efforts and the clean energy transition.
- A shortage of distribution transformers has slowed the development of new housing and manufacturing projects that need grid access, lawmakers said. And requiring greater efficiency from these devices would worsen the supply chain situation while also threatening the nation's steel production.
- ENE met with Massachusetts delegation to educate them on the issues with transformer delivery and costs and how this rule would further cause delays to electrification. 2-year delay announced in new standards..



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Expectations – End of Session

- Look for separate House & Senate Bills to emerge that take on many of the Bills voted favorably out of the Telecommunications Utility and Energy (TUE) Committee.
- Look for those Bills to become the collective vehicle of a conference committee that will meet and eventually agree by end of session on a Compromise Omnibus Energy Bill (focused on climate, offshore wind and electrification).
- Look for DOER and DEP to continue with regulatory changes that move the Commonwealth closer to achieving Climate Goals.



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**Thank you RMLD for being an ENE Strategies Customer...and
personally for being my public power utility !**



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A Little Bit about Vin Ragucci (for Peter's introduction)

- ❑ 10-year Everett City Councilman, Council President
- ❑ Headed Government Relations (US & Canada) for Covanta Energy, CH2M HILL and Parsons Brinckerhoff/WSP
 - Lobbied in 17 states for previous companies
- ❑ Served as an outside Board Member at ENE before accepting his current position at ENE. Started ENE Strategies which is in its 10th year.
- ❑ Appointed in 2017 by Governor Baker to the Massachusetts Water Resources Commission – Interbasin transfers & drought oversight. Continues in his 7th year as a State Water Commissioner.
- ❑ Serves on the President's Leadership Council and Advisory Board of the School of Engineering and Computational Science at Merrimack College.



MUNICIPAL ELECTRIC ASSOCIATION OF MASSACHUSETTS

PUBLIC COMMENTS

TO: Massachusetts Department of Environmental Protection
FROM: Municipal Electric Association of Massachusetts
DATE: December 21, 2023
RE: Comments—MASS DEP Clean Heat Standard (CHS)

Draft Framework

The Municipal Electric Association of Massachusetts (“ MEAM”) appreciates the opportunity to submit its comments regarding the Clean Heat Standard (“CHS”) Draft Framework. MEAM is a statewide organization which is comprised of all 40 municipal light plants in Massachusetts and collectively provide 14% of the electric consumption in the Commonwealth. Municipal Light Plants (“MLP’s”) are committed to providing efficient, clean and reliable electricity to their customers. The MLPs commitment to the reduction in greenhouse gas emissions is embodied in the Greenhouse Gas Emissions statute (c. 8 of the Acts of 2021) which was endorsed by MEAM.

However, MEAM reiterates its position (as articulated in its comments regarding the proposed Clean Energy Standard (‘CES’’)); the Mass DEP does not have the statutory authority under c.21N of the Mass. General Laws to apply the proposed CHS to MLP’s. Mass DEP has suggested in its proposed Draft Framework and in its response to inquiries at its public sessions that it does have such regulatory and statutory authority pursuant to c. 21N. MEAM would be pleased to provide a legal analysis in this regard (as it has in the past when the Clean Energy Standard was proposed). In any event MEAM requests an opportunity to meet with Mass DEP to discuss the issue of applicability. In order to facilitate such a discussion and to focus any areas of disagreement and/or agreement, MEAM would request that Mass DEP provide its analyses and legal reasoning as to how and why c. 21N provides the authority to the Mass DEP to apply the proposed CHS to MLPs. In addition, to be complete the Mass DEP legal analyses should include how and why Mass DEP G.L. c.111 sec. 142A and 142B provide the DEP with the authority to impose a CHS on MLP’s.

The following comments are not intended to be exhaustive at this time but rather to highlight some of the key elements of the proposed Draft Framework without waiving any of MEAM’s appellate rights regarding any proposed Mass DEP regulations applicable to Municipal Lighting Plants. It is hoped that the comments can serve foundationally for further in person discussions in this regard.

CURRENT LAW REGARDING APPLICABILITY OF VARIOUS STATE PROGRAM TO MLP'S

The Renewable Energy Portfolio (RPS), the Alternative Portfolio Standard (APS), the Clean Peak Standard (CPS) and the Clean Energy Standard (CES) do **not** apply to MLP's. The most succinct overview is provided in the recent November 28, 2023 release of the Massachusetts 2021 Annual Compliance Report by the Massachusetts Department of Energy Resources. At page 2 of the Executive summary paragraph 6:

“The RPS, APS, CPS and CES regulations require Massachusetts retail electricity suppliers to obtain each year, a certain percentage of their retail customers' electricity supply from resources qualified under each portfolio standard. **The RPS, APS, CPS and CES requirements do not apply to municipal light plants.**” (emphasis added)

As the Mass DEP is aware and cited above, even without the RPS, APE, CPS and CES requirements, the MLP's have their own statutory clean energy requirements embodied in the Greenhouse Gas Emission Program specifically promulgated by statute. Therefore, MLP's are already obligated to reach their respective 100% Clean Energy goals by 2050. This fact then begs the question, why does MassDEP believe that it has such authority to include the MLP's in the CHS? MEAM's view is that c. 21N specifically applies to MLPs only with respect to reporting requirements.

Why is the burden on the MLP's to require heat pump conversions?

MLP's can encourage but not compel its customers to convert to heat pumps. If, after all of the various programs including MLP subsidies, residential customers may still be required to provide a substantial outlay of money to effect such conversion. Customers may simply refuse to expend the dollars required to convert. It appears, based on Mass Save's own number that the typical full home conversion is \$22,000 (see: Mass Save Webpage: Residential rebates/air source heat pumps). That figure does not appear to include additional weatherization projects which may be required in the home to assure the most efficient outcome of the heat pump conversion. The figure may also not include the necessity to a upgrade 100 amp service to a 200 amp service to accommodate the conversion. The \$22,000 number is likely higher today with a full year of inflation added. In addition, since the average MLP residential rate is approximately 40%-50 % lower than investor owned utility (“IOU”) rates it will take twice as long to recoup their capital outlay than if the customer was served by an investor owned utility. In addition, heat pumps are likely to have a shorter life expectancy than gas or oil fired furnace systems which will further increase life-cycle costs for the MLP customers. An MLP customer may do the math and decide that these factors may not justify their out of pocket expenses to convert.

The Alternative Compliance Payments are essentially MLP regulatory ratemaking.

ANY mandatory compliance payment without statutory authority must result in rate increases. As the Mass DEP is aware, ONLY MLP Boards can establish rates as is the local control authority bestowed upon MLPs by a long legislative history. If MLP's cannot meet their respective annual conversions they must set money aside to make compliance payments. It is still their respective ratepayers who must underwrite the costs through the MLP's rates. The

MLP board would have no alternative but to incorporate the Alternative Compliance Payment (“ACP”) costs into its rates, essentially ratemaking by the MassDEP and violative of statutory authority exclusive to MLPs.

MLP’s do not participate in Mass Save but rather have their own programs or programs offered by the Massachusetts Municipal Wholesale Electric Company or Energy New England.

If the ACP payments are to be assigned and distributed through various existing state programs, including Mass Save, this could result in MLP customers paying to assist in installations in IOU service territories! Any ACP payments by an MLP must go back to assist programs in the respective MLP making the payment.

MLP’s have invested in their own heat pump conversion programs approved at the local level.

MLP’s have not ignored heat pump conversion programs and in fact almost 90 % of MLP’s already have existing heat pump conversion programs. Some MLP’s have programs which offer up to \$10,000-\$15,000 dollars in rebates! These programs are **approved** at the local level by Municipal Light Boards after discussions at public meetings. The programs are reflected in the customer rates which are also approved by the Municipal Light Board.

Heat Pump installers could sell Clean Energy Credits created by MLP projects to an IOU.

This dichotomy could result in MLP’s not receiving credits for their own project! The MLP’s would be paying to incentivize kwh conversions in their service territory without the attendant benefit of credits. Since MLP’s do not have the vast customer base as an IOU it would be imperative that any such credit generated as a result of an MLP conversion **MUST** be credited back to the MLP from which it originated.

The annual amount of sales by ‘fuel suppliers’ (which would include MLP’s as per the proposal) is the basis from which an annual requirement for residential conversions is calculated for each MLP.

It appears that the statewide annual Mwh sales volume is not limited to residential sales but also includes commercial and industrial sales. Those annual sales amounts are then utilized to determine the annual number of each MLP’s heat pump conversion obligations. This could create a disincentive to commercial or industrial base customer to expand (or an incentive to relocate) as it would require an increase in the annual compliance obligations and result in an increase in rates across both the commercial, industrial as well as residential rates in order to meet the MLP’s residential electrification requirements.

Unlike IOU's, MLP's are not homogenous in their respective load customer demographic characteristics.

MLP's vary in size from a few hundred customers with little or no commercial or industrial base, to those with tens of thousands of customers. Russell MLP has 470 customer meters with little or no commercial and industrial customers. Taunton MLP on the other hand serves 39,000 customer meters with both a commercial and industrial base. Some larger MLP's have a higher percentage of low income customers than most MLP's such as Holyoke MLP. Holyoke's MLP for example may have proportionately higher ACP payments due to the inability of various lower income customers to afford the conversion costs even with the various subsidy programs. The two major investor owned electric companies have a much broader customer base upon which to meet their annual CHS requirements and can simply pass through such increased costs through their rate filings with the Massachusetts Department of Public Utilities. In addition, perhaps it is best that the Massachusetts proceed with the distribution of monies received pursuant to the Inflation Reduction Act ("IRA") which will provide additional incentives to residential customers before it proceeds with development and imposition of a CHS on MLP's.

MLP's should not be conflated with investor owned utilities ('IOU's').

As the Mass DEP is aware, MLP's have no investors and are self-regulated. They are governed by different statutory schemes. While IOU's are organized as profit making entities, MLP's do not have shareholders and their return is capped by statute and operated under the supervision of public officials. In a meeting with the MassDEP MEAM would be anxious to discuss and delineate the numerous differences between the two types of entities in addition to the statutory schemes governing each.

MEAM believes that it is essential that MassDEP fully appreciates not only the clear statutory schemes which distinguish MLPs requirements from those of IOU's but also the practical implications of imposing a Clean Heat Standard on the 40 unique MLP's in Massachusetts. Municipal Light Plants in Massachusetts have and continue to be the beacon of leadership in clean energy. MEAM would once again request a meeting with MassDEP in order to address the issue of applicability of c.21N to MLP's.

Contacts:

Jane Parenteau Sec./Treasurer MEAM

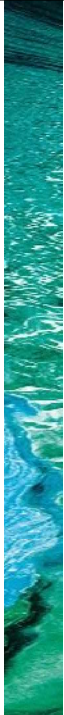
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ATTACHMENT 3
ASH STREET CAMPUS UPDATE



Ash Street Campus Development

*Update to the
RMLD Board of Commissioners
and Citizens Advisory Board*

17 April 2024

RMLD Ash Street Campus Context



*reliable, low cost, and non-carbon
in the context of 2X load growth*

2

Town of Reading interested in alternate use of RMLD Ash St campus

- As part of a larger vision to repurpose sites on both sides of MBTA
- Mixed use given close proximity to Reading center and MBTA rail
- Adjacent to residential areas
- Discussion extend back over 2 decades

RMLD is hosted several public forums (Sep 2022 most recent)

RMLD has shared openness to relocating if:

- Suitable alternative is available
- Economics do not unfairly favor rate payor groups across service territory

Operations building (218 Ash) needs renovation or rebuild

- Storage of stock spread across several sites (not time efficient)
- Garage challenged to handle larger trucks
- No provisions for team quarters during storm coverage
- Ash, Bolton, Main intersection a know traffic challenge (especially for trucks)

Station One is a historic building that needs investment before reuse

236 Ash less effective layout for RMLD team

Other three Ash Street Campus owners open to selling to RMLD

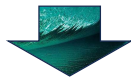
- One owner prefers to stay somewhere on campus

Town of Reading / RMLD Teamwork

RMLD and Town planning have been working to make progress

Recognition that are many stakeholders and goals not fully aligned

Recognition that Town and RMLD must collaborate and make progress



Town secured \$100,000 grant to create area (both sides of MBTA rail) concepts

RMLD open to contribute \$50,000 to append \$100,000 grant and have input on concept designs (total \$150,000 for area concepts)

Town to issue RFP to select vendor to create drawings based on public input

RMLD to have voice on vendor and resultant concept drawings

Preliminary Ash Street Development Milestones ^{DRAFT}

Hold outside public event	3Q 2023
Share Ash Street Campus concepts	3Q 2024
Confirm Ash Campus partners	4Q 2024
Finalize Ash Campus design	1Q 2025
Transfer property ownership	4Q 2025
Reconfigure Ash and Main intersection	3Q 2026
Complete permitting	1Q 2026
Start 218 - 232 construction	2Q 2027
Move RMLD into new building(s)	2Q 2029
Open new 230 – 232 complex	1Q 2030




⁴ Note: numerous details to be defined and executed to support these milestones

Thank You



ATTACHMENT 4
IN-TERRITORY GENERATION
CARBON PROJECT
SUMMARY AND NEXT STEPS



In-Territory Carbon Captured Fuel Cell as One Component of RMLD Power Supply Portfolio

17 April 2024 snapshot

Outline



Context – not improving

Power Supply Portfolio – risk management

RMLD Power Supply – new components

CCFC – managing risk

Context - keep moving forward

Commonwealth legislative / regulatory goals unlikely to soften
 2X RMLD load forecast by 2050 is credible
 Fewer efficiency opportunities; time shift load is next big wave
 Wholesale costs facing continued upward pressure (~4% cagr)
 Electricity bills will increase; net total energy spend likely less
 In-territory assets checks all three mission elements
 Vendor partners value reference accounts, early discounts
 New asset funding sources will dry up
 Commonwealth cautious on long-term fossil fuel solutions
 Nat gas will have a reduced role in ISO NE, but not zero

RMLD continues to build a risk managed power supply portfolio

context has not improved since last summer

Gordon van Welie ISO NE - Keynote

Key Points
 Key Themes – *legislation, energy mix, winter peaking, winter reliability*
 New England States pushing non-carbon (use and source)
 PV Generation is well funded, but wind and transmission are not
 First 6,000 MW of wind can be brought offshore with existing assets
 Natural gas remains critical fuel source, but utilization will drop below 15%
 Adequacy (reliability) is critical issue between 2027 and 2032
 Transmission, capacity, and energy costs are increasing

Dynamic Changes in the Energy Mix
 Of approximately 100 GW of capacity, 20% is expected to be replaced by 2032. The chart shows the percentage of total capacity by source: Gas, Wind, Solar, Hydro, Nuclear, and Other. Gas capacity is expected to decrease significantly, while Wind and Solar capacity is expected to increase.

