

**READING MUNICIPAL  
LIGHT DEPARTMENT**

**BOARD  
OF  
COMMISSIONERS**

**REGULAR SESSION**

**JULY 25, 2012**



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

230 Ash Street  
Reading, MA 01867  
July 25, 2012  
7:30 p.m.

- 7:30 p.m. 1. **Opening Remarks/Approval of Meeting Agenda**
- 7:35 p.m. 2. **Introductions**
- 7:40 p.m. 3. **Presentation – Mr. Carpenter (Tab A)**
- a. **April through June 2012 Update of activity related to Conservation Programs**
- 7:55 p.m. 4. **Approval of June 27, 2012 Board Minutes (Tab B)** **ACTION ITEM**  
**Suggested Motion:**  
Move that the RMLD Board of Commissioners approve the Regular Session meeting minutes of June 27, 2012.
- 8:00 p.m. 5. **Report of Board Committee** **ACTION ITEM**
- a. **Policy Committee – Commissioner Soli**  
b. **Possible Motion**
- 8:10 p.m. 6. **Discussion of RMLD Board Committees (Tab C)** **ACTION ITEM**
- a. **Possible Motion**
- 8:20 p.m. 7. **Power Supply Report – June 2012 – Ms. Parenteau (Tab D)**
- 8:30 p.m. 8. **Engineering and Operations Report – June 2012 - Mr. Sullivan (Tab E)**
- 8:40 p.m. 9. **Financial Report – June 2012 – Mr. Fournier**
- 8:50 p.m. 10. **General Manager's Report – Mr. Cameron**
- a. **Retirement of General Manager**
- 9:00 p.m. 11. **Discussion of process for hiring a new General Manager**
- 9:10 p.m. 12. **M.G.L. Chapter 30B Bids – Material (Tab F)** **ACTION ITEM**
- a. **2012-49 Residential Audit Services**  
**Suggested Motion:**  
Move that 2012-49 for Residential Audit Services be awarded to Next Step Living for an estimated cost of \$60,000 annually. As the most responsive, lowest cost, bidder meeting the qualifications on the recommendation of the General Manager. This is a three (3) year contract.
- 9:20 p.m. 13. **General Discussion**
- 9:30 p.m. 14. **BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED**  
**Rate Comparisons, July 2012**  
**E-Mail responses to Account Payable/Payroll Questions**
- 9:35 p.m. 15. **RMLD Board Meetings**  
**Wednesday, August 29, 2012 and Wednesday, September 26, 2012**

**Citizens' Advisory Board Meeting**  
**Tuesday, August 7, 2012 RMLD**

9:40 p.m.

**16. Executive Session**

**Suggested Motion:**

Move that the Board go into Executive Session to discuss strategy with respect to collective bargaining and litigation and to approve the Executive Session minutes of March 29, 2012, the release of the 2011 Executive Session minutes January 26, February 23, March 30, June 22, July 27, August 31, October 26, December 7, and return to the Regular Session for the release of 2011 Executive Session minutes and adjournment.

10:05 p.m.

**17. 2011 Executive Session Meeting Minutes**

**ACTION ITEM**

**Suggested Motion:**

Move that the RMLD Board approve the release of the 2011 Executive Session minutes January 26, February 23, March 30, June 22, July 27, August 31, October 26, December 7.

10:10 p.m.

**18. Adjournment**

**ACTION ITEM**

**Suggested Motion:**

Move to adjourn the Regular Session.

PRESENTATION  
BOARD REFERENCE TAB A



# Reading Municipal Light Department Energy Conservation Programs

July 2012 Update

# Topics

- Energy Savings
- Project Update
- Marketing
- Water Heaters
- FY 2013 Goals



## Fiscal Year 12 Energy Savings

- 1.004 MW saved on commercial projects (1.17 MW in FY11).
- 4.2 million kWh saved on commercial projects (5.2 million in FY11).
- RMLD rebated \$292,000 to commercial customers.
- Commercial Cost Benefit = \$1,112,827 in RMLD savings from Energy Conservation since 2008. If 'lost revenue' and labor were added in it would be \$414,380 saved since 2007!
- Need to grow more effectively.
  - New Account Manager
  - Marketing
  - Residential

## Project Update

- There will be over ~ 2.5 MW of local solar installed by the end of the year.
- 3 year review of projects for return on investment studies.
- Retro commissioning project analysis is underway.
- Most effective solutions
  - Solar
  - Chiller variable speed drives
  - Custom building analysis

# Marketing

- Requests to market our programs.
- Community Education
  - LEAP will help
  - School visits
  - Library visits
  - Municipal building visits
- Commercial
  - Email list in progress.
  - Energy Eff. Engineer will take a more active roll in the In Brief.
  - New Account Manager can analyze TOU customers.
  - Lighting program and solar program needs updating.
  - Website update
  - White papers on variety of projects
  - Flyers in bills



## Water Heaters

- What is the most efficient water heating method? Oil, natural gas, or electric?
- Assumptions:
  - Energy to heat 40 gallons of water is 16,600 mBTU
  - Gas and oil water heaters are 67% efficient
  - Electric water heaters are 95% efficient
  - Oil is shipped by truck and train at about 80 ton-miles/gallon or about 20,000 gallon-miles/gallon
  - Convert to Energy Points for a overall comparison
  - Using natural gas vs. oil, each ratepayer saves about nine gallons of gasoline per year. The total 10,000 rate payers could save about 92,000 equivalent gallons of gasoline or 2,197 oil barrels!

## FY 2013 Goals

- Commercial
  - Reduce more kW than FY11 (1.172 MW)
  - Expand solar until ceiling is hit
  - Adjust lighting rebates.
  - Find an effective audit method
  - Identify new customers
- Municipal
  - Roof solar arrays
  - Retro commissioning
  - Employee education/certification



REGULAR SESSION MEETING  
MINUTES  
BOARD REFERENCE TAB B





Reading Municipal Light Board of Commissioners

Regular Session  
230 Ash Street  
Reading, MA 01867  
June 27, 2012

Start Time of Regular Session: 7:40 p.m.

End Time of Regular Session: 9:07 p.m.

Commissioners:

Philip B. Pacino, Chairman

Gina Snyder, Vice Chair

Robert Soli, Commissioner, Secretary

Marsie West, Commissioner

Staff:

Vinnie Cameron, General Manager

Beth Ellen Antonio, Human Resources Manager

Jared Carpenter, Energy Efficiency Engineer

Jeanne Foti, Executive Assistant

Robert Fournier, Accounting/Business Manager

Jane Parenteau, Energy Services Manager

Kevin Sullivan, Engineering and Operations Manager

Guest:

Larry Stone, President, Stone Consulting, Inc.

**Opening Remarks/Approval of Meeting Agenda**

Chairman Pacino called the meeting to order.

**Introductions**

Chairman Pacino introduced Larry Stone, Stone Consulting, Inc.

**Presentation**

**Actuarial Report – Larry Stone, Stone Consulting, Inc.**

Mr. Stone reported on the actuarial valuation that was performed for the RMLD. Mr. Stone explained that the current funding schedule is based on the January 1, 2012 valuation which is performed biannually. Mr. Stone said that the results of this valuation will be used in fiscal years 2012 and 2013 calculation. Mr. Stone stated that the calculation represents the liabilities for the RMLD and benefits for retirees for pension benefits. In order to do this, certain assumptions need to be made such as how long they live, retire, become disabled and withdraw. Assumptions are also calculated on the earnings for the assets based on the Town of Reading Retirement System.

Mr. Stone stated that at the Committee meeting it was voted recommending lowering the interest rate assumption than what was presented in the report to 7% instead of the 7.25% assumption for return on assets. Mr. Stone said that the prior contribution was \$1.4 million with the change in assumptions the new suggested contribution amount is \$1.741 million. Increases in salary are based on step increases and promotions which are at 4% which has been lowered from 4.75%, and this resulted in an increase of \$100,000. The life expectancy component has been increased for employees because of people living longer. There has been a change in Governmental Accounting Standards Board (GASB) in which they released a new statement how pensions are reflected on financial statements it will be reflected more exactly versus a footnote.

**Report of Board Committee**

**Budget Committee Report**

Chairman Pacino reported that the Budget Committee met before this meeting in which they went over the report in detail with Mr. Stone. The Budget Committee recommended that the assumptions be a 7% interest rate and a 4% salary increase. Chairman Pacino pointed out that the RMLD's projected amount is \$52 million based on the Actuarial Cost as of January 1, 2012 in which the RMLD is responsible for \$33 million. Chairman Pacino said that the recommended contribution is \$1.7 million based on these assumptions.

Chairman Pacino said that the recommendation is to transfer \$1 million now and once the audit is complete to revisit a possible additional \$700,000 contribution. Ms. West explained the reason for holding off on the remaining amount is because this is invested in fixed income with low interest rates however, they will be looking where we can earn the most.

