

**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD
OF
COMMISSIONERS**

REGULAR SESSION

NOVEMBER 28, 2012



READING MUNICIPAL LIGHT DEPARTMENT
BOARD OF COMMISSIONERS MEETING

230 Ash Street
Reading, MA 01867
November 28, 2012
7:30 p.m.

1. Opening Remarks
2. Secretary for Meeting, Chairman Pacino
3. Introductions
4. Presentation (Tab A)
 - a. Conditions Assessment & Feasibility Study – Menders, Torrey & Spencer, Inc.
RMLD Power Station – Mr. Polson and Ms. Spencer
5. Approval of November 1, 2012 Board Minutes (Tab B) ACTION ITEM

Suggested Motion:
Move that the RMLD Board of Commissioners approve the Regular Session meeting minutes of November 1, 2012.
6. Report of Board Committee
 - a. General Manager Search Committee – Chairman Pacino
7. Review of RMLD General Manager (Tab C) ACTION ITEM
 - a. General Manager's Evaluation July 1, 2011 to June 30, 2012
8. General Manager's Report – Mr. Cameron
9. Power Supply Report – October 2012 – Ms. Parenteau (Tab D)
10. Engineering and Operations Report – October 2012 – Mr. Sullivan (Tab E)
11. Financial Report – October 2012 – Mr. Fournier (Tab F)
12. M.G.L. Chapter 30B Bids (Tab G) ACTION ITEM
 - a. IFB 2013-07 for 750 MCM Concentric Neutral Power Cable
Suggested Motion:
Move that bid 2013-07 for 750 MCM 15 KV Concentric Neutral Power Cable be awarded to Yale Electric East LLC for a total cost of \$117,873.75 as the lowest qualified bidder on the recommendation of the General Manager.
 - b. IFB 2013-08 Single Phase Pole Mounted Transformers
Suggested Motion:
Move that bid 2013-08 for Single Phase Pole Mounted Transformers be awarded to WESCO for a total cost of \$103,410.00 as the lowest qualified bidder on the recommendation of the General Manager.
 - c. IFB 2013-09 Single Phase Pad Mounted FR3 Transformers
Suggested Motion:
Move that bid 2013-09 for Single Phase Pad Mounted FR3 Transformers be awarded to WESCO for a total cost of \$60,788.00 as the lowest qualified bidder on the recommendation of the general Manager.

12. M.G.L. Chapter 30B Bids (Tab G)

d. IFB 2013-10 Three Phase Pole Mounted Transformers

Suggested Motion:

Move that bid 2013-10 for Three Phase Pole Mounted Transformers be awarded to WESCO for a total cost of \$40,274.00 as the lowest qualified bidder on the recommendation of the General Manager.

e. IFB 2013-11 Three Phase Pad Mounted Dead Front Loop Feed Transformers

Suggested Motion:

Move that bid 2013-11 for Three Phase Pad Mounted Dead Front Loop Feed Transformers be awarded to Graybar Electric Company for a total cost of \$80,208.00 on the recommendation of the General Manager.

f. IFB 2013-12 Three Phase Pad Mounted Transformers

Suggested Motion:

Move that bid 2013-12 for Three Phase Pad Mounted Transformers be awarded to WESCO for a total cost of \$35,195.00 as the lowest qualified bidder on the recommendation of the General Manager.

g. IFB 2013-13 Commercial Meters

Suggested Motion:

Move that bid 2013-13 for Commercial Meters be awarded to AvCom Inc. for a total cost of \$430,028.60 as the lowest qualified bidder on the recommendation of the General Manager.

13. General Discussion

14. Account Payable Rotation

BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED
Rate Comparisons, November 2012
E-Mail responses to Account Payable/Payroll Questions

RMLD Board Meetings

Wednesday, January 9, 2013

Citizens' Advisory Board Meeting

If warranted: Wednesday, December 5, 2012

Budget Committee Meetings

Wednesday, April 3, 2013 and Wednesday, April 10, 2013

15. Executive Session

Suggested Motion:

Move that the Board go into Executive Session to approve the Executive Session meeting minutes of October 1 2012, to discuss strategy with respect to collective bargaining and arbitration and return to Regular Session for the sole purpose of adjournment.

ACTION ITEM

16. Adjournment

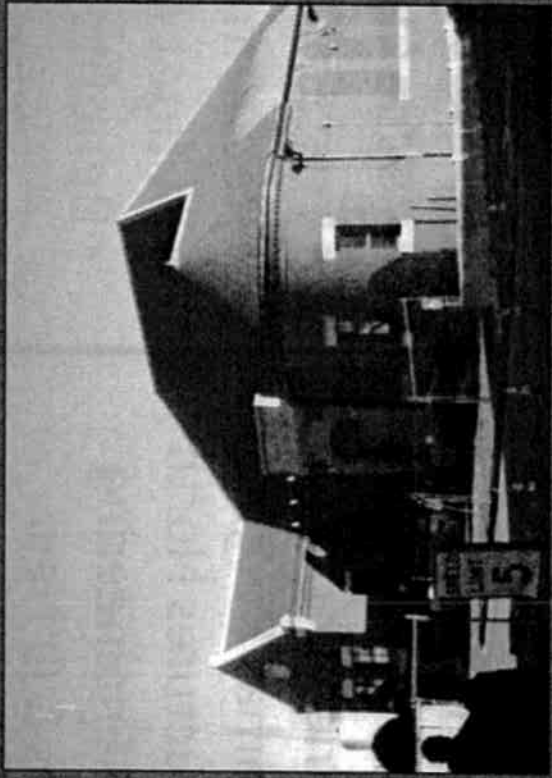
Suggested Motion:

Move to adjourn the Regular Session.

ACTION ITEM

PRESENTATION
BOARD REFERENCE TAB A





Reading Power Station 1

226 Ash Street, Reading

November 28, 2012

Menders, Torrey & Spencer, Inc. Architecture Preservation

Project Team & Outline

Revision 1.1

2

Light Department:

- Vincent Cameron
- Kevin Sullivan
- Patty Mellino
- David Polson

Design Team:

- Lynne Spencer
- Thomas Burgess
- Structures North
- CSI Engineering
- Fuss & O'Neill
- Envirosience

- Historical Significance
- Character Defining Features
- Evaluation of Existing Conditions
- Existing Conditions:
 - Roof, Masonry, Wood Windows & Doors, Openings, Interior, Structural, Hazardous Materials and MEP Systems
- Rehabilitation Needs
- Reuse Options
- Cost Estimates
- Recommendations
- Budget and Schedule
- Benefits

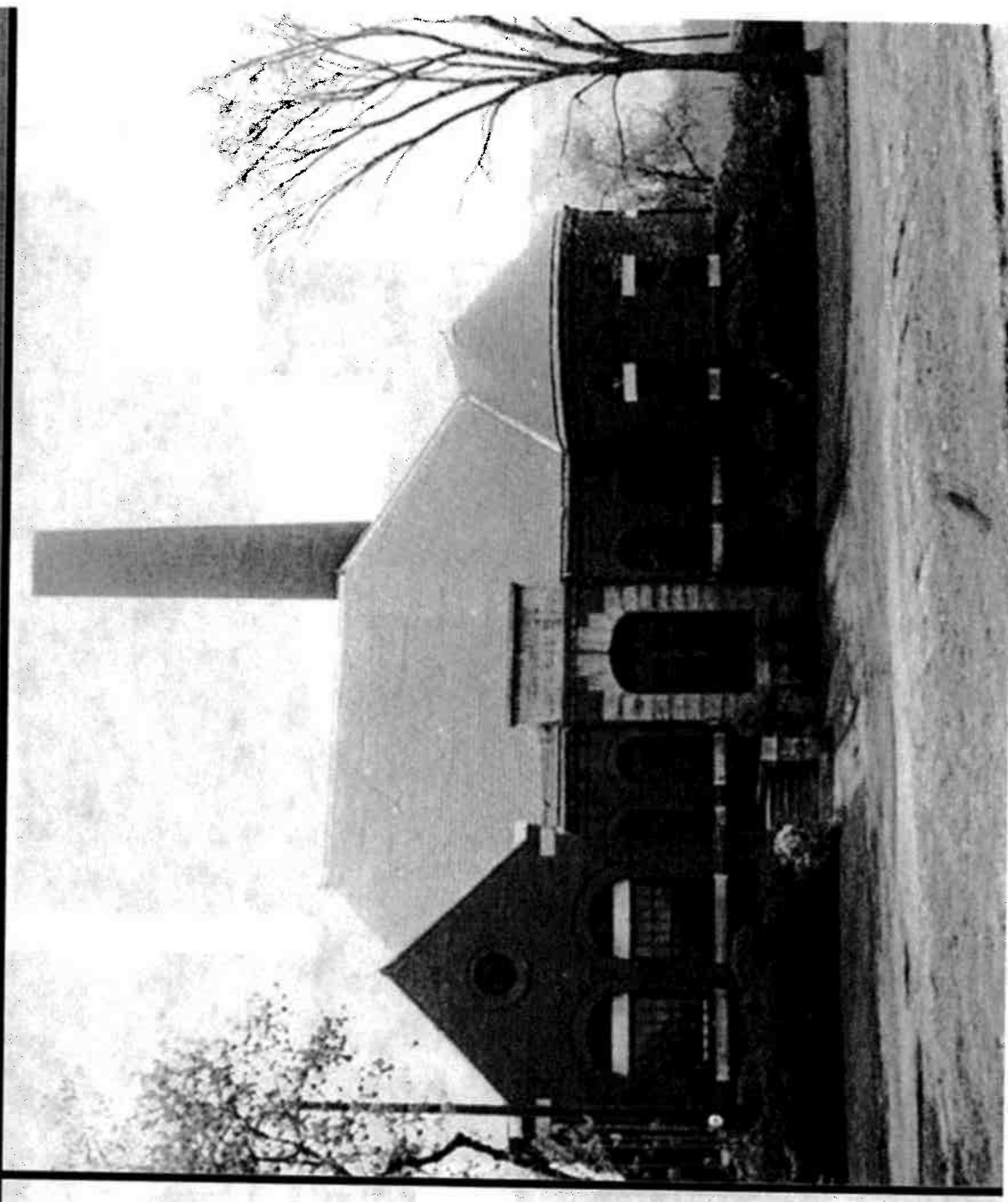
Historical Significance

Revision 1.1

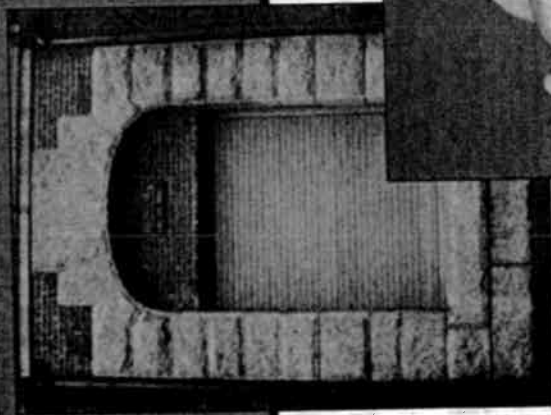
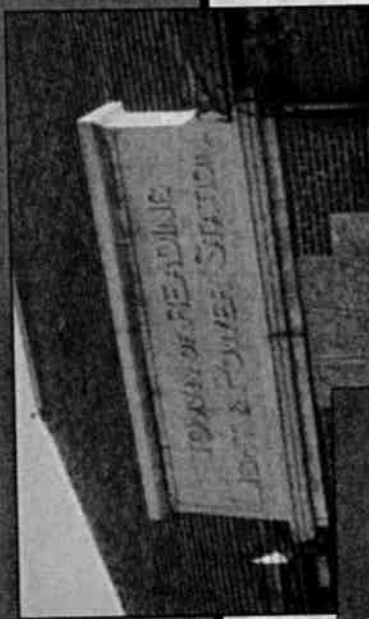
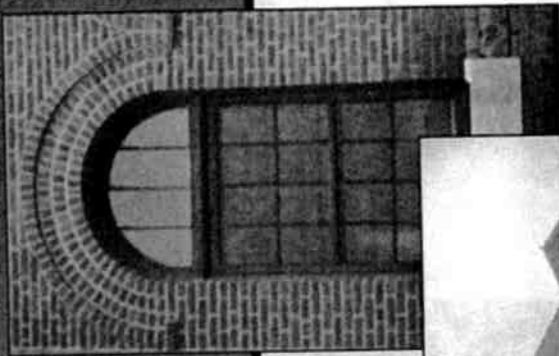
3

Facts:

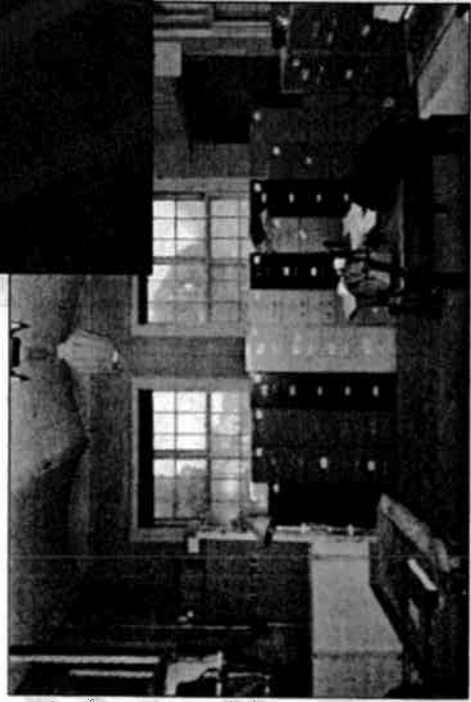
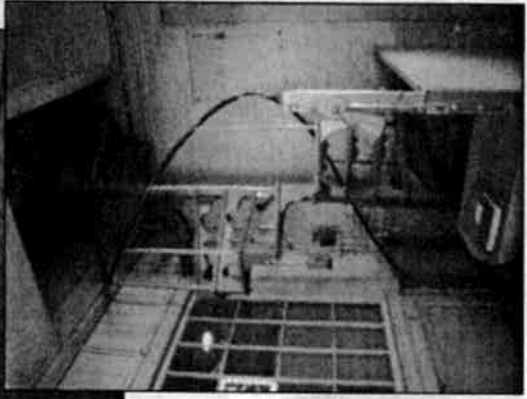
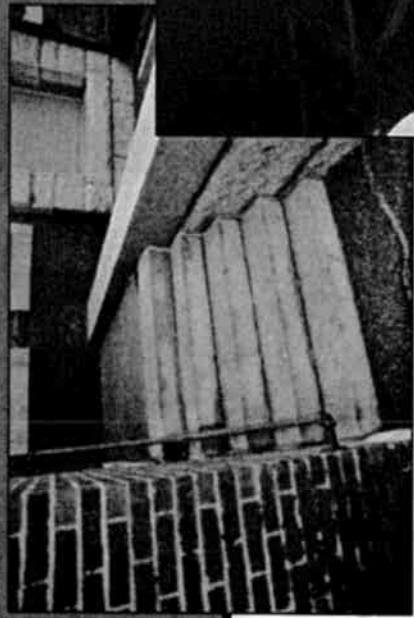
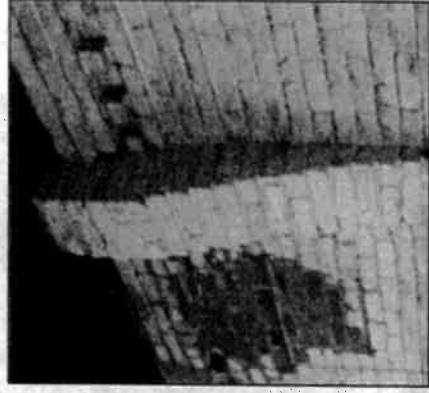
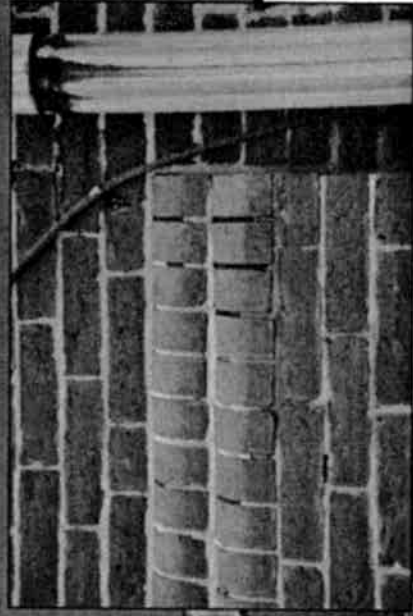
- Constructed in 1894
- Designed by local architect George E. Abbott
- Romanesque Revival style
- Added to National Register of Historic Places in 1984
- In 1895 originally served 81 customers - 1,550 incandescent lamps and 123 street lights



Character Defining Features



Character Defining Features



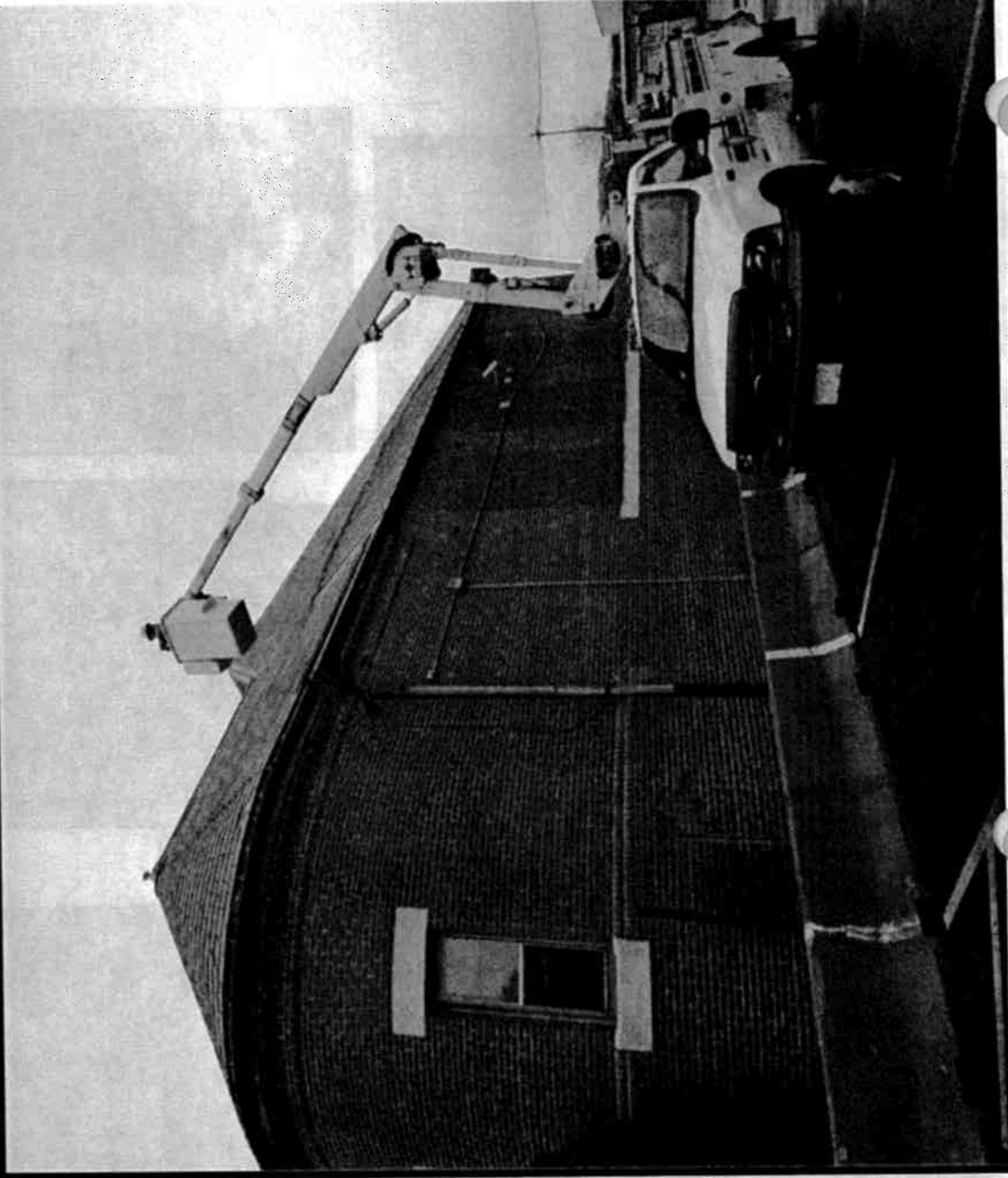
Evaluation of Existing Conditions

Revision 1.1

6

Methodology:

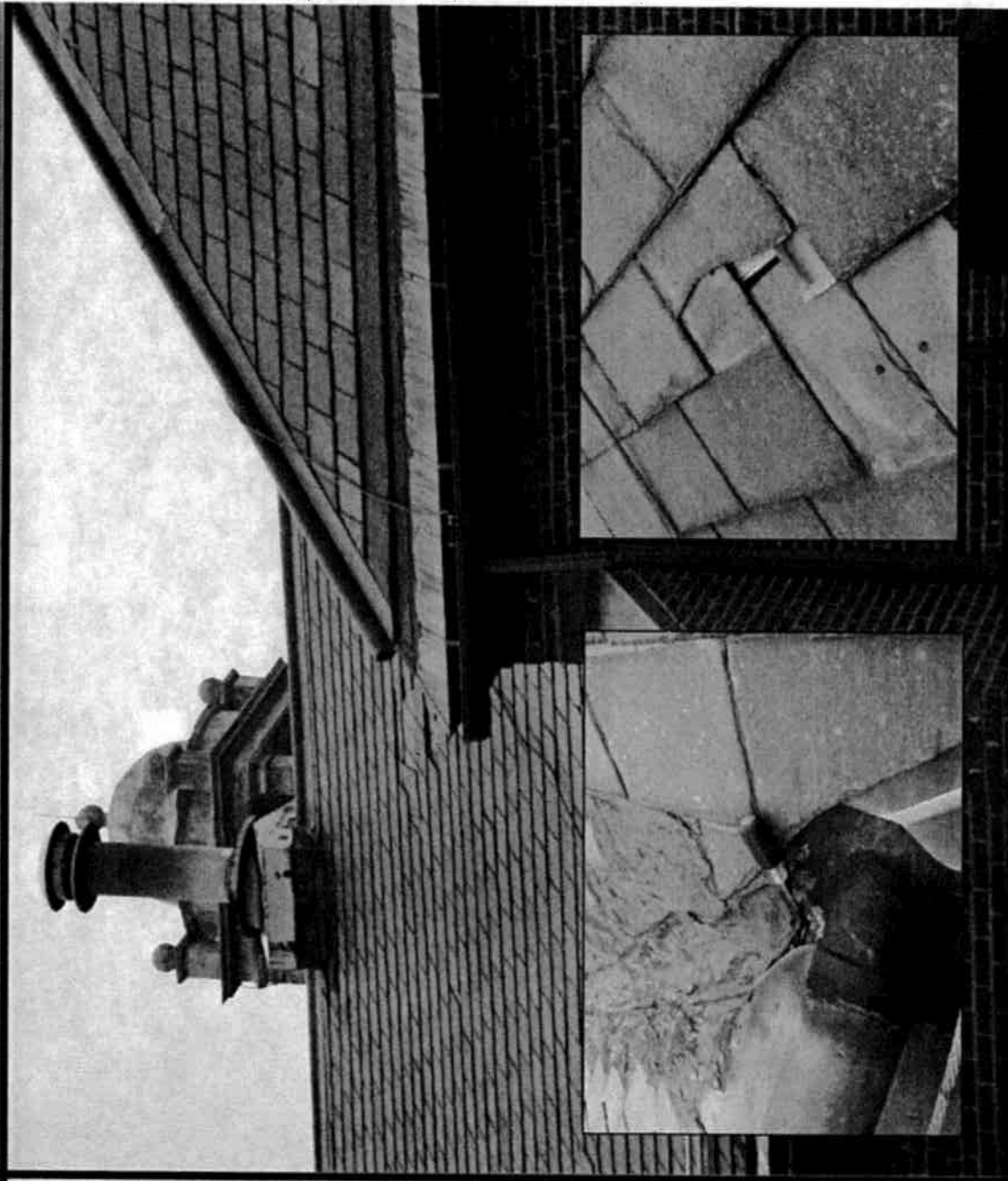
- Inspection with personnel lift by architects & structural engineers
- HVAC survey
- HazMat survey
- Base drawings from field measurements
- Historic resources studied for clues about chronology & repairs



Existing Roof Conditions

Revision 1.1.1

7



Roof:

- Areas of missing & failed slate
- Complete replacement recommended
- Copper flashing & gutters have failed at valleys & eaves - asbestos
- Repair/replace copper trim elements

