

**READING MUNICIPAL  
LIGHT DEPARTMENT**

**BOARD  
OF  
COMMISSIONERS**

**REGULAR SESSION**

**APRIL 24, 2013**





READING MUNICIPAL LIGHT DEPARTMENT  
BOARD OF COMMISSIONERS MEETING

230 Ash Street  
Reading, MA 01867  
April 24, 2013  
7:30 p.m.

1. Call Meeting to Order
2. Opening Remarks
3. Introductions
4. Report of Board Committee
  - a. General Manager Search Committee – Chairman Stempeck

5. Report of the Chairman (Tab A)

ACTION ITEMS

- a. Results of Town of Reading and RMLD's Legal Counsel on Reading Home Rule Charter  
Note: This is relative to the March 27, 2013 RMLD vote on the Interim General Manager.  
Only RMLD Board members will receive this since it is draft form.

b. Fiscal Year 2014 - RMLD Operating and Capital Budget

Suggested Motion:

Move that the RMLD Board of Commissioners approve the Fiscal Year 2014 Operating Budget with an Adjusted Net Income of \$2,592,900 this change is due to the Middleton overpayment, based on the recommendation of the RMLD Citizens' Advisory Board.

Suggested Motion:

Move that the RMLD Board of Commissioners approve Draft One of the Fiscal Year 2014 Capital Budget in the amount of \$5,952,008, based on the recommendation of the RMLD Citizens' Advisory Board.

c. RMLD Board of Commissioners Committees and Assignments

Note: Additional committees to be discussed.

d. Code of Conduct RMLD Board Meetings

Note: Only RMLD Board members will receive this since it is draft form.

6. Approval of Board Minutes (Tab B)

ACTION ITEM

Suggested Motion:

Move that the RMLD Board of Commissioners approve the Regular Session meeting minutes of March 27, 2013.

7. General Manager's Report – Mr. Sullivan – Interim General Manager

a. Middleton Overpayment Discussion

b. NSTAR Overpayment Discussion

8. Power Supply Report – February 2013 – Ms. Parenteau (Tab C)

9. Engineering and Operations Report – March 2013 – Mr. Sullivan (Tab D)

10. Financial Report – February 2013 – Mr. Fournier (Tab E)

a. Melanson Heath & Company, PC – Potential Special Audit

11. M.G.L. Chapter 30B Bids (Tab F)

ACTION ITEM

a. IFB 2013-21 Bucket Truck 55 Ft.

Suggested Motion:

Move that bid 2013-21 for one Bucket Truck 55 Ft. be awarded to Altec Industries, Inc. for \$187,905.00 as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

b. IFB 2013-22 Trouble Truck 40 Ft.

Suggested Motion:

Move that bid 2013-22 for one Trouble Truck 40 Ft. be awarded to James A. Kiley Co. for \$182,744.00 as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

c. IFB 2013-23 Deck Repair

Suggested Motion:

Move that bid 2013-23 for Deck Repair Project be awarded to Infrastructure Ltd. for \$38,640.00 as the only responsible and responsive bidder on the recommendation of the Interim General Manager.

d. IFB 2013-25 Lynnfield URD Excavation Project 2013

Suggested Motion:

Move that bid 2013-25 for the Lynnfield URD Excavation Project 2013 be awarded to K&R Construction Co., LLC for \$54,800.00 as the lowest qualified bidder on the recommendation of the Interim General Manager.

e. IFB 2013-26 Underground Electrical Distribution

Suggested Motion:

Move that bid 2013-26 for Hourly Rates for Professional Manpower, Vehicles, Trade Tools and Equipment for Underground Electrical Distribution Construction be awarded to Fischbach & Moore Electrical Group, LLC for \$900,681.60 - Projected cost for a typical crew including Foreman, Journeyman and vehicle as the lowest qualified bidder on the recommendation of the Interim General Manager.

f. IFB 2013-29 750MCM Cable

Suggested Motion:

Move that bid 2013-29 for 750 MCM Cable be awarded to Yale Electric East LLC for a total cost of \$54,585.00 as the lowest qualified bidder on the recommendation of the Interim General Manager.

12. General Discussion

13. Public Comment

**BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED**

Rate Comparisons, April 2013

E-Mail responses to Account Payable/Payroll Questions

RMLD Board Meetings

Tuesday, May 7, 2013, Meeting with Reading Board of Selectmen, Reading Town Hall, 7:30 p.m.

Wednesday, May 29, 2013 and June 26, 2013

Citizens' Advisory Board Meeting

Wednesday, May 15, 2013, RMLD at 6:30 p.m.

**14. Executive Session Minutes**

**ACTION ITEM**

**Suggested Motion:**

Move that the Board go into Executive Session to discuss strategy with respect to collective bargaining Chapter 164 Section 47 D exemption from public records and open meeting requirements in certain instances and return to Regular Session for the sole purpose of adjournment.

**15. Adjournment**

**ACTION ITEM**

**Suggested Motion:**

Move to adjourn the Regular Session.





REPORT OF THE CHAIRMAN  
BOARD REFERENCE TAB A







5.c. RMLD BOARD OF COMMISSIONERS COMMITTEES AND ASSIGNMENTS





**RMLD Board of Commissioners Committees and Assignments**  
**April 10, 2013**

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

*Philip Pacino*  
*Robert Soli*

Recommend audit findings to the Board.  
One member of Audit Committee meets at least semiannually with the Accounting/Business Manager on RMLD financial issues.  
Town of Reading Audit Committee - Sit on the Town of Reading Audit Committee and select firm that performs annual financial audit or RMLD pension trust.  
**This term expires on June 30, 2013.**

**General Manager Search Committee**

***Not To Exceed One Year***

*John Stempeck, Chair*  
*Philip Pacino*

Recommend the RMLD General Manager.

**Public Relations Committee**

***Not To Exceed One Year***

*John Stempeck*  
*David Talbot*

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

**Assignments**

**Accounts Payable**

David Talbot – April

John Stempeck – May

Philip Pacino – June

Robert Soli – July

Review and approve payables on a weekly basis. This position is rotational. It requires one signature.

No Commissioner may serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.

**Assignments**

**Payroll – Four Month Rotation**

Philip Pacino, April – July

David Talbot, August – November

Robert Soli, December – March

John Stempeck, April – July

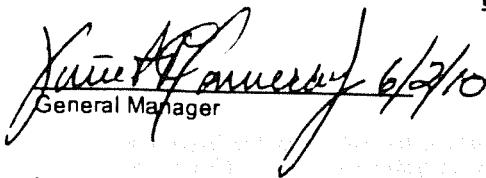
Review and approve payroll. This position is rotational every four months. It requires primary signer and one back-up.

No Commissioner can serve more than three consecutive years on this Committee and must take a year leave before returning to this Committee.





**BOARD OF COMMISSIONERS**

  
General Manager 6/2/10

Per Board Vote Date May 24, 2010  
Chairman/Date

**I. PURPOSE**

- A. To establish the role of the RMLD Board and Commissioners.
- B. To establish administrative controls for certain Commissioner activities.
- C. This policy may not be changed unless it is advertised in the local newspapers in the four-town service territory once a week for two consecutive weeks. These newspapers are Reading Daily Times Chronicle, The Wilmington Town Crier, The North Reading Transcript and The Lynnfield Villager. The notice of this change will also be posted in the Town Halls in the four-town service territory. Any changes that involve grammar or minor content needed for clarification need not be advertised.

**II. GOVERNING LAWS**

M.G.L., Chapter 164 and other applicable federal and state statutes and regulations.

**III. RESPONSIBILITIES****A. Board Chairman and Vice Chairman:**

1. Chairman is responsible for calling regular, emergency, and Executive Session meetings of the RMLD Board as needed.
2. Chairman presides over RMLD Board meetings, approves the agenda and recognizes all speakers, including other Commissioners.
3. Chairman nominates Board members to represent the Commission at appropriate functions, events and meetings. Final decision is by a majority of the Board members. A majority of the Board is at least three of the five members.
4. Chairman nominates Board members to Board Committees. Final appointment is by a majority vote of the Board members.
5. If the Chairman is unable to attend a Board meeting, then the Vice Chairman will serve as the Chairman of the Board Meeting. If the Chairman and Vice Chairman are unable to attend a Board meeting, then the Secretary of the Board will assume the duties of the Chairman and will appoint a Commissioner to serve as Secretary for that meeting.
6. The Board will not address a new issue past 10:45 PM and will end all Board meetings by 11:15 PM.

**B. Board Secretary:**

1. Final review of Board minutes
2. Certifies, as required by law, votes of the Board.
3. Signs, upon direction of a majority of the Board members, power supply contracts and legal settlements on behalf of the Board. Alternatively, the General Manager or any Commissioner may be authorized by a majority vote of the Board to perform this function

### III. RESPONSIBILITIES (Continued)

#### C. Commission as a whole, by majority vote:

1. Responsible for approving overall goals, objectives and policy setting for the Department to be discharged by the General Manager within the constraints of M.G.L., Chapter 164 and other applicable federal and state statutes and regulations.

The Commission is elected by the voters of the Town of Reading, accountable to the Town of Reading and responsible to the ratepayers of the entire RMLD service area.

2. Selects the General Manager and establishes the rate and manner of compensation.

The General Manager serves as the equivalent of the Chief Executive Officer and the Chief Operating Officer for the Board with the ultimate authority and responsibility for the operation and the management of the RMLD, under the direction and control of the Commissioners and subject to M.G.L., Chapter 164.

Before the end of the General Manager's contract year, the Board will give the General Manager a written performance appraisal based on the General Manager's performance during the previous fiscal year and adjust the General Manager's salary based on that appraisal. During this process, the Board will set the General Manager's goals and expectations, in writing, for the next fiscal year, upon which the General Manager will be evaluated.

Except for actions contrary to decisions or written policies made by the Board as a whole, the General Manager is authorized to take whatever actions are required to operate and manage the utility.

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

3. The Accounting/Business Manager is appointed by the Board.

4. The Board will appoint counsel.

5. The Commissioners will meet quarterly with the Accounting/Business Manager to discuss the quarterly budget variances report on the Operating Budget. This meeting will be held during a Board meeting in Open Session. If any issues to be discussed are being considered in Executive Session, then the discussion will proceed during the next Executive Session.

The Accounting/Business Manager will also meet with a member of the RMLD's Audit Committee and the Town Accountant semi-annually to discuss the RMLD's financial issues. These meetings may be held more frequently if the RMLD Accounting/Business Manager believes that necessary.

Also on a quarterly basis, coinciding with the Accounting/Business Manager's presentation in Open Session to the Commissioners, the General Manager will give an update on the expenditures on Outside Services, which includes the legal, engineering, audit, and other consulting services. The General Manager is required to give the Commissioners a full report on the expenditures for each of the outside services including the dollars expended, cost to complete, and a projected end date. If any legal issues are being considered in Executive Session then the explanation of that legal issue will be given in closed session.

When the Accounting/Business Manager questions a payment on an invoice, the Accounting/Business Manager shall bring his concerns to the Commissioners for discussion and resolution at the next available Board meeting. The issue will be discussed in Open Session unless there is a need to go into Executive Session (i.e., invoices concerning legal matters, etc.)



## III. RESPONSIBILITIES (Continued)

6. Serves as an appeal body for customers on matters arising from the RMLD's operations.
7. The RMLD Board will appoint one Commissioner to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election. The Commissioner on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility. The RMLD Board of Commissioners accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
8. Annually selects Commissioners to serve as Board Chairman, Vice Chairman and Secretary. The Chairman, Vice Chairman, and Secretary will be elected by a majority vote of the Board. A special restructuring of the Board may be held with a vote of four members.
9. Approves, after allowing a 30-day period for input from the Citizens' Advisory Board, as provided for in the Twenty-Year Agreement, on the following topics:
  - a. Annual Capital and Operating Budgets - Upon approval of an annual operating budget, the RMLB will make a presentation to the Reading Finance Committee and Reading Town meeting. Upon request, the RMLB shall make a presentation of the annual operating budget to the Finance Committee and/or Town Meeting of any of the other towns serviced by the RMLD.
  - b. Significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation;
  - c. Power Contracts and Agreements and their Mix;
  - d. Cost-of-Service and Rate Making Practices and;
  - e. Other issues that may come before the Board.
10. Approves:
  - a. The annual report (including audited financial statements) of the RMLD.
  - b. All correspondence on RMLD letterhead that is written by any Commissioner to other elected Boards, Committees or ratepayers.
  - c. All collective bargaining agreements. Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.
  - d. All presentations made by the RMLD to other elected Boards or Committees.
  - e. Settlement of litigation.
  - f. The appointment of Commissioners to Board Committees.
  - g. Electric rates.
11. Approves, in conjunction with the General Manager, the payroll and weekly accounts payable warrants.
12. Commissioners may attend (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills. Attendance at APPA's national conferences and NEPPA's annual conference and annual business meetings are presumed to be appropriate.

**III. RESPONSIBILITIES (Continued)**

- 12. Attendance of similar functions sponsored by the Town of Reading or the Commonwealth of Massachusetts for elected officials are also presumed to be appropriate.

Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees, as outlined in Policy 5, Employee, RMLD Board of Commissioners, Citizens' Advisory Board Overnight/Day Travel Policy. In the event a Commissioner disagrees with the resultant decision(s), he/she may request the Board as a whole, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board). Any Commissioner attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills are required to make a full report at the next available Commissioner's meeting.

It is the policy of the Board that no Commissioner will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. Further, it is the responsibility of each Commissioner to make a full public disclosure of any personal interest or benefit in advance.

- D. Commissioners serve as Trustees of the RMLD Pension Trust with all rights and obligations conferred upon them by the Trust, as amended by the Trust from time to time. Commission, as a whole and by majority vote, as Pension Trustees:

- 1. Acknowledges that the Town of Reading Audit Committee will select the firm that performs the annual financial audit of the RMLD Pension Trust. The RMLD Board of Commissioners accepts the audited financial statements based on the recommendation of the RMLD's Audit Committee.
- 2. Selects the firm that performs actuarial study of the RMLD Pension Trust.
- 3. Selects all professional services associated with the Pension Trust other than the annual audit.
- 4. Performs any other responsibilities as specified in RMLD Policy #22, Pension Trust Investments.

- E. Commissioners will do the following relative to the RMLD Other Post Employment Benefits Liability Fund Trust

- 1. Establish a separate fund, to be known as the Other Post Employment Benefits Liability Trust Fund (Fund).
- 2. Establish a funding schedule for the Fund.
- 3. Appropriate amounts recommended by the funding schedule to be credited to the Fund.
- 4. Appoint a custodian of the Fund.
- 5. Review the funding schedule every three years.

- F. Board Committees:

- 1. Serve as a mechanism for the Board to review and consider specific issues. - Committees can recommend, but not approve unless specifically delegated, a course of action to the Board.

<b>RMLD Board of Commissioners Committees</b>	<b>Responsibilities</b>
General Manager Committee	Review GM evaluation process
Audit (including Town of Reading Audit	Recommend audit findings to the Board. One member of Audit Committee meets at least semi-annually with the Accounting Business Manager on RMLD financial issues

**RMLD Board of Commissioners Committees****Responsibilities**

Power &amp; Rate Committee

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

Budget Committee

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

Account Payables

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

Payroll

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

Joint Committee – Payment to the Town of Reading  
Two RMLD Commissioners  
Two Citizens' Advisory Board Members  
One Reading Selectman

Recommend to the RMLD Board payment to the Town.

Policy Committee

Recommend changes of Board policies to RMLB.

**IV. POLICY ELEMENTS**

A. It is the policy of the RMLD Board:

1. To operate in accordance with the spirit, as well as the letter of all laws affecting its business and its employees.
2. All Commissioners and employees are required to act with the highest level of integrity, business ethics and objectivity in any RMLD transaction or where a Commissioner or employee represents the Board or the RMLD. No Commissioner or employee is allowed to misuse the authority or influence of his or her RMLD position.
3. To operate in a businesslike and efficient manner in all aspects of operating and managing the RMLD.
4. To be supportive of a good working relationship between Management and Unions as detailed in the Labor Relations Objective section of the Labor Relations Guide for Managers; to initiate communication and interaction with respect to RMLD business with all RMLD employees only through the General Manager; to provide union employees separate access to the Board as constrained within the collective bargaining agreements.
5. To hold regular open and public meetings to allow customers to provide direct input on any open session matter before the Board.
6. To affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination and the Massachusetts Public Records Law. All requests will be arranged through the General Manager.
7. Not to contribute, in any form, to civic, charitable, benevolent or other similar organizations.
8. To maintain "cost of service" electricity rates; to manage the RMLD with the goal that its residential rates are lower than any investor owned electric utility in Massachusetts and lower than any electric utility whose service area is contiguous with the RMLD's.



**IV. POLICY ELEMENTS**

- 9 To utilize technology, training, personnel, and flexible work and administrative processes to maintain a competitive and municipally owned electric utility serving the best interests of all ratepayers, to direct and manage the RMLD in the best interests of the RMLD, the Town of Reading, and its customers.