Implications for RMLD

- Address reliability (adequacy) with energy storage and generation (both w/in territory)
- Build distribution network for winter peaking and dramatic load increases
- Expect EV and heating (ASHP) to be major load drivers (look at load profiles)

Source: NERPA 2023 Annual Conference; Keynote: NE Changing Resource Mix and Planning for Future Growth 2023-09-21

RMLD | Reaching Municipal Light Department
RELIABLE POWER

3 Source: long-term-forecast 2023-10-02; 2023 CELT; actual RMLD 2022 is base year and cagr is compound annual growth rate; Cost Comparison CCFC 2024-04-03

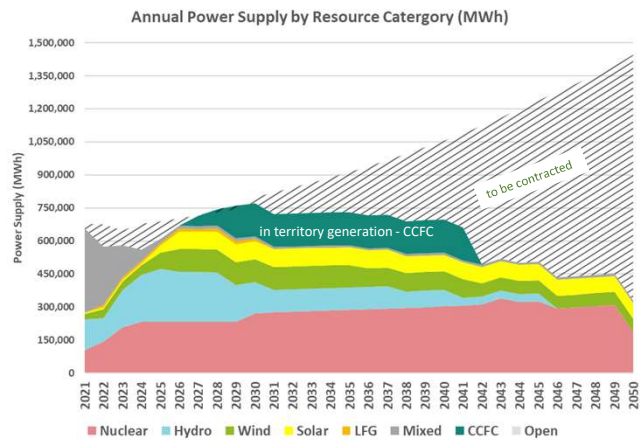
RMLD power supply – risk managed portfolio

Power supply portfolio supports our mission

- 1) reliability (keep the lights on)
- 2) low-cost (affordable total energy bills)
- 3) non-carbon (compliance)

Minimize risks via mix of sources (factors):

- a) Geography and site concentration
- b) Generation type (wind, hydro, ...)
- c) Contract duration and price structure
- d) Vendor reliability and concentration
- e) Hedge level
- f) In-territory vs wholesale
- g) Asset life (economic and physical)



4 source: Energy Position MASTER 2X with dashboards 2024-04-11

RMLD  Reading Municipal Light Department
RELIABLE POWER

RMLD's risk managed power supply portfolio

Numerous components of our risk managed power supply

- Continuous attention to market conditions
- Ongoing contract management and pursuit of new sources
- More storage (30 MW 3 hr)
- Commission novel 10 MW 100 hr storage
- Maximize in territory solar PV (30 more MWs)
- Expand TOU as AMI / MDM deployed
- Uncover new demand management (behavior)
- Pilot and expand V2G (more balancing assets)
- Expand to transmission tie-points
- Build three ~20 MW generation assets (2026, ~2032, ~2038)
- Distribute assets around network (distribution ring)
- and more in research and exploration

*In-territory CCFC is just **one**
component of the larger portfolio*



Managing CCFC risks

Financial

Positive cash flow w/in first 3 years (earlier likely)
 CC system likely contracted as a service, that pays RMLD
 \$30 million net present value on an \$80 million investment
 30% investment tax credit from IRA22; additional grants possible

Technology

Bloom fuel cell proven / low risk (1 GW across 1,000 sites)
 Non combustion solid-oxide
 Carbon capture process known (bolt on to fuel cell is what's new)
 Carbon capture strategically important to Bloom

Fuel Supply

Pipeline transport is the constraint in New England
 RMLD uniquely positioned to secure firm transport, at a discount
 Transmission and distribution pipelines w/in RMLD territory
 Baseload run time means firm supply can be economical
 Low leak source of nat gas possible

External Opinion

RMLD CO2 output 40% lower
 Interim bridge solution
 Transparency with Commonwealth (several compliance options)
 Customer education
 CCFC part of an efficient local and regional microcosm

*RMLD has been exploring in-territory options since early 2022 and proactively pursuing potential partners
 Project worth pursuing as one component of the larger power portfolio strategy
 RFP / contracting process to be refined and shared
 Any approach will provide numerous off-ramps along milestones, to minimize risk to RMLD customers and community*

6 source: Cost Comparison CCFC 2024-04-03

RMLD  Reading Municipal Light Department
 RELIABLE POWER

Thank You
from the RMLD Team



RMLD



Reading Municipal Light Department
RELIABLE POWER

Department
of Public Works

ATTACHMENT 5
CY24 CAPITAL BUDGET INCREASE –
SECURITY UPGRADES

ATTACHMENT 6
PROCUREMENT REQUESTS FOR
BOARD APPROVAL



April 8, 2024

Town of Reading Municipal Light Board

Subject: IFB 2024-02 Office Renovations including supporting work of other Trades

Pursuant to M.G.L., c. 149 §§ 44A through 44H, as amended, on February 14, 2024, an invitation for bid (IFB) was placed as a legal notice in the Middlesex East Section of the Daily times Chronicle, and posted on COMMBUYS, in the Central Register and on RMLD’s website requesting sealed bids for Office Renovations including supporting work of other Trades.

An invitation for bid was sent to forty-four (44) companies.

Sealed bids were received from five (5) companies: Infrastructure Ltd., NEL Corporation, Page Building Construction Company, Inc., Paxor Construction, LLC, and R. Mullen & Associates, Inc.

Sealed bids were publicly opened and read aloud at 11:00 a.m. on March 13, 2024, in the Town of Reading Municipal Light Department’s Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bids were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that IFB 2024-02 for Office Renovations including supporting work of other Trades be awarded to: **Page Building Construction Company, Inc., for \$253,234.00¹**, pursuant to M.G.L., c. 149 §§ 44A through 44H as amended, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.

¹See attached analysis.

The 2024 Capital Budget amount for this item is \$240,000.

Christopher Zaniboni

Michael O'Neill

Gregory J. Phipps

**Office Renovations including supporting work of other Trades
IFB 2024-02**

Bidder	<u>Electrical Sub- bidder</u>	<u>HVAC Sub- bidder</u>	<u>General Contractor</u>	<u>General Contractor Combined</u>	<u>Responsive Bidder</u>	<u>Exceptions</u>
Infrastructure Ltd.	\$43,334.00	\$54,390.00	\$163,610.00	\$261,334.00	Yes	No
NEL Corporation	\$43,334.00	\$54,390.00	\$181,610.00	\$279,334.00	Yes	No
Page Building Construction Company, Inc.	\$43,334.00	\$54,390.00	\$155,510.00	\$253,234.00	Yes	No
Paxor Construction, LLC	\$43,334.00	\$54,390.00	\$292,286.41	\$390,010.41	Yes	No
R. Mullen & Associates, Inc.	\$43,334.00	\$54,390.00	\$435,610.00	\$533,334.00	Yes	No



April 8, 2024

Town of Reading Municipal Light Board

Subject: IFB 2024-03 Video Surveillance and Access Control System Project

Pursuant to M.G.L., c. 149 §§ 44A through 44H, as amended, on February 14, 2024, an invitation for bid (IFB) was placed as a legal notice in the Middlesex East Section of the Daily times Chronicle, and posted on COMMBUYS, in the Central Register and on RMLD’s website requesting sealed bids for Video Surveillance and Access Control System Project.

An invitation for bid was sent to twenty-five (25) companies.

Sealed bids were received from two (2) companies: American Alarm and Communications, Inc. and Signet Electronic Systems, LLC.

Sealed bids were publicly opened and read aloud at 11:00 a.m. on March 13, 2024, in the Town of Reading Municipal Light Department’s Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bids were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

Move that IFB 2024-03 for Video Surveillance and Access Control System Project be awarded to: **Signet Electronic Systems, LLC, for \$782,888.00¹**, pursuant to M.G.L., c. 149 §§ 44A through 44H as amended, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.

¹See attached analysis.

The 2024 Capital Budget amount for this item is \$624,605.

Christopher Zaniboni

Michael O'Neill

Gregory J. Phipps

**Video Surveillance and Access Control System Project
IFB 2024-03**

Bidder	<u>Total Price</u>	<u>Responsive Bidder</u>	<u>Exceptions</u>
American Alarm Communications	N/A	No ¹	No
Signet Electronic Systems, LLC	\$782,888.00	Yes	No

¹Bidders were required to be DCAMM certified in the category of Electronic Security Systems



April 5, 2024

Town of Reading Municipal Light Board

Subject: RFQ 2024-24 – One (1) Electric Vehicle DC Fast Charger (DCFC)

Pursuant to M.G.L. c. 30B, § 22 on March 19, 2024, a Request for Quotes (RFQ) was sent to four (4) Statewide Contract VEH102 vendors requesting quotes for ‘One (1) Electric Vehicle DC Fast Charger (DCFC)’.

The Quotes were submitted via email and opened on April 2, 2024, at 12:00 Noon. Quotes were received from one (1) company: Voltrek, LLC.

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

Move that RFQ 2024-24 for one (1) Electric Vehicle DC Fast Charger (DCFC) be awarded to: **Voltrek, LLC, in the amount of \$104,827.98¹**, pursuant to M.G.L. c. 30B, § 22 as the lowest responsible vendor, on the recommendation of the General Manager.

¹See attached spreadsheet for quote detail.

The 2024 Capital Budget amount for this item is \$110,000.

Brian Smith

William Bullock

Gregory J. Phipps

RFQ 2024-24 ONE (1) ELECTRIC VEHICLE DC FAST CHARGER (DCFC) QUOTE DETAIL

		VOLTREK, LLC		
		Quantity	Unit Price	Total Price
1	ABB Terra 184 DCFC, Model T184 CC	1	\$82,242.17	\$82,242.17
	Commercial Cloud Plan/ Software Costs (1 Year)	2	\$422.50	\$845.00
	Station Activation/ Set-up	1	\$395.00	\$395.00
	Shipping	1	\$2,950.00	\$2,950.00
Total				\$86,432.17

OPTIONAL PRICING		Quantity	Unit Price	Total Price
1	ABB Terra 184 DCFC, Model T184 CC			
	Maintenance Plans/ Five (5) Year Warranty costs	1	\$18,395.81	\$18,395.81

TOTAL PRICE OF UNIT PLUS MAINTENANCE PLAN/ FIVE (5) YEAR WARRANTY				\$104,827.98
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ATTACHMENT 7
POLICY REVIEW

POLICY 13
FACILITY AND PROPERTY USE

RMLD Board of Commissioners Meeting
April 17, 2024
Policy 13: Facility & Property Use



In accordance with the Board’s periodic policy review, attached is the review package for Policy 13: Facility and Property Use (Revision 8).

Included are the following four components for Policy 13: Facility and Property Use R8:

- 1) Summary & highlights (this page)
- 2) Final clean copy with all changes accepted.
- 3) Redlined copy, showing specific edits.