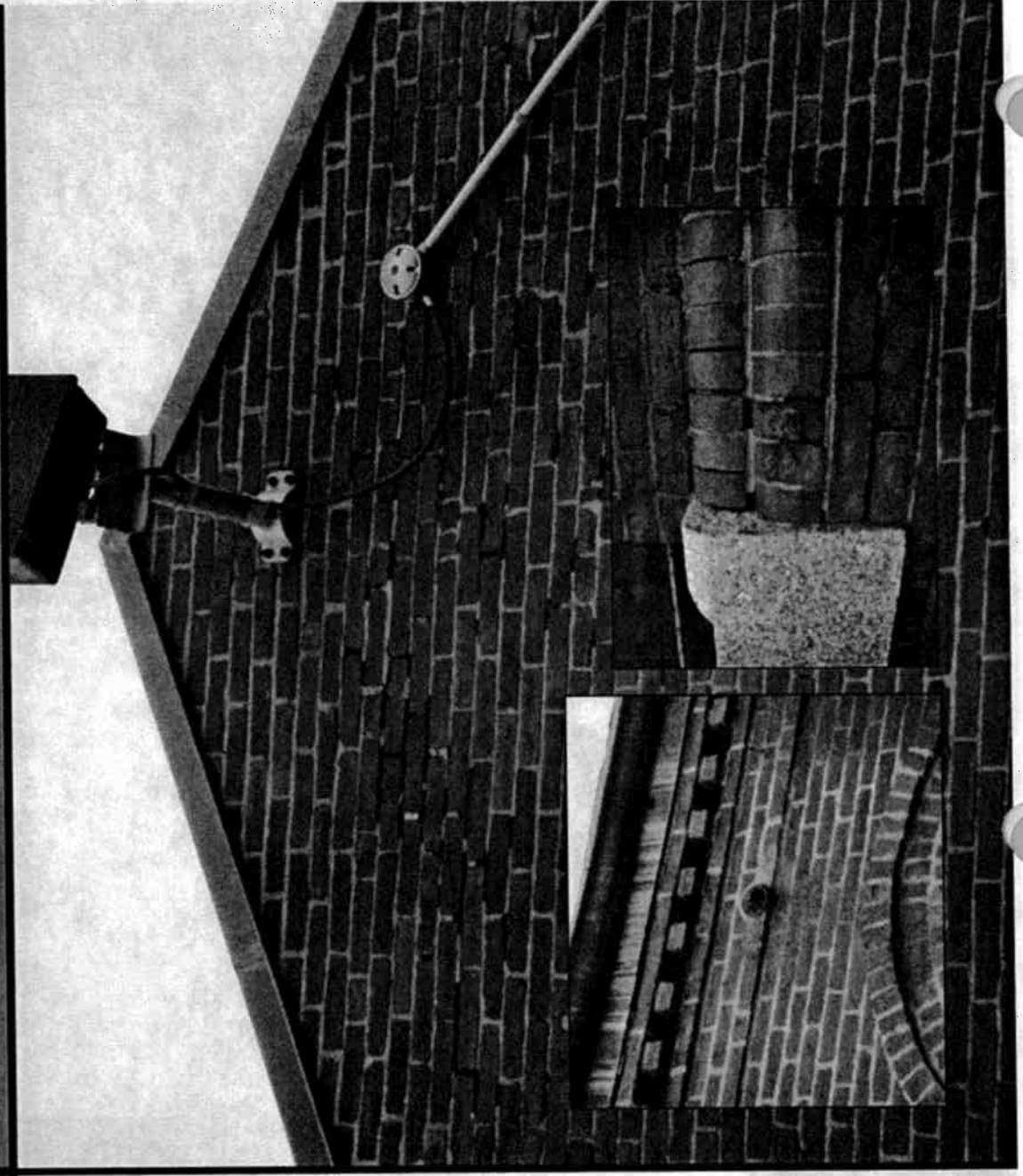
Existing Masonry Conditions

Revision 1.1

8

Masonry:

- Rear elevation poorly bonded
- Many areas of mortar failure
- Shifted bricks at cornice
- Original mortar was red to match bricks



Existing Conditions of Wood Windows and Doors

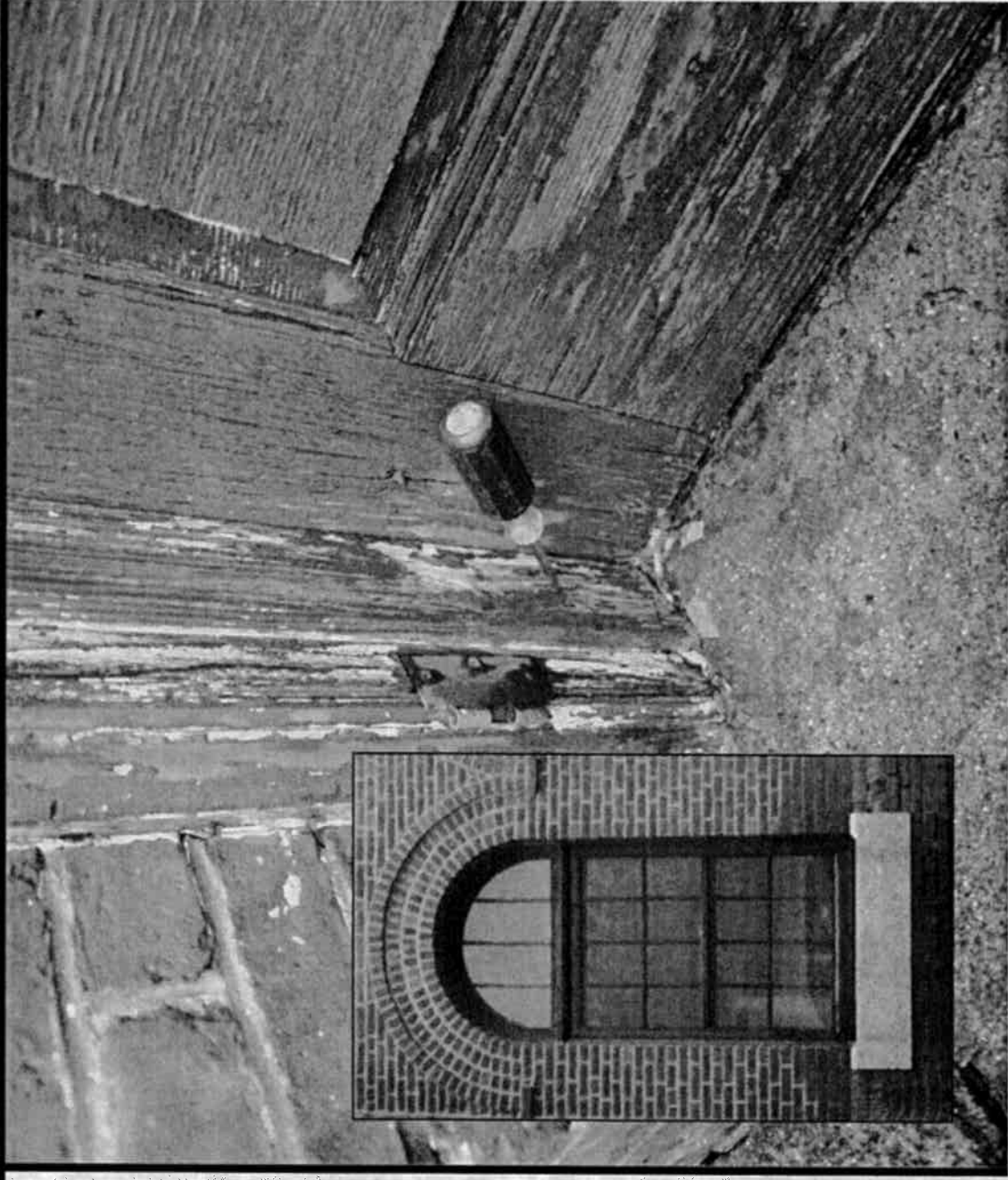
Revision 1.1

9

Wood Windows &

Doors:

- Generally good condition
- Areas of failure near ground



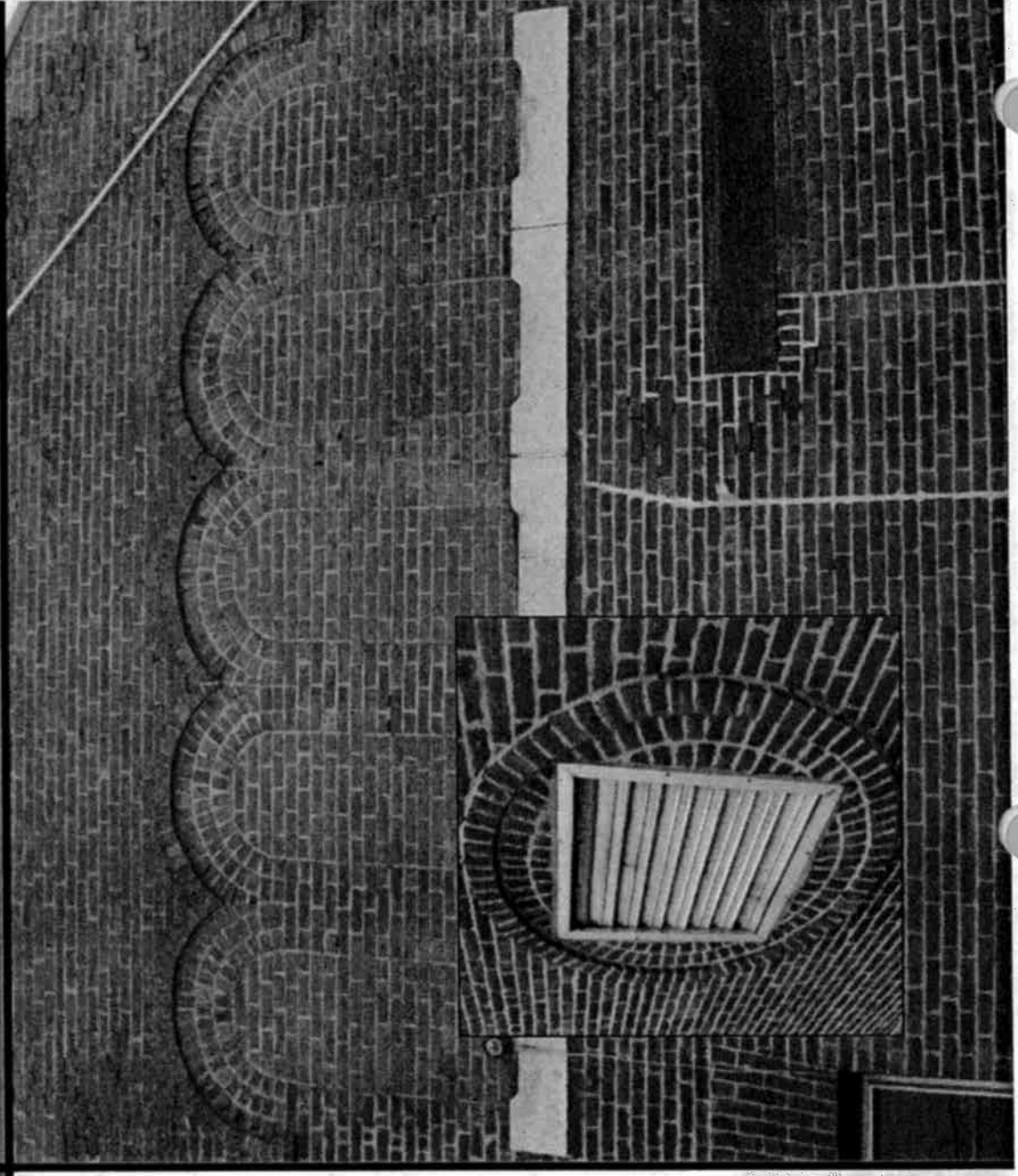
Existing Conditions of Openings

Revision 1.1

10

Openings:

- Many windows have been infilled with brick
- Remaining windows in good condition
- Inappropriately infilled roundel at facade



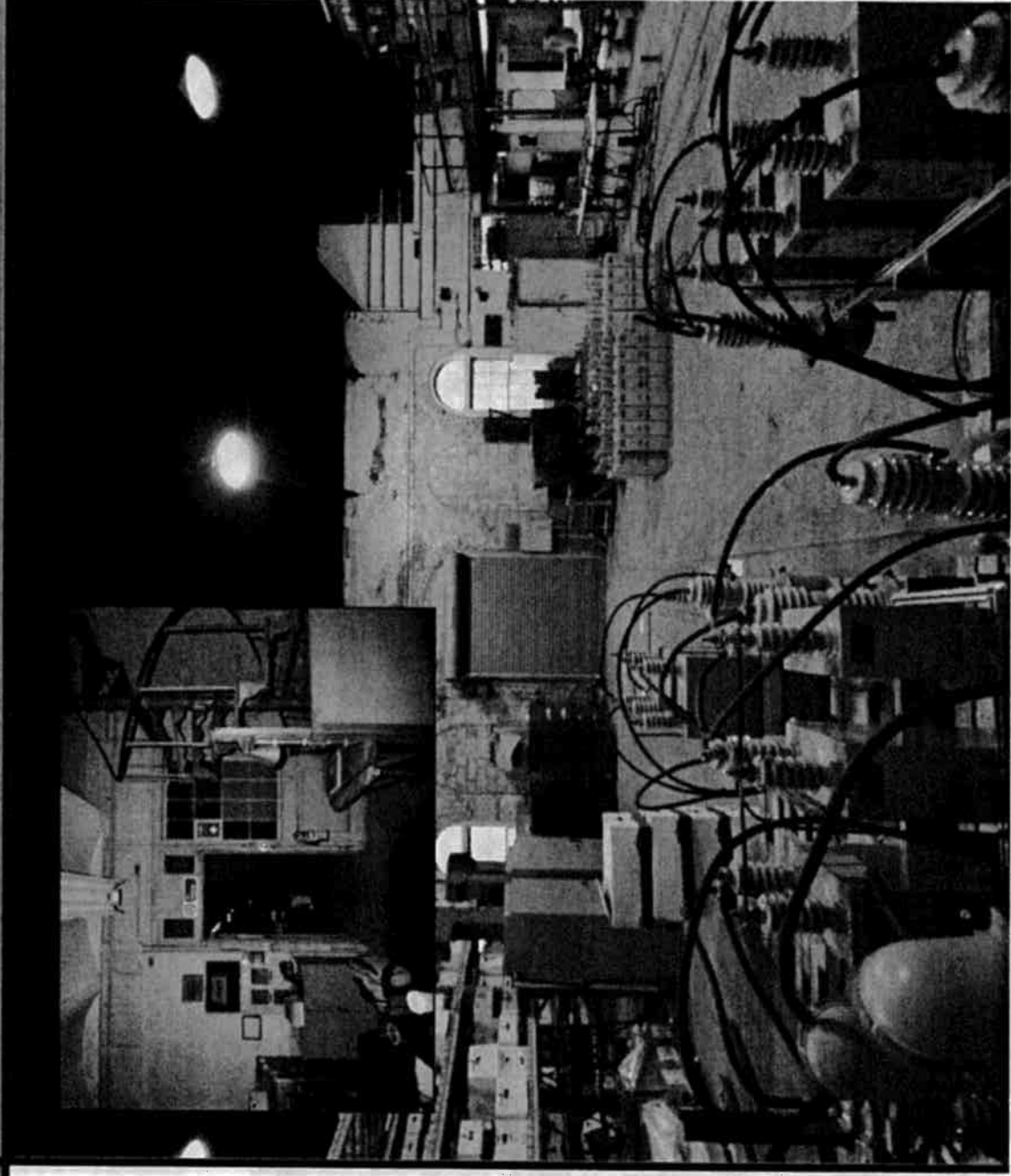
Existing Interior Conditions

Revision 1.1

11

Interior:

- No insulation
- Few finishes
- Paint failure on walls
- Openings in floor create hazard



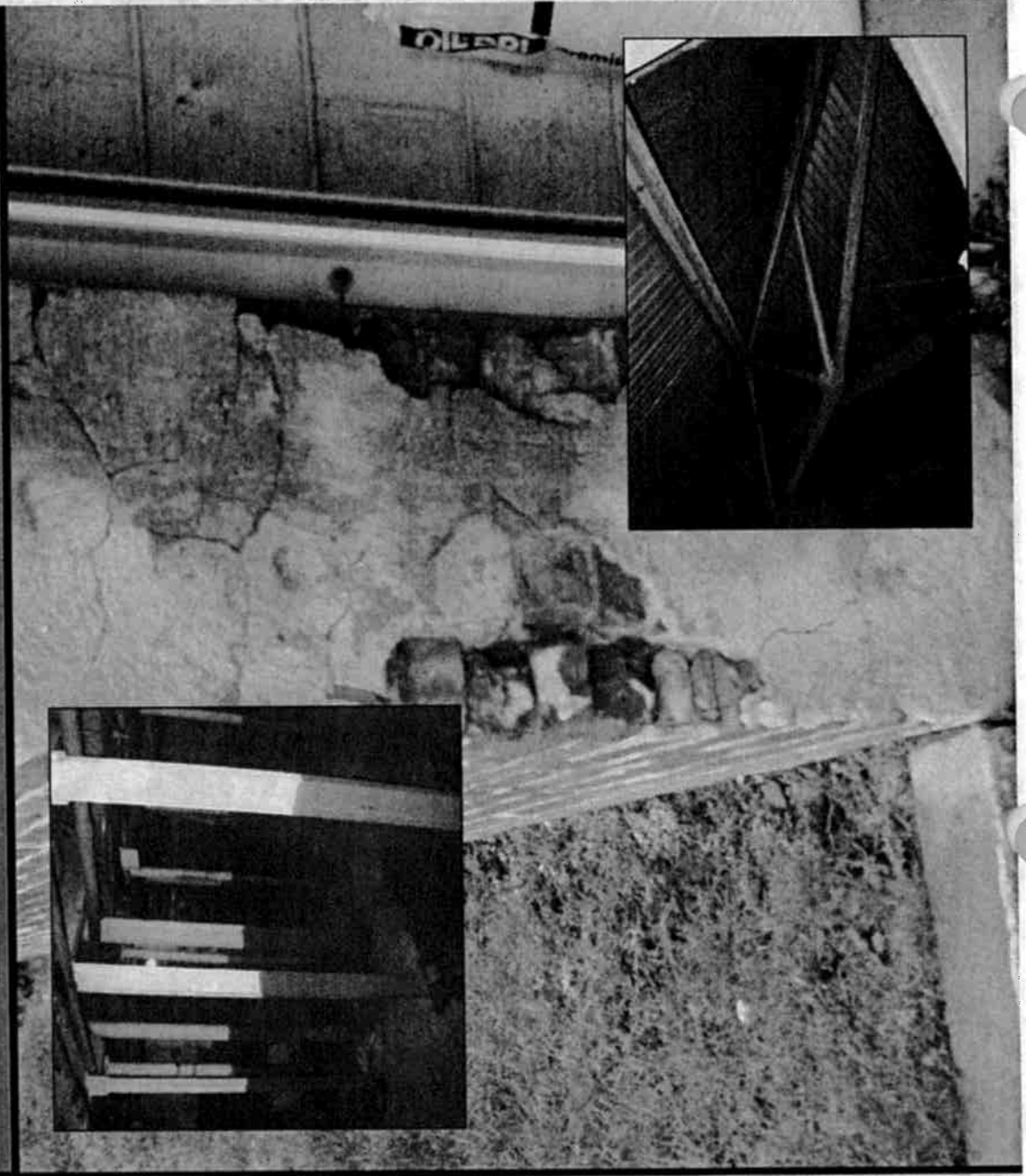
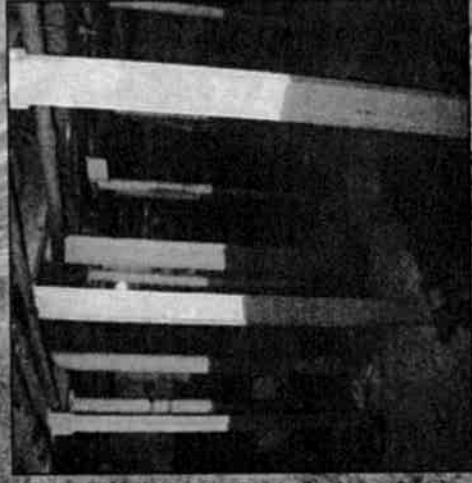
Existing Structural Conditions

12

Revision 1.1

Structural:

- Roof & floor frames are sound
- Mezzanine columns rusted
- Terrazzo floor cracks
- Masonry
 - Widespread mortar failure & brick shifting
 - Brick delaminated at East elevation
 - Structural and construction cracks



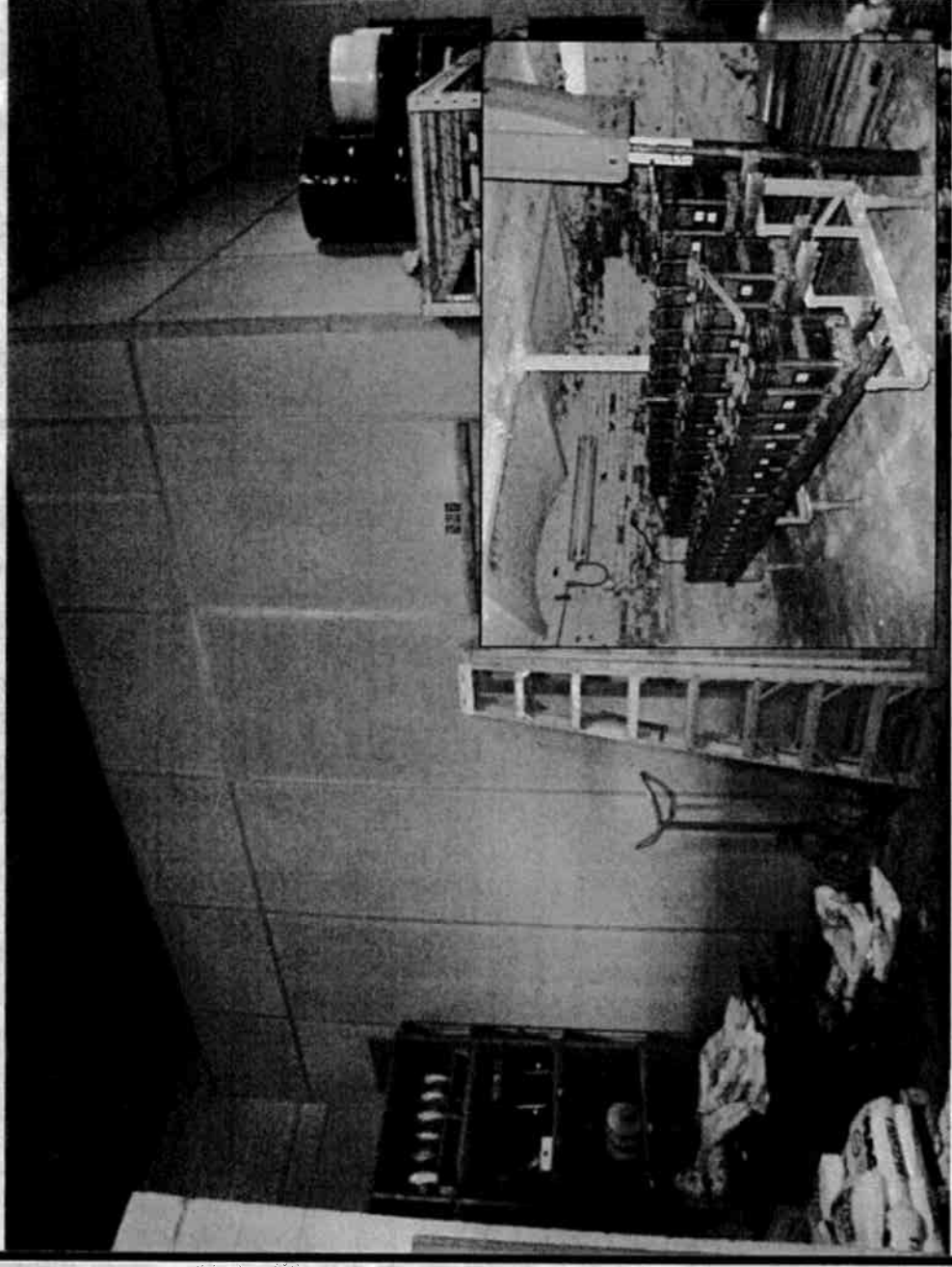
Existing Conditions Hazardous Materials

Revision 1.1

13

Hazardous Materials (Asbestos & Lead) :

- Transite panel walls
- Pipe insulation and fittings
- Roof flashing and sealant
- Lead batteries