REGULAR SESSION MEETING  
MINUTES  
BOARD REFERENCE TAB B





**Reading Municipal Light Board of Commissioners**

**Regular Session**

**230 Ash Street**

**Reading, MA 01867**

**March 27, 2013**

**Start Time of Regular Session: 6:30 p.m.**  
**End Time of Executive Session: 7:45 p.m.**  
**Reconvene Regular Session: 7:50 p.m.**  
**End Time of Regular Session: 8:45 p.m.**

**Commissioners:**

**Philip B. Pacino, Chairman**

**Marsie West, Secretary**

**John Stempeck, Commissioner**

**Gina Snyder, Vice Chair**

**Robert Soli, Commissioner**

**Staff:**

**Kevin Sullivan, Interim General Manager**

**Jeanne Foti, Executive Assistant**

**Jane Parenteau, Energy Services Manager**

**Beth Ellen Antonio, Human Resources Manager**

**Robert Fournier, Accounting/Business Manager**

**David Polson, Facilities Manager**

**Citizens' Advisory Board:**

**George Hooper, Vice Chairman**

**Opening Remarks**

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

**Executive Session**

At 6:31 p.m. Mr. Stempeck made a motion seconded by Ms. West that the Board go into Executive Session for Chapter 164 Section 7D Exemption from public records and open meeting requirements in certain instances to discuss competitively sensitive issues, to approve the Executive Session meeting minutes February 27, 2013, to discuss strategy with respect to collective bargaining and union negotiations, to approve the release of Executive Session meeting minutes of February 29, 2012, March 29, 2012, July 25, 2012 and October 1, 2012 and return to the Regular Session for the release of 2012 Executive Session minutes and continue in Regular Session.

**Motion carried by a polling of the Board:**

**Ms. West, Aye; Mr. Soli; Aye; Chairman Pacino, Aye; Mr. Stempeck, Aye; and Ms. Snyder; Aye.**

**Reconvene the Regular Session**

At 7:50 p.m. the RMLD Board reconvened in Regular Session. Ms. West was not present at this point in the meeting.

**Executive Session Minutes**

Mr. Stempeck made a motion seconded by Ms. Snyder that the Board authorize the release of Executive Session meeting minutes of February 29, 2012, March 29, 2012, July 25, 2012 and October 1, 2012.

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

**Introductions**

Vice Chair Snyder was presented a meter lamp in recognition of her service to the RMLD Board of Commissioners.

Chairman Pacino acknowledged Citizens' Advisory Board Vice Chairman George Hooper's attendance at the meeting.

**Public Comment**

There were no members of the public present.

**Approval of Board Minutes**

Mr. Stempeck made a motion seconded by Mr. Soli that the RMLD Board of Commissioners approve the Regular Session meeting minutes of February 20, 2013 as presented and the February 27, 2013 with the change presented by Ms. Snyder.

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

Ms. Snyder said that there was a customer asking about the audits at the February 20, RMLD Board meeting. It was stated that the audits would begin in early March. Is it back on track; have they begun again? Mr. Sullivan responded that it his intention to address this in the General Manager's Report.

### **Approval of Board Minutes**

Ms. Snyder had a follow up question; if an RMLD customer has natural gas can they call National Grid directly to obtain an audit? Mr. Fournier responded that RMLD customers that heat with natural gas should call the RMLD in order that the audit be recorded and scheduled. Then the Department will work with Next Step Living to work on a date for the audit.

Ms. Snyder added her change to the February 27 meeting minutes – Ms. Snyder clarified that discussion at the January meeting was that the Board makes decisions regarding capital expenditures but the Board declined to proceed at the last meeting. Mr. Sullivan asked if Ms. Snyder made the comment at the February 27 meeting. Ms. Snyder replied, yes. Mr. Sullivan reminded the Board that Ms. Foti listens to the tapes of the meeting while typing the minutes. Ms. Snyder added that the minutes get edited down. Mr. Sullivan said that if the minutes were edited down he is unsure if it would be in the current format, however will take the clarification.

### **General Manager's Report – Mr. Sullivan – Interim General Manager**

#### RMLD Provided Coloring Books and Pencils for Little Treasures Schoolhouse for Earth Day Concert – Tuesday April 16, 2013

For the past two years, RMLD has provided coloring books and pencils the First and Second Annual Earth Day Concerts featuring Wayne from Maine, sponsored in part by Little Treasures Schoolhouse, Inc. The concert will be held on Tuesday, April 16 at 10 a.m. at the Reading Memorial High School Performing Arts Center.

#### Earth Day, Saturday – April 27, 2013

The RMLD will be participating in Earth Day, Saturday, April 27 at the Mattera Cabin, 1481 Main Street, Reading, from 10:00 a.m. to 2:00 p.m.

#### American Public Power Association – Engineering and Operations Conference

Mr. Sullivan reported that he just returned from the APPA E&O Conference which was a terrific conference. One of the issues addressed was the Regional Transmission Operators (RTOs) as well as the Independent System Operators (ISOs) around the country. In the future, they will be managing conventional power supply portfolios of coal, gas, nuclear and renewables. Due to the expanding and collapsing voltage fields of renewables, a concern is how that will be managed.

#### Town of Reading – Other Post Employment Benefit (OPEB)

The RMLD will share in the cost of creating the trust document for the OPEB with the Town. Mr. Sullivan thanked Vice Chairman Snyder for her suggestion on the synergy with the Town relative to the OPEB.

#### RMLD – Energy Audits

The Department had a productive meeting with Next Step Living, its energy auditor on March 25. The RMLD received clarification on reports and invoices. Next Step Living understands that no open solicitations for energy audits will take place while they are out in the community. Requests for audits must start with a call or a visit to the RMLD website. Mr. Sullivan added that Ms. Parenteau and Mr. Fournier were in attendance at this meeting.

#### Solar Initiative with the Town of Reading

Mr. Sullivan attended the preliminary meeting with the Town of Reading and Broadway Electric who is the solar developer that the town has selected to determine the feasibility of photovoltaics being placed on some of the Reading schools. The developer has looked at eleven sites for photovoltaic panels.

#### MMWEC Billing

RMLD received a memo today relative to the receipt of February's billing which the RMLD should receive on April 4. This evening, both the Power Supply Report and the Financial Report for January are being presented.

#### Budget Review Process – Fiscal Year 2014 With RMLD's Citizens' Advisory Board

Wednesday, April 3, 2013, Operating Budget and Wednesday, April 10, 2013, Capital Budget

Chairman Pacino asked is this for the CAB presentation. Mr. Sullivan responded, yes. Chairman Pacino expressed his concern on the composition of the Board after April 2 relative to having the full Board present at the meeting on April 3. Mr. Sullivan pointed out that any new members of the RMLD Board must be sworn in prior to that meeting.

### **Power Supply Report – January 2013 – Ms. Parenteau (Attachment 1)**

Ms. Parenteau presented the January Power Supply Report provided in the Commissioner packets covering power supply charges, energy costs, fuel charges and collections, fuel reserve balance, spot market purchases, capacity costs, as well as the percentage RMLD's hydro projects.



**Power Supply Report – January 2013 – Ms. Parenteau (Attachment 1)**

Mr. Soli asked why the MacQuarie contract became so inexpensive. Ms. Parenteau explained that MacQuarie is made up of two contracts. They bought out the old Integrys contract which was a fixed contract with the other component of that contract being heat rate indexed. Due to the decline in the price of natural gas, the natural gas commodity has reduced significantly in the second half. They were able to purchase at \$38 a megawatt hour.

In January, 7.3% of RMLD's energy purchases were from hydro generation. Ms. Parenteau reported that RMLD has signed four hydro Purchase Power Agreements. The RMLD has sold 12,613 – 2012 RECS for the first and second quarter which resulted in a net revenue of \$581,000 which was credited to the Fuel Charge in that month. Currently banked for 2012 quarters one and two RMLD has seven hundred fifty RECs that they plan on retiring. Through January 2013, the total estimated RECs are 3,823 with an estimated market value of \$126,000.

On energy efficiency, the RMLD for the commercial sector, has garnered approximately one megawatt of capacity savings which results in 4,500 megawatt hours of energy savings. This includes eighteen lighting rebates, nine customer rebates that include chillers, pumping systems, controllers, solar, variable speed drives and refrigeration. On the residential side, the RMLD garnered 1/2 kilowatts of capacity savings and 81 megawatt hours of savings with 579 rebates costing \$28,970. There have been 207 residential energy audits completed costing \$41,400. As Mr. Sullivan mentioned, the audits are no longer on hold. Assessments are being scheduled this week. To date, there have been 85 natural gas audits billed to National Grid saving the RMLD \$17,000.

**Engineering and Operations Report – February 2013 – Mr. Sullivan (Attachment 2)**

Mr. Sullivan presented the report included in the Commissioner packets covering the monthly capital projects, an update on the metering project and reliability reporting.

Mr. Sullivan reported that he anticipates spending \$5.2 million in fiscal year 2013. Projects that will be carried into Fiscal Year 2014 include: Project 3 Upgrading of Old Lynnfield Center URDs and Project 8 and Station 4 Relay Replacement Project, as well as other projects – Project 19, 21, 22, 24, 25 and 26. There is approximately \$1 million that will be available in fiscal year 2014.

Mr. Soli said that the Board had asked the retired General Manager to report on projects that will carry over more than one year. Also, that the reporting demonstrates the total cost and the total budget. The only report that the Board ever received relative to this was on the Gaw project. Mr. Soli said that we never received a report and has not seen a report on the meter project on paper. It is his hope that the reporting on carry overs will be from the start. As stewardships of the budget, it would be good to see the carryovers.

Mr. Stempeck asked about the Station 1 project that came in at \$3 million. Mr. Sullivan responded that we are in the process of this. Mr. Stempeck added that he does not believe that this was voted unless there were alternative uses. Mr. Sullivan stated that the fiscal year 2013 budget was approved therefore, a vote was taken. Mr. Soli added that there will be bids on the project. Mr. Sullivan concurred.

Mr. Soli asked about the animal guard installations are that to keep the squirrels out. Mr. Sullivan responded that this for all types of wildlife, to include birds and raccoons, this initiative is for overhead transformers.

Mr. Sullivan reported that the Customer Average Interruption Duration (CAIDI) for the month was 69.29 minutes that is above the Department's four year average. In February, there were 93 customers affected by outages with 72 customers affected in North Reading for two separate incidents. The two separate incidents required clean ups due to leaking transformers. These factors impact the CAIDI number. Discussion ensued.

The System Average Interruption Frequency (SAIFI) values have been good which holds true for the month of February. The average February SAIFI is 0.34, but in February 2013, was at 0.04. The Months Between Interruptions (MBTI) is at 41 months interruption for the year.

Mr. Sullivan reported on the meter upgrade project. Currently, commercial meters are being installed due to the weather conditions. Once the snow clears the residential meter installations will resume. Ms. Snyder said that in the CAB minutes they were given, there was a concern on the commercial meter change outs affecting their service. Mr. Sullivan commented that they schedule the commercial customers prior to making the meter change.

Mr. Stempeck clarified on the larger commercial customers during the meter change out, would they would need to resort to their emergency backup. Mr. Sullivan said the smaller commercial customers are the ones that will be most impacted by the meter change.

**Financial Report – January 2013 – Mr. Fournier (Attachment 3)**

Mr. Fournier reported that due to the MMWEC billing system upgrade, that this has caused a delay, resulting in the January Financial Report not being presented. Mr. Fournier presented the financial report included in the Commissioner packets for the first seven months; net income \$615,000, increasing the year to date income to \$2.3 million. Year to date kilowatt hour sales were 423,000,000 kilowatt hours sold which is 1% ahead of last year's actual figure.

Mr. Fournier pointed out that the Department received revenues from the sale of Renewable Energy Certificates for \$582,000 coupled with the June 2012 proceeds of \$344,000, brings the total to \$926,000 which is netted against the fuel expense.

The Department of Utilities Report for 2012 has been completed. The next month will consist of the budget review process.

Mr. Stempeck asked how much the Department originally paid for the RECs. Ms. Parenteau responded that it is bundled within the contract price which came in a little under ten cents for capacity, energy and the RECs. The RECs were not purchased separately; they were purchased on the product. Mr. Stempeck asked is it difficult to separate the RECs out. Ms. Parenteau responded that one way to determine this is found in Table 4. This shows the costs of hydros, the average proceeds, the average per kilowatt hour to determine the average cost of that power by backing out the RECs.

Mr. Soli questioned page 11 b energy conservation residential and commercial \$417,000, two separate lines, page 12 a there is the energy conservation charge \$482,000 why the difference. Mr. Fournier responded that the two are not meant to equal. The energy conservation charge is based on per kilowatt hour sold each month with a fund that accumulates. The energy conservation fund is at \$228,000 which goes back to the inception of the program. In the early years of the program we collected more than we spent. Mr. Soli summarized that 11 b is the income whereas 12 a, is the outcome. Mr. Fournier explained that some years the Department overcollected or undercollected based on the activity of the particular programs being administered within that year. Before, there was a separate rate for residential and commercial customers when the program started, now it is the same rate for both classes of customers. Mr. Soli added for the commercial customers there was a dedicated person who is no longer with us, won't there be a lot of dollars being collected without providing the service. Mr. Fournier added that the program is still intact. Mr. Sullivan stated that the position will be filled. Mr. Soli asked if the rate should be changed where we are not providing the service. Discussion ensued. Chairman Pacino pointed out that with the added funds you could expand the program out more than it is now and the position is going to be filled.

Mr. Soli asked on page 13, Cogsdale are they going to perform a major upgrade, \$2,000 was spent. Mr. Fournier explained that Cogsdale came out because there were software changes required on the meter project. This was not budgeted. Two representatives from Cogsdale and these monies represent the cost of their travel which was for less than a week. Mr. Soli asked if there is any more work that is anticipated. Mr. Fournier said that on the commercial side of the meter upgrade project, they may have to come in to tweak the software.

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

**IFB 2013-27 One (1) Pick Up Truck with Lift Gate**

Mr. Polson reported that eleven companies were sent the bid with five respondents with four being responsive. The Department is recommending that the bid be awarded to Bonnell Motors for a Ford F250 with a lift gate. Mr. Stempeck asked if the lift gate is hydraulically operated. Mr. Polson replied yes, it is mounted on the back of the vehicle. Mr. Soli asked if the F250 is a pickup truck. Mr. Polson responded that it is. Mr. Soli asked if this was on the state schedule because frequently in the past this is how vehicles were procured. Mr. Polson said that the state contract was looked into for this vehicle, however the lift gate was not offered, therefore they went out for competitive bid.

Mr. Stempeck made a motion seconded by Mr. Soli that bid 2013-27 for one Pick Up Truck with Lift Gate be awarded to Bonnell Motors, Inc. for \$28,850.00 as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

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

**IFB 2013-28 One (1) Pick Up Truck with Plow**

Mr. Polson reported that eleven companies were sent the bid with five respondents with four being responsive. This is for a Ford F250 with a plow. The Department is recommending that the bid be awarded to Stoneham Motor Co. Inc. for a Ford F250 with a plow. Mr. Stempeck asked how many trucks have plows on them. Mr. Polson responded that we have one pickup truck with a plow and one with a sander with a plow.

Mr. Soli asked if this was on the state schedule. Mr. Polson responded that the state contract did not offer everything the Department needed.

### **M.G.L. Chapter 30B Bids (Attachment 4)**

#### **IFB 2013-28 One (1) Pick Up Truck with Plow**

Mr. Stempeck made a motion seconded by Ms. Snyder that bid 2013-28 for one Pick Up Truck with Plow be awarded to Stoneham Motor Co., Inc. for \$31,003.00 as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

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

#### **General Discussion**

Ms. Snyder stated that she had a concern that she wanted to express. Going back a ways, there was the position of Assistant General Manager, now there is not one and there are not many opportunities for senior staff to get that kind of experience. It is going to take quite a while longer than anticipated to hire a new General Manager. Ms. Snyder suggested having a rotation which often happens where she works when a manager is gone for an extended time. They will rotate staff into that position in order to give everyone the expertise. There are senior staff that could be considered and rotated in the Interim General Manager position.

Ms. Snyder made a motion that the RMLD Board of Commissioners pursuant to Commonwealth of Massachusetts, General Laws Chapter 164, Section 56, appoint senior staff on a rotating basis to the position of Interim General Manager with Mr. Sullivan and Ms. Parenteau in those roles, and that Ms. Parenteau be appointed for the three month period starting, April 1 or it could be May 1 and could include anyone that is on the same level would rotate in if it continues beyond that for the search for the new General Manager.

Mr. Sullivan stated that this type of decision should be left up to the General Manager. Ms. Snyder responded that the General Manager has retired. Mr. Sullivan commented the Interim General Manager. Ms. Snyder said that they just had a lecture on how the Board is responsible for appointing the General Manager. Ms. Snyder said that this gives senior staff the opportunity to get expertise which is something that should be considered. Mr. Sullivan said that he thinks that the Board is over reaching on this.

Chairman Pacino asked for clarification on the motion. Ms. Snyder clarified that senior staff on a rotating basis in the position of Interim General Manager. Ms. Snyder commented that there was discussion at the RMLD Board meeting on February 20 that was called suddenly, with a blank for the dates and people, this motion parallels that motion, Ms. Snyder moved that the RMLD Board of Commissioners pursuant to Commonwealth of Massachusetts, General Laws Chapter 164, Section 56 appoints senior staff on a rotating basis for the position of Interim General Manager with Mr. Sullivan and Ms. Parenteau in those roles with Ms. Parenteau being appointed for the next three month period starting April 1 or the motion could be amended to start May 1.

Chairman Pacino stated that after this evening the composition of the Board will be changing and is unsure if this should be left for new Board to decide. In terms of the General Manager Search Committee, the recruiter has been given a timeline with the anticipation by June a new General Manager would be in place.

Chairman Pacino said that he could not support this at this point. Mr. Stempeck stated that it is a good idea. Senior staff should have the opportunity to assume the role for some period of time because it is temporary. Having the opportunity to rotate through is a good learning experience it helps prepare those in the organization to step up. In general, he is in favor of it. What he understands at the next Board meeting the constituency can change.

Mr. Soli seconded the motion and moved to amend the date to April 15, Ms. Snyder accepted the change. Chairman Pacino added that he is opposed to this because the new Board should be given the opportunity to make this decision. It is not a wise decision going forward. We should stay the way we are since a General Manager should be in place by June. Chairman Pacino said that the retired General Manager let us down in the fact that he did not train someone to bring along. He hopes with the new General Manager will work to bring someone along. Chairman Pacino added that we need one person to run the Department. To have someone on April 15 to counterbalance the current decisions, it is not the best for the Department, it is best to wait until a new General Manager is in place. It is a short period of time for training.

