

**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD
OF
COMMISSIONERS**

REGULAR SESSION

DECEMBER 7, 2011



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

230 Ash Street
Reading, MA 01867
December 7, 2011
7:30 p.m.

- 7:30 p.m. 1. **Opening Remarks/Approval of Meeting Agenda**
- 7:35 p.m. 2. **Introductions**
- 7:40 p.m. 3. **Presentation - Maureen Hanifan – Customer Service Programs (Tab A)**
- 7:50 p.m. 4. **Approval of October 26, 2011 Board Minutes (Tab B)** **ACTION ITEM**
a. **Suggested Motion:**
Move that the RMLD Board of Commissioners approve the Regular Session meeting minutes of October 26, 2011 as presented.
- 7:55 p.m. 5. **Report from Board Committees**
a. **General Manager Committee – Chairman Hahn - Report of November 7 Meeting**
b. **Power & Rate Committee – Chairman Hahn – Report of December 5 Meeting**
- 8:15 p.m. 6. **General Manager's Report – Mr. Cameron**
a. **MMWEC Arbitration Legal Costs**
b. **APPA Legislative Rally Monday, March 12 to Wednesday, March 14** **ACTION ITEM**
Note: Board approval is necessary for attendance.
- 8:25 p.m. 7. **Financial Report – October, 2011 – Mr. Fournier (Tab C)**
- 8:35 p.m. 8. **Power Supply Report – October, 2011 – Ms. Parenteau (Tab D)**
- 8:45 p.m. 9. **Engineering and Operations Report – October, 2011 - Mr. Sullivan (Tab E)**
Gaw Update
- 8:55 p.m. 10. **M.G.L. Chapter 30B Bids – Material (Tab F)** **ACTION ITEM**
a. **2012-02 - 224 Ash Street Demo**
Suggested Motion:
Move that bid 2012-02 for Asbestos Abatement and Demolition of Building at 224 Ash Street, Reading, MA 01867 be awarded to Francesco Demolition for \$56,800 as the lowest qualified and responsive bidder on the recommendation of the General Manager.
b. **2012-08 - MDM System**
Suggested Motion:
Move that bid 2012-08 for Fixed Network Meter Data Management (MDM) system be awarded to Itron for a total cost of \$876,379.11 as the lowest qualified bidder on the recommendation of the General Manager contingent upon finalization of negotiations and the execution of a definitive agreement between Itron and the RMLD for this project.
c. **2012-14 – 3 Phase Polemount Transformers**
Suggested Motion:
Move that bid 2012-14 for Three Phase Pole Mounted Transformers be awarded to WESCO for a total cost of \$10,164 as the lowest qualified bidder on the recommendation of the General Manager.
d. **2012-15 – Single Phase Polemount Transformers**
Suggested Motion:
Move that bid 2012-15 for Single Phase Pole Mounted Transformers be awarded to WESCO for a total cost of \$17,625 as the lowest qualified bidder on the recommendation of the General Manager.

8:55 p.m. 10. M.G.L. Chapter 30B Bids – Material (Tab F)

ACTION I

e. 2012-16 – 3 Phase Padmount Transformers

Suggested Motion:

Move that bid 2012-16 for Three Phase Pad Mounted Transformers be awarded to Power Sales for a total cost of \$142,924 as the lowest qualified bidder on the recommendation of the General Manager.

f. 2012-17 – Single Padmount Transformers

Suggested Motion:

Move that bid 2012-17 for Single Phase Pad Mounted FR3 Transformers be awarded to WESCO for a total cost of \$30,086.

Move that bid 2012-17 for Single Phase Pad Mounted FR3 Transformers be awarded to Power Sales for a total cost of \$15,198 as the lowest qualified bidder on the recommendation of the General Manager.

g. 2012-18 Material Handler Truck

Suggested Motion:

Move that bid 2012-18 for One Material Handler Truck be awarded to James A. Kiley Co. for \$202,595 as the lowest qualified and responsive bidder on the recommendation of the General Manager.

h. 2012-19 Bucket Truck

Suggested Motion:

Move that bid 2012-19 for One Bucket Truck be awarded to James A. Kiley Co. for \$201,061 as the lowest qualified and responsive bidder on the recommendation of the General Manager.

i. 2012-22 Substation Relays

Suggested Motion:

Move that bid 2012-22 for Substation Relays be awarded to Schweitzer Engineering Laboratories for a total cost of \$31,044 as the lowest qualified bidder on the recommendation of the General Manager.

9:45 p.m. 11. General Discussion

9:50 p.m. BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED
Rate Comparisons, November 2011
E-Mail responses to Account Payable/Payroll Questions

9:55 p.m. **RMLD Board Meetings**

Wednesday January 4, 2012

Thursday, January 12, 2012, T-Shirt Award Ceremony

Wednesday, January 25, 2012

10:00 p.m. 12. Executive Session

Suggested Motion:

Move that the Board go into Executive Session to approve Executive Session meeting minutes of October 26, 2011, discuss MMWEC Arbitration, and discussion of power supply based on Chapter 164 Section 47D exemption from public records and open meeting requirements in certain instances and return to Regular Session for adjournment.

ACTION ITEM

10:20 p.m. 13. Adjournment

Suggested Motion:

Move to adjourn the Regular Session.

ACTION ITEM

PRESENTATION
BOARD REFERENCE TAB A



Reading Municipal Light Department

TO: Vincent Cameron

FROM: Maureen K. Hanifan

SUBJECT: Customer Service Programs

DATE: December 1, 2011

This is a brief outline of programs in Customer Service at Reading Municipal Light:

1. Payments

We accept many types of payments. We spend time educating customers on different payment methods. We walk them through payment processes such as making a payment on the RMLD web site and setting up RMLD as a payee at their bank.

2. Paperless Invoices

We explain the benefits of going paperless.

3. Budget Bills

Many of our customers enjoy the Budget Bill Program. Customers pay the same amount for eleven months of the year and then pay extra in December if they use more electricity or they receive a credit if they use less. Many customers conserve because they do not want to pay more in December.

4. Credit and Collection Program

We work with customers continuously, offering payment plans, educating them on conservation and informing them of programs and services available to them in the community from outside agencies.

5. Utility Authorization Number Program

We implemented new software in the past year which has streamlined the process.

6. Energy Star Appliance Rebate Program

We process rebate credits for customers who purchase Energy Star Compliant Appliances such as Refrigerators, Washing Machines, Dishwashers, Central Air Conditioning Units, Room Air Conditioning Units, Dehumidifiers and Programmable Thermostats. This year, rebates for electric Heat Pump Water Heaters, Air Source Heat Pumps and Ceiling Fans were added.

7. Home Energy Audit Program

Coordinate and process requests for home energy audits.

8. Gift Certificate Program

RMLD offers gift certificates in any denomination that can be applied to any RMLD customer account



REGULAR SESSION MEETING
MINUTES
BOARD REFERENCE TAB B



Reading Municipal Light Board of Commissioners

Regular Session

230 Ash Street

Reading, MA 01867

October 26, 2011

Start Time of Regular Session: 7:32 p.m.

End Time of Regular Session: 9:15 p.m.

Attendees:

Commissioners:

Richard Hahn, Chairman

Mary Ellen O'Neill, Secretary

Robert Soli, Commissioner

Philip B. Pacino, Vice Chair

Gina Snyder, Commissioner

Staff:

Vinnie Cameron, General Manager

Jared Carpenter, Energy Efficiency Engineer

Robert Fournier, Accounting/Business Manager

Kevin Sullivan, E&O Manager

Beth Ellen Antonio, Human Resources Manager

Jeanne Foti, Executive Assistant

Jane Parenteau, Energy Services Manager

Citizens' Advisory Board

George Hooper, Member

Chairman Hahn called the meeting to order and stated that the meeting of the Reading Municipal Light Department (RMLD) Board of Commissioners is being broadcast live at the RMLD's office at 230 Ash Street, Reading, MA. Live broadcasts are available only in Reading due to technology constraints. The meeting was video taped for distribution to the community television stations in North Reading, Wilmington and Lynnfield.

Opening Remarks/Approval of Meeting Agenda

There were no suggested changes to the agenda.

Introductions

There were no members of the public present. CAB representative George Hooper had nothing to report.

Presentation - Ron D'Addario – Cities for Climate Protection Program Committee (Attachment 1)

Activities Update

Mr. Cameron stated that annually the Chairman of the Cities for Climate Protection Program (CCPP) Committee for the Town of Reading gives a presentation of its activities to the RMLD Board.

Mr. D'Addario stated that he and Ms. Snyder formed the CCPP Committee seven years ago. Mr. D'Addario thanked the RMLD Board and Mr. Cameron for the assistance the RMLD has provided over the years.

Mr. D'Addario discussed the four issues the CCPP Committee has been involved with such as the Green Business Breakfast Roundtable, Green Business Award, Revising the Light Bill and A Recommended Increase of Renewable Energy. A Green Business Breakfast Roundtable was held in March and the Reading Cooperative Bank won the Green Business Award. The business community indicated an interest in having a pamphlet with recommendations for conservation and energy efficiency that could be easily implemented by small businesses. RMLD's Energy Efficiency Engineer, Mr. Carpenter, followed through on this and had one drawn up by August. This has been distributed to the Chamber of Commerce members. The criteria for the Green Business Award, includes reduced electrical use and other environmentally sustainable efforts, developed by the CCPP Committee and RMLD staff.

Mr. D'Addario reviewed the billing format used by National Grid. That bill provides a comparison between the customer's usage and that of his/her neighbors. This type of utility billing with the social comparison component has a positive effect on consumers' energy usage, Mr. D'Addario said. The CCPP Committee would like the RMLD to consider adopting this type of billing format.

Mr. D'Addario then talked about the CCPP Committee's goal to reduce CO₂ emissions and its recommendation that the RMLD significantly increase its purchase of renewable energy. He pointed out that according to the EPA; the generation of electricity is the single largest source of CO₂ emissions, responsible for 47% of all such emissions. Mr. D'Addario went on to discuss the enormous implications of climate change, and he encouraged the RMLD Board to be bold in taking action on this front.

**Presentation - Ron D'Addario – Cities for Climate Protection Program Committee (Attachment 1)
Activities Update**

Ms. O'Neill thanked Mr. D'Addario for an informative and inspirational presentation.

Chairman Hahn said that he gets the billing comparison from the gas company which is sent separately, and asked if sending this separately has more impact. Mr. D'Addario replied that he does think it has a greater impact. Chairman Hahn stated that the RMLD should have the ability to provide this type of billing internally instead of using an outside software vendor that is used by the gas company. Mr. Cameron replied that he will look into this.

Chairman Hahn thanked Mr. D'Addario for his presentation.

Approval of September 28, 2011 Board Minutes

Ms. O'Neill made a motion seconded by Ms. Snyder that the RMLD Board of Commissioners approve the Regular Session meeting minutes of September 28, 2011 as presented.

Motion carried 5:0:0.

Mr. Pacino suggested shortening the length of the minutes. Ms. O'Neill commented that the secretaries will continue to work on this.

Report from Board Committees – Power & Rate Committee - Chairman Hahn

Chairman Hahn reported that on October 24 there was a joint meeting of the Power & Rate Committee with the Citizens' Advisory Board (CAB). The CAB requested that the RMLD Policy on Renewable Energy Certificates (REC's) the RMLD currently has now to backstop the Green Choice Program be discussed. Since the RMLD has contracts with specific, physical renewable generators, a decision needs to be made about whether we keep or sell the REC's associated with renewable energy purchases. The Department staff needs to provide the Committee and the CAB with more information before a recommendation can be made. Chairman Hahn stated that he is hoping that the information requested two meetings ago will be available within a week so that another joint meeting can be held soon with the CAB. It is important because the RMLD is involved with power procurement every day of the week and the Department needs direction.

Ms. O'Neill asked whether the Power & Rate Committee would be discussing a renewable energy goal for the RMLD's power supply portfolio. Chairman Hahn said that the first thing the committee needs to do is address the issue of what to do with the RECs because it needs to be resolved sooner since that decision will have an impact on the renewable energy goal.

Mr. Pacino reported that on Saturday, October 22, he, Messrs. Hahn, Carakatsane, and Hooper and Ms. Snyder toured the hydroelectric plant in Pepperell which is located on the Nashua River. Mr. Pacino commented that they were able to tour the facility which included the dam and penstock and that it was a worthwhile visit.

Audit Committee – Mr. Soli

Mr. Soli reported that twice a year a member of the RMLD Audit Committee meets with the RMLD Business Manager and the Town Accountant; this meeting was held recently. The two items that came out of the meeting were one the town is going out for health care insurance bids and two the town is having a pretty good year. Mr. Pacino added that he appreciates Mr. Soli covering these meetings because they occur during the day.

General Manager's Report – Mr. Cameron

Mr. Cameron reported on the following:

Salvation Army Good Neighbor Energy Fund

The Salvation Army's Good Neighbor Energy Fund is currently conducting its annual blanket and sweatshirt drive. Donations may be dropped off in the General Manager's Conference Room and will be given to Ms. Gottwald.

Annual Report

The RMLD's Annual Report is scheduled to be ready for the Town of Reading Subsequent Town Meeting on November 14.

Calendar

The RMLD historic calendars will be printed shortly and will be available in November.

General Manager's Report – Mr. Cameron

Holiday Lighting

The Reading Holiday Lighting Festival is on Sunday, November 27 from 1:00 p.m. to 4:00 p.m., and the lights on the common will be turned on. Mr. Cameron reported that the RMLD has been donating energy efficient lighting to the four towns for the last four or five years that provide a payback of two years.

Reading Community Television Taping – Thursday, October 27

Mr. Cameron stated that he will be taping a show for Reading Community Television (RCTV), Community Connections hosted by Kevin Vendt, which will be taped tomorrow evening and is uncertain when it will be aired. Mr. Cameron said that the show will be a half hour segment and he will speak about the RMLD, the Time of Use rate, and energy conservation.

Financial Report – September, 2011 – Mr. Fournier (Attachment 2)

Mr. Fournier reported on the Financial Report for September 2011, the first quarter of FY2012.

Mr. Fournier reported that for the month of September year to date Net Income is \$466,000 making the year to date Net Income \$1.9 million, coming in under budget by \$1.5 million. Mr. Fournier said that the year to date Fuel Expenses exceeded Fuel Revenues by \$108,000. Year to date Base Revenues are under budget by \$855,000 or 6%. Actual Base Revenues were \$13.1 million compared to the budgeted amount of \$13.9 million. Purchase Power Base was \$270,000 or 3.6% under budget. Actual Purchase Power Base costs were \$7.2 million compared to the budgeted amount of \$7.5 million.

Operating and Maintenance expenses were under budget by \$62,000 or 2%. Actual Operating and Maintenance expenses were \$2.8 million compared to the budgeted amount of \$2.9 million. Depreciation Expense and Voluntary Payments to the Towns were on budget. Year to date kilowatt sales were 202 million or 2.7% below last year's figures.

With regard to the energy conservation program, \$139,000 was collected in the first quarter; \$170,863 was expended, leaving a program balance of \$139,384. The revenues for the hazardous waste surcharge were \$202,220 for the first quarter, a total of \$809,395 since the temporary charge was imposed.

Cumulatively, all five divisions were under budget by \$171,000 or 3.6%.

Mr. Fournier reported on the quarterly report for the Pension Trust. The Net Assets are \$5.8 million and the RMLD has not received its annual assessment from the town. Last year the RMLD paid \$1.3 million for its portion to the town. Mr. Fournier commented that this is the year for the actuarial valuation which is performed every other year. Mr. Fournier added that \$250,000 has been budgeted for that contribution and it may not be sufficient.

Ms. O'Neill asked when the actuarial valuation bid would go out. Mr. Fournier replied that the bid will go out the beginning of next year with the actuarial report completed in early spring, and the RMLD will make the contribution in May.

Mr. Soli asked if Base Revenues and Fuel Revenues were down due to a cool summer and less electricity being sold compared to last year. Mr. Fournier replied that for the first quarter the RMLD is down 5.6 million kilowatt hours sold or 2.7% than last year, hence the numbers are down based on kilowatt hour sales.

Power Supply Report – September, 2011 – Ms. Parenteau (Attachment 3)

Ms. Parenteau reported that RMLD's load for September was 60.1 million kilowatt hours, little less than a 1% decrease compared to September 2010. Energy costs were \$2.91 million, equivalent to \$.0484 per kilowatt hour. The September Fuel Charge was set at \$.0500/kWh and is anticipated to remain at this level. RMLD sales totaled approximately 63.3 million kilowatt hours and, as a result, the RMLD overcollected by approximately \$193,000 in September resulting in a Deferred Fuel Cash Reserve (DFCR) balance of \$3.16 million. The current projection is to have the DFCR balance at \$2.2 million by the end of December.

Ms. Parenteau reported that the RMLD purchased approximately 20.3% of its energy requirement from the ISO Spot Market at an average cost of \$42/megawatt hour. The RMLD hit a peak demand of 124 megawatts at 4:00 p.m. on September 14, 2011 with a temperature of 85 degrees as compared to a demand of 161 megawatts, which occurred on September 1, 2010 at 5:00 p.m. with a temperature 92 degrees. Temperature is correlated with the peak demand.

The RMLD's monthly capacity requirement was 199.8 megawatts based on last year's peak. The RMLD paid \$1.4 million capacity equivalent to \$7.13 per kilowatt-month.

Ms. Parenteau reported that transmission costs for September were \$778,000, a 19% decrease from August 2011.

Power Supply Report – September, 2011 – Ms. Parenteau (Attachment 3)

Mr. Soli commented that he has a request in Table 4: to add up the energy and capacity costs, divide by kilowatt hours, with the end result a total cents per kilowatt hour amount. Ms. Parenteau said that she anticipated this based on Monday's meeting and will incorporate that in next month's report.

Chairman Hahn asked if \$3.43 per kilowatt month for capacity is what load entities like the RMLD are paying. Ms. Parenteau replied that is correct. Chairman Hahn clarified whether the Forward Capacity Market rate for generators is \$ 2.95 per kilowatt month. Ms. Parenteau commented that it is a little higher because it includes some demand response. Chairman Hahn said that the reason for that is the installed capacity requirement is prorated. Chairman Hahn said that the generator Forward Capacity Market rate is higher because all load serving entities in New England have to make up that shortfall. Ms. Parenteau replied that is correct.

Mr. Soli asked for clarification on Table 3 relative to ISO. Ms. Parenteau explained that ISO is the clearing house and ISO pays all the generators that have that obligation. Ms. Parenteau said that the RMLD could satisfy its requirements with sources within its portfolio. However, the RMLD is short so they have gone to the Spot Market for a portion of its capacity.