At the Board’s request, Policy 13 was revisited. Based on current employee count and available space, proposed Revision 8 is a streamlined draft that provides more clarity on RMLD Facility and Property Use. Key changes for Revision 8 include:

- a) Added verbiage to clarify that the availability of RMLD facilities and outdoor property is for RMLD purposes only, unless approved as an exemption.
- b) Added verbiage clarifying that town departments, town boards, or town committees may fall under exemptions, pending RMLD approval.
- c) Added the provision that visitors who are approved to use RMLD facilities or outdoor properties under Section 2: Exemptions” will be charged support costs, as appropriate.
- d) In addition to medical marijuana, recreational marijuana was included as a prohibited drug.
- e) Added title verbiage to clarify that smoking is prohibited.
- f) Added that RMLD may impose additional restrictions as deemed necessary for system reliability.

Specific policy modifications are outlined below.

Section 1: Purpose and Eligibility	<ul style="list-style-type: none"> • Added “unless approved as an exemption” to clarify the availability of RMLD facilities and outdoor property use.
Section 2: Exemptions	<ul style="list-style-type: none"> • Added “town” to boards and committees to clarify exemptions. • Added “Support costs, such as facility and IT personnel, will be charged to the visitors as appropriate”.
Section 3: RMLD Property, Facilities and Buildings Requirements and Restrictions	<ul style="list-style-type: none"> • Added “recreational marijuana” to “a) Drugs and Alcohol Beverages Prohibited.” • Added “Prohibited” to” b) Smoking.” • Added “system reliability” to “as it deems necessary for safety, and the protection of its properties, its employees, or the public or as otherwise in the public interest.”

RMLD Policy No. 13

FACILITY & PROPERTY USE

Revision No. 8

Commission Vote Date:

Next Review Date:

General Manager

I. PURPOSE AND ELIGIBILITY

This policy governs access to use of facilities and properties placed in the custody and control of the Reading Municipal Light Department ("RMLD"). The RMLD's facilities and outdoor properties are secure areas that are subject to higher security standards established by the North American Electric Reliability Corporation ("NERC"). As a result, RMLD facilities and outdoor properties are available only for RMLD purposes, unless approved as an exemption.

II. EXCEPTIONS

Any town department, town board, or town committee within RMLD's service territory that wishes to use RMLD facilities or outdoor properties shall contact RMLD to request permission to use RMLD facilities or outdoor properties. Support costs, such as facility and IT personnel, will be charged to the visitors, as appropriate.

III. RMLD PROPERTY, FACILITIES AND BUILDINGS REQUIREMENTS AND RESTRICTIONS

a) Drugs and Alcohol Beverages Prohibited

Illegal drugs, medical and recreational marijuana, and alcoholic beverages of any kind are strictly prohibited.

b) Smoking Prohibited

Smoking, vaping, and tobacco use are prohibited.

c) Additional Restrictions

RMLD may impose additional restrictions, at any time, as it deems necessary for safety, system reliability, and the protection of its properties, its employees, or the public or as otherwise in the public interest.

RMLD Policy No. 13

FACILITY & PROPERTY USE

Revision No. 8

Commission Vote Date:

Next Review Date:

General Manager

I. PURPOSE AND ELIGIBILITY

This policy governs access to use of facilities and properties placed in the custody and control of the Reading Municipal Light Department ("RMLD"). The RMLD's facilities and outdoor properties are secure areas that are subject to higher security standards established by the North American Electric Reliability Corporation ("NERC"). As a result, RMLD facilities and outdoor properties are available only for RMLD purposes, unless approved as an exemption.

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Any town department, town board, or town committee within RMLD's service territory that wishes to use RMLD facilities or outdoor properties shall contact RMLD to request permission to use RMLD facilities or outdoor properties. Support costs, such as facility and IT personnel, will be charged to the visitors, as appropriate.

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b) Smoking Prohibited

Smoking, vaping, and tobacco use are prohibited.

c) Additional Restrictions

RMLD may impose additional restrictions, at any time, as it deems necessary for safety, system reliability, and the protection of its properties, its employees, or the public or as otherwise in the public interest.

POLICY 19
BOARD OF COMMISSIONERS

**RMLD Board of Commissioners Meeting
April 17, 2024
Policy 19: Board of Commissioners**



In accordance with the Board's periodic policy review, attached is the review package for Policy 19: Board of Commissioners (Revision 16).

Included are the following four components for Policy 30: Non-Carbon Power Portfolio Mix R2:

- 1) Summary & highlights (this page)
- 2) Final clean copy with all changes accepted.
- 3) Table detailing the changes.
- 4) Policy 19 Revision 15

The attached Revision 16 is the result of consolidating all the Board Member responsibilities into one policy rather than spread across 30 other policies.

This consolidation will minimize internal inconsistencies and provide an easier reference.

This Revision 16 was assembled by the GM office and then reviewed and refined with external legal counsel. Legal counsel will attend the BoC meeting to answer any additional questions.

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

Revision No. 16

Commission Vote Date: _____

General Manager/Date

Next Review Date: _____

I. PURPOSE

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

II. GOVERNING LAWS

- a) The role of the Board in the operation and management of RMLD shall be governed by M.G.L. c. 164 and other applicable state statutes and regulations. Specific Board responsibilities are outlined in Attachment A.
- b) The conduct of meetings of the Board shall conform to M.G.L. c. 30A, §§ 18-25 - the Massachusetts Open Meetings Law. Meeting procedures and details can be found in Attachment B.
- c) Members of the Board shall act in accordance with G.L. c. 268A “Conduct of Public Officials and Employees.”, G.L. c. 4 § 7 (26) “Public Records”, and any and all other applicable federal and state statutes and regulations.

III. BOARD MEMBER POSITIONS AND DUTIES

a) Membership and Quorum

The Board shall consist of five (5) members elected for three (3) year terms.

A majority of at least three (3) members of the Board shall constitute a quorum for doing business. Unless otherwise specified herein, or applicable law, all actions and approvals require a majority vote of a quorum of the Board.

b) Officer Designation

The Board shall designate a Chair and Vice Chair with each having a maximum term of one (1) year unless a special restructuring of the Board is needed. The designations shall be made prior to the expiration of their terms, by a majority vote of the Board.

A Secretary shall be appointed by the Chair from time to time as expedient and convenient for the Board.

c) Board Chair

The Chair serves as the presiding officer of the Board.

The Chair is responsible for scheduling regular meetings and calling special and/or emergency

meetings, as needed.

The Chair presides over Board meetings, approves meeting agendas and recognizes all speakers, including other Board members.

The Chair is responsible for determining whether a topic is appropriate for discussion in executive session meetings and shall make all announcements as required in Attachment B if an executive session meeting is convened.

The Chair is responsible for nominating Board members to represent the Board at appropriate functions, events, and outside meetings. Final appointment is by a majority vote of the Board.

The Chair is responsible for nominating Board members to Board Committees. Final appointment is by a majority vote of the Board.

The Chair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business at his/her discretion.

d) Board Vice Chair

The Vice Chair serves as the presiding officer in the Chair's absence, followed by the most senior member of the Board.

e) Board Secretary

The Secretary is responsible for performing certain administrative functions on behalf of the Board.

The Secretary is responsible for reviewing draft Board minutes for accuracy, completeness, and compliance with Open Meeting Laws.

The Secretary certifies, as required by law, votes of the Board.

IV. BOARD CONDUCT

In executing its responsibilities to the RMLD, the Board and its members shall:

- a) Serve the best interests of all RMLD's multi-town service territory customers.
- b) Operate in accordance with the spirit, as well as the letter, of all laws affecting RMLD's business and its employees.
- c) Act with the highest level of integrity, business ethics, and objectivity, in all matters involving or pertaining to the RMLD.
- d) Not misuse the authority or influence of his/her Board member position.
- e) Affirmatively and courteously respond to requests for public information, subject to the constraints of Policy 12, Board Document Dissemination, and the Massachusetts Public Records Law. All requests and responses will be arranged through the General Manager.
- f) Not contribute, in any form, to civic, charitable, benevolent, or other similar organizations as a

representative of the RMLD Board or on behalf of the RMLD.

- g) Set policies to support RMLD's then current mission statement and as otherwise deemed necessary or expedient by the Board in accordance with applicable law.

V. BOARD COMMITTEES

Board committees serve as a mechanism to assist the Board with reviewing and considering specific issues.

The Board may establish committees to assist the Board from time to time. Committees may recommend a course of action to the Board. The listing of current Board Committees and duties are found on Attachment C of this policy.

VI. RELATIONSHIP OF BOARD AND GENERAL MANAGER AUTHORITY

Under the direction and control of the Board, as set forth in M.G.L. c. 164 and interpretive caselaw, the General Manager has the authority and responsibility for the day-to-day operation and management of the RMLD.

VII. INSURANCE AND INDEMNIFICATION

The General Manager or designee shall cause the RMLD to procure public officials liability insurance to provide liability coverage for the errors and omissions of Board members arising from their role as members of the Board as set forth in such insurance policy.

The RMLD and each Board Member shall enter into an indemnity agreement that indemnifies each Board Member against certain costs and on such terms that are agreed upon by the RMLD and the Board from time to time.

The Board may request that the General Manager report on the details of public officials' liability insurance for review and comment.

Appendix A, B, C attached.

**BOARD RESPONSIBILITIES AND REPORTING
ATTACHMENT A**

I. EMPLOYMENT OF THE GENERAL MANAGER

- a) Appoints the General Manager and establishes his/her compensation, benefits, and terms and conditions of employment.
- b) Prior to the start of each Agreement Year (as defined in the General Manager’s employment agreement, or at any other time as agreed to by the General Manager), the Board will meet with the General Manager to cooperatively develop goals and tasks (“Performance Review Criteria”) to be undertaken and completed by the General Manager during that Agreement Year or such other period of time as agreed to by the General Manager.

The General Manager and the Board shall review and approve such Criteria within thirty days of development by General Manager and RMLD Board.

Following the completion of each Agreement Year the Board will provide the General Manager with an annual performance review. At that time, an assessment of the General Manager’s performance, including achievement of goals set forth in the Performance Review Criteria will be conducted.

- c) Authorizes the General Manager’s reimbursable travel for trips that exceed \$1K.

II. BOARD POLICIES

- a) Approves overall goals, objectives, and policies governing RMLD to be implemented and discharged by the General Manager within the constraints of M.G.L. c. 164 and other applicable statutes and regulations.
- b) Reviews all policies under a 3-year review cycle. Policies may be reviewed at any time upon the Board of Commissioners’ request, at the recommendation of the General Manager, and in response to internal procedure or federal/state legislation changes.

III. PERSONNEL AND UNION MATTERS

- a) Approves all collective bargaining agreements.
- b) Supports a good working relationship between RMLD management and its unions.
- c) Directs all employee issues, matters, and concerns to the General Manager.
- d) May supplement non-union management employee benefits subject to a majority vote in accordance with Policy 21. (*Policy 21*)

IV. FINANCE & ACCOUNTING

- a) Approves the annual capital and operating budgets after allowing a 30-day review period for CAB input, as provided for in the Twenty-Year Agreement.
- b) Receives quarterly reports concerning variance on the operating budget.
- c) May direct the General Manager to give an update on outside services expenditures, which could include

legal, engineering, audit, lobbying, and other consulting services.

If any legal issues are being or have been considered in an executive session meeting, then the explanation of that legal issue will be given in an executive session meeting, unless the subject matter for the executive session meeting no longer meets the requirements for holding an executive session meeting.

- d) Appoints one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election.
- e) The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.
- f) Accepts the audited financial statements and management letter.
- g) May require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
- h) Reviews and approves the payroll and weekly accounts payable warrants in conjunction with the General Manager.
- i) Approves significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation.

V. OPEB

The Board established a separate ("OPEB") Liability Trust Fund and subsequently established a Declaration of Trust governing the management of RMLD's OPEB Fund and the duties of the Trustee.

- a) Performs the functions relative to the RMLD Other Post-Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits ("OPEB") Liability Trust Fund.
- b) Develops and updates policies governing the investment of the OPEB Fund as permitted under the Declaration of Trust and applicable law.
- c) Designates a Trustee of OPEB Fund as permitted by M.G.L.c. 32B, § 20 and the Declaration of Trust (*Policy 8*)
- d) Approves a funding schedule and makes appropriations to the Fund consistent with applicable laws and accounting standards
- e) Appropriates OPEB funds to pay RMLD's share of health insurance benefits.
- f) Approves financial statements and reports as may be required by M.G.L. c. 32B, § 20 and statements of account provided by the Trustee.
- g) Approves and executes necessary documents and forms to authorize and effectuate the investment of the Fund.
- h) Takes all other actions consistent with the role and duties of the Board under M.G.L. c. 164 and M.G.L. c. 32B,

§ 20 and the Declaration of the Trust to supervise, manage, and/or administer the Fund.

VI. POWER SUPPLY, & RATES

- a) Approves long-term power supply contracts and agreements, unless otherwise voted through a strategic risk mitigation plan, e.g., (“TFA”) and approves annual certificate retirement targets.
- b) Approves electric rates, which are based on cost-of-service principles.