Ms. Snyder made a motion seconded by Mr. Soli that the RMLD Board of Commissioners pursuant to Commonwealth of Massachusetts, General Laws Chapter 164, Section 56, appoints senior staff on a rotating basis for the position of Interim General Manager with Mr. Sullivan and Ms. Parenteau in those roles with Ms. Parenteau being appointed for the next three month period starting April 15.

**Motion carried 3:1:0. Chairman Pacino voted against this motion.**

### **BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED**

#### **Rate Comparisons, March 2013**

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

**RMLD Board Meetings**

**Wednesday, April 24, 2013 and Wednesday, May 29, 2013**

**Citizens' Advisory Board Meeting - Budget Committee Meetings**

**Wednesday, April 3, 2013, North Reading Town Hall, Room 10, 7:00 p.m.**

**Wednesday, April 10, 2013, RMLD Spurr/AV Room, 7:00 p.m.**

**Adjournment**

At 8:45 pm. Mr. Soli made a motion seconded by Mr. Stempeck to adjourn the Regular Session.

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

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

John Stempeck, Secretary Pro Tem  
RMLD Board of Commissioners

POWER SUPPLY REPORT  
BOARD REFERENCE TAB C





To: Kevin Sullivan  
 From: Energy Services  
 Date: April 16, 2013  
 Subject: Purchase Power Summary – February, 2013

Energy Services Division (ESD) has completed the Purchase Power Summary for the month of February, 2013.

**ENERGY**

The RMLD's total metered load for the month was 53,799,410 kwh, which is a .35% decrease from the February, 2012 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	3,354,141	\$6.99	6.22%	\$23,437	0.69%
Seabrook	5,324,983	\$8.22	9.88%	\$43,751	1.29%
Stonybrook Intermediate	1,400,665	\$99.57	2.60%	\$139,471	4.10%
JP Morgan	8,411,200	\$58.55	15.60%	\$492,498	14.50%
NextEra	6,926,000	\$66.59	12.85%	\$461,179	13.57%
NYPA	1,709,545	\$4.06	3.17%	\$6,941	0.20%
ISO Interchange	4,720,978	\$170.31	8.76%	\$804,036	23.66%
NEMA Congestion	0	\$0.00	0.00%	\$244,863	7.21%
Coop Resales	112,892	\$124.25	0.21%	\$14,027	0.41%
MacQuarie	8,320,000	\$37.61	15.43%	\$312,897	9.21%
Summit Hydro	1,214,731	\$56.41	2.25%	\$68,519	2.02%
Braintree Watson Unit	387,012	\$215.37	0.72%	\$83,351	2.45%
Swift River Projects	1,240,504	\$99.55	2.30%	\$123,488	3.63%
Constellation Energy	10,762,400	\$53.36	19.96%	\$574,295	16.90%
Stonybrook Peaking	33,724	\$146.99	0.06%	\$4,957	0.15%
Monthly Total	53,918,775	\$63.02	100.00%	\$3,397,710	100.00%

Table 2 breaks down the ISO interchange between the DA LMP Settlement and the RT Net Energy for the month of February, 2013.

**Table 2**

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP *	6,204,340	149.71	11.51%
Settlement			
RT Net Energy **	-1,483,362	84.14	-2.75%
Settlement			
ISO Interchange (subtotal)	4,720,978	170.31	8.76%

\* Independent System Operator Day-Ahead Locational Marginal Price

\*\* Real Time Net Energy

## CAPACITY

The RMLD hit a demand of 104,480 kW, which occurred on February 4, at 7 pm. The RMLD's monthly UCAP requirement for February, 2013 was 211,828 kW.

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

**Table 3**

Source	Amount (kW)	Cost (\$/kW-month)	Total Cost \$	% of Total Cost
Millstone #3	4,991	46.22	\$230,706	15.40%
Seabrook	7,742	49.44	\$382,771	25.55%
Stonybrook Peaking	24,981	2.00	\$50,035	3.34%
Stonybrook CC	42,925	3.86	\$165,575	11.05%
NYPA	4,019	3.57	\$14,347	0.96%
Hydro Quebec	4,584	5.09	\$23,320	1.56%
Nextera	60,000	5.50	\$330,000	22.03%
Braintree Watson Unit	10,520	10.47	\$110,132	7.35%
ISO-NE Supply Auction	52,066	3.67	\$191,170	12.76%
Total	211,828	\$7.07	\$1,498,056	100.00%

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

<b>Table 4</b>						
Resource	Energy	Capacity	Total cost	% of Total Cost	Amt of Energy (kWh)	Cost of Power (\$/kWh)
Millstone #3	\$23,437	\$230,706	\$254,143	5.19%	3,354,141	0.0758
Seabrook	\$43,751	\$382,771	\$426,522	8.71%	5,324,983	0.0801
Stonybrook Intermediate	\$139,471	\$165,575	\$305,046	6.23%	1,400,665	0.2178
Hydro Quebec	\$0	\$23,320	\$23,320	0.48%	-	0.0000
JP Morgan	\$492,498	\$0	\$492,498	10.06%	8,411,200	0.0586
NextEra	\$461,179	\$330,000	\$791,179	16.16%	6,926,000	0.1142
* NYPA	\$6,941	\$14,347	\$21,288	0.43%	1,709,545	0.0125
ISO Interchange	\$804,036	\$191,170	\$995,206	20.33%	4,720,978	0.2108
Nema Congestion	\$244,863	\$0	\$244,863	5.00%	-	0.0000
MacQuarie	\$312,897	\$0	\$312,897	6.39%	8,320,000	0.0376
* Summit Hydro	\$68,519	\$0	\$68,519	1.40%	1,214,731	0.0564
Braintree Watson Unit	\$83,351	\$110,132	\$193,483	3.95%	387,012	0.4999
* Swift River Projects	\$123,488	\$0	\$123,488	2.52%	1,240,504	0.0995
Coop Resales	\$14,027	\$0	\$14,027	0.29%	112,892	0.1243
Constellation Energy	\$574,295	\$0	\$574,295	11.73%	10,762,400	0.0534
Stonybrook Peaking	\$4,957	\$50,035	\$54,992	1.12%	33,724	1.6306
Monthly Total	\$3,397,710	\$1,498,056	\$4,895,766	100.00%	53,918,775	0.0908
* Renewable Resources					7.72%	

**RENEWABLE ENERGY CERTIFICATES (RECs)**

The RMLD sold 12,613 2012 RECs (Quarter 1 and Quarter 2) for \$582,097.75 in January, 2013. 750 Quarter 1 and 2 RECs remain banked for retirement.

Table 5 shows the amount of banked and projected RECs for the Swift River Hydro Projects through February, 2013, as well as their estimated market value.

**Table 5**  
**Swift River RECs Summary**  
**Period - January 2012 - February 2013**

	Banked RECs	Projected RECs	Total RECs	Est. Dollars
Woronoco	392	4,208	4,600	\$174,721
Pepperell	384	13	397	\$21,422
Indian River	92	1449	1541	\$78,228
Turners Falls	781	91	872	\$0
<b>Grand Total</b>	<b>1,649</b>	<b>5,760</b>	<b>7,409</b>	<b>\$274,371</b>



## TRANSMISSION

The RMLD's total transmission costs for the month of February were \$801,945. This is an increase of 3.5% from the January transmission cost of \$774,307. In February, 2012 the transmission costs were \$581,199.

Table 6

	Current Month	Last Month	Last Year
Peak Demand (kW)	104,480	108,799	100,453
Energy (kWh)	53,918,775	60,866,668	54,076,850
Energy (\$)	\$3,397,710	\$2,523,167	\$2,879,937
Capacity (\$)	\$1,498,056	\$1,496,984	\$1,336,718
Transmission(\$)	\$801,945	\$774,307	\$581,199
Total	\$5,697,711	\$4,794,458	\$4,797,854

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.

Table 7		Total \$		Total \$		Total \$		Total \$		
Commercial	Year	Capacity Saved (kwh)	Energy Saved (kwh)	\$/kW	Energy	\$/kWh	Rebate	Rebate/kWh	Rebate/kW	Cost Benefit
	Total to date	7,597	32,061,914	\$ 664,001	187,3797		\$ 1,030,984	\$ 0.03	\$ 135.72	\$ 1,506,815
	Current	1158	3,740,723	\$ 125,065	149629	\$ 0.04	\$ 353,245	\$ 0.09	\$ 305.05	\$ (78,551)
<b>Residential</b>										
	Total to date	1,157	1,104,935	\$ 104,014	59,037		\$ 423,996	\$ 0.38	\$ 366.41	\$ (260,944.83)
	Current	124	92,130	\$ 13,385	3,685	\$ 0.04	\$ 89,440	\$ 0.97	\$ 721.65	\$ (72,369)
<b>Total</b>										
	Total to date	8,754	33,166,849	\$ 768,016	1,932,834		\$ 1,479,980	\$ 0.04	\$ 169.07	\$ 1,220,870.07
	Current	1,282	3,832,853	\$ 138,450	153,314	\$ 0.04	\$ 442,685	\$ 0.12	\$ 345.32	\$ (150,921)

Table 8 shows the breakdown for residential appliance rebates by type and year.

Table 8		Refrigerator		Dishwasher		Dehumidifier		Central A/C		Window A/C		Thermostat		Audits		Renewable		HP Water Heater		Fan		
Year	QTY	Dollars	QTY	Dollars	QTY	Dollars	QTY	Dollars	TY	Dollars	QTY	Dollars	Y	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	228	\$ 11,400	271	\$ 13,550	244	\$ 12,200	23	\$ 575	16	\$ 1,600	41	\$ 1,025	42	\$ 420	27	\$ 5,400	0	\$ -	3	\$ 750	2	\$ 20
Total	2003	\$ 100,150	1685	\$ 84,250	1518	\$ 75,900	192	\$ 4,800	239	\$ 23,900	271	\$ 6,775	529	\$ 5,290	704	\$ 103,931	13	\$ 52,700	12	\$ 3,000	5	\$ 50



ENGINEERING AND OPERATIONS  
REPORT  
BOARD REFERENCE TAB D





READING MUNICIPAL LIGHT DEPARTMENT  
 FY 13 CAPITAL BUDGET VARIANCE REPORT  
 FOR PERIOD ENDING MARCH 31, 2013

#	PROJECT DESCRIPTION	TOWN	ACTUAL COST MARCH	YTD ACTUAL COST THRU 3/31/13	ANNUAL BUDGET AMOUNT	REMAINING BALANCE
<b><u>E&amp;O Construction-System Projects</u></b>						
1	Essex Street - Reconductoring	LC		200	197,855	197,655
2	4W13 OH Reconductoring - West Street	W		14,608	188,193	173,585
3	Upgrading of Old Lynnfield Center URDs (Partial CARRYOVER)	LC		121,554	492,143	370,589
5	Shady Lane Area - Reconductoring	W	15,673	111,350	199,042	87,692
6	Federal Street - Reconductoring	W	35,531	124,017	175,565	51,548
<b>Total System Projects</b>						
<b><u>Station Upgrades</u></b>						
	<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
<b>Total Station Projects</b>						
<b><u>SCADA Projects</u></b>						
10	Station 5 RTU (Remote Terminal Unit) Replacement	W			56,163	56,163
4	Station 4 RTU (Remote Terminal Unit) Replacement (Partial CARRYOVER)	R	679	149,567	80,653	(68,914)
<b>Total SCADA Projects</b>						
<b><u>New Customer Service Connections</u></b>						
12	Service Installations-Commercial/Industrial Customers	ALL		6,574	63,074	56,500
	Service Installations - Residential Customers	ALL	20,916	173,332	207,923	34,591
<b>Total Service Connections</b>						
14	<b><u>Routine Construction</u></b>					
	Various Routine Construction	ALL	197,154	1,409,225	988,211	(421,014)
<b>Total Construction Projects</b>			<b>269,953</b>	<b>2,114,858</b>	<b>2,929,910</b>	<b>815,053</b>
<b><u>Other Projects</u></b>						
15	GIS		8,866	71,628	97,495	25,867
16	Transformers/Capacitors Annual Purchases		115,403	462,799	284,000	(178,799)
17A	Meter Annual Purchases		24,856	78,997	49,710	(29,287)
17B	Meter Upgrade Project - (Partial CARRYOVER)		16,823	492,376	564,416	72,039
17C	Meter Upgrade Project - Commercial		2,210	423,012	551,853	128,841
18	Purchase Vehicles				65,000	65,000
19	Purchase Line Department Vehicles			474,861	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		9,474	200,088	336,611	136,523
27	Hardware Upgrades			73,184	126,629	53,445
28	Software and Licensing			79,315	119,002	39,687
<b>Total Other Projects</b>			<b>177,632</b>	<b>2,356,260</b>	<b>3,493,505</b>	<b>1,137,245</b>
<b>TOTAL FY 13 CAPITAL PROJECT EXPENDITURES</b>			<b>447,585</b>	<b>4,471,118</b>	<b>6,423,416</b>	<b>1,952,298</b>



**Reading Municipal Light Department  
Engineering and Operations  
Monthly Report  
March 2013**

***FY 2013 Capital Plan***

**E&O Construction – System Projects**

- 1     **Reconductoring of Essex Street, Lynnfield Center – *No Activity.***
- 2     **4W13 OH Reconductoring Project, West Street, Wilmington – *No Activity.***
- 3     **Upgrading of Old Lynnfield Center URDs – *(Phase 1 Completed). No Activity.***
- 5     **Shady Lane Drive Area, Wilmington – Reconductoring – *Make ready work. Install poles, and primary and secondary cable, and upgrade transformers. Energized new secondaries.***
- 6     **Federal Street, Wilmington – Reconductoring – *Line Department: Pole framing and wiring for reconductoring. Transfer new primaries onto new poles.***

**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 – *Engineering time.***

**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 replacements/installations, primary or secondary cable replacements/installations, etc. This portion of the project comes under routine construction. *No Activity.***





- 13 **Service Installations – Residential Customers** – This item includes new or upgraded overhead and underground services, temporary overhead services, and large underground development.

**Routine Construction:**

- 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>	\$275,817
<i>Maintenance Overhead/Underground</i>	\$347,259
<i>Projects Assigned as Required</i>	\$250,377
<i>Pole Damage (includes knockdowns) some reimbursable</i>	\$72,000
<i>Station Group</i>	\$14,199
<i>Hazmat/Oil Spills</i>	\$1,638
<i>Porcelain Cutout Replacement Program</i>	\$0
<i>Lighting (Street Light Connections)</i>	\$19,491
<i>Storm Trouble</i>	\$134,368
<i>Underground Subdivisions</i>	\$44,051
<i>Animal Guard Installation</i>	\$33,442
<i>Miscellaneous Capital Costs</i>	\$216,583
<b>TOTAL</b>	<b>\$1,409,225</b>

\*In the month of March, zero (0) cutouts were charged under this program. Approximately 13 cutouts were installed new or replaced because of damage making a total of 13 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.

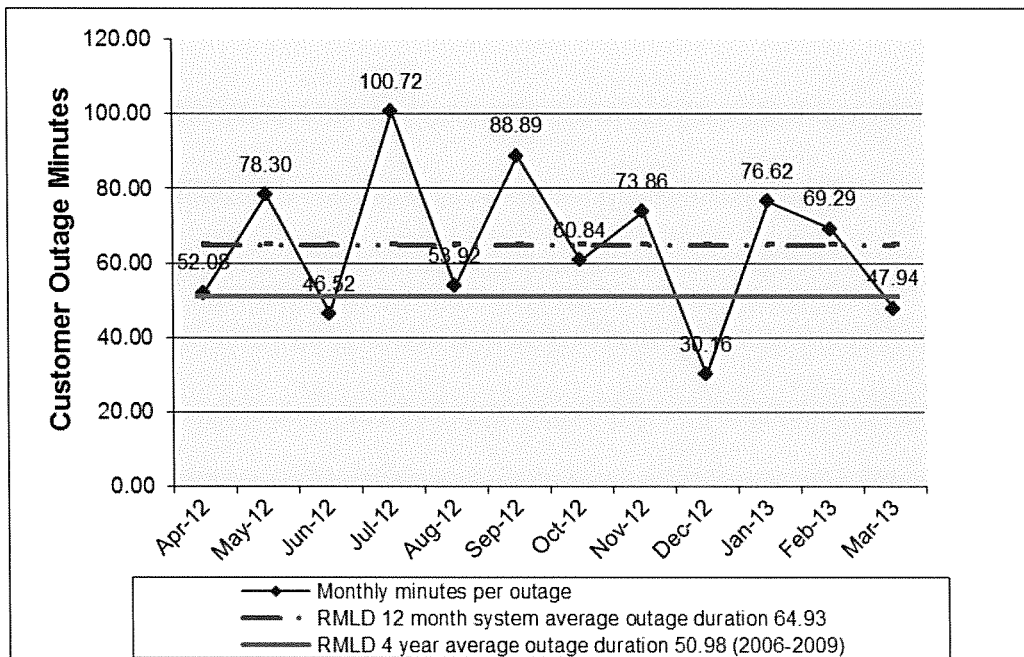
**Customer Average Interruption Duration Index (CAIDI)** measures how quickly the RMLD restores power to customers when their power goes out.

**CAIDI = Total of Customer Interruption Duration for the Month in Minutes ÷ Total Number of Customers Interrupted.**

RMLD 12-month system average outage duration: 64.93 minutes

RMLD four-year average outage (2006-2009): 50.98 minutes per outage

On average, RMLD customers that experience an outage are restored in 64.93 minutes.