Ms. Snyder asked for clarification. Is the RMLD power supply portfolio for the purchasing of power? Ms. Parenteau explained that the RMLD has a portfolio that it utilizes to meet its capacity requirement, and energy purchased. Chairman Hahn commented that the position in the capacity market was intentional, because it was the most economical option for our customers.

Engineering and Operations Report – September, 2011 - Mr. Sullivan (Attachment 4)

Gaw Update

Mr. Sullivan reported that the Gaw Substation Transformer Upgrade project is complete. Mr. Sullivan stated that there was an increase of \$42,000 in contract labor for the general contractor. Chairman Hahn asked in a couple of months will the Gaw project be off the books. Mr. Sullivan replied that the only thing left is retainage. Mr. Sullivan reported there is nothing to report on the soil remediation. Ms. Snyder complimented Mr. Sullivan on the flowers at the Gaw substation.

Mr. Sullivan stated that there are 10,500 meters installed as part of the meter upgrade project.

In the variance report Project 1 – 5W9 Reconductoring – Ballardvale Street – is being worked on, and Project 2 – High Capacity Tie 4W18 – is being worked on. There were 23 cut outs replaced during the month for a total of 88.

Reliability Report

In the Reliability Report the CAIDI number is down significantly due to the types of storms and the reduction in lightning strikes. The CAIDI rolling average is up marginally due to losing the 18.66 CAIDI figure from September 2010 and recording this month's figure of 46.90 minutes.

The System Average Interruption Frequency Index (SAIFI) is down significantly because of the number of customers affected between August, over 2,000, and September, 772. The rolling average is down marginally due to the favorable figures.

The Months between Interruptions (MBTI) went from 27 to 26 months. The total number of calls for the month was 181; outages 27; customers affected 772; feeder outages 2; area outages 17; and service outages 8. Tree conditions are virtually the same. There was one faulted transformer for the month.

Ms. O'Neill stated that she had a question about events which affect more than 15% of the service territory and are excluded from this reporting. The monthly Reliability Report does not demonstrate what customers are experiencing. Mr. Sullivan replied that it is industry standard that he is following. Ms. O'Neill said that she would like a report to the Board that reflects what is really happening to RMLD customers, that indicates all outages and the number of customers affected. Mr. Sullivan added that major events include hurricanes and tornadoes and those types of catastrophic events. Mr. Sullivan pointed out that these are atypical events and it is counterproductive to include these in the reporting. Ms. O'Neill pointed out that these types of events should be listed in the narrative as to how long and why. It should be a notation in the write up.

NTSAR Outage – Wednesday, October 5, 2011

Mr. Sullivan reported that on October 5 the RMLD service territory experienced a catastrophic outage which affected approximately 65 percent of RMLD's customers. NSTAR feeds the RMLD with two 115KV lines that come in across Route 93 into the Gaw substation.

NTSAR Outage – Wednesday, October 5, 2011

Mr. Sullivan stated that one of those lines was out for line maintenance and NSTAR had taken out a permit for this. They were finishing up with the work in the right of way when one of the poles fell into the remaining operational line. This put all of Reading, Wilmington, and parts of North Reading and Lynnfield out as well as other towns in Massachusetts.

Mr. Sullivan explained that this occurred after 1:00 p.m. and the RMLD was told by NSTAR that the power would be back in an hour and a half. The RMLD did consider switching, but by the time this would be done the power would be restored. If it was conceived that the outage would be more than two hours then the entire mindset of the Department would have been different in terms of switching.

On another matter, Mr. Sullivan reported that this past Friday he was representing the RMLD for the first time at a final exit interview at a North American Electric Reliability Corporation (NERC) Audit. Unofficially, Mr. Sullivan has received news that the RMLD has passed through the audit with no findings. They gave the RMLD accolades in how well the culture of compliance has been demonstrated throughout the audit. Also they were impressed with the responsiveness of the RMLD to get documentation to NERC. The auditors mentioned that it will pay dividends in future audits. Mr. Sullivan commented that future audits will not be as invasive. The RMLD was held to 22 standards with no findings. The next audit will take place six years from now. Mr. Sullivan wanted to thank his staff and make the Board aware of this.

Chairman Hahn said that he was not home this weekend, but a meter reader came to change the meter. Chairman Hahn said the meter reader knocked on the door, showed their ID card and explained that he would be changing out the meter. It took no more than four minutes and the power was not affected. He was impressed by this.

Mr. Soli said that he has a positive experience to share on the meter change out because the homes in his neighborhood are 60 years old. The electrical duct seal material used coming into the back then was not of good quality according to electricians. Mr. Soli was impressed by the meter reader's knowledge of this problem, and mentioned customers with homes this old should be made aware of this.

General Discussion

Mr. Pacino asked about putting the Pepperell hydro pictures on the RMLD's website. Mr. Cameron said there will be a press release on this and he will make sure the pictures will be on the web site.

BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED

Rate Comparisons, October 2011, E-Mail responses to Account Payable/Payroll Questions

RMLD Board Meetings

Wednesday, December 7, 2011, Wednesday January 4, 2012, Wednesday, January 25, 2012

Thursday, January 5, 2012, T-Shirt Award Ceremony

RMLD Board Committee Meeting

RMLD General Manager Committee, Tuesday, November 8, 2011 changed to Monday, November 7, 2011

Executive Session

At 8:45 p.m. Ms. O'Neill made a motion seconded by Ms. Snyder that the Board go into Executive Session to discuss MMWEC Arbitration and NSTAR Radial Line Payment and return to Regular Session for adjournment.

Mr. Soli, Aye; Ms. Snyder, Aye; Chairman Hahn, Aye; Mr. Pacino, Aye; and Ms. O'Neill, Aye.

Motion carried 5:0:0.

Adjournment

At 9:15 p.m. Mr. Soli made a motion seconded by Ms. O'Neill to adjourn the Regular Session.

Motion carried 5:0:0.

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

Mary Ellen O'Neill, Secretary
RMLD Board of Commissioners



FINANCIAL REPORT
BOARD REFERENCE TAB C



Dt: November 30, 2011

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

Fr: Bob Fournier

B. Fournier
11/30/11
3''

Sj: October 31, 2011 Report

The results for the four months ending October 31, 2011, for the fiscal year 2012 will be summarized in the following paragraphs.

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

For the month of October, the net income or the positive change in net assets was \$178,906, bringing the year to date net income to \$2,112,956. The year to date budgeted net income was \$4,284,977, resulting in \$2,172,020 or 50.69% being under budget. Year to date fuel expenses exceeded fuel revenues by \$38,967.

2) Revenues: (Page 11B)

Year to date base revenues were under budget by \$1,000,240 or 5.63%. Actual base revenues were \$16.7 million compared to the budgeted amount of \$17.7million.

3) Expenses: (Page 12A)

*Year to date purchased power base expense was \$211,785 or 2.2% under budget. Actual purchased power base costs were \$9.3 million compared to the budgeted amount of \$9.5 million.

*Year to date operating and maintenance (O&M) expenses combined were under budget by \$211,877 or 5.3%. Actual O&M expenses were \$3.8 million compared to the budgeted amount of \$4.0 million.

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

4) Cash (Page 9)

- *Operating Fund was at \$10,136,260.
- *Capital Fund balance was at \$4,302,802.
- * Rate Stabilization Fund was at \$6,059,433.
- * Deferred Fuel Fund balance was at \$3,016,258.
- * Energy Conservation Fund balance was at \$139,384.

5) General Information:

Year to date kwh sales (Page 5) were 259,317,001 which is 4.9 million kwh or 1.8%, behind last year's actual figure. GAW revenues collected ytd were \$259,294 bringing the total collected since inception to \$866,469.

6) Budget Variance:

Cumulatively, the five divisions were under budget by \$232,428 or 3.6%.



FINANCIAL REPORT

OCTOBER 31, 2011

ISSUE DATE: NOVEMBER 30, 2011



TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF NET ASSETS
10/31/11

	PREVIOUS YEAR	CURRENT YEAR
ASSETS		
CURRENT		
UNRESTRICTED CASH (SCH A P.9)	6,898,800.38	10,139,260.28
RESTRICTED CASH (SCH A P.9)	16,548,105.61	17,563,997.77
RESTRICTED INVESTMENTS (SCH A P.9)	2,200,000.00	2,200,000.00
RECEIVABLES, NET (SCH B P.10)	7,921,417.80	8,312,266.76
PREPAID EXPENSES (SCH B P.10)	1,303,369.04	996,685.20
INVENTORY	1,559,001.78	1,536,388.43
TOTAL CURRENT ASSETS	36,430,694.61	40,748,598.44
NONCURRENT		
INVESTMENT IN ASSOCIATED CO (SCH C P.2)	97,690.11	70,068.61
CAPITAL ASSETS, NET (SCH C P.2)	67,024,182.66	67,559,140.43
TOTAL NONCURRENT ASSETS	67,121,872.77	67,629,209.04
TOTAL ASSETS	103,552,567.38	108,377,807.48
 LIABILITIES		
CURRENT		
ACCOUNTS PAYABLE	6,301,598.27	7,593,153.02
CUSTOMER DEPOSITS	509,524.67	585,723.27
CUSTOMER ADVANCES FOR CONSTRUCTION	356,044.00	328,009.94
ACCRUED LIABILITIES	1,082,992.03	1,219,683.70
TOTAL CURRENT LIABILITIES	8,250,158.97	9,726,569.93
NONCURRENT		
ACCRUED EMPLOYEE COMPENSATED ABSENCES	3,020,032.75	2,934,698.58
TOTAL NONCURRENT LIABILITIES	3,020,032.75	2,934,698.58
TOTAL LIABILITIES	11,270,191.72	12,661,268.51
 NET ASSETS		
INVESTED IN CAPITAL ASSETS, NET OF RELATED DEBT	67,024,182.66	67,559,140.43
RESTRICTED FOR DEPRECIATION FUND (P.9)	4,936,796.36	4,302,802.25
UNRESTRICTED	20,321,396.64	23,854,596.29
TOTAL NET ASSETS (P.3)	92,282,375.66	95,716,538.97
TOTAL LIABILITIES AND NET ASSETS	103,552,567.38	108,377,807.48

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
NONCURRENT ASSET SCHEDULE
10/31/11

SCHEDULE C

SCHEDULE OF INVESTMENTS IN ASSOCIATED COMPANIES	PREVIOUS YEAR	CURRENT YEAR
NEW ENGLAND HYDRO ELECTRIC	36,244.74	15,747.64
NEW ENGLAND HYDRO TRANSMISSION	61,445.37	54,320.97
TOTAL INVESTMENTS IN ASSOCIATED COMPANIES	97,690.11	70,068.61
SCHEDULE OF CAPITAL ASSETS		
LAND	1,265,842.23	1,265,842.23
STRUCTURES AND IMPROVEMENTS	6,749,553.74	6,537,440.54
EQUIPMENT AND FURNISHINGS	12,919,082.62	12,885,286.95
INFRASTRUCTURE	46,089,704.07	46,870,570.71
TOTAL CAPITAL ASSETS, NET	67,024,182.66	67,559,140.43
TOTAL NONCURRENT ASSETS	67,121,872.77	67,629,209.04

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
10/31/11

	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
OPERATING REVENUES: (SCH D P.11)					
BASE REVENUE	3,709,738.26	3,643,450.86	16,135,385.81	16,752,391.04	3.82%
FUEL REVENUE	3,632,858.99	2,852,952.53	14,835,431.26	13,993,802.42	-5.67%
PURCHASED POWER CAPACITY	46,862.80	(10,841.98)	1,050,844.82	(49,260.34)	-104.69%
FORFEITED DISCOUNTS	78,743.96	72,658.52	358,571.25	331,587.72	-7.53%
ENERGY CONSERVATION REVENUE	46,009.49	56,188.65	209,555.36	195,647.98	-6.64%
GAW REVENUE	56,389.36	57,073.70	124,304.80	259,294.42	108.60%
NYPA CREDIT	(62,298.35)	(45,133.69)	(263,393.04)	(235,495.98)	-10.59%
TOTAL OPERATING REVENUES	7,508,304.51	6,626,348.59	32,450,700.26	31,247,967.26	-3.71%
OPERATING EXPENSES: (SCH E P.12)					
PURCHASED POWER BASE	2,456,232.55	2,078,533.97	9,850,552.42	9,320,607.36	-5.38%
PURCHASED POWER FUEL	2,586,224.15	2,955,398.39	14,730,285.57	13,797,272.59	-6.33%
OPERATING	731,664.70	677,691.69	2,675,526.51	2,865,252.25	7.09%
MAINTENANCE	480,615.46	235,294.98	1,515,485.97	918,636.51	-39.38%
DEPRECIATION	287,729.05	296,027.47	1,150,916.20	1,184,109.88	2.88%
VOLUNTARY PAYMENTS TO TOWNS	110,000.00	113,000.00	440,000.00	452,000.00	2.73%
TOTAL OPERATING EXPENSES	6,652,465.91	6,355,946.50	30,362,766.67	28,537,878.59	-6.01%
OPERATING INCOME	855,838.60	270,402.09	2,087,933.59	2,710,088.67	29.80%
NONOPERATING REVENUES (EXPENSES)					
CONTRIBUTIONS IN AID OF CONST	0.00	20,418.99	14,987.06	24,104.99	60.84%
RETURN ON INVESTMENT TO READING	(180,990.00)	(183,829.75)	(723,960.00)	(735,319.00)	1.57%
INTEREST INCOME	3,673.47	8,646.49	51,444.03	43,953.05	-14.56%
INTEREST EXPENSE	(1,015.87)	(506.03)	(4,070.14)	(2,028.40)	-50.16%
OTHER (MDSE AND AMORT)	10,312.06	63,774.19	36,176.51	72,157.19	99.46%
TOTAL NONOPERATING REV (EXP)	(168,020.34)	(91,496.11)	(625,422.54)	(597,132.17)	-4.52%
CHANGE IN NET ASSETS	687,818.26	178,905.98	1,462,511.05	2,112,956.50	44.47%
NET ASSETS AT BEGINNING OF YEAR			90,819,864.61	93,603,582.47	3.07%
NET ASSETS AT END OF OCTOBER			92,282,375.66	95,716,538.97	3.72%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUSINESS-TYPE PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
10/31/11

	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE*	% CHANGE
OPERATING REVENUES: (SCH F P.11B)				
BASE REVENUE	16,752,391.04	17,752,632.00	(1,000,240.96)	-5.63%
FUEL REVENUE	13,993,802.42	15,374,851.00	(1,381,048.58)	-8.98%
PURCHASED POWER CAPACITY	(49,260.34)	(50,807.00)	1,546.66	-3.04%
FORFEITED DISCOUNTS	331,587.72	390,558.00	(58,970.28)	-15.10%
ENERGY CONSERVATION REVENUE	195,647.98	198,170.00	(2,522.02)	-1.27%
GAW REVENUE	259,294.42	231,252.00	28,042.42	12.13%
NYPA CREDIT	(235,495.98)	(200,000.00)	(35,495.98)	17.75%
TOTAL OPERATING REVENUES	31,247,967.26	33,696,656.00	(2,448,688.74)	-7.27%
OPERATING EXPENSES: (SCH G P.12A)				
PURCHASED POWER BASE	9,320,607.36	9,532,393.00	(211,785.64)	-2.22%
PURCHASED POWER FUEL	13,797,272.59	13,789,520.00	7,752.59	0.06%
OPERATING MAINTENANCE	2,865,252.25	3,064,377.00	(199,124.75)	-6.50%
DEPRECIATION	918,636.51	931,389.00	(12,752.49)	-1.37%
VOLUNTARY PAYMENTS TO TOWNS	1,184,109.88	1,200,000.00	(15,890.12)	-1.32%
	452,000.00	452,000.00	0.00	0.00%
TOTAL OPERATING EXPENSES	28,537,878.59	28,969,679.00	(431,800.41)	-1.49%
OPERATING INCOME	2,710,088.67	4,726,977.00	(2,016,888.33)	-42.67%
NONOPERATING REVENUES (EXPENSES)				
CONTRIBUTIONS IN AID OF CONST	24,104.99	200,000.00	(175,895.01)	-87.95%
RETURN ON INVESTMENT TO READING	(735,319.00)	(740,000.00)	4,681.00	-0.63%
INTEREST INCOME	43,953.05	60,000.00	(16,046.95)	-26.74%
INTEREST EXPENSE	(2,028.40)	(2,000.00)	(28.40)	1.42%
OTHER (MDSE AND AMORT)	72,157.19	40,000.00	32,157.19	80.39%
TOTAL NONOPERATING REV (EXP)	(597,132.17)	(442,000.00)	(155,132.17)	35.10%
CHANGE IN NET ASSETS	2,112,956.50	4,284,977.00	(2,172,020.50)	-50.69%
NET ASSETS AT BEGINNING OF YEAR	93,603,582.47	93,603,582.47	0.00	0.00%
NET ASSETS AT END OF OCTOBER	95,716,538.97	97,888,559.47	(2,172,020.50)	-2.22%

* () = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
RECONCILIATION OF CAPITAL FUNDS
10/31/11

SOURCE OF CAPITAL FUNDS:

DEPRECIATION FUND BALANCE 7/1/11	4,297,944.13
CONSTRUCTION FUND BALANCE 7/1/11	0.00
INTEREST ON DEPRECIATION FUND FY 12	3,488.96
DEPRECIATION TRANSFER FY 12	1,184,109.88
FORCED ACCOUNTS REIMBURSEMENT	0.00
GAW SUBSTATION (FY 12)	<u>0.00</u>
 TOTAL SOURCE OF CAPITAL FUNDS	 5,485,542.97

USE OF CAPITAL FUNDS:

PAID ADDITIONS TO PLANT THRU OCTOBER	1,182,740.72
PAID ADDITIONS TO GAW THRU OCTOBER	0.00
 TOTAL USE OF CAPITAL FUNDS	 <u>1,182,740.72</u>

GENERAL LEDGER CAPITAL FUNDS BALANCE 10/31/11	<u><u>4,302,802.25</u></u>
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PAID ADDITIONS TO GAW FROM FY 12	0.00
PAID ADDITIONS TO GAW FROM FY 11	531,784.00
PAID ADDITIONS TO GAW FROM FY 10	1,372,876.00
PAID ADDITIONS TO GAW FROM FY 09	3,136,764.00
PAID ADDITIONS TO GAW FROM FY 08	1,895,975.00
 TOTAL	 <u><u>6,937,399.00</u></u>

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SALES OF KILOWATT HOURS
10/31/11