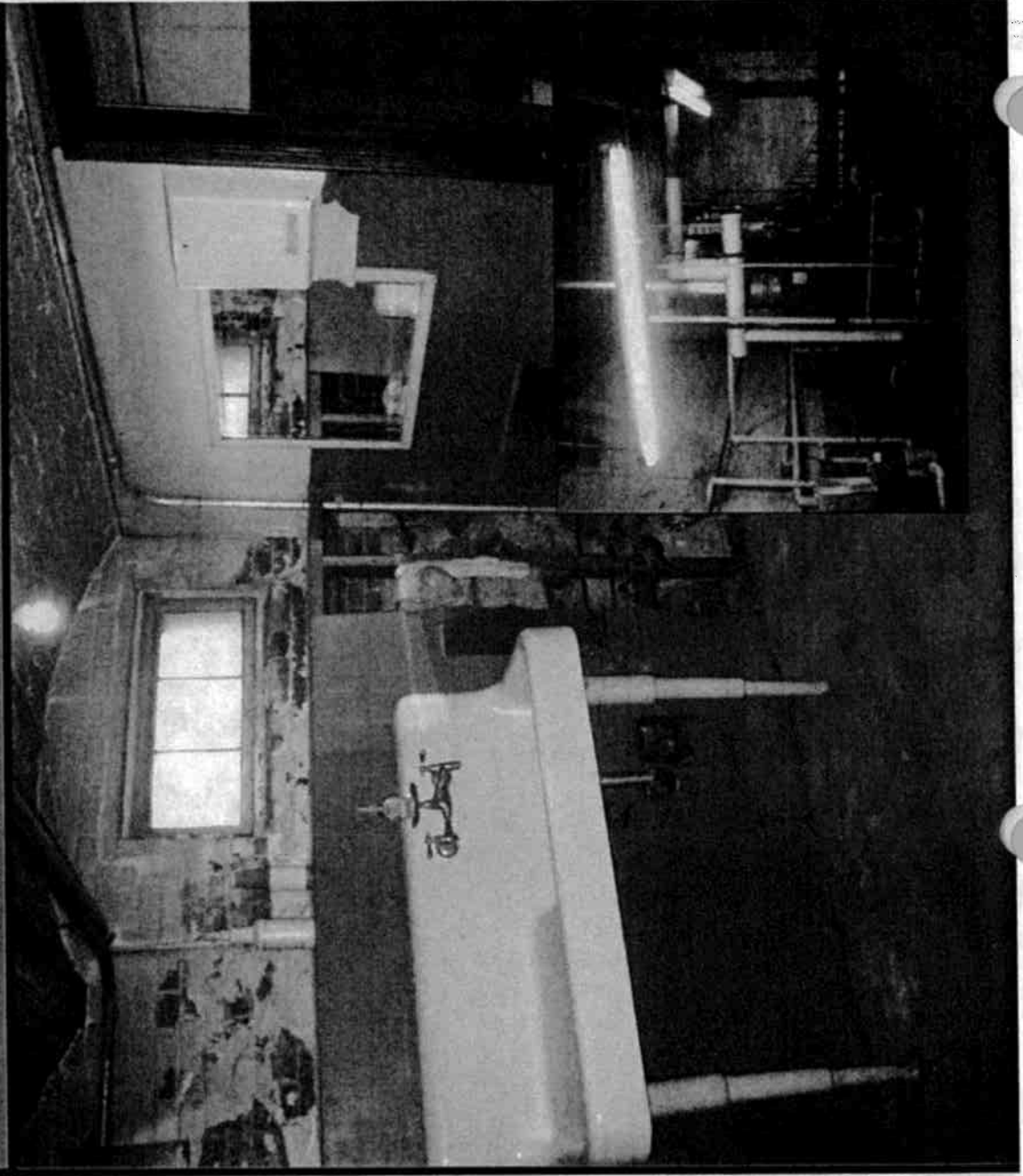
Existing Conditions of the Mechanical, Electrical and Plumbing Systems

Revision 1.1

14

MEP Systems:

- Boiler is under 20 years old
- Mix of incandescent, fluorescent, and HID's.
- Plumbing fixtures in basement aged



Rehabilitation Needs if Option 1 or Option 2 are Used

- Replace roof
- Masonry repairs & repointing
- Hazardous materials abatement
- Install sprinkler system
- Interior structural work
- Access – Handicapped and/or equipment

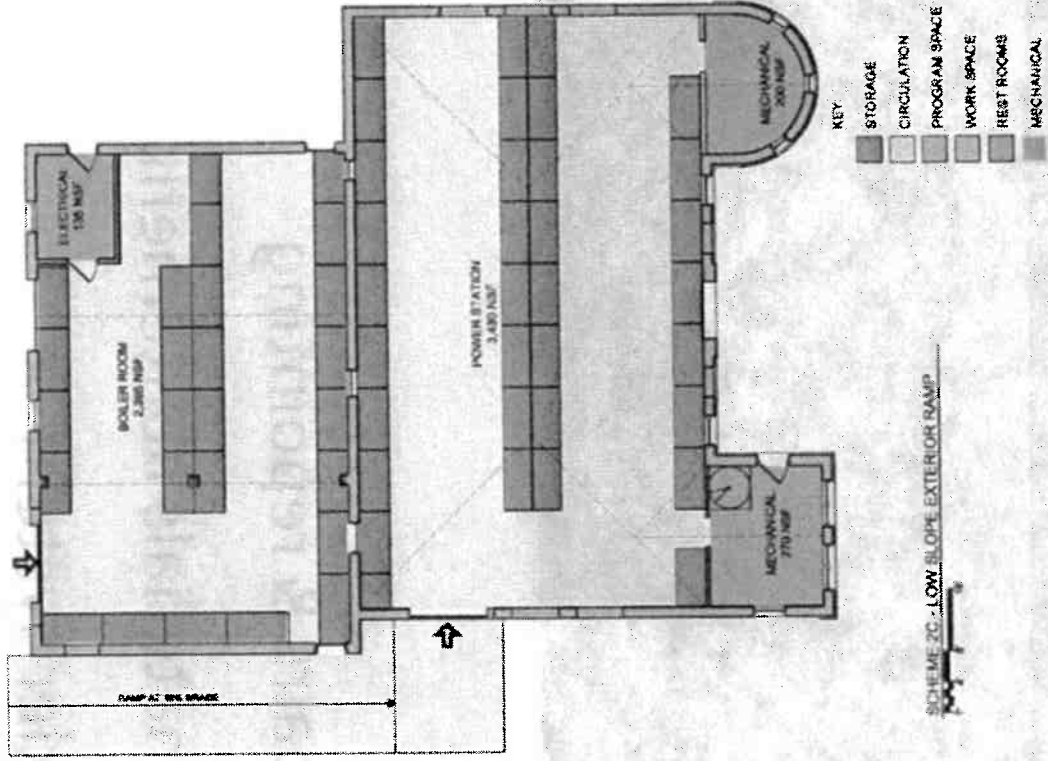
Reuse Option-1 (Storage)

Revision 1.1

16

Storage Option:

- External ramp to access Power Station floor
- 34,000 cubic feet of storage
- Move current heating system or install new



Reuse Option 1 – (Storage)

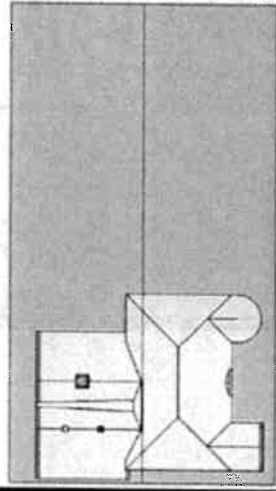
Revision 1.1

17

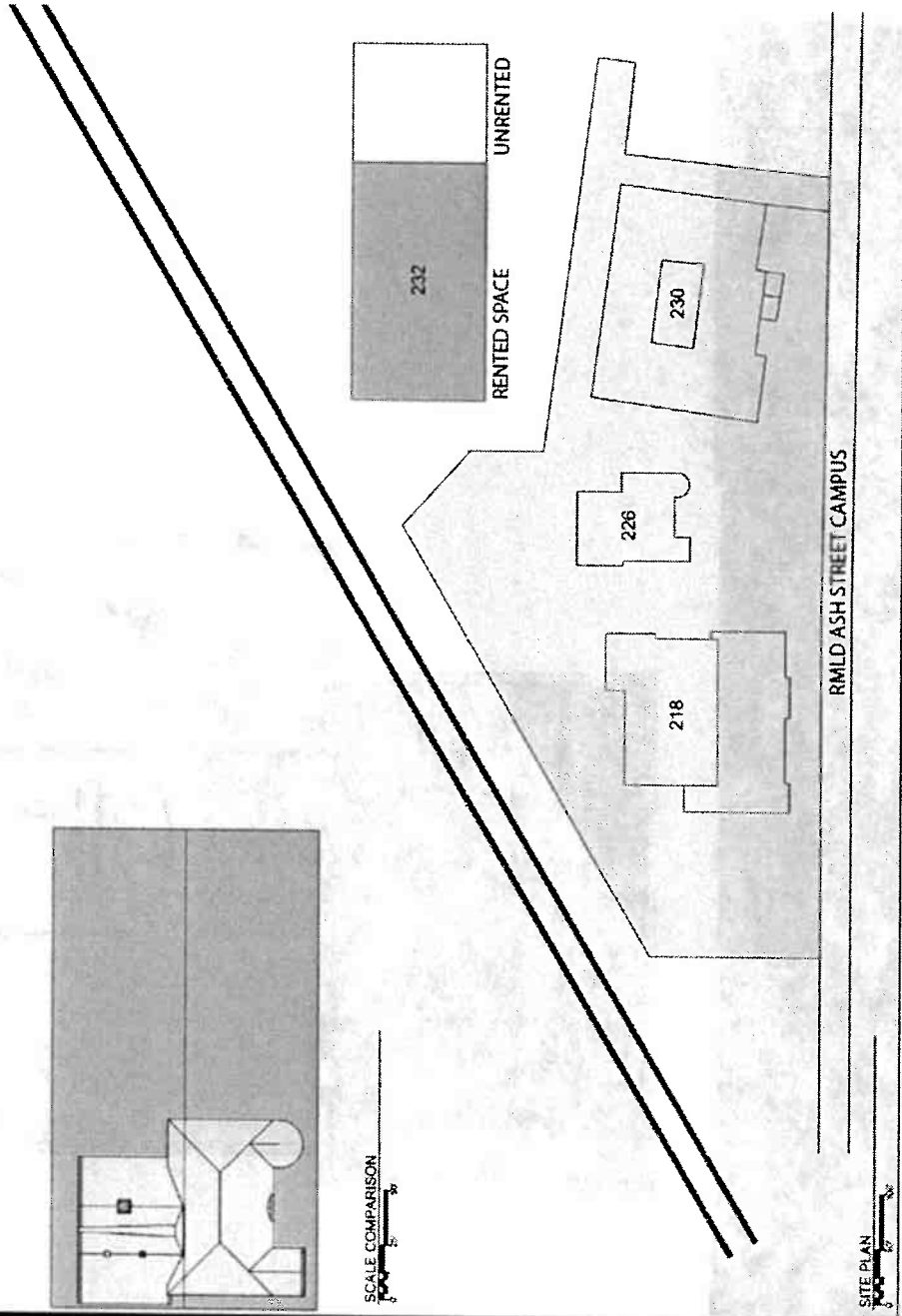
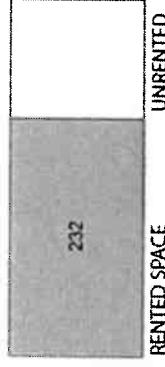
Storage

Comparison:

- Existing storage capacity: 90,080 cubic feet Barbas Bldg.
- 40,000 cubic feet of storage maximum in Option 1, less than 50% of existing.



SCALE COMPARISON
0 25 50



SITE PLAN
0 25 50

Reuse Option -2

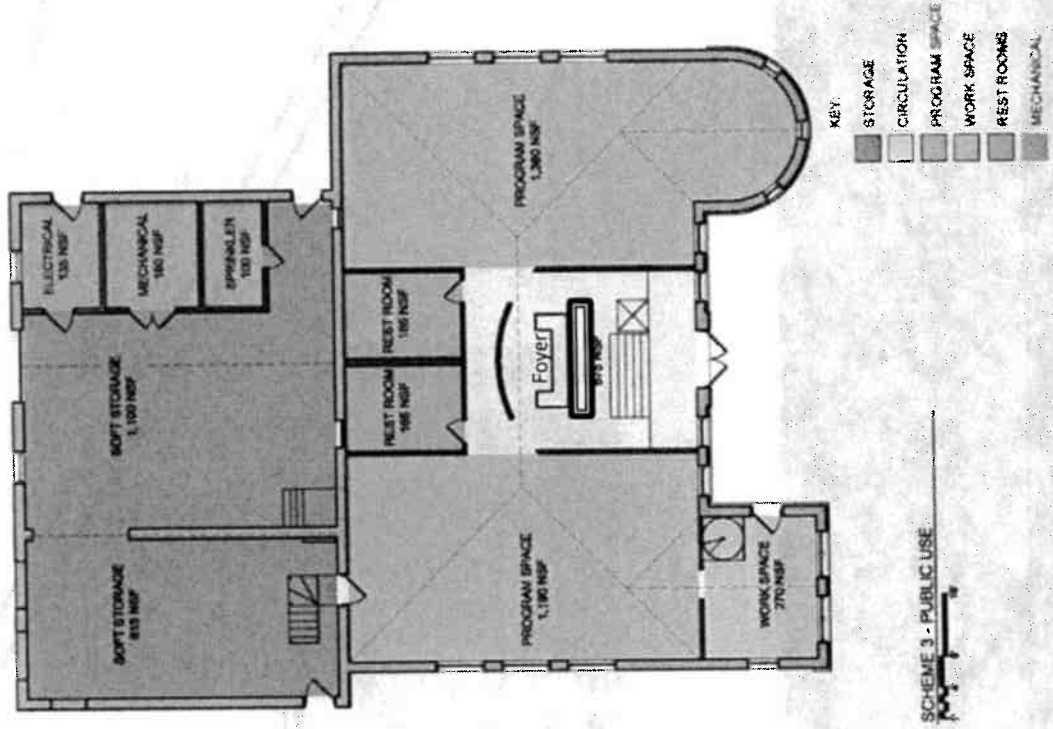
(Occupied Space & Storage)

Revision 1.1

Alternative Use

Option:

- Potential occupied & storage space
- Access via lowered floor, stairs & lift at reception
- Rest rooms required at main floor level
- 3,000 SF occupied program space
- 1,900 SF storage space
- Restore window openings



Cost Estimates:

Option 1 – Storage

Option 2 – Occupied Space / Storage

- Option 1 – Storage
- Replace slate roof.....\$820,000
- Balance of Exterior Preservation.....\$680,000
- Rehabilitation for Storage\$1,150,000
 - Total.....\$2,650,000

- Option 2 – Occupied Space / Storage
- Replace slate roof.....\$820,000
- Balance of Exterior Preservation.....\$680,000
- Rehabilitation for Occupied/Storage..\$2,000,000
 - Total.....\$3,500,000

Recommendations

- Repair existing structure to prevent further deterioration
- Evaluate the use of the building as storage
- Reduce our lease costs and increase material/equipment storage within RMLD owned facilities
- Explore obtaining Massachusetts Preservation Projects Fund Grant through the Massachusetts Historical Commission

Construction Budget & Schedule

Activity	Calendar Year 2013				Calendar Year 2014				Calendar Year 2015				Calendar Year 2016			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Roof & Exterior Design																
Roof Construction																
Roof Bid																
Roof Construction																
Exterior Constnuction																
Exterior Bid																
Exterior Constnuction																
Interior Renovation																
Design																
Interior Bid																
Interior Constnuction																
Move into new Space																

FY Budget Estimates	
Option 1	Option 2
FY 2013 - \$ 400,000	\$ 400,000
FY 2014 - \$1,100,000	\$1,100,000
FY 2015/16 - \$1,150,000	\$2,000,000
Total = \$2,650,000	\$3,500,000

Revision 1.1

Benefits

- Rehabilitation of a historic building for long-term use by RMLD
- Maintain historic character of building and leverage addition storage space
- Financial savings obtained by reducing leased storage space

REGULAR SESSION MEETING
MINUTES
BOARD REFERENCE TAB B



Reading Municipal Light Board of Commissioners
Regular Session
230 Ash Street
Reading, MA 01867
November 1, 2012

Start Time of Regular Session: 7:37 p.m.
End Time of Regular Session: 9:48 p.m.

Commissioners:

Philip B. Pacino, Chairman	Gina Snyder, Vice Chair
Robert Soli, Commissioner	Marsie West, Commissioner, Secretary
John Stempeck, Commissioner	

Staff:

Vinnie Cameron, General Manager - Absent	Jared Carpenter, Energy Efficiency Engineer
Jeanne Foti, Executive Assistant	Robert Fournier, Accounting/Business Manager
Jane Parenteau, Energy Services Manager	David Polson, Facilities Manager
William Seldon, Senior Energy Analyst	Kevin Sullivan, Engineering and Operations Manager

Citizens' Advisory Board:

George Hooper, Vice Chairman

Cities for Climate Protection Program:

Joan Boegel, Chair	Michele Benson, Member
Ron D'Addario, Member	David Williams, Member

Guest:

Helen Aki, LEED, AP, Energy Services Coordinator

Opening Remarks/Approval of Meeting Agenda

Chairman Pacino called the meeting to order and stated that the meeting was being videotaped.

Chairman Pacino commended the Department on behalf of the Board on its storm response.

Chairman Pacino reported that the Report of the General Manager Search Committee will be taken out of order.

Report of Board Committees

General Manager Search Committee – Chairman Pacino

Chairman Pacino thanked Mr. Hooper, Ms. West and Ms. Antonio for serving on the General Manager Search Committee. He reported that the committee reviewed 19 applications, narrowed them down to 8 applicants, after future review 5 candidates were selected for interviews. Based on the level of experience in engineering and operations, power supply, human resources, purchasing, customer service and demonstrated management skill they are recommending a single finalist be interviewed by the Commission. Pending notification to all the candidates, the name will be provided to the Commissioners. The RMLD Board will set up an interview date and vote on the finalist on Wednesday, November 7, 2012 pending confirmation. The interview will be in open session and the CAB is welcome to attend this meeting.

Introductions

Mr. Hooper mentioned that his Town Manager wanted the RMLD to know what an outstanding job they performed on storm response. A couple of poles on 129 taken down by trees were quickly repaired and assistance was provided for town buildings.

Mr. D'Addario thanked the RMLD for their outstanding response to a transformer that blew out and the crew that repaired it in the midst of the storm, restoring electricity within an hour and a half. Chairman Pacino noted that RMLD received numerous complimentary letters regarding customer service during the storm and added that the informational outage updates on RMLD's website worked very well.

Presentations Local Energy Action Program – Helen Aki, LEED, AP, Energy Services Coordinator (Attachment 1) Metropolitan Area Planning Council (MAPC)

Ms. Aki presented a Local Energy Action Program Overview (Reading, North Reading, Lynnfield and Wilmington).

Presentations Local Energy Action Program – Helen Aki, LEED, AP, Energy Services Coordinator (Attachment 1) Metropolitan Area Planning Council (MAPC)

Items covered included Metropolitan Area Planning Council (MAPC) overview, Local Energy Action Program (LEAP) background with municipal energy data and planning, MIT student research projects, municipal solar and LEDs as well as programs for residents and businesses.

Energy star ratings and benchmarking for municipal buildings were discussed. RMLD is the only municipality in the state partnering to perform this type of work in this program.

On November 14, a program is planned to educate customers who heat with oil to become more efficient. The workshop series is sponsored by RMLD and a grant from the Metropolitan Area Planning Council (MAPC), along with Reading, North Reading, Lynnfield and Wilmington Local Energy Action Programs (LEAP).

Reading Cities for Climate Protection Program Committee (CCP) has given awards for efficiency. Chairman Pacino acknowledged the members present from CCP. Ms. Boegel said that the CCP has had conversations with Ms. Aki to see how their action plan will mesh with the LEAP program. They are interested in updating their 2007 metrics for greenhouse gas emissions to 2012. Ms. Snyder is interested in providing RMLD customers with energy usage comparison data, similar to the approach used by National Grid.

Chairman Pacino noted that Mr. Cameron is not present since he is attending a Northeast Public Power Association meeting in Schenectady, New York.

November 2012 – Jared Carpenter

Update of activity related to Conservation Programs

Mr. Carpenter presented the November 2012 update of the RMLD Energy Conservation Program. Topics addressed were the renewable energy update, American Public Power Association (APPA) Customer Connection Conference and RMLD water heater program.

Mr. Stempeck asked if electricity consumed onsite for solar programs does it have to go through the distribution system to be counted. Mr. Carpenter responded that some projects are customer owned; they are wired directly into their facility for electric consumption onsite. Additionally, there are 2 owner installed rooftop projects in construction that will provide owners with a five to seven year payback. RMLD has a purchase power agreement for the solar energy produced. The owner receives a rent check and the power purchased by RMLD put on the grid. One of RMLD's commercial customers, Teradyne, has a large solar array that will come online in December and could be toured by interested Commissioners.

Mr. Carpenter attended the APPA Customer Connection Conference, where there was discussion on the AMI and AMR meters and the benefits of the data that they provide. Mr. Stempeck asked if the smart meters provide the technology to give instantaneous information to the RMLD in outage situations. Mr. Carpenter responded the new water heater meters can detect outages, but he deferred to Mr. Sullivan on the smart meter capabilities.

Ms. Snyder questioned if the RMLD reports to the DOR about the water heater replacement project. Mr. Carpenter responded that the RMLD provides them with a quarterly report. The DOR has been pleased with the progress and RMLD is the only non investor owned utility working on this endeavor.

Secretary for Meeting, Commissioner West

Approval of October 1, 2012 Board Minutes

Ms. Snyder made a motion seconded by Mr. Stempeck that the RMLD Board of Commissioners approve the Regular Session meeting minutes of October 1, 2012 with the changes presented by Mr. Soli.

Motion carried 5:0:0.

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

Ms. Parenteau presented the September power supply report provided in the Commissioner packets covering power supply changes, energy cost, fuel charges and collections, fuel reserve balance, spot market purchases, capacity costs and demand. She provided an update on conservation services provided and savings achieved.

Concord Steam Amendment

Concord Steam has requested that RMLD sign an amendment to their purchase power agreement to extend the commercial operation date from December 31, 2013 to September 30, 2014 due to an open meeting issue so they can receive financing.

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

Mr. Soli suggested that future agendas should indicate when a vote may be taken. Mr. Soli asked about the repercussion of not signing the amendment and Ms. Parenteau replied that the project may not go forward.

Ms. West made a motion seconded by Ms. Snyder that the Reading Municipal Light Department (RMLD) Board of Commissioners authorizes the General Manager of the RMLD to finalize negotiations and execute Amendment #1 to the Unit Contingent Power Contract between Reading Municipal Light Department and Concord Power and Steam, LLC.

Motion carried 4:0:1. Mr. Soli abstained.

Sustainable Energy Policy

At the last Board meeting, the Commissioners requested that the Department bring a Sustainable Energy Policy to the Board.

Mr. Soli pointed out that there was a policy tabled from a previous meeting, therefore that policy should be considered now. That policy also included reporting on the value of renewable energy certificates (RECs). Ms. Snyder pointed out that the tabled policy was a Renewable Energy Policy so it was different.

The Commissioners discussed reporting RECs in the financials for RMLD, but it was noted that there are no accounting standards developed yet. Monthly reporting to the Commissioners was requested, but the annual reporting requirements should be determined by the auditors.

Ms. West suggested that Table 4 of the Purchase Power Summary report show the percentage of renewable resources in the future. Chairman Pacino requested a snapshot of REC values be included in the Energy Services monthly report.

Commissioners suggested changes to the policy to align with the Commissioners responsibilities and reflect the recent restructuring of committees:

II. Responsibilities

Item A: Add “Board of” and “ers” to Commission, eliminate Item A.2.; delete B, RMLD Power & Rate Committee, B.1. will become Item A.2.

II. Responsibilities

Item B: B. will become “General Manager” section. Item D. Eliminate Energy Services Division.

III. Policy Elements

Item B changes: “2015” and replace it with “June 30, 2013.” Delete every three years and change it to “annually as needed.”

Item D change: Delete “ratepayer” and add “customers.”

III. Policy Elements

Item F add: The General Manager will report monthly on the composition and estimated value of any banked and projected Renewable Energy Certificates.

Chairman Pacino asked for Mr. Hooper’s input and he responded that the Board knows the CAB’s position on this issue.

Ms. West made a motion seconded by Mr. Stempeck to approve the Sustainable Energy Policy as amended through discussion.

Motion carried by a roll call:

Mr. Soli, Abstain; Ms. Snyder, Abstain; Ms. West, For; Mr. Stempeck, For; Chairman Pacino, For;

Motion carried 3:2:0. Mr. Soli and Ms. Snyder abstained.

Engineering and Operations Report – September 2012 – Mr. Sullivan (Attachment 3)

Mr. Sullivan presented the report included in the Commissioner packet covering the monthly capital projects, an update on the metering project and reliability reporting. There have been 45 cutouts have been replaced in total for the year. He noted that the money spent on storm trouble is attributable to the storm on September 18. This storm adversely affected the reliability reporting (CAIDI) due to the storm and a low 2011 average rolling off. The September 18 storm resulted in a tree breaking two poles tearing down everything in between with 2,100 affected when they had to take the circuit out. Mr. Sullivan stated that there were no faulted transformers during the month of September.