VII. COMMUNICATIONS

- a) Approves the final annual report of the RMLD in segments: previously accepted Audit, report highlights from General Manager evaluation, report art/cover selected by Board/staff.
- b) Approves all correspondence written on behalf of the Board and/or otherwise attributable to the Board.
- c) Approves all presentations made by or on behalf of the Board to other elected boards or committees

VIII. FUNCTIONS, MEETINGS, CONFERENCES & TRAINING

- a) Attends meetings, conferences, training sessions and similar functions as appropriate for enhancing skills and functions pertaining to being a member of the Board.
- b) Attends functions sponsored by the Town of Reading, the Commonwealth of Massachusetts for elected officials, the American Public Power Association, and New England Public Power Association, all of which are presumed to be appropriate for Board member attendance.
- c) Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing skills and functions pertaining to being a member of the Board are required to make a full report at the next available Board meeting.
- d) It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. It is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.

IX. INFORMATION TECHNOLOGY

- a) Uses RMLD information systems in compliance with Policy 27 and Open Meeting Law.
- b) Complies with RMLD IT security policies and/or operating procedures.

X. MISCELLANEOUS

Considers other issues that may come before the Board that are within its jurisdiction.

**BOARD MEETING AND DOCUMENT PROCEDURES
ATTACHMENT B**

I. MEETING SCHEDULE AND TIME RESTRICTIONS

Regular Board meetings generally will be held once a month or as otherwise needed. Board meetings will not hear new topic discussions after 10:45 PM and meetings will be adjourned no later than 11:15 PM.

II. MEETING CONDUCT

- a) All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for the executive session.
- b) The Board may follow Robert's Rules of Order and or any rules of order as established and determined by the Board from time to time.
- c) Public Comment may be allowed in accordance with the Board's Public Comment Policy.

III. BOARD DELIBERATION

- a) No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed meeting session in accordance with the Open Meeting Law.
- b) Restrictions on deliberations include serial communications, which means any oral or written communication through any medium, including electronic mail, between, among, or received by a quorum of the Board on any public business within RMLD's jurisdiction.
- c) To the extent permitted by law, the General Manager, who is not a member of a public body and who is not subject to the Open Meeting Law, may provide oral or written communications, including email, to a quorum of the members of the Board, subject to the limitations in paragraph d) below.
- d) The Board shall not deliberate on such communications outside of a public meeting. Deliberations include the expression of an opinion on matters within the Board's jurisdiction to a quorum of the Board, even if no other Board member responds.

IV. BOARD DOCUMENTS DISSEMINATION

The dissemination of Board Documents shall be in accordance with and subject to Policy 12.

V. EXECUTIVE SESSION

a) Procedures

The following procedures shall apply to executive session meetings:

- 1. The Board must first convene in an open session.
- 2. The Board shall vote to go into executive session and the vote of each member shall be recorded by roll call and entered into the minutes.
- 3. Before the Executive Session, the Chair shall state the purpose for the executive session, and all subjects that may be discussed without compromising the purpose for which the executive session was called. Additional notification requirements may apply to specific executive session topics as

set forth in M.G.L. c. 30A, § 21.

4. The Chair shall publicly announce in open session, whether the open session will reconvene at the conclusion the executive session.
5. In the case of remote participation in an executive session meeting, no person may be present, or in communication with the participating Board member during such meeting.

The participating Board member shall not allow any person to hear or see such meeting whether present or otherwise and no Board member may record such meeting.

Each Board member shall state on the record as such.

6. Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21.
7. All executive session meetings shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.

b) Executive Session Records

Executive session records shall be kept in accordance with statutory requirements.

Audio and/or visual recordings of executive session meetings shall not be taken.

c) Availability and Confidentiality Obligations

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

d) Legal Requirements

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

e) Executive Session Quarterly Review

1. The Chair and the Secretary of the Board will review approved executive session minutes in their entirety and related materials that are still in confidential status on a minimum of a quarterly basis (no later each January 15, April 15, July 15, October 15) and in response to a public records request for such minutes to determine if continued non-disclosure is warranted under M.G.L. c. 30A, § 22.
2. In conducting the review, the Chair and the Secretary shall consider whether:
 - a. the executive session was held in compliance with M.G.L. c. 30A, § 21;
 - b. publication of the minutes or materials would defeat the lawful purposes of the executive session;
 - c. the minutes or materials include information protected by the attorney-client privilege;

- d. the information or materials are subject to one or more of the exemptions under the public records law, M.G.L. c. 4, § 7 (clause twenty-sixth) or M.G.L. c. 164, § 47D;
 - e. the RMLD Board has voted not to disclose such information (to the extent that executive session was held to consider RMLD's competitively sensitive information which was entitled to confidentiality under M.G.L. c. 164, § 47D); and
 - f. the minutes or materials are entitled to confidentiality as personnel information as set forth in M.G.L. c. 30A, § 22(e).
3. The Chair and the Secretary shall announce the findings of their quarterly review at the next Board meeting following the completion of such review. Such announcement shall be included in the minutes of that meeting.

The Chair and the Secretary shall make a recommendation to the members of the Board to release for publication those minutes or portions of minutes and related materials in which continued confidential treatment is not warranted under M.G.L. c. 30A, § 22. The procedure and timeframe for conducting and voting on reviews in response to a request for executive session minutes are set forth herein.

4. Executive session minutes, or portions thereof, will be released only by an affirmative majority vote of at least three (3) members of the Board.
- f) Procedures upon Request for Executive Session Minutes or Materials

All requests for unreleased executive session minutes will be forwarded to the Chair of the Board immediately following receipt and shall be placed on the next available Board meeting agenda for resolution. If the minutes have not been previously subject to a quarterly review, the Chair and the Secretary shall review the minutes as provided herein prior to the next Board meeting, if possible. The Chair and the Secretary shall present the findings on whether continued confidentiality is warranted to the Board and the Board shall take a vote on whether to release the minutes or portions thereof at its next regularly scheduled meeting following the request or within 30 days, whichever occurs first. Notwithstanding the foregoing, upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the Chair or his/her designee, on behalf of the Board, shall respond to the request within 10 days following receipt and shall release any such non-exempt minutes or portions thereof in which the Board previously voted to release.

**RMLD BOARD COMMITTEES
ATTACHMENT C**

<p>Audit Committee (Including Town of Reading Audit)</p> <p>Annual activity</p>	<p>The Board will appoint one Board member and one back-up to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election.</p> <p>The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.</p> <p>The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.</p>
<p>RMLD sub-audit committee</p> <p>Annual activity</p>	<p>The appointed Audit Committee Board member and appointed back-up constitute the RMLD sub-audit committee.</p>
<p>Account Payables</p> <p>Bi-weekly activity /monthly assignment</p>	<p>Remotely via computer reviews and approves payables on a bi- weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>
<p>Payroll</p> <p>Bi-weekly activity / monthly assignment</p>	<p>Remotely via computer reviews and approves payables on a bi- weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>
<p>GM Search Committee</p> <p>As needed</p>	<p>Conducts GM search process, reviews resumes and interviews candidates. Makes recommendations to the Board for finalists.</p>
<p>Advisory Joint Committee Payment to the Town of Reading</p> <p>As needed</p>	<p>Advise the Board concerning the voluntary payment to the Town of Reading from RMLD's unappropriated surplus funds, consistent with RMLD's legal obligations.</p> <p>Two RMLD Board Members</p> <p>Two Citizen's Advisory Board Members</p> <p>One Reading Board of Selectmen Member</p>

POLICY 19 REVISION 16: MAIN POLICY TEXT

Policy 19 R16	Policy 19 R15	Proposed Modification	Policy text
Section 1 -a) Purpose	Section 1	No change	To establish procedures and the respective roles and duties of members of the RMLD Board of Commissioners (“Board”).
Section 1 -b) Purpose	Section 1	No change	To establish administrative controls for certain Board activities
Section 2 -a) Governing Laws	Section 2	Created “Attachment A”, which outlines Board responsibilities.	The role of the Board in the operation and management of RMLD shall be governed by M.G.L. c. 164 and other applicable state statutes and regulations. Specific Board responsibilities are outlined in Attachment A.
Section 2 -b) Governing Laws	Section 2	Created “Attachment B”, which outlines meeting procedures and details.	The conduct of meetings of the Board shall conform to M.G.L. c. 30A, §§ 18-25 - the Massachusetts Open Meetings Law. Meeting procedures and details can be found in Attachment B.
Section 2 – c) Governing Laws	N/A	Added federal and state laws, statutes, and regulations.	Members of the Board shall act in accordance with G.L. c. 268A “Conduct of Public Officials and Employees.”, G.L. c. 4 § 7 (26) “Public Records”, and any and all other applicable federal and state statutes and regulations.
Section 3 -a) Membership and Quorum	Section 3	Streamlined language to clarify Board membership and term length.	The Board shall consist of five (5) members elected for three (3) year terms.
Section 3 -a) Membership and Quorum	Section 3	Streamlined language to clarify quorum requirements; Added “applicable law” to Board actions and approvals.	A majority of at least three (3) members of the Board shall constitute a quorum for doing business. Unless otherwise specified herein, or applicable law , all actions and approvals require a majority vote of a quorum of the Board.
Section 3 -b) Officer Designation	Section 4	Streamlined to clarify role terms, designations, and majority vote requirements.	The Board shall designate a Chair and Vice Chair with each having a maximum term of one (1) year unless a special restructuring of the Board is needed. The designations shall be made prior to the expiration of their terms, by a majority vote of the Board.
Section 3 -b) Officer Designation	Section 4	Changed Board Secretary appointment frequency to time to time as expedient and convenient for the Board.	A Secretary, who is not the Chair , shall be appointed by the Chair from time to time for each meeting of the Board, and such selection shall be made on a rotating basis to the extent as expedient and convenient for the Board.
Removed	Section 4	Removed restrictions relative to the Chair appointment.	A Board member who is up for re-lection may not be appointed as Chair in the year that he/she is scheduled for re-election.
Section 3 -c) Board Chair	Section 4	No change	The Chair serves as the presiding officer of the Board.

Section 3 -c) Board Chair	Section 4	No change.	The Chair is responsible for scheduling regular meetings and calling special and/or emergency meetings, as needed.
Section 3 -c) Board Chair	Section 4	Refined verbiage.	The Chair presides over Board meetings, approves the meeting agendas and recognizes all speakers, including other Board members.
Section 3 -c) Board Chair	Section 4	Changed Article II to Attachment B.	The Chair is responsible for determining whether a topic is appropriate for discussion in executive session meetings and shall make all announcements as required in Article II Attachment B if an executive session meeting is convened.
Section 3 -c) Board Chair	Section 4	Refined verbiage; removed redundant verbiage restating quorum requirements.	The Chair is responsible for nominating nominates Board members to represent the Board at appropriate functions, events, and outside meetings. Final appointment is by a majority vote of the Board. A majority of the Board is at least three of the five members.
Section 3 -c) Board Chair	Section 4	Refined verbiage.	The Chair is responsible for nominating nominates Board members to Board Committees. Final appointment is by a majority vote of the Board.
Section 3 -c) Board Chair	Section 4	Refined verbiage.	In his/her discretion The Chair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business at his/her discretion.
Section 3 -d) Vice chair	Section 4	Streamlined to clarify Board member roles in the Chair's absence.	The Vice Chair serves as the presiding officer in the Chair's absence, followed by the most senior member of the Board.
Section 3 -e) Board Secretary	Section 4	Refined verbiage.	The Secretary shall be is responsible for performing certain administrative functions on behalf of the Board.
Section 3 -e) Board Secretary	Section 4	Refined verbiage.	The Secretary is responsible for reviewing reviews draft Board minutes for accuracy, completeness, and compliance with Open Meeting Laws.
Section 3 -e) Board Secretary	Section 4	Refined verbiage.	The Secretary certifies, as required by law, votes of the Board.
REMOVED	Section 4	Removed; redundant, was included for educational purposes only.	In the absence of a General Manager, signs, upon direction of a majority of the Board, contracts, and legal settlements on behalf of the Board
Section 4 -a) Board Conduct	Section 5 Section 7	Streamlined to clarify Board responsibility of serving all RMLD's customers.	Serve the best interests of all RMLD's multi-town service territory customers.
Section 4 -b) Board Conduct	Section 7	No change	Operate in accordance with the spirit, as well as the letter, of all laws affecting RMLD's business and its employees