SALES OF ELECTRICITY:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
RESIDENTIAL SALES	19,115,368	19,204,222	101,918,379	97,139,437	-4.69%
COMM. AND INDUSTRIAL SALES	34,763,786	35,363,504	152,262,442	152,036,997	-0.15%
PRIVATE STREET LIGHTING	71,242	72,515	284,544	291,463	2.43%
TOTAL PRIVATE CONSUMERS	<u>53,950,396</u>	<u>54,640,241</u>	<u>254,465,365</u>	<u>249,467,897</u>	-1.96%
MUNICIPAL SALES:					
STREET LIGHTING	238,701	239,112	954,956	956,268	0.14%
MUNICIPAL BUILDINGS	741,187	752,753	3,267,819	3,352,749	2.60%
TOTAL MUNICIPAL CONSUMERS	<u>979,888</u>	<u>991,865</u>	<u>4,222,775</u>	<u>4,309,017</u>	2.04%
SALES FOR RESALE	228,270	270,035	1,361,446	1,367,179	0.42%
SCHOOL	1,222,690	1,221,607	4,176,065	4,172,908	-0.08%
TOTAL KILOWATT HOURS SOLD	<u>56,381,244</u>	<u>57,123,748</u>	<u>264,225,651</u>	<u>259,317,001</u>	-1.86%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
KILOWATT HOURS SOLD BY TOWN
10/31/11

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	19,204,222	5,893,793	2,746,724	4,951,349	5,612,356
COMM & IND	35,363,504	4,326,379	271,771	5,221,313	25,544,041
PVT ST LIGHTS	72,515	13,777	1,360	21,268	36,110
PUB ST LIGHTS	239,112	80,436	32,437	39,880	86,359
MUNI BLDGS	752,753	176,460	124,547	156,852	294,894
SALES/RESALE	270,035	270,035	0	0	0
SCHOOL	1,221,607	452,428	259,451	165,440	344,288
TOTAL	57,123,748	11,213,308	3,436,290	10,556,102	31,918,048

YEAR TO DATE

RESIDENTIAL	97,139,437	30,117,496	14,224,889	22,959,727	29,837,325
COMM & IND	152,036,997	19,120,895	1,214,776	23,516,318	108,185,008
PVT ST LIGHTS	291,463	56,324	5,440	84,940	144,759
PUB ST LIGHTS	956,268	321,744	129,748	159,520	345,256
MUNI BLDGS	3,352,749	760,691	572,468	705,918	1,313,672
SALES/RESALE	1,367,179	1,367,179	0	0	0
SCHOOL	4,172,908	1,519,523	945,654	515,840	1,191,891
TOTAL	259,317,001	53,263,852	17,092,975	47,942,263	141,017,911

LAST YEAR
TO DATE

RESIDENTIAL	101,918,379	31,916,392	14,781,437	24,043,838	31,176,712
COMM & IND	152,262,442	18,829,641	1,239,445	22,957,040	109,236,316
PVT ST LIGHTS	284,544	55,772	5,440	83,572	139,760
PUB ST LIGHTS	954,956	321,744	129,900	158,628	344,684
MUNI BLDGS	3,267,819	784,710	591,324	722,597	1,169,188
SALES/RESALE	1,361,446	1,361,446	0	0	0
SCHOOL	4,176,065	1,521,742	919,588	539,240	1,195,495
TOTAL	264,225,651	54,791,447	17,667,134	48,504,915	143,262,155

KILOWATT HOURS SOLD TO TOTAL

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	33.62%	10.32%	4.81%	8.67%	9.82%
COMM & IND	61.91%	7.57%	0.48%	9.14%	44.72%
PVT ST LIGHTS	0.12%	0.02%	0.00%	0.04%	0.06%
PUB ST LIGHTS	0.42%	0.14%	0.06%	0.07%	0.15%
MUNI BLDGS	1.32%	0.31%	0.22%	0.27%	0.52%
SALES/RESALE	0.47%	0.47%	0.00%	0.00%	0.00%
SCHOOL	2.14%	0.79%	0.45%	0.29%	0.61%
TOTAL	100.00%	19.62%	6.02%	18.48%	55.88%

YEAR TO DATE

RESIDENTIAL	37.46%	11.61%	5.49%	8.85%	11.51%
COMM & IND	58.63%	7.37%	0.47%	9.07%	41.72%
PVT ST LIGHTS	0.11%	0.02%	0.00%	0.03%	0.06%
PUB ST LIGHTS	0.37%	0.12%	0.05%	0.06%	0.14%
MUNI BLDGS	1.29%	0.29%	0.22%	0.27%	0.51%
SALES/RESALE	0.53%	0.53%	0.00%	0.00%	0.00%
SCHOOL	1.61%	0.59%	0.36%	0.20%	0.46%
TOTAL	100.00%	20.53%	6.59%	18.48%	54.40%

LAST YEAR
TO DATE

RESIDENTIAL	38.57%	12.08%	5.59%	9.10%	11.80%
COMM & IND	57.63%	7.13%	0.47%	8.69%	41.34%
PVT ST LIGHTS	0.10%	0.02%	0.00%	0.03%	0.05%
PUB ST LIGHTS	0.36%	0.12%	0.05%	0.06%	0.13%
MUNI BLDGS	1.24%	0.30%	0.22%	0.27%	0.45%
SALES/RESALE	0.52%	0.52%	0.00%	0.00%	0.00%
SCHOOL	1.58%	0.58%	0.35%	0.20%	0.45%
TOTAL	100.00%	20.75%	6.68%	18.35%	54.22%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
FORMULA INCOME
10/31/11

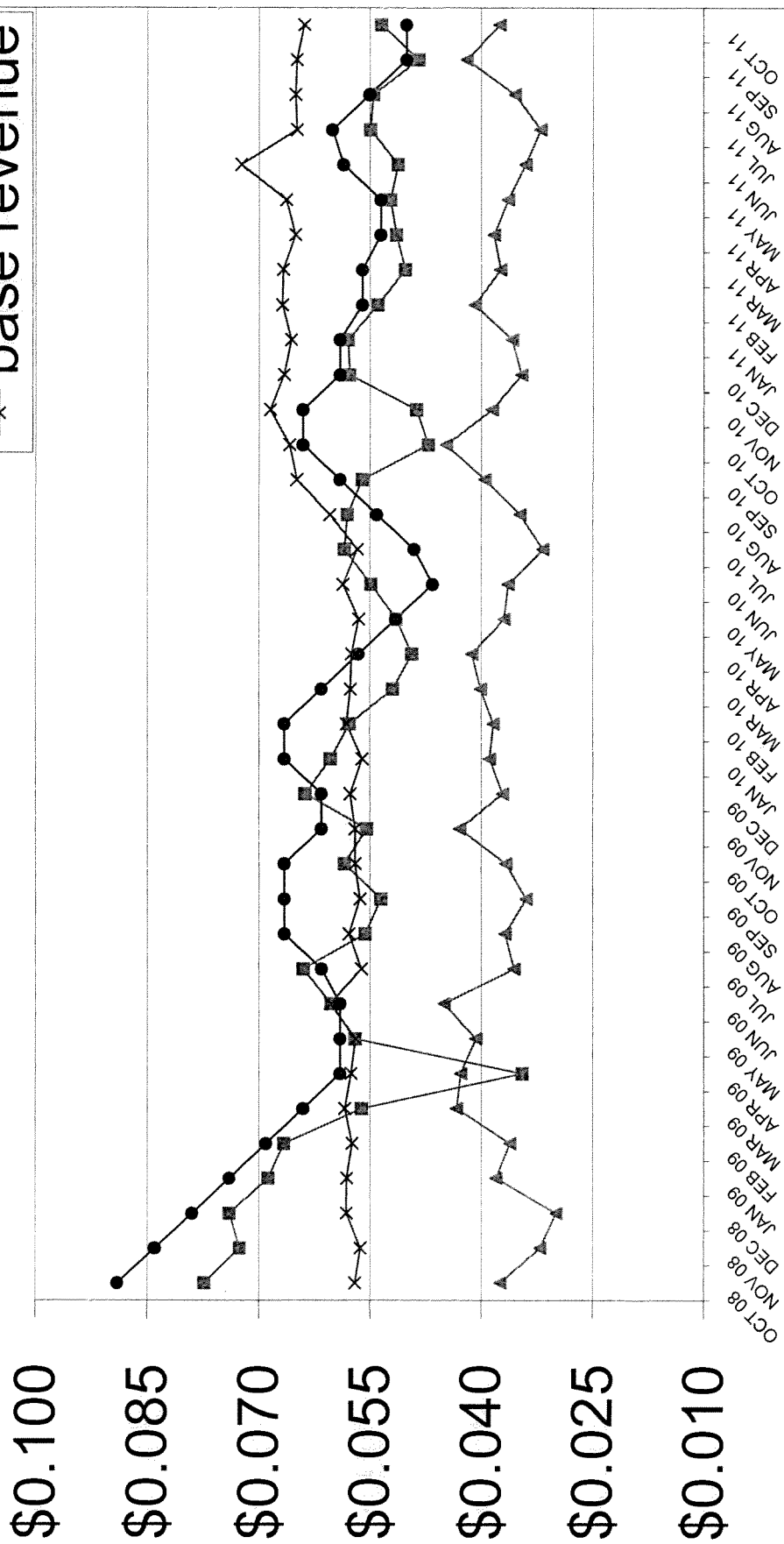
TOTAL OPERATING REVENUES	(P.3)	31,247,967.26
ADD:		
POLE RENTAL		1,455.00
INTEREST INCOME ON CUSTOMER DEPOSITS		380.17
LESS:		
OPERATING EXPENSES	(P.3)	(28,537,878.59)
CUSTOMER DEPOSIT INTEREST EXPENSE		(2,028.40)
FORMULA INCOME (LOSS)		<u>2,709,895.44</u>

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
GENERAL STATISTICS
10/31/11

		MONTH OF OCT 2010	MONTH OF OCT 2011	% CHANGE		YEAR OCT 2010	THRU OCT 2011
				2010	2011		
SALE OF KWH	(P.5)	56,381,244	57,123,748	8.33%	-1.86%	264,225,651	259,317,001
KWH PURCHASED		54,966,971	55,392,262	7.74%	-2.10%	266,040,019	260,444,723
AVE BASE COST PER KWH		0.044686	0.037524	-3.10%	-3.35%	0.037027	0.035787
AVE BASE SALE PER KWH		0.065797	0.063782	7.51%	5.79%	0.061067	0.064602
AVE COST PER KWH		0.091736	0.090878	-3.89%	-3.93%	0.092395	0.088763
AVE SALE PER KWH		0.130231	0.113725	-3.96%	1.15%	0.117214	0.118566
FUEL CHARGE REVENUE (P.3)		3,632,858.99	2,852,952.53	-6.77%	-5.67%	14,835,431.26	13,993,802.42
LOAD FACTOR		67.60%	77.82%				
PEAK LOAD		111,392	97,508				

kwh analysis

- ▲— base cost
- fuel cost
- fuel revenue
- ×— base revenue



TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF CASH AND INVESTMENTS
10/31/11

SCHEDULE A

	PREVIOUS YEAR	CURRENT YEAR
UNRESTRICTED CASH:		
CASH - OPERATING FUND	6,895,800.38	10,136,260.28
CASH - PETTY CASH	3,000.00	3,000.00
TOTAL UNRESTRICTED CASH	6,898,800.38	10,139,260.28
 RESTRICTED CASH:		
CASH - DEPRECIATION FUND	4,936,796.36	4,302,802.25
CASH - TOWN PAYMENT	1,165,000.00	1,192,000.00
CASH - DEFERRED FUEL RESERVE	2,167,864.74	3,016,258.63
CASH - RATE STABILIZATION FUND	4,377,893.85	5,059,433.61
CASH - UNCOLLECTIBLE ACCTS RESERVE	200,000.00	200,000.00
CASH - SICK LEAVE BENEFITS	2,023,253.80	1,946,177.34
CASH - HAZARD WASTE RESERVE	150,000.00	150,000.00
CASH - CUSTOMER DEPOSITS	509,524.67	585,723.27
CASH - ENERGY CONSERVATION	403,822.38	139,384.57
CASH - OPEB	613,949.81	972,218.10
TOTAL RESTRICTED CASH	16,548,105.61	17,563,997.77
 RESTRICTED INVESTMENTS:		
RATE STABILIZATION *	1,000,000.00	1,000,000.00
SICK LEAVE BUYBACK **	1,000,000.00	1,000,000.00
OPEB ***	200,000.00	200,000.00
TOTAL RESTRICTED INVESTMENTS	2,200,000.00	2,200,000.00
TOTAL CASH BALANCE	25,646,905.99	29,903,258.05

OCT 2010:

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

OCT 2011:

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

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF ACCOUNTS RECEIVABLE
10/31/11

SCHEDULE B

SCHEDULE OF ACCOUNTS RECEIVABLE	PREVIOUS YEAR	CURRENT YEAR
RESIDENTIAL AND COMMERCIAL	4,334,551.47	3,950,262.04
ACCOUNTS RECEIVABLE - OTHER	75,719.97	101,725.33
ACCOUNTS RECEIVABLE - LIENS	54,049.80	24,579.16
ACCOUNTS RECEIVABLE - EMPLOYEE ADVANCES	1,067.16	892.14
SALES DISCOUNT LIABILITY	(341,902.63)	(327,843.87)
RESERVE FOR UNCOLLECTIBLE ACCOUNTS	(257,227.08)	(267,642.41)
TOTAL ACCOUNTS RECEIVABLE BILLED	3,866,258.69	3,481,972.39
UNBILLED ACCOUNTS RECEIVABLE	4,055,159.11	4,830,294.37
TOTAL ACCOUNTS RECEIVABLE, NET	7,921,417.80	8,312,266.76

SCHEDULE OF PREPAYMENTS

PREPAID INSURANCE	684,793.05	532,446.52
PREPAYMENT PURCHASED POWER	196,968.29	(3,186.38)
PREPAYMENT PASNY	247,206.63	238,330.65
PREPAYMENT WATSON	159,877.37	214,570.71
PURCHASED POWER WORKING CAPITAL	14,523.70	14,523.70
TOTAL PREPAYMENT	1,303,369.04	996,685.20

ACCOUNTS RECEIVABLE AGING OCTOBER 2011:

RESIDENTIAL AND COMMERCIAL	3,950,262.04
LESS: SALES DISCOUNT LIABILITY	(327,843.87)
GENERAL LEDGER BALANCE	3,622,418.17

CURRENT	3,033,221.11	83.73%
30 DAYS	350,011.22	9.66%
60 DAYS	109,960.45	3.04%
90 DAYS	29,784.51	0.82%
OVER 90 DAYS	99,440.88	2.75%
TOTAL	3,622,418.17	100.00%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING REVENUE
10/31/11

SCHEDULE D

	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
SALES OF ELECTRICITY:					
RESIDENTIAL SALES	2,724,727.01	2,469,306.13	13,033,422.62	12,817,646.93	-1.66%
COMM AND INDUSTRIAL SALES	4,273,245.85	3,732,581.76	16,652,595.95	16,695,386.17	0.26%
PRIVATE STREET LIGHTING	10,990.51	5,907.27	40,789.02	29,149.46	-28.54%
TOTAL PRIVATE CONSUMERS	<u>7,008,963.37</u>	<u>6,207,795.16</u>	<u>29,726,807.59</u>	<u>29,542,182.56</u>	-0.62%
MUNICIPAL SALES:					
STREET LIGHTING	48,246.84	29,238.94	182,461.69	136,314.37	-25.29%
MUNICIPAL BUILDINGS	99,268.41	90,023.56	389,523.15	407,180.55	4.53%
TOTAL MUNICIPAL CONSUMERS	<u>147,515.25</u>	<u>119,262.50</u>	<u>571,984.84</u>	<u>543,494.92</u>	-4.98%
SALES FOR RESALE	30,364.39	32,156.57	164,041.49	168,273.04	2.58%
SCHOOL	<u>155,754.24</u>	<u>137,189.16</u>	<u>507,983.15</u>	<u>492,242.94</u>	-3.10%
SUB-TOTAL	7,342,597.25	6,496,403.39	30,970,817.07	30,746,193.46	-0.73%
FORFEITED DISCOUNTS	78,743.96	72,658.52	358,571.25	331,587.72	-7.53%
PURCHASED POWER CAPACITY	46,862.80	(10,841.98)	1,050,844.82	(49,260.34)	-104.69%
ENERGY CONSERVATION - RESIDENTIAL	9,559.39	19,208.94	50,985.14	73,760.92	44.67%
ENERGY CONSERVATION - COMMERCIAL	36,450.10	36,979.71	158,570.22	121,887.06	-23.13%
GAW REVENUE	56,389.36	57,073.70	124,304.80	259,294.42	108.60%
NYPA CREDIT	(62,298.35)	(45,133.69)	(263,393.04)	(235,495.98)	-10.59%
TOTAL REVENUE	<u>7,508,304.51</u>	<u>6,626,348.59</u>	<u>32,450,700.26</u>	<u>31,247,967.26</u>	-3.71%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING REVENUE BY TOWN
10/31/11

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	2,469,306.13	760,990.58	351,408.33	634,115.29	722,791.93
INDUS/MUNI BLDG	3,822,605.32	512,777.37	46,471.11	592,577.02	2,670,779.82
PUB.ST.LIGHTS	29,238.94	9,188.27	3,635.45	5,319.15	11,096.07
PRV.ST.LIGHTS	5,907.27	1,097.24	108.10	1,822.27	2,879.66
CO-OP RESALE	32,156.57	32,156.57	0.00	0.00	0.00
SCHOOL	137,189.16	50,929.25	28,899.02	18,793.92	38,566.97
TOTAL	6,496,403.39	1,367,139.28	430,522.01	1,252,627.65	3,446,114.45

THIS YEAR TO DATE

RESIDENTIAL	12,817,646.93	3,981,107.08	1,873,731.68	3,018,744.49	3,944,063.68
INDUS/MUNI BLDG	17,102,566.72	2,319,205.44	212,779.72	2,729,663.19	11,840,918.37
PUB.ST.LIGHTS	136,314.37	44,524.29	16,851.13	24,005.74	50,933.21
PRV.ST.LIGHTS	29,149.46	5,500.80	535.10	8,937.00	14,176.56
CO-OP RESALE	168,273.04	168,273.04	0.00	0.00	0.00
SCHOOL	492,242.94	180,719.74	109,358.26	62,540.14	139,624.80
TOTAL	30,746,193.46	6,699,330.39	2,213,255.87	5,843,890.57	15,989,716.63