Hurricane Sandy

Mr. Sullivan reported on Hurricane Sandy. RMLD planning started on Thursday with calls for additional tree crews and electricians. All routine work was redirected into storm preparation with tree trimming and hazard assessments on Friday and Saturday to mitigate outage risks. RMLD line and pole damage in the storm was caused by falling trees and limbs. During the storm, system wide, the RMLD had 5,000 customers out of service. There were 25 broken poles which were addressed temporarily to aid in quick service restoration to a broad number of customers and there were 100 single services to be addressed. By Monday evening, 2,000 customers remained without power, by Tuesday evening, only 300 customers were left and by Wednesday evening all but one customer (requiring significant work) were restored. Mr. Sullivan thanked all RMLD employees who had responsibility during the storm. Line, engineering, meter and station departments braved howling winds to move limbs and downed trees with the goal of restoring power. Customer service and dispatching staff kept the public informed and the crews coordinated, as well as staff which stood by downed wires, procured food and repaired trucks. Mr. Sullivan thanked all for a job well done in the name of customer service. In addition, thanks extended to crews from Braintree, Wakefield and Rowley, as well as contractors Hawkeye and Fischbach & Moore that assisted in the restoration efforts.

Mr. Stempeck noted that reliability programs, sustainability of the service area, tree trimming efforts and separators aid in the reliability of the system and asked where further efforts are required. Mr. Sullivan responded tree trimming always. The Board extended its appreciation and thanks to the staff for a great job.

Financial Report – September 2012 – Mr. Fournier (Attachment 4)

Mr. Fournier presented the financial report included in the Commissioner packet including net income, expenses and revenues. Year to date kilowatt hour sales were 208,000,000 kilowatt hours sold which is 6.3 million kilowatt hours or 3.1% ahead of last year's actual figure.

Ms. West asked the contributing factors to the Operating and Maintenance expenses being under budget by 15.5%. Mr. Fournier responded that it is likely due to timing or the split between operating and capital expenses.

General Discussion Account Payable Signatures (Attachment 5)

Chairman Pacino asked Mr. Fournier to provide a synopsis of the controls in place at the RMLD for bill paying. The current process when an employee needs to purchase an item is:

- Employee fills out a Requisition which is then approved by:
 - Employee's supervisor
 - Division Manager
 - General Manager
 - Materials Manager
- Purchase Order is created from approved Requisition
- Goods are ordered
- When goods are received they are signed off by the supervisor of the requesting employee
- Invoice is checked to ensure it matches to the Purchase Order by:
 - Accounting
 - Purchasing
- Invoices are reviewed and signed by:
 - Departmental Managers
 - Materials Manager (depending on type of purchase being made)
 - General Manager
- 3 Commissioners review invoices and purchase orders of all payables and sign the Account Payable Warrant
- Account Payable Warrant goes to the Town Hall for invoice review and signature by Town Accountant

Chairman Pacino asked if this process is reviewed in the audit process. Mr. Fournier responded that over fifty invoices are randomly selected for review as part of the audit. Any deficiencies with internal controls would be identified by the auditors.

Chairman Pacino stated that there are extensive Department controls in place so it is redundant to require 3 Commissioners to review invoices and sign the Warrant. Chairman Pacino noted that Payroll takes one person to sign and this appears to be a larger area of risk. Mr. Stempeck said the current process as outlined is comprehensive with multiple checks and is tested by an independent auditor, so he does not understand why it is required.

General Discussion Account Payable Signatures (Attachment 5)

Mr. Soli added that as a member of the Audit Committee, he and Mr. Fournier meet with the Town Accountant a couple of times a year and some questions are about records at RMLD. The Town Accountant will sometimes review an invoice. At the NEPPA Conference he polled a couple of the General Managers: one GM signs solely while another signs along with one Commissioner. Munis are not consistent on their payables review process. The RMLD Policy Committee suggested going to the Attorney General's office for an opinion.

Ms. West noted that Mr. Cameron has previously surveyed other municipals on this issue and responses were split around 60/40 for single or multiple Commissioner sign-off with several only using the GM. An opinion from the Attorney General may impact other municipals as well. The documents referenced on this issue are extremely dated related to the last time this was raised at Town Meeting in 1999. The Rubin and Rudman opinion provided to Mr. Cameron indicates that a majority of Commissioners where not required to sign.

Ms. West commented that the Town Manager believes a majority of the Commissioners must sign the Warrant based on the Town Charter but noted that the RMLD is the responsibility of the Board of Commissioners. The Charter mentions a majority of the Commissioners in some sections of the Charter but not in all. The sentence that speaks to payables and payroll does not require a majority and the process for many years has been to have a single Commissioner signature on the payroll, so a change to the payables should not be in conflict with the Charter. Ms. West said that this is a policy decision by the Commissioners and does not need to go back for additional legal counsel. Mr. Stempeck agreed with Ms. West, noting that where there is no consistency between municipalities, this is an indicator that there is no legal issue.

Ms. West made a motion seconded by Mr. Stempeck that the RMLD Board of Commissioners designates a single Commissioner to sign the Account Payable Warrant representing the full Commission effective November 1, 2012.

Motion carried 5:0:0.

Chairman Pacino extended his condolences to RMLD retired employee Bruce Gustafson that passed away recently.

BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED

Rate Comparisons, October 2012

E-Mail responses to Account Payable/Payroll Questions

RMLD Board Meetings

Wednesday, November 7, 2012 – RMLD Board Meeting – Interview Meeting

Wednesday, November 28, 2012 and Wednesday, December 26, 2012

Regularly Scheduled Meetings: Fourth Wednesdays of the Month

As Needed Basis Meetings: Third Wednesdays of the Month

Subsequent Town Meeting

Tuesday, November 13, 2012

Citizens' Advisory Board Meeting

If warranted: Wednesday, November 7, 2012 and Wednesday, December 5, 2012

Budget Committee Meetings

Wednesday, April 3, 2013 and Wednesday, April 10, 2013

Adjournment

At 9:48 p.m. made Mr. Stempeck made a motion seconded by Ms. West to adjourn the Regular Session.

Motion carried 5:0:0.

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

Marsie West, Secretary
RMLD Board of Commissioners



REVIEW OF RMLD GENERAL MANAGER
BOARD REFERENCE TAB C



***PERFORMANCE PLAN AND REVIEW
READING MUNICIPAL LIGHT DEPARTMENT
GENERAL MANAGER
FY2012***

PROCESS

The Board of Commissioners (Board) of the Reading Municipal Light Department (RMLD) is responsible for hiring and evaluating the General Manager (GM), setting his/her compensation and establishing policies that guide the GM in the operations of the RMLD, according to Chapter 164 of the Massachusetts General Laws. This document describes the goals and objectives set by the Board for the GM. It also serves as an evaluation form for the Board to use at the completion of the fiscal year.

The Board has established the following seven criteria for evaluating the GM's performance for the period July 1, 2011 – June 30, 2012, with the relative weight to be given each factor:

Finance	20%
Energy Efficiency and Load Management	20%
System Reliability	20%
Leadership	10%
Board Relations	10%
Employee Relations	10%
Community Relations	10%

At the end of the fiscal year, each Commissioner is expected to complete this evaluation form within two weeks after receiving it. In addition, the GM will be required to do a self-assessment on this same form. The General Manager Committee will review all evaluation forms and make a recommendation to the Board regarding the GM's compensation for fiscal year 2012. The Committee will also recommend to the Board goals for future performance including priorities, goals, and timetables.

Scoring Guidelines: Each Commissioner is responsible for independently assessing the performance of the GM using this document. These scores should reflect not only the completion of each task or activity, but also the quality of the results. In addition to numerical scoring, written comments describing the basis for the numerical score are highly desirable and strongly encouraged. The score in each performance category has a wide range (i.e., from 1 to 20 points). Scores at the very high end of the range should reflect performance where all tasks / activities were completed on time with a high degree of quality. Scores at the very low end of the range would signify that few if any of the tasks / activities were completed, were late, and were completed with unacceptable quality.

I. FINANCE

Goal: Meaningful budgets are developed in a timely manner. Expenses are accurately tracked and reported. Cash reserves are prudently invested. Financial targets are met. Plans are developed to meet unexpected contingencies.

Minimum Tasks to be completed:

1. Provide the basis for the estimates found in the Capital & Operating budgets.
2. Create Capital & Operating budgets and submit to CAB and the Board.
3. On a **monthly basis** provide the Board with actual expenditures and variance with respect to the Capital and Operating Budgets.
4. On a **quarterly basis** update the Six Year Financial Plan and provide to the Board.
5. On a **quarterly basis** provide the Board with a report on the Retirement trust general ledger & Town cash reconciliation.
6. Perform a Cost of Service (COS) study, when necessary, and provide the CAB and the Board with a rate adjustment recommendation.
7. Create a plan to show how the RMLD will meet its 8% return.
8. If required, report to the Board on matters raised in the FY2011 audit letter.
9. If the rate-stabilization fund misses its **year-end goal** by more than \$0.5 million, prepare a plan to address the issue.

Overall Score: _____
(1 – 20 points)

Comments: _____

II. ENERGY EFFICIENCY AND LOAD MANAGEMENT

Goal: Assess peak demand and energy needs to determine amounts of capacity and energy necessary to meet system requirements. Consider and implement energy efficiency, load management and conservation measures. Seek a diverse power supply portfolio, including environmentally responsible power.

Minimum Tasks to be completed:

1. Continue the power supply procurement strategy, including obtaining bids from renewable projects.
2. Manage the fuel clause and deferred-fuel-account balance.
3. Implement the Conservation and Energy Efficiency Program approved by the Board.
4. Keep up to date on new industry technologies and inform the Board of suggested operational changes to meet these trends.
5. Create new initiatives to address the Board's commitment to green power.
6. Continue the RMLD's efforts to maintain reasonable rates including the provision of monthly rate comparisons to the Board.
7. Propose budget funding to decrease the RMLD energy use at the 230 Ash Street complex by at least 5% in FY 13.

Overall Score: _____
(1 – 20 points)

Comments: _____

III. THE RELIABILITY OF THE RMLD SYSTEM

Goal: Construct and maintain an electric distribution system capable of delivering electric service with a high degree of reliability. Measure the reliability of the RMLD's distribution system against industry standards.

Minimum Tasks to be completed:

1. Provide an annual report to the Board dated December 31st of the previous year's safety incidents.
2. Provide an annual report to the Board dated December 31 regarding security issues, including the recommendation of new measures and/or procedures.
3. Maintain SAIFI and CAIDI indices on a monthly basis and provide an explanation if RMLD's reliability measures exceed industry standards or RMLD's historical performance.
4. Maintain an outage database detailing the nature and duration of an outage and RMLD's response to the outage.
5. Prepare a five-year capital plan report annually for presentation to the Board that addresses future needs of the RMLD's distribution system, the date of the report to be in conjunction with the release of the Capital Budget.
6. Modify and re-evaluate the capital and operating budgets throughout the year to address concerns affecting the reliability of the distribution system.
7. Complete the second phase of the Meter Upgrade Project.
8. To propose budget funding for a twenty-five year plan for increasing the RMLD's resistance to hurricanes and ice storms.

Overall Score: _____
(1 – 20 points)

Comments: _____

IV. MANAGE EMPLOYEES

Goal: Keep employees informed about Board initiatives and policies. Assure that competent individuals are hired, trained and promoted. Negotiate contracts and conduct business with the bargaining units in a professional manner. Provide effective leadership to direct reports.

Minimum Tasks to be completed:

1. Maintain a highly skilled and knowledgeable workforce.
2. On an annual basis, provide a Summary of Grievances report to the Board dated December 31st.
3. Participate in negotiations, when necessary, with the three bargaining units for renewal contracts; keep the Board apprised of the outcome of these negotiations.
4. Assure that appropriate training is provided for all staff.
5. Submit a report to the Board on the safety incidents at the RMLD by December 31st.

Overall Score: _____
(1 – 10 points)

Comments: _____

V. LEADERSHIP

Goal: Delegate tasks and monitor performance of key staff. Identify and bring to the attention of the Board changes in legislation that may affect the running of a public power utility. Participate in training programs, conferences and seminars to develop enhanced personal skills and to contribute to the development of others.

Minimum Tasks to be completed:

1. Maintain comprehensive coverage of new information related to governmental regulations, financial conditions, technological changes, energy, and resource developments as they relate to public utilities.
2. Bring issues regarding these matters to the attention of the Board.
3. Discuss long-range goals for capital expansion with the Board.
4. Assure that the goals and implementing strategies of the strategic plan are being followed.

Overall Score: _____
(1 – 10 points)

Comments: _____

VI. RELATIONSHIP WITH THE BOARD

Goal: Actively keep the Board informed of major issues and strategic direction of the RMLD. Maintain professional working relationships with elected Commissioners. Provide needed information to the Board to assist it in making decisions.

Minimum Tasks to be completed:

1. Communicate effectively with Board members.
2. Provide useful information to the Board that is helpful in Board decision-making.
3. Respond to the voted requests of the Board and meet time commitments made to the Board.
4. Provide quarterly updates to the Board on the progress of the “implementing strategies” from the RMLD’s strategic plan.
5. Identify current issues, problems or projects that should concern the Board.

Overall Score: _____
(1 – 10 points)

Comments: _____

VII. RELATIONSHIP WITH THE COMMUNITY SERVED BY THE RMLD

Goal: Maintain good working relationships with all the constituent groups that interface with the RMLD

Minimum Tasks to be completed:

1. Continue a good working relationship with the Town Managers in the four towns served by RMLD.
2. Attend all meetings of the CAB.
3. Continue to maintain working relationships with state and national utility associations and groups, and forward to the Board's attention new matters being raised by these entities.
4. Assure that an Annual Report is given at the Subsequent Town Meeting of the Town of Reading.
5. Communicate effectively with community and business interests in the four towns served by the RMLD.
6. Communicate effectively with customers regarding rate increases, or other relevant information.
7. Seek to influence government concerning the emerging needs of the RMLD.
8. Evaluate the cost and the effectiveness of the RMLD's public relations programs.
9. Provide an annual report to the Board on Customer Service programs.
10. Assure that Customer Service training is provided to all positions that have consistent contact with residential or commercial customers.

Overall Score: _____
(1 – 10 points)

Comments: _____

Calculation of Annual Raise:

Total Score Possible: 100 points

Calculation of Annual Increase:

Composite Score:	greater than 95	CPI + 2%*
	90 – 95	CPI + 1.4%
	85 – 90	CPI + 0.9%
	80 – 85	CPI + 0.6%
	75 – 80	CPI + 0.3%
	70 – 75	CPI
	65 – 70	CPI % - 0.5% (if negative, no increase)
	< 65%	No Raise, written warning.

* The Board may consider awarding an increase in pay that is higher than CPI + 2% if the GM performs extraordinary work during the evaluation period.



POWER SUPPLY REPORT
BOARD REFERENCE TAB D



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

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

ENERGY

The RMLD's total metered load for the month was 55,581,443 kwh, which is a .51% increase from the October, 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	3,620,479	\$6.99	6.40%	\$25,298	0.97%
Seabrook	109,749	\$8.25	0.19%	\$905	0.03%
Stonybrook Intermediate	1,133,401	\$50.36	2.00%	\$57,079	2.20%
JP Morgan	8,878,200	\$56.29	15.68%	\$499,769	19.26%
NextEra	4,083,000	\$45.46	7.21%	\$185,628	7.15%
NYPA	1,731,560	\$4.36	3.06%	\$7,546	0.29%
ISO Interchange	17,289,147	\$36.51	30.54%	\$631,190	24.32%
NEMA Congestion	0	\$0.00	0.00%	\$12,644	0.49%
Coop Resales	90,215	\$131.60	0.16%	\$11,872	0.46%
MacQuarie	18,192,000	\$58.02	32.14%	\$1,055,483	40.67%
Summit Hydro	527,857	\$51.73	0.93%	\$27,306	1.05%
Braintree Watson Unit	250,296	\$54.59	0.44%	\$13,665	0.53%
Swift River Projects	700,620	\$95.60	1.24%	\$66,982	2.58%
Stonybrook Peaking	0	\$0.00	0.00%	\$9	0.00%
Monthly Total	56,606,524	\$45.85	100.00%	\$2,595,375	100.00%

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

Table 2

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP * Settlement	16,958,370	38.04	29.96%
RT Net Energy ** Settlement	330,778	42.20	0.58%
ISO Interchange (subtotal)	17,289,147	36.51	30.54%

* Independent System Operator Day-Ahead Locational Marginal Price

** Real Time Net Energy

CAPACITY

The RMLD hit a demand of 95,568 kW, which occurred on October 15, at 7 pm. The RMLD's monthly UCAP requirement for October, 2012 was 211,731 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	\$258,023	18.60%
Seabrook	7,742	30.87	\$238,998	17.23%
Stonybrook Peaking	24,981	1.92	\$48,080	3.47%
Stonybrook CC	42,925	3.75	\$161,183	11.62%
NYPA	4,019	3.37	\$13,539	0.98%
Hydro Quebec	4,584	4.42	\$20,279	1.46%
Nextera	60,000	5.50	\$330,000	23.79%
Braintree Watson Unit	10,520	10.99	\$115,579	8.33%
ISO-NE Supply Auction	51,969	3.87	\$201,294	14.51%
Total	211,731	\$6.55	\$1,386,975	100.00%

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

Resource	Energy	Capacity	Total cost	% of Total Cost	Amt of Energy (kWh)	Cost of Power (\$/kWh)	
Millstone #3	\$25,298	\$258,023	\$283,321	7.11%	3,620,479	0.0783	
Seabrook	\$905	\$238,998	\$239,903	6.02%	109,749	2.1859	
Stonybrook Intermediate	\$57,079	\$161,183	\$218,262	5.48%	1,133,401	0.1926	
Hydro Quebec	\$0	\$20,279	\$20,279	0.51%	-	0.0000	
JP Morgan	\$499,769	\$0	\$499,769	12.55%	8,878,200	0.0563	
NextEra	\$185,628	\$330,000	\$515,628	12.95%	4,083,000	0.1263	
* NYPA	\$7,546	\$13,539	\$21,085	0.53%	1,731,560	0.0122	
ISO Interchange	\$631,190	\$201,294	\$832,484	20.90%	17,289,147	0.0482	
Nema Congestion	\$12,644	\$0	\$12,644	0.32%	-	0.0000	
MacQuarie	\$1,055,483	\$0	\$1,055,483	26.50%	18,192,000	0.0580	
* Summit Hydro	\$27,306	\$0	\$27,306	0.69%	527,857	0.0517	
Braintree Watson Unit	\$13,665	\$115,579	\$129,243	3.25%	250,296	0.5164	
* Swift River Projects	\$66,982	\$0	\$66,982	1.68%	700,620	0.0956	
Coop Resales	\$11,872	\$0	\$11,872	0.30%	90,215	0.1316	
Stonybrook Peaking	\$9	\$48,080	\$48,088	1.21%	-	0.0000	
Monthly Total	\$2,595,375	\$1,386,975	\$3,982,351	100.00%	56,606,524	0.0704	
* Renewable Resources					5.23%		

RENEWABLE ENERGY CERTIFICATES (RECs)

The RMLD's Renewable Energy Certificates through the month of September, 2012 have an estimated market value of \$610,945, based on market prices as of November 16, 2012.

Table 5 shows the amount of banked and projected RECs for the Swift River Hydro Projects, as well as the estimate market value.

Table 5
Swift River RECs Summary
Period - January - September 2012

	Banked RECs	Projected RECs	Total RECs	Est. Dollars
Woronoco	6,830	394	7,224	\$279,306
Pepperell	3679	384	4063	\$215,446
Indian River	2100	92	2192	\$116,193
Turners Falls	750	0	750	\$0
Grand Total	13,359	870	14,230	\$610,945

TRANSMISSION

The RMLD's total transmission costs for the month of October were \$845,905. This is an decrease of 13.6% from the September transmission cost of \$979,543. In October, 2011 the transmission costs were \$727,145.

Table 6

	Current Month	Last Month	Last Year
Peak Demand (kW)	95,568	129,569	97,508
Energy (kWh)	56,606,524	58,633,476	55,392,262
Energy (\$)	\$2,595,375	\$2,646,309	\$2,955,398
Capacity (\$)	\$1,386,975	\$1,540,823	\$1,348,586
Transmission (\$)	\$845,905	\$979,543	\$727,145
Total	\$4,828,255	\$5,166,675	\$5,031,130

ENERGY EFFICIENCY

Table 7 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.

Commercial	Year	Total \$		Total \$		Total \$			
		Capacity Saved (kW)	Energy Saved (kwh)	Capacity \$/kW	Energy \$/kWh	Rebate	Rebate/kWh	Rebate/kW	Cost Benefit
Total to date	FY07-12	7,597	32,061,914	\$ 664,001	1873797	\$ 1,030,984	\$ 0.03	\$ 135.72	\$ 1,506,815
Current	FY13	355	1,599,792	\$ 38,315	63992	\$ 107,968	\$ 0.07	\$ 304.33	\$ (5,661)
Residential									
Total to date	FY07-12	1,157	1,104,935	\$ 104,014	59,037	\$ 423,996	\$ 0.38	\$ 366.41	\$ (260,944.83)
Current	FY13	83	36,122	\$ 8,966	1,445	\$ 34,965	\$ 0.97	\$ 421.15	\$ (24,554)
Total									
Total to date	FY07-12	8,754	33,166,849	\$ 768,016	1,932,834	\$ 1,479,980	\$ 0.04	\$ 169.07	\$ 1,220,870.07
Current	FY13	438	1,635,914	\$ 47,282	65,437	\$ 142,933	\$ 0.09	\$ 326.49	\$ (30,215)

Table 8 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		
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
2013	78	\$ 3,900	97	\$ 4,850	77	\$ 3,850	13	\$ 325	8	\$ 800	36	\$ 900	13	\$ 130	71	\$ 14,200	1	\$ 5,000	4	\$ 1,000	1	\$ 10
Total	1853	\$ 92,650	1511	\$ 75,550	1351	\$ 67,550	182	\$ 4,550	231	\$ 23,100	266	\$ 6,650	500	\$ 5,000	748	\$ 112,731	14	\$ 57,700	13	\$ 3,250	4	\$ 40



ENGINEERING AND OPERATIONS
REPORT
BOARD REFERENCE TAB E



READING MUNICIPAL LIGHT DEPARTMENT
 FY 13 CAPITAL BUDGET VARIANCE REPORT
 FOR PERIOD ENDING OCTOBER 31, 2012

#	PROJECT DESCRIPTION	TOWN	ACTUAL COST OCTOBER	YTD ACTUAL COST THRU 10/31/12	ANNUAL BUDGET AMOUNT	REMAINING BALANCE
<u>E&O Construction System Projects</u>						
1	Essex Street - Reconductoring	LC	200	200	197,855	197,655
2	4W13 OH Reconductoring - West Street	W	1,594	5,422	188,193	182,771
3	Upgrading of Old Lynnfield Center URDs (Partial CARRYOVER)	LC	26,390	105,342	492,143	386,801
5	Shady Lane Area - Reconductoring	W		184	199,042	198,858
6	Federal Street - Reconductoring	W		863	175,565	174,702
Total System Projects						
<u>Station Upgrades</u>						
<i>Station #4</i>						
8	Relay Replacement Project - (Partial CARRYOVER)	R			119,309	119,309
9	Station 4 Getaway Replacement - 4W13	R		4,430	161,779	157,349
Total Station Projects						
<u>SCADA Projects</u>						
10	Station 5 RTU (Remote Terminal Unit) Replacement	W			56,163	56,163
4	Station 4 RTU (Remote Terminal Unit) Replacement (Partial CARRYOVER)	R	340	18,709	80,653	61,944
Total SCADA Projects						
<u>New Customer Service Connections</u>						
12	Service Installations-Commercial/Industrial Customers	ALL	1,925	6,096	63,074	56,978
13	Service Installations - Residential Customers	ALL	13,244	70,461	207,923	137,462
Total Service Connections						
14	<u>Routine Construction</u> Various Routine Contruction	ALL	194,901	710,984	988,211	277,227
Total Construction Projects						
			238,592	922,692	2,929,910	2,007,218
<u>Other Projects</u>						
15	GIS		9,184	32,339	97,495	65,156
16	Transformers/Capacitors Annual Purchases		44,840	142,924	284,000	141,076
17A	Meter Annual Purchases				49,710	49,710
17B	Meter Upgrade Project - (Partial CARRYOVER)		66,965	361,115	564,416	203,300
17C	Meter Upgrade Project - Commercial				551,853	551,853
18	Purchase Vehicles				65,000	65,000
19	Purchase Line Department Vehicles				570,000	95,139
20	Purchase New Pole Dolly				12,000	12,000
21	Automated Building Systems				150,000	150,000
22	Engineering Analysis software & data conversion - (CARRYOVER)				76,789	76,789
23	Gaw Station Generator				55,000	55,000
24	Capital Repairs - Station One				400,000	400,000
25	New Carpeting				35,000	35,000
26	Water Heater Demand Response Technology		189,366	189,990	336,611	146,621
27	Hardware Upgrades		2,622	24,776	126,629	101,853
28	Software and Licensing		30,423	48,569	119,002	70,433
Total Other Projects						
			614,771	1,274,574	3,493,505	2,218,931
TOTAL FY 13 CAPITAL PROJECT EXPENDITURES						
			853,364	2,197,266	6,423,416	4,226,149



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

FY 2013 Capital Plan

E&O Construction – System Projects

1. **Reconductoring of Essex St. Lynnfield Center – Engineering Labor;**
2. **4W13 OH Reconductoring Project, West St., Wilmington – Engineering Labor.**
3. **Upgrading of Old Lynnfield Center URDs – (Continuation of phase 1) Engineering labor. Cutting over services and installing pull boxes and box pads; extended conduits from street to box pad locations; installed new transformer pads; padmount transformer deliveries and installation; Install cable; terminate secondary cables; grounded all padmounts from ground rod; installed load break; permanently connected padmounts and energized; Phase 1 completed.**
5. **Shady Lane Drive Area, Wilmington – Reconductoring – No activity**
6. **Federal Street, Wilmington – Reconductoring – No activity**

Station Upgrades

8. **Station 4 Relay Replacement Project – Reading – No activity**
9. **Station 4 Getaway Replacement – 4W13 – No activity**

SCADA Projects

10. **Station 5 RTU Replacement, Wilmington – No activity**
4. **Station 4 RTU Replacement – Senior Tech labor; cut in wiring.**

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 services this month: Relocated a temporary service at Reading Woods.***

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>	\$97,811
<i>Maintenance Overhead/Underground</i>	\$259,989
<i>Projects Assigned as Required</i>	\$87,914
<i>Pole Damage (includes knockdowns) some reimbursable</i>	\$44,452
<i>Station Group</i>	\$14,199
<i>Hazmat/Oil Spills</i>	\$0
<i>Porcelain Cutout Replacement Program</i>	\$0
<i>Lighting (Street Light Connections)</i>	\$7,251
<i>Storm Trouble</i>	\$32,550
<i>Underground Subdivisions</i>	\$36,141
<i>Animal Guard Installation</i>	\$18,221
<i>Miscellaneous Capital Costs</i>	\$112,455
TOTAL	\$710,984

*In the month of October, zero (0) cutouts were charged under this program. Approximately 29 cutouts were installed new or replaced because of damage making a total of 29 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.