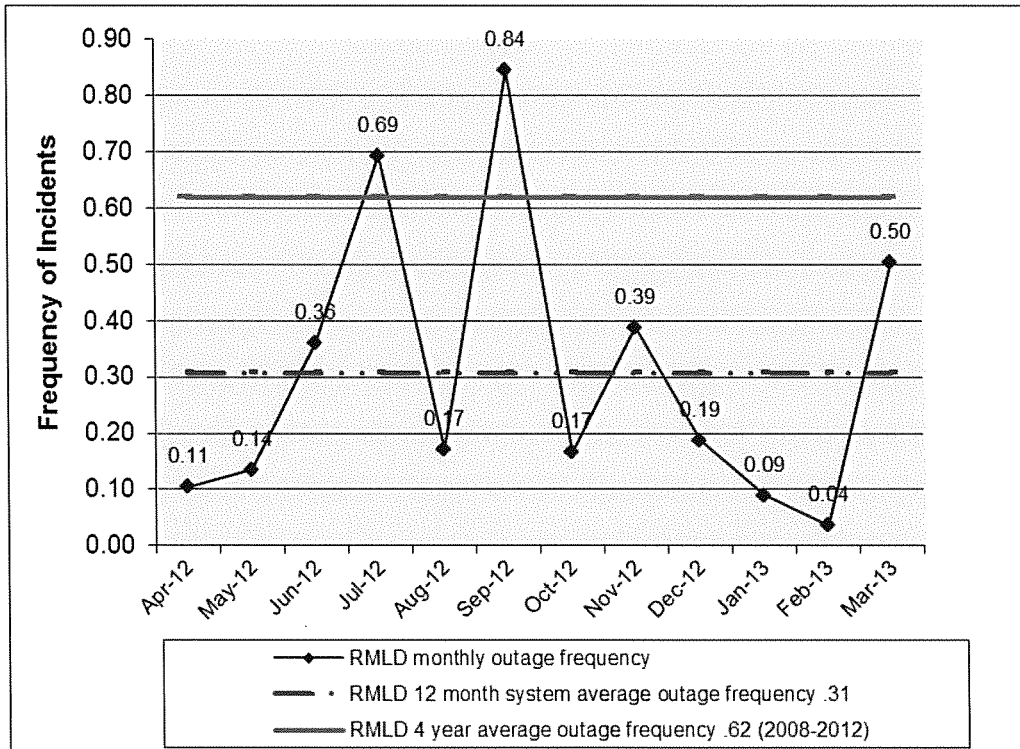
**System Average Interruption Frequency (SAIFI)** – Measures how many outages each customer experiences per year on average.

$$\text{SAIFI} = \frac{\text{Total Number of Customers Interrupted}}{\text{Total Number of Customers}}$$

RMLD 12-month system average: 0.31 outages per year

RMLD four-year average outage frequency: 0.62

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 RMLD customers have no interruptions. At this time, the average RMLD customer experiences an outage approximately every 38.7 months.



FINANCIAL REPORT  
BOARD REFERENCE TAB E





Dt: April 18, 2013

To: RMLB, Kevin Sullivan., Jeanne Foti

Fr: Bob Fournier

**Sj: February 28, 2013 Report**

The results for the first eight months ending February 28, 2013, for the fiscal year 2013 will be summarized in the following paragraphs.

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

For the month of February, the net income or the positive change in net assets was \$130,881, increasing the year to date net income to \$2,436,763. The year to date budgeted net income was \$2,029,335 resulting in net income being over budget by \$407,428 or 20.1%. Actual year to date fuel expenses exceeded fuel revenues by \$260,160.

**2) Revenues: (Page 11B)**

Year to date base revenues were under budget by \$1,375,284 or 4.2%. Actual base revenues were \$31.3 million compared to the budgeted amount of \$32.7 million.

**3) Expenses: (Page 12A)**

\*Year to date purchased power base expense was under budget by \$1,395,536 or 6.82%. Actual purchased power base costs were \$19.0 million compared to the budgeted amount of \$20.4 million.

\*Year to date operating and maintenance (O&M) expenses combined were over budget by \$149,287 or 1.85%. Actual O&M expenses were \$8.2 million compared to the budgeted amount of \$8.1 million.

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

**4) Cash: (Page 9)**

\*Operating Fund was at \$9,881,781.

\* Capital Fund balance was at \$3,056,590.

\* Rate Stabilization Fund was at \$6,688,307.

\* Deferred Fuel Fund was at \$2,009,885.

\* Energy Conservation Fund was at \$259,837.

**5) General Information:**

Year to date kwh sales (Page 5) were 484,484,799 which is 13.2 million kwh or 2.8%, ahead last year's actual figure. GAW revenues collected ytd were \$484,374 bringing the total collected since inception to \$1,781,458.

**6) Budget Variance:**

Cumulatively, the five divisions were over budget by \$154,482 or 1.19%.





**FINANCIAL REPORT**



**FEBRUARY 28, 2013**



**ISSUE DATE: APRIL 18, 2013**





TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUSINESS-TYPE PROPRIETARY FUND  
STATEMENT OF NET ASSETS  
2/28/13

	PREVIOUS YEAR	CURRENT YEAR
<b>ASSETS</b>		
<b>CURRENT</b>		
UNRESTRICTED CASH (SCH A P.9)	9,396,162.56	9,884,780.96
RESTRICTED CASH (SCH A P.9)	18,319,254.52	17,990,650.53
RECEIVABLES, NET (SCH B P.10)	7,403,407.23	9,200,021.88
PREPAID EXPENSES (SCH B P.10)	1,949,722.19	1,562,973.37
INVENTORY	1,405,233.69	1,552,754.44
TOTAL CURRENT ASSETS	38,473,780.19	40,191,181.18
<b>NONCURRENT</b>		
INVESTMENT IN ASSOCIATED CO (SCH C P.2)	73,765.66	46,958.35
CAPITAL ASSETS, NET (SCH C P.2)	67,872,740.75	70,254,193.21
TOTAL NONCURRENT ASSETS	67,946,506.41	70,301,151.56
TOTAL ASSETS	106,420,286.60	110,492,332.74
 <b>LIABILITIES</b>		
<b>CURRENT</b>		
ACCOUNTS PAYABLE		
CUSTOMER DEPOSITS	5,510,734.48	6,057,992.80
CUSTOMER ADVANCES FOR CONSTRUCTION	602,249.01	686,614.16
ACCRUED LIABILITIES	294,339.94	401,932.15
	1,221,683.70	1,388,610.36
TOTAL CURRENT LIABILITIES	7,629,007.13	8,535,149.47
<b>NONCURRENT</b>		
ACCRUED EMPLOYEE COMPENSATED ABSENCES	2,934,698.58	2,986,360.21
TOTAL NONCURRENT LIABILITIES	2,934,698.58	2,986,360.21
TOTAL LIABILITIES	10,563,705.71	11,521,509.68
 <b>NET ASSETS</b>		
INVESTED IN CAPITAL ASSETS, NET OF RELATED DEBT		
RESTRICTED FOR DEPRECIATION FUND (P.9)	67,872,740.75	70,254,193.21
UNRESTRICTED	3,993,460.42	3,056,589.58
	23,990,378.72	25,660,040.27
TOTAL NET ASSETS (P.3)	95,856,580.89	98,970,823.06
TOTAL LIABILITIES AND NET ASSETS	106,420,286.60	110,492,332.74

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
NONCURRENT ASSET SCHEDULE  
2/28/13

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	58,018.02	43,982.61
<b>TOTAL INVESTMENTS IN ASSOCIATED COMPANIES</b>	<b><u>73,765.66</u></b>	<b><u>46,958.35</u></b>
SCHEDULE OF CAPITAL ASSETS		
LAND	1,265,842.23	1,265,842.23
STRUCTURES AND IMPROVEMENTS	6,639,578.34	6,792,724.53
EQUIPMENT AND FURNISHINGS	12,931,726.76	13,079,889.39
INFRASTRUCTURE	47,035,593.42	49,115,737.06
<b>TOTAL CAPITAL ASSETS, NET</b>	<b><u>67,872,740.75</u></b>	<b><u>70,254,193.21</u></b>
<b>TOTAL NONCURRENT ASSETS</b>	<b><u>67,946,506.41</u></b>	<b><u>70,301,151.56</u></b>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUSINESS-TYPE PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS  
2/28/13

	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
<b>OPERATING REVENUES: (SCH D P.11)</b>					
BASE REVENUE	3,434,875.16	3,906,048.67	30,715,837.38	31,364,048.67	2.11%
FUEL REVENUE	2,594,141.71	3,030,833.21	25,136,688.86	24,118,055.34	-4.05%
PURCHASED POWER CAPACITY	(9,856.38)	183,666.75	(89,529.87)	1,467,331.16	-1738.93%
FORFEITED DISCOUNTS	70,491.05	64,283.73	636,950.33	671,515.75	5.43%
ENERGY CONSERVATION REVENUE	51,023.19	59,760.70	404,230.88	477,057.43	18.02%
GAW REVENUE	51,893.94	60,630.41	471,296.56	484,374.68	2.77%
NYPA CREDIT	(62,465.74)	(77,841.37)	(460,280.28)	(441,797.30)	-4.02%
<b>TOTAL OPERATING REVENUES</b>	<b>6,130,102.93</b>	<b>7,227,382.10</b>	<b>56,815,193.86</b>	<b>58,140,585.73</b>	<b>2.33%</b>
<b>OPERATING EXPENSES: (SCH E P.12)</b>					
PURCHASED POWER BASE	1,921,257.89	2,299,125.88	16,855,504.43	19,055,450.42	13.05%
PURCHASED POWER FUEL	2,879,936.88	3,397,709.79	25,627,704.49	23,936,417.60	-6.60%
OPERATING MAINTENANCE	787,674.74	714,493.03	5,756,790.43	6,479,793.34	12.56%
DEPRECIATION	169,649.03	217,186.17	1,970,270.71	1,748,910.52	-11.24%
VOLUNTARY PAYMENTS TO TOWNS	296,027.47	305,469.18	2,368,219.76	2,443,753.44	3.19%
	113,000.00	114,000.00	900,186.00	905,383.00	0.58%
<b>TOTAL OPERATING EXPENSES</b>	<b>6,167,546.01</b>	<b>7,047,984.05</b>	<b>53,478,675.82</b>	<b>54,569,708.32</b>	<b>2.04%</b>
<b>OPERATING INCOME</b>	<b>(37,443.08)</b>	<b>179,398.05</b>	<b>3,336,518.04</b>	<b>3,570,877.41</b>	<b>7.02%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
CONTRIBUTIONS IN AID OF CONST	8,115.20	58,112.10	45,744.84	105,299.89	130.19%
RETURN ON INVESTMENT TO READING	(183,829.75)	(188,785.58)	(1,470,638.00)	(1,510,284.66)	2.70%
INTEREST INCOME	3,925.77	1,603.79	64,484.78	21,072.28	-67.32%
INTEREST EXPENSE	(501.39)	(250.89)	(5,728.38)	(3,109.24)	-45.72%
OTHER (MDSE AND AMORT)	38,458.71	80,804.18	282,617.14	252,907.39	-10.51%
<b>TOTAL NONOPERATING REV (EXP)</b>	<b>(133,831.46)</b>	<b>(48,516.40)</b>	<b>(1,083,519.62)</b>	<b>(1,134,114.34)</b>	<b>4.67%</b>
<b>CHANGE IN NET ASSETS</b>	<b>(171,274.54)</b>	<b>130,881.65</b>	<b>2,252,998.42</b>	<b>2,436,763.07</b>	<b>8.16%</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>			<b>93,603,582.47</b>	<b>96,534,059.99</b>	<b>3.13%</b>
<b>NET ASSETS AT END OF FEBRUARY</b>			<b>95,856,580.89</b>	<b>98,970,823.06</b>	<b>3.25%</b>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUSINESS-TYPE PROPRIETARY FUND  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS  
2/28/13

	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE*	% CHANGE
<b>OPERATING REVENUES: (SCH F P.11B)</b>				
BASE REVENUE	31,364,048.67	32,739,333.00	(1,375,284.33)	-4.20%
FUEL REVENUE	24,118,055.34	21,731,610.00	2,386,445.34	10.98%
PURCHASED POWER CAPACITY	1,467,331.16	1,486,803.00	(19,471.84)	-1.31%
FORFEITED DISCOUNTS	671,515.75	720,265.00	(48,749.25)	-6.77%
ENERGY CONSERVATION REVENUE	477,057.43	490,815.00	(13,757.57)	-2.80%
GAW REVENUE	484,374.68	490,815.00	(6,440.32)	-1.31%
NYPA CREDIT	(441,797.30)	(466,664.00)	24,866.70	-5.33%
<b>TOTAL OPERATING REVENUES</b>	<b>58,140,585.73</b>	<b>57,192,977.00</b>	<b>947,608.73</b>	<b>1.66%</b>
<b>OPERATING EXPENSES: (SCH G P.12A)</b>				
PURCHASED POWER BASE	19,055,450.42	20,450,987.00	(1,395,536.58)	-6.82%
PURCHASED POWER FUEL	23,936,417.60	22,222,566.00	1,713,851.60	7.71%
OPERATING MAINTENANCE	6,479,793.34	6,375,335.00	104,458.34	1.64%
DEPRECIATION	1,748,910.52	1,704,082.00	44,828.52	2.63%
VOLUNTARY PAYMENTS TO TOWNS	2,443,753.44	2,433,336.00	10,417.44	0.43%
	905,383.00	912,000.00	(6,617.00)	-0.73%
<b>TOTAL OPERATING EXPENSES</b>	<b>54,569,708.32</b>	<b>54,098,306.00</b>	<b>471,402.32</b>	<b>0.87%</b>
<b>OPERATING INCOME</b>	<b>3,570,877.41</b>	<b>3,094,671.00</b>	<b>476,206.41</b>	<b>15.39%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
CONTRIBUTIONS IN AID OF CONST	105,299.89	300,000.00	(194,700.11)	-64.90%
RETURN ON INVESTMENT TO READING	(1,510,284.66)	(1,510,000.00)	(284.66)	0.02%
INTEREST INCOME	21,072.28	66,664.00	(45,591.72)	-68.39%
INTEREST EXPENSE	(3,109.24)	(2,000.00)	(1,109.24)	55.46%
OTHER (MDSE AND AMORT)	252,907.39	80,000.00	172,907.39	216.13%
<b>TOTAL NONOPERATING REV (EXP)</b>	<b>(1,134,114.34)</b>	<b>(1,065,336.00)</b>	<b>(68,778.34)</b>	<b>6.46%</b>
<b>CHANGE IN NET ASSETS</b>	<b>2,436,763.07</b>	<b>2,029,335.00</b>	<b>407,428.07</b>	<b>20.08%</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>96,534,059.99</b>	<b>96,534,059.99</b>	<b>0.00</b>	<b>0.00%</b>
<b>NET ASSETS AT END OF FEBRUARY</b>	<b>98,970,823.06</b>	<b>98,563,394.99</b>	<b>407,428.07</b>	<b>0.41%</b>

\* ( ) = ACTUAL UNDER BUDGET



TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
RECONCILIATION OF CAPITAL FUNDS  
2/28/13

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	4,660.38
DEPRECIATION TRANSFER FY 13	<u>2,443,753.44</u>

TOTAL SOURCE OF CAPITAL FUNDS

7,083,619.52

USE OF CAPITAL FUNDS:

LESS PAID ADDITIONS TO PLANT THRU FEBRUARY

4,027,029.94

GENERAL LEDGER CAPITAL FUNDS BALANCE 2/28/13

3,056,589.58

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SALES OF KILOWATT HOURS  
2/28/13

SALES OF ELECTRICITY:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
RESIDENTIAL SALES	19,102,964	22,820,042	175,477,409	182,259,130	3.86%
COMM. AND INDUSTRIAL SALES	30,118,446	34,834,035	275,343,217	281,448,348	2.22%
PRIVATE STREET LIGHTING	73,447	73,243	583,883	585,886	0.34%
<b>TOTAL PRIVATE CONSUMERS</b>	<u>49,294,857</u>	<u>57,727,320</u>	<u>451,404,509</u>	<u>464,293,364</u>	2.86%
<b>MUNICIPAL SALES:</b>					
STREET LIGHTING	239,338	238,879	1,913,265	1,905,480	-0.41%
MUNICIPAL BUILDINGS	791,333	914,746	6,458,149	6,572,257	1.77%
<b>TOTAL MUNICIPAL CONSUMERS</b>	<u>1,030,671</u>	<u>1,153,625</u>	<u>8,371,414</u>	<u>8,477,737</u>	1.27%
SALES FOR RESALE	247,689	241,611	2,297,395	2,307,876	0.46%
SCHOOL	1,310,083	1,502,518	9,210,539	9,405,822	2.12%
<b>TOTAL KILOWATT HOURS SOLD</b>	<u>51,883,300</u>	<u>60,625,074</u>	<u>471,283,857</u>	<u>484,484,799</u>	2.80%

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
KILOWATT HOURS SOLD BY TOWN  
2/28/13

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	22,820,042	7,167,168	3,372,597	4,734,595	7,545,682
COMM & IND	34,834,035	4,312,863	291,275	5,478,812	24,751,085
PVT ST LIGHTS	73,243	13,585	1,360	21,316	36,982
PUB ST LIGHTS	238,879	80,536	32,500	41,196	84,647
MUNI BLDGS	914,746	285,656	162,027	139,560	327,503
SALES/RESALE	241,611	241,611	0	0	0
SCHOOL	1,502,518	518,924	340,208	202,360	441,026
<b>TOTAL</b>	<b>60,625,074</b>	<b>12,620,343</b>	<b>4,199,967</b>	<b>10,617,839</b>	<b>33,186,925</b>