LAST YEAR TO DATE

RESIDENTIAL	13,033,422.62	4,107,033.98	1,869,900.65	3,086,537.28	3,969,950.71
INDUS/MUNI BLDG	17,042,119.10	2,295,412.44	213,113.08	2,640,731.67	11,892,861.91
PUB.ST.LIGHTS	182,461.69	63,961.75	22,228.65	30,028.35	66,242.94
PRV.ST.LIGHTS	40,789.02	7,770.50	777.55	12,541.82	19,699.15
CO-OP RESALE	164,041.49	164,041.49	0.00	0.00	0.00
SCHOOL	507,983.15	185,151.80	109,619.85	67,198.51	146,012.99
TOTAL	30,970,817.07	6,823,371.96	2,215,639.78	5,837,037.63	16,094,767.70

PERCENTAGE OF OPERATING INCOME TO TOTAL

MONTH	TOTAL	READING	LYNNFIELD	NO. READING	WILMINGTON
RESIDENTIAL	38.01%	11.71%	5.41%	9.76%	11.13%
INDUS/MUNI BLDG	58.84%	7.89%	0.72%	9.12%	41.11%
PUB.ST.LIGHTS	0.45%	0.14%	0.06%	0.08%	0.17%
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	2.12%	0.78%	0.44%	0.29%	0.61%
TOTAL	100.00%	21.03%	6.63%	19.28%	53.06%

THIS YEAR TO DATE

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

LAST YEAR TO DATE

RESIDENTIAL	42.08%	13.26%	6.04%	9.97%	12.81%
INDUS/MUNI BLDG	55.03%	7.41%	0.69%	8.53%	38.40%
PUB.ST.LIGHTS	0.59%	0.21%	0.07%	0.10%	0.21%
PRV.ST.LIGHTS	0.13%	0.03%	0.00%	0.04%	0.06%
CO-OP RESALE	0.53%	0.53%	0.00%	0.00%	0.00%
SCHOOL	1.64%	0.60%	0.35%	0.22%	0.47%
TOTAL	100.00%	22.04%	7.15%	18.86%	51.95%

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED REVENUE VARIANCE REPORT
10/31/11

SCHEDULE F

	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
SALES OF ELECTRICITY:				
RESIDENTIAL	7,562,160.57	8,137,603.00	(575,442.43)	-7.07%
COMM AND INDUSTRIAL SALES PRIVATE STREET LIGHTING MUNICIPAL BUILDINGS	8,742,255.56	9,062,755.00	(320,499.44)	-3.54%
PUBLIC STREET LIGHTING	84,915.13	171,892.00	(86,976.87)	-50.60%
SALES FOR RESALE	94,384.43	110,059.00	(15,674.57)	-14.24%
SCHOOL	<u>268,675.35</u>	<u>270,323.00</u>	<u>(1,647.65)</u>	-0.61%
TOTAL BASE SALES	16,752,391.04	17,752,632.00	(1,000,240.96)	-5.63%
TOTAL FUEL SALES	<u>13,993,802.42</u>	<u>15,374,851.00</u>	<u>(1,381,048.58)</u>	-8.98%
TOTAL OPERATING REVENUE	30,746,193.46	33,127,483.00	(2,381,289.54)	-7.19%
FORFEITED DISCOUNTS	331,587.72	390,558.00	(58,970.28)	-15.10%
PURCHASED POWER CAPACITY	(49,260.34)	(50,807.00)	1,546.66	-3.04%
ENERGY CONSERVATION - RESIDENTIAL	73,760.92	76,440.00	(2,679.08)	-3.50%
ENERGY CONSERVATION - COMMERCIAL	121,887.06	121,730.00	157.06	0.13%
GAW REVENUE	259,294.42	231,252.00	28,042.42	12.13%
NYPA CREDIT	(235,495.98)	(200,000.00)	(35,495.98)	17.75%
TOTAL OPERATING REVENUES	<u><u>31,247,967.26</u></u>	<u><u>33,696,656.00</u></u>	<u><u>(2,448,688.74)</u></u>	-7.27%

* () = ACTUAL UNDER BUDGET

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
SCHEDULE OF OPERATING EXPENSES
10/31/11

SCHEDULE E

OPERATION EXPENSES:	MONTH LAST YEAR	MONTH CURRENT YEAR	LAST YEAR TO DATE	CURRENT YEAR TO DATE	YTD % CHANGE
PURCHASED POWER BASE EXPENSE	2,456,232.55	2,078,533.97	9,850,552.42	9,320,607.36	-5.38%
OPERATION SUPER AND ENGIN-TRANS	0.00	0.00	0.00	0.00	0.00%
OPERATION SUP AND ENGINEERING EXP	44,685.01	41,995.20	153,943.52	174,038.98	13.05%
STATION SUP LABOR AND MISC	12,066.13	11,983.39	39,155.31	45,183.28	15.40%
LINE MISC LABOR AND EXPENSE	40,730.90	61,250.44	205,081.62	229,014.58	11.67%
STATION LABOR AND EXPENSE	43,151.75	37,674.31	153,889.68	157,962.28	2.65%
STREET LIGHTING EXPENSE	7,503.87	9,427.35	22,524.53	33,358.20	48.10%
METER EXPENSE	31,174.86	21,576.61	104,282.30	85,022.04	-18.47%
MISC DISTRIBUTION EXPENSE	30,032.81	25,226.83	110,887.90	108,979.89	-1.72%
METER READING LABOR & EXPENSE	5,915.54	6,823.52	27,925.25	33,310.20	19.28%
ACCT & COLL LABOR & EXPENSE	148,880.93	87,335.05	413,352.18	397,782.95	-3.77%
UNCOLLECTIBLE ACCOUNTS	15,000.00	16,000.00	60,000.00	64,000.00	6.67%
ENERGY AUDIT EXPENSE	43,931.87	33,342.23	144,166.63	139,814.22	-3.02%
ADMIN & GEN SALARIES	68,143.73	57,750.68	231,594.34	243,307.65	5.06%
OFFICE SUPPLIES & EXPENSE	21,180.40	36,698.17	97,230.89	69,143.39	-28.89%
OUTSIDE SERVICES	29,460.85	46,913.21	77,430.55	115,188.22	48.76%
PROPERTY INSURANCE	30,631.88	31,778.71	123,097.52	127,150.88	3.29%
INJURIES AND DAMAGES	3,670.57	718.57	16,151.27	(6,827.06)	-142.27%
EMPLOYEES PENSIONS & BENEFITS	99,937.89	111,011.63	482,101.26	534,940.81	10.96%
MISC GENERAL EXPENSE	10,182.84	7,599.42	42,384.20	55,204.83	30.25%
RENT EXPENSE	14,129.47	636.37	55,712.12	55,863.87	0.27%
ENERGY CONSERVATION	31,253.40	31,950.00	114,615.44	202,813.04	76.95%
TOTAL OPERATION EXPENSES	731,664.70	677,691.69	2,675,526.51	2,865,252.25	7.09%
MAINTENANCE EXPENSES:					
MAINT OF TRANSMISSION PLANT	227.08	227.10	908.32	908.40	0.01%
MAINT OF STRUCT AND EQUIPMT	11,394.91	16,300.88	33,266.65	64,690.24	94.46%
MAINT OF LINES - OH	170,440.23	134,239.22	438,719.36	527,105.75	20.15%
MAINT OF LINES - UG	10,215.43	15,946.71	46,135.24	72,792.29	57.78%
MAINT OF LINE TRANSFORMERS **	231,472.16	7,599.63	788,808.99	24,023.60	-96.95%
MAINT OF ST LT & SIG SYSTEM	6.43	(51.77)	(139.52)	(236.74)	69.68%
MAINT OF GARAGE AND STOCKROOM	44,803.61	46,345.75	171,528.14	171,524.15	0.00%
MAINT OF METERS	0.00	8,159.64	0.00	28,742.17	100.00%
MAINT OF GEN PLANT	12,055.61	6,527.82	36,258.79	29,086.65	-19.78%
TOTAL MAINTENANCE EXPENSES	480,615.46	235,294.98	1,515,485.97	918,636.51	-39.38%
DEPRECIATION EXPENSE	287,729.05	296,027.47	1,150,916.20	1,184,109.88	2.88%
PURCHASED POWER FUEL EXPENSE	2,586,224.15	2,955,398.39	14,730,285.57	13,797,272.59	-6.33%
VOLUNTARY PAYMENTS TO TOWNS	110,000.00	113,000.00	440,000.00	452,000.00	2.73%
TOTAL OPERATING EXPENSES	6,652,465.91	6,355,946.50	30,362,766.67	28,537,878.59	-6.01%

** FY 12 total includes GAW soil remediation expenses totalling \$0.00
Total costs to date for entire project is \$2,482,825.80.

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED OPERATING EXPENSE VARIANCE REPORT
10/31/11

SCHEDULE G

OPERATION EXPENSES:	ACTUAL YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE *	% CHANGE
PURCHASED POWER BASE EXPENSE	<u>9,320,607.36</u>	<u>9,532,393.00</u>	<u>(211,785.64)</u>	-2.22%
OPERATION SUPER AND ENGIN-TRANS	0.00	0.00	0.00	0.00%
OPERATION SUP AND ENGINEERING EXP	174,038.98	144,230.00	29,808.98	20.67%
STATION SUP LABOR AND MISC	45,183.28	19,780.00	25,403.28	128.43%
LINE MISC LABOR AND EXPENSE	229,014.58	235,540.00	(6,525.42)	-2.77%
STATION LABOR AND EXPENSE	157,962.28	142,757.00	15,205.28	10.65%
STREET LIGHTING EXPENSE	33,358.20	28,274.00	5,084.20	17.98%
METER EXPENSE	85,022.04	47,381.00	37,641.04	79.44%
MISC DISTRIBUTION EXPENSE	108,979.89	113,659.00	(4,679.11)	-4.12%
METER READING LABOR & EXPENSE	33,310.20	25,023.00	8,287.20	33.12%
ACCT & COLL LABOR & EXPENSE	397,782.95	459,673.00	(61,890.05)	-13.46%
UNCOLLECTIBLE ACCOUNTS	64,000.00	64,000.00	0.00	0.00%
ENERGY AUDIT EXPENSE	139,814.22	137,578.00	2,236.22	1.63%
ADMIN & GEN SALARIES	243,307.65	240,439.00	2,868.65	1.19%
OFFICE SUPPLIES & EXPENSE	69,143.39	88,694.00	(19,550.61)	-22.04%
OUTSIDE SERVICES	115,188.22	234,940.00	(119,751.78)	-50.97%
PROPERTY INSURANCE	127,150.88	155,008.00	(27,857.12)	-17.97%
INJURIES AND DAMAGES	(6,827.06)	18,917.00	(25,744.06)	-136.09%
EMPLOYEES PENSIONS & BENEFITS	534,940.81	518,558.00	16,382.81	3.16%
MISC GENERAL EXPENSE	55,204.83	97,740.00	(42,535.17)	-43.52%
RENT EXPENSE	55,863.87	70,668.00	(14,804.13)	-20.95%
ENERGY CONSERVATION	202,813.04	221,518.00	(18,704.96)	-8.44%
TOTAL OPERATION EXPENSES	<u>2,865,252.25</u>	<u>3,064,377.00</u>	<u>(199,124.75)</u>	-6.50%
MAINTENANCE EXPENSES:				
MAINT OF TRANSMISSION PLANT	908.40	1,000.00	(91.60)	-9.16%
MAINT OF STRUCT AND EQUIPMENT	64,690.24	38,464.00	26,226.24	68.18%
MAINT OF LINES - OH	527,105.75	462,816.00	64,289.75	13.89%
MAINT OF LINES - UG	72,792.29	71,257.00	1,535.29	2.15%
MAINT OF LINE TRANSFORMERS **	24,023.60	77,828.00	(53,804.40)	-69.13%
MAINT OF ST LT & SIG SYSTEM	(236.74)	3,179.00	(3,415.74)	-107.45%
MAINT OF GARAGE AND STOCKROOM	171,524.15	205,915.00	(34,390.85)	-16.70%
MAINT OF METERS	28,742.17	28,458.00	284.17	1.00%
MAINT OF GEN PLANT	29,086.65	42,472.00	(13,385.35)	-31.52%
TOTAL MAINTENANCE EXPENSES	<u>918,636.51</u>	<u>931,389.00</u>	<u>(12,752.49)</u>	-1.37%
DEPRECIATION EXPENSE	1,184,109.88	1,200,000.00	(15,890.12)	-1.32%
PURCHASED POWER FUEL EXPENSE	13,797,272.59	13,789,520.00	7,752.59	0.06%
VOLUNTARY PAYMENTS TO TOWNS	452,000.00	452,000.00	0.00	0.00%
TOTAL OPERATING EXPENSES	<u>28,537,878.59</u>	<u>28,969,679.00</u>	<u>(431,800.41)</u>	-1.49%

* () = ACTUAL UNDER BUDGET

** FY 12 total includes GAW soil remediation expenses totalling \$0.00
Total costs to date for entire project is \$2,482,825.80.

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
BUDGETED OPERATING EXPENSE VARIANCE REPORT
10/31/11

OPERATION EXPENSES:	RESPONSIBLE SENIOR MANAGER	2012 ANNUAL BUDGET	ACTUAL YEAR TO DATE	REMAINING BUDGET BALANCE	REMAINING BUDGET %
PURCHASED POWER BASE EXPENSE	JP	27,402,177.00	9,320,607.36	18,081,569.64	65.99%
OPERATION SUPER AND ENGIN-TRANS	KS	0.00	0.00	0.00	0.00%
OPERATION SUP AND ENGINEERING EXP	KS	438,974.00	174,038.98	264,935.02	60.35%
STATION SUP LABOR AND MISC	KS	62,909.00	45,183.28	17,725.72	28.18%
LINE MISC LABOR AND EXPENSE	KS	692,484.00	229,014.58	463,469.42	66.93%
STATION LABOR AND EXPENSE	KS	441,924.00	157,962.28	283,961.72	64.26%
STREET LIGHTING EXPENSE	KS	85,338.00	33,358.20	51,979.80	60.91%
METER EXPENSE	DA	152,130.00	85,022.04	67,107.96	44.11%
MISC DISTRIBUTION EXPENSE	JD	352,508.00	108,979.89	243,528.11	69.08%
METER READING LABOR & EXPENSE	DA	76,220.00	33,310.20	42,909.80	56.30%
ACCT & COLL LABOR & EXPENSE	RF	1,427,255.00	397,782.95	1,029,472.05	72.13%
UNCOLLECTIBLE ACCOUNTS	RF	192,000.00	64,000.00	128,000.00	66.67%
ENERGY AUDIT EXPENSE	JP	414,098.00	139,814.22	274,283.78	66.24%
ADMIN & GEN SALARIES	VC	745,939.00	243,307.65	502,631.35	67.38%
OFFICE SUPPLIES & EXPENSE	VC	265,700.00	69,143.39	196,556.61	73.98%
OUTSIDE SERVICES	VC	454,250.00	115,188.22	339,061.78	74.64%
PROPERTY INSURANCE	JD	465,000.00	127,150.88	337,849.12	72.66%
INJURIES AND DAMAGES	JD	55,859.00	(6,827.06)	62,686.06	112.22%
EMPLOYEES PENSIONS & BENEFITS	JD	1,441,637.00	534,940.81	906,696.19	62.89%
MISC GENERAL EXPENSE	VC	203,091.00	55,204.83	147,886.17	72.82%
RENT EXPENSE	JD	212,000.00	55,863.87	156,136.13	73.65%
ENERGY CONSERVATION	JP	643,789.00	202,813.04	440,975.96	68.50%
TOTAL OPERATION EXPENSES		8,823,105.00	2,865,252.25	5,957,852.75	67.53%
MAINTENANCE EXPENSES:					
MAINT OF TRANSMISSION PLANT	KS	3,000.00	908.40	2,091.60	69.72%
MAINT OF STRUCT AND EQUIPMT	KS	107,072.00	64,690.24	42,381.76	39.58%
MAINT OF LINES - OH	KS	1,419,953.00	527,105.75	892,847.25	62.88%
MAINT OF LINES - UG	KS	214,037.00	72,792.29	141,244.71	65.99%
MAINT OF LINE TRANSFORMERS **	KS	188,500.00	24,023.60	164,476.40	87.26%
MAINT OF ST LT & SIG SYSTEM	JD	9,636.00	(236.74)	9,872.74	102.46%
MAINT OF GARAGE AND STOCKROOM	JD	662,139.00	171,524.15	490,614.85	74.10%
MAINT OF METERS	DA	85,444.00	28,742.17	56,701.83	66.36%
MAINT OF GEN PLANT	RF	127,620.00	29,086.65	98,533.35	77.21%
TOTAL MAINTENANCE EXPENSES		2,817,401.00	918,636.51	1,898,764.49	67.39%
DEPRECIATION EXPENSE	RF	3,600,000.00	1,184,109.88	2,415,890.12	67.11%
PURCHASED POWER FUEL EXPENSE	JP	39,768,817.00	13,797,272.59	25,971,544.41	65.31%
VOLUNTARY PAYMENTS TO TOWNS	RF	1,356,000.00	452,000.00	904,000.00	66.67%
TOTAL OPERATING EXPENSES		83,767,500.00	28,537,878.59	55,229,621.41	65.93%

** FY 12 total includes GAW soil remediation expenses totalling \$0.00
Total costs to date for entire project is \$2,482,825.80.