Ms. Snyder inquired what GASB Standard that was changed. Mr. Stone replied, GASB 25 and 27. Chairman Pacino said that this change was proposed last week. Chairman Pacino explained that in the corporate sector the requirement is that the liability is recognized on the financial statement that will be extended to governmental agencies. Mr. Stone added there was some recognition; this change is more enhanced and standardization of how it is recognized.

**Report of Board Committee  
Budget Committee Report**

Ms. West made a motion seconded by Ms. Snyder that the RMLD Board of Commissioners accept the Pension Trust Actuarial Valuation as of January 1, 2012 from Stone Consulting, Inc.

**Motion carried 4:0:0.**

Chairman Pacino asked for a comparison of the prior numbers for the final report. Mr. Stone replied that he would.

Ms. West made a motion seconded by Mr. Soli that the RMLD Board of Commissioners authorize the General Manager to deposit \$1,000,000 into the RMLD's Pension Trust Fund for fiscal year 2012.

**Motion carried 4:0:0.**

Ms. Snyder asked if the rates are going to be looked at for the funds. Mr. Cameron said that he would like to put out an RFP to have an outside firm handle some of this investment.

Chairman Pacino took a point of personal privilege. Chairman Pacino reported that Commissioner Mary Ellen O'Neill resigned after the last Board meeting due to family commitments. Chairman Pacino wanted to express his thanks for her service on the RMLD Board as well as the Citizens' Advisory Board. She brought different and diverse ideas, she will be missed. Chairman Pacino reiterated that he would like to thank her for her service and hopes the family situation can resolved properly.

Chairman Pacino stated that Mr. Soli is the Secretary this evening. Chairman Pacino said that the minutes are extremely lengthy. The minutes were originally sixteen pages that have been cut down to fourteen which were reflective of a transcript. Chairman Pacino suggested the following guidelines; the direct reports present a report monthly and would like this to be limited to three paragraphs for their reports and two paragraphs for the bids. Chairman Pacino pointed out that he left much of the discussion relative to the REC issue in because he is sensitive to the fact not sufficient information was out there on this issue. Chairman Pacino added that the minutes are a summary of what took place; it does not need to be word to word. Mr. Cameron pointed out that he instructed the person to do word to word because he knows what the Board does when there is a controversial issue and everyone wants to have their say recorded. Mr. Cameron said that most of the time he cuts the minutes, but in this case he did not because he did not want anyone to feel slighted that their comments were not included in the minutes.

**Approval of May 30, 2012 Board Minutes**

Mr. Soli made a motion seconded by Ms. West that the RMLD Board of Commissioners approve the Regular Session meeting minutes of May 30, 2012 with the changes on page two presented by Mr. Soli and Ms. West minor edits on pages three, five and ten.

**Motion carried 4:0:0.**

On another matter, Mr. Soli reported on the Audit Committee meeting which meets biannually with the RMLD's Accounting/Business Manager and the Town of Reading, Town Accountant that took place this morning. Mr. Soli stated that they met with the current Town Accountant, Gail LaPointe it was her last day due to her retirement and met her replacement Sharon Angstrom. In the future, Mr. Fournier will inform both Mr. Soli and Ms. West of future meetings which are informal in nature with no quorum.

**Report of Board Committee  
Power & Rate Committee – Vice Chair Snyder  
Solar Energy Projects - Approval for On-System Projects**

Ms. Snyder reported that the Power & Rate Committee discussed the issue of solar energy projects and the suggested streamlining of this process brought to them by the Department.

Ms. Snyder stated that in the past, they have approved similar projects, but with the recommended streamlined process the Department could approve then report on such projects. Ms. Snyder commented that the Citizens' Advisory Board (CAB) also had the same information and recommended it to the Board.

Mr. Cameron explained that going forward from June 18 there will be solar projects that come to the RMLD that will be similar in nature for contractual terms such as pricing, not to exceed fifteen years. Mr. Cameron stated that the RMLD's intent is to have Energy Services negotiate such contracts and have him sign off on such contracts up to a cumulative total of 10 megawatts. By allowing the Department to do this, it alleviates the need for CAB, Power & Rate as well as Board meetings.

## Report of Board Committee

### Power & Rate Committee – Vice Chair Snyder

#### Solar Energy Projects - Approval for On-System Projects

Mr. Cameron pointed out that once the developers come in solar projects come to fruition quickly. These types of projects are for the commercial sector, installed on land or roofs which are beneficial to the RMLD because they keep our peak demand down, lower transmission costs, lower forward capacity market costs, increase stability within the system and free up capacity in the substations. The RMLD will only pay for the output of the plant. It is a win-win situation because the developers are making money. At Upton Drive there was a project for 234 KW and Burlington Avenue for 1.6 megawatts which the Board has seen. Mr. Cameron added that the CAB, Power & Rate Committee and the Board will be informed of any future projects.

Mr. Soli asked if there is a standard power supply agreement that has been vetted by the attorneys which would alleviate additional legal costs. Mr. Cameron replied, yes.

Ms. Snyder made a motion seconded by Ms. West that the RMLD Board of Commissioners authorize the General Manager to execute purchase power contracts for on-system solar energy projects up to a cumulative total of 10 megawatts as of June 18, 2012, not to exceed a fifteen year period, and under similar contractual terms and conditions as being agreed to recently with solar energy developers.

**Motion carried 4:0:0.**

#### Summit Hydropower, Inc.

Mr. Cameron reported that this contract is a small hydro project located in Jewett City, Connecticut. Mr. Cameron explained that the owner of this project does not want to go beyond two years on this contract. The price on the contract is attractive; however, the RMLD is not getting the Renewable Energy Certificates (RECs), in order to minimize the cost per kWh.

When asked what the total estimated cost of the contract, Ms. Parenteau replied the cost is \$600,000 annually.

Ms. Snyder made a motion seconded by Ms. West that the RMLD Board of Commissioners authorize the General Manager of the RMLD to finalize negotiations and execute a contract with Summit Hydropower, Inc. for the purchase of not more than 2 megawatts of hydroelectric power, in a term not to exceed 2 years and not to include Renewable Energy Certificates, located at Wyre Wynd Hydroelectric facility in Jewett City, Connecticut.

**Motion carried 4:0:0.**

Chairman Pacino stated that since he is on the Power & Rate Committee, he would like the Board to address the Renewable Energy Policy once there is a fifth member on the Board. Chairman Pacino pointed out that he would like to see a cost versus benefit analysis on the RECs. Chairman Pacino said that when Energy Services looks at contracts with or without the RECs as what may potentially be the best way to do this.

#### Discussion of Committees

Chairman Pacino said that the Budget Committee, Power & Rate Committee, Public Relations Committee, Policy Committee cannot be addressed until a fifth member is on the Board. Chairman Pacino stated that he is not sure if the committee process is effective and worked properly based on what has happened in the last six months as well as after the election. Chairman Pacino pointed out that since he serves on the Power & Rate Committee all five commission members need to be at that meeting as well as members of that committee. Chairman Pacino pointed out that Ms. Snyder said that there was discussion on the RECs at the committee level that never got to the Board level because at that point in time he was not a member of the Power & Rate Committee, he was not aware of those discussions. Chairman Pacino said that the Budget Committee operates effectively with three members.

Chairman Pacino pointed out that currently, Ms. West is the only member of the Public Relations Committee and he would like some of the green program be promoted. Chairman Pacino added that the Policy Committee should consist of all five members of the Board.

Ms. West said that since some committees consist of three members and there are five members of the Board it seems redundant as well as not an efficient use of staff time because they are here two evenings presenting initially to a subset then the full Board. Ms. West stated that as far as the Power & Rate Committee, the Board is here to oversee this which is a function of the RMLD; she does not understand why there is a separate committee. Ms. West said that she is unsure if the Policy Committee is effective. Ms. West pointed out that for the Public Relations Committee there is no need for a separate committee.

### **Discussion of Committees**

Ms West stated that she is concerned that a recent press release went out with inaccurate information related to the REC issue, this is a little concerning, and there have been other things not necessarily need to be addressed by a committee.

Ms. Snyder said that some of the issues brought to the Power & Rate Committee she feels that it is helpful to have a subset of people that can meet quickly to provide direction to the staff on issues presented to them. It provides them with a sense of what direction to go in, if the Board wants to pursue something or merely touch base. Ms. Snyder stated that she does understand that any committee meeting would be double reporting for the staff. Ms. West said that she understands the need to know something quickly, however, the Chair of the Commission could be reached for his sense - what do you think. Mr. Soli added that there is rarely something that the Board deals with that is terribly contentious and if it is contentious it takes awhile to sort it out, but most of the time we are on cruise control. Chairman Pacino stated that we will hold off on this until we get a fifth member to determine how to proceed.