Section 4-c) Board Conduct	Section 7	No change	Act with the highest level of integrity, business ethics, and objectivity, in all matters involving or pertaining to the RMLD.
Section 4- d) Board Conduct	Section 7	No change	Not misuse the authority or influence of his/her Board member position.
Section 4 -e) Board Conduct	Section 7	Refined verbiage.	Affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination, and the Massachusetts Public Records Law. All requests and responses will be arranged through the General Manager.
Section 4 -f) Board Conduct	Section 7	Refined verbiage.	Not contribute, in any form, to civic, charitable, benevolent, or other similar organizations as a representative of the RMLD Board member or on behalf of the RMLD.
Section 4 -e)	Section 7	Revised to encompass RMLD's mission statement and the Board's policy setting role.	Set policies to support RMLD's then current mission statement and as otherwise deemed necessary or expedient by the Board in accordance with applicable law. Maintain "cost of service" electricity rates as required by law; set policy for the RMLD with the goal of keeping its residential rates lower than any investor owned electric utility in Massachusetts and competitive with any electric utility whose service area is contiguous with the RMLD's service area.
Section 5 Board Committees	Section 6	Refined verbiage and added provision that the Board may establish committees from time to time.	Board committees serve as a useful mechanism to assist for the Board with to reviewing and considering specific issues. The Board may establish committees to assist the Board from time to time. Committees may recommend a course of action to the Board. The listing of Board Committees and duties are found on Attachment A C of this policy.
Section 6 Relationship of the Board and General Manager Authority	Section 5-C	Refined verbiage; added interpretive caselaw and clarified GM authority in the day – day operation.	Under the direction and control of the Board, as set forth in M.G.L. c. 164 and interpretive caselaw , the General Manager has the ultimate authority and responsibility for the day-to-day operation and the management of the RMLD, under the direction and control of the Board, all as set forth in M.G.L. c. 164
REMOVED	Section 5	Removed; verbiage redundant to Section 6.	Except for actions contrary to lawful decisions or lawful written policies made by the Board, the General Manager is authorized to take whatever actions as are required to operate and manage RMLD pursuant to M.G.L. c. 164
REMOVED	Section 5	Removed; verbiage redundant to Section 6 and Attachment A: Section 3.	The General Manager is the only designated representative for the Board regarding collective bargaining negotiations. The General Manager may

			utilize other RMLD management personnel as needed to carry out these responsibilities.
Section 7 Insurance and Indemnification	Section 9	Refined verbiage.	The General Manager or hs/her designee shall cause the RMLD to procure public officials liability insurance to provide liability coverage for the errors and omissions of Board members arising from their role as members of the Board as set forth in such insurance policy.
Section 7 Insurance and Indemnification	Section 9	No change	The RMLD and each Board Member shall enter into an indemnity agreement that indemnifies each Board Member against certain costs and on such terms that are agreed upon by the RMLD and the Board from time to time.
Section 7 Insurance and Indemnification	Section 9	Consolidated and removed redundant verbiage to simplify and clarify Board's responsibility to request reports on public officials' liability insurance.	The Board may request that the General Manager report on the details of public officials' liability insurance for review and comment. Details of such coverage shall be presented by the General Manager or her designee to the Board for its review and comment as requested or as otherwise requested by the Board.

POLICY 19 REVISION 16: ATTCHMENT A: BOARD RESPONSIBILITIES AND REPORTING

Policy 19 R16	Policy 19 R15	Modifications	Policy Text
Section 1 -a) Employment of the General Manager	Section 5	Added “benefits” to align with Policy 21 Section B.	Appoints the General Manager and establishes his/her compensation, benefits , and terms and conditions of employment.
Section 1 -b) Employment of the General Manager	Section 5	Changed “Contract to Agreement” to align with the GM contract. Modified verbiage to clarify that goals and tasks are to be undertaken and completed during that agreement year.	Prior to the start of each Contract - Agreement Year (as defined in the General Manager’s employment agreement, or at any other time as agreed to by the General Manager), the Board will meet with the General Manager to cooperatively develop goals and tasks (“Performance Review Criteria”) to be undertaken and completed by the General Manager in the next Contract Year during that Agreement Year or such other period of time as agreed to by the General Manager.
Section 1 -b) Employment of the General Manager	Section 5	Refined verbiage.	The General Manager and the Board shall review and approve on such Criteria within thirty days of development by General Manager and RMLD Board.
Section 1 -b) Employment of the General Manager	Section 5	Streamlined for clarification. Refined and added verbiage to align with GM contract; clarify annual performance review topics and timeline.	Following the completion of each Agreement Year the Board will provide the General Manager with an annual performance review. At that time, an assessment of the General Manager’s performance, including achievement of goals set forth in the Performance Review Criteria will be conducted. adjust the General Manager's salary based on that appraisal.
Section 1 – c) Employment of the General Manager	Policy 5	Board responsibility incorporated from Policy 5.	Authorizes the General Manager’s reimbursable travel for trips that exceed \$1K.
Section 2 – a) Board Policies	Section 5	Refined verbiage.	Responsible for approving Approves overall goals, objectives, and policies governing RMLD to be implemented and discharged by the General Manager within the constraints of M.G.L. c. 164 and other applicable statutes and regulations.
Section 2 – b) Board Policies	Various Policies	Board responsibility streamlined and incorporated from various RMLD policies.	Reviews all policies under a 3-year review cycle. Policies may be reviewed at any time upon the Board of Commissioners’ request, at the recommendation of the General Manager, and in response to internal procedure or federal/state legislation changes.

Section 3 -a) Personnel and Union Matters	Section 5	No change	Approves all collective bargaining agreements.
Section 3 -b) Personnel and Union Matters	Section 7	No change	Supports a good working relationship between RMLD management and its unions.
Section 3 -c) Personnel and Union Matters	Section 7	No change	Directs all employee issues, matters, and concerns to the General Manager.
Section 3 -d) Personnel and Union Matters	Policy 21	Incorporated verbiage from Policy 21 relative to employee benefits.	May supplement non-union management employee benefits subject to a majority vote in accordance with Policy 21.
REMOVED	Section 7	Removed redundant and conflicting verbiage relative to the Board role in personnel matters and CBAs.	Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.
Section 4 -a) Finance & Accounting	Section 5	Consolidated and removed redundant verbiage to simplify and clarify budget approval responsibilities.	Approves the annual capital and operating budgets after allowing a 30-day review period for CAB input, as provided for in the Twenty-Year Agreement.
Section 4 -b) Finance & Accounting	Section 5	Removed redundant verbiage.	The Board will receive Receives quarterly reports at their regularly scheduled meeting concerning variance on the operating budget.
Section 4 -c) Finance & Accounting	Section 5	Removed redundant verbiage.	On a quarterly basis, the Board May direct the General Manager to give an update on outside services expenditures, which could include legal, engineering, audit, lobbying, and other consulting services.
Section 4 -c) Finance & Accounting	Section 5	No change	If any legal issues are being or have been considered in an executive session meeting, then the explanation of that legal issue will be given in an executive session meeting, unless the subject matter for the executive session meeting no longer meets the requirements for holding an executive session meeting.
Section 4 -d) Finance & Accounting	Section 5	Removed redundant verbiage.	The Board will appoint Appoints one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election.
Section 4 -e) Finance & Accounting	Section 5	No change	The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.

Section 4 -f) Finance & Accounting	Section 5	Removed redundant verbiage.	The Board Accepts the audited financial statements and management letter.
Section 4 -g) Finance & Accounting	Section 5	Refined verbiage.	and shall May require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
Section 4 -h) Finance & Accounting	Section 5	Streamlined for clarity.	Reviews and approves the payroll and weekly accounts payable warrants in conjunction with the General Manager.
Section 4 -i) Finance & Accounting	Section 5	No change	Approves significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation.
REMOVED	Section 5	Removed; This is a GM action item and is already included in Policy 2.	On a quarterly basis, the Board may review reports from the General Manager concerning the disposal of scrap and/or surplus material.
REMOVED	Section 5	Removed; This is a GM action item	When the Director of Business/Finance questions a payment on an invoice or has other concerns relating to the RMLD's finances, the General Manager or his/her designee shall inform the Board of the Director of Business/Finance's concerns for discussion and resolution at the next available Board meeting. The issue will be discussed in an open session meeting unless there is a need to convene an executive session meeting (e.g., invoices concerning legal matters, etc.).
REMOVED	Section 5	Removed; This is a GM action item	Upon approval of an annual operating budget, the General Manager will make an annual presentation to the Town of Reading Annual Town Meeting, the Town of Lynnfield, the Town of North Reading and the Town of Wilmington, which will summarize current year financial highlights and financial audits for the previous calendar year.
Section 5 OPEB	Section 5	No change	The Board established a separate ("OPEB") Liability Trust Fund and subsequently established a Declaration of Trust governing the management of RMLD's OPEB Fund and the duties of the Trustee.
Section 5 – a) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8.	Performs the functions relative to the RMLD Other Post-Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits ("OPEB") Liability Trust Fund.

Section 5 – b) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8.	Develops and updates policies governing the investment of the OPEB Fund as permitted under the Declaration of Trust and applicable law.
Section 5 – c) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8	Designates a Trustee of OPEB Fund as permitted M.G.L.c. 32B, § 20 and the Declaration of Trust (<i>P 8</i>)
Section 5 – d) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8.	Approves a funding schedule and makes appropriations to the Fund consistent with applicable laws and accounting standards
Section 5 – e) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8.	Appropriates OPEB funds to pay RMLD's share of health insurance benefits.
Section 5 – f) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8 .	Approves financial statements and reports as may be required by M.G.L. c. 32B, § 20 and statements of account provided by the Trustee.
Section 5 – g) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8	Approves and executes necessary documents and forms to authorize and effectuate the investment of the Fund
Section 5 – h) OPEB	Policy 8 OPEB	Board responsibility incorporated from Policy 8	Takes all other actions consistent with the role and duties of the Board under M.G.L. c. 164 and M.G.L. c. 32B, § 20 and the Declaration of the Trust to supervise, manage, and/or administer the Fund.
Section 6 – a) Power Supply & Rates	Section 5 and Policy 30	Consolidated and removed redundant verbiage. Board responsibility incorporated from Policy 30 and relative to power supply agreements and certificate retirement rates.	Approves long-term power supply contracts and agreements, unless otherwise voted through a strategic risk mitigation plan, e.g., (“TFA”) and approves annual certificate retirement targets.
Section 6 – b) Power Supply & Rates	Section 5 and Policy 30	Streamlined for clarity; Board responsibility incorporated from Policy 30.	Approves electric rates, which are based on cost-of-service principles.
REMOVED	Section 5	Removed; not a Board responsibility	The General Manager will report to the Board quarterly on all purchases made under the TFA.
Section 7 – a) Communications	Section 5	Streamlined for clarity.	Approves the final annual report of the RMLD in segments: previously accepted Audit, report highlights from General Manager evaluation, report art/cover selected by Board/staff.
Section 7 – b) Communications	Section 5	Streamlined for clarity; Removed letterhead requirement.	Approves all correspondence on RMLD letterhead written by any Board member on behalf of the Board and/or otherwise attributable to the Board.

Section 7 – c) Communications	Section 5	Streamlined for clarity.	Approves All presentations made by or on behalf of the RMLD Board or a member of the Board to other elected boards or committees.
Section 8 -a) Functions Meetings Conferences and Training	Section 5	Streamlined for clarity; Removed policymaking specification to include all skills and functions pertaining to being a Board member.	Attends (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policymaking skills and functions pertaining to being a member of the Board.
Section 8 -b) Functions Meetings Conferences and Training	Section 5	Streamlined for clarity; ; Removed reference to specific conferences to include APPA and NEPPA sponsored events.	Attends functions sponsored by the Town of Reading, the Commonwealth of Massachusetts for elected officials, the American Public Power Association, APPA national conferences and New England Public Power Association-NEPPA annual conference and annual business meetings, all of which are presumed to be appropriate for Board member attendance.
Section 8 -c) Functions Meetings Conferences and Training	Section 5	Removed policymaking specification to include all skills and functions pertaining to being a Board member.	Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy- making skills and functions pertaining to being a member of the Board are required to make a full report at the next available Board meeting.
Section 8 -d) Functions Meetings Conferences and Training	Section 5	No change	It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. It is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.
REMOVED	Section 5	Removed, redundant.	Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees.
REMOVED	Section 5	Removed, redundant.	In the event a Board member disagrees with the resultant decision(s), he/she may request the Board, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board).
Section 9 -a) Information Technology	Policy 27	Board responsibility incorporated from Policy 27.	Uses RMLD information systems in compliance with Policy 27 and Open Meeting Law.

Section 9 -b) Information Technology	Policy 27	Board responsibility incorporated from Policy 27.	Complies with RMLD IT security policies and/or operating procedures.
Section 10 Miscellaneous	Section 5	No Change	Considers other issues that may come before the Board that are within its jurisdiction.