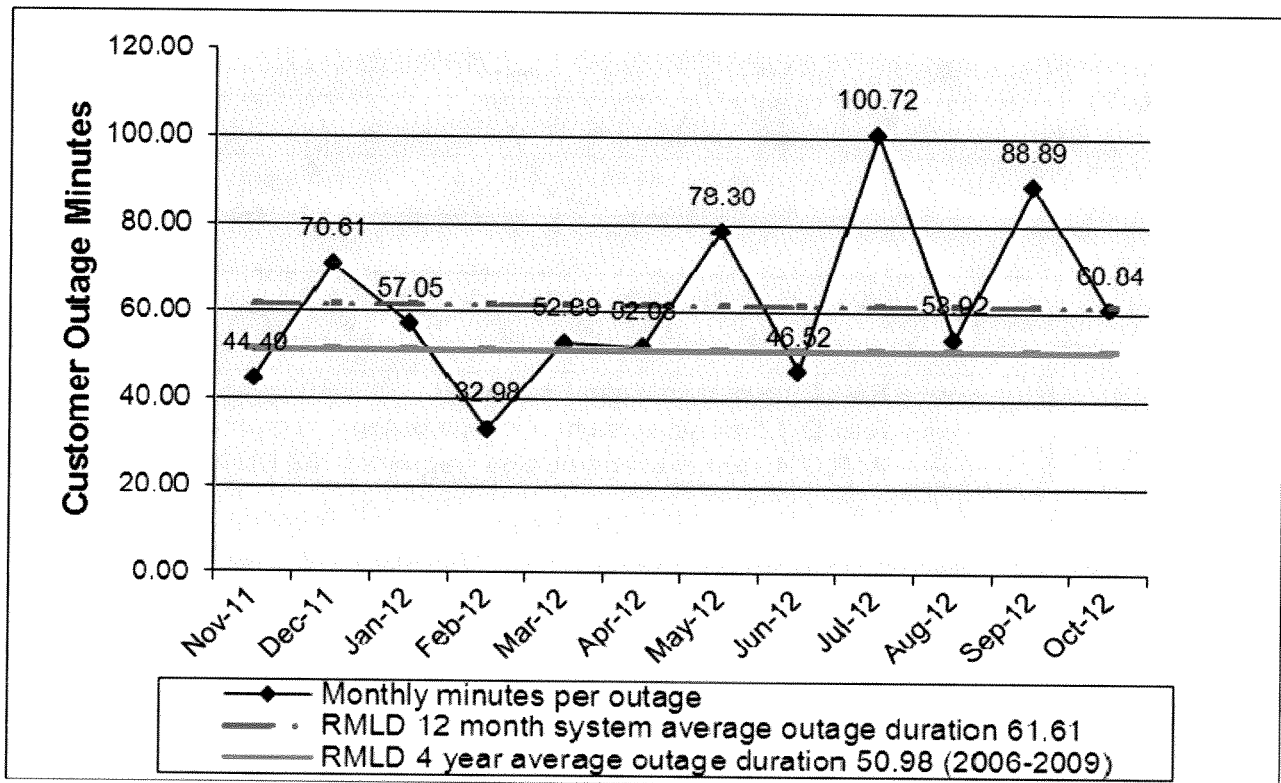
Customer Average Interruption Duration Index (CAIDI) – Measures how quickly the RMLD restores power to customers when their power goes out.

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

RMLD 12 month system average outage duration – 61.61 minutes

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

On average, RMLD customers that experience an outage are restored in 61.61 minutes.



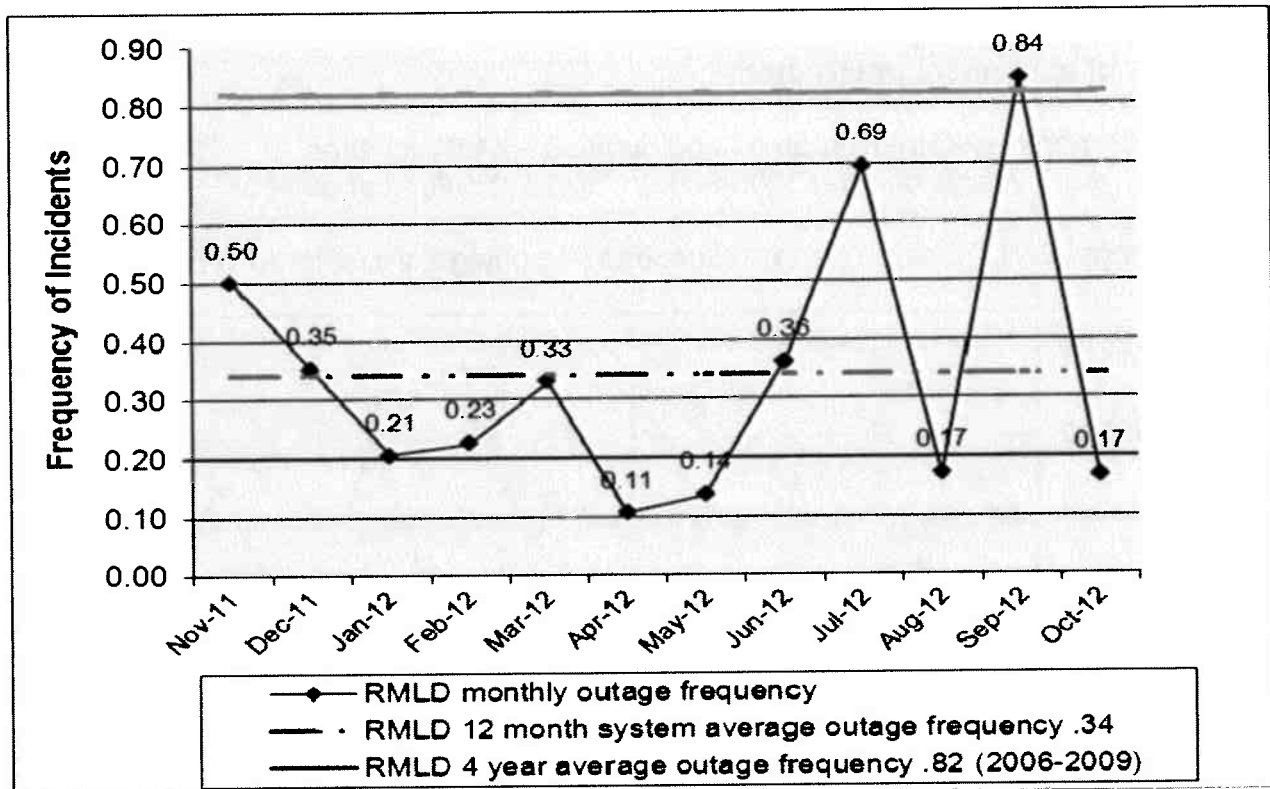
System Average Interruption Frequency (SAIFI) – Measures how many outages each customer experiences per year on average.

SAIFI = Total number of customer's interrupted / Total number of customers.

RMLD 12 month system average - .34 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 35 months.

FINANCIAL REPORT
BOARD REFERENCE TAB F



Dt: November 26, 2012

To: RMLB, Vincent F. Cameron, Jr., Jeanne Foti

Fr: Bob Fournier

Sj: October 31, 2012 Report

The results for the first four months ending October 31, 2012, for the fiscal year 2013 will be summarized in the following paragraphs.

1) Change in Net Assets: (Page 3A)

For the month of October, the net loss or the negative change in net assets was \$711,078, decreasing the year to date net income to \$1,827,412. The year to date budgeted net income was \$1,449,017, resulting in net income being over budget by \$378,395 or 26.11%. Actual year to date fuel expenses exceeded fuel revenues by \$320,024.

2) Revenues: (Page 11B)

Year to date base revenues were under budget by \$565,007 or 3.27%. Actual base revenues were \$16.7 million compared to the budgeted amount of \$17.3 million.

3) Expenses: (Page 12A)

*Year to date purchased power base expense was under budget by \$881,662 or 8.08%. Actual purchased power base costs were \$10.0 million compared to the budgeted amount of \$10.9 million.

*Year to date operating and maintenance (O&M) expenses combined were under budget by \$226,377 or 5.5%. Actual O&M expenses were \$3.9 million compared to the budgeted amount of \$4.1 million.

*Depreciation expense and voluntary payments to the Towns were on budget.

4) Cash: (Page 9)

- *Operating Fund was at \$10,158,162.
- * Capital Fund balance was at \$3,662,562.
- * Rate Stabilization Fund was at \$6,684,769.
- * Deferred Fuel Fund was at \$1,950,020.
- * Energy Conservation Fund was at \$378,704.

5) General Information:

Year to date kwh sales (Page 5) were 258,818,903 which is 498,000 thousand kwh or .19%, behind last year's actual figure. GAW revenues collected ytd were \$258,658 bringing the total collected since inception to \$1,555,744.

6) Budget Variance:

Cumulatively, the five divisions were under budget by \$221,024 or 3.38%.



FINANCIAL REPORT

OCTOBER 31, 2012

ISSUE DATE: NOVEMBER 26, 2012



TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF NET ASSETS
9/30/12

	PREVIOUS YEAR	CURRENT YEAR
ASSETS		
CURRENT		
UNRESTRICTED CASH (SCH A P.9)	10,139,260.28	10,161,162.65
RESTRICTED CASH (SCH A P.9)	17,563,997.77	19,204,956.13
RESTRICTED INVESTMENTS (SCH A P.9)	2,200,000.00	0.00
RECEIVABLES, NET (SCH B P.10)	8,312,266.76	7,412,425.34
PREPAID EXPENSES (SCH B P.10)	996,685.20	1,216,522.99
INVENTORY	1,536,388.43	1,473,163.32
TOTAL CURRENT ASSETS	40,748,598.44	39,468,230.43
NONCURRENT		
INVESTMENT IN ASSOCIATED CO (SCH C P.2)	70,068.61	46,958.35
CAPITAL ASSETS, NET (SCH C P.2)	67,559,140.43	69,646,306.18
TOTAL NONCURRENT ASSETS	67,629,209.04	69,693,264.53
TOTAL ASSETS	108,377,807.48	109,161,494.96
 LIABILITIES		
CURRENT		
ACCOUNTS PAYABLE	7,593,153.02	5,244,705.34
CUSTOMER DEPOSITS	585,723.27	636,420.42
CUSTOMER ADVANCES FOR CONSTRUCTION	328,009.94	390,463.15
ACCRUED LIABILITIES	1,219,683.70	1,545,517.46
TOTAL CURRENT LIABILITIES	9,726,569.93	7,817,106.37
NONCURRENT		
BONDS PAYABLE, NET OF CURRENT PORTION	0.00	0.00
ACCRUED EMPLOYEE COMPENSATED ABSENCES	2,934,698.58	2,982,915.76
TOTAL NONCURRENT LIABILITIES	2,934,698.58	2,982,915.76
TOTAL LIABILITIES	12,661,268.51	10,800,022.13
 NET ASSETS		
INVESTED IN CAPITAL ASSETS, NET OF RELATED DEBT	67,559,140.43	69,646,306.18
RESTRICTED FOR DEPRECIATION FUND (P.9)	4,302,802.25	3,662,561.96
UNRESTRICTED	23,854,596.29	25,052,604.69
TOTAL NET ASSETS (P.3)	95,716,538.97	98,361,472.83
TOTAL LIABILITIES AND NET ASSETS	108,377,807.48	109,161,494.96

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
NONCURRENT ASSET SCHEDULE
9/30/12

SCHEDULE C

	PREVIOUS YEAR	CURRENT YEAR
SCHEDULE OF INVESTMENTS IN ASSOCIATED COMPANIES		
NEW ENGLAND HYDRO ELECTRIC	15,747.64	2,975.74
NEW ENGLAND HYDRO TRANSMISSION	54,320.97	43,982.61
	<u>70,068.61</u>	<u>46,958.35</u>
TOTAL INVESTMENTS IN ASSOCIATED COMPANIES		
SCHEDULE OF CAPITAL ASSETS		
LAND	1,265,842.23	1,265,842.23
STRUCTURES AND IMPROVEMENTS	6,537,440.54	6,730,277.16
EQUIPMENT AND FURNISHINGS	12,885,286.95	12,851,923.34
INFRASTRUCTURE	<u>46,870,570.71</u>	<u>48,798,263.45</u>
	<u>67,559,140.43</u>	<u>69,646,306.18</u>
TOTAL CAPITAL ASSETS, NET		
TOTAL NONCURRENT ASSETS		
	<u>67,629,209.04</u>	<u>69,693,264.53</u>

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
9/30/12

	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
OPERATING REVENUES: (SCH D P.11)					
BASE REVENUE	3,643,450.86	3,277,968.30	16,752,391.04	16,727,082.14	-0.15%
FUEL REVENUE	2,852,952.53	2,389,147.98	13,993,802.42	12,283,719.39	-12.22%
PURCHASED POWER CAPACITY	(10,841.98)	152,401.19	(49,260.34)	783,578.23	-1690.69%
FORFEITED DISCOUNTS	72,658.52	96,307.74	331,587.72	375,197.22	13.15%
ENERGY CONSERVATION REVENUE	56,188.65	49,522.68	195,647.98	254,827.02	30.25%
GAW REVENUE	57,073.70	50,311.27	259,294.42	258,658.69	-0.25%
NYPA CREDIT	(45,133.69)	(48,781.28)	(235,495.98)	(201,732.78)	-14.34%
TOTAL OPERATING REVENUES	6,626,348.59	5,966,877.88	31,247,967.26	30,481,329.91	-2.45%
OPERATING EXPENSES: (SCH E P.12)					
PURCHASED POWER BASE	2,078,533.97	2,233,116.17	9,320,607.36	10,033,532.96	7.65%
PURCHASED POWER FUEL	2,955,398.39	2,595,375.45	13,797,272.59	12,402,011.25	-10.11%
OPERATING MAINTENANCE	677,691.69	962,694.87	2,865,252.25	3,115,564.84	8.74%
DEPRECIATION	235,294.98	313,038.01	918,636.51	771,858.33	-15.98%
VOLUNTARY PAYMENTS TO TOWNS	296,027.47	305,469.18	1,184,109.88	1,221,876.72	3.19%
	113,000.00	114,000.00	452,000.00	456,000.00	0.88%
TOTAL OPERATING EXPENSES	6,355,946.50	6,523,693.68	28,537,878.59	28,000,844.10	-1.88%
OPERATING INCOME	270,402.09	(556,815.80)	2,710,088.67	2,480,485.81	-8.47%
NONOPERATING REVENUES (EXPENSES)					
CONTRIBUTIONS IN AID OF CONST	0.00	3,601.00	24,104.99	40,347.75	67.38%
RETURN ON INVESTMENT TO READING	(183,829.75)	(188,785.58)	(735,319.00)	(755,142.32)	2.70%
INTEREST INCOME	8,646.49	2,775.44	43,953.05	12,388.38	-71.81%
INTEREST EXPENSE	(506.03)	(255.95)	(2,028.40)	(1,032.41)	-49.10%
OTHER (MDSE AND AMORT)	63,774.19	28,402.11	72,157.19	50,365.63	-30.20%
TOTAL NONOPERATING REV (EXP)	(111,915.10)	(154,262.98)	(597,132.17)	(653,072.97)	9.37%
CHANGE IN NET ASSETS	158,486.99	(711,078.78)	2,112,956.50	1,827,412.84	-13.51%
NET ASSETS AT BEGINNING OF YEAR			93,603,582.47	96,534,059.99	3.13%
NET ASSETS AT END OF OCTOBER			95,716,538.97	98,361,472.83	2.76%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
9/30/12

	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE*	% CHANGE
OPERATING REVENUES: (SCH F P.11B)				
BASE REVENUE	16,727,082.14	17,292,090.00	(565,007.86)	-3.27%
FUEL REVENUE	12,283,719.39	11,585,043.00	698,676.39	6.03%
PURCHASED POWER CAPACITY	783,578.23	792,610.00	(9,031.77)	-1.14%
FORFEITED DISCOUNTS	375,197.22	380,425.00	(5,227.78)	-1.37%
ENERGY CONSERVATION REVENUE	254,827.02	261,652.00	(6,824.98)	-2.61%
GAW REVENUE	258,658.69	261,652.00	(2,993.31)	-1.14%
NYPA CREDIT	(201,732.78)	(233,332.00)	31,599.22	-13.54%
TOTAL OPERATING REVENUES	30,481,329.91	30,340,140.00	141,189.91	0.47%
OPERATING EXPENSES: (SCH G P.12A)				
PURCHASED POWER BASE	10,033,532.96	10,915,195.00	(881,662.04)	-8.08%
PURCHASED POWER FUEL	12,402,011.25	11,706,791.00	695,220.25	5.94%
OPERATING MAINTENANCE	3,115,564.84	3,250,308.00	(134,743.16)	-4.15%
DEPRECIATION	771,858.33	863,493.00	(91,634.67)	-10.61%
VOLUNTARY PAYMENTS TO TOWNS	1,221,876.72	1,216,668.00	5,208.72	0.43%
	456,000.00	456,000.00	0.00	0.00%
TOTAL OPERATING EXPENSES	28,000,844.10	28,408,455.00	(407,610.90)	-1.43%
OPERATING INCOME	2,480,485.81	1,931,685.00	548,800.81	28.41%
NONOPERATING REVENUES (EXPENSES)				
CONTRIBUTIONS IN AID OF CONST	40,347.75	200,000.00	(159,652.25)	-79.83%
RETURN ON INVESTMENT TO READING	(755,142.32)	(755,000.00)	(142.32)	0.02%
INTEREST INCOME	12,388.38	33,332.00	(20,943.62)	-62.83%
INTEREST EXPENSE	(1,032.41)	(1,000.00)	(32.41)	3.24%
OTHER (MDSE AND AMORT)	50,365.63	40,000.00	10,365.63	25.91%
TOTAL NONOPERATING REV (EXP)	(653,072.97)	(482,668.00)	(170,404.97)	35.30%
CHANGE IN NET ASSETS	1,827,412.84	1,449,017.00	378,395.84	26.11%
NET ASSETS AT BEGINNING OF YEAR	96,534,059.99	96,534,059.99	0.00	0.00%
NET ASSETS AT END OF OCTOBER	98,361,472.83	97,983,076.99	378,395.84	0.39%

* () = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
RECONCILIATION OF CAPITAL FUNDS
9/30/12

SOURCE OF CAPITAL FUNDS:

DEPRECIATION FUND BALANCE 7/1/12	2,635,205.70
CONSTRUCTION FUND BALANCE 7/1/12	2,000,000.00
INTEREST ON DEPRECIATION FUND FY 13	2,745.54
DEPRECIATION TRANSFER FY 13	<u>1,221,876.72</u>
TOTAL SOURCE OF CAPITAL FUNDS	5,859,827.96

USE OF CAPITAL FUNDS:

LESS PAID ADDITIONS TO PLANT THRU OCTOBER	<u>2,197,266.00</u>
GENERAL LEDGER CAPITAL FUNDS BALANCE 10/31/12	<u><u>3,662,561.96</u></u>

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SALES OF KILOWATT HOURS
9/30/12

SALES OF ELECTRICITY:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
RESIDENTIAL SALES	19,204,222	16,592,003	97,139,437	98,824,733	1.73%
COMM. AND INDUSTRIAL SALES	35,363,504	31,442,265	152,036,997	150,183,420	-1.22%
PRIVATE STREET LIGHTING	72,515	73,263	291,463	292,550	0.37%
TOTAL PRIVATE CONSUMERS	<u>54,640,241</u>	<u>48,107,531</u>	<u>249,467,897</u>	<u>249,300,703</u>	-0.07%
 MUNICIPAL SALES:					
STREET LIGHTING	239,112	237,606	956,268	950,384	-0.62%
MUNICIPAL BUILDINGS	752,753	688,570	3,352,749	3,254,856	-2.92%
TOTAL MUNICIPAL CONSUMERS	<u>991,865</u>	<u>926,176</u>	<u>4,309,017</u>	<u>4,205,240</u>	-2.41%
SALES FOR RESALE	270,035	193,350	1,367,179	1,331,570	-2.60%
SCHOOL	1,221,607	1,070,788	4,172,908	3,981,390	-4.59%
TOTAL KILOWATT HOURS SOLD	<u>57,123,748</u>	<u>50,297,845</u>	<u>259,317,001</u>	<u>258,818,903</u>	-0.19%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
KILOWATT HOURS SOLD BY TOWN
9/30/12

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	16,592,003	5,387,547	2,273,222	3,987,139	4,944,095
COMM & IND	31,442,265	3,452,317	232,649	4,728,584	23,028,715
PVT ST LIGHTS	73,263	13,585	1,360	21,316	37,002
PUB ST LIGHTS	237,606	80,536	32,500	40,043	84,527
MUNI BLDGS	688,570	138,999	120,779	144,950	283,842
SALES/RESALE	193,350	193,350	0	0	0
SCHOOL	1,070,788	368,389	236,931	142,040	323,428
TOTAL	50,297,845	9,634,723	2,897,441	9,064,072	28,701,609

YEAR TO DATE	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	98,824,733	30,442,396	14,569,224	23,183,082	30,630,031
COMM & IND	150,183,420	18,501,256	1,145,356	23,268,999	107,267,809
PVT ST LIGHTS	292,550	54,340	5,440	85,204	147,566
PUB ST LIGHTS	950,384	322,144	129,960	160,172	338,108
MUNI BLDGS	3,254,856	721,672	582,607	696,582	1,253,995
SALES/RESALE	1,331,570	1,331,570	0	0	0
SCHOOL	3,981,390	1,418,489	865,532	487,720	1,209,649
TOTAL	258,818,903	52,791,867	17,298,119	47,881,759	140,847,158

LAST YEAR TO DATE	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	97,139,437	30,117,496	14,224,889	22,959,727	29,837,325
COMM & IND	152,036,997	19,120,895	1,214,776	23,516,318	108,185,008
PVT ST LIGHTS	291,463	56,324	5,440	84,940	144,759
PUB ST LIGHTS	956,268	321,744	129,748	159,520	345,256
MUNI BLDGS	3,352,749	760,691	572,468	705,918	1,313,672
SALES/RESALE	1,367,179	1,367,179	0	0	0
SCHOOL	4,172,908	1,519,523	945,654	515,840	1,191,891
TOTAL	259,317,001	53,263,852	17,092,975	47,942,263	141,017,911

KILOWATT HOURS SOLD TO TOTAL	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
MONTH					
RESIDENTIAL	32.99%	10.71%	4.52%	7.93%	9.83%
COMM & IND	62.51%	6.86%	0.46%	9.40%	45.79%
PVT ST LIGHTS	0.15%	0.03%	0.00%	0.04%	0.08%
PUB ST LIGHTS	0.47%	0.16%	0.06%	0.08%	0.17%
MUNI BLDGS	1.37%	0.28%	0.24%	0.29%	0.56%
SALES/RESALE	0.38%	0.38%	0.00%	0.00%	0.00%
SCHOOL	2.13%	0.73%	0.47%	0.28%	0.65%
TOTAL	100.00%	19.15%	5.75%	18.02%	57.08%