### **Engineering and Operations Report – May 2012 - Mr. Sullivan (Attachment 1)**

#### **Gaw Update**

Mr. Sullivan reported that the Gaw project is complete with the final project cost of \$6.922 million with the project cost under run of \$1.173 million.

Mr. Sullivan reported that Projects worked on for the month: Project 3 – Upgrading Old Lynnfield Center URD's, Project 5 – Reclosers, Project 6 – Capacitor Banks, and Project 9 – 115kV Disconnect Replacement Switches.

Mr. Sullivan reported that 35 cutouts were replaced the past month for a total of 313 fiscal year to date.

Mr. Sullivan reported on the Reliability Report and the Customer Average Interruption Duration Index (CAIDI) without the August 11 value, for the month the rolling average is 56 minutes.

The System Average Interruption Frequency Index (SAIFI) on average frequency it is very low, static and the rolling average is the similar to last month. The Months Between Interruptions (MBTI) is at 30 months from 29.3 months between interruptions which is reflective of low system wide outages for RMLD's customers.

Number of calls for the month was 96; outage incidents 17; customers affected 337; feeder outages 0; area outages 13; and 5 service outages. Mr. Sullivan reported that in June during the heat wave 6 transformers were replaced.

Mr. Sullivan stated that on the meter upgrade project approximately 20,000 have been installed year to date. Mr. Soli asked on the meter installation has anything been done on the radios on the receivers. Mr. Sullivan replied that they are currently working on the network transmission between the CCU and the RMLD. Mr. Soli inquired is this the first step. Mr. Sullivan responded that they are working on the first one right now, and it's going well. The RMLD's fiber splicing contractor is out there every day.

Ms. Snyder asked if there was a bill in last week's payables that is included in here. Mr. Sullivan replied that it is included in here and should have been paid in May. Mr. Cameron said that he will get back to Ms. Snyder on the payables.

### **Power Supply Report – May 2012 – Ms. Parenteau (Attachment 2)**

Ms. Parenteau reported that RMLD's load for May was approximately 58 million kWhs which was relatively flat compared to May 2011. RMLD's energy cost came in at approximately \$2.1 million and that is equivalent to a little over \$.036 per kilowatt hour.

Ms. Parenteau stated that the Fuel Charge adjustment was set at \$.0475 per kilowatt hour for the month of May, the sales totaled 49 million kilowatt hours, as a result of that the RMLD over collected by approximately \$212,000 resulting in a Deferred Fuel Cash Reserve balance of \$2.65 million. The Fuel Charge increased to \$.05 for the month of June and it is currently projected to remain at \$.05 for the month of July.

The RMLD purchased about 21% of its energy requirements from the ISO New England Spot Market and that was at an approximate annual cost of about \$22 per megawatt hour. Mr. Soli complimented Ms. Parenteau on being a good negotiator for that rate.

Ms. Parenteau reported on the Capacity side the RMLD hit a peak demand of 112 megawatts on May 31, 2012 at 5:00 p.m., the average temperature was about 80 degrees and this compares to a peak demand last year of 121 megawatts on May 27, 2011 at 4:00 p.m. the average temperature was about 82 degrees.

**Power Supply Report – May 2012 – Ms. Parenteau (Attachment 2)**

Ms. Parenteau said that the RMLD's monthly capacity requirement was set at 200.9 megawatts; the total dollars paid for capacity totaled \$1.35 million which is equivalent to approximately \$6.72 per kilowatt month.

Ms. West asked if the smaller solar projects are reflected in here or are they outside of here. Ms. Parenteau responded that it will be part of purchase power and would be reflected in Table 1 and Table 4.

Ms. Snyder had a question on Table 4 regarding the cost of the power there are zeros however there are costs for capacity. Ms. Parenteau explained not all projects with their suppliers come with capacity. Ms. Parenteau pointed out that the recent RFP that the RMLD went out for was for energy only so there is no capacity associated with those particular contracts. Ms. Snyder asked about Stonybrook Peaking. Ms. Parenteau responded that the RMLD is a joint owner of this power plant with a fixed payment and in May there was no generation because it was not called upon to run due to its pricing.

Ms. Parenteau added that Mr. Soli inquired on a recent downgrading by banks on Moody's as well as Standard and Poors. There is one contract with JP Morgan whose rating went from AAA3 to A2 which is still investment grade therefore had no affect on that contract.

**Financial Report – May 2012 – Mr. Fournier (Attachment 3)**

Mr. Fournier reported on the Financial Report for May 2012 which represents the first eleven months of fiscal year 2012.

Mr. Fournier reported that the Net Income or the positive change in Net Assets was \$168,000 increasing the year to date Net Income to \$3.2 million; year to date budgeted Net Income is \$4.7 million resulting Net Income being under budget by \$1.5 million or 32%.

Mr. Fournier stated that actual year to date Fuel Expenses exceeded Fuel Revenues by \$409,000. Year to date Base Revenues are under budget by \$2.6 million or 6%. Actual Base Revenues are at \$40.8 million compared to the budgeted amount of \$43.4 million. Year to date Purchase Power Base expense is under budget by \$1.9 million or about 8%. Actual Purchase Power Base costs were at \$22.7 million compared to the budgeted amount of \$24.7 million.

Mr. Fournier reported that the Operating and Maintenance expenses combined are under budget by a little less than \$286,000 or 2.7% with expenses at \$10.3 million compared to the budgeted amount of \$10.6 million. Depreciation Expense and Voluntary Payments to the Towns were on budget and those payments went out this month to the four towns based on net plant per the Twenty Year Agreement which totaled \$677,000. Operating Fund balance was at \$9.9 million, Capital Fund \$3.3 million, Rate Stabilization Fund \$6 million, Deferred Fuel Fund \$2.6 million, and the Energy Conservation Fund balance was at \$262,000.

Year to date kilowatt hour sales were 626 million which is about 23.9 million kilowatt hours or 3.7% behind last year's actual figure.

Mr. Fournier pointed out that for the Halloween snowstorm this past October, the RMLD qualified for FEMA reimbursement. Due to the hard work of both the Engineering and Operations and Accounting Departments, with special thanks to Peter Price, Tom O'Connor and Steve Kazanjian for their efforts, the RMLD report was approved on the first pass for \$400,000 (this is only reimbursable up to 75%). Mr. Fournier said that he is uncertain when the RMLD will receive the funds. Ms. West and Chairman Pacino complimented the Department on a good job for the filing. Mr. Fournier reported that on the budget variance side, cumulatively the five divisions are under budget by \$345,000 or 2%.

**Reappointment of Accounting and Business Manager**

Chairman Pacino reported that under the RMLD Charter the Board employs Bob Fournier in the position of Accounting and Business Manager. The last time this was done was ten years ago and it has been seamless since then. Chairman Pacino stated that he wants to reaffirm that if Mr. Fournier has anything he can come to them. This happened as a result of the Inspector General investigation in which there was no access to the Board. Mr. Soli said that this also needs to be done for the General Manager since his Employment Agreement states that each August the Board should vote to continue his employment. In August there should be a similar motion.

Ms. Snyder made a motion seconded by Mr. Soli that the Reading Municipal Light Department Board of Commissioners reappoint Robert Fournier as the RMLD's Accounting and Business Manager.

**Motion carried 4:0:0.**

### **Payables Warrant Signature**

Chairman Pacino stated that he put this on the agenda because three commission members sign the warrant with one commission member signing the payroll. Chairman Pacino said that they have gone to the town and are looking for the requirement for three signatures. The interpretation from the town is the Board needs to sign which means three out of five members. In the Town Charter it states that both the payroll and warrants payable are to be signed. He is not sure why the warrant is three signatures are needed whereas the payroll requires one. Chairman Pacino said that he would like to designate one or two members sign the warrant to represent the Board.

Ms. West said that the section of the charter sent to them, states sign-off on the payables and warrant. There are other sections within that it states by a majority of the Board, but does not state in this section the number of the members of the Board. It would make sense to have this consistent to have one person sign on behalf of the Board.

Mr. Cameron said that he looked at the same sentence and has spoken to the Town Manager; however, it is the Town Manager's opinion is that it is a majority of the Board.

Ms. Snyder asked how long this has been the process. Mr. Cameron replied since he has been here in 1988 the warrant required three signatures. Chairman Pacino recollected with the Charter change when he came on the commission it required three signatures for the Board which consisted of three members, but also the Board of Selectmen signed. Ms. Snyder asked what the town does with the bills. Mr. Cameron responded that three school committee members sign their warrant and the Selectmen do not sign their warrant, Peter Hechenbleikner does. Ms. West added that when it talks about the Town Manager's responsibilities are stated and it excludes the RMLD's payables from that.