POLICY 19 REVISION 16: ATTACHMENT B: BOARD MEETING AND DOCUMENT PROCEDURES

Policy 19 R16	Policy 19 R15	Proposed Modifications	Policy text
Section 1 Meeting Schedule and Time Restrictions	Section 3	No Change	Regular Board meetings generally will be held once a month or as otherwise needed. Board meetings will not hear new topic discussions after 10:45 PM and meetings will be adjourned no later than 11:15 PM.
REMOVED	Section 3	Removed to align with public comment policy, not required.	The Chair shall read the Board’s code of conduct and courtesy at the beginning of each meeting.
Section 2-a) Meeting Conduct	Section 3	No change.	All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for the executive session.
Section 2-b) Meeting Conduct	Section 3	Added Robert’s Rules for clarity.	The Board may follow Robert’s Rules of Order and or any rules of order as established and determined by the Board from time to time.
Section 2-c) Meeting Conduct	Section 3	Added provision to clarify public comment guidelines.	Public Comment may be allowed in accordance with the Board’s Public Comment Policy.
REMOVED	Section 3	Moved Section 3-F relative to public comment to the Board’s Public Comment Policy.	The Board may hear comments from RMLD customers during the public comment portion of the meetings. The Chair expects all comments to be respectful and appropriate. The Chair, in his/her discretion, may limit comments and/or participation (including canceling the public comment session) as necessary to provide for the orderly and efficient conduct of the meeting, and in the interest of time. This policy does not limit the authority of the Chair to regulate public participation and the conduct of attendees, or the rights of members of the public to observe and record open meetings pursuant to M.G.L. c. 30A, § 20. The Board may set policies or general guidelines to resolve customer complaints and issues consistent with its authority under G.L. c. 164, § 56.
Section 3 -a) Board Deliberation	Section 3	Added in accordance with open meeting law for clarity.	No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed meeting session in accordance with the Open Meeting Law.
Section 3 -b) Board Deliberation	Section 3	Added verbiage for clarity	Restrictions on deliberations include serial communications, which means any oral or written communication through any medium, including electronic mail, between or among or received by a quorum of the Board on any public business within RMLD’s jurisdiction.

Section 3 -c) Board Deliberation	Section 3	Added verbiage to clarify GM communications to a quorum of the Board.	To the extent permitted by law, the General Manager, who is not a member of a public body and who is not subject to the Open Meeting Law, may provide oral or written communications, including email, to a quorum of the members of the Board, subject to the limitations in paragraph d) below.
Section 3 -d) Board Deliberation	Section 3	No change	The Board shall not deliberate on such communications outside of a public meeting. Deliberations include the expression of an opinion on matters within the Board’s jurisdiction to a quorum of the Board, even if no other Board member responds.
Section 4 Board Documents Dissemination	Policy 12	Added reference to Policy 12: Board Documents Dissemination	The dissemination of Board Documents shall be in accordance with and subject to Policy 12.
Section 5 -a) Executive Session	Section 3	Streamlined for clarity. Added (3.) relative to additional notification requirements.	<p>The following procedures shall apply to executive session meetings:</p> <ol style="list-style-type: none"> 1. The Board must first convene in an open session. 2. The Board has shall voted to go into executive session and the vote of each member is shall be recorded by roll call and entered into the minutes. 3. Before the Executive Session, the Chair shall state the purpose for the executive session, stating and all subjects that may be discussed revealed without compromising the purpose for which the executive session was called. Additional notification requirements may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21. 4. The Chair shall publicly announce in open session, whether the open session will reconvene at the conclusion the executive session. 5. In the case of remote participation in an executive session meeting, no person may be present, or in communication with the participating Board member during such meeting. <p>The participating Board member shall not allow any person to hear or see such meeting whether present or otherwise and no Board member may record such meeting.</p>

			<p>Each Board member shall state on the record as such.</p> <p>6. Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21.</p> <p>7. All executive session meetings shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.</p>
Section 5 -b) Executive Session Records	Section 3	No change	<p>Executive session records shall be kept in accordance with statutory requirements.</p> <p>Audio and/or visual recordings of executive session meetings shall not be taken.</p>
Section 5 -c) Availability and Confidentiality Obligations	Policy 12	Board responsibility incorporated from Policy 12.	Executive session minutes of Board meetings and related documents are available to all members of the Board and designated RMLD staff. All Board members and RMLD employees shall be bound to maintain their confidentiality until such minutes and/or related materials are released for disclosure as provided herein.
Section 5 -d) Legal Requirements	Policy 12	Board responsibility incorporated from Policy 12.	Executive session minutes will be reviewed and released in accordance with the Open Meeting Law, M.G.L. c. 30A, § 22 and the public records and open meeting exemptions in M.G.L. c. 164, § 47D and as provided herein.
Section 5 -e) Executive Session Quarterly Review	Policy 12	Board responsibility incorporated from Policy 12	<p>1. The Chair and the Secretary of the Board will review approved executive session minutes in their entirety and related materials that are still in confidential status on a minimum of a quarterly basis (no later each January 15, April 15, July 15, October 15) and in response to a public records request for such minutes to determine if continued non-disclosure is warranted under M.G.L. c. 30A, § 22.</p> <p>2. In conducting the review, the Chair and the Secretary shall consider whether:</p> <ul style="list-style-type: none"> a. the executive session was held in compliance with M.G.L. c. 30A, § 21; b. publication of the minutes or materials would defeat the lawful purposes of the executive session; c. the minutes or materials include information

			<p>protected by the attorney-client privilege;</p> <p>d. the information or materials are subject to one or more of the exemptions under the public records law, M.G.L. c. 4, § 7 (clause twenty-sixth) or M.G.L. c. 164, § 47D;</p> <p>e. the RMLD Board has voted not to disclose such information (to the extent that executive session was held to consider RMLD’s competitively sensitive information which was entitled to confidentiality under M.G.L. c. 164, § 47D); and</p> <p>f. the minutes or materials are entitled to confidentiality as personnel information as set forth in M.G.L. c. 30A, § 22(e).</p> <p>3. The Chair and the Secretary shall announce the findings of their quarterly review at the next Board meeting following the completion of such review. Such announcement shall be included in the minutes of that meeting.</p> <p>The Chair and the Secretary shall make a recommendation to the members of the Board to release for publication those minutes or portions of minutes and related materials in which continued confidential treatment is not warranted under M.G.L. c. 30A, § 22. The procedure and timeframe for conducting and voting on reviews in response to a request for executive session minutes are set forth herein.</p> <p>4. Executive session minutes, or portions thereof, will be released only by an affirmative majority vote of at least three (3) members of the Board.</p>
<p>Section 5 -e) Executive Session Quarterly Review Procedures upon Request for Executive Session Minutes or Materials</p>	<p>Policy 12</p>	<p>Board responsibility incorporated from Policy 12</p>	<p>All requests for unreleased executive session minutes will be forwarded to the Chair of the Board immediately following receipt and shall be placed on the next available Board meeting agenda for resolution. If the minutes have not been previously subject to a quarterly review, the Chair and the Secretary shall review the minutes as provided herein prior to the next Board meeting, if possible. The Chair and the Secretary shall present the findings on whether continued confidentiality is warranted to the</p>

			<p>Board and the Board shall take a vote on whether to release the minutes or portions thereof at its next regularly scheduled meeting following the request or within 30 days, whichever occurs first.</p> <p>Notwithstanding the foregoing, upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the Chair or his/her designee, on behalf of the Board, shall respond to the request within 10 days following receipt and shall release any such non-exempt minutes or portions thereof in which the Board previously voted to release.</p>
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POLICY 19 REVISION 16: ATTACHMENT C

Policy 19 R16	Policy 19 R15	Proposed Modification	Policy Text
Audit Committee	Audit Committee	Added "annual activity" to clarify frequency.	<p>The Board will appoint one Board member and one back-up to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Tow of Reading election.</p> <p>The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.</p> <p>The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.</p>
RMLD sub-audit committee	RMLD sub-audit committee	Added "annual activity" to clarify frequency.	<p>The appointed Audit Committee Board member and appointed back-up constitute the RMLD sub-audit committee.</p> <p><i>Annual Activity</i></p>
Account Payables	Account Payables	Changed weekly to bi-weekly and added "Bi-weekly activity / monthly assignment" to clarify frequency.	<p>Remotely via computer reviews and approves payables on a <i>bi-</i> weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p> <p><i>Bi-weekly activity / monthly assignment</i></p>
Payroll	Payroll	Changed weekly to bi-weekly and added "Bi-weekly activity / monthly assignment" to clarify frequency.	<p>Remotely via computer reviews and approves payables on a bi- weekly basis. This position is rotational monthly. Backup is required if primary is not available</p>
GM Search Committee	N/A	Added GM Search Committee (as needed) to the committees list.	<p>Conducts GM search process, reviews resumes and interviews candidates. Makes recommendations to the Board for finalists.</p> <p>As needed</p>
Advisory Joint Committee Payment to the Town of Reading	N/A	Added "as needed" to clarify frequency.	<p>Advise the Board concerning the voluntary payment to the Town of Reading from RMLD's unappropriated surplus funds, consistent with RMLD's legal obligations.</p> <p>Two RMLD Board Members</p> <p>Two Citizen's Advisory Board Members</p> <p>One Reading Board of Selectmen Member</p>

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

Revision No. 15

7-19-2021
Commission Vote Date



coleen obrien (Jul 20, 2021 17:38 EDT)
General Manager/Date

7-19-2024
Next Review Date

I. PURPOSE

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

II. GOVERNING LAWS

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

III. MEETINGS AND PROCEDURES

Regular Board meetings generally will be held once a month or as otherwise needed. The Board of Commissioners meetings will not hear new topic discussions after 10:45 PM and meetings will be adjourned no later than 11:15 PM. The Chair may call special or emergency meetings, as needed. The Chair shall read the Board’s code of conduct and courtesy at the beginning of each meeting.

All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for executive session. No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed open session. This restriction includes serial communications, which means any oral or written communication through any medium, including electronic mail, between or among a quorum of the Board on any public business within its jurisdiction. The General Manager, who is not a public body and who is not subject to the Open Meeting Law, may provide oral or written communications, including email, to a quorum of the members of the Board. The Board shall not deliberate on such communications outside of a public meeting. Deliberations include the expression of an opinion on matters within the Board’s jurisdiction to a quorum of the Board, even if no other Board member responds.

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

Unless otherwise specified herein, all actions and approvals require a majority vote of a quorum of the Board. A quorum is a simple majority of the Board members, *i.e.*, three (3) members.

The following procedures shall apply to executive session meetings:

- 1. The Board must first convene in an open session;
- 2. The Board has voted to go into Executive Session and the vote of each member is recorded by roll call and entered into the minutes;

3. Before the Executive Session, the Chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. The Chair shall publicly announce whether the open session will reconvene at the conclusion the executive session; and
5. In the case of remote participation in an executive session meeting, no person may be present, or in communication with the participating Board member during such meeting. The participating Board member shall not allow any person to hear or see such meeting whether present or otherwise and no Board member may record such meeting. Each Board member will be required to state on the record as such.

Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21. Records of executive sessions shall be kept in accordance with statutory requirements. Audio and/or visual recordings of executive session meetings shall not be taken, except as otherwise required by M.G.L. c. 30A, § 21. All executive session meetings shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.

IV. BOARD MEMBER POSITIONS AND DUTIES

The Board shall designate a Chair and Vice Chair with each having a maximum term of one (1) year. The Chair shall serve as the presiding officer of the Board, and a Vice Chair shall serve as the presiding officer in the Chair's absence. A Secretary who is not the Chair shall be appointed by the Chair for each meeting of the Board, and such selection shall be made on a rotating basis to the extent expedient and convenient for the Board. The Secretary shall be responsible for performing certain administrative functions on behalf of the Board. If the Chair is unable to attend, then the Vice Chair will assume the duties of the Chair followed by the most senior member of the Board. The designations shall be made by majority vote of the Board. The Chair and Vice Chair shall serve for a maximum of a one-year term unless a special restructuring of the Board is needed. A Board member who is up for re-election may not be appointed as Chair in the year that he/she is scheduled for re-election. A majority vote of at least three (3) members of the Board is required to designate a new Chair or Vice Chair prior to the expiration of their terms.

A. Board Chair

1. Chair is responsible for scheduling regular meetings and calling special and/or emergency meetings, as needed. Chair is responsible for determining whether a topic is appropriate for discussion in executive session meetings and shall make all announcements as required in Article II if an executive session meeting is convened.
2. Chair presides over Board meetings, approves the agenda and recognizes all speakers, including other Board members.
3. Chair nominates Board members to represent the Board at appropriate functions, events, and outside meetings. Final decision of the appointment is by a majority of the full Board. A majority of the Board is at least three of the five members.
4. Chair nominates Board members to Board Committees. Final appointment is by a majority vote of the Board.
5. In his/her discretion, Chair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business.

B. Vice Chair

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

C. Board Secretary

1. Review draft Board minutes for accuracy, completeness and compliance with Open Meeting Laws.
2. Certifies, as required by law, votes of the Board.
3. In the absence of a General Manager, signs, upon direction of a majority of the Board, contracts, and legal settlements on behalf of the Board.

V. BOARD RESPONSIBILITIES

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

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

Prior to the start of each Contract Year (as defined in the General Manager's employment agreement, or at any other time as agreed to by the General Manager), the Board will meet with the General Manager to cooperatively develop goals and tasks ("Performance Review Criteria") to be undertaken and completed by the General Manager in the next Contract Year or such other period of time as agreed to by the General Manager. The General Manager and the Board shall review and approve on these Criteria within thirty days of development by General Manager and RMLD Board. Before the end of the General Manager's Contract Year or such other time as agreed to by the General Manager, the Board will give the General Manager a performance appraisal based on the General Manager's performance and satisfaction of the goals and tasks agreed upon by the General Manager and the Board during the previous Contract Year or such other period of time as agreed to by the General Manager and adjust the General Manager's salary based on that appraisal.