TOWN OF READING, MASSACHUSETTS
MUNICIPAL LIGHT DEPARTMENT
PROFESSIONAL SERVICES
10/31/2011

PROFESSIONAL SERVICES BY PROJECT

ITEM	DEPARTMENT	ACTUAL	BUDGET	VARIANCE
1 RMLD AND PENSION TRUST AUDIT FEES	ACCOUNTING	30,940.00	32,250.00	(1,310.00)
2 PENSION ACTUARIAL EVALUATION	ACCOUNTING	0.00	0.00	0.00
3 LEGAL- FERC/ISO ISSUES	ENERGY SERVICE	0.00	6,000.00	(6,000.00)
4 LEGAL- POWER SUPPLY ISSUES	ENERGY SERVICE	8,773.10	15,000.00	(6,226.90)
5 PROFESSIONAL SERVICES	ENERGY SERVICE	7,484.32	8,000.00	(515.68)
6 NERC COMPLIANCE	E & O	7,175.00	3,350.00	3,825.00
7 LOAD CAPACITY STUDY	ENGINEERING	9,280.00	7,500.00	1,780.00
8 LEGAL SERVICES- GENERAL	GM	43,887.06	16,668.00	27,219.06
9 LEGAL SERVICES-GENERAL	HR	6,190.41	14,000.00	(7,809.59)
10 LEGAL SERVICES-NEGOTIATIONS	HR	0.00	0.00	0.00
11 LEGAL GENERAL	BLDG. MAINT.	0.00	500.00	(500.00)
12 SURVEY RIGHT OF WAY	BLDG. MAINT.	0.00	1,668.00	(1,668.00)
13 ENVIRONMENTAL	BLDG. MAINT.	0.00	1,668.00	(1,668.00)
14 STATION 1 STRUCTURAL FEASIBILITY	BLDG. MAINT.	0.00	25,000.00	(25,000.00)
15 DEMOLITION OF CONTROL CENTER	BLDG. MAINT.	0.00	100,000.00	(100,000.00)
16 INSURANCE CONSULTANT	GEN. BENEFIT	1,458.33	1,668.00	(209.67)
17 LEGAL	GEN. BENEFIT	0.00	1,668.00	(1,668.00)
	TOTAL	<u>115,188.22</u>	<u>234,940.00</u>	<u>(119,751.78)</u>

PROFESSIONAL SERVICES BY VENDOR

	ACTUAL
ROMARKE INSURANCE	1,041.66
RUBIN AND RUDMAN	43,985.14
UTILITY SERVICES INC.	10,346.67
MELANSON HEATH & COMPANY	37,903.62
DUNCAN AND ALLEN	1,711.40
CHOATE HALL AND STEWART	6,190.41
PROFESSIONAL ENVIRONMENTAL SERVICES	560.00
CDM	9,280.00
CMEEC	4,169.32
	<u>115,188.22</u>
TOTAL	<u>115,188.22</u>

RMLD
BUDGET VARIANCE REPORT
FOR PERIOD ENDING OCTOBER 31, 2011

DIVISIONS AND DEPARTMENTS	ACTUAL	BUDGET	VARIANCE	CHANGE
<u>ENGINEERING AND OPERATIONS:</u>				
E&O MGR	78,278	68,363	9,915	14.50%
ENGINEERING	183,376	152,063	31,313	20.59%
LINE	863,061	802,152	60,909	7.59%
METER READING	33,310	25,023	8,287	33.12%
METER TECHNICIANS	85,022	47,467	37,555	79.12%
STATION OP	203,146	162,537	40,608	24.98%
STATION TECHS	117,547	144,919	(27,371)	-18.89%
 DIVISION TOTAL	 <u>1,563,740</u>	 <u>1,402,524</u>	 <u>161,216</u>	 11.49%
 <u>ENERGY SERVICES:</u>	 <u>358,944</u>	 <u>388,263</u>	 <u>(29,320)</u>	 -7.55%
 <u>GENERAL MANAGER:</u>				
GENERAL MANAGER	146,559	121,412	25,148	20.71%
HUMAN RESOURCES	41,743	56,479	(14,736)	-26.09%
COMMUNITY RELATIONS	43,065	74,536	(31,471)	-42.22%
CAB	5,137	4,936	201	4.08%
BOARD	4,768	2,500	2,268	90.71%
 DIVISION TOTAL	 <u>241,272</u>	 <u>259,863</u>	 <u>(18,591)</u>	 -7.15%
 <u>FACILITY MANAGER:</u>				
GENERAL BENEFITS	736,873	799,365	(62,492)	-7.82%
BUILDING MAINTENANCE	171,524	334,750	(163,226)	-48.76%
MATERIALS MANAGEMENT	109,018	114,159	(5,141)	-4.50%
 DIVISION TOTAL	 <u>1,017,414</u>	 <u>1,248,273</u>	 <u>(230,859)</u>	 -18.49%
 <u>BUSINESS DIVISION:</u>				
ACCOUNTING	185,930	274,380	(88,450)	-32.24%
CUSTOMER SERVICE	218,097	210,611	7,486	3.55%
MIS	186,449	199,073	(12,624)	-6.34%
MISCELLANEOUS DEDUCTIONS	2,385,499	2,406,785	(21,286)	-0.88%
 DIVISION TOTAL	 <u>2,975,975</u>	 <u>3,090,849</u>	 <u>(114,874)</u>	 -3.72%
 DIVISION TOTALS	 <u>6,157,345</u>	 <u>6,389,773</u>	 <u>(232,428)</u>	 -3.64%
 PURCHASED POWER - BASE	 9,320,607	 9,532,393	 (211,786)	 -2.22%
 PURCHASED POWER - FUEL	 13,797,273	 13,789,520	 7,753	 0.06%
 TOTAL	 <u>29,275,225</u>	 <u>29,711,686</u>	 <u>(436,461)</u>	 -1.47%

RMLD
DEFERRED FUEL CASH RESERVE ANALYSIS
10/31/11

DATE	GROSS CHARGES	REVENUES	NYP&A CREDIT	MONTHLY DEFERRED	TOTAL DEFERRED
Jun-11					3,055,224.78
Jul-11	4,131,396.83	4,049,745.45	(79,163.65)	(160,815.03)	2,894,409.75
Aug-11	3,795,607.97	3,924,541.80	(52,328.74)	76,605.09	2,971,014.84
Sep-11	2,914,869.40	3,166,562.64	(58,869.90)	192,823.34	3,163,838.18
Oct-11	2,955,398.39	2,852,952.53	(45,133.69)	(147,579.55)	3,016,258.63

RMLD
STAFFING REPORT
FOR FISCAL YEAR ENDING JUNE, 2012

	ACTUAL				
	12 BUD TOTAL	JUL 11	AUG 11	SEP 11	OCT 11
<u>GENERAL MANAGER</u>					
GENERAL MANAGER	2	2	2	2	2
HUMAN RESOURCES	1	1	1	1	1
COMMUNITY RELATIONS	1	1	1	1	1
TOTAL	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<u>BUSINESS</u>					
ACCOUNTING	2.00	1.50	1.50	1.50	2.00
CUSTOMER SERVICE * ^	7.75	8.75	8.75	8.75	8.75
MGMT INFORMATION SYS *	6.25	5.25	5.25	5.25	5.25
MISCELLANEOUS	1	1	1	1	1
TOTAL	<u>17.00</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>17.00</u>
<u>ENGINEERING & OPERATIONS</u>					
AGM E&O	2	2	2	2	2
ENGINEERING	5	5	5	5	5
LINE	21	20	20	20	20
METER	4	4	4	4	4
STATION	8	8	8	8	8
TOTAL	<u>40</u>	<u>39</u>	<u>39</u>	<u>39</u>	<u>39</u>
<u>PROJECT</u>					
BUILDING	2	2	2	2	2
GENERAL BENEFITS	2	2	2	2	2
TRANSPORTATION	0	0	0	0	0
MATERIALS MGMT	4	4	4	4	4
TOTAL	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
<u>ENERGY SERVICES</u>					
ENERGY SERVICES *#	5.5	5.5	5.5	5.5	5.5
TOTAL	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>	<u>5.5</u>
RMLD TOTAL	<u>74.5</u>	<u>73</u>	<u>73</u>	<u>73</u>	<u>73.5</u>
<u>CONTRACTORS</u>					
UG LINE	2	2	2	2	2
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
GRAND TOTAL	<u>76.5</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>75.5</u>

* part time employee

*# part time employee and a coop student

*^ part time employee and a temp

POWER SUPPLY REPORT
BOARD REFERENCE TAB D



To: Vincent Cameron
 From: Energy Services
 Date: November 29, 2011
 Subject: **Purchase Power Summary – October, 2011**

Energy Services Division (ESD) has completed the Purchase Power Summary for the month of October, 2011.

ENERGY

The RMLD's total metered load for the month was 55,307,487 kWh, which was a decrease of .92 % compared to October, 2010 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	893,956	\$5.54	1.61%	\$4,952	0.17%
Seabrook	1,466,807	\$8.87	2.65%	\$13,006	0.44%
JP Morgan	8,532,000	\$54.18	15.40%	\$462,293	15.64%
Stonybrook CC	1,846,222	\$48.99	3.33%	\$90,447	3.06%
Constellation	7,440,000	\$61.62	13.43%	\$458,489	15.51%
NYPA	1,974,876	\$4.92	3.57%	\$9,716	0.33%
ISO Interchange	11,288,742	\$43.87	20.38%	\$495,221	16.76%
NEMA Congestion	0	\$0.00	0.00%	-\$11,034	-0.37%
Coop Resales	85,187	\$131.99	0.15%	\$11,244	0.38%
Stonybrook Peaking	0	\$0.00	0.00%	\$102	0.00%
MacQuarie	19,164,000	\$62.27	34.60%	\$1,193,426	40.38%
Braintree Watson Unit	687,149	\$49.14	1.24%	\$33,763	1.14%
Swift River Projects	2,013,323	\$96.25	3.63%	\$193,773	6.56%
Monthly Total	55,392,262	\$53.35	100.00%	\$2,955,398	100.00%

Table 2 breaks down the ISO interchange between the DA LMP Settlement and the RT Net Energy for month of October, 2011.

Table 2

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP* Settlement	12,829,033	44.45	23.16%
RT Net Energy** Settlement	-1,540,291	48.73	-2.78%
ISO Interchange (subtotal)	11,288,742	43.87	20.38%

CAPACITY

The RMLD hit a demand of 97,508 kW, which occurred on October 10, 2011 at 7 pm. The RMLD's monthly UCAP requirement for October, 2011 was 199,846 kW.

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

Table 3

Source	Amount of Capacity (kWs)	Cost of Capacity (\$/kW-month)	% of Total Capacity	Total Cost \$	% of Total Cost
Millstone #3	4,991	\$41.61	2.48%	\$207,699	15.40%
Seabrook	7,910	\$55.29	3.94%	\$437,363	32.43%
Stonybrook Peaking	24,981	\$1.92	12.43%	\$48,009	3.56%
Stonybrook CC	42,925	\$3.74	21.36%	\$160,691	11.92%
NYP&A	4,666	\$2.55	2.32%	\$11,896	0.88%
Hydro Quebec	4,274	\$5.60	2.13%	\$23,947	1.78%
ISO-NE Supply Auction	100,672	\$3.45	50.10%	\$347,314	25.75%
Braintree Watson Unit	10,520	\$10.61	5.24%	\$111,667	8.28%
Total	200,939	\$6.71	100.00%	\$1,348,586	100.00%

* ISO DA LMP: Independent System Operator Day-Ahead Locational Marginal Price

**RT Net Energy: Real-Time Net Energy

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

Table 4

Resource	Energy	Capacity	Total cost	% of Total Cost	Amt. of Energy (kWh)	Cost of Power (\$/kWh)
Millstone #3	\$4,952	\$207,699	\$212,651	4.94%	893,956	\$0.2379
Seabrook	\$13,006	\$437,363	\$450,369	10.46%	1,466,807	\$0.3070
Stonybrook CC	\$90,447	\$160,691	\$251,138	5.84%	1,846,222	\$0.1360
Hydro Quebec	\$0	\$23,947	\$23,947	0.56%	0	\$0.0000
Constellation	\$458,489	\$0	\$458,489	10.65%	7,440,000	\$0.0616
NYPA	\$9,716	\$11,896	\$21,612	0.50%	1,974,876	\$0.0109
ISO Interchange	\$495,221	\$347,314	\$842,534	19.58%	11,288,742	\$0.0746
NEMA Congestion	-\$11,034	\$0	-\$11,034	-0.26%	0	\$0.0000
Coop Resales	\$11,244	\$0	\$11,244	0.26%	85,187	\$0.1320
Stonybrook Peaking	\$102	\$48,009	\$48,111	1.12%	0	\$0.0000
JP Morgan	\$462,293	\$0	\$462,293	10.74%	8,532,000	\$0.0542
MacQuarie	\$1,193,426	\$0	\$1,193,426	27.73%	19,164,000	\$0.0623
Braintree Watson Unit	\$33,763	\$111,667	\$145,431	3.38%	687,149	\$0.2116
Swift River Projects	\$193,773	\$0	\$193,773	4.50%	2,013,323	\$0.0962
Monthly Total	\$2,955,398	\$1,348,586	\$4,303,984	100.00%	55,392,262	\$0.0777

TRANSMISSION

The RMLD's total transmission costs for the month of October, 2011 are \$727,145. This is a decrease of 6.59% from the September 2011 cost of \$778,431. In 2010, the transmission costs for the month of October, 2010 were \$936,684.

Table 5 shows the current month vs. last month and last year (October, 2010).

Table 5

	Current Month	Last Month	Last Year
Peak Demand (kW)	97,508	124,448	111,392
Energy (kWh)	55,392,262	60,207,277	55,881,826
Energy (\$)	\$2,955,398	\$2,914,869	\$2,586,224
Capacity (\$)	\$1,348,586	\$1,424,726	\$1,517,694
Transmission (\$)	\$727,145	\$778,431	\$936,684
Total	\$5,031,130	\$5,118,027	\$5,040,602







To: Jane Parenteau

From: Rahul Shah

Date: November 30, 2011

Re: Time-Of-Use (TOU) Consumption Review

Time-of-Use (TOU) is a helpful tool for both, RMLD customers as well as the utility because it saves money for customers and it helps to reduce peak demand for a utility company at the same time. As of October 31, 2011, there are 61 Commercial TOU customers and 234 Residential TOU customers. The RMLD Board of Commissioners requested that RMLD review the electricity consumption of Commercial and Residential TOU customers in the RMLD territory to determine if all customers were achieving savings following the revised TOU rates which took effect on May 1, 2011. It has been found that all customers have saved money under RMLD's TOU rate compared to RMLD's Base rate.

Residential TOU

The average monthly Residential TOU customer pays approximately \$143 per month. The same customer would have paid about \$162 per month under the Base rate. This equates to an average savings for Residential TOU customer of \$19 per month (equals to 12% of savings per month compared to Base rate). On a monthly basis, Residential TOU customers saved anywhere from \$1.76 to \$76.22.

RESIDENTIAL							
kWh/month	On-peak consumption (percentages)						
	10%	15%	20%	25%	30%	35%	40%
250	14.1%	11.0%	8.1%	5.3%	2.2%	-0.7%	-3.8%
500	17.7%	14.6%	11.4%	8.3%	5.2%	2.1%	-1.1%
750	19.0%	15.8%	12.6%	9.5%	6.3%	3.1%	-0.1%
1,000	19.6%	16.4%	13.2%	10.0%	6.8%	3.6%	0.4%
1,250	20.0%	16.9%	13.6%	10.4%	7.2%	3.9%	0.7%
1,500	20.3%	17.1%	13.8%	10.6%	7.4%	4.1%	0.9%
2,000	20.7%	17.4%	14.2%	10.9%	7.7%	4.4%	1.2%
2,500	20.9%	17.6%	14.3%	11.1%	7.8%	4.6%	1.3%

The table above shows the monthly consumption and savings for residential customers under the TOU rate. The percentage of savings a residential TOU customer can achieve is based on an amount of consumption per month (kWh/month), with a certain percentage of On-peak consumption. For example, a TOU customer who uses 1,000 kWh/month (out of which 10% is on-peak consumption) would save 19.6% on their monthly bill compared to the Base rate. The same customer would save 13.2% on monthly bill if the on-peak consumption is 20%.

Commercial TOU

Commercial TOU customers, on average, pay about \$39,803 per month under the Commercial TOU rate whereas the same customer would have paid about \$43,248 per month under the Commercial Base rate. This saves an average Commercial customer \$3,445 per month (which is equals to almost 7% of savings per month compared to the Base rate). The demand charge is a major component on the commercial bill. Therefore, a lower demand can certainly result in more savings for Commercial customers. On a monthly basis, Commercial TOU customers were able to achieve savings between 1% - 11% which equates to a monthly dollar range of \$110 - \$79,000. The table below shows the monthly consumption and savings for Commercial customers under TOU rate.

COMMERCIAL								
kWh/month	kW (demand)	On-peak consumption (percentages)						
		10%	15%	20%	25%	30%	35%	40%
10,000	27	12.1%	9.7%	7.3%	4.8%	2.4%	-0.1%	-2.5%
40,000	90	14.4%	11.9%	9.4%	6.9%	4.3%	1.8%	-0.7%
120,000	290	14.4%	11.9%	9.4%	6.9%	4.4%	1.9%	-0.6%
500,000	900	15.7%	13.1%	10.6%	8.0%	5.4%	2.9%	0.3%
750,000	1,350	15.7%	13.2%	10.6%	8.0%	5.4%	2.9%	0.3%
1,300,000	2,600	15.3%	12.8%	10.2%	7.7%	5.2%	2.6%	0.1%
7,000,000	12,000	15.9%	13.4%	10.8%	8.2%	5.6%	3.0%	0.4%

The percentage of savings that a Commercial TOU customer can achieve depends on the amount of consumption per month (kWh/month) and demand (kW), based on the amount of On-peak consumption. For example, a TOU customer who uses 500,000 kWh/month (with 20% of on-peak consumption) and a demand of 900 kW would save 10.6% on their monthly bill compared to the Base rate. The same customer would save 5.4% per month if the on-peak consumption was 30%.