YEAR TO DATE	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	38.18%	11.76%	5.63%	8.96%	11.83%
COMM & IND	58.03%	7.15%	0.44%	8.99%	41.45%
PVT ST LIGHTS	0.11%	0.02%	0.00%	0.03%	0.06%
PUB ST LIGHTS	0.37%	0.12%	0.05%	0.06%	0.14%
MUNI BLDGS	1.26%	0.28%	0.23%	0.27%	0.48%
SALES/RESALE	0.51%	0.51%	0.00%	0.00%	0.00%
SCHOOL	1.54%	0.55%	0.33%	0.19%	0.47%
TOTAL	100.00%	20.39%	6.68%	18.50%	54.43%

LAST YEAR TO DATE	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	37.46%	11.61%	5.49%	8.85%	11.51%
COMM & IND	58.63%	7.37%	0.47%	9.07%	41.72%
PVT ST LIGHTS	0.11%	0.02%	0.00%	0.03%	0.06%
PUB ST LIGHTS	0.37%	0.12%	0.05%	0.06%	0.14%
MUNI BLDGS	1.29%	0.29%	0.22%	0.27%	0.51%
SALES/RESALE	0.53%	0.53%	0.00%	0.00%	0.00%
SCHOOL	1.61%	0.59%	0.36%	0.20%	0.46%
TOTAL	100.00%	20.53%	6.59%	18.48%	54.40%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
FORMULA INCOME
9/30/12

TOTAL OPERATING REVENUES	(P.3)	30,481,329.91
ADD:		
POLE RENTAL		0.00
INTEREST INCOME ON CUSTOMER DEPOSITS		406.54
LESS:		
OPERATING EXPENSES	(P.3)	(28,000,844.10)
CUSTOMER DEPOSIT INTEREST EXPENSE		(1,032.41)
FORMULA INCOME (LOSS)		<u>2,479,859.94</u>

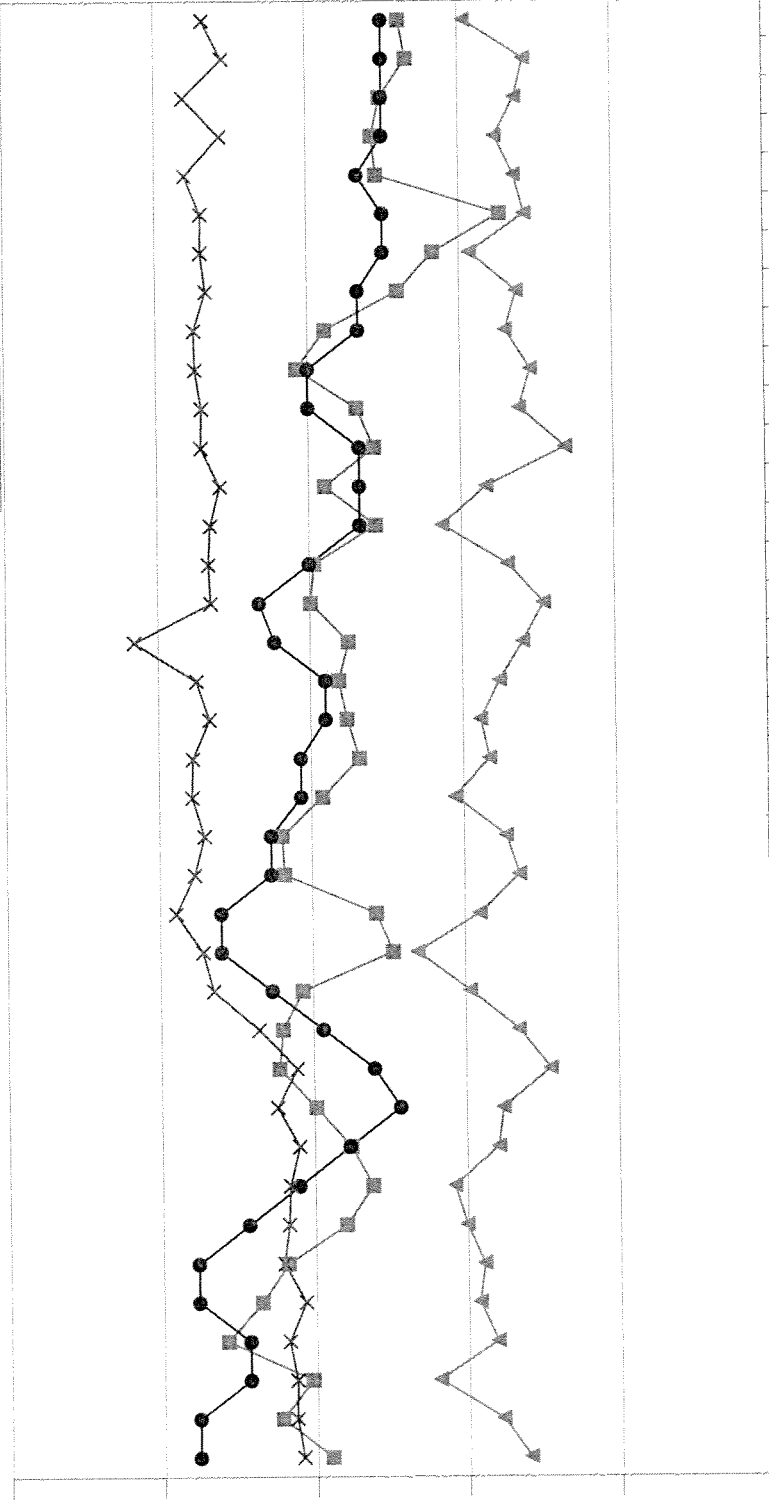
TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
GENERAL STATISTICS
9/30/12

		MONTH OF OCT 2011	MONTH OF OCT 2012	% CHANGE		YEAR OCT 2011	THRU OCT 2012
				2011	2012		
SALE OF KWH	(P.5)	57,123,748	50,297,845	-1.86%	-0.19%	259,317,001	258,818,903
KWH PURCHASED		55,392,262	56,606,524	-2.10%	1.42%	260,444,723	264,152,924
AVE BASE COST PER KWH		0.037524	0.039450	-3.35%	6.14%	0.035787	0.037984
AVE BASE SALE PER KWH		0.063782	0.065171	5.79%	0.04%	0.064602	0.064629
AVE COST PER KWH		0.090878	0.085299	-3.93%	-4.31%	0.088763	0.084934
AVE SALE PER KWH		0.113725	0.112671	1.15%	-5.46%	0.118566	0.112089
FUEL CHARGE REVENUE (P.3)		2,852,952.53	2,389,147.98	-5.67%	-12.22%	13,993,802.42	12,283,719.39
LOAD FACTOR		77.82%	81.14%				
PEAK LOAD		97,508	95,568				

kwh analysis

- ▲ base cost
- fuel cost
- fuel revenue
- * base revenue

\$0.085
 \$0.070
 \$0.055
 \$0.040
 \$0.025
 \$0.010



SEP 09
 OCT 09
 NOV 09
 DEC 09
 JAN 10
 FEB 10
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TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF CASH AND INVESTMENTS
9/30/12

SCHEDULE A

	PREVIOUS YEAR	CURRENT YEAR
UNRESTRICTED CASH		
CASH - OPERATING FUND	10,136,260.28	10,158,162.65
CASH - PETTY CASH	3,000.00	3,000.00
TOTAL UNRESTRICTED CASH	<u><u>10,139,260.28</u></u>	<u><u>10,161,162.65</u></u>
 RESTRICTED CASH		
CASH - DEPRECIATION FUND	4,302,802.25	3,662,561.96
CASH - TOWN PAYMENT	1,192,000.00	1,211,142.00
CASH - DEFERRED FUEL RESERVE	3,016,258.63	1,950,019.84
CASH - RATE STABILIZATION FUND	5,059,433.61	6,684,768.87
CASH - UNCOLLECTIBLE ACCTS RESERVE	200,000.00	200,000.00
CASH - SICK LEAVE BENEFITS	1,946,177.34	2,985,384.73
CASH - HAZARD WASTE RESERVE	150,000.00	150,000.00
CASH - CUSTOMER DEPOSITS	585,723.27	636,420.42
CASH - ENERGY CONSERVATION	139,384.57	378,703.93
CASH - OPEB	972,218.10	1,345,954.38
TOTAL RESTRICTED CASH	<u><u>17,563,997.77</u></u>	<u><u>19,204,956.13</u></u>
 RESTRICTED INVESTMENTS		
* RATE STABILIZATION	1,000,000.00	0.00
** SICK LEAVE BENEFITS	1,000,000.00	0.00
*** OPEB	200,000.00	0.00
TOTAL RESTRICTED INVESTMENTS	<u><u>2,200,000.00</u></u>	<u><u>0.00</u></u>
 TOTAL CASH BALANCE	 <u><u>29,903,258.05</u></u>	 <u><u>29,366,118.78</u></u>

OCT 2011

* FREDDIE MAC	1,000,000.00;	DTD 09/10/10; INT 2.00%; MATURITY 09/15/20
** FREDDIE MAC	1,000,000.00;	DTD 09/10/10; INT 2.00%; MATURITY 09/15/20
*** FREDDIE MAC	200,000.00;	DTD 09/10/10; INT 2.00%; MATURITY 09/15/20

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF ACCOUNTS RECEIVABLE
9/30/12

SCHEDULE B

SCHEDULE OF ACCOUNTS RECEIVABLE	PREVIOUS YEAR	CURRENT YEAR
RESIDENTIAL AND COMMERCIAL	3,950,262.04	2,466,520.02
ACCOUNTS RECEIVABLE - OTHER	101,725.33	471,861.86
ACCOUNTS RECEIVABLE - LIENS	24,579.16	23,583.91
ACCOUNTS RECEIVABLE - EMPLOYEE ADVANCES	892.14	892.14
SALES DISCOUNT LIABILITY	(327,843.87)	(229,595.81)
RESERVE FOR UNCOLLECTIBLE ACCOUNTS	(267,642.41)	(236,773.61)
TOTAL ACCOUNTS RECEIVABLE BILLED	3,481,972.39	2,496,488.51
UNBILLED ACCOUNTS RECEIVABLE	4,830,294.37	4,915,936.83
TOTAL ACCOUNTS RECEIVABLE, NET	8,312,266.76	7,412,425.34

SCHEDULE OF PREPAYMENTS

PREPAID INSURANCE	532,446.52	641,141.72
PREPAYMENT PURCHASED POWER	(3,186.38)	73,594.29
PREPAYMENT PASNY	238,330.65	241,849.32
PREPAYMENT WATSON	214,570.71	245,413.96
PURCHASED POWER WORKING CAPITAL	14,523.70	14,523.70
TOTAL PREPAYMENT	996,685.20	1,216,522.99

ACCOUNTS RECEIVABLE AGING OCTOBER 2012:

RESIDENTIAL AND COMMERCIAL	2,466,520.02
LESS: SALES DISCOUNT LIABILITY	(229,595.81)
GENERAL LEDGER BALANCE	2,236,924.21

CURRENT	1,789,909.98	80.02%
30 DAYS	314,495.09	14.06%
60 DAYS	47,961.76	2.14%
90 DAYS	16,967.48	0.76%
OVER 90 DAYS	67,589.90	3.02%
TOTAL	2,236,924.21	100.00%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING REVENUE
9/30/12

SCHEDULE D

SALES OF ELECTRICITY:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
RESIDENTIAL SALES	2,469,306.13	2,097,174.39	12,817,646.93	12,347,572.86	-3.67%
COMM AND INDUSTRIAL SALES	3,732,581.76	3,313,242.89	16,695,386.17	15,557,137.08	-6.82%
PRIVATE STREET LIGHTING	5,907.27	5,707.37	29,149.46	22,778.04	-21.86%
TOTAL PRIVATE CONSUMERS	<u>6,207,795.16</u>	<u>5,416,124.65</u>	<u>29,542,182.56</u>	<u>27,927,487.98</u>	-5.47%
MUNICIPAL SALES:					
STREET LIGHTING	29,238.94	27,917.05	136,314.37	111,662.20	-18.08%
MUNICIPAL BUILDINGS	90,023.56	80,928.79	407,180.55	370,637.93	-8.97%
TOTAL MUNICIPAL CONSUMERS	<u>119,262.50</u>	<u>108,845.84</u>	<u>543,494.92</u>	<u>482,300.13</u>	-11.26%
SALES FOR RESALE	32,156.57	22,496.25	168,273.04	154,747.61	-8.04%
SCHOOL	137,189.16	119,649.54	492,242.94	446,265.81	-9.34%
SUB-TOTAL	6,496,403.39	5,667,116.28	30,746,193.46	29,010,801.53	-5.64%
FORFEITED DISCOUNTS	72,658.52	96,307.74	331,587.72	375,197.22	13.15%
PURCHASED POWER CAPACITY	(10,841.98)	152,401.19	(49,260.34)	783,578.23	-1690.69%
ENERGY CONSERVATION - RESIDENTIAL	19,208.94	16,605.36	73,760.92	98,870.89	34.04%
ENERGY CONSERVATION - COMMERCIAL	36,979.71	32,917.32	121,887.06	155,956.13	27.95%
GAW REVENUE	57,073.70	50,311.27	259,294.42	258,658.69	-0.25%
NYPA CREDIT	(45,133.69)	(48,781.28)	(235,495.98)	(201,732.78)	-14.34%
TOTAL REVENUE	<u>6,626,348.59</u>	<u>5,966,877.88</u>	<u>31,247,967.26</u>	<u>30,481,329.91</u>	-2.45%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING REVENUE BY TOWN
9/30/12

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	2,097,174.39	683,232.92	285,859.63	502,575.05	625,506.79
INDUS/MUNI BLDG	3,394,171.68	417,012.61	40,647.25	532,703.68	2,403,808.14
PUB. ST. LIGHTS	27,917.05	8,976.30	3,551.79	5,229.50	10,159.46
PRV. ST. LIGHTS	5,707.37	1,041.47	104.25	1,721.62	2,840.03
CO-OP RESALE	22,496.25	22,496.25	0.00	0.00	0.00
SCHOOL	119,649.54	42,043.58	26,135.05	16,093.39	35,377.52
TOTAL	5,667,116.28	1,174,803.13	356,297.97	1,058,323.24	3,077,691.94

THIS YEAR TO DATE

RESIDENTIAL	12,347,572.86	3,817,707.36	1,810,235.10	2,893,065.29	3,826,565.11
INDUS/MUNI BLDG	15,927,775.01	2,133,150.43	194,983.32	2,554,743.28	11,044,897.98
PUB. ST. LIGHTS	111,662.20	35,905.20	14,201.16	20,918.00	40,637.84
PRV. ST. LIGHTS	22,778.04	4,173.48	417.00	6,881.21	11,306.35
CO-OP RESALE	154,747.61	154,747.61	0.00	0.00	0.00
SCHOOL	446,265.81	160,825.16	96,083.89	56,345.84	133,010.92
TOTAL	29,010,801.53	6,306,509.24	2,115,920.45	5,531,953.63	15,056,418.21

LAST YEAR TO DATE

RESIDENTIAL	12,817,646.93	3,981,107.08	1,873,731.68	3,018,744.49	3,944,063.68
INDUS/MUNI BLDG	17,102,566.72	2,319,205.44	212,779.72	2,729,663.19	11,840,918.37
PUB. ST. LIGHTS	136,314.37	44,524.29	16,851.13	24,005.74	50,933.21
PRV. ST. LIGHTS	29,149.46	5,500.80	535.10	8,937.00	14,176.56
CO-OP RESALE	168,273.04	168,273.04	0.00	0.00	0.00
SCHOOL	492,242.94	180,719.74	109,358.26	62,540.14	139,624.80
TOTAL	30,746,193.46	6,699,330.39	2,213,255.89	5,843,890.56	15,989,716.62

PERCENTAGE OF OPERATING INCOME TO TOTAL

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	37.01%	12.06%	5.04%	8.87%	11.04%
INDUS/MUNI BLDG	59.89%	7.36%	0.72%	9.40%	42.41%
PUB. ST. LIGHTS	0.49%	0.16%	0.06%	0.09%	0.18%
PRV. ST. LIGHTS	0.10%	0.02%	0.00%	0.03%	0.05%
CO-OP RESALE	0.40%	0.40%	0.00%	0.00%	0.00%
SCHOOL	2.11%	0.74%	0.46%	0.28%	0.63%
TOTAL	100.00%	20.74%	6.28%	18.67%	54.31%

THIS YEAR TO DATE

RESIDENTIAL	42.56%	13.16%	6.24%	9.97%	13.19%
INDUS/MUNI BLDG	54.90%	7.35%	0.67%	8.81%	38.07%
PUB. ST. LIGHTS	0.38%	0.12%	0.05%	0.07%	0.14%
PRV. ST. LIGHTS	0.08%	0.01%	0.00%	0.02%	0.05%
CO-OP RESALE	0.53%	0.53%	0.00%	0.00%	0.00%
SCHOOL	1.55%	0.55%	0.33%	0.19%	0.48%
TOTAL	100.00%	21.72%	7.29%	19.06%	51.93%

LAST YEAR TO DATE

RESIDENTIAL	41.69%	12.95%	6.09%	9.82%	12.83%
INDUS/MUNI BLDG	55.62%	7.54%	0.69%	8.88%	38.51%
PUB. ST. LIGHTS	0.44%	0.14%	0.05%	0.08%	0.17%
PRV. ST. LIGHTS	0.10%	0.02%	0.00%	0.03%	0.05%
CO-OP RESALE	0.55%	0.55%	0.00%	0.00%	0.00%
SCHOOL	1.60%	0.59%	0.36%	0.20%	0.45%
TOTAL	100.00%	21.79%	7.19%	19.01%	52.01%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED REVENUE VARIANCE REPORT
9/30/12

SCHEDULE F

	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
SALES OF ELECTRICITY:				
RESIDENTIAL	7,653,615.74	7,869,221.00	(215,605.26)	-2.74%
COMM AND INDUSTRIAL SALES PRIVATE STREET LIGHTING MUNICIPAL BUILDINGS	8,658,300.00	8,971,784.00	(313,484.00)	-3.49%
PUBLIC STREET LIGHTING	66,518.70	67,540.00	(1,021.30)	-1.51%
SALES FOR RESALE	91,497.92	110,939.00	(19,441.08)	-17.52%
SCHOOL	<u>257,149.78</u>	<u>272,606.00</u>	<u>(15,456.22)</u>	-5.67%
TOTAL BASE SALES	16,727,082.14	17,292,090.00	(565,007.86)	-3.27%
TOTAL FUEL SALES	<u>12,283,719.39</u>	<u>11,585,043.00</u>	<u>698,676.39</u>	6.03%
TOTAL OPERATING REVENUE	29,010,801.53	28,877,133.00	133,668.53	0.46%
FORFEITED DISCOUNTS	375,197.22	380,425.00	(5,227.78)	-1.37%
PURCHASED POWER CAPACITY	783,578.23	792,610.00	(9,031.77)	-1.14%
ENERGY CONSERVATION - RESIDENTIAL	98,870.89	98,014.00	856.89	0.87%
ENERGY CONSERVATION - COMMERCIAL	155,956.13	163,638.00	(7,681.87)	-4.69%
GAW REVENUE	258,658.69	261,652.00	(2,993.31)	-1.14%
PASNY CREDIT	(201,732.78)	(233,332.00)	31,599.22	-13.54%
TOTAL OPERATING REVENUES	<u><u>30,481,329.91</u></u>	<u><u>30,340,140.00</u></u>	<u><u>141,189.91</u></u>	0.47%

* () = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING EXPENSES
9/30/12

SCHEDULE E

OPERATION EXPENSES:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
PURCHASED POWER BASE EXPENSE	2,078,533.97	2,233,116.17	9,320,607.36	10,033,532.96	7.65%
OPERATION SUP AND ENGINEERING EXP	41,995.20	66,592.72	174,038.98	186,135.02	6.95%
STATION SUP LABOR AND MISC	11,983.39	13,956.59	45,183.28	29,744.06	-34.17%
LINE MISC LABOR AND EXPENSE	61,250.44	79,054.60	229,014.58	211,993.96	-7.43%
STATION LABOR AND EXPENSE	37,674.31	77,365.14	157,962.28	186,724.92	18.21%
STREET LIGHTING EXPENSE	9,427.35	6,834.27	33,358.20	24,362.69	-26.97%
METER EXPENSE	21,576.61	32,412.73	85,022.04	66,525.09	-21.76%
MISC DISTRIBUTION EXPENSE	25,226.83	41,385.07	108,979.89	115,344.01	5.84%
METER READING LABOR & EXPENSE	6,823.52	8,123.39	33,310.20	32,093.41	-3.65%
ACCT & COLL LABOR & EXPENSE	87,335.05	178,107.71	397,782.95	514,290.24	29.29%
UNCOLLECTIBLE ACCOUNTS	16,000.00	8,333.33	64,000.00	33,333.32	-47.92%
ENERGY AUDIT EXPENSE	33,342.23	60,363.24	139,814.22	156,109.20	11.65%
ADMIN & GEN SALARIES	57,750.68	89,524.45	243,307.65	254,951.94	4.79%
OFFICE SUPPLIES & EXPENSE	36,698.17	12,722.94	69,143.39	61,788.54	-10.64%
OUTSIDE SERVICES	46,913.21	44,881.09	115,188.22	124,813.17	8.36%
PROPERTY INSURANCE	31,778.71	31,925.42	127,150.88	126,960.68	-0.15%
INJURIES AND DAMAGES	718.57	5,005.55	(6,827.06)	15,321.99	-324.43%
EMPLOYEES PENSIONS & BENEFITS	111,011.63	139,740.68	534,940.81	680,714.72	27.25%
MISC GENERAL EXPENSE	7,599.42	10,345.81	55,204.83	48,960.68	-11.31%
RENT EXPENSE	636.37	13,774.20	55,863.87	76,113.08	36.25%
ENERGY CONSERVATION	31,950.00	42,245.94	202,813.04	169,284.12	-16.53%
TOTAL OPERATION EXPENSES	677,691.69	962,694.87	2,865,252.25	3,115,564.84	8.74%
MAINTENANCE EXPENSES:					
MAINT OF TRANSMISSION PLANT	227.10	227.10	908.40	908.40	0.00%
MAINT OF STRUCT AND EQUIPMT	16,300.88	23,850.98	64,690.24	45,548.55	-29.59%
MAINT OF LINES - OH	134,239.22	234,733.57	527,105.75	484,217.53	-8.14%
MAINT OF LINES - UG	15,946.71	4,772.57	72,792.29	28,845.22	-60.37%
MAINT OF LINE TRANSFORMERS	7,599.63	1,535.48	24,023.60	11,919.07	-50.39%
MAINT OF ST LT & SIG SYSTEM	(51.77)	18.13	(236.74)	(202.32)	-14.54%
MAINT OF GARAGE AND STOCKROOM	46,345.75	35,233.87	171,524.15	150,174.77	-12.45%
MAINT OF METERS	8,159.64	5,428.36	28,742.17	15,579.84	-45.79%
MAINT OF GEN PLANT	6,527.82	7,237.95	29,086.65	34,867.27	19.87%
TOTAL MAINTENANCE EXPENSES	235,294.98	313,038.01	918,636.51	771,858.33	-15.98%
DEPRECIATION EXPENSE	296,027.47	305,469.18	1,184,109.88	1,221,876.72	3.19%
PURCHASED POWER FUEL EXPENSE	2,955,398.39	2,595,375.45	13,797,272.59	12,402,011.25	-10.11%
VOLUNTARY PAYMENTS TO TOWNS	113,000.00	114,000.00	452,000.00	456,000.00	0.88%
TOTAL OPERATING EXPENSES	6,355,946.50	6,523,693.68	28,537,878.59	28,000,844.10	-1.88%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED OPERATING EXPENSE VARIANCE REPORT
9/30/12