YEAR TO DATE

RESIDENTIAL	182,259,130	56,809,215	26,415,604	41,617,161	57,417,150
COMM & IND	281,448,348	35,127,086	2,188,629	43,512,560	200,620,073
PVT ST LIGHTS	585,886	108,680	10,880	170,468	295,858
PUB ST LIGHTS	1,905,480	644,288	259,960	324,896	676,336
MUNI BLDGS	6,572,257	1,696,489	1,161,522	1,256,324	2,457,922
SALES/RESALE	2,307,876	2,307,876	0	0	0
SCHOOL	9,405,822	3,311,451	2,053,859	1,202,680	2,837,832
<b>TOTAL</b>	<b>484,484,799</b>	<b>100,005,085</b>	<b>32,090,454</b>	<b>88,084,089</b>	<b>264,305,171</b>

LAST YEAR TO DATE

RESIDENTIAL	175,477,409	54,933,316	24,871,283	41,075,296	54,597,514
COMM & IND	275,343,217	35,070,011	2,218,177	42,673,553	195,381,476
PVT ST LIGHTS	583,883	111,312	10,880	171,772	289,919
PUB ST LIGHTS	1,913,265	643,788	259,582	319,203	690,692
MUNI BLDGS	6,458,149	1,658,432	1,098,987	1,263,292	2,437,438
SALES/RESALE	2,297,395	2,297,395	0	0	0
SCHOOL	9,210,539	3,291,026	2,015,795	1,179,400	2,724,318
<b>TOTAL</b>	<b>471,283,857</b>	<b>98,005,280</b>	<b>30,474,704</b>	<b>86,682,516</b>	<b>256,121,357</b>

KILOWATT HOURS SOLD TO TOTAL

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	37.64%	11.82%	5.56%	7.81%	12.45%
COMM & IND	57.46%	7.11%	0.48%	9.04%	40.83%
PVT ST LIGHTS	0.12%	0.02%	0.00%	0.04%	0.06%
PUB ST LIGHTS	0.39%	0.13%	0.05%	0.07%	0.14%
MUNI BLDGS	1.51%	0.47%	0.27%	0.23%	0.54%
SALES/RESALE	0.40%	0.40%	0.00%	0.00%	0.00%
SCHOOL	2.48%	0.86%	0.56%	0.33%	0.73%
<b>TOTAL</b>	<b>100.00%</b>	<b>20.82%</b>	<b>6.93%</b>	<b>17.51%</b>	<b>54.74%</b>

YEAR TO DATE

RESIDENTIAL	37.62%	11.73%	5.45%	8.59%	11.85%
COMM & IND	58.09%	7.25%	0.45%	8.98%	41.41%
PVT ST LIGHTS	0.12%	0.02%	0.00%	0.04%	0.06%
PUB ST LIGHTS	0.39%	0.13%	0.05%	0.07%	0.14%
MUNI BLDGS	1.36%	0.35%	0.24%	0.26%	0.51%
SALES/RESALE	0.48%	0.48%	0.00%	0.00%	0.00%
SCHOOL	1.94%	0.68%	0.42%	0.25%	0.59%
<b>TOTAL</b>	<b>100.00%</b>	<b>20.64%</b>	<b>6.61%</b>	<b>18.19%</b>	<b>54.56%</b>

LAST YEAR TO DATE

RESIDENTIAL	37.24%	11.66%	5.28%	8.72%	11.58%
COMM & IND	58.42%	7.44%	0.47%	9.05%	41.46%
PVT ST LIGHTS	0.12%	0.02%	0.00%	0.04%	0.06%
PUB ST LIGHTS	0.41%	0.14%	0.06%	0.07%	0.14%
MUNI BLDGS	1.37%	0.35%	0.23%	0.27%	0.52%
SALES/RESALE	0.49%	0.49%	0.00%	0.00%	0.00%
SCHOOL	1.95%	0.70%	0.43%	0.25%	0.57%
<b>TOTAL</b>	<b>100.00%</b>	<b>20.80%</b>	<b>6.47%</b>	<b>18.40%</b>	<b>54.33%</b>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
FORMULA INCOME  
2/28/13

TOTAL OPERATING REVENUES	(P.3)	58,140,585.73
ADD:		
POLE RENTAL		0.00
INTEREST INCOME ON CUSTOMER DEPOSITS		887.12
LESS:		
OPERATING EXPENSES	(P.3)	(54,570,010.11)
CUSTOMER DEPOSIT INTEREST EXPENSE		(3,109.24)
FORMULA INCOME (LOSS)		3,568,353.50

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
GENERAL STATISTICS  
2/28/13

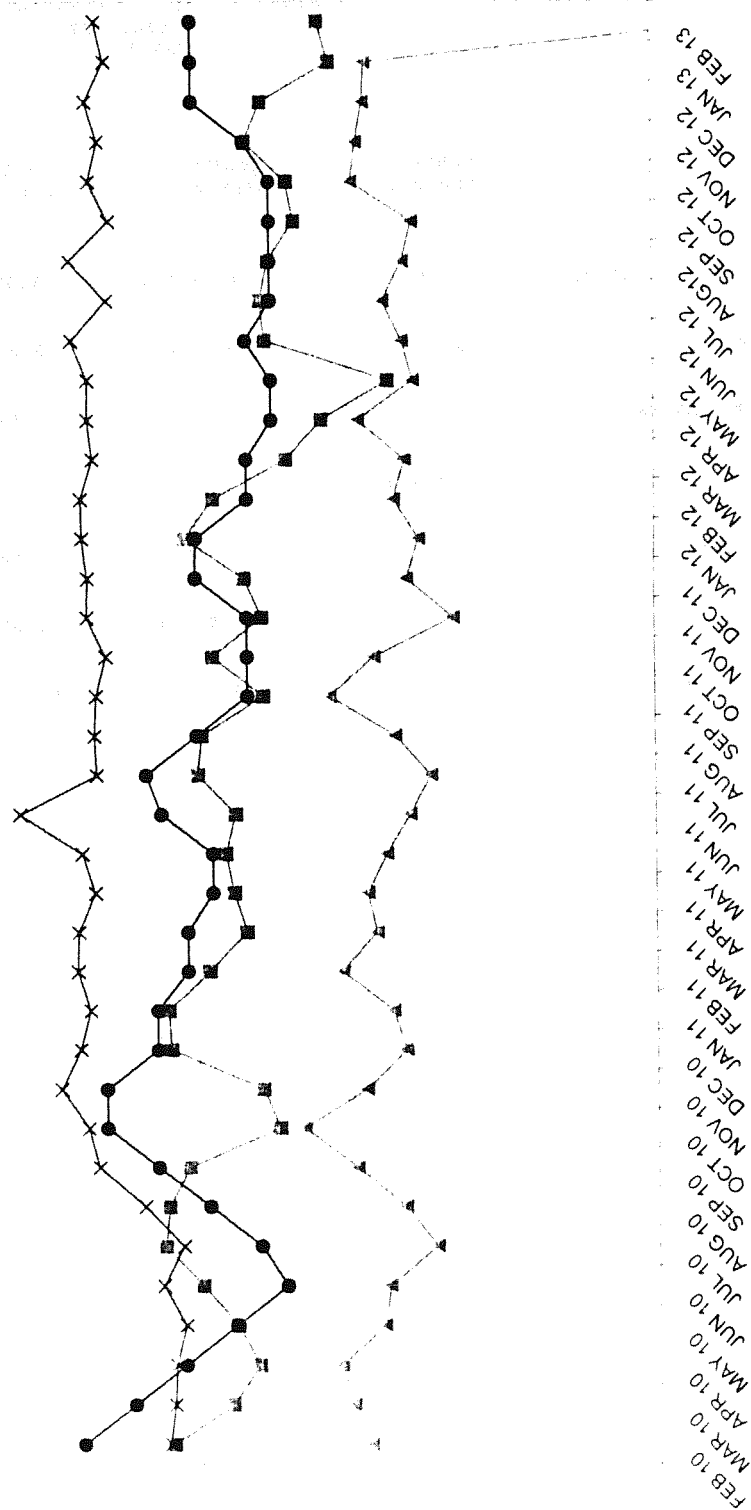
		MONTH OF FEB 2012	MONTH OF FEB 2013	% CHANGE		YEAR FEB 2012	THRU FEB 2013
				2012	2013		
SALE OF KWH	(P.5)	51,883,300	60,625,074	-3.97%	2.80%	471,283,857	484,484,799
KWH PURCHASED		59,550,250	53,918,775	-2.82%	2.05%	487,656,547	497,668,189
AVE BASE COST PER KWH		0.033086	0.042641	-7.01%	10.78%	0.034564	0.038289
AVE BASE SALE PER KWH		0.066118	0.064430	2.77%	-0.67%	0.065175	0.064737
AVE COST PER KWH		0.089145	0.105656	-5.56%	-0.84%	0.087117	0.086387
AVE SALE PER KWH		0.121100	0.114423	-2.07%	-3.37%	0.118511	0.114518
FUEL CHARGE REVENUE (P.3)		2,594,141.71	3,030,833.21	-11.18%	-4.05%	25,136,688.86	24,118,055.34
LOAD FACTOR		73.74%	70.69%				
PEAK LOAD		100,453	104,480				



# kwh analysis

- ▲- base cost
- fuel cost
- fuel revenue
- x- base revenue

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



TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SCHEDULE OF CASH AND INVESTMENTS  
2/28/13

SCHEDULE A

	PREVIOUS YEAR	CURRENT YEAR
<b>UNRESTRICTED CASH</b>		
CASH - OPERATING FUND	9,393,162.56	9,881,780.96
CASH - PETTY CASH	3,000.00	3,000.00
<b>TOTAL UNRESTRICTED CASH</b>	<u><u>9,396,162.56</u></u>	<u><u>9,884,780.96</u></u>
 <b>RESTRICTED CASH</b>		
CASH - DEPRECIATION FUND	3,993,461.42	3,056,589.58
CASH - TOWN PAYMENT	894,000.00	605,571.00
CASH - DEFERRED FUEL RESERVE	2,103,928.87	2,009,884.92
CASH - RATE STABILIZATION FUND	6,069,924.65	6,688,307.62
CASH - UNCOLLECTIBLE ACCTS RESERVE	200,000.00	200,000.00
CASH - SICK LEAVE BENEFITS	2,953,598.25	2,987,106.67
CASH - HAZARD WASTE RESERVE	150,000.00	150,000.00
CASH - CUSTOMER DEPOSITS	602,249.01	686,614.16
CASH - ENERGY CONSERVATION	178,810.37	259,837.31
CASH - OPEB	1,173,281.95	1,346,739.27
<b>TOTAL RESTRICTED CASH</b>	<u><u>18,319,254.52</u></u>	<u><u>17,990,650.53</u></u>
 <b>TOTAL CASH BALANCE</b>	 <u><u>27,715,417.08</u></u>	 <u><u>27,875,431.49</u></u>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SCHEDULE OF ACCOUNTS RECEIVABLE  
2/28/13

SCHEDULE B

	PREVIOUS YEAR	CURRENT YEAR
<b>SCHEDULE OF ACCOUNTS RECEIVABLE</b>		
RESIDENTIAL AND COMMERCIAL	2,869,268.20	4,496,214.62
ACCOUNTS RECEIVABLE - OTHER	198,822.16	342,382.85
ACCOUNTS RECEIVABLE - LIENS	65,168.95	43,936.63
ACCOUNTS RECEIVABLE - EMPLOYEE ADVANCES	892.14	892.14
SALES DISCOUNT LIABILITY	(254,121.81)	(351,416.58)
RESERVE FOR UNCOLLECTIBLE ACCOUNTS	<u>(306,916.78)</u>	<u>(247,924.61)</u>
TOTAL ACCOUNTS RECEIVABLE BILLED	2,573,112.86	4,284,085.05
UNBILLED ACCOUNTS RECEIVABLE	4,830,294.37	4,915,936.83
TOTAL ACCOUNTS RECEIVABLE, NET	<u><u>7,403,407.23</u></u>	<u><u>9,200,021.88</u></u>

SCHEDULE OF PREPAYMENTS

PREPAID INSURANCE	1,296,204.42	1,221,298.40
PREPAYMENT PURCHASED POWER	245,247.57	(103,081.84)
PREPAYMENT PASNY	238,330.65	241,849.32
PREPAYMENT WATSON	155,415.85	188,383.79
PURCHASED POWER WORKING CAPITAL	14,523.70	14,523.70
TOTAL PREPAYMENT	<u><u>1,949,722.19</u></u>	<u><u>1,562,973.37</u></u>

ACCOUNTS RECEIVABLE AGING FEBRUARY 2013:

RESIDENTIAL AND COMMERCIAL	4,496,214.62
LESS: SALES DISCOUNT LIABILITY	<u>(351,416.58)</u>
GENERAL LEDGER BALANCE	<u><u>4,144,798.04</u></u>

CURRENT	3,666,454.65	88.45%
30 DAYS	340,499.47	8.22%
60 DAYS	68,995.61	1.66%
90 DAYS	15,163.80	0.37%
OVER 90 DAYS	<u>53,684.51</u>	<u>1.30%</u>
TOTAL	<u><u>4,144,798.04</u></u>	<u><u>100.00%</u></u>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SCHEDULE OF OPERATING REVENUE  
2/28/13

SCHEDULE D

SALES OF ELECTRICITY:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
RESIDENTIAL SALES	2,457,598.14	2,915,337.41	23,088,855.36	23,237,828.84	0.65%
COMM AND INDUSTRIAL SALES	3,268,535.35	3,692,335.19	30,325,142.39	29,882,632.40	-1.46%
PRIVATE STREET LIGHTING	5,978.26	5,894.81	53,695.48	47,091.69	-12.30%
<b>TOTAL PRIVATE CONSUMERS</b>	<u>5,732,111.75</u>	<u>6,613,567.41</u>	<u>53,467,693.23</u>	<u>53,167,552.93</u>	-0.56%
<b>MUNICIPAL SALES:</b>					
STREET LIGHTING	29,270.34	28,144.47	255,742.21	226,563.43	-11.41%
MUNICIPAL BUILDINGS	93,479.38	104,154.27	783,589.18	762,247.55	-2.72%
<b>TOTAL MUNICIPAL CONSUMERS</b>	<u>122,749.72</u>	<u>132,298.74</u>	<u>1,039,331.39</u>	<u>988,810.98</u>	-4.86%
<b>SALES FOR RESALE</b>	29,500.55	28,700.32	281,515.05	273,161.54	-2.97%
<b>SCHOOL</b>	<u>144,654.85</u>	<u>162,315.41</u>	<u>1,063,986.57</u>	<u>1,052,578.56</u>	-1.07%
<b>SUB-TOTAL</b>	6,029,016.87	6,936,881.88	55,852,526.24	55,482,104.01	-0.66%
<b>FORFEITED DISCOUNTS</b>	70,491.05	64,283.73	636,950.33	671,515.75	5.43%
<b>PURCHASED POWER CAPACITY</b>	(9,856.38)	183,666.75	(89,529.87)	1,467,331.16	-1738.93%
<b>ENERGY CONSERVATION - RESIDENTIAL</b>	19,118.83	22,839.16	152,117.47	182,366.47	19.89%
<b>ENERGY CONSERVATION - COMMERCIAL</b>	31,904.36	36,921.54	252,113.41	294,690.96	16.89%
<b>GAW REVENUE</b>	51,893.94	60,630.41	471,296.56	484,374.68	2.77%
<b>NYPA CREDIT</b>	(62,465.74)	(77,841.37)	(460,280.28)	(441,797.30)	-4.02%
<b>TOTAL REVENUE</b>	<u>6,130,102.93</u>	<u>7,227,382.10</u>	<u>56,815,193.86</u>	<u>58,140,585.73</u>	2.33%

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SCHEDULE OF OPERATING REVENUE BY TOWN  
2/28/13

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	2,915,337.41	918,792.65	428,415.17	606,160.52	961,969.07
INDUS/MUNI BLDG	3,796,489.46	524,565.27	51,252.26	610,070.14	2,610,601.79
PUB. ST. LIGHTS	28,144.47	9,177.62	3,633.03	4,944.75	10,389.07
PRV. ST. LIGHTS	5,894.81	1,075.40	107.64	1,782.32	2,929.45
CO-OP RESALE	28,700.32	28,700.32	0.00	0.00	0.00
SCHOOL	162,315.41	56,493.36	36,102.42	22,360.23	47,359.40
<b>TOTAL</b>	<b>6,936,881.88</b>	<b>1,538,804.62</b>	<b>519,510.52</b>	<b>1,245,317.96</b>	<b>3,633,248.78</b>

THIS YEAR TO DATE

RESIDENTIAL	23,237,828.84	7,271,754.57	3,347,505.12	5,301,304.07	7,317,265.08
INDUS/MUNI BLDG	30,644,879.95	4,185,637.44	385,412.84	4,892,152.18	21,181,677.49
PUB. ST. LIGHTS	226,563.43	73,421.04	29,058.28	41,099.63	82,984.48
PRV. ST. LIGHTS	47,091.69	8,610.96	861.16	14,192.10	23,427.47
CO-OP RESALE	273,161.54	273,161.54	0.00	0.00	0.00
SCHOOL	1,052,578.56	373,710.68	226,840.32	138,268.43	313,759.13
<b>TOTAL</b>	<b>55,482,104.01</b>	<b>12,186,296.23</b>	<b>3,989,677.70</b>	<b>10,387,016.42</b>	<b>28,919,113.66</b>

LAST YEAR TO DATE

RESIDENTIAL	23,088,855.36	7,245,850.47	3,263,364.45	5,391,500.18	7,188,140.26
INDUS/MUNI BLDG	31,108,731.57	4,303,986.35	396,832.65	4,967,132.02	21,440,780.55
PUB. ST. LIGHTS	255,742.21	82,128.63	31,727.50	45,704.91	96,181.17
PRV. ST. LIGHTS	53,695.48	10,008.80	981.10	16,593.38	26,112.20
CO-OP RESALE	281,515.05	281,515.05	0.00	0.00	0.00
SCHOOL	1,063,986.57	383,551.75	228,803.70	139,705.39	311,925.73
<b>TOTAL</b>	<b>55,852,526.24</b>	<b>12,307,041.05</b>	<b>3,921,709.40</b>	<b>10,560,635.88</b>	<b>29,063,139.91</b>