Chairman Pacino polled the Board to obtain their input of where the warrant issue should be heading. Chairman Pacino would like to see a motion put in place that one or two members of the commission will be designated to sign the warrant. Ms. West stated that she is in agreement with Chairman Pacino's suggestion. Ms. Snyder said that it does not make sense to have three people coming in every weekend to sign. Mr. Soli said that he has no complete thoughts on that subject; he needs to think about it. Chairman Pacino added that when the fifth person comes in the commission it can be revisited. Ms. West said that she would like to propose one person with a back up to cover when a member is not available, however any commissioner can come in at any point if they would like to spot check the payables. Chairman Pacino pointed out that there are many controls in place for the warrant. Mr. Cameron explained how the account payable process works.

Ms. West added that by the time you get to the third person in the review process there is nothing new. Mr. Soli added that since Policy 19 defines Board actions, perhaps this needs to be assigned to the Policy Committee to come up with recommendations. Chairman Pacino said that the warrant signature issue can be assigned to the Policy Committee, however would like to keep this in motion within the next two months.

### **General Manager's Report – Mr. Cameron Report on RMLD's Telephone System**

Mr. Cameron stated that in February he had a memo and reported on what the RMLD's telephone system's capabilities are. This was issue was prompted by how the RMLD phone system handles inquiries during severe outage situations. Mr. Cameron reported that the RMLD can look into procuring a new phone system or increase the number of phone lines that handle incoming calls that would provide messaging updates about the outages that RMLD customers listen to. The RMLD increase in lines for messaging will expand the capability of twenty-four incoming lines. The RMLD went out to bid to increase the incoming messaging lines from its current eight to twenty-four. The current company that maintains the RMLD's phone system was awarded the bid.

### **RMLD Calendar**

Mr. Cameron reported that he informed the Board that the RMLD has made a public apology for a culturally insensitive picture that was included in RMLD's calendar for the month of September. Mr. Cameron said that it was a mistake; it should have not gone out and, he apologized for it. We have spoken to a cultural diversity consultant that the RMLD has utilized in the past for training. The apology has gone to eleven newspapers in the area. Mr. Cameron said that are going to continue and enhance the cultural diversity training, going to set up a cultural diversity committee to look at items that are sent out by the RMLD and he is going to meet with our cultural diversity consultant and people within Massachusetts to discuss this issue.

Chairman Pacino said that it is unfortunate and for those who are offended he speaks on behalf of the Board that they apologize for that as well. Mr. Soli added we apologize. Ms. Snyder stated that she would like a report back on the training and any responses of customers calling in due to the newspaper articles. Ms. Snyder added that she was very disappointed.

**G.L. Chapter 30B Bids – Material (Attachment 4)**

**2012-46 Capacitor Bank Controls**

Mr. Sullivan reported that this bid was sent out to sixteen perspective bidders on May 9 with three respondents. The total capital budget allocation is \$30,000. One bidder was eliminated because they took exception to RMLD's warranties and the second bidder was eliminated because their unit was not Ethernet ready.

Mr. Cameron added that they went out to bid thinking it would come in over \$25,000 that is why it was brought to the Board although it is not over \$25,000.

Mr. Soli made a motion seconded by Ms. West that bid 2012-46 for SCADA-Ready Capacitor Bank Controls be awarded to: Power Tech (UPSC) for a total cost of \$19,683.00 as the lowest qualified bidder on the recommendation of the General Manager.

**Motion carried 4:0:0.**

**2012-48 Licensed Site Professional Services**

Mr. Sullivan reported that this bid was sent out to sixteen perspective bidders on June 4 with two respondents. Two bids were received one was from Cushing, Jammallo, and Wheeler, Inc., and a no bid from Vineyard Engineering & Environmental Services. Mr. Sullivan said that one thing not listed is the fine Cushing, Jammallo, and Wheeler, Inc. had, but was contained in their bid.

Discussion followed.

Mr. Soli made a motion seconded by Ms. West that bid 2012-48 for Licensed Site Professional (LSP) Services be awarded to Cushing, Jammallo, and Wheeler, Inc., for a three year period beginning July 1, 2012 for an estimated cost of \$27,000.00 per year based on a 3 year average at the rates indicated in their price proposal, as the lowest, most qualified bidder on the recommendation of the General Manager.

**Motion carried 3:1:0. Ms. Snyder voted against this motion.**

**General Discussion**

Ms. Snyder said that since there has been discussion at this meeting, for a single commission member to review the payables that she would like an issue on the payables addressed. Ms. Snyder stated that except if there is an emergency, the purchase order should be prepared first so the accounting is very clear. The PO is drawn first then the order is made to prevent the bill pre-dating the PO.

**BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED**

**Rate Comparisons, June 2012**

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

**RMLD Board Meetings**

**Tuesday, July 10, 2012 - Meet with the Town of Reading – Board of Selectmen**

**Wednesday, July 25, 2012 - Secretary for the July 25 will be Ms. West.**

**Wednesday, August 29, 2012 – Ms. Snyder stated that she will not be in attendance at this meeting.**

**Citizens' Advisory Board Meeting**

**Tuesday, August 7, 2012 – RMLD – 7:00 pm**

**Adjournment**

At 9:07 p.m. Ms. West made a motion seconded by Mr. Soli to adjourn the Regular Session.

**Motion carried 4:0:0.**

A true copy of the RMLD Board of Commissioners minutes  
as approved by a majority of the Commission.

Robert Soli, Secretary  
RMLD Board of Commissioners





DISCUSSION OF RMLD BOARD  
COMMITTEES  
BOARD REFERENCE TAB C



**RMLD Board of Commissioners Committees and Assignments March 2012 to March 2013  
March 30, 2012**

**Budget Committee**

*Philip Pacino, Chair  
Mary Ellen O'Neill  
Marsie West*

Recommend Operating and Capital Budgets to the Board.  
Recommend actuaries and actuary findings to the Board.  
Make recommendation to RMLD Board for legal counsel.

**Power & Rate Committee**

*Gina Snyder, Chair  
Philip Pacino  
Mary Ellen O'Neill*

Recommend power contracts to the Board.  
Recommend rate changes to the Board.

**Audit (Including Town of Reading Audit)**

*Marsie West  
Robert Soli*

Recommend audit findings to the Board.  
One member of Audit Committee meets at least semiannually with the Accounting/ Business Manager on RMLD financial issues.

Town of Reading Audit Committee – Sit on the Town of Reading Audit Committee and select firm that performs annual financial audit or RMLD pension trust.  
**This term expires on June 30, 2013.**

**General Manager Committee**

*Philip Pacino, Chair  
Mary Ellen O'Neill  
Gina Snyder*

Review GM evaluation process.

**Policy Committee**

*Robert Soli, Chair  
Gina Snyder  
Marsie West*

Recommend changes of Board policies to RMLB.

**Public Relations Committee**

*Mary Ellen O'Neill  
Marsie West*

From time to time review press releases and public relations programs.

**Joint Committee-Payment to the Town of Reading**

*Philip Pacino  
Robert Soli  
Two RMLD Board of Commissioners  
Two Citizens' Advisory Board Members  
One Reading Selectmen*

Recommend to the RMLD Board payment to the Town of Reading.

**Assignments**

**Accounts Payable**

*Mary Ellen O'Neill  
Philip Pacino  
Marsie West  
Gina Snyder (First Backup)  
Robert Soli (Second Backup)*

Review and approve payables on a weekly basis. This position is rotational. It requires three primary signers and one back up. No Commissioner may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

**Assignments**

**Payroll – Four Month Rotation**

*Marsie West, April-July  
Philip Pacino, August-November  
Mary Ellen O'Neill, December-March  
Gina Snyder (First Backup)*

Review and approve payroll. This position is rotational every four months. It requires primary signer and one back-up. No Commissioner can serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.



POWER SUPPLY REPORT  
BOARD REFERENCE TAB D



To: Vincent Cameron  
 From: Energy Services  
 Date: July 19, 2012  
 Subject: Purchase Power Summary – June, 2012

Energy Services Division (ESD) has completed the Purchase Power Summary for the month of June, 2012.

**ENERGY**

The RMLD's total metered load for the month was 62,652,099 kwh, which was relatively flat (0.84% increase), compared to the June, 2011 figures.

Table 1 is a breakdown by source of the energy purchases.

**TABLE 1**

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy	Total \$ Costs	\$ as a %
Millstone #3	3,573,241	\$6.99	5.69%	\$24,968	0.83%
Seabrook	4,819,414	\$8.12	7.68%	\$39,153	1.30%
Stonybrook Intermediate	1,562,655	\$65.87	2.49%	\$102,926	3.41%
JP Morgan	7,642,800	\$57.64	12.18%	\$440,526	14.60%
NextEra	9,670,800	\$43.52	15.41%	\$420,872	13.95%
NYPA	1,783,738	\$4.92	2.84%	\$8,776	0.29%
ISO Interchange	10,901,753	\$42.26	17.37%	\$460,677	15.27%
NEMA Congestion	0	\$0.00	0.00%	\$67,341	2.23%
Coop Resales	98,762	\$131.86	0.16%	\$13,023	0.43%
MacQuarie	20,448,000	\$59.98	32.58%	\$1,226,395	40.64%
Braintree Watson Unit	420,518	\$80.72	0.67%	\$33,945	1.12%
Swift River Projects	1,831,737	\$97.83	2.92%	\$179,194	5.94%
Stonybrook Peaking	0	\$0.00	0.00%	\$9	0.00%
Monthly Total	62,753,418	\$48.09	100.00%	\$3,017,804	100.00%

Table 2 breaks down the ISO interchange between the DA LMP Settlement and the RT Net Energy for the month of June, 2012.