ENGINEERING AND OPERATIONS
REPORT
BOARD REFERENCE TAB E



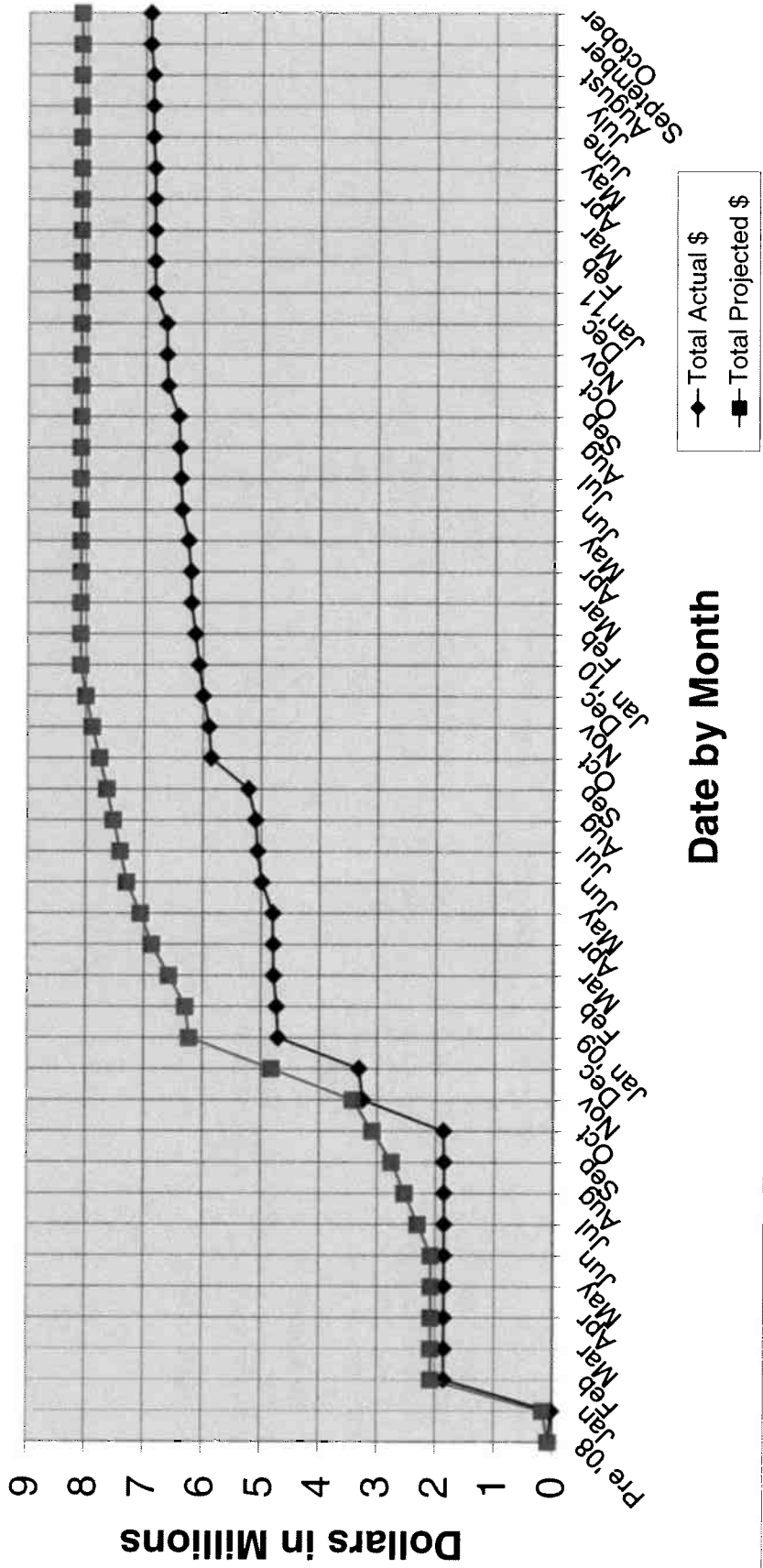
Gaw Transformer Upgrade Project

Schedule Milestones	Start Date	% Complete	Completion Date	Notes
Conceptual Engineering	Jul-08	100	Jun-09	Complete
Major Equipment Procurement	Feb-09	100	Oct-10	Complete
Design Engineering	Jul-08	100	Jun-09	Complete
Scheduled Transformer Delivery	Dec-08	100	Dec-08	Complete
Construction Bid	Jan-09	100	Mar-09	Complete
Construction Contractor	May-09	100	Dec-10	Complete
Construction Transformer Replacement	May-09	100	Oct-10	Complete
Construction Switchgear Upgrades	Dec-09	100	Jul-11	Complete
Construction RMLD Personnel	Jan-09	100	Jul-11	Complete

Tangible Milestones	Start Date	% Complete	Completion Date	Notes
Relocate Station Service transformers	06/22/09	100	07/17/09	Complete
Transformer 110C on concrete pad	06/01/09	100	07/22/09	Complete
115kV circuit switchers replaced	07/25/09	100	08/02/09	Complete
Transformer 110C secondary work	07/27/09	100	10/05/09	Complete
Transformer 110C replacement	08/31/09	100	10/09/09	Complete
Transformer 110A replacement	09/21/09	100	09/30/10	Complete
Transformer 110B replacement	02/19/10	100	03/31/10	Complete
Switchgear upgrade	12/01/09	100	07/31/11	Complete
Feeder Reassignment work	08/16/10	100	01/30/11	Complete

Changes highlighted in bold

Gaw Transformer Upgrade Project



Reconciling the Gaw Upgrade Project

<u>Capital Item Description</u>	<u>Fiscal Yr</u>	<u>Budget</u>		<u>Expenditure</u>		<u>Delta by FY</u>
		<u>Item</u>	<u>Cumulative</u>	<u>Actual</u>	<u>Cumulative</u>	
Transformer Payment	2008	2.080	2.080	1.836	1.836	-0.244
Contract Labor	2009	1.380		0.170		
Procured Equipment		0.360		0.101		
RMLD Labor		0.446		0.111		
Feeder Reassignment		0.282		0.000		
Transformer Payments		2.757	7.305	2.755	4.973	-2.332
Contract Labor	2010	0.285		0.838		
Procured Equipment		0.195		0.155		
RMLD Labor		0.200		0.380		
Feeder Reassignment		0.110	8.095	0.000	6.346	-1.749
Contract Labor	2011	0.545		0.411		
Procured Equipment		0.030		0.007		
RMLD Labor		0.064		0.109		
Feeder Reassignment		0.236	8.095	0.048	6.921	-1.174
Project Sub-Total		0.875	8.095	6.921	6.921	
Project Total					6.921	-1.174







12/1/2011
9:33 AM

READING MUNICIPAL LIGHT DEPARTMENT
FY 11 CAPITAL BUDGET VARIANCE REPORT
FOR PERIOD ENDING OCTOBER 31, 2011

#	PROJECT DESCRIPTION	TOWN	ACTUAL COST OCTOBER	YTD ACTUAL COST THRU 10/31/11	ANNUAL BUDGET AMOUNT	VARIANCE
<u>E&O Construction - System Projects</u>						
1	5W9 Reconductoring - Ballardvale Street	W	27,140	53,110	242,649	189,539
2	High Capacity Tie 4W18 and 3W8 Franklin Street	R	21,842	39,318	157,766	118,448
3	Upgrading Old Lynnfield Ctr URDs	LC	377	377	579,927	579,550
<u>SCADA Projects</u>						
4	RTU Replacement	R			130,255	130,255
<u>Distribution Automation Projects</u>						
5	Reclosures	ALL			197,901	197,901
6	Capacitor Banks	ALL			105,052	105,052
7	SCADA Radio Communication System	ALL			231,386	231,386
<u>Station Upgrades (Station #4 GAW)</u>						
8	Relay Replacement Project	R			99,656	99,656
9	115kV Disconnect Replacement	R			88,585	88,585
<u>New Customer Service Connections</u>						
12	Service Installations - Commercial/Industrial Customers	ALL	1,373	11,165	62,530	51,365
13	Service Installations - Residential Customers	ALL	14,202	61,331	206,017	144,686
14	<u>Routine Construction</u> Various Routine Construction	ALL	183,276	769,169	1,016,382	247,213
Total Construction Projects			248,210	934,470	3,118,106	2,183,636
<u>Other Projects</u>						
15	GIS				50,000	50,000
16	Transformers/Capacitors Annual Purchases				198,800	198,800
17	Meter Annual Purchases				46,360	46,360
17A	Meter Upgrade Project		52,975	160,264	1,740,656	1,580,392
18	Purchase New Small Vehicle			31,544	36,000	4,456
19	Purchase Line Department Vehicle				386,000	386,000
20	Purchase Puller Trailer				75,000	75,000
21	Roof Top Units				30,000	30,000
22	Engineering Software and Data Conversion				76,690	76,690
23	Plotter				18,000	18,000
27	Hardware Upgrades		431	20,570	40,000	19,430
28	Software and Licensing		9,000	19,180	94,435	75,255
OTH	Cooling Tower Replacement			16,713	-	(16,713)
Total Other Projects			62,406	248,271	2,791,941	2,543,670
TOTAL RMLD CAPITAL PROJECT EXPENDITURES			310,616	1,182,741	5,910,047	4,727,306
29	Force Account/Reimbursable Projects	ALL	-	-	-	-
TOTAL FY 12 CAPITAL PROJECT EXPENDITURES			310,616	1,182,741	5,910,047	4,727,306



**Reading Municipal Light Department
Engineering and Operations
Monthly Report
October, 2011**

FY 2012 Capital Plan

E&O Construction – System Projects

1. **5W9 Reconductoring – Ballardvale Street - Wilmington** – *Engineering labor, install temporary guy; install messenger.*
2. **High Capacity Tie 4W18/3W8 Franklin Street – Reading** – *Frame; make ready work for new spacer cable; install spacer cable; install messenger; transfers.*
3. **Upgrading of Old Lynnfield Center URDs** – *Engineering labor.*

SCADA Projects

4. **RTU Replacement at Station 4 – Reading** – *No activity.*

Distribution Automation (DA) Projects

5. **Reclosers** – *No activity.*
6. **Capacitor Banks** – *No activity.*
7. **SCADA Radio Communication System** – *No activity.*

Station Upgrades

8. **Relay Replacement Project – Station 4 – Reading** – *No activity.*
9. **115 kV Disconnect Replacement – Station 4 – Reading** – *No activity.*

New Customer Service Connections

12. **Service Installations – Commercial/Industrial Customers** – This item includes new service connections, upgrades, and service replacements for the commercial and industrial customers. This represents the time and materials associated with the replacement of an existing or installation of a new overhead service, the connection of an underground service, etc. This does not include the time and materials associated with pole replacements/installations, transformer replacement/installations, primary or secondary cable replacement/installations etc. This portion of the project comes under routine construction. *Notable: Day Care Center, 220 Main Street, Wilmington*

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

<i>Pole Setting/Transfers</i>	\$125,625
<i>Maintenance Overhead/Underground</i>	\$188,133
<i>Projects Assigned as Required</i>	\$119,729
<i>Pole Damage (includes knockdowns) some reimbursable</i>	\$10,512
<i>Station Group</i>	\$0
<i>Hazmat/Oil Spills</i>	\$3,118
<i>Porcelain Cutout Replacement Program</i>	\$1,231
<i>Lighting (Street Light Connections)</i>	\$27,200
<i>Storm Trouble</i>	\$38,558
<i>Underground Subdivisions</i>	\$15,448
<i>Animal Guard Installation</i>	\$25,723
<i>Miscellaneous Capital Costs</i>	\$213,892
TOTAL	\$769,169

*In the month of September three cutouts were charged under this program. Approximately 20 cutouts were installed new or replaced because of damage making a total of 23 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.

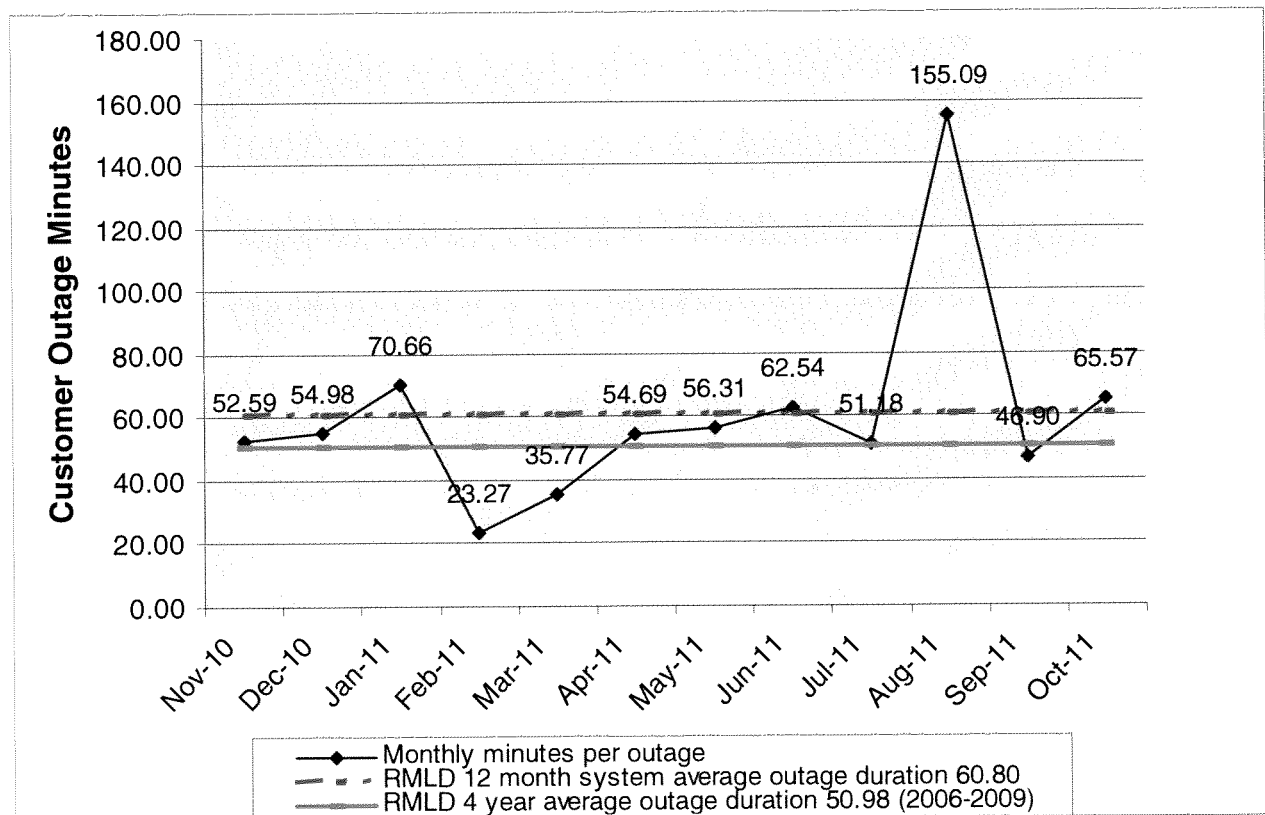
Customer Average Interruption Duration Index (CAIDI) – Measures how quickly the RMLD restores power to customers when their power goes out.

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

RMLD 12 month system average outage duration – 60.80 minutes

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

On average, RMLD customers that experience an outage are restored in 60.80 minutes.



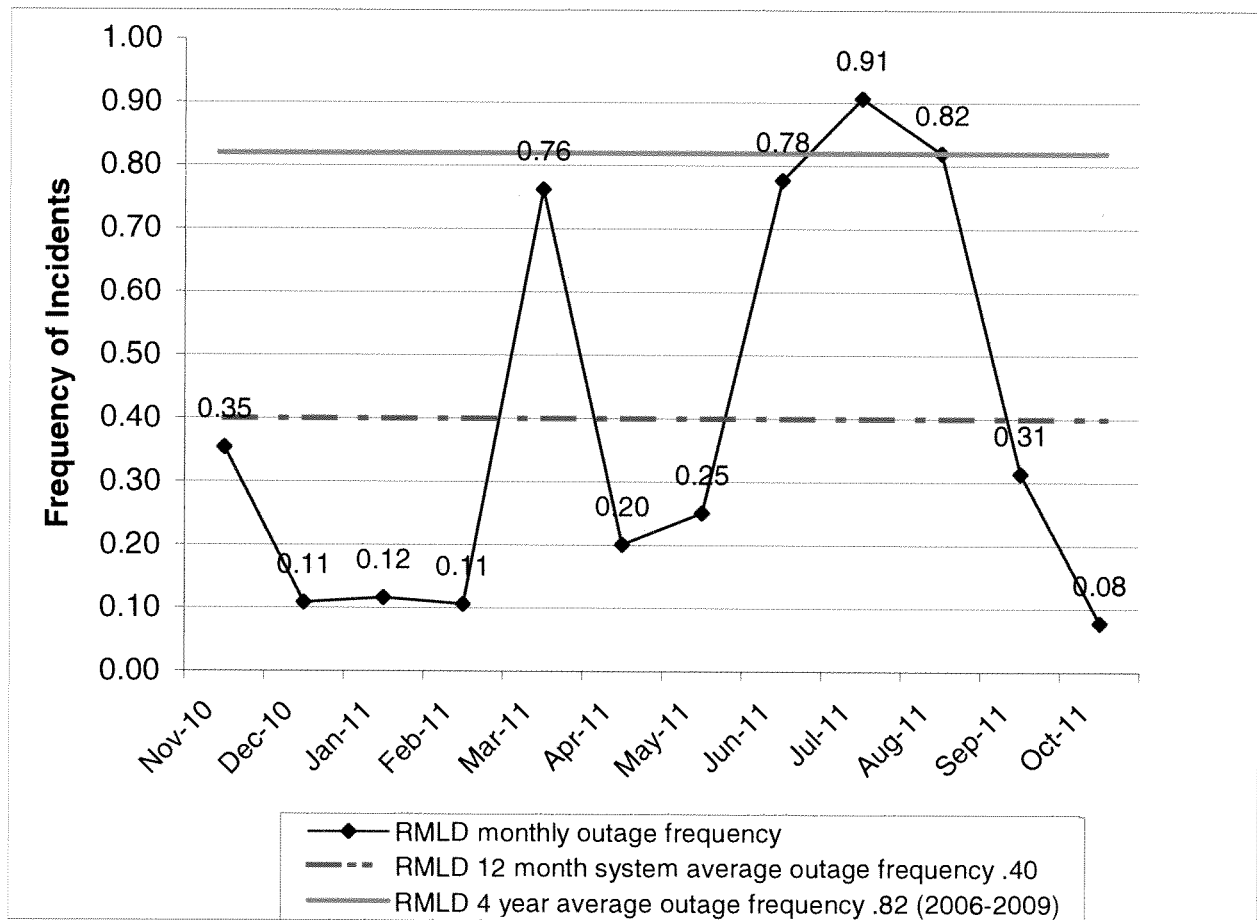
System Average Interruption Frequency (SAIFI) – Measures how many outages each customer experiences per year on average.

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

RMLD 12 month system average - .40 outages per year

RMLD 4 year average outage frequency - .82

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



Months Between Interruptions (MBTI)

Another view of the SAIFI data is the number of months Reading customers have no interruptions. At this time, the average RMLD customer experiences an outage approximately every 30 months.

October Snowstorm

October 29th and 30th, the RMLD service territory was significantly affected by a Nor'easter that brought with it, approximately 5" of wet, heavy snow. This caused trees to topple and limbs to break bringing down power lines and poles in all four communities.

On Sunday as the storm began to wind down, we estimate 7,000 customers were without power. Out of state tree crews were brought in Sunday afternoon to augment the two local tree crews that were already working beside the RMLD Linemen. Each day additional mutual aid crews arrived from yet another municipality to help in the restoration process. Between Sunday and Thursday, the RMLD averaged 50 employees devoted to communication, restoration and clean-up work with an additional 25 men made up of Linemen, electricians, and tree crews from out of town. By Tuesday night all power had been restored to all but xxx customers.

While restoring power to our customers in what is believed to have been the worst storm to affect the RMLD service territory, we were fortunate to have Linemen from Marblehead, Danvers, Taunton, Wakefield, and Middleton working to repair the infrastructure that delivers electricity to our customers.