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

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

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

On a quarterly basis, the Board may direct the General Manager to give an update on the expenditures on outside services, which could include legal, engineering, audit, lobbying, and other consulting services. If any legal issues are being or have been considered in an executive session meeting, then the explanation of that legal issue will be given in an executive session meeting, unless the subject matter for the executive session meeting no longer meets the requirements for holding an executive session meeting.

On a quarterly basis, the Board may review reports from the General Manager concerning the disposal of scrap and/or surplus material.

- E. When the Director of Business/Finance questions a payment on an invoice or has other concerns relating to the RMLD's finances, the General Manager or his/her designee shall inform the Board of the Director of Business/Finance's concerns for discussion and resolution at the next available Board meeting. The issue will be discussed in an open session meeting unless there is a need to convene an executive session meeting (e.g., invoices concerning legal matters, etc.).
- F. The Board may hear comments from RMLD customers during the public comment portion of the meetings. The Chair expects all comments to be respectful and appropriate. The Chair, in his/her discretion, may limit comments and/or participation (including canceling the public comment session) as necessary to provide for the orderly and efficient conduct of the meeting, and in the interest of time. This policy does not limit the authority of the Chair to regulate public participation and the conduct of attendees, or the rights of members of the public to observe and record open meetings pursuant to M.G.L. c. 30A, § 20. The Board may set policies or general guidelines to resolve customer complaints and issues consistent with its authority under G.L. c. 164, § 56.
- G. The Board will appoint one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election. The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility. The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
- H. Approves, after allowing a 30-day period for input from the Citizens' Advisory Board, as provided for in the Twenty-Year Agreement, on the following topics:
1. Annual Capital and Operating Budgets - Upon approval of an annual operating budget, the General Manager will make an annual presentation to the Town of Reading Annual Town Meeting, the Town of Lynnfield, the Town of North Reading and the Town of Wilmington, which will summarize current year financial highlights and financial audits for the previous calendar year.
 2. Significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation;
 3. All power contracts and agreements and their resource mix, unless otherwise voted through a strategic risk mitigation plan, i.e., the Transaction facilities Agreement ("TFA"), which is based on four-year time and price triggers. The General Manager will report to the Board quarterly on all purchases made under the TFA.
 4. Cost-of-service and rate making practices; and
 5. Other issues that may come before the Board that are within its jurisdiction.

- I. Approves
 - 1. The Board will approve the final annual report of the RMLD in accordance with the following segments
 - a. Financial Audit (as recommended by the Town Audit Committee and accepted by the Board)
 - b. Annual Report highlights (as previously reviewed by the Board at the General Manager's annual evaluation)
 - c. Annual Report Art / Cover (as selected by the CAB, Board Members, and RMLD staff)
 - 2. All correspondence on RMLD letterhead written by any Board member on behalf of the Board.
 - 3. All collective bargaining agreements. Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.
 - 4. All presentations made by the RMLD Board or a member of the Board to other elected Boards or Committees.
 - 5. The appointment of Board members to Board Committees.
 - 6. Electric rates.
- J. Approves, in conjunction with the General Manager, the payroll and weekly accounts payable warrants.
- K. Attends (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policymaking skills and functions.
- L. Attends functions sponsored by the Town of Reading, the Commonwealth of Massachusetts for elected officials, APPA national conferences and NEPPA annual conference and annual business meetings, all of which are presumed to be appropriate for Board member attendance. Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees. In the event a Board member disagrees with the resultant decision(s), he/she may request the Board, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board). Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills are required to make a full report at the next available Board meeting.

It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. Further, it is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.
- M. Performs the functions relative to the RMLD Other Post-Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits (“OPEB”) Liability Trust Fund.

VI. BOARD COMMITTEES

Board committees serve as a useful mechanism for the Board to review and consider specific issues. Committees may recommend a course of action to the Board. The listing of Board Committees and duties are found on Attachment A of this policy.

VII. GENERAL POLICY ELEMENTS

In executing its responsibilities to the RMLD, the Board and its members shall:

- A. Operate in accordance with the spirit, as well as the letter, of all laws affecting the RMLD's business and its employees.
- B. Act with the highest level of integrity, business ethics and objectivity in all matters involving or pertaining to the RMLD.
- C. Not misuse the authority or influence of his/her Board member position.
- D. Be supportive of a good working relationship between RMLD management and its unions.
- E. Direct all RMLD employee issues, matters and concerns to the General Manager.
- F. Affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination, and the Massachusetts Public Records Law. All requests and responses will be arranged through the General Manager.
- G. Not contribute, in any form, to civic, charitable, benevolent, or other similar organizations as a representative of the RMLD Board member or on behalf of the RMLD.
- H. Maintain "cost of service" electricity rates as required by law; set policy for the RMLD with the goal of keeping its residential rates lower than any investor owned electric utility in Massachusetts and competitive with any electric utility whose service area is contiguous with the RMLD's service area.
- I. Serve the best interests of all of RMLD's customers.

VIII. INSURANCE AND INDEMNIFICATION

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

Attachment A

<p>Audit Committee (Including Town of Reading Audit)</p>	<p>The Board will appoint one Board member and one back-up to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Tow of Reading election.</p> <p>The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.</p> <p>The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.</p>
<p>RMLD sub-audit committee</p>	<p>The appointed Audit Committee Board member and appointed back-up constitute the RMLD sub-audit committee.</p>
<p>Account Payables</p>	<p>Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>
<p>Payroll</p>	<p>Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>
<p>Advisory Joint Committee Payment to the Town of Reading</p>	<p>Advise the Board concerning the voluntary payment to the Town of Reading from RMLD's unappropriated surplus funds, consistent with RMLD's legal obligations.</p> <p>Two RMLD Board Members</p> <p>Two Citizen's Advisory Board Members</p> <p>One Reading Board of Selectmen Member</p>

POLICY 32
PUBLIC COMMENT POLICY

RMLD Policy No. 32
PUBLIC COMMENT POLICY

Revision No. 0

Commission Vote Date: _____

Next Review Date: _____

I. PURPOSE

To establish a policy of the RMLD Board of Commissioners (Board) with regard to members of the public wishing to speak at meetings of the Board.

II. POLICY

The Board welcomes the expression of information, concerns, and opinions from those attending Board meetings that are related to matters within the Board's jurisdiction. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak; to ensure compliance with the Massachusetts Open Meeting Law; and to facilitate the orderly conduct of the Board's meetings.

III. APPLICABILITY

The policy applies to all persons wishing to speak at a Board meeting. The Board, at the Chair's discretion, may provide the following opportunities to speak during a meeting:

- (1) during a "Public Comments" period which may be included on the meeting agenda;
- (2) at designated periods for comment on topics identified on the Board's agenda.

IV. PROCEDURES

1. Scheduling of "Public Comments" periods shall be at the Chair's discretion. "Public Comments" is a limited forum to comment on topics within the Board's jurisdiction and not otherwise listed on the Board's agenda. The Board will not respond to comments made during "Public Comment" periods. Depending upon the nature of the comment the Chair may have the matter referred to the General Manager following the meeting.
2. The Board may, at the discretion of the Chair, allow public comment periods to address topics identified on the Board's agenda. Comments during such periods are limited to those related to the specific topic under deliberation and shall be subject to the limitations imposed by this Policy.
3. All comments shall be addressed through the Chair or acting Chair of the Board.
4. The total "Public Comments" period shall not exceed fifteen (15) minutes. Each speaker shall not exceed three (3) minutes. The Chair will curtail verbal comments

exceeding the allotted time. Once a speaker has offered comment, they shall not be recognized a second time during the same "Public Comments" period. The Public Comments period may be curtailed if a Board meeting would otherwise continue later than 11:15 PM.

5. Members of the public are encouraged to keep their comments respectful, despite any differences of opinion on the matters discussed. However, the Board cannot demand that persons attending meetings or participating in public comment be civil to one another, the RMLD or the members of the Board.
6. Disruptive conduct and engaging in other unprotected speech, including, but not limited to, the following, may be grounds for the Chair to curtail speech and take other action as appropriate:
 - a. Speaking without being recognized;
 - b. Continuing to speak after the Chair has curtailed additional verbal comment;
 - c. Interrupting a recognized speaker;
 - d. Speaking about matters not within the jurisdiction of the Board;
 - e. Speaking over a recognized speaker;
 - f. Using physical props or a physical presence of the member of the public to block other members of the public or the Board from viewing presentations or the recognized speaker;
 - g. Engaging in conversations with others while another is speaking;
 - h. Making threats of violence;
 - i. Making comments inciting imminent lawlessness.
7. The Chair shall, in accordance with the requirements of the Open Meeting Law, provide at least one verbal warning to the speaker if he/she engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in engaging in disruptive conduct, the Chair may end the speaker's privilege to address the meeting and ask the speaker to withdraw from the meeting. If the speaker does not withdraw, the Chair may authorize a constable or other officer to remove the speaker from the meeting. This same procedure shall apply to members of the public in attendance at the meeting who have not been recognized by the Chair to speak.

ATTACHMENT 8
GENERAL MANAGER'S REPORT

ATTACHMENT 9
BOARD COMMITTEES' DISCUSSION

RMLD BOARD COMMITTEES

Committee	Description	Status
Audit Committee Town of Reading	<p>The Board will appoint one Board member and one back-up to serve on the Town of Reading Audit Committee.</p> <p>Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Tow of Reading election.</p> <p>The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.</p> <p>The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.</p>	Current
Audit Committee BoC Sub-Audit	<p>The appointed Audit Committee Board member and appointed back-up constitute the RMLD sub-audit committee.</p>	Current
Account Payables	<p>Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>	Current
Payroll	<p>Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.</p>	Current
GM Search Committee	<p>Conducts GM search process, reviews resumes and interviews candidates. Makes recommendations to the Board for finalists.</p>	As need
Advisory Joint Committee Payment to the Town of Reading	<p>Advise the Board concerning the voluntary payment to the Town of Reading from RMLD's unappropriated surplus funds, consistent with RMLD's legal obligations.</p> <p>Two RMLD Board Members Two Citizen's Advisory Board Members One Reading Board of Selectmen Member</p>	As need
30B Sub- Committee	<p>To look further into this issue what is meant by "all contracts".</p>	Dissolved
Accounting Manager	<p>Interviews Final Candidates and makes recommendations to the GM before the GM hires Accounting Manager</p>	Dissolved

Budget committee	Recommends Operating and Capital Budgets to the Board. Recommends actuaries and actuary findings to the Board. Makes Recommendations to the RMLD Board for Legal Council	Dissolved
CAB/Board Sub-Committee	Recommend payment to Town.	Dissolved
Community Relations	Review and approve all press releases.	Dissolved
General Manager Committee	Reviews the General Manager Evaluation Process	Dissolved
GM Contract	Review GM evaluation process and search.	Dissolved
Green Power	Working Group that looks at Green Power	Dissolved
Policy Sub-Committee	Reviews and recommends new policies and policy changes to the Board.	Dissolved
Power and Rate Committee	Recommend Power Contracts to the Board. Recommend rate changes to the Board.	Dissolved
Strategic Planning	Working group that looks at strategic planning. Later made into a committee through 2018.	Dissolved
Task Force Sub-Committee	Sit on RMLD oversight Task Force	Dissolved

ATTACHMENT 10

ADOPTING RMLD WEBSITE AS THE

OFFICIAL NOTICE POSTING

LOCATION

From: [David Talbot](#)
To: [OpenMeeting \(AGO\)](#)
Cc: [Greg Phipps](#)
Subject: Re: "Posting" a meeting-- kindly reply on Thursday
Date: Thursday, April 11, 2024 12:29:05 PM

Thank you very much again. If you have it, could you please send me model language by which our board could vote to adopt its own website as the official notice posting location?

Thank you
Dave

On Thu, Apr 11, 2024 at 11:44 AM OpenMeeting (AGO) <openmeeting@mass.gov> wrote:

Dave,

The requirements are detailed in the Open Meeting Law Regulations. See [here](#) beginning at the very bottom of page 2.

If the RMLD serves four municipalities, then it is a regional/district public body and so it either needs to vote to adopt its own website as the official notice posting location and notify our office accordingly, or it needs to ensure notice is posted in all 4 municipalities.

Sincerely,

Carrie Benedon (she/her/hers)

Assistant Attorney General

Director, Division of Open Government

Massachusetts Office of the Attorney General

(617) 963-2540

From: David Talbot <talbot.david@gmail.com>
Sent: Thursday, April 11, 2024 9:42 AM
To: OpenMeeting (AGO) <openmeeting@mass.gov>
Cc: Greg Phipps <gphipps@rml.com>

Subject: Re: "Posting" a meeting-- kindly reply on Thursday

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Carrie -- thank you. The RMLD serves four municipalities in whole or in part. Does this change your answer at all, or just mean that in addition to complying with Reading's "one official posting method" we also must comply with the "one official posting method" for the other three?