**Table 2**

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP * Settlement	9,324,700	7.20	14.86%
RT Net Energy ** Settlement	1,577,053	249.56	2.51%
ISO Interchange (subtotal)	10,901,753	42.26	17.37%

\* Independent System Operator Day-Ahead Locational Marginal Price  
 \*\* Real Time Net Energy

## CAPACITY

The RMLD hit a demand of 163,070 kW, which occurred on June 21, 2012 at 5 pm. The RMLD's monthly UCAP requirement for June, 2012 was 210,765 kW.

Table 3 shows the sources of capacity that the RMLD utilized to meet its requirements.

**Table 3**

Source	Amount (kWs)	Cost (\$/kW-month)	Total Cost \$	% of Total Cost
Millstone #3	4,991	51.70	\$258,012	16.98%
Seabrook	7,742	50.89	\$393,973	25.92%
Stonybrook Peaking	24,981	1.96	\$49,000	3.22%
Stonybrook CC	42,925	3.82	\$163,793	10.78%
NYPA	4,019	3.57	\$14,347	0.94%
Hydro Quebec	4,584	4.73	\$21,687	1.43%
Nextera	60,000	5.50	\$330,000	21.71%
Braintree Watson Unit	10,520	10.86	\$114,278	7.52%
ISO-NE Supply Auction	51,002	3.42	\$174,601	11.49%
<b>Total</b>	<b>210,764</b>	<b>\$7.21</b>	<b>\$1,519,690</b>	<b>100.00%</b>



Table 4 shows the dollar amounts for energy and capacity per source.

Resource	<b>Table 4</b>					
	Energy	Capacity	Total cost	% of Total Cost	Amt of Energy (kWh)	Cost of Power (\$/kWh)
Millstone #3	\$24,968	\$258,012	\$282,980	6.24%	3,573,241	0.0792
Seabrook	\$39,153	\$393,973	\$433,126	9.55%	4,819,414	0.0899
Stonybrook Intermediate	\$102,926	\$163,793	\$266,719	5.88%	1,562,655	0.1707
Hydro Quebec	\$0	\$21,687	\$21,687	0.48%	-	0.0000
JP Morgan	\$440,526	\$0	\$440,526	9.71%	7,642,800	0.0576
NextEra	\$420,872	\$330,000	\$750,872	16.55%	9,670,800	0.0776
* NYPA	\$8,776	\$14,347	\$23,123	0.51%	1,783,738	0.0130
ISO Interchange	\$460,677	\$174,601	\$635,278	14.00%	10,901,753	0.0583
Nema Congestion	\$67,341	\$0	\$67,341	1.48%	-	0.0000
MacQuarie	\$1,226,395	\$0	\$1,226,395	27.03%	20,448,000	0.0600
Braintree Watson Unit	\$33,945	\$114,278	\$148,222	3.27%	420,518	0.3525
* Swift River Projects	\$179,194	\$0	\$179,194	3.95%	1,831,737	0.0978
Coop Resales	\$13,023	\$0	\$13,023	0.29%	98,762	0.1319
Stonybrook Peaking	\$9	\$49,000	\$49,009	1.08%	-	0.0000
Monthly Total	\$3,017,804	\$1,519,690	\$4,537,495	100.00%	62,753,418	0.0723

\* Renewable Resources

## TRANSMISSION

The RMLD's total transmission costs for the month of June were \$645,305. This is an increase of 7.6% from the May transmission cost of \$600,009. In June, 2011 the transmission cost were \$741,331.

**Table 5**

	Current Month	Last Month	Last Year
Peak Demand (kW)	163,070	112,240	148,391
Energy (kWh)	62,753,418	58,085,534	62,221,830
Energy (\$)	\$3,017,804	\$2,098,551	\$3,185,277
Capacity (\$)	\$1,519,690	\$1,349,221	\$1,374,628
Transmission (\$)	\$645,305	\$600,009	\$741,331
Total	\$5,182,799	\$4,047,782	\$5,301,235

## ENERGY EFFICIENCY

Table 6 shows the comprehensive results from the Energy Conservation program. The amount of savings is broken down by both demand and energy, for the Commercial and Residential sectors.

		Total \$		Total \$		Total \$			
Commercial	Year	Capacity Saved (kW)	Energy Saved (kwh)	\$/kW	\$/kWh	Rebate	Rebate/kWh	Rebate/kW	Cost Benefit
Total to date	FY07-11	5,351	22,461,456	\$ 6.97	\$ 1,418.876	\$ 742,938	\$ 0.03	\$ 138.84	\$ 1,123,522
Current	FY12	1,074	4,455,089	\$ 9.00	\$ 178,204	\$ 316,896	\$ 0.07	\$ 295.14	\$ (22,732)
<b>Residential</b>									
Total to date	FY07-11	832	893,638	\$ 7.17	\$ 48,794	\$ 331,385	\$ 0.37	\$ 398.49	\$ (211,004)
Current	FY12	203	81,347	\$ 9.00	\$ 3,254	\$ 92,611	\$ 1.14	\$ 456.39	\$ (67,442)
<b>Total</b>									
Total to date	FY07-11	6,182	23,355,094	\$ 519,171	\$ 1,467,670	\$ 1,074,323	\$ 0.05	\$ 173.77	\$ 912,518
Current	FY12	1,277	4,536,436	\$ 137,876	\$ 181,457	\$ 409,507	\$ 0.09	\$ 320.77	\$ (90,174)

Table 7 shows the breakdown for residential appliance rebates by type and year.

Year	Washing Machine		Refrigerator		Dishwasher		Dehumidifier		Central A/C		Window A/C		Thermostat		Audits		Renewable		HP Water Heater		Fan	
	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars
2007																						
2008	86	\$ 4,300	47	\$ 2,350	55	\$ 2,750	7	\$ 175	17	\$ 1,700	10	\$ 250	23	\$ 230	107	\$ 14,940						
2009	406	\$ 20,300	259	\$ 12,950	235	\$ 11,750	40	\$ 1,000	41	\$ 4,100	50	\$ 1,250	114	\$ 1,140	107	\$ 14,940						
2010	519	\$ 25,950	371	\$ 18,550	382	\$ 19,100	37	\$ 925	64	\$ 6,400	49	\$ 1,225	127	\$ 1,270	64	\$ 8,960	6	\$ 20,700				
2011	425	\$ 21,250	383	\$ 19,150	313	\$ 15,650	47	\$ 1,175	57	\$ 5,700	65	\$ 1,625	118	\$ 1,180	180	\$ 26,960	4	\$ 18,000				
2012	339	\$ 16,950	354	\$ 17,700	289	\$ 14,450	38	\$ 950	44	\$ 4,400	56	\$ 1,400	105	\$ 1,050	219	\$ 32,731	3	\$ 14,000	9	\$ 2,250	3	\$ 30
Total	1775	\$ 88,750	1414	\$ 70,700	1274	\$ 63,700	169	\$ 4,225	223	\$ 22,300	230	\$ 5,750	487	\$ 4,870	677	\$ 98,531	13	\$ 52,700	9	\$ 2,250	3	\$ 30

ENGINEERING AND OPERATIONS  
REPORT  
BOARD REFERENCE TAB E



**Reading Municipal Light Department  
Engineering and Operations  
Monthly Report  
June 2012**

***FY 2012 Capital Plan***

**E&O Construction – System Projects**

1. **5W9 Reconductoring – Ballardvale Street - Wilmington – Complete**
2. **High Capacity Tie 4W18/3W8 Franklin Street – Reading – Complete**
3. **Upgrading of Old Lynnfield Center URDs – Engineering labor; installed faults and frames; make ready work; set new manholes; installed underground conduit; ran new duct bank; materials/stock.**

**SCADA Projects**

4. **RTU Replacement at Station 4 – Reading – RTU's were received.**

**Distribution Automation (DA) Projects**

5. **Reclosers – Engineering and Senior Techs labor; installed disconnect switches;**
6. **Capacitor Banks – Make reading work on Lincoln and Minot Streets, Reading, and installed capacitor bank on Lincoln Street; Install and energize new capacitor banks on Fordham Road and Ballardvale, Wilmington; Engineering, and Senior Techs labor**
7. **SCADA Radio Communication System – No activity.**

**Station Upgrades**

8. **Relay Replacement Project – Station 4 – Reading – Purchased relays.**
9. **115 kV Disconnect Replacement – Station 4 – Reading – Senior Techs and Line Crew labor to install disconnect switches.**

**New Customer Service Connections**

12. **Service Installations – Commercial/Industrial Customers – This item includes new service connections, upgrades, and service replacements for the commercial and industrial customers. This represents the time and materials associated with the replacement of an existing or installation of a new overhead service, the connection of an underground service, etc. This does not include the time and materials**

associated with pole replacements/installations, transformer replacement/installations, primary or secondary cable replacement/installations etc. This portion of the project comes under routine construction. *Notable: Solar Project, 1 Burlington Avenue, Wilmington.*

- 13. **Service Installations – Residential Customers** – This item includes new or upgraded overhead and underground services, temporary overhead services, and large underground development.
- 14. **Routine Construction** – The drivers of the Routine Construction budget category YTD are listed. This is not an inclusive list of all items within this category.