PERCENTAGE OF OPERATING INCOME TO TOTAL

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	42.03%	13.25%	6.18%	8.74%	13.86%
INDUS/MUNI BLDG	54.73%	7.56%	0.74%	8.79%	37.64%
PUB. ST. LIGHTS	0.41%	0.13%	0.05%	0.07%	0.16%
PRV. ST. LIGHTS	0.08%	0.02%	0.00%	0.03%	0.03%
CO-OP RESALE	0.41%	0.41%	0.00%	0.00%	0.00%
SCHOOL	2.34%	0.81%	0.52%	0.32%	0.69%
<b>TOTAL</b>	<b>100.00%</b>	<b>22.18%</b>	<b>7.49%</b>	<b>17.95%</b>	<b>52.38%</b>

THIS YEAR TO DATE

RESIDENTIAL	41.89%	13.11%	6.03%	9.55%	13.20%
INDUS/MUNI BLDG	55.23%	7.54%	0.69%	8.82%	38.18%
PUB. ST. LIGHTS	0.40%	0.13%	0.05%	0.07%	0.15%
PRV. ST. LIGHTS	0.09%	0.02%	0.00%	0.03%	0.04%
CO-OP RESALE	0.49%	0.49%	0.00%	0.00%	0.00%
SCHOOL	1.90%	0.67%	0.41%	0.25%	0.57%
<b>TOTAL</b>	<b>100.00%</b>	<b>21.96%</b>	<b>7.18%</b>	<b>18.72%</b>	<b>52.14%</b>

LAST YEAR TO DATE

RESIDENTIAL	41.34%	12.97%	5.84%	9.65%	12.88%
INDUS/MUNI BLDG	55.70%	7.71%	0.71%	8.89%	38.39%
PUB. ST. LIGHTS	0.46%	0.15%	0.06%	0.08%	0.17%
PRV. ST. LIGHTS	0.10%	0.02%	0.00%	0.03%	0.05%
CO-OP RESALE	0.50%	0.50%	0.00%	0.00%	0.00%
SCHOOL	1.90%	0.69%	0.41%	0.25%	0.55%
<b>TOTAL</b>	<b>100.00%</b>	<b>22.04%</b>	<b>7.02%</b>	<b>18.90%</b>	<b>52.04%</b>



TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUDGETED REVENUE VARIANCE REPORT  
2/28/13

SCHEDULE F

SALES OF ELECTRICITY:	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
RESIDENTIAL	14,160,183.71	14,800,956.00	(640,772.29)	-4.33%
COMM AND INDUSTRIAL SALES PRIVATE STREET LIGHTING MUNICIPAL BUILDINGS	16,334,667.72	17,022,349.00	(687,681.28)	-4.04%
PUBLIC STREET LIGHTING	131,277.67	135,108.00	(3,830.33)	-2.84%
SALES FOR RESALE	158,652.90	194,672.00	(36,019.10)	-18.50%
SCHOOL	<u>579,266.67</u>	<u>586,248.00</u>	<u>(6,981.33)</u>	-1.19%
TOTAL BASE SALES	31,364,048.67	32,739,333.00	(1,375,284.33)	-4.20%
TOTAL FUEL SALES	<u>24,118,055.34</u>	<u>21,731,610.00</u>	<u>2,386,445.34</u>	10.98%
TOTAL OPERATING REVENUE	55,482,104.01	54,470,943.00	1,011,161.01	1.86%
FORFEITED DISCOUNTS	671,515.75	720,265.00	(48,749.25)	-6.77%
PURCHASED POWER CAPACITY	1,467,331.16	1,486,803.00	(19,471.84)	-1.31%
ENERGY CONSERVATION - RESIDENTIAL	182,366.47	183,530.00	(1,163.53)	-0.63%
ENERGY CONSERVATION - COMMERCIAL	294,690.96	307,285.00	(12,594.04)	-4.10%
GAW REVENUE	484,374.68	490,815.00	(6,440.32)	-1.31%
PASNY CREDIT	(441,797.30)	(466,664.00)	24,866.70	-5.33%
TOTAL OPERATING REVENUES	<u><u>58,140,585.73</u></u>	<u><u>57,192,977.00</u></u>	<u><u>947,608.73</u></u>	1.66%

\* ( ) = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
SCHEDULE OF OPERATING EXPENSES  
2/28/13

SCHEDULE E

OPERATION EXPENSES:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
PURCHASED POWER BASE EXPENSE	1,921,257.89	2,299,125.88	16,855,504.43	19,055,450.42	13.05%
OPERATION SUP AND ENGINEERING EXP	37,783.46	34,574.45	347,486.20	334,072.69	-3.86%
STATION SUP LABOR AND MISC	8,259.52	6,859.25	75,173.95	50,952.06	-32.22%
LINE MISC LABOR AND EXPENSE	68,396.95	44,255.53	453,338.13	444,689.33	-1.91%
STATION LABOR AND EXPENSE	33,860.42	31,134.24	316,713.88	348,348.73	9.99%
STREET LIGHTING EXPENSE	9,949.11	4,798.98	78,030.62	53,626.24	-31.28%
METER EXPENSE	15,095.89	14,534.37	165,421.84	125,049.84	-24.41%
MISC DISTRIBUTION EXPENSE	26,532.33	22,603.68	221,444.58	223,833.03	1.08%
METER READING LABOR & EXPENSE	7,016.91	5,219.29	60,870.98	57,621.58	-5.34%
ACCT & COLL LABOR & EXPENSE	110,819.86	104,512.57	922,689.64	985,464.44	6.80%
UNCOLLECTIBLE ACCOUNTS	16,000.00	8,333.33	128,000.00	66,666.64	-47.92%
ENERGY AUDIT EXPENSE	31,736.69	40,058.12	294,218.82	328,513.10	11.66%
ADMIN & GEN SALARIES	57,334.00	51,678.86	494,447.65	508,629.98	2.87%
OFFICE SUPPLIES & EXPENSE	21,787.31	23,982.62	148,428.41	167,766.39	13.03%
OUTSIDE SERVICES	30,183.84	67,592.86	253,840.84	319,655.76	25.93%
PROPERTY INSURANCE	32,379.12	36,915.84	250,946.96	250,169.43	-0.31%
INJURIES AND DAMAGES	2,883.11	2,980.03	10,809.34	31,031.37	187.08%
EMPLOYEES PENSIONS & BENEFITS	195,495.15	161,557.85	877,693.57	1,422,438.99	62.07%
MISC GENERAL EXPENSE	7,630.97	11,064.20	128,591.35	117,923.02	-8.30%
RENT EXPENSE	28,543.16	13,895.48	132,434.88	132,959.57	0.40%
ENERGY CONSERVATION	45,986.94	27,941.48	396,208.79	510,381.15	28.82%
<b>TOTAL OPERATION EXPENSES</b>	<b>787,674.74</b>	<b>714,493.03</b>	<b>5,756,790.43</b>	<b>6,479,793.34</b>	<b>12.56%</b>
<b>MAINTENANCE EXPENSES:</b>					
MAINT OF TRANSMISSION PLANT	227.08	227.08	1,816.66	1,816.66	0.00%
MAINT OF STRUCT AND EQUIPMT	7,422.39	9,701.11	195,464.79	91,000.25	-53.44%
MAINT OF LINES - OH	88,278.85	107,337.13	1,158,292.06	1,013,404.02	-12.51%
MAINT OF LINES - UG	10,332.03	12,665.75	125,613.39	110,213.38	-12.26%
MAINT OF LINE TRANSFORMERS	1,575.16	15,833.17	32,762.59	93,559.67	185.57%
MAINT OF ST LT & SIG SYSTEM	(57.81)	(30.51)	(408.32)	(288.81)	-29.27%
MAINT OF GARAGE AND STOCKROOM	48,922.88	61,712.41	347,469.70	342,580.35	-1.41%
MAINT OF METERS	6,543.46	716.26	56,151.47	21,739.25	-61.28%
MAINT OF GEN PLANT	6,404.99	9,023.77	53,108.37	74,885.75	41.01%
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>169,649.03</b>	<b>217,186.17</b>	<b>1,970,270.71</b>	<b>1,748,910.52</b>	<b>-11.24%</b>
DEPRECIATION EXPENSE	296,027.47	305,469.18	2,368,219.76	2,443,753.44	3.19%
PURCHASED POWER FUEL EXPENSE	2,879,936.88	3,397,709.79	25,627,704.49	23,936,417.60	-6.60%
VOLUNTARY PAYMENTS TO TOWNS	113,000.00	114,000.00	900,186.00	905,383.00	0.58%
<b>TOTAL OPERATING EXPENSES</b>	<b>6,167,546.01</b>	<b>7,047,984.05</b>	<b>53,478,675.82</b>	<b>54,569,708.32</b>	<b>2.04%</b>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUDGETED OPERATING EXPENSE VARIANCE REPORT  
2/28/13

SCHEDULE G

OPERATION EXPENSES:	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
PURCHASED POWER BASE EXPENSE	19,055,450.42	20,450,987.00	(1,395,536.58)	-6.82%
OPERATION SUP AND ENGINEERING EXP	334,072.69	309,525.00	24,547.69	7.93%
STATION SUP LABOR AND MISC	50,952.06	52,574.00	(1,621.94)	-3.09%
LINE MISC LABOR AND EXPENSE	444,689.33	430,751.00	13,938.33	3.24%
STATION LABOR AND EXPENSE	348,348.73	298,375.00	49,973.73	16.75%
STREET LIGHTING EXPENSE	53,626.24	55,059.00	(1,432.76)	-2.60%
METER EXPENSE	125,049.84	119,703.00	5,346.84	4.47%
MISC DISTRIBUTION EXPENSE	223,833.03	240,928.00	(17,094.97)	-7.10%
METER READING LABOR & EXPENSE	57,621.58	61,852.00	(4,230.42)	-6.84%
ACCT & COLL LABOR & EXPENSE	985,464.44	915,311.00	70,153.44	7.66%
UNCOLLECTIBLE ACCOUNTS	66,666.64	66,664.00	2.64	0.00%
ENERGY AUDIT EXPENSE	328,513.10	318,798.00	9,715.10	3.05%
ADMIN & GEN SALARIES	508,629.98	499,007.00	9,622.98	1.93%
OFFICE SUPPLIES & EXPENSE	167,766.39	169,381.00	(1,614.61)	-0.95%
OUTSIDE SERVICES	319,655.76	395,952.00	(76,296.24)	-19.27%
PROPERTY INSURANCE	250,169.43	314,344.00	(64,174.57)	-20.42%
INJURIES AND DAMAGES	31,031.37	37,909.00	(6,877.63)	-18.14%
EMPLOYEES PENSIONS & BENEFITS	1,422,438.99	1,323,733.00	98,705.99	7.46%
MISC GENERAL EXPENSE	117,923.02	153,033.00	(35,109.98)	-22.94%
RENT EXPENSE	132,959.57	141,336.00	(8,376.43)	-5.93%
ENERGY CONSERVATION	510,381.15	471,100.00	39,281.15	8.34%
<b>TOTAL OPERATION EXPENSES</b>	<b>6,479,793.34</b>	<b>6,375,335.00</b>	<b>104,458.34</b>	<b>1.64%</b>
<b>MAINTENANCE EXPENSES:</b>				
MAINT OF TRANSMISSION PLANT	1,816.66	2,000.00	(183.34)	-9.17%
MAINT OF STRUCT AND EQUIPMENT	91,000.25	76,219.00	14,781.25	19.39%
MAINT OF LINES - OH	1,013,404.02	794,542.00	218,862.02	27.55%
MAINT OF LINES - UG	110,213.38	110,453.00	(239.62)	-0.22%
MAINT OF LINE TRANSFORMERS	93,559.67	134,406.00	(40,846.33)	-30.39%
MAINT OF ST LT & SIG SYSTEM	(288.81)	6,405.00	(6,693.81)	-104.51%
MAINT OF GARAGE AND STOCKROOM	342,580.35	449,655.00	(107,074.65)	-23.81%
MAINT OF METERS	21,739.25	42,994.00	(21,254.75)	-49.44%
MAINT OF GEN PLANT	74,885.75	87,408.00	(12,522.25)	-14.33%
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>1,748,910.52</b>	<b>1,704,082.00</b>	<b>44,828.52</b>	<b>2.63%</b>
DEPRECIATION EXPENSE	2,443,753.44	2,433,336.00	10,417.44	0.43%
PURCHASED POWER FUEL EXPENSE	23,936,417.60	22,222,566.00	1,713,851.60	7.71%
VOLUNTARY PAYMENTS TO TOWNS	905,383.00	912,000.00	(6,617.00)	-0.73%
<b>TOTAL OPERATING EXPENSES</b>	<b>54,569,708.32</b>	<b>54,098,306.00</b>	<b>471,402.32</b>	<b>0.87%</b>

\* ( ) = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
BUDGETED OPERATING EXPENSE VARIANCE REPORT  
2/28/13

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	19,055,450.42	11,047,291.58	36.70%
OPERATION SUP AND ENGINEERING EXP	KS	468,949.00	334,072.69	134,876.31	28.76%
STATION SUP LABOR AND MISC	KS	79,813.00	50,952.06	28,860.94	36.16%
LINE MISC LABOR AND EXPENSE	KS	671,309.00	444,689.33	226,619.67	33.76%
STATION LABOR AND EXPENSE	KS	448,249.00	348,348.73	99,900.27	22.29%
STREET LIGHTING EXPENSE	KS	83,106.00	53,626.24	29,479.76	35.47%
METER EXPENSE	KS	197,329.00	125,049.84	72,279.16	36.63%
MISC DISTRIBUTION EXPENSE	KS	366,489.00	223,833.03	142,655.97	38.93%
METER READING LABOR & EXPENSE	KS	69,946.00	57,621.58	12,324.42	17.62%
ACCT & COLL LABOR & EXPENSE	RF	1,385,210.00	985,464.44	399,745.56	28.86%
UNCOLLECTIBLE ACCOUNTS	RF	100,000.00	66,666.64	33,333.36	33.33%
ENERGY AUDIT EXPENSE	JP	479,013.00	328,513.10	150,499.90	31.42%
ADMIN & GEN SALARIES	KS	761,068.00	508,629.98	252,438.02	33.17%
OFFICE SUPPLIES & EXPENSE	KS	253,950.00	167,766.39	86,183.61	33.94%
OUTSIDE SERVICES	KS	507,125.00	319,655.76	187,469.24	36.97%
PROPERTY INSURANCE	KS	471,500.00	250,169.43	221,330.57	46.94%
INJURIES AND DAMAGES	KS	56,619.00	31,031.37	25,587.63	45.19%
EMPLOYEES PENSIONS & BENEFITS	KS	1,889,623.00	1,422,438.99	467,184.01	24.72%
MISC GENERAL EXPENSE	KS	200,785.00	117,923.02	82,861.98	41.27%
RENT EXPENSE	KS	212,000.00	132,959.57	79,040.43	37.28%
ENERGY CONSERVATION	JP	697,983.00	510,381.15	187,601.85	26.88%
<b>TOTAL OPERATION EXPENSES</b>		<b>8,823,105.00</b>	<b>6,479,793.34</b>	<b>2,920,272.66</b>	<b>33.10%</b>
<b>MAINTENANCE EXPENSES:</b>					
MAINT OF TRANSMISSION PLANT	KS	3,000.00	1,816.66	1,183.34	39.44%
MAINT OF STRUCT AND EQUIPMT	KS	114,120.00	91,000.25	23,119.75	20.26%
MAINT OF LINES - OH	KS	1,250,421.00	1,013,404.02	237,016.98	18.95%
MAINT OF LINES - UG	KS	285,371.00	110,213.38	175,157.62	61.38%
MAINT OF LINE TRANSFORMERS	KS	188,500.00	93,559.67	94,940.33	50.37%
MAINT OF ST LT & SIG SYSTEM	KS	9,684.00	(288.81)	9,972.81	102.98%
MAINT OF GARAGE AND STOCKROOM	KS	672,589.00	342,580.35	330,008.65	49.07%
MAINT OF METERS	KS	47,392.00	21,739.25	25,652.75	54.13%
MAINT OF GEN PLANT	RF	131,320.00	74,885.75	56,434.25	42.97%
<b>TOTAL MAINTENANCE EXPENSES</b>		<b>2,817,401.00</b>	<b>1,748,910.52</b>	<b>953,486.48</b>	<b>33.84%</b>
DEPRECIATION EXPENSE	RF	3,650,000.00	2,443,753.44	1,206,246.56	33.05%
PURCHASED POWER FUEL EXPENSE	JP	30,500,000.00	23,936,417.60	6,563,582.40	21.52%
VOLUNTARY PAYMENTS TO TOWNS	RF	1,368,000.00	905,383.00	462,617.00	33.82%
<b>TOTAL OPERATING EXPENSES</b>		<b>83,767,500.00</b>	<b>54,569,708.32</b>	<b>23,153,496.68</b>	<b>27.64%</b>