M.G.L. c. 30BIDS
BOARD REFERENCE TAB F





DEMOLITION

FRANCESCO DEMOLITION, INC.

P.O. Box 1915 | Duxbury, MA 02331 | O: 781.585.0200 | F: 781.934.9193

December 1, 2011

Mr. Craig Owen, MCPPO
Material Manager
Town of Reading Municipal Light Dept
230 Ash Street
Reading, Ma 01867.

RE: Project Number: 2012-02.

This letter is to inform you that Francesco Demolition will not be able to proceed with the upcoming possible contract for the Demolition of the Communications Building. The reason being is the asbestos pricing we received for the asbestos removal portion of the project was lower than anticipated, and when we approached the contractor to award them the project they unfortunately withdrew their bid. We have contacted at least 4 other vendors and all of their numbers are between \$6,000.00 -7,000.00 higher. We realize that the 2nd bidder is almost \$11,000.00 higher than our number. Would there be room to increase our bid price, but keep it lower than the 2nd bidder? If we are not allowed to increase our bid price we will have to withdraw our bid.

We are sorry, for the inconvenience this has caused.

Sincerely yours,

Francesco Demolition

Frank Durante
12 Canoe Club Lane
Pembroke, Ma 02359







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

December 1, 2011

Town of Reading Municipal Light Board

Subject: Asbestos Abatement and Demolition of Building at 224 Ash Street, Reading, MA 01867

On September 21, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Asbestos Abatement and Demolition of Building at 224 Ash Street, Reading, MA 01867.

An invitation to bid was emailed to the following:

ASAP - All State Abatement
Professionals, Inc.

Compass Restoration Services LLC

Dec-Tam Corporation

EnviroVantage

F.A. Moschetti & Sons, Inc.

Francesco Demolition

Jay-Mor Enterprises Inc.

LSP Envirogreen

Mill City Environmental

NCM Demolition and
Remediation LP

Premier Abatement

R.M. Technologies, Inc.

RS Hurford Co.

Bids were received from Francesco Demolition and R.M. Technologies, Inc.

The bids were publicly opened and read aloud at 11:00 a.m. November 9, 2011 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 General Manager and the staff.

RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

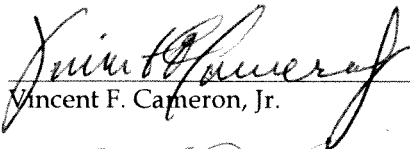
Move that bid 2012-02 for Asbestos Abatement and Demolition of Building at 224 Ash Street, Reading, MA 01867 be awarded to:

Francesco Demolition for **\$56,800.00**

Item 1	Asbestos Abatement and Demolition of Building at 224 Ash Street, Reading, MA 01867	\$56,800.00
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as the lowest qualified and responsive bidder on the recommendation of the General Manager.

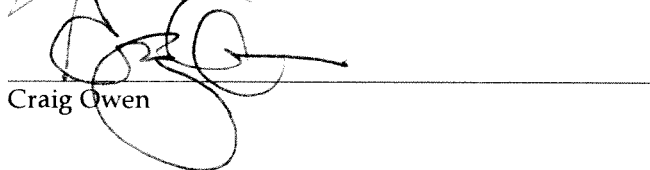
The FY 2012 Operational Budget amount for this item is \$100,000.00.



Vincent F. Cameron, Jr.



Joseph J. Donahoe



Craig Owen

Asbestos Abatement & Demolition of Building at 224 Ash Street, Reading, MA 01867

Bid 2012-02

<u>Bidder</u>	<u>Rule for award only - Lump Sum Pricing</u>	<u>*Unit Price per Cubic Foot for Brick Containerization & Proper Disposal</u>	<u>Required Documentation</u>	<u>Responsive Bidder</u>	<u>Specifications Met</u>
Francesco Demolition					
Item 1	\$56,800.00	\$65.00	Yes	Yes	Yes
R.M. Technologies, Inc.					
Item 1	\$68,000.00	\$16.00	No	No¹	No

1: RM Technologies bid submittal failed to include the required FLSA Certification, OSHA Training / Work in Harmony Certification, Asbestos Contractor License, and Pollution Liability Policy.

* Final price will be adjusted at a rate of \$65.00 per cubic foot for brick containerization and proper disposal.







RMLD



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December 1, 2011

Town of Reading Municipal Light Board

Subject: Fixed Network Meter Data Management (MDM) system

On August 23, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Fixed Network Meter Data Management (MDM) system for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Smart Synch Itron Elster GE
Mueller Systems Landis and Gyr

A bid was received from Itron.

The bid was publicly opened and read aloud at 11:00 a.m. October 12, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

The bid was reviewed, analyzed and evaluated by the General Manager and the staff.

Move that bid 2012-08 for Fixed Network Meter Data Management (MDM) system be awarded to Itron for a total cost of \$876,379.11 as the lowest qualified bidder on the recommendation of the General Manager contingent upon finalization of negotiations and the execution of a definitive agreement between Itron and the RMLD for this project.

<u>Item (desc.)</u>	<u>Project completion</u>	<u>Total Cost</u>
1 Fixed Network Meter Data Management System	36 weeks ARO, based on current scope	876,379.11

The Capital Budget allocation for the purchase of this Fixed Network Meter Data Management (MDM) system project was estimated at \$702,000. This information is found in Tab 17 Part B of the Capital Budget.

Vincent F. Cameron Jr.

Kevin Sullivan

Nick D'Alleva

Fixed Network Meter Data Management (MDM) system

Bid 2012-08

Bidder

Itron

Item 1 Fixed Network Meter Data Management System

Projected completion 36 weeks, based on current scope, ARO

Infrastructure Hardware	608,930.00
Software	25,000.00
Professional Services	219,820.00
Computer Hardware	18,361.11
Freight (Estimated)	4,268.00
Total	<u>876,379.11</u>

Bid Scope:

Bidder to furnish labor, materials, and equipment for all field mounted components and head-end system consisting of servers, hardware, software, engineering, design, and project management support services necessary for the installation of a complete fixed network meter reading, Meter Data Management (MDM) system.

Bid Submittal:

Itron submitted documentation requested by RMLD, however, exceptions were taken to specifications, terms and conditions, as well as pricing structure.

Evaluation:

We are of the opinion that Itron, Inc. possesses the necessary skill, ability, and integrity required for the faithful performance of the work as described in the Invitation for Bids.

At the time of this recommendation efforts are being made to develop a contract agreement acceptable to both Itron and the RMLD. We are working with RMLD Counsel, Rubin and Rudman, in the negotiation of an agreement that substantially protects the interests of the RMLD in the execution of this contract.





RMLD



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November 30, 2011

Town of Reading Municipal Light Board

Subject: Three Phase Pole Mounted Transformers

On October 10, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Three Phase Pole Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

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

Bids were received from WESCO and Power Sales Group.

The bids were publicly opened and read aloud at 11:00 am November 9, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-14 for Three Phase Pole Mounted Transformers be awarded to:

WESCO for a total cost of \$10,164.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (45 kVa)	2	Athens	3,157.00	\$6,314.00
2 (75 kVa)	1	Athens	3,850.00	\$3,850.00

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

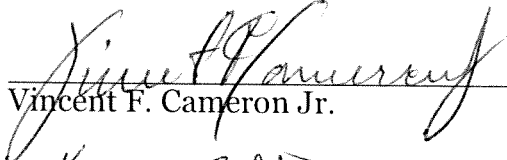
RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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Reading, MA 01867-0250

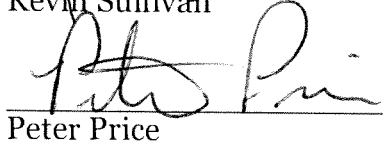
The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$22,000.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Three Phase Pole Mounted Transformers
Bid 2012-14**

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price	All forms filled out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
WESCO												
Item 1 (45 kVa)	Athens	7 weeks ARO	3157.00	2	6,314.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Athens	7 weeks ARO	3850.00	1	3,850.00							
					<u>10,164.00</u>							
Power Sales Group												
<i>alternate bid (Amorphous)</i>												
Item 1 (45 kVa)	Howard	12-14 weeks ARO	4097.00	2	8,194.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Howard	12-14 weeks ARO	4808.00	1	4,808.00							
					<u>13,002.00</u>							
Power Sales Group												
Item 1 (45 kVa)	Howard	10-12 weeks ARO	4817.00	2	9,634.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Howard	10-12 weeks ARO	6967.00	1	6,967.00							
					<u>16,601.00</u>							





RMLD



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RELIABLE POWER FOR GENERATIONS

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Web: www.rmld.com

November 30, 2011

Town of Reading Municipal Light Board

Subject: Single Phase Pole Mounted Transformers

On October 11, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Single Phase Pole Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

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

Bids were received from WESCO, Power Sales Group, Moloney, Sutart C. Irby and HD Supply.

The bids were publicly opened and read aloud at 11:00 a.m. November 9, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-15 for Single Phase Pole Mounted Transformers be awarded to:


WESCO for a total cost of \$17,625.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (37 1/2 kVa)	15	Cooper	1,175.00	\$17,625.00

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



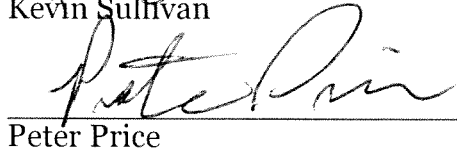
The Department did not allocate funds for the purchase of single-phase pole mount transformers in the FY12 Capital Budget. The Department has used a significant number of 37 1/2 kVa transformers since the budget was proposed. These quantities will bring the inventory back up to the necessary level.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Single Phase Pole Mounted Transformers
Bid 2012-15**

<u>Bidder</u>	<u>Manufacturer</u>	<u>Delivery Date</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total Net Cost</u>	<u>Meet Specification requirement</u>	<u>Specification Data Sheets</u>	<u>Firm Price</u>	<u>All forms filled out</u>	<u>Certified Check or Bid Bond</u>	<u>Exceptions to stated bid requirements</u>	<u>Authorized signature</u>
WESCO												
Item 1 (37 1/2 Kva)	Cooper	6-8 weeks ARO	1,175.00	15	17,625.00	yes	yes	yes	yes	yes	no	yes
Power Sales												
Item 1 (37 1/2 Kva)	alternate (Amorphous) Howard	10-12 weeks ARO	1,210.00	15	18,150.00	yes	yes	yes	yes	yes	no	yes
Power Sales												
Item 1 (37 1/2 Kva)	Howard	8-10 weeks ARO	1,225.00	15	18,375.00	yes	yes	yes	yes	yes	no	yes
Moloney												
Item 1 (37 1/2 Kva)	Moloney	12 weeks ARO	1,350.00	15	20,250.00	no	no	yes	yes	yes	no	yes
Irby												
Item 1 (37 1/2 Kva)	Central Moloney	12-14 weeks ARO	1,437.00	15	21,555.00	yes	yes	yes	yes	yes	no	yes
HD Supply												
Item 1 (37 1/2 Kva)	Central Moloney	12-13 weeks ARO	1,500.00	15	22,500.00	yes	yes	yes	yes	yes	no	yes







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November 30, 2011

Town of Reading Municipal Light Board

Subject: Three Phase Pad Mounted Transformers

On October 11, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Three Phase Pad Mounted Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

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

Bids were received from Power Sales Group, WESCO and Stuart C Irby.

The bids were publicly opened and read aloud at 11:00 a.m. November 9, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-16 for Three Phase Pad Mounted Transformers be awarded to:

Power Sales for a total cost of \$142,924.00

<u>Item (desc.)</u>	<u>Manufacturer</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (150 kVa 13800 Delta w/taps 120/208)	Howard	2	5,869.00	\$11,738.00
2 (1500 kVa 13800 Delta w/taps 120/208)	Howard	1	24,428.00	\$24,428.00
3 (225 kVa 13800 Delta w/taps 277/480)	Howard	2	7,623.00	\$15,246.00
4 (300 kVa 13800 Delta with taps 277/480)	Howard	1	8,470.00	\$8,470.00
5 (1000 kVa 13800 Delta w/taps 277/480)	Howard	2	19,101.00	\$38,202.00
6 (1500 kVa 13800 Delta with taps 277/480)	Howard	2	22,420.00	\$44,840.00

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

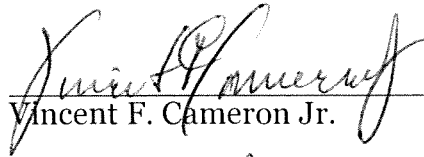
RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

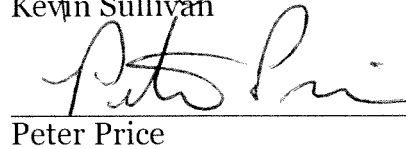
The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$94,800. The Department has installed a number of 3 phase pad mount transformers since the FY2012 budget was proposed. Installations were for service upgrades, new services, and preventative maintenance. These quantities will bring the RMLD inventory back up to the necessary level.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

Three Phase Pad Mounted Transformers
Bid 2012-16

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price	All forms filed out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
	<i>non-responsive - does not meet specifications</i>					no	incomplete	yes	yes	yes	yes	yes
	WESCO	10-12 weeks ARO	6,421.00	2	12,842.00							
Item 1 (150 kVa 120/208)	ABB	10-12 weeks ARO	6,421.00	2	12,842.00							
Item 2 (1500 kVa 120/208)	ABB	9-11 weeks ARO	27,684.00	1	27,684.00							
Item 3 (225 kVa 277/480)	ABB	10-12 weeks ARO	7,895.00	2	15,790.00							
Item 4 (300 kVa 277/480)	ABB	10-12 weeks ARO	9,052.00	1	9,052.00							
Item 5 (1000 kVa 277/480)	ABB	9-11 weeks ARO	17,052.00	2	34,104.00							
Item 6 (1500 kVa 277/480)	ABB	9-11 weeks ARO	21,684.00	2	43,368.00							
					<u>142,840.00</u>							
	<i>alternate (Amorphous)</i>					yes	yes	yes	yes	yes	no	yes
	Howard	8-10 weeks ARO	5,869.00	2	11,738.00							
Item 1 (150 kVa 120/208)	Howard	8-10 weeks ARO	24,428.00	1	24,428.00							
Item 2 (1500 kVa 120/208)	Howard	8-10 weeks ARO	7,623.00	2	15,246.00							
Item 3 (225 kVa 277/480)	Howard	8-10 weeks ARO	8,470.00	1	8,470.00							
Item 4 (300 kVa 277/480)	Howard	8-10 weeks ARO	19,101.00	2	38,202.00							
Item 5 (1000 kVa 277/480)	Howard	8-10 weeks ARO	22,420.00	2	44,840.00							
Item 6 (1500 kVa 277/480)	Howard	8-10 weeks ARO			<u>142,924.00</u>							
	<i>Power Sales</i>					yes	yes	yes	yes	yes	no	yes
Item 1 (150 kVa 120/208)	Howard	6-8 weeks ARO	6,380.00	2	12,760.00							
Item 2 (1500 kVa 120/208)	Howard	6-8 weeks ARO	32,024.00	1	32,024.00							
Item 3 (225 kVa 277/480)	Howard	6-8 weeks ARO	7,994.00	2	15,988.00							
Item 4 (300 kVa 277/480)	Howard	6-8 weeks ARO	8,880.00	1	8,880.00							
Item 5 (1000 kVa 277/480)	Howard	6-8 weeks ARO	23,470.00	2	46,940.00							
Item 6 (1500 kVa 277/480)	Howard	6-8 weeks ARO	22,605.00	2	45,210.00							
					<u>161,802.00</u>							
	<i>Irby</i>					no	yes	yes	yes	yes	yes	yes
Item 1 (150 kVa 120/208)	CG Power	6-8 weeks ARO	5,519.00	2	11,038.00							
Item 2 (1500 kVa 120/208)	CG Power	6-8 weeks ARO	25,764.00	1	25,764.00							
Item 3 (225 kVa 277/480)	CG Power	6-8 weeks ARO	6,390.00	2	12,780.00							
Item 4 (300 kVa 277/480)	CG Power	6-8 weeks ARO	7,209.00	1	7,209.00							
Item 5 (1000 kVa 277/480)	CG Power	6-8 weeks ARO	12,320.00	2	24,640.00							
Item 6 (1500 kVa 277/480)	CG Power	6-8 weeks ARO	17,190.00	2	34,380.00							
					<u>115,691.00</u>							

Exceptions:
No undercoat supplied. Our finish does not require undercoat to maintain integrity.

Engineer's note:
No dimensional information on primary and secondary bushings, etc. only height, length and width.

Exceptions:
Not clearly listed as part of bid.

Note:
Any design dimension, unless otherwise specified ar for indication only and are not binding. This quotation is subject to CG Power Systems USA T&C of sale.







230 Ash Street
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Reading, MA 01867-0250

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

November 30, 2011

Town of Reading Municipal Light Board

Subject: Single Phase Pad Mounted FR3 Transformers

On October 11, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Single Phase Pad Mounted FR3 Transformers for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

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

Bids were received from Power Sales Group, WESCO, HD Supply and Stuart C. Irby.

The bids were publicly opened and read aloud at 11:00 a.m. November 9, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-17 for Single Phase Pad Mounted FR3 Transformers be awarded to:

WESCO for a total cost of \$30,086.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 (50 kVa)	14	Ermco	2,149.00	\$30,086.00

Move that bid 2012-17 for Single Phase Pad Mounted FR3 Transformers be awarded to:

Power Sales for a total cost of \$15,198.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
2 (75 kVa)	6	Howard	2,533.00	\$15,198.00

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

RMLD

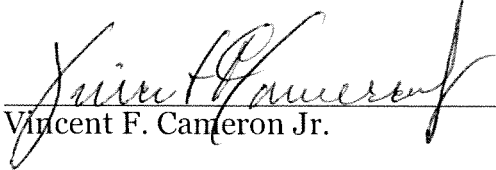


Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

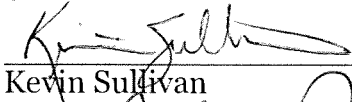
230 Ash Street
P.O. Box 150
Reading, MA 01867-0250

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

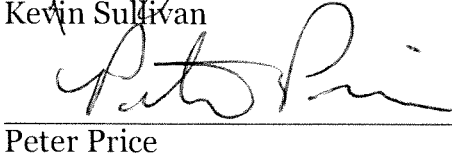
The Capital Budget allocation for the purchase of these units under the Transformer project was estimated at \$30,000. The estimated cost of \$30,000 did not account for the larger size pad mounts that are required. These units will mostly be used to replace live front transformers in the Departments older underground subdivisions.