<i>Pole Setting/Transfers</i>	
<i>Maintenance Overhead/Underground</i>	
<i>Projects Assigned as Required</i>	
<i>Pole Damage (includes knockdowns) some reimbursable</i>	
<i>Station Group</i>	
<i>Hazmat/Oil Spills</i>	
<i>Porcelain Cutout Replacement Program</i>	
<i>Lighting (Street Light Connections)</i>	
<i>Storm Trouble</i>	
<i>Underground Subdivisions</i>	
<i>Animal Guard Installation</i>	
<i>Miscellaneous Capital Costs</i>	
<b>TOTAL</b>	

**Note: End of the year figures are in process and will be reported at a later date.**

\*In the month of June zero cutouts were charged under this program. Approximately 19 cutouts were installed new or replaced because of damage making a total of 19 cutouts replaced this month.

## Reliability Report

Two key industry standard metrics have been identified to enable the RMLD to measure and track system reliability. A rolling 12-month view is being used for the purposes of this report.

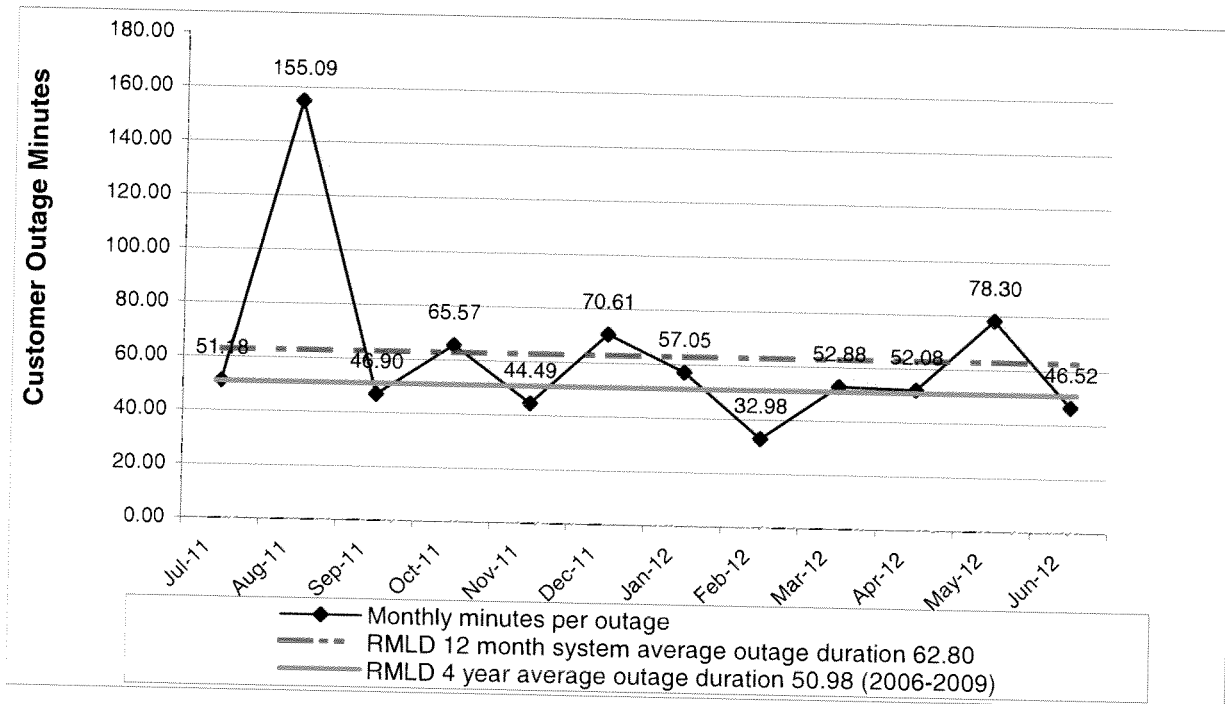
**Customer Average Interruption Duration Index (CAIDI)** – Measures how quickly the RMLD restores power to customers when their power goes out.

**CAIDI = Total of Customer Interruption Duration for the Month in Minutes/ Total number of customers interrupted.**

RMLD 12 month system average outage duration – 62.80 minutes

RMLD 4 year average outage (2006-2009) – 50.98 minutes per outage

On average, RMLD customers that experience an outage are restored in 62.80 minutes.



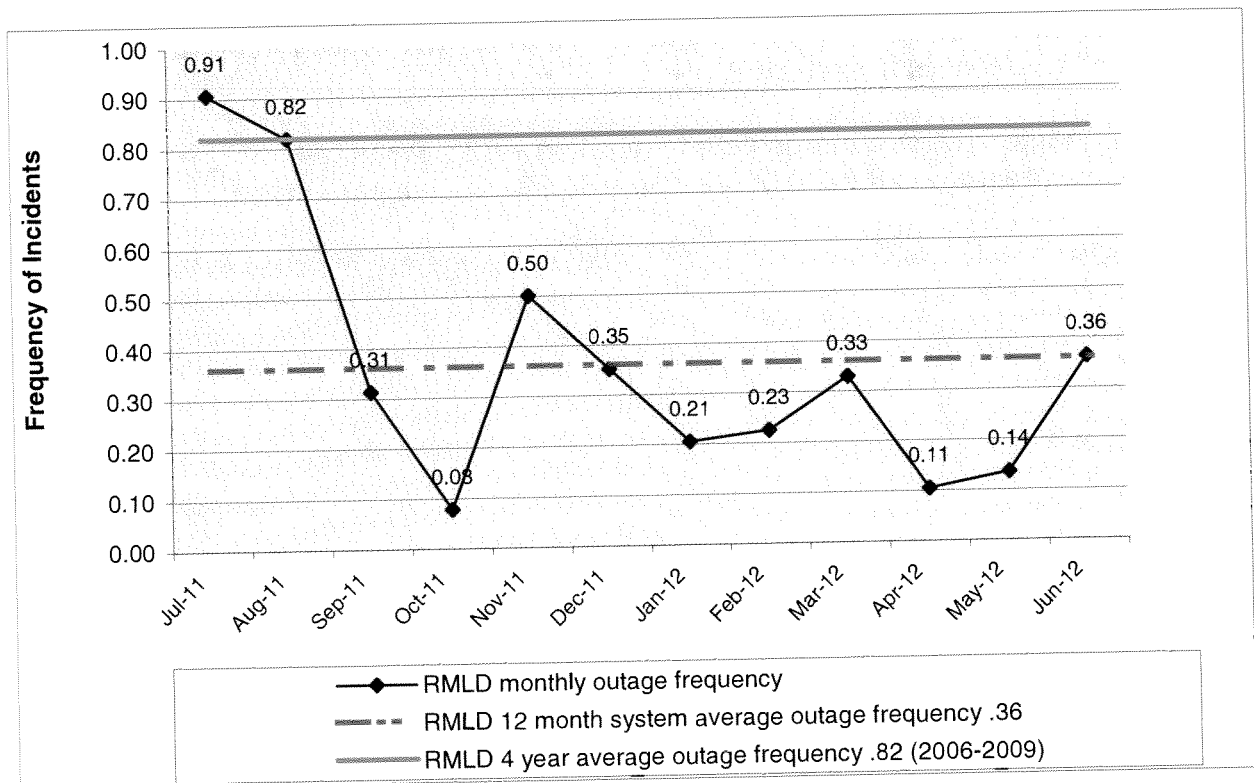
**System Average Interruption Frequency (SAIFI)** – Measures how many outages each customer experiences per year on average.

**SAIFI = Total number of customer’s interrupted / Total number of customers.**

RMLD 12 month system average - .36 outages per year

RMLD 4 year average outage frequency - .82

The graph below tracks the month-by-month SAIFI performance.



**Months Between Interruptions (MBTI)**

Another view of the SAIFI data is the number of months Reading customers have no interruptions. At this time, the average RMLD customer experiences an outage approximately every 33 months.