TOWN OF READING, MASSACHUSETTS  
MUNICIPAL LIGHT DEPARTMENT  
PROFESSIONAL SERVICES  
2/28/2013

PROFESSIONAL SERVICES BY PROJECT

ITEM	DEPARTMENT	ACTUAL	BUDGET	VARIANCE
1 RMLD AND PENSION TRUST AUDIT FEES	ACCOUNTING	32,750.00	32,250.00	500.00
2 PENSION ACTUARIAL EVALUATION	ACCOUNTING	3,750.00	0.00	3,750.00
3 LEGAL- PERC/ISO ISSUES	ENERGY SERVICE	0.00	12,000.00	(12,000.00)
4 LEGAL- POWER SUPPLY ISSUES	ENERGY SERVICE	18,085.80	30,000.00	(11,914.20)
5 PROFESSIONAL SERVICES	ENERGY SERVICE	9,939.80	16,000.00	(6,060.20)
6 NERC COMPLIANCE AND AUDIT	E & O	9,307.50	11,700.00	(2,392.50)
7 LOAD CAPACITY STUDY	ENGINEERING	0.00	11,250.00	(11,250.00)
8 STROM HARDENING STUDY	ENGINEERING	0.00	50,000.00	(50,000.00)
9 LEGAL-GENERAL, MMWEC AUDIT	GM	70,867.42	100,000.00	(29,132.58)
10 LEGAL SERVICES-GENERAL	HR	82,038.44	42,600.00	39,438.44
11 LEGAL SERVICES-NEGOTIATIONS	HR	52,747.58	36,800.00	15,947.58
12 LEGAL GENERAL	BLDG. MAINT.	10,300.90	1,000.00	9,300.90
13 SURVEY RIGHT OF WAY	BLDG. MAINT.	0.00	3,336.00	(3,336.00)
14 ENVIRONMENTAL	BLDG. MAINT.	0.00	3,336.00	(3,336.00)
15 ENGINEERING SERVICES	BLDG. MAINT.	14,118.05	5,680.00	8,438.05
16 REPAIR RAMP AND DECK AREA	BLDG. MAINT.	0.00	30,000.00	(30,000.00)
17 INSURANCE CONSULTANT	GEN. BENEFIT	0.00	6,664.00	(6,664.00)
18 LEGAL	GEN. BENEFIT	0.00	3,336.00	(3,336.00)
19 SITE ASSESSMENT FOR MAJOR UPGRADE	ACCOUNTING	2,056.27	0.00	2,056.27
20 GENERAL BANKRUPTCY	ACCOUNTING	1,444.00	0.00	1,444.00
21 EXECUTIVE SEARCH- GM	GM	12,250.00	0.00	12,250.00
TOTAL		<u>319,655.76</u>	<u>395,952.00</u>	<u>(76,296.24)</u>

PROFESSIONAL SERVICES BY VENDOR

	ACTUAL
MELANSON HEATH & COMPANY	33,500.00
HUDSON RIVER ENERGY GROUP	2,895.80
STONE CONSULTING INC.	3,750.00
RUBIN AND RUDMAN	35,603.16
UTILITY SERVICES INC.	9,307.50
DUNCAN & ALLEN	62,064.96
CHOATE HALL & STEWART	126,725.03
MENDERS TORREY & SPENCER	12,385.55
RICHARD HIGGINS ARBITRATOR	2,710.00
GARRY WOOTERS ARBITRATOR	2,812.00
MICHAEL BROWN ARBITRATOR	2,538.99
WILLIAM F. CROWLEY ATTORNEY	2,280.00
CMEEC	7,044.00
JM ASSOCIATES	1,732.50
DACRI & ASSOCIATES LLC	12,250.00
COGSDALE	2,056.27
TOTAL	<u>319,655.76</u>



RMLD  
 BUDGET VARIANCE REPORT  
 FOR PERIOD ENDING FEBRUARY 28, 2013

DIVISION	ACTUAL	BUDGET	VARIANCE	CHANGE
ENGINEERING AND OPERATIONS	2,853,493	2,701,222	152,271	5.64%
ENERGY SERVICES	868,114	848,235	19,880	2.34%
GENERAL MANAGER	630,582	608,620	21,962	3.61%
FACILITY MANAGER	2,519,108	2,630,110	(111,003)	-4.22%
BUSINESS DIVISION	6,219,936	6,148,564	71,372	1.16%
<b>SUB-TOTAL</b>	<b>13,091,233</b>	<b>12,936,751</b>	<b>154,482</b>	<b>1.19%</b>
PURCHASED POWER - BASE	19,055,450	20,450,987	(1,395,537)	-6.82%
PURCHASED POWER - FUEL	23,936,418	22,222,566	1,713,852	7.71%
<b>TOTAL</b>	<b>56,083,101</b>	<b>55,610,304</b>	<b>472,797</b>	<b>0.85%</b>

RMLD  
 DEFERRED FUEL CASH RESERVE ANALYSIS  
 2/28/13

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
Nov-12	2,744,817.28	2,740,129.47	(22,566.16)	(27,253.97)	1,922,765.87
Dec-12	2,868,712.69	2,987,105.82	(68,965.36)	49,427.77	1,972,193.64
Jan-13	2,523,166.59	3,076,267.45	(70,691.63)	482,409.23	2,454,602.87
Feb-13	3,397,709.79	3,030,833.21	(77,841.37)	(444,717.95)	2,009,884.92

RMLD  
STAFFING REPORT  
FOR FISCAL YEAR ENDING JUNE, 2013

	13 BUD TOTAL	JUL 12	AUG 12	SEP 12	OCT 12	NOV 12	DEC 12	JAN 13	FEB 13
<b>GENERAL MANAGER</b>									
GENERAL MANAGER	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
HUMAN RESOURCES	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
COMMUNITY RELATIONS	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
<b>BUSINESS</b>									
ACCOUNTING	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
CUSTOMER SERVICE	7.75	7.75	7.75	7.75	7.75	7.75	7.75	7.75	7.75
MGMT INFORMATION SYS	6.25	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
MISCELLANEOUS	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	17.00	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75
<b>ENGINEERING &amp; OPERATIONS</b>									
AGM E&O	2.00	2.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00
ENGINEERING	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
LINE	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
METER	4.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
STATION	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
TOTAL	40.00	39.00	38.00	38.00	38.00	38.00	39.00	39.00	39.00
<b>PROJECT</b>									
BUILDING	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
GENERAL BENEFITS	2.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
TRANSPORTATION	-	-	-	-	-	-	-	-	-
MATERIALS MGMT	4.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
TOTAL	8.00	6.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
<b>ENERGY SERVICES</b>									
ENERGY SERVICES	5.50	4.50	4.50	4.50	4.50	4.50	4.50	5.50	5.50
TOTAL	5.50	4.50	4.50	4.50	4.50	4.50	4.50	5.50	5.50
RMLD TOTAL	74.50	70.25	71.25	71.25	71.25	71.25	72.25	73.25	73.25
<b>CONTRACTORS</b>									
UG LINE	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
GRAND TOTAL	76.50	72.25	73.25	73.25	73.25	73.25	74.25	75.25	75.25

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







RMLD



Reading Municipal Light Department  
RELIABLE POWER FOR GENERATIONS

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

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

April 18, 2013

Town of Reading Municipal Light Board

Subject: Bucket Truck 55 Ft.

On January 23, 2013 a bid invitation was placed as a legal notice in the Reading Chronicle, Lynnfield Villager, North Reading Transcript and Wilmington Town Crier requesting proposals for one Bucket Truck 55 Ft. for the Reading Municipal Light Department.

An invitation to bid was sent to the following 22 companies:

Altec Industries, Inc.	Baker Equipment	Boston Freightliner, Inc.
Coastal International Trucks, LLC	CUES	DC Bates
Dejana Truck Equipment	Fredrickson Bros., Inc.	G & S Industrial, Inc.
James A. Kiley Co.	Liberty Chevrolet	Mid-State International Trucks, Inc.
Minuteman Trucks	Moore GMC Truck Inc.	Morse Manufacturing, Inc.
NESCO	Nutmeg International Trucks, Inc.	Patriot International Trucks of Boston, LLC
Place Motor, Inc.	Stoneham Ford	Sunrise Equipment Company
Taylor & Lloyd, Inc.		


Bids were received from four companies; Altec Industries, Inc., Boston Freightliner, Inc., James A. Kiley Co., and Taylor & Lloyd, Inc.

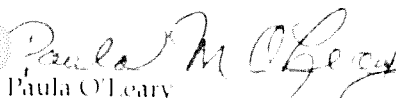
The bids were publicly opened and read aloud at 11:00 a.m. February 28, 2013 in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bids were reviewed, analyzed and evaluated by the Interim General Manager and the staff. Move that bid 2013-21 for: one Bucket Truck 55 Ft. be awarded to: Altec Industries, Inc. for \$187,905.00 as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

The FY2014 Capital Budget amount for this item is \$210,000.00.

  
Kevin Sullivan

  
David Polson

  
Paula O'Leary

**Bucket Truck 55 Ft.**

**Bid 2013-21**

<u>Bidder</u>	<u>Total Vehicle Price</u>	<u>Vehicle Price</u>	<u>Total Extended Warranties</u>	<u>Delivery-Days ARO</u>	<u>Exceptions</u>	<u>Responsive Bidder</u>
Altec Industries Inc.	\$187,905	\$176,535	\$11,370	210-240	Yes	Yes
Boston Freightliner, Inc.	\$206,746	\$197,078	\$9,668	240-300	Yes	Yes
James A. Kiley Co.	\$209,445	\$203,830	\$5,615	210-240	Yes	Yes
Taylor & Lloyd, Inc.	\$211,770	\$206,130	\$5,640	260-290	Yes	Yes

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

April 18, 2013

Town of Reading Municipal Light Board

Subject: Trouble Truck 40 Ft.

On January 23, 2013 a bid invitation was placed as a legal notice in the Reading Chronicle, Lynnfield Villager, North Reading Transcript and Wilmington Town Crier requesting proposals for one Trouble Truck 40 Ft. for the Reading Municipal Light Department.

An invitation to bid was sent to the following 22 companies:

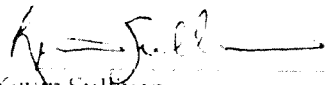
Altec Industries, Inc.	Baker Equipment	Boston Freightliner, Inc.
Coastal International Trucks, LLC	CUES	DC Bates
Dejana Truck Equipment	Fredrickson Bros., Inc.	G & S Industrial, Inc.
James A. Kiley Co.	Liberty Chevrolet	Mid-State International Trucks, Inc.
Minuteman Trucks	Moore GMC Truck Inc.	Morse Manufacturing, Inc.
NESCO	Nutmeg International Trucks, Inc.	Patriot International Trucks of Boston, LLC
Place Motor, Inc.	Stoneham Ford	Sunrise Equipment Company
Taylor & Lloyd, Inc.		


Bids were received from four companies; Altec Industries, Inc., Boston Freightliner, Inc., James A. Kiley Co., and Taylor & Lloyd, Inc.

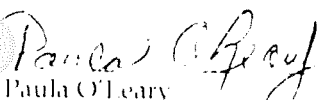
The bids were publicly opened and read aloud at 11:00 a.m. February 28, 2013 in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bids were reviewed, analyzed and evaluated by the Interim General Manager and the staff. Move that bid 2013-22 for: one Trouble Truck 40 Ft. be awarded to: **James A. Kiley Co.** for **\$182,744.00** as the lowest qualified and responsive bidder on the recommendation of the Interim General Manager.

The FY2014 Capital Budget amount for this item is \$190,000.00.

  
Kevin Sullivan

  
David Polson

  
Paula O'Leary

**Trouble Truck 40 Ft.**

**Bid 2013-22**

<u>Bidder</u>	<u>Total Vehicle Price</u>	<u>Vehicle Price</u>	<u>Total Extended Warranties</u>	<u>Delivery-Weeks</u>	<u>Exceptions</u>	<u>Responsive Bidder</u>
Altec Industries Inc.	\$169,856	\$159,421	\$10,435	210-240	Yes	No <sup>1</sup>
Boston Freightliner, Inc.	\$180,784	\$171,116	\$9,668	240-300	Yes	No <sup>2</sup>
James A. Kiley Co.	\$182,744	\$177,129	\$5,615	210-240	Yes	Yes
Taylor & Lloyd, Inc.	\$184,196	\$178,556	\$5,640	260-290	Yes	Yes

**Notes:**

1. Lift equipment does not meet specifications.
2. Engine and fuel requirements do not meet specifications.

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

April 18, 2013

Town of Reading Municipal Light Board

Subject: Deck Repair Project

On February 6, 2013 a bid invitation was placed as a legal notice in the Reading Chronicle, Lynnfield Villager, North Reading Transcript and Wilmington Town Crier requesting proposals for one Deck Repair Project for the Reading Municipal Light Department.

An invitation to bid was sent to the following 12 companies:

Al McKay	All Starr Fence, Inc.	Amor Fence & Supply Co., Inc.
AVO Cedar Fences	Caruso and McGovern Co.	Colter Construction
Distinctive Fences, Inc.	Edward H May Fence Co.	Kneeland Construction Corp.
Mike's Construction Co., Inc.	Omjoza Construction, Inc.	Perfection Fence

Bids were received from one company; Infrastructure Ltd.

The bid was publicly opened and read aloud at 11:00 a.m. March 19, 2013 in the Town of Reading Municipal Light Department's Audio Visual Spurr Room, 230 Ash Street, Reading, Massachusetts.

The bid was reviewed, analyzed and evaluated by the Interim General Manager and the staff. Move that bid 2013-23 for: Deck Repair Project be awarded to: **Infrastructure Ltd. for \$38,640.00** as the only responsible and responsive bidder on the recommendation of the Interim General Manager.

The FY2013 Operating Budget amount for this item is \$30,000.00. Approximately \$13,000 will be allocated to the Operating Budget for demolition. Approximately, \$26,000 will be allocated to the Capital Budget for Reconstruction work.

Handwritten signature of Kevin Sullivan in black ink, written over a horizontal line.  
Kevin Sullivan

Handwritten signature of David Polson in black ink, written over a horizontal line.  
David Polson

Handwritten signature of Paula O'Leary in black ink, written over a horizontal line.  
Paula O'Leary





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.rmlld.com

April 17, 2013

Town of Reading Municipal Light Board

Subject: Lynnfield URD Excavation Project 2013

On March 27, 2013 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for the Lynnfield URD Excavation Project 2013 for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

- |                                 |                             |                                      |
|---------------------------------|-----------------------------|--------------------------------------|
| Annese Electrical Services Inc. | Mennino Construction        | Camdele Construction Co., Inc        |
| Dowling Corporation             | Fischbach & Moore           | Mattuchio Construction Co., Inc.     |
| K&R Construction Co., LLC       | LaRovere Design/Build Corp. | KOBO Utility Construction Corp.      |
| M. Keane Excavating Inc.        | Joseph Bottico, Inc.        | McLaughlin Bros. Contracting Corp.   |
| W.L. French                     | P.M. Zilioli, Inc.          | Power Line Contractors, Inc          |
| R.S. Hurford Co., Inc.          | Strength in Concrete, LLC   | Systems Electrical Services Inc.     |
| Target Construction, LLC        | Tim Zanelli Excavation      | Ventresca, Inc.                      |
| Botti Co. Inc.                  | K.B. Aruda Construction     | Murphy & Fahy Construction Co., Inc. |
| R.H. White                      | T Ford Company              | Tro-Con Corporation                  |
| Pecora Contracting              | Rotondi Constrution         | Caruse and McGovern Contractors      |

Bids were received from K&R Construction Co., LLC, Tim Zanelli Excavating LLC, Vantresca, Inc., Mattuchio Construction Co., Inc., Annese Telecom & Utility Construction LLC, Meninno Construction, Blue Diamond, E.B. Rotundi, Rene Lamarre, Co., Inc., Target Construction, LLC, and Camdele Construction.

The bids were publicly opened and read aloud at 11:00 a.m. April 11, 2013 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 Interim General Manager and the staff.

Move that bid 2013-25 for the Lynnfield URD Excavation Project 2013 be awarded to: K&R Construction Co., LLC for \$54,800.00

Item 1	Labor, Equipment and Materials for Excavation	\$54,800.00
--------	---	-------------

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

RMLD



Reading Municipal Light Department  
RELIABLE POWER FOR GENERATIONS

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

This project will be paid for from the Upgrading of Lynnfield Center URD's Capital Project allocation. The allocation for this work will be from the Operating Budget funds.

Kevin Sullivan

Peter Price

Brian Smith

**Lynnfield URD Excavation Project 2013  
Bid 2013-25**

Bidder	<u>Unit Price</u>	<u>Time in Business</u>	<u>List of Previous Projects</u>	<u>All forms filled out</u>	<u>Certified Check or Bid Bond</u>	<u>Authorized signature</u>
<b>K&amp;R Construction Co., LLC</b> Item 1	<u>\$54,800.00</u>	10 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: not listed						
<b>Tim Zanelli Excavation, LLC</b> Item 1	<u>\$91,975.00</u>	8 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 4 weeks						
<b>Ventresca, Inc</b> Item 1	<u>\$95,900.00</u>	6 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: to be determined						
<b>Mattuchio Construction Co., Inc.</b> Item 1	<u>\$97,000.00</u>	30 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 3-6 weeks						
<b>Annese Telecom &amp; Utility Construction, LLC</b> Item 1	<u>\$104,353.00</u>	6 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 6 weeks						
<b>Meninno Construction</b> Item 1	<u>\$113,000.00</u>	78 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 4 weeks						
<b>Blue Diamond Equipment Co., LLC</b> Item 1	<u>\$117,111.00</u>	26 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 18 weeks						
<b>E.B. Rotundi</b> Item 1	<u>\$123,456.00</u>	81 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 6 weeks						
<b>Rene Lamarre, Co., Inc.</b> Item 1	<u>\$142,238.00</u>	50 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 6 weeks						
<b>Target Construction, LLC</b> Item 1	<u>\$142,700.00</u>	11 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 5 weeks						
<b>Camdele Construction Co., Inc.</b> Item 1	<u>\$158,300.00</u>	30 years	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
Estimated Completion: 8 weeks						





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

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

April 17, 2013

Town of Reading Municipal Light Board

Subject: Hourly Rates for Professional Manpower, Vehicles, Trade Tools and Equipment for Underground Electrical Distribution Construction

On March 20, 2013 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Hourly Rates for Professional Manpower, Vehicles, Trade Tools and Equipment for Underground Electrical Distribution Construction for the Reading Municipal Light Department.