SCHEDULE G

OPERATION EXPENSES:	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
PURCHASED POWER BASE EXPENSE	<u>10,033,532.96</u>	<u>10,915,195.00</u>	<u>(881,662.04)</u>	-8.08%
OPERATION SUP AND ENGINEERING EXP	186,135.02	155,909.00	30,226.02	19.39%
STATION SUP LABOR AND MISC	29,744.06	27,487.00	2,257.06	8.21%
LINE MISC LABOR AND EXPENSE	211,993.96	217,462.00	(5,468.04)	-2.51%
STATION LABOR AND EXPENSE	186,724.92	146,432.00	40,292.92	27.52%
STREET LIGHTING EXPENSE	24,362.69	27,615.00	(3,252.31)	-11.78%
METER EXPENSE	66,525.09	46,666.00	19,859.09	42.56%
MISC DISTRIBUTION EXPENSE	115,344.01	119,564.00	(4,219.99)	-3.53%
METER READING LABOR & EXPENSE	32,093.41	33,889.00	(1,795.59)	-5.30%
ACCT & COLL LABOR & EXPENSE	514,290.24	447,259.00	67,031.24	14.99%
UNCOLLECTIBLE ACCOUNTS	33,333.32	33,332.00	1.32	0.00%
ENERGY AUDIT EXPENSE	156,109.20	154,421.00	1,688.20	1.09%
ADMIN & GEN SALARIES	254,951.94	247,791.00	7,160.94	2.89%
OFFICE SUPPLIES & EXPENSE	61,788.54	84,778.00	(22,989.46)	-27.12%
OUTSIDE SERVICES	124,813.17	262,776.00	(137,962.83)	-52.50%
PROPERTY INSURANCE	126,960.68	157,172.00	(30,211.32)	-19.22%
INJURIES AND DAMAGES	15,321.99	19,197.00	(3,875.01)	-20.19%
EMPLOYEES PENSIONS & BENEFITS	680,714.72	661,904.00	18,810.72	2.84%
MISC GENERAL EXPENSE	48,960.68	97,329.00	(48,368.32)	-49.70%
RENT EXPENSE	76,113.08	70,668.00	5,445.08	7.71%
ENERGY CONSERVATION	169,284.12	238,657.00	(69,372.88)	-29.07%
TOTAL OPERATION EXPENSES	<u>3,115,564.84</u>	<u>3,250,308.00</u>	<u>(134,743.16)</u>	-4.15%
MAINTENANCE EXPENSES:				
MAINT OF TRANSMISSION PLANT	908.40	1,000.00	(91.60)	-9.16%
MAINT OF STRUCT AND EQUIPMENT	45,548.55	41,157.00	4,391.55	10.67%
MAINT OF LINES - OH	484,217.53	397,330.00	86,887.53	21.87%
MAINT OF LINES - UG	28,845.22	55,223.00	(26,377.78)	-47.77%
MAINT OF LINE TRANSFORMERS	11,919.07	77,828.00	(65,908.93)	-84.69%
MAINT OF ST LT & SIG SYSTEM	(202.32)	3,204.00	(3,406.32)	-106.31%
MAINT OF GARAGE AND STOCKROOM	150,174.77	219,418.00	(69,243.23)	-31.56%
MAINT OF METERS	15,579.84	24,629.00	(9,049.16)	-36.74%
MAINT OF GEN PLANT	34,867.27	43,704.00	(8,836.73)	-20.22%
TOTAL MAINTENANCE EXPENSES	<u>771,858.33</u>	<u>863,493.00</u>	<u>(91,634.67)</u>	-10.61%
DEPRECIATION EXPENSE	1,221,876.72	1,216,668.00	5,208.72	0.43%
PURCHASED POWER FUEL EXPENSE	12,402,011.25	11,706,791.00	695,220.25	5.94%
VOLUNTARY PAYMENTS TO TOWNS	456,000.00	456,000.00	0.00	0.00%
TOTAL OPERATING EXPENSES	<u>28,000,844.10</u>	<u>28,408,455.00</u>	<u>(407,610.90)</u>	-1.43%

* () = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED OPERATING EXPENSE VARIANCE REPORT
9/30/12

OPERATION EXPENSES:	RESPONSIBLE SENIOR MANAGER	2013 ANNUAL BUDGET	ACTUAL YEAR TO DATE	REMAINING BUDGET BALANCE	REMAINING BUDGET %
PURCHASED POWER BASE EXPENSE	JP	30,102,742.00	10,033,532.96	20,069,209.04	66.67%
OPERATION SUP AND ENGINEERING EXP	KS	468,949.00	186,135.02	282,813.98	60.31%
STATION SUP LABOR AND MISC	KS	79,813.00	29,744.06	50,068.94	62.73%
LINE MISC LABOR AND EXPENSE	KS	671,309.00	211,993.96	459,315.04	68.42%
STATION LABOR AND EXPENSE	KS	448,249.00	186,724.92	261,524.08	58.34%
STREET LIGHTING EXPENSE	KS	83,106.00	24,362.69	58,743.31	70.68%
METER EXPENSE	KS	197,329.00	66,525.09	130,803.91	66.29%
MISC DISTRIBUTION EXPENSE	KS	366,489.00	115,344.01	251,144.99	68.53%
METER READING LABOR & EXPENSE	KS	69,946.00	32,093.41	37,852.59	54.12%
ACCT & COLL LABOR & EXPENSE	RF	1,385,210.00	514,290.24	870,919.76	62.87%
UNCOLLECTIBLE ACCOUNTS	RF	100,000.00	33,333.32	66,666.68	66.67%
ENERGY AUDIT EXPENSE	JP	479,013.00	156,109.20	322,903.80	67.41%
ADMIN & GEN SALARIES	VC	761,068.00	254,951.94	506,116.06	66.50%
OFFICE SUPPLIES & EXPENSE	VC	253,950.00	61,788.54	192,161.46	75.67%
OUTSIDE SERVICES	VC	507,125.00	124,813.17	382,311.83	75.39%
PROPERTY INSURANCE	KS	471,500.00	126,960.68	344,539.32	73.07%
INJURIES AND DAMAGES	KS	56,619.00	15,321.99	41,297.01	72.94%
EMPLOYEES PENSIONS & BENEFITS	KS	1,889,623.00	680,714.72	1,208,908.28	63.98%
MISC GENERAL EXPENSE	VC	200,785.00	48,960.68	151,824.32	75.62%
RENT EXPENSE	KS	212,000.00	76,113.08	135,886.92	64.10%
ENERGY CONSERVATION	JP	697,983.00	169,284.12	528,698.88	75.75%
TOTAL OPERATION EXPENSES		8,823,105.00	3,115,564.84	6,284,501.16	71.23%
MAINTENANCE EXPENSES:					
MAINT OF TRANSMISSION PLANT	KS	3,000.00	908.40	2,091.60	69.72%
MAINT OF STRUCT AND EQUIPMT	KS	114,120.00	45,548.55	68,571.45	60.09%
MAINT OF LINES - OH	KS	1,250,421.00	484,217.53	766,203.47	61.28%
MAINT OF LINES - UG	KS	285,371.00	28,845.22	256,525.78	89.89%
MAINT OF LINE TRANSFORMERS	KS	188,500.00	11,919.07	176,580.93	93.68%
MAINT OF ST LT & SIG SYSTEM	KS	9,684.00	(202.32)	9,886.32	102.09%
MAINT OF GARAGE AND STOCKROOM	KS	672,589.00	150,174.77	522,414.23	77.67%
MAINT OF METERS	KS	47,392.00	15,579.84	31,812.16	67.13%
MAINT OF GEN PLANT	RF	131,320.00	34,867.27	96,452.73	73.45%
TOTAL MAINTENANCE EXPENSES		2,817,401.00	771,858.33	1,930,538.67	68.52%
DEPRECIATION EXPENSE	RF	3,650,000.00	1,221,876.72	2,428,123.28	66.52%
PURCHASED POWER FUEL EXPENSE	JP	30,500,000.00	12,402,011.25	18,097,988.75	59.34%
VOLUNTARY PAYMENTS TO TOWNS	RF	1,368,000.00	456,000.00	912,000.00	66.67%
TOTAL OPERATING EXPENSES		83,767,500.00	28,000,844.10	49,722,360.90	59.36%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
PROFESSIONAL SERVICES
10/31/2012

PROFESSIONAL SERVICES BY PROJECT

ITEM	DEPARTMENT	ACTUAL	BUDGET	VARIANCE
1 RMLD AND PENSION TRUST AUDIT FEES	ACCOUNTING	29,000.00	32,250.00	(3,250.00)
2 PENSION ACTUARIAL EVALUATION	ACCOUNTING	3,750.00	0.00	3,750.00
3 LEGAL- FERC/ISO ISSUES	ENERGY SERVICE	0.00	6,000.00	(6,000.00)
4 LEGAL- POWER SUPPLY ISSUES	ENERGY SERVICE	2,259.00	15,000.00	(12,741.00)
5 PROFESSIONAL SERVICES	ENERGY SERVICE	2,895.80	8,000.00	(5,104.20)
6 NERC COMPLIANCE AND AUDIT	E & O	3,532.50	3,350.00	182.50
7 LOAD CAPACITY STUDY	ENGINEERING	0.00	7,500.00	(7,500.00)
8 STROM HARDENING STUDY	ENGINEERING	0.00	50,000.00	(50,000.00)
9 LEGAL-GENERAL, MMWEC AUDIT	GM	15,872.36	50,000.00	(34,127.64)
10 LEGAL SERVICES-GENERAL	HR	40,505.23	30,600.00	9,905.23
11 LEGAL SERVICES-NEGOTIATIONS	HR	1,698.06	18,400.00	(16,701.94)
12 LEGAL GENERAL	BLDG. MAINT.	9,125.90	500.00	8,625.90
13 SURVEY RIGHT OF WAY	BLDG. MAINT.	0.00	1,668.00	(1,668.00)
14 ENVIRONMENTAL	BLDG. MAINT.	0.00	1,668.00	(1,668.00)
15 ENGINEERING SERVICES	BLDG. MAINT.	14,118.05	2,840.00	11,278.05
16 REPAIR RAMP AND DECK AREA	BLDG. MAINT.	0.00	30,000.00	(30,000.00)
17 INSURANCE CONSULTANT	GEN. BENEFIT	0.00	3,332.00	(3,332.00)
18 LEGAL	GEN. BENEFIT	0.00	1,668.00	(1,668.00)
19 SITE ASSESSMENT FOR MAJOR UPGRADE	ACCOUNTING	2,056.27	0.00	2,056.27
TOTAL		<u>124,813.17</u>	<u>262,776.00</u>	<u>(137,962.83)</u>

PROFESSIONAL SERVICES BY VENDOR

	ACTUAL
MELANSON HEATH & COMPANY	29,000.00
HUDSON RIVER ENERGY GROUP	2,895.80
STONE CONSULTING INC.	3,750.00
RUBIN AND RUDMAN	15,901.46
UTILITY SERVICES INC.	3,532.50
DUNCAN & ALLEN	11,355.80
CHOATE HALL & STEWART	39,493.29
MENDERS TORREY & SPENCER	12,385.55
RICHARD HIGGINS ARBITRATOR	2,710.00
JM ASSOCIATES	1,732.50
COGSDALE	2,056.27
TOTAL	<u>124,813.17</u>

RMLD
DEFERRED FUEL CASH RESERVE ANALYSIS
09/30/12

DATE	GROSS CHARGES	REVENUES	NYPA CREDIT	MONTHLY DEFERRED	TOTAL DEFERRED
Jun-12					2,270,044.48
Jul-12	3,581,715.28	3,492,843.61	(61,106.90)	(149,978.57)	2,120,065.91
Aug-12	3,578,611.20	2,914,978.35	(44,365.80)	(707,998.65)	1,412,067.26
Sep-12	2,646,309.32	3,486,749.45	(47,478.80)	792,961.33	2,205,028.59
Oct-12	2,595,375.45	2,389,147.98	(48,781.28)	(255,008.75)	1,950,019.84

RMLD
 BUDGET VARIANCE REPORT
 FOR PERIOD ENDING OCTOBER 31, 2012

DIVISION	ACTUAL	BUDGET	VARIANCE	CHANGE
ENGINEERING AND OPERATIONS	1,371,323	1,384,060	(12,737)	-0.92%
ENERGY SERVICES	331,683	422,247	(90,563)	-21.45%
GENERAL MANAGER	263,755	332,601	(68,847)	-20.70%
FACILITY MANAGER	1,231,956	1,323,863	(91,907)	-6.94%
BUSINESS DIVISION	3,122,728	3,079,698	43,030	1.40%
SUB-TOTAL	6,321,445	6,542,469	(221,024)	-3.38%
PURCHASED POWER - BASE	10,033,533	10,915,195	(881,662)	-8.08%
PURCHASED POWER - FUEL	12,402,011	11,706,791	695,220	5.94%
TOTAL	28,756,989	29,164,455	(407,466)	-1.40%

RMLD
STAFFING REPORT
FOR FISCAL YEAR ENDING JUNE, 2013

	13 BUD TOTAL	JUL 12	AUG 12	SEP 12	OCT 12
<u>GENERAL MANAGER</u>					
GENERAL MANAGER	2.00	2.00	2.00	2.00	2.00
HUMAN RESOURCES	1.00	1.00	1.00	1.00	1.00
COMMUNITY RELATIONS	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>BUSINESS</u>					
ACCOUNTING	2.00	2.00	2.00	2.00	2.00
CUSTOMER SERVICE **	7.75	7.75	7.75	7.75	7.75
MGMT INFORMATION SYS *	6.25	6.00	6.00	6.00	6.00
MISCELLANEOUS	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>17.00</u>	<u>16.75</u>	<u>16.75</u>	<u>16.75</u>	<u>16.75</u>
<u>ENGINEERING & OPERATIONS</u>					
AGM E&O	2.00	2.00	1.00	1.00	1.00
ENGINEERING	5.00	5.00	5.00	5.00	5.00
LINE	21.00	21.00	21.00	21.00	21.00
METER	4.00	3.00	3.00	3.00	3.00
STATION	8.00	8.00	8.00	8.00	8.00
TOTAL	<u>40.00</u>	<u>39.00</u>	<u>38.00</u>	<u>38.00</u>	<u>38.00</u>
<u>PROJECT</u>					
BUILDING	2.00	2.00	2.00	2.00	2.00
GENERAL BENEFITS	2.00	1.00	2.00	2.00	2.00
TRANSPORTATION	-	-	-	-	-
MATERIALS MGMT	4.00	3.00	4.00	4.00	4.00
TOTAL	<u>8.00</u>	<u>6.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<u>ENERGY SERVICES</u>					
ENERGY SERVICES *	5.50	4.50	4.50	4.50	4.50
TOTAL	<u>5.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
RMLD TOTAL	<u>74.50</u>	<u>70.25</u>	<u>71.25</u>	<u>71.25</u>	<u>71.25</u>
<u>CONTRACTORS</u>					
UG LINE	2.00	2.00	2.00	2.00	2.00
TOTAL	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
GRAND TOTAL	<u>76.50</u>	<u>72.25</u>	<u>73.25</u>	<u>73.25</u>	<u>73.25</u>

* part time employee
 *# part time employee and a coop student
 ** part time employee and a temp

M.G.L. CHAPTER 30 BIDS
BOARD REFERENCE TAB G



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

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

November 16, 2012

Town of Reading Municipal Light Board

Subject: 750 MCM Cable

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for 750 MCM Cable for the Reading Municipal Light Department.

Specifications were emailed to the following:

The Okonite Company	WESCO	Yale Electrical Supply	Graybar Electric
Arthur Hurley Company	Hasgo Power	Shamrock Power	Pirelli Cables & Systems
Power Sales Group	HD Supply, Inc.	Hendrix Wire & Cable Corp	Champion Wire & Cable
Anixter Wire & Cable	Yusen Assoc	HD Supply Utilities	MetroWest Electric Sales
Power Tech – UPSC	E.L. Flowers	General Cable	USA Power Cable
Robinson Sales	Eupen Cable	Power & Telephone Enterprise	

Bids were received from Irby, Hasgo Power, Arthur Hurley Company, Yale Electric, The Okonite Company and WESCO.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-07 for 750 MCM be awarded to:

Yale Electric East LLC for a total cost of \$117,873.75

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Total Cost</u>
1	6,375'	750 MCM CU 15 kV concentric neutral power cable	\$117,873.75

as the lowest qualified bidder on the recommendation of the General Manager.

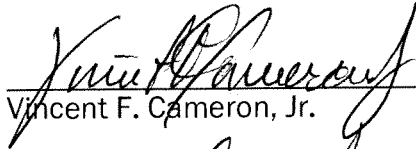
RMLD



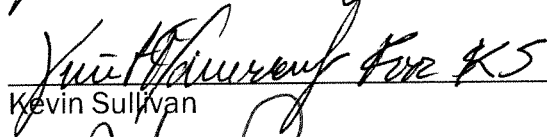
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

The Capital budget allocation for the purchase of the underground cable for the Station 4 Getaway Replacement - 4W13 Reading project was estimated at \$102,000. When the project was originally estimated there were 3 reels of 750 MCM CU in stock for this project. These reels have since been used, hence the need for an additional 1275' over the 5100' that was detailed in the Capital Project description.



Vincent F. Cameron, Jr.



Kevin Sullivan



Peter Price

**750 MCM Cable
Bid 2013-07**

Bidding Company	Irby non-responsive	Hasgo Power non-responsive	Yale Electric	WESCO non-responsive	Arthur Hurley	Okonite
Item 1 - 6,375' 750 MCM CU, concentric neutral power cable Manufacturer total cost	CME Wire 116,800.00	Prysmian 116,930.25	Prysmian 117,873.75	General Cable 131,020.00	Okonite 138,911.25	Okonite 148,378.13
Delivery Date	10-13 weeks ARO	15-17 weeks ARO	10-12 weeks ARO	13 weeks ARO	14 weeks ARO	14 weeks ARO
Firm Price	no	no	yes	no	yes	yes
All forms filled out	yes	yes	yes	no	yes	yes
Certified Check or Bid Bond	yes	yes	yes	yes	yes	yes
Exceptions to stated bid requirements	yes	yes	yes	yes	no	yes
Authorized signature	yes	yes	yes	yes	yes	yes

Exceptions: Irby

Price is firm until 11-16-12.

Hasgo Power Price is Firm EXCEPT for Metals Escalation/De-Escalation, to be adjusted at the time of invoice.

Yale Electric Exceptions - Insulation Shield.

WESCO Exceptions - Insulation Shield.

Okonite We take exception to warranty and offer our standard warranty language per our terms & conditions.

Note: Yale Electric East LLC and WESCO exceptions are acceptable.

WESCO is missing a form

WESCO price is not firm



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.rmld.com

November 16, 2012

Town of Reading Municipal Light Board

Subject: Single Phase Pole Mounted Transformers

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Single Phase Pole Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Power Sales Group	WESCO	Graybar Electric Company
EDI	Yale Electric Supply	Shamrock Power Sales
Hughes Supply	Ward Transformer Sales	Jordan Transformer
IF Gray	Metro West Electric Sales, Inc.	Power Tech-UPSC
Hasgo Power	Robinson Sales	Stuart C. Irby
HD Supply	HD Industrial Services	

Bids were received from WESCO, Graybar Electric Company, Moloney, Sutart C. Irby and Yale Electric Supply.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-08 for Single Phase Pole Mounted Transformers be awarded to:

WESCO for a total cost of \$103,410.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (25 kVa)	15	Power Partners/ABB	982.00	\$14,730.00
2 (37 ½ kVa)	30	Power Partners/ABB	1,180.00	\$35,400.00
3 (50 kVa)	40	Power Partners/ABB	1,332.00	\$53,280.00

as the lowest qualified bidder on the recommendation of the General Manager.


RMLD



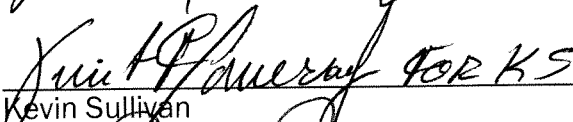
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

The Capital Budget allocation for the purchase of these units under the Transformer project was estimated for 60 units at \$96,000. Department is purchasing 85 units for \$103,410. These quantities will bring the RMLD Inventory back up to the necessary level.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Single Phase Pole Mounted Transformers
Bid 2013-08**

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price filled out	All forms Check or Bid Bond	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
WESCO												
Item 1 (25 Kva)	Power Partners/ABB	4-6 weeks ARO	982.00	15	14,730.00	yes	yes	yes	yes	yes	yes	yes
Item 1 (37 1/2 Kva)	Power Partners/ABB	4-6 weeks ARO	1,180.00	30	35,400.00		Note:	Exceptions are acceptable.				
Item 1 (50 Kva)	Power Partners/ABB	4-6 weeks ARO	1,332.00	40	53,280.00							
Graybar												
Item 1 (25 Kva)	Cooper	6-8 weeks ARO	1,053.00	15	15,795.00	yes	yes	yes	yes	yes	yes	yes
Item 1 (37 1/2 Kva)	Cooper	6-8 weeks ARO	1,254.00	30	37,620.00							
Item 1 (50 Kva)	Cooper	6-8 weeks ARO	1,442.00	40	57,680.00							
Moloney												
Item 1 (25 Kva)	Moloney	6-8 weeks ARO	1,055.00	15	15,825.00	yes	no	yes	yes	yes	no	yes
Item 1 (37 1/2 Kva)	Moloney	6-8 weeks ARO	1,360.00	30	40,800.00							
Item 1 (50 Kva)	Moloney	6-8 weeks ARO	1,610.00	40	64,400.00							
Yale												
Item 1 (25 Kva)	Central Moloney	12 weeks ARO	1,479.00	15	22,185.00	yes	no	yes	yes	yes	no	yes
Item 1 (37 1/2 Kva)	Central Moloney	12 weeks ARO	1,649.00	30	49,470.00		Note:	Bid included price escalation clause.				
Item 1 (50 Kva)	Central Moloney	12 weeks ARO	1,875.00	40	75,000.00							
Irby												
non responsive												
Item 1 (25 Kva)	Central Moloney	12 weeks ARO	1,465.00	15	21,975.00	no	yes	yes	no	yes	yes	yes
Item 1 (37 1/2 Kva)	Central Moloney	12 weeks ARO	1,635.00	30	49,050.00							
Item 1 (50 Kva)	Central Moloney	12 weeks ARO	1,858.00	40	74,320.00							

Exception:

WESCO

Exception is taken to 3 paint coats. PPI offers their standard 2 coat cathodic electro-deposition paint process.

Graybar

Construction: Coatings and surface preparation system shall be Cooper Power System's standard, which is in compliance with ANSI/IEEE C57.12.31-2002 performance requirements. Please reference Cooper documentation 90058 for more information on the coating process. Total dry film paint thickness shall be a minimum of 3 mils.

Construction: Low-voltage bushing eyebolt terminal sizes shall conform to Table 9 of ANSI C57.12.20-2005.

Accessories: Transformer kVA rating marking shall consist of 2.5" letters.

Accessories: Transformer nameplate shall state, "Non-PCB Mineral Oil -- when manufactured contained less than 1 PPM PCB."

Test & Guarantees: Routine tests as defined per ANSI C57.12.00-2000, Table 19 shall be performed on production units. Resistance test shall not be performed on each unit.

Test Reports: Certified test reports shall be provided within 30 days of delivery.

Irby

Prices will remain open for acceptance for 60 days

Prices are firm for shipments for 6 months and will be subject to price escalation there after

Non-Collusion form not filled out

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

November 16, 2012

Town of Reading Municipal Light Board

Subject: Single Phase Pad Mounted FR3 Transformers

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Single Phase Pad Mounted FR3 Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Power Sales Group	WESCO	Graybar Electric Company
EDI	Yale Electric Supply	Shamrock Power Sales
Hughes Supply	Ward Transformer Sales	Jordan Transformer
IF Gray	Metro West Electric Sales, Inc.	Power Tech-UPSC
Hasgo Power	Robinson Sales	Stuart C. Irby
HD Supply	HD Industrial Services	

Bids were received from WESCO, Graybar Electric Company, Yale Electric and Stuart C. Irby.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-09 for Single Phase Pad Mounted FR3 Transformers be awarded to:

WESCO for a total cost of \$60,788.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (25 kVa)	4	ERMCO	1,957.00	\$7,828.00
2 (37 ½ kVa)	8	ERMCO	2,186.00	\$17,488.00
3 (50 kVa)	12	ERMCO	2,434.00	\$29,208.00
4 (75 kVa)	2	ERMCO	3,132.00	\$6,264.00

as the lowest qualified bidder on the recommendation of the General Manager.


RMLD



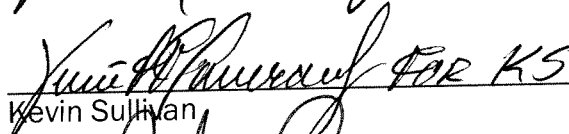
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

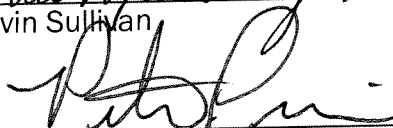
The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$48,000. The estimated cost of \$48,000 was determined using the actual cost of transformers purchased in February of 2012. These units will mostly be used to replace live front transformers in the Departments older underground subdivisions.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Single Phase Pad Mounted FR3 Transformers
Bid 2013-09**

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price filled out	All forms Check or Bid Bond	Certified Check or stated bid requirements	Exceptions to stated bid requirements	Authorized signature
WESCO												
Item 1 (25 kVa)	ERMCO	8-10 weeks ARO	1957.00	4	7,828.00	yes	yes	yes	yes	yes	yes	yes
Item 2 (37 1/2 kVa)	ERMCO	8-10 weeks ARO	2186.00	8	17,488.00		Note: Exceptions are acceptable.					
Item 3 (50 kVa)	ERMCO	8-10 weeks ARO	2434.00	12	29,208.00							
Item 4 (75 kVa)	ERMCO	8-10 weeks ARO	3132.00	2	6,264.00							
					<u>60,788.00</u>							
Graybar												
Item 1 (25 kVa)	non-responsive					no	incomplete	yes	yes	yes	no	yes
Item 2 (37 1/2 kVa)	General Electric	8 weeks ARO	2062.00	4	8,248.00		Note: Dimensional information not included.					
Item 3 (50 kVa)	General Electric	8 weeks ARO	2287.00	8	18,296.00							
Item 4 (75 kVa)	General Electric	8 weeks ARO	2314.00	12	27,768.00							
			3588.00	2	7,176.00							
					<u>61,488.00</u>							
Yale Electric												
Item 1 (25 kVa)	non-responsive					yes	yes	no	yes	yes	no	yes
Item 2 (37 1/2 kVa)	Central Moloney	12 weeks ARO	2622.00	4	10,488.00		Note: Bid included price escalation clause.					
Item 3 (50 kVa)	Central Moloney	12 weeks ARO	2997.00	8	23,976.00							
Item 4 (75 kVa)	Central Moloney	12 weeks ARO	2768.00	12	33,216.00							
			3053.00	2	6,106.00							
					<u>73,786.00</u>							
Irby												
Item 1 (25 kVa)	non-responsive					yes	yes	no	yes	yes	yes	yes
Item 2 (37 1/2 kVa)	Central Moloney	12 weeks ARO	2628.00	4	10,512.00		Note: Bid included price escalation clause.					
Item 3 (50 kVa)	Central Moloney	12 weeks ARO	3004.00	8	24,032.00							
Item 4 (75 kVa)	Central Moloney	12 weeks ARO	2774.00	12	33,288.00							
			3060.00	2	6,120.00							
					<u>73,952.00</u>							

Exceptions:

WESCO

ERMCO's pretreatment and paint process: Our pretreatment system consists of a five-stage process. The parts are first put through a perco alkaline cleaning stage that is followed by a two-stage water rinse that includes a recirculating water rinse and than a fresh water rinse. This is followed by a Bonderite® 1045 iron phosphate bath. The parts are then put through another double water rinse before the final stage where they pass through the Parcolene® 7100 non-chrome dry-in-place post treatment. The parts are then passed through a dry-off oven at 200F before proceeding to the powder coat finish. Ermco applies two or three coats of paint to achieve extra millage for improved insulating properties. Three mils of pain is normal on tanks, covers, cover bands, doors and sills live span on is approximately 30 years.