M.G.L. c. 30B BID  
BOARD REFERENCE TAB F



RMLD



Reading Municipal Light Department  
RELIABLE POWER FOR GENERATIONS

230 Ash Street  
P.O. Box 150  
Reading, MA 01867-0250

Tel: (781) 944-1340  
Fax: (781) 942-2409  
Web: www.rml.com

July 20, 2012

Town of Reading Municipal Light Board

Subject: IFB 2012-49 for Residential Energy Audits

On July 3, 2012 an invitation for bid was placed as a legal notice in the Reading Chronicle requesting proposals for Residential Energy Audits for the Reading Municipal Light Department.

A request for proposal was emailed to the following:

HomeWorks Energy	Azimuth Home Energy Ratings	Energy Efficiency Associates
Total Green Energy Solutions	Bone Builders	Advanced Bldg Analytics, LLC
Nexamp Inc.	ECHO/Energy New England	Energy Egghead, LLC
Sustainable Energy Analytics, LLC	Infrared Diagnostic LLC	Atlas Glenmor
The Energy Hound	Eco Home Services	Next Step Living Inc
JSR Adaptive Energy Solutions	NE Home Energy Audits	Boston Energy Retrofit LLC
Certified Energy Ratings, Inc	Reclaimed Energy Inc.	Joe Green Home Solutions

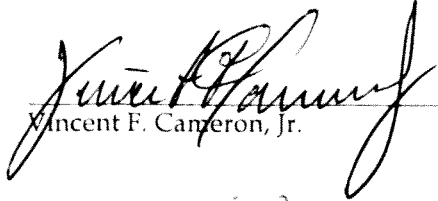
Proposals were received from ECHO/Energy New England, Energy Egghead, LLC/Informed Energy Solutions, Staples Architects Engineers, and Next Step Living.


The bids were publicly opened and read aloud at 11:00 a.m. July 18, 2012 at the Town of Reading Municipal Light Department, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-49 for Residential Energy Audits be awarded to: Next Step Living for an estimated cost of \$60,000 annually. As the most responsive, lowest cost, bidder meeting the qualifications on the recommendation of the General Manager. This is a three (3) year contract.

The FY13 Operating Budget amount for this item is \$44,000.00.

  
\_\_\_\_\_  
Vincent F. Cameron, Jr.

  
\_\_\_\_\_  
Jared C. Carpenter

  
\_\_\_\_\_  
Paula O'Leary

**Residential Energy Audits  
Invitation For Bid 2012-49**

Bidder	Year 1		Year 2		Year 3		Estimated 3 year total (\$)	Firm Price	All forms filled out	Exceptions	Authorized Signature
	Estimate # of Audits	Total Cost (\$)	Cost per Audit	Estimate # of Audits	Total Cost (\$)	Cost per Audit					
<b>Informed Energy Solutions</b>											
Base Audits	225	\$ 28,800	\$ 134.00	225	\$ 30,150	\$ 141.00	225	\$ 31,725	no	yes	yes
Alternate 1 Audits	30	\$ 4,590	\$ 161.00	30	\$ 4,830	\$ 169.00	30	\$ 5,070			
Alternate 2 Audits	20	\$ 3,360	\$ 176.00	20	\$ 3,520	\$ 185.00	20	\$ 3,700			
		\$ 36,750			\$ 38,500			\$ 40,495		yes	yes
								\$ 115,745			
<b>Staples Architects Engineer</b>											
Base Audits	225	\$ 78,750	\$ 360.00	225	\$ 81,000	\$ 370.00	225	\$ 83,250	no	yes	yes
Alternate 1 Audits	30	\$ 12,000	\$ 410.00	30	\$ 12,300	\$ 420.00	30	\$ 12,600			
Alternate 2 Audits	20	\$ 9,000	\$ 465.00	20	\$ 9,300	\$ 480.00	20	\$ 9,600			
		\$ 99,750			\$ 102,600			\$ 105,450		yes	yes
								\$ 307,800			
<b>ECHO/Energy New England</b>											
Base Audits	225	\$ 50,625	\$ 225.00	225	\$ 50,625	\$ 250.00	225	\$ 56,250	no	yes	yes
Alternate 1 Audits	30	\$ 8,250	\$ 275.00	30	\$ 8,250	\$ 300.00	30	\$ 9,000			
Alternate 2 Audits	20	\$ 6,500	\$ 325.00	20	\$ 6,500	\$ 350.00	20	\$ 7,000			
		\$ 65,375			\$ 65,375			\$ 72,250		yes	yes
								\$ 203,000			
<b>Next Step Living</b>											
Base Audits	225	\$ 45,000	\$ 200.00	225	\$ 45,000	\$ 200.00	225	\$ 45,000	yes	yes	yes
Alternate 1 Audits	30	\$ 9,000	\$ 300.00	30	\$ 9,000	\$ 300.00	30	\$ 9,000			
Alternate 2 Audits	20	\$ 6,000	\$ 300.00	20	\$ 6,000	\$ 300.00	20	\$ 6,000			
		\$ 60,000			\$ 60,000			\$ 60,000			
								\$ 180,000			

**Base Audits** Will include inspection of appliances, thermostats, ventilation systems, air infiltration, lighting, hot water tank, HVAC systems, pumps, attic, bedrooms, common spaces

**Alternate 1 Audits** All of above services and a blower door test is required. Multiple thermal scans, full audit report. Provide basic solar analysis, recommendations for energy upgrades, and potential energy/dollar saved per year

**Alternate 2 Audits** All of above services, a blower door test, and full combustion zone analysis is required.



**BOARD MATERIAL AVAILABLE  
BUT NOT DISCUSSED**





TOWN OF READING MUNICIPAL LIGHT DEPARTMENT  
RATE COMPARISONS READING & SURROUNDING TOWNS

July-12

	RESIDENTIAL 750 kWh's	RESIDENTIAL-TOU 1500 kWh's 75/25 Split	RES. HOT WATER 1000 kWh's	COMMERCIAL 7,300 kWh's 25,000 kW Demand	SMALL COMMERCIAL 1,080 kWh's 10,000 kW Demand	SCHOOL RATE 35000 kWh's 130.5 kW Demand	INDUSTRIAL - TOU 109,500 kWh's 250,000 kW Demand 80/20 Split
<b>READING MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$96.99	\$171.46	\$112.44	\$866.78	\$168.26	\$4,023.87	\$11,010.02
PER KWH CHARGE	\$0.12933	\$0.11431	\$0.11244	\$0.11874	\$0.15580	\$0.11497	\$0.10055
<b>NATIONAL GRID</b>							
TOTAL BILL	\$108.82	\$193.62	\$129.62	\$1,048.46	\$149.74	\$3,705.62	\$10,099.95
PER KWH CHARGE	\$0.14510	\$0.12908	\$0.12962	\$0.14363	\$0.13866	\$0.10587	\$0.09224
% DIFFERENCE	12.20%	12.92%	15.28%	20.96%	-11.01%	-7.91%	-8.27%
<b>NSTAR COMPANY</b>							
TOTAL BILL	\$116.81	\$211.95	\$153.60	\$1,062.93	\$160.77	\$5,922.13	\$13,507.97
PER KWH CHARGE	\$0.15574	\$0.14130	\$0.15360	\$0.14561	\$0.14886	\$0.16920	\$0.12336
% DIFFERENCE	20.43%	23.61%	36.61%	22.63%	-4.45%	47.18%	22.69%
<b>PEABODY MUNICIPAL LIGHT PLANT</b>							
TOTAL BILL	\$85.40	\$164.61	\$111.80	\$885.21	\$149.31	\$4,315.54	\$10,400.20
PER KWH CHARGE	\$0.11386	\$0.10974	\$0.11180	\$0.12126	\$0.13825	\$0.12330	\$0.09498
% DIFFERENCE	-11.96%	-4.00%	-0.57%	2.13%	-11.26%	7.25%	-5.54%
<b>MIDDLETON MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$99.77	\$198.39	\$132.64	\$959.51	\$168.44	\$4,762.93	\$13,330.75
PER KWH CHARGE	\$0.13303	\$0.13226	\$0.13264	\$0.13144	\$0.15596	\$0.13608	\$0.12174
% DIFFERENCE	2.86%	15.70%	17.97%	10.70%	0.10%	18.37%	21.08%
<b>WAKEFIELD MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$104.31	\$202.32	\$136.98	\$1,039.27	\$167.49	\$4,864.08	\$13,421.07
PER KWH CHARGE	\$0.13908	\$0.13488	\$0.13698	\$0.14237	\$0.15509	\$0.13897	\$0.12257
% DIFFERENCE	7.54%	18.00%	21.82%	19.90%	-0.46%	20.88%	21.90%



## Account Payable Questions - June 29

Vincent Cameron

**Sent:** Friday, July 06, 2012 10:13 AM  
**To:** Phil Pacino; Bob Soli; Gina Snyder; Marsie West  
**Cc:** Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti  
**Categories:** Red Category

**Soli**

1. Lucci - Rebate is wonderful. Replace 220 watt fixtures w. 45 watt fixtures with at 0.96 year payback. We should publicize these #'s.