An invitation to bid was mailed to the following:

ElecComm Corp.

Grattan Line Construction Group

Hi Volt Line Construction & Maintenance

McDonough Electric Construction

Power Line Contractors

Rocha Pole Line Electrical Const., Inc.

Hawkeye Construction

DAD Line Construction, Inc.

Hamilton Electric Co., Inc.

Mass Bay Electric Corp.

Maverick Construction

Utility Service & Assistance, Inc.

K.B. Aruda Construction, Inc.

Bids were received from Fischbach & Moore Electrical Group, LLC, Power Line Contractors Inc., Thirau LLC and Hawkeye

The bids were publicly opened and read aloud at 11:00 a.m. April 11, 2013 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 Interim General Manager and the staff.

Move that bid 2013-26 for Hourly Rates for Professional Manpower, Vehicles, Trade Tools and Equipment for Underground Electrical Distribution Construction be awarded to:

Fischbach & Moore Electrical Group, LLC for \$900,681.60 \*

Year 1	\$291,824.00
Year 2	\$299,852.80
Year 3	\$309,004.80
Total	\$900,681.60

\* Projected cost for a typical crew including Foreman, Journeyman and vehicle as the lowest qualified bidder on the recommendation of the Interim General Manager.

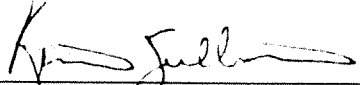
RMLD




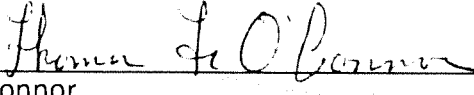
Reading Municipal Light Department  
RELIABLE POWER FOR GENERATIONS  
230 Ash Street, P.O. Box 150  
Reading, MA 01867-0250

Reading Municipal Light Department  
230 Ash Street  
Reading, MA 01867-0250  
Tel: 978-762-2200  
Fax: 978-762-2201

This project will be paid for from the various operating and capital accounts as the work dictates.

  
\_\_\_\_\_  
Kevin Sullivan

  
\_\_\_\_\_  
Peter Price

  
\_\_\_\_\_  
Thomas O'Connor



**Underground Construction**  
IFB 2013-26

Blidder

Fischbach & Moore

Power Line Contractors, Inc.

Thirau LLC

Hourly Rates	May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016		May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016	
	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT
Working Foreman/Electrician/Cable Splicer	\$ 72.28	\$ 193.42	\$ 74.21	\$ 197.33	\$ 84.70	\$ 115.70	\$ 85.07	\$ 120.76	\$ 87.37	\$ 124.19	\$ 88.55	\$ 127.91
Journeyman Electrician/Cable Splicer	67.02	182.75	68.95	186.65	78.70	107.50	78.68	113.42	80.77	116.66	81.85	120.16
Apprentice Electrician/Cable Splicer Helper	71.14	158.85	71.89	160.53	64.00	79.00	40.37	73.66	41.34	75.84	44.23	78.11
Splicing Van	1.00		1.00		9.85		17.44		17.44		17.44	
Other: Cable pulling truck												

Hourly Rates - Overtime	May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016		May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016	
	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT	OT
Working Foreman/Electrician/Cable Splicer	\$ 193.42	\$ 197.33	\$ 197.33	\$ 201.80	\$ 115.70	\$ 118.00	\$ 120.76	\$ 120.76	\$ 124.19	\$ 124.19	\$ 127.91	\$ 127.91
Journeyman Electrician/Cable Splicer	182.75	186.65	186.65	191.13	107.50	110.00	113.42	113.42	116.66	116.66	120.16	120.16
Apprentice Electrician/Cable Splicer Helper	158.85	160.53	160.53	162.21	79.00	83.00	73.66	73.66	75.84	75.84	78.11	78.11
Splicing Van												
Other: Cable pulling truck												

Hourly Rates (Please specify)	May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016		May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016	
	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT
Working Foreman/Electrician/Cable Splicer	\$ 72.28	\$ 193.42	\$ 74.21	\$ 197.33	\$ 84.70	\$ 115.70	\$ 85.07	\$ 120.76	\$ 87.37	\$ 124.19	\$ 88.55	\$ 127.91
Journeyman Electrician/Cable Splicer	67.02	182.75	68.95	186.65	78.70	107.50	78.68	113.42	80.77	116.66	81.85	120.16
Apprentice Electrician/Cable Splicer Helper	71.14	158.85	71.89	160.53	64.00	79.00	40.37	73.66	41.34	75.84	44.23	78.11
Splicing Van	1.00		1.00		9.85		17.44		17.44		17.44	
Other: Cable pulling truck												

Typical Crew Calculation	May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016		May 1, 2013 - April 30, 2014		May 1, 2014 - April 30, 2015		May 1, 2015 - April 30, 2016	
	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT
Typical Crew #1 hourly rate	\$ 140.30	\$ 144.16	\$ 148.56	\$ 152.43	\$ 156.71	\$ 161.41	\$ 152.43	\$ 156.71	\$ 156.71	\$ 161.41	\$ 161.41	\$ 161.41
Foreman, Journeyman, Van												
x 2080 (typical hours in a year)	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080	x 2080
<b>Typical Crew Calculation Yearly Cost</b>	291,824.00	299,852.80	309,004.80	360,360.00	369,928.00	390,707.20	376,875.20	386,006.40	390,707.20	390,707.20	390,707.20	390,707.20
<b>Total for 3 year contract</b>												



**Underground Construction**  
IFB 2013-26

Bidder

**Hawkeye**

May 1, 2013 -  
April 30, 2014

May 1, 2014 -  
April 30, 2015

May 1, 2015 -  
April 30, 2016

Hourly Rates	Reg.	Reg.	Reg.
Working Foreman/Electrician/Cable Splicer	113.51	116.92	120.42
Journeyman Electrician/Cable Splicer	104.27	107.40	110.62
Apprentice Electrician/Cable Splicer Helper	88.53	91.19	93.92
Splicing Van	18.00	18.00	18.00
Other: Cable pulling truck	18.00	18.00	18.00
<b>Hourly Rates - Overtime</b>	OT	OT	OT
Working Foreman/Electrician/Cable Splicer	153.67	158.28	163.03
Journeyman Electrician/Cable Splicer	139.80	143.99	148.31
Apprentice Electrician/Cable Splicer Helper	118.73	122.29	125.96

Splicing Van  
Other: Cable pulling truck

**Hourly Rates (Please specify)**

	Premium time	Premium time	Premium time
Working Foreman/Electrician/Cable Splicer	193.83	199.64	205.63
Journeyman Electrician/Cable Splicer	175.34	180.60	186.02
Apprentice Electrician/Cable Splicer Helper	148.94	153.41	158.01

Splicing Van  
Other: Cable pulling truck

**Typical Crew Calculation**

Typical Crew #1 hourly rate Foreman, Journeyman, Van	235.78	242.32	249.04
x 2080 (typical hours in a year)	x 2080	x 2080	x 2080
<b>Typical Crew Calculation Yearly Cost</b>	490,422.40	504,025.60	518,003.20
<b>Total for 3 year contract</b>			1,512,451.20





230 Ash Street  
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Reading, MA 01867-0250

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

April 17, 2013

Town of Reading Municipal Light Board

Subject: 750 MCM Cable

On March 27, 2013 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 General Cable, Graybar Electric, Arthur Hurley Company, Yale Electric, The Okonite Company and WESCO.

The bids were publicly opened and read aloud at 11:00 a.m. April 16, 2013 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 Interim General Manager and the staff.

Move that bid 2013-29 for 750 MCM be awarded to:

Yale Electric East LLC for a total cost of \$54,585.00

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Total Cost</u>
1	3,075'	750 MCM CU 15 kV concentric neutral power cable	\$54,585.00

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

This purchase is to replenish inventory that was used for a cable fault.

\_\_\_\_\_  
Kevin Sullivan

\_\_\_\_\_  
Peter Price

**750 MCM Cable  
Bid 2013-29**

Bidding Company	Yale Electric East LLC	General Cable <i>non-responsive</i>	Graybar <i>non-responsive</i>	WESCO <i>non-responsive</i>	Arthur Hurley	Okonite <i>non-responsive</i>
Item 1 - 3,075' 750 MCM CU, concentric neutral power cable Manufacturer total cost	<b>Prysmian</b> <b>54,585.00</b>	General Cable 55,890.89	Marmon Utility 71,893.81	Kerite 72,270.00	Okonite 74,568.75	Okonite 77,643.75
Delivery Date	<b>2 weeks ARO</b>	16 weeks ARO	5 weeks ARO	5 weeks ARO	14 weeks ARO	14 weeks ARO
Firm Price	<b>yes</b>	no	no	yes	yes	yes
All forms filled out	<b>yes</b>	no	yes	yes	yes	yes
Certified Check or Bid Bond	<b>yes</b>	yes	yes	yes	yes	yes
Exceptions to stated bid requirements	<b>no</b>	yes	yes	yes	no	yes
Authorized signature	<b>yes</b>	yes	yes	yes	yes	yes
Specification data sheets	<b>yes</b>	no	no	no	yes	no

**Exceptions:**

**General Cable** Quantity and Cut Lengths: General Cable takes exception to -0/+15 feet length tolerance on shipping reels. General Cable will provide -0/+5% length tolerance. Insulation shield: The adhesion of the insulation shield for EPR insulated cables shall be within 3-14 lbs. The test shall be performed in accordance with ICEA S-94-649.

**Engineers Note:** General Cable did not attach bid form.  
Additionally; General Cable took exceptions to Terms & Conditions and under comments stated MOQ: 10,000 ft (single length).  
MOQ is *minimum order quantity*.

**Graybar** Quoting per the following specifications, terms and conditions subject to attached Escalation/de-escalation and tolerance clause.

**WESCO** Cable may be provided with a thermoset or thermoplastic insulation shield.

**Okonite** We take exception to warranty and offer our standard warranty.



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

April-13

	RESIDENTIAL 750 kWh's	RESIDENTIAL-TOU 1500 kWh's 7/25 Split	RES. HOT WATER 1000 kWh's	COMMERCIAL 7,300 kWh's 25,000 kW Demand	SMALL COMMERCIAL 1,080 kWh's 10,000 kW Demand	SCHOOL RATE 35000 kWh's 130.5 kW Demand	INDUSTRIAL - TOU 109,500 kWh's 250,000 kW Demand 80/20 Split
<b>READING MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$91.81	\$161.10	\$105.53	\$843.44	\$164.81	\$3,911.97	\$10,659.95
PER KWH CHARGE	\$0.12242	\$0.10740	\$0.10553	\$0.11554	\$0.15260	\$0.11177	\$0.09735
<b>NATIONAL GRID</b>							
TOTAL BILL	\$109.03	\$203.55	\$145.36	\$1,043.86	\$149.06	\$4,458.82	\$12,418.73
PER KWH CHARGE	\$0.14537	\$0.13570	\$0.14536	\$0.14300	\$0.13802	\$0.12739	\$0.11341
% DIFFERENCE	18.75%	26.35%	37.74%	23.76%	-9.55%	13.98%	16.50%
<b>NSTAR COMPANY</b>							
TOTAL BILL	\$121.38	\$221.15	\$159.69	\$1,098.30	\$165.32	\$6,099.05	\$15,957.63
PER KWH CHARGE	\$0.16183	\$0.14743	\$0.15969	\$0.15045	\$0.15307	\$0.17426	\$0.14573
% DIFFERENCE	32.20%	37.27%	51.32%	30.22%	0.31%	55.91%	49.70%
<b>PEABODY MUNICIPAL LIGHT PLANT</b>							
TOTAL BILL	\$90.84	\$173.35	\$117.19	\$935.82	\$148.63	\$4,722.53	\$10,802.06
PER KWH CHARGE	\$0.12113	\$0.11557	\$0.11719	\$0.12819	\$0.13762	\$0.13493	\$0.09865
% DIFFERENCE	-1.06%	7.60%	11.05%	10.95%	-9.82%	20.72%	1.33%
<b>MIDDLETON MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$99.77	\$198.39	\$132.64	\$959.51	\$168.44	\$4,762.93	\$13,330.75
PER KWH CHARGE	\$0.13303	\$0.13226	\$0.13264	\$0.13144	\$0.15596	\$0.13608	\$0.12174
% DIFFERENCE	8.66%	23.14%	25.69%	13.76%	2.20%	21.75%	25.05%
<b>WAKEFIELD MUNICIPAL LIGHT DEPT.</b>							
TOTAL BILL	\$104.99	\$203.67	\$137.88	\$1,045.84	\$168.46	\$4,895.58	\$13,519.62
PER KWH CHARGE	\$0.13998	\$0.13578	\$0.13788	\$0.14327	\$0.15599	\$0.13987	\$0.12347
% DIFFERENCE	14.34%	26.42%	30.65%	24.00%	2.22%	25.14%	26.83%



**Jeanne Foti**

---

**From:** Jeanne Foti  
**Sent:** Tuesday, April 16, 2013 6:00 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Account Payable Warrant - April 12

Good morning.

There were no Account Payable Warrant questions for April 12.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

Please consider the environment before printing this e-mail.

## Jeanne Foti

---

**From:** Jeanne Foti  
**Sent:** Tuesday, April 09, 2013 9:54 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Payroll

Tracking:	Recipient	Delivery	Read
	Accounting Group		
	Kevin Sullivan	Delivered: 4/9/2013 9:54 AM	
	Patricia Mellino	Delivered: 4/9/2013 9:54 AM	Read: 4/9/2013 1:03 PM
	bfournier@RMLD.com	Delivered: 4/9/2013 9:54 AM	
	skazanjian@RMLD.com	Delivered: 4/9/2013 9:54 AM	
	wmarkiewicz@RMLD.com	Delivered: 4/9/2013 9:54 AM	
	Wendy Markiewicz		Read: 4/9/2013 2:16 PM

Good morning.

There were no Payroll questions for April 8.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

Please consider the environment before printing this e-mail.

**Jeanne Foti**

---

**From:** Jeanne Foti  
**Sent:** Monday, April 08, 2013 7:20 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Account Payable Warrant - April 5

**Tracking:**

**Recipient**

Accounting Group  
Kevin Sullivan  
Patricia Mellino  
bfournier@RMLD.com  
skazanjian@RMLD.com  
wmarkiewicz@RMLD.com

**Delivery**

Delivered: 4/8/2013 7:20 AM  
Delivered: 4/8/2013 7:20 AM  
Delivered: 4/8/2013 7:20 AM  
Delivered: 4/8/2013 7:20 AM  
Delivered: 4/8/2013 7:20 AM

Good morning.

There were no questions for the Account Payable Warrant - April 5.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

Please consider the environment before printing this e-mail.

**Jeanne Foti**

---

**From:** Jeanne Foti  
**Sent:** Monday, April 01, 2013 5:58 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Account Payable Warrant - March 29

Tracking:	Recipient	Delivery	Read
	Accounting Group		
	Kevin Sullivan	Delivered: 4/1/2013 5:59 AM	
	Patricia Mellino	Delivered: 4/1/2013 5:59 AM	
	bfournier@RMLD.com	Delivered: 4/1/2013 5:59 AM	
	skazanjan@RMLD.com	Delivered: 4/1/2013 5:59 AM	
	wmarkiewicz@RMLD.com	Delivered: 4/1/2013 5:59 AM	
	Wendy Markiewicz		Read: 4/1/2013 8:07 AM

Good morning,

There were no Account Payable Warrant questions for March 29.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

Please consider the environment before printing this e-mail.

**Jeanne Foti**

---

**From:** Jeanne Foti  
**Sent:** Tuesday, March 26, 2013 6:59 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Payroll - March 25

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	Accounting Group		
	Kevin Sullivan	Delivered: 3/26/2013 7:00 AM	Read: 3/26/2013 7:16 AM
	Patricia Mellino	Delivered: 3/26/2013 7:00 AM	Read: 3/26/2013 7:29 AM
	bfournier@RMLD.com	Delivered: 3/26/2013 7:00 AM	
	skazanjan@RMLD.com	Delivered: 3/26/2013 7:00 AM	
	wmarkiewicz@RMLD.com	Delivered: 3/26/2013 7:00 AM	

Good morning.

There were no Payroll questions for March 25.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

Please consider the environment before printing this e-mail.



**Jeanne Foti**

---

**From:** Jeanne Foti  
**Sent:** Monday, March 25, 2013 7:03 AM  
**To:** Accounting Group  
**Cc:** Kevin Sullivan; Patricia Mellino  
**Subject:** Account Payable Warrant - March 22

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	Accounting Group		
	Kevin Sullivan	Delivered: 3/25/2013 7:03 AM	Read: 3/25/2013 7:24 AM
	Patricia Mellino	Delivered: 3/25/2013 7:03 AM	Read: 3/25/2013 7:31 AM
	bfournier@RMLD.com	Delivered: 3/25/2013 7:03 AM	
	skazanjian@RMLD.com	Delivered: 3/25/2013 7:03 AM	
	wmarkiewicz@RMLD.com	Delivered: 3/25/2013 7:03 AM	
	Bob Fournier		Read: 3/25/2013 8:22 AM
	Wendy Markiewicz		Read: 3/25/2013 8:56 AM

Good morning.

There were no Account Payable Warrant questions for March 22.

Thanks.

Jeanne Foti  
Reading Municipal Light Department  
Executive Assistant  
230 Ash Street  
Reading, MA 01867

781-942-6434 Phone  
781-942-2409 Fax

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