(And just out of curiosity, where in state law does it spell out that there shall be "one official posting method?" I see it saying "posted in a manner conspicuously visible to the public at all hours.")

Thanks!
Dave

On Thu, Apr 11, 2024 at 8:55 AM OpenMeeting (AGO) <openmeeting@mass.gov> wrote:

Dave,

Thank you for contacting the Division of Open Government. Your question depends on whether the Reading Municipal Light Department Board of Commissioners serves only Reading (either the entire town or part of the town) or whether it serves other municipalities also. A public body whose jurisdiction extends only to one municipality is a "local" public body, whereas a public body whose jurisdiction extends to two or more municipalities is a "district" or "regional" public body.

The Open Meeting Law requires that all "local" public bodies post their meeting notices according to the municipality's one official posting method. For Reading, that is the municipal website.

I understand that municipal light departments often function relatively independently from the municipal government, but nonetheless according to the Open Meeting Law's definitions, a public body that serves only one municipality is treated as a "local public body" and must post notices according to the posting method for the municipality (it may also post notices in additional locations).

In recognition of the circumstances that may necessitate posting 6 days in advance, I suggest being over-inclusive on the meeting notice, and the Board can always skip over topics that aren't ready for discussion at next week's meeting.

Sincerely,

Carrie Benedon (she/her/hers)

Assistant Attorney General

Director, Division of Open Government

Massachusetts Office of the Attorney General

(617) 963-2540

From: David Talbot <talbot.david@gmail.com>

Sent: Wednesday, April 10, 2024 5:44 PM

To: OpenMeeting (AGO) <openmeeting@mass.gov>; Greg Phipps <gphipps@rmlld.com>

Subject: "Posting" a meeting-- kindly reply on Thursday

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Dear AG's office,

I'm the chair of the Reading Municipal Light Department Board of Commissioners and have a simple question about what constitutes officially "posting" a meeting 48 hours or more in advance of the meeting.

Our GM, Greg Phipps, is CCed.

Here is the RMLD website, where you can see agendas and minutes posted.

[Board of Commissioners | Reading Municipal Light Dept \(rml.com\)](#)

QUESTION: Does posting the agenda at least 48 hours in advance on the RMLD website- even if it is not yet cross-posted on the separate Town of Reading website exactly within 48 hours-- meet state law for posting requirements?

RMLD and the Town cooperate and coordinate on many levels. That said, RMLD is governed and managed independently and has its own elected Board. Due to a Friday Town Hall closure and Monday holiday, the Town would need the agenda submitted six days in advance (Thursday before next Wednesday's meeting) to meet the 48-hour rule. A number of agenda items will evolve beyond Thursday, so this creates a challenge for RMLD.

We believe the RMLD website posting at least 48 hours ahead makes the notice compliant with state law but would appreciate your view and confirmation on this.

Thanks!

Dave Talbot

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**BOARD MATERIALS AVAILABLE
BUT NOT DISCUSSED**

From: [Erica Morse](#)
To: [Erica Morse](#)
Subject: AP and Payroll Questions for the 2024-04-17 BoC Board Book
Date: Wednesday, April 10, 2024 12:19:40 PM

AP

From March 22, 2024, through April 8, 2024, there were two Commissioner question, outlined below.

Payroll:

From March 18,2024 through April 5, 2024 there were no Commissioner questions.

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



From: [Greg Phipps](#)
To: [Robert Coulter](#)
Subject: RE: Mystic litigation question
Date: Wednesday, April 3, 2024 6:28:00 AM

Good Morning Bob,

Yes, Duncan Allen (John Coyle and team) has been working for a group of MLP's for years on various topics, including more recently the allocation of Mystic costs to MLPs. His fees are shared by the MLP's. I have come to know John as a very capable and persuasive attorney on behalf of the MLP's.

His work has saved MLP's hundreds of thousands net on the Mystic project.

We can talk more via phone.

With Appreciation,
greg

-----Original Message-----

From: Robert Coulter <fourcoulters@gmail.com>
Sent: Tuesday, April 2, 2024 7:43 PM
To: Greg Phipps <ghipps@rml.com>
Subject: Mystic litigation question

Hi Greg

Seeing a bill for what appears to be litigation related to the Mystic decommissioning. Have a few questions and may be something for an executive session. Not sure what the dollar amount is and if it is tied in with multiple municipal electrics.

Thanks
Bob


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RE: Receipt question

Greg Phipps <gphipps@rmlld.com>

Mon 4/8/2024 6:09 AM

To: David Talbot <talbot.david@gmail.com>

 1 attachments (349 KB)

Pole Count by Age.pdf;

Good Morning Dave,

Yes, poles are a basic part of the RMLD network. There are 18,000 poles in our service territory. Average life of a pole is over 30 years. There is a range of pole sizes and class in our territory (40 ft to 60 ft). Age map attached. Poles are co-owned with Verizon and Verizon has ongoing maintenance responsibility for 12,000 of the 18,000 and RMLD has responsibility for 6,000. Verizon cannot handle poles over 50'. Verizon is not very prompt in responding to pole work. Our ultimate goal is to take ownership of all poles for a net savings, but this is a several year endeavor.

The Fordham road project (receipt snip below) was atypical (time and cost) given the ground conditions. Tim Zanelli Excavating was called in after our crews struggled w/o a vacuum truck (we rarely need one).

Tim Zanelli Excavating was selected from a bid process (~2nd year of a three-year award). They are responsive.

Majority of pole work is with in-house crews.

There is significant administration of poles.

With Attention,
greg

From: David Talbot <talbot.david@gmail.com>

Sent: Sunday, April 7, 2024 11:46 PM

To: Greg Phipps <gphipps@rmlld.com>

Subject: Receipt question

Hi Greg

See snip below-- just wondering about costs for pole replacement at rMLD given that it is such a basic part of doing business with X-thousand poles to deal with.

- 1: Is \$5500 per pole (not including the pole) typical here and in the industry?
- 2: How many are outsourced like this, with this kind of arrangement, vs. done in-house?
- 3: Do you get supporting receipts for things like a \$480 air compressor rental and \$250 dumping fee as part of a job like this?

Thanks
Dave

ACTIVITY	QTY	RATE	AMOUNT
350 Fordham Road - Vac'd down to set pole. Set pole backfilled around pole to grade.	1	0.00	0.00
352 Fordham Road - Vac'd down to set new pole and backfilled around pole to grade			
6 Wheeler Rental (2) x 8 hrs	16	49.00	784.00
Utility Truck	8	80.00	640.00
Air Compressor	8	60.00	480.00
Pick Up Truck	8	80.00	640.00
Mis Hand Tools	8	15.00	120.00
Excavating Tools	8	15.00	120.00
Dumping Fee	1	250.00	250.00
Labor 6 laborers x 8 hrs	48	150.00	7,200.00
Permit /Police Detail - TBD	0	0.00	0.00
3/4 Inch Stone	4	30.00	120.00
Vacuum Truck	8	50.00	400.00
Excavator	8	49.00	392.00

TOTAL DUE \$11,146.00

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From: [Maureen Sullivan](#)
To: [Erica Morse](#)
Cc: [Paula O'Leary](#)
Subject: Surplus Update - March 2024
Date: Monday, April 1, 2024 2:25:04 PM

Good afternoon Erica,

I am sending this email to inform you that there were NO Surplus Items of Substantial Value that were disposed of in March 2024.

Thank you,
Maureen

Maureen Sullivan
Assistant Materials Manager
Reading Municipal Light Department (RMLD)
230 Ash Street
Reading, MA 01867

Tel. No. 781-942-6441
Email: msullivan@rmlld.com

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
1/31/2024

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Operating Revenues					
Base Revenue	\$ 3,045,195	\$ 2,582,662	\$ 3,045,195	\$ 2,582,662	17.9%
Fuel Revenue	2,632,931	2,921,436	2,632,931	2,921,436	(9.9%)
Purchased Power Capacity & Transmission	2,691,009	2,933,436	2,691,009	2,933,436	(8.3%)
Forfeited Discounts	140,009	58,509	140,009	58,509	139.3%
Energy Conservation Revenue	194,628	164,720	194,628	164,720	18.2%
NYPA Credit	(94,224)	(151,026)	(94,224)	(151,026)	(37.6%)
Total Operating Revenues	8,609,548	8,509,737	8,609,548	8,509,737	1.2%

Expenses

PRELIMINARY

Power Expenses:

547 Purchased Power Fuel	3,797,971	1,576,596	3,797,971	1,576,596	140.9%
555 Purchased Power Capacity	1,090,950	1,344,038	1,090,950	1,344,038	(18.8%)
565 Purchased Power Transmission	1,005,650	1,039,815	1,005,650	1,039,815	(3.3%)
Total Purchased Power	5,894,572	3,960,449	5,894,572	3,960,449	48.8%

Operations and Maintenance Expenses:

580 Supervision and Engineering	183,551	86,418	183,551	86,418	112.4%
581 Station/Control Room Operators	44,671	39,565	44,671	39,565	12.9%
582 Station Technicians	39,071	17,655	39,071	17,655	121.3%
583 Line General Labor	186,209	97,778	186,209	97,778	90.4%
586 Meter General	10,765	12,617	10,765	12,617	(14.7%)
588 Materials Management	43,239	33,304	43,239	33,304	29.8%
593 Maintenance of Lines - Overhead	95,103	51,941	95,103	51,941	83.1%
593 Maintenance of Lines - Tree Trimming	10,952	7,432	10,952	7,432	47.4%
594 Maintenance of Lines - Underground	3,471	3,921	3,471	3,921	(11.5%)
595 Maintenance of Line - Transformers					0.0%
598 Line General Leave Time Labor	69,633	27,291	69,633	27,291	155.2%
Total Operations and Maintenance Expenses	686,666	377,922	686,666	377,922	81.7%

General & Administration Expenses:

903 Customer Collections	132,321	84,126	132,321	84,126	57.3%
904 Uncollectible Accounts	5,000	3,333	5,000	3,333	50.0%
916 Energy Audit	57,176	16,865	57,176	16,865	239.0%
916 Energy Conservation	86,148	219,927	86,148	219,927	(60.8%)
920 Administrative and General Salaries	170,238	161,150	170,238	161,150	5.6%
921 Office Supplies and Expense	1,824	246	1,824	246	642.6%
923 Outside Services - Legal					0.0%
923 Outside Services - Contract	7,300	295	7,300	295	2374.6%
923 Outside Services - Education	6,206	8,976	6,206	8,976	(30.9%)
924 Property Insurance	78,302	49,852	78,302	49,852	57.1%
925 Injuries and Damages		100		100	(100.0%)
926 Employee Pensions and Benefits	430,565	602,718	430,565	602,718	(28.6%)
930 Miscellaneous General Expense	87,546	17,533	87,546	17,533	399.3%
931 Rent Expense	26,891	26,891	26,891	26,891	0.0%
933 Vehicle Expenses	11,653	7,953	11,653	7,953	46.5%
933 Vehicle Expenses - Capital	(23,087)	(25,978)	(23,087)	(25,978)	(11.1%)
935 Maintenance of General Plant	40,137	25,987	40,137	25,987	54.4%
935 Maintenance of Building & Garage	61,341	39,364	61,341	39,364	55.8%
Total General & Administration Expenses	1,179,562	1,239,338	1,179,562	1,239,338	(4.8%)

Town of Reading, Massachusetts
Municipal Light Department
Business Type Proprietary Fund
Statement of Revenues, Expenses and Changes in Fund Net Assets
1/31/2024

	Month Current Year	Month Last Year	Year to Date Current Year	Year to Date Last Year	Percent Change
Other Operating Expenses:					
403 Depreciation	454,551	435,353	454,551	435,353	4.4%
408 Voluntary Payments to Towns	157,665	152,217	157,665	152,217	3.6%
Total Other Expenses	<u>612,216</u>	<u>587,571</u>	<u>612,216</u>	<u>587,571</u>	4.2%
Operating Income	236,531	2,344,458	236,531	2,344,458	(89.9%)
Non Operating Revenues (Expenses):					
419 Interest Income	580	53,075	580	53,075	(98.9%)
419 Other	85,269	129,053	85,269	129,053	(33.9%)
426 Return on Investment to Reading	(211,551)	(210,620)	(211,551)	(210,620)	0.4%
426 Loss on Disposal	(17)		(17)		0.0%
431 Interest Expense	(7,652)	(3,918)	(7,652)	(3,918)	95.3%
Total Non Operating Revenues (Expenses)	<u>(133,370)</u>	<u>(32,411)</u>	<u>(133,370)</u>	<u>(32,411)</u>	311.5%
Change in Net Assets	\$ 103,162	\$ 2,312,047	\$ 103,162	\$ 2,312,047	(95.5%)