We have had great paybacks throughout this program. I will talk to Community Relations about a press release.

2. PCMall - For \$2,681, what is it?

This is a laptop for the Manager of Information Services.

## Re: Account Payable Questions - June 22

Bo or Gina [bogina03@earthlink.net]

**Sent:** Sunday, July 08, 2012 9:06 PM

**To:** Vincent Cameron

**Cc:** Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti

I am quite certain that the second bill did not indicate where the work was on Saturday.

On 6/27/2012 6:44 AM, Vincent Cameron wrote:

### Snyder

1. 2 Botte - What are the notes on these? (+who is Steve?)

These are budget billing customers who had too much money in their account. They wanted a portion of the amount in the account refunded. Steve Kazanjian is the RMLD's Accounting Supervisor.

2. Asplundh - First bill - Why Saturday + why OT? Hold 2nd bill nothing listed for Saturday, but billed. Again why OT?

We surveyed the system recently for tree problem areas and found that we are getting behind on the tree trimming. The O/T work is to catch up with some problem areas.

The Saturday work was at Shaw's Plaza in North Reading and was noted on the bill.

3. NGrid - Why are we paying residential rate on that pole?

This is a "fringe customer" arrangement. The RMLD has a few residential customers that are served through the NGrid. NGrid bills us for their usage and we bill the customers. This arrangement is easier than building out the RMLD system for a few customers.

**RE: Account Payable Questions - June 22**

Vincent Cameron

**Sent:** Monday, July 09, 2012 6:29 AM**To:** Gina Snyder**Cc:** Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti**Categories:** Red Category

You are correct that the area of work on that Saturday was not noted on the bill. What I meant on the response is that it is now noted on the bill.

---

**From:** Bo or Gina [mailto:bogina03@earthlink.net]**Sent:** Sunday, July 08, 2012 9:06 PM**To:** Vincent Cameron**Cc:** Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti**Subject:** Re: Account Payable Questions - June 22

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**Re: June 2 and May 25 - Payables Questions**

Bo or Gina [bogina03@earthlink.net]

Sent: Sunday, July 08, 2012 9:09 PM

To: Vincent Cameron

Cc: Phil Pacino; Bob Soli; Marsie West; Bob Fournier; Jeanne Foti

Some clarification please on:

Rubin Rudman: The NStar activity had to do with information on their conservation programs.

Please attach the results of the NStar activity.

Please clarify Mass Communications as the bill indicates it is an estimate of quantity at \$10,250 and if I recall past postage bills ran \$9,000 a month.

Can you also clarify, the Schweitzer purchase was in December, 2012 (I assume you mean 2011) and we're paying just now?

For the HVAC, thank you for the information, it's a bit confusing. I'd like to have a clearer indication of why the RMLD facilities do so poorly when compared to other office buildings, which is broader than HVAC. Thank you,

Gina

On 6/6/2012 11:51 AM, Vincent Cameron wrote:

> June 2, 2012

>

> Snyder

>

> 1. Rubin Rudman - Pls have detail on NSTAR + Hydro Quebec.

>

> This work was performed relating to developing the contracts for the power supply bid on May 18, 2012 and some energy conservation information. The RMLD went out for bid on May 18, 2012 and the bidders contracts have to be in place prior to going out to bid. One of the bidders was Hydro Quebec was one of the bidders.

>

> The NStar activity had to do with information on their conservation programs.

>

> 2. Nat Grid + NE Power - Are #'s switched on list? 16,485 is NE, 23,625 is NGrid. (Also noted by Commissioner West.)

>

> No, they are correct. The invoice for \$16,485.43 lists New England Hydro-Trans Corp on the invoice but the instructions on the bill states "checks should be made payable to National Grid". The invoice for \$23,625.56 is from National Grid but the instructions on the invoice states "payment by check should go to New England Power Co."

>

> 3. Postage wire form Mass Communications - Where's the bill with this?

>

> Attached is the bill from Mass Communication for the postage. It will be attached to the wire.

>

> 4. HD Supply + Schweitzer - These look like the exact same equipment, w/2 bills from 2 companies for the same thing. Please explain.

>

> The Schweitzer bid was awarded in November, 2011 and the relays were purchased in December, 2012.

>

> The HD supply was bid was awarded in May and the relays were purchased in May, 2012. Two separate bids.

>

> The relay replacement work was not going to be performed at the same time do to substation maintenance scheduling, so we did two separate bids

>

> 5. Kathleen Good - Please explain.

>

> This is for a court reporter service for an union arbitration. The RMLD splits the cost with the union.

>

> 6. Healthy Air + DNS Alpha Mechanical - Please provide an overview of all the HVAC + what the various contractors do with it. Maintenance, breakdowns versus replacement of the units. I'm interested in cost of O+M whether we'd save \$ in the long term if replaced.

>

> The roof top units that were replaced were 17 years old and in needs of replacement.

>

> I will get the information you requested with regard to HVAC maintenance, replacement, etc.

>

> May 25, 2012

>

> O'Neill

>

> 1. Bryan - Lodging listed Th/Fri on internal form; should be W/Th.

>

> Yes. The notation has been made on the forms.

>

> 2. Evans - Dates not listed on internal form. We are not able to book flights through the RMLD? We were not able to get an invoice, draw up a PO and get prior approval for conference.

>

> The dates are now on the form. The flights were paid for by the employee. There was no PO because the conference, flight, and hotel were paid for by the employee. The Engineering and Operations Manager gave prior approval for the trip and signed a travel authorization form prior to the trip.

>

> 3. Rubin and Rudman - I thought we had already paid them for DPU PowerPoint, etc. This is for work done in Jan/Feb. Please double check.

>

> There were two meetings with the Commonwealth of Massachusetts state officials. The first meeting occurred on December 12, 2012 with Bobbi Garnick Gates who is the Executive Director of was Executive Office of the Energy and Environmental Affairs (EOEEA). The RMLD, Braintree Electric Light Department (BELD), and Energy New England (ENE) set up a meeting through Rubin and Rudman to present the three systems energy conservation and renewable energy programs. The three systems wanted to also obtain some insight as to how the EOEEA viewed municipals with respect to energy conservation and renewable energy. The RMLD paid \$1,500 for Rubin and Rudman's role in setting up the meeting and discussing the presentation content. The meeting was very worthwhile in educating Ms. Garnick Gates where the municipal sector is with respect to energy conservation and renewable energy programs.

>

> The Mass. Department of Public Utilities (MDPU) Commissioners, upon hearing about our meeting with Ms. Garnick Gates, asked the RMLD, BELD, and ENE to attend a meeting with them to discuss our energy conservation and renewable energy programs and also discuss the municipalization bill. We were surprised that the MDPU asked us to come before them, which was a signal that they are very interested in the content of the information we provided.



>  
> This MDPU meeting created a good amount of up front work by Rubin and Rudman work to ensure that our presentation and message to the MDPU Commissioners was appropriate. The meeting took place on February 14, 2012 and lasted for about an hour and fifteen minutes. The meeting was very informative for the MDPU Commissioners and they asked many probing questions about our energy conservation and renewable energy activities. They also asked some very direct questions relating to the municipalization bill.

>  
> I reported on these meetings at the February Board meetings.

>  
> In researching this issue I noticed that I wrote on the first Rubin and Rudman Meeting invoice "meeting with Mass DPU Commissioners". This was incorrect and should be noted as "meeting with EOEEA". My error.

>  
> 4. Please provide a copy of the PowerPoint mentioned in Rubin & Rudman invoice.

>  
> It is attached.

>  
>

## Account Payable Question - July 6

Vincent Cameron

**Sent:** Tuesday, July 10, 2012 11:46 AM  
**To:** Phil Pacino; Bob Soli; Gina Snyder; Marsie West  
**Cc:** Bob Fournier; Steve Kazanjian; Wendy Markiewicz; Jeanne Foti  
**Categories:** Red Category

**Soli**

1. Pitney Bowes - I thought we stopped using the machine for bills.

The RMLD started the off-site billing by Mass Communications, Inc. in June of this year. The bills from Pitney Bowes are for service charges for the first six months of this year.

**Account Payable - July 13 and Payroll July 16 - No Questions**

Jeanne Foti

**Sent:** Tuesday, July 17, 2012 6:03 AM  
**To:** Accounting Group  
**Cc:** Vincent Cameron; Patricia Mellino

Good morning.

Account Payable - July 13 and Payroll July 16 there were no questions.

Thanks.

Jeanne Foti

Executive Assistant

Reading Municipal Light Department

781-942-6434 Phone

781-942-2409 Fax

Please consider the environment before printing this e-mail.