ERMCO will provide 5 mils of paint on bottom of pad take and up 6 inches on the front, back and sides of oil compartment. The compartment sill will also receive 5 mils of paint over the entire sill.

Section construction: No stops provided for door in open position.

Stuart C Irby

Bid prices remain open for 60 day after 11-8-12
Prices are firms for shipments for 6 months
and will subject of price escalation

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.rmld.com

November 16, 2012

Town of Reading Municipal Light Board

Subject: Three Phase Pole Mounted Transformers

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Three Phase Pole Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Power Sales Group	WESCO	Graybar Electric Company
EDI	Yale Electric Supply	Shamrock Power Sales
Hughes Supply	Ward Transformer Sales	Jordan Transformer
IF Gray	Metro West Electric Sales, Inc.	Power Tech-UPSC
Hasgo Power	Robinson Sales	Stuart C. Irby
HD Supply	HD Industrial Services	

Bids were received from WESCO, Moloney Electric Inc. and Shamrock Power Sales Group.

The bids were publicly opened and read aloud at 11:00 am November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-10 for Three Phase Pole Mounted Transformers be awarded to:

WESCO for a total cost of \$40,274.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (30 kVa)	2	ABB/Power Partners	2,433.00	\$4,866.00
2 (45 kVa)	2	ABB/Power Partners	2,605.00	\$5,210.00
3 (75 kVa)	2	ABB/Power Partners	3,065.00	\$6,130.00
4 (150 kVa)	2	ABB/Power Partners	4,570.00	\$9,140.00
5 (225 kVa)	2	ABB/Power Partners	4,856.00	\$9,712.00
6 (300 kVa)	1	ABB/Power Partners	5,216.00	\$5,216.00

as the lowest qualified bidder on the recommendation of the General Manager.

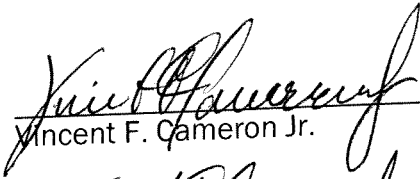
RMLD



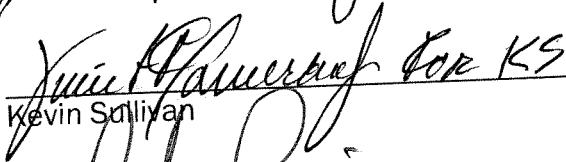
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

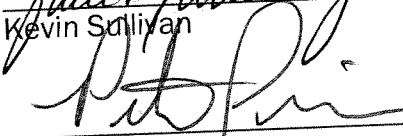
The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$80,000. These quantities will bring the RMLD inventory back up to the necessary level.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Three Phase Pole Mounted Transformers
Bid 2013-10**

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price	All forms filled out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized Signature
WESCO												
Item 1 (30 kVa)	ABB/Power Partners	7-8 weeks ARO	2433.00	2	4,866.00	yes		yes	yes	yes	no	yes
Item 2 (45 kVa)	ABB/Power Partners	7-8 weeks ARO	2605.00	2	5,210.00	yes		yes	yes	yes	no	yes
Item 3 (75 kVa)	ABB/Power Partners	7-8 weeks ARO	3065.00	2	6,130.00	yes		yes	yes	yes	no	yes
Item 4 (150 kVa)	ABB/Power Partners	7-8 weeks ARO	4570.00	2	9,140.00	yes		yes	yes	yes	no	yes
Item 5 (225 kVa)	ABB/Power Partners	7-8 weeks ARO	4856.00	2	9,712.00	yes		yes	yes	yes	no	yes
Item 6 (300 kVa)	ABB/Power Partners	7-8 weeks ARO	5216.00	1	5,216.00	yes		yes	yes	yes	no	yes
					<u>40,274.00</u>							
Moloney Electric Inc.												
Item 1 (30 kVa)	Moloney	8-10 weeks ARO	2320.00	2	4,640.00	no		no	yes	yes	no	yes
Item 2 (45 kVa)	Moloney	8-10 weeks ARO	2650.00	2	5,300.00	no		no	yes	yes	no	yes
Item 3 (75 kVa)	Moloney	8-10 weeks ARO	3140.00	2	6,280.00	no		no	yes	yes	no	yes
Item 4 (150 kVa)	Moloney	8-10 weeks ARO	5020.00	2	10,040.00	no		no	yes	yes	no	yes
Item 5 (225 kVa)	Moloney	8-10 weeks ARO	6330.00	2	12,660.00	no		no	yes	yes	no	yes
Item 6 (300 kVa)	Moloney	8-10 weeks ARO	10350.00	1	10,350.00	no		no	yes	yes	no	yes
					<u>49,270.00</u>							
Shamrock Power Sales												
Item 1 (30 kVa)	Carte International	24 weeks ARO	3066.00	2	6,132.00	yes		yes	yes	yes	no	yes
Item 2 (45 kVa)	Carte International	24 weeks ARO	3745.00	2	7,490.00	yes		yes	yes	yes	no	yes
Item 3 (75 kVa)	Carte International	24 weeks ARO	5164.00	2	10,328.00	yes		yes	yes	yes	no	yes
Item 4 (150 kVa)	Carte International	24 weeks ARO	7237.00	2	14,474.00	yes		yes	yes	yes	no	yes
Item 5 (225 kVa)	Carte International	24 weeks ARO	8456.00	2	16,912.00	yes		yes	yes	yes	no	yes
Item 6 (300 kVa)	Carte International	24 weeks ARO	12400.00	1	12,400.00	yes		yes	yes	yes	no	yes
					<u>67,736.00</u>							

Exceptions: Shamrock attached Carte International Inc.'s General Terms & Conditions.

Note: Data sheets and dimensional information not provided.

Exceptions: Exception is taken to 3 coats. PPI offers there standard 2 coat Cathodic Electro-Deposition paint process.

RMLD



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Web: www.rmld.com

November 16, 2012

Town of Reading Municipal Light Board

Subject: Three Phase Pad Mounted Dead Front Loop Feed Transformers

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Three Phase Pad Mounted Dead Front Loop Feed Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Power Sales Group	WESCO	Graybar Electric Company
EDI	Yale Electric Supply	Shamrock Power Sales
Hughes Supply	Ward Transformer Sales	Jordan Transformer
IF Gray	Metro West Electric Sales, Inc.	Power Tech-UPSC
Hasgo Power	Robinson Sales	Stuart C. Irby
HD Supply	HD Industrial Services	

Bids were received from WESCO, Stuart C. Irby Co., Graybar Electric, Yale Electric East LLC, and Moloney Electric Inc.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-11 for Three Phase Pad Mounted Dead Front Loop Feed Transformers be awarded to: **Graybar Electric Company for a total cost of \$80,208.00**

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (300 kVa 208/120)	3	Cooper Power	12,122.00	36,366.00
2 (500 kVa 208/120)	3	Cooper Power	14,614.00	43,842.00

as the lowest qualified bidder on the recommendation of the General Manager.

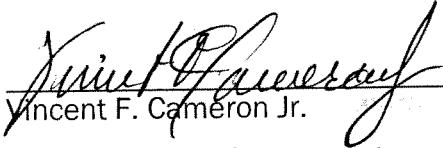
RMLD



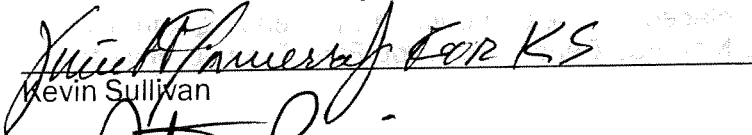
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

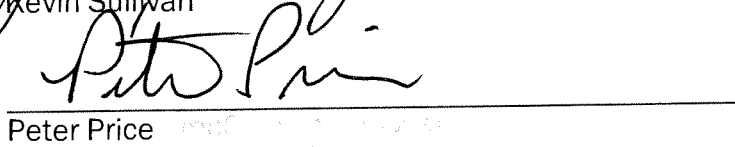
These units will be used in the Johnson Woods Phase 2 project in Reading and to bring the RMLD Inventory back up to the necessary level.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Three Phase Pad Mounted Dead Front Loop Feed Transformers
Bid 2013-11**

Bidder	<u>Manufacturer</u>	<u>Delivery Date</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total Net Cost</u>	<u>Meet Specification requirement</u>	<u>Specification Data Sheets</u>	<u>Firm Price</u>	<u>All forms filled out</u>	<u>Certified Check or Bid Bond</u>	<u>Exceptions to stated bid requirements</u>	<u>Authorized signature</u>
WESCO	non responsive											
Item 1 (300 KVA 208Y/120)	ABB	11-13 weeks ARO	8,888.00	3	26,664.00	no	no	no	yes	yes	yes	yes
Item 2 (500 KVA 208Y/120)	ABB	11-13 weeks ARO	10,265.00	3	30,795.00							
<u>Exception:</u> No undercoat supplied. Our finish does not require undercoat to maintain integrity.												
<u>Note:</u> ABB Terms & Conditions attached list quote validity period 60 days. No dimensional data submitted.												
Stuart C. Irby Co.	non responsive											
Item 1 (300 KVA 208Y/120)	Central Moloney	14-16 weeks ARO	8,890.00	3	26,670.00	yes	no	no	yes	yes	no	yes
Item 2 (500 KVA 208Y/120)	Central Moloney	14-16 weeks ARO	10,900.00	3	32,700.00							
<u>Note:</u> Quotation comments state 30 day quotation validation period. No dimensional data submitted.												
Yale Electric East LLC	non responsive											
Item 1 (300 KVA 208Y/120)	Central Moloney	18 weeks ARO	11,335.00	3	34,005.00	yes	yes	no	yes	yes	no	yes
Item 2 (500 KVA 208Y/120)	Central Moloney	18 weeks ARO	14,844.00	3	44,532.00							
<u>Note:</u> Price adjustment clause attached.												
Graybar Electric Co.												
Item 1 (300 KVA 208Y/120)	Cooper Power	6-8 weeks ARO	12,122.00	3	36,366.00	yes	yes	yes	yes	yes	yes	yes
Item 2 (500 KVA 208Y/120)	Cooper Power	6-8 weeks ARO	14,614.00	3	43,842.00							
Moloney Electric Inc.												
Item 1 (300 KVA 208Y/120)	Moloney	8-10 weeks ARO	18,137.00	3	54,411.00	yes	no	yes	yes	yes	no	yes
Item 2 (500 KVA 208Y/120)	Moloney	8-10 weeks ARO	19,336.00	3	58,008.00							

RMLD



Reading Municipal Light Department
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Tel: (781) 944-1340
Fax: (781) 942-2409
Web: www.rmld.com

November 16, 2012

Town of Reading Municipal Light Board

Subject: Three Phase Pad Mounted Transformers

On October 17, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Three Phase Pad Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Power Sales Group	WESCO	Graybar Electric Company
EDI	Yale Electric Supply	Shamrock Power Sales
Hughes Supply	Ward Transformer Sales	Jordan Transformer
IF Gray	Metro West Electric Sales, Inc.	Power Tech-UPSC
Hasgo Power	Robinson Sales	Stuart C. Irby
HD Supply	HD Industrial Services	

Bids were received from Graybar Electric Company, WESCO, Stuart C Irby, Yale Electric East LLC and Moloney Electric Inc.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-12 for Three Phase Pad Mounted Transformers be awarded to:

WESCO for a total cost of \$35,195.00

<u>Item (desc.)</u>	<u>Manufacturer</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (500 kVa 13800 Delta w/taps 277/480)	ERMCO	2	9,010.00	\$18,020.00
2 (1000 kVa 13800 Delta w/taps 120/208)	ERMCO	1	17,175.00	\$17,175.00

as the lowest qualified bidder on the recommendation of the General Manager.

RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$60,000. These quantities will bring the RMLD inventory back up to the necessary level.

Vincent F. Cameron Jr.

Kevin Sullivan

Peter Price

Three Phase Pad Mounted Transformers
Bid 2013-12

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price	All forms filed out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
Graybar Item 1 (500 kVa 277/480) Item 2 (1000 kVa 120/208)	non responsive											
	General Electric	12 weeks ARO	9,321.00	2	18,642.00	no	no	no	yes	yes	no	yes
	General Electric	12 weeks ARO	15,240.00	1	15,240.00							
					<u>33,882.00</u>							
WESCO Item 1 (500 kVa 277/480) Item 2 (1000 kVa 120/208)	ERMCO	10-12 weeks ARO	9,010.00	2	18,020.00	yes	yes	yes	yes	yes	no	yes
	ERMCO	10-12 weeks ARO	17,175.00	1	17,175.00							
					<u>35,195.00</u>							
Stuart C Irby Item 1 (500 kVa 277/480) Item 2 (1000 kVa 120/208)	CG Power	14-16 weeks ARO	9,020.00	2	18,040.00	yes	yes	yes	yes	yes	no	yes
	CG Power	14-16 weeks ARO	17,825.00	1	17,825.00							
					<u>35,865.00</u>							
Yale Electric East LLC Item 1 (500 kVa 277/480) Item 2 (1000 kVa 120/208)	Central Moloney	18 weeks ARO	12,692.00	2	25,384.00	no	yes	no	yes	yes	yes	yes
	Central Moloney	18 weeks ARO	26,361.00	1	26,361.00							
					<u>51,745.00</u>							
Moloney Electric Inc. Item 1 (500 kVa 277/480) Item 2 (1000 kVa 120/208)	Moloney	8-10 weeks ARO	18,014.00	2	36,028.00	yes	no	yes	yes	yes	no	yes
	Moloney	8-10 weeks ARO	25,655.00	1	25,655.00							
					<u>61,683.00</u>							

Note:

GE documentation states quote expires in 30 days from bid opening. Did not include user list. Dimensional information not provided.

Note:

Did not include user list. Letter states that the quotation is subject of CG Power Systems USA Terms and Conditions of Sale. Tech specs included, but no drawing

Note:

In comments section of attachment it states prices will remain open for acceptance for 30 days. Attached is Price Adjustment Clause.

Note:

Did not include any specifications





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November 16, 2012

Town of Reading Municipal Light Board

Subject: Commercial Meters

On October 19, 2012 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Commercial Meters for the Reading Municipal Light Department

An invitation to bid was emailed to the following:

WESCO	Graybar Electric Company	Austin International Inc.	Power Tech UPSC
Stuart Irby	Holbrook Associates	Sensus Metering Systems	AvCom Inc.
JF Gray	Meterman Supply Inc.	Shamrock Power	Hasgo Power
Robinson Sales	EL Flowers	Power Sales	HD Supply
Yale Electric	MetroWest Electric Sales, Inc.		

Bids were received from Avcom and Graybar Electric.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2012 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2013-13 for Commercial Meters be awarded to: **AvCom Inc. for a total cost of \$430,028.60**

<u>Item (desc.)</u>	<u>Manufacturer</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	ltron	680	\$170.53	\$115,960.40
2 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	ltron	16	\$181.90	\$2,910.40
3 - FORM 5S Class 20 Commercial Three Phase Meter with 3 ERTS	ltron	32	\$198.95	\$6,366.40
4 - FORM 6S/9S Class 20 Commercial Three Phase Meter with 3 ERTS	ltron	340	\$198.95	\$67,643.00
5 - FORM 12S Class 200 Meter with 3 ERTS	ltron	260	\$198.95	\$51,727.00
6 - FORM 16S Class 200 Commercial Three Phase Meter with 3 ERTS	ltron	860	\$198.95	\$171,097.00
7 - FORM 16S Class 320 Commercial Three Phase Meter with 3 ERTS	ltron	72	\$198.95	\$14,324.40
			total	\$430,028.60

as the lowest qualified bidder on the recommendation of the General Manager.

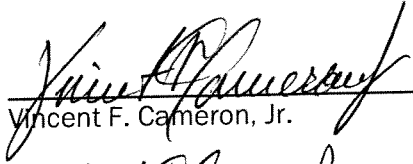
RMLD



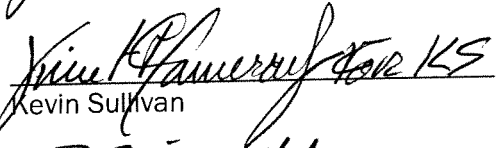
Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

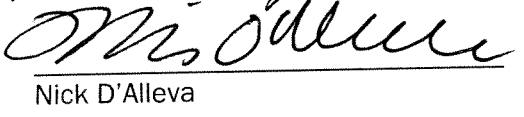
These meters are for the Commercial Meter Upgrade Project 17C. The Capital Budget allowed for these units is \$510,000.



Vincent F. Cameron, Jr.



Kevin Sullivan



Nick D'Allewa

Commercial Meters
IFB 2012-13

Bidder	Manufacturer	Delivery ARO	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Firm Price	All forms filled out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
AvCom						yes	yes	yes	yes	yes	yes
Item 1 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	Itron	4 weeks	\$ 170.53	680	\$ 115,960.40						
Item 2 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	Itron	4 weeks	\$ 181.90	16	\$ 2,910.40						
Item 3 - FORM 5S Class 20 Commercial Three Phase Meter with 3 ERTS	Itron	4 weeks	\$ 198.95	32	\$ 6,366.40						
Item 4 - FORM 6S/9S Class 20 Commercial Three Phase Meter with 3 ERTS	Itron	4 weeks	\$ 198.95	340	\$ 67,643.00						
Item 5 - FORM 12S Class 200 Meter with 3 ERTS	Itron	4 weeks	\$ 198.95	260	\$ 51,727.00						
Item 6 - FORM 16S Class 200 Commercial Three Phase Meter with 3 ERTS	Itron	4 weeks	\$ 198.95	860	\$ 171,097.00						
Item 7 - FORM 16S Class 320 Commercial Three Phase Meter with 3 ERTS	Itron	4 weeks	\$ 198.95	72	\$ 14,324.40						
					<u>\$ 430,028.60</u>						

Exceptions: If all items contained in this bid are awarded to AvCom, Reading Municipal Light Dept. may take a 5% discount on the prices listed.

GRAYBAR

Item 1 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	GE	18 weeks	\$ 194.79	680	\$ 132,457.20	yes	yes	yes	yes	yes	yes
Item 2 - FORM 2S Residential TOU/Commercial Meters with 3 ERTS	GE	18 weeks	\$ 230.20	16	\$ 3,683.20						
Item 3 - FORM 5S Class 20 Commercial Three Phase Meter with 3 ERTS	GE	14 weeks	\$ 248.96	32	\$ 7,966.72						
Item 4 - FORM 6S/9S Class 20 Commercial Three Phase Meter with 3 ERTS	GE	14 weeks	\$ 248.96	340	\$ 84,646.40						
Item 5 - FORM 12S Class 200 Meter with 3 ERTS	GE	14 weeks	\$ 238.54	260	\$ 62,020.40						
Item 6 - FORM 16S Class 200 Commercial Three Phase Meter with 3 ERTS	GE	14 weeks	\$ 248.96	860	\$ 214,105.60						
Item 7 - FORM 16S Class 320 Commercial Three Phase Meter with 3 ERTS	GE	14 weeks	\$ 262.50	72	\$ 18,900.00						
					<u>\$ 523,779.52</u>						

Exceptions: 1. 1-210+c meters quoted in this proposal (Items 1 and 2) are equipped with a GE type 57ESS 3-ERT module. The ERT maximum power for the 57ESS modules is 100 milliwatts.
2. Kv2c meters quoted in this proposal (Items 3-7) are equipped with a GE type 53ESS 3-ERT module. The ERT maximum output power for the 53ESS module is 0.75 milliwatts.

**BOARD MATERIALS AVAILABLE
BUT NOT DISCUSSED**



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

November-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
READING MUNICIPAL LIGHT DEPT. TOTAL BILL	\$99.56 \$0.13275	\$176.59 \$0.11773	\$115.86 \$0.11586	\$885.03 \$0.12124	\$170.96 \$0.15830	\$4,111.37 \$0.11747	\$11,283.77 \$0.10305
PER KWH CHARGE							
NATIONAL GRID TOTAL BILL	\$109.03 \$0.14537	\$203.55 \$0.13570	\$145.36 \$0.14536	\$1,043.86 \$0.14300	\$149.06 \$0.13802	\$4,414.02 \$0.12611	\$12,279.97 \$0.11215
PER KWH CHARGE							
% DIFFERENCE	9.51%	15.26%	25.46%	17.95%	-12.81%	7.36%	8.83%
NSTAR COMPANY TOTAL BILL	\$118.91 \$0.15854	\$216.22 \$0.14414	\$156.40 \$0.15640	\$1,072.09 \$0.14686	\$161.44 \$0.14948	\$5,973.40 \$0.17067	\$14,256.00 \$0.13019
PER KWH CHARGE							
% DIFFERENCE	19.43%	22.44%	34.99%	21.14%	-5.57%	45.29%	26.34%
PEABODY MUNICIPAL LIGHT PLANT TOTAL BILL	\$89.79 \$0.11972	\$173.91 \$0.11594	\$117.83 \$0.11783	\$925.60 \$0.12679	\$147.11 \$0.13622	\$4,784.83 \$0.13671	\$10,986.97 \$0.10043
PER KWH CHARGE							
% DIFFERENCE	-9.81%	-1.52%	1.70%	4.58%	-13.95%	16.38%	-2.54%
MIDDLETON MUNICIPAL LIGHT DEPT. TOTAL BILL	\$99.77 \$0.13303	\$198.39 \$0.13226	\$132.64 \$0.13264	\$959.51 \$0.13144	\$168.44 \$0.15596	\$4,762.93 \$0.13608	\$13,330.75 \$0.12174
PER KWH CHARGE							
% DIFFERENCE	0.21%	12.34%	14.48%	8.42%	-1.48%	15.85%	18.14%
WAKEFIELD MUNICIPAL LIGHT DEPT. TOTAL BILL	\$104.99 \$0.13998	\$203.67 \$0.13578	\$137.88 \$0.13788	\$1,045.84 \$0.14327	\$168.46 \$0.15699	\$4,895.58 \$0.13987	\$13,519.62 \$0.12347
PER KWH CHARGE							
% DIFFERENCE	5.45%	15.33%	19.01%	18.17%	-1.46%	19.07%	19.81%



Account Payable Warrant - October 26

Jeanne Foti

Sent: Tuesday, October 30, 2012 2:44 PM

To: Accounting Group

Cc: Vincent Cameron; Patricia Mellino

There were no Account Payable Warrant questions for October 26.

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.

Account Payable Warrant and Payroll

Jeanne Foti

Sent: Tuesday, November 06, 2012 6:00 AM

To: Accounting Group

Cc: Vincent Cameron; Patricia Mellino

Good morning.

There were no questions on the Account Payable Warrant for November 2 and the Payroll for November 5.

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.

Account Payable Warrant - November 16

Jeanne Foti

Sent: Monday, November 19, 2012 7:03 AM

To: Accounting Group

Cc: Vincent Cameron; Patricia Mellino

Good morning.

There were no Account Payable Warrant questions for November 16.

Thanks.

Jeanne Foti

Executive Assistant

Reading Municipal Light Department

781-942-6434 Phone

781-942-2409 Fax

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Payroll

Jeanne Foti

Sent: Tuesday, November 20, 2012 4:18 PM

To: Accounting Group

Cc: Vincent Cameron; Patricia Mellino

Good afternoon.

There were no Payroll questions this payroll.

Jeanne Foti

Executive Assistant

Reading Municipal Light Department

781-942-6434 Phone

781-942-2409 Fax

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