Vincent F. Cameron Jr.



Kevin Sullivan



Peter Price

**Single Phase Pad Mounted FR3 Transformers
Bid 2012-17**

Bidder	Manufacturer	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price filled out	All forms filled out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
Power Sales												
Atterrate (Amorphous)												
Item 1 (50 kVa)	Howard	8-10 weeks ARO	2167.00	14	30,338.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Howard	8-10 weeks ARO	2533.00	6	15,198.00							
					45,536.00							
Power Sales												
Item 1 (50 kVa)	Howard	6-8 weeks ARO	2203.00	14	30,842.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Howard	6-8 weeks ARO	2641.00	6	15,846.00							
					46,688.00							
WESCO												
Item 1 (50 kVa)	Ermco	8 weeks ARO	2149.00	14	30,086.00	yes	yes	yes	yes	yes	no	yes
Item 2 (75 kVa)	Ermco	8 weeks ARO	2736.00	6	16,416.00							
					46,502.00							
HD Supply												
Item 1 (50 kVa)	Central Moloney	10-11 weeks ARO	2720.00	14	38,080.00	yes	yes	yes	no	yes	no	yes
Item 2 (75 kVa)	Central Moloney	10-11 weeks ARO	3320.00	6	19,920.00							
					58,000.00							
Irby												
Item 1 (50 kVa)	non-responsive	10-11 weeks ARO	2610.00	14	36,540.00	yes	yes	yes	yes	yes	yes	yes
Item 2 (75 kVa)	Central Moloney	10-11 weeks ARO	3180.00	6	19,080.00							
					55,620.00							

Exceptions: Not clearly listed as part of bid.

See Central Moloney comments, CM takes exception to IFD.





RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

November 16, 2011

Town of Reading Municipal Light Board

Subject: One Material Handler Truck

On September 28, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for One Material Handler Truck for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Altec Industries, Inc.	Baker Equipment	Boston Freightliner
Coastal International Truck, LLC	CUES Equipment	DC Bates
Dejana Truck Equipment	Fredrickson Bros., Inc.	G & S Industrial, Inc.
James A. Kiley Co.	Liberty Chevrolet	Mid-State International
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		

Bids were received from James A. Kiley Co. and Boston Freightliner.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2011 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 General Manager and the staff.



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

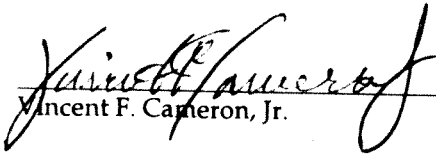
Move that bid 2012-18 for One Material Handler Truck be awarded to:

James A. Kiley Co. for **\$202,595.00**

Item 1	One Material Handler Truck	\$202,595.00
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as the lowest qualified and responsive bidder on the recommendation of the General Manager.

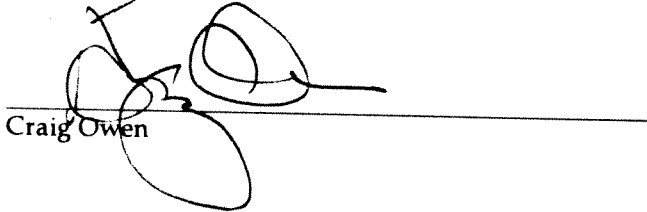
The FY 2012 Capital Budget amount for this item is \$196,000.00.



Vincent F. Cameron, Jr.



Joseph J. Donahoe



Craig Owen

One Material Handler Truck

Bid 2012-18

<u>Bidder</u>	<u>Total Vehicle Price</u>	<u>Vehicle Price</u>	<u>Total Extended Warranties</u>	<u>Delivery-Weeks</u>	<u>Responsive Bidder</u>	<u>Specifications Met</u>
Boston Freightliner						
Item 1	\$208,878.00	\$197,703.00	\$11,175.00	24-26	Yes	No ¹
James A. Kiley Company						
Item 1	\$202,595.00	\$200,560.00	\$2,035.00	32-38	Yes	No²

Notes:

1. Offered 5 year extended warranty not 8 year for engine, engine electronics, and injectors & 5 year extended warranty not 7 year for rear axle, differential, and front axle assembly. Bid did not include recommended spare parts list with pricing for all major

2: Did not include recommended spare parts list with pricing for all major equipment.







RMLD



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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P.O. Box 150
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Fax: (781) 942-2409
Web: www.rml.com

November 16, 2011

Town of Reading Municipal Light Board

Subject: One Bucket Truck

On September 28, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for One Bucket Truck for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Altec Industries, Inc.	Baker Equipment	Boston Freightliner, Inc.
Coastal International Truck, LLC	CUES Equipment	DC Bates
Dejana Truck Equipment	Fredrickson Bros., Inc.	G & S Industrial, Inc.
James A. Kiley Co.	Liberty Chevrolet	Mid-State International
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
Taylor & Lloyd		

Bids were received from James A. Kiley Co. and Boston Freightliner.

The bids were publicly opened and read aloud at 11:00 a.m. November 8, 2011 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 General Manager and the staff.



Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

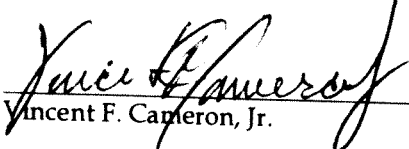
Move that bid 2012-19 for One Bucket Truck be awarded to:

James A. Kiley Co. for **\$201,061.00**


Item 1	One Bucket Truck	\$201,061.00
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as the lowest qualified and responsive bidder on the recommendation of the General Manager.

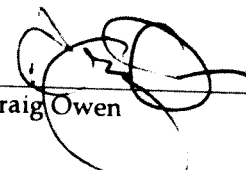
The FY 2012 Capital Budget amount for this item is \$190,000.00.



Vincent F. Cameron, Jr.



Joseph J. Donahoe



Craig Owen

One Bucket Truck

Bid 2012-19

<u>Bidder</u>	<u>Total Vehicle Price</u>	<u>Vehicle Price</u>	<u>Total Extended Warranties</u>	<u>Delivery-Weeks</u>	<u>Responsive Bidder</u>	<u>Specifications Met</u>
Boston Freightliner						
Item 1	\$207,559.00	\$196,384.00	\$11,175.00	24-26	Yes	No ¹
James A. Kiley Company						
Item 1	\$201,061.00	\$199,026.00	\$2,035.00	32-38	Yes	No²

Notes:

1 Offered 5 year extended warranty not 8 year for engine, engine electronics, and injectors & 5 year extended warranty not 7 year for rear axle, differential, and front axle assembly. Bid did not include recommended spare parts list with pricing for all major

2: Did not include recommended spare parts list with pricing for all major equipment.









Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

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

November 30, 2011

Town of Reading Municipal Light Board

Subject: Substation Relays

On October 14, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Substation Relays for the Reading Municipal Light Department.

An invitation to bid was emailed to the following:

Stuart C. Irby Co.	WESCO	Genergy Corp.	HD Supply
Graybar Electric	Power Tech (UPSC)	Yale Electric	Shamrock Power Sales
HD Industrial Services	J.F. Gray & Associates	Hasgo Power Sales	Robinson Sales
E.L. Flowers & Associates	Power Sales Group	MetroWest Electric	

Bids were received from Schweitzer Engineering Laboratories, WESCO and Yale Electric. A "no bid" was received from Power Tech (UPSC).

The bids were publicly opened and read aloud at 11:00 a.m. November 9, 2011 in the Town of Reading Municipal Light Department's Board Room, 230 Ash Street, Reading, Massachusetts.

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

Move that bid 2012-22 for Substation Relays be awarded to: Schweitzer Engineering Laboratories for a total cost of \$31,044.00

<u>Item (desc.)</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Net Cost</u>
1 – Schweitzer P/N#: SEL-0501-203X561CXB	3	1,000.00	3,000.00
2 – Schweitzer P/N#: SEL-0351S-71HA455461	6	4,674.00	28,044.00
			31,044.00

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

The total 2012 Capital Budget allocation for "GAW Substation – Relay Replacement Project" is \$25,000.

Vincent F. Cameron Jr.

Kevin Sullivan

Nick D'Alleva



**Substation Relay
Bid 2012-22**

Bidder	Delivery Date	Unit Cost	Qty	Total Net Cost	Meet Specification requirement	Specification Data Sheets	Firm Price filled out	Certified Check or Bid Bond	Exceptions to stated bid requirements	Authorized signature
Schweitzer Engineering Laboratories										
Item 1 - SEL-0501-203X561CXB	4 weeks ARO	1,000.00	3	3,000.00	yes	yes	yes	yes	yes	yes
Item 2 - SEL-0351S-71HA455461	4 weeks ARO	4,674.00	6	28,044.00						
				<u>31,044.00</u>						
WESCO										
Item 1 - SEL-0501-203X561CXB	4 weeks ARO	1,045.00	3	3,135.00	yes	yes	yes	yes	no	yes
Item 2 - SEL-0351S-71HA455461	4 weeks ARO	4,920.00	6	29,520.00						
				<u>32,655.00</u>						
Yale Electric										
Item 1 - SEL-0501-203X561CXB	28 days ARO	1,053.00	3	3,159.00	yes	yes	yes	yes	no	yes
Item 2 - SEL-0351S-71HA455461	28 days ARO	4,920.00	6	29,520.00						
				<u>32,679.00</u>						

Exceptions: See attached.
Note: These exceptions are acceptable.

BOARD MATERIAL AVAILABLE
BUT NOT DISCUSSED



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

November-11

	RESIDENTIAL 750 kWh's	RESIDENTIAL-TOU 1500 kWh's 75/25 Split	RES. HOT WATER 1000 kWh's	COMMERCIAL 7,300 kWh's 25,000 kW Demand	SMALL COMMERCIAL 1,000 kWh's 10,000 kW Demand	SCHOOL RATE 35000 kWh's 130.5 kW Demand	INDUSTRIAL - TOU 100,500 kWh's 250,000 kW Demand 80/20 Split
READING MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$96.30	\$170.07	\$111.51	\$663.87	\$167.83	\$4,009.94	\$10,966.44
PER KWH CHARGE	\$0.12940	\$0.11338	\$0.11151	\$0.11834	\$0.15540	\$0.11457	\$0.10015
NATIONAL GRID							
TOTAL BILL	\$108.82	\$216.82	\$143.84	\$1,131.32	\$162.00	\$4,728.32	\$13,267.54
PER KWH CHARGE	\$0.14510	\$0.14455	\$0.14384	\$0.15498	\$0.15000	\$0.13509	\$0.12116
% DIFFERENCE	13.01%	27.49%	28.99%	30.96%	-3.47%	17.91%	20.98%
NSTAR COMPANY							
TOTAL BILL	\$114.99	\$208.21	\$151.18	\$1,060.84	\$160.47	\$5,924.76	\$14,345.64
PER KWH CHARGE	\$0.15332	\$0.13881	\$0.15118	\$0.14532	\$0.14858	\$0.16928	\$0.13101
% DIFFERENCE	19.41%	22.43%	35.57%	22.80%	-4.39%	47.75%	30.81%
PEABODY MUNICIPAL LIGHT PLANT							
TOTAL BILL	\$86.94	\$188.52	\$114.13	\$916.74	\$153.97	\$4,466.74	\$10,564.45
PER KWH CHARGE	\$0.11592	\$0.11234	\$0.11413	\$0.12558	\$0.14257	\$0.12762	\$0.09648
% DIFFERENCE	-9.72%	-0.91%	2.35%	6.12%	-8.26%	11.39%	-3.67%
MIDDLETON MUNICIPAL LIGHT DEPT.							
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	3.60%	16.65%	18.95%	11.07%	0.36%	18.78%	21.56%
WAKEFIELD MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$103.11	\$199.92	\$135.38	\$1,027.59	\$165.76	\$4,808.08	\$13,245.87
PER KWH CHARGE	\$0.13748	\$0.13328	\$0.13538	\$0.14077	\$0.15349	\$0.13737	\$0.12097
% DIFFERENCE	7.07%	17.55%	21.40%	18.95%	-1.23%	19.90%	20.79%





Jeanne Foti

From: Vincent Cameron
Sent: Saturday, October 22, 2011 8:56 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: Account Payable Questions - October 14
O'Neill

1. Artery Lock - RMLD employee went to shop for purchase - could not use petty cash for \$16 sale?

Yes we could have used petty cash. I will remind the employees they have this option.

2. Century Bank - Nice to see these credit card fees in steep decline. Could the Board receive a report on how the new billing system is working?

It will reported as part of the part of the financial report at the next Board Meeting.

3. Fournier - Please remove this from this week's payables as the back-up material for reimbursement is for the electronic download of three copies of a software program. "Spector Pro 2011 for Windows" and not a printer as is noted in reimbursement request. Please call me on this.

I believe Mr. Fournier called Commissioner O'Neill on this issue and it is resolved. This is software for the printer in the GM conference Room. A printer and computer (both used) has been put in the GM conference room at the request of Commissioner O'Neill. I will get the particulars to the Board Members for use of the computer.

4. NAPA - Can't we move this to petty cash - a \$13.74 local purchase?

Yes we could have used petty cash. I will remind the employees they have this option.

Jeanne Foti

From: Vincent Cameron
Sent: Monday, October 24, 2011 1:42 PM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Mark Uvanni; Jeanne Foti
Subject: Account Payable Questions - October 21
Soli

1. XO Comm. - How is difference between charges & payments being resolved?

We recently signed a three-year contract with XO to be our ISP (Internet Service Provider). We have been an XO customer for almost a decade now, however they just recently released GSA pricing schedules for municipal entities. We were able to secure a monthly price that was about \$250 per month lower than what we had been paying, and they (XO) also installed a coupled T1 circuit that doubled our Internet access speed. However in the process, they never disconnected the old circuit and kept billing us for it. On Oct. 21st XO disconnected the old circuit and we will be credited the full amount of what we have been billed in error over these past few months. We have a complete paper (email) trail of all conversations. Again, they are obligated contractually to charge us a fixed amount per month. The billing error(s) should be corrected very soon and we are staying on top of it.

O'Neill

1. Wilmington Police - What was the reason for a two-person police detail from 1:30 pm to 10:30 pm on October 3?

A car hit a pole and broke it at Middlesex Avenue and Federal Street in Wilmington. This is a very busy intersection, which required two officers to direct traffic around the scene. Since this was a pole hit, the RMLD will be reimbursed for the police details and RMLD work done, through the car insurance of the person who hit the pole.

Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, October 26, 2011 2:43 PM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Jane Parenteau; Jeanne Foti
Subject: Payroll Questions - October 24

Soli

1. DeMone - She's 32hrs/week correct? What does she do?

Yes. Customer Specialist - Handles customer payments, inquiries, credit, and billing issues.

2. McHugh - She's 20 hours/wk, correct? What does she do?

Yes. Energy Analyst - Handles power supply accounting, billing, and ISO demand and load reporting.

Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, November 16, 2011 7:53 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: FW: Account Payable Questions - November 11
Categories: Red Category

O'Neill

1. Marblehead Municipal - GM signature needed.

Done.

2. New England Power - Invoice says to make checks payable to "National Grid."
The name on the check was changed to National Grid when we sent the warrant up town. National Grid used to be know as New England Power Company.

3. WB Mason - No PO? What is item?

This is an Office Supply and we don't create POs for supply purchases. We get supplies from either Office Depot or WB Mason. This is for a roll of tickets the RMLD uses it for raffles for different events.

Snyder

1. Halls + HD - Are these the same grips? They seem to be different pricing?

Normally we would have bought the grips from HD but they were out of stock. We needed the grips and bought them from Halls for \$26 more.

2. MMWEC - What is the difference between administrative charges on check remittance versus wire transfer?

I am assuming your question is "What would be the Admin. Charges if we mailed a check versus wiring the payment. I don't know what the difference would be. I will ask MMWEC. However, for payable amounts larger than \$25k I have the money wired.

3. Snyder note: Petty Cash - I'm not sure I am comfortable with cash tips. I'd prefer it on a charge card or find to get food without gratuity.

According to RMLD Travel Policy #5 III. F. 2. "...Maximum gratuity which will be reimbursed will be set at 15% of total bill...." In this case the tip of \$20 was 2.3% of the total bill.

Jeanne Foti

From: Bo or Gina [bogina03@earthlink.net]
Sent: Wednesday, November 16, 2011 9:22 PM
To: Vincent Cameron; Richard Hahn; Phil Pacino; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti; Gina Snyder
Subject: Re: FW: Account Payable Questions - November 11

Hi Vinnie,

The question on MMWEC had to do with administrative charges on the bills and how are they distinct? The concern regarding reimbursement was not that there was a tip, but that it was separate from the charge which had a receipt. I agree that when tips are appropriate we would be including them, and that the people were probably trying to be good customers, which I also agree with; however, I am not comfortable with cash payments without receipt, and if that would be the only way to do it at a particular company, then we should find a company where we would be provided with a receipt for the paperwork for reimbursement. I am not disputing the reimbursement as I have great faith in the people there, however, without receipts, it is not something that I can be comfortable with given the situation on all other accounts. Please let me know if you have questions.

Thank you,
 Gina Snyder

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

From: Vincent Cameron
Sent: Nov 16, 2011 7:53 AM
To: Richard Hahn , Phil Pacino , Gina Snyder , Mary Ellen O'Neill , Bob Soli
Cc: Bob Fournier , Steve Kazanjian , Jeanne Foti
Subject: FW: Account Payable Questions - November 11

O'Neill

1. Marblehead Municipal - GM signature needed.

Done.

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 The name on the check was changed to National Grid when we sent the warrant up town.
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This is an Office Supply and we don't create POs for supply purchases. We get supplies from either Office Depot or WB Mason. This is for a roll of tickets the RMLD uses it for raffles for different events.

Snyder

1. Halls + HD - Are these the same grips? They seem to be different pricing?

Normally we would have bought the grips from HD but they were out of stock. We needed the grips and bought them from Halls for \$26 more.

2. MMWEC - What is the difference between administrative charges on check remittance versus wire transfer?

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3. Snyder note: Petty Cash - I'm not sure I am comfortable with cash tips. I'd prefer it on a charge card or find to get food without gratuity.

According to RMLD Travel Policy #5 III. F. 2. "...Maximum gratuity which will be reimbursed will be set at 15% of total bill...." In this case the tip of \$20 was 2.3% of the total bill.

Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, November 23, 2011 9:01 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti; Patricia Mellino
Subject: FW: A/P Questions 11-21-11
Categories: Red Category
Snyder

1. Dell – What is Optiplex Minitower Windows and what is it for?

This is a replacement computer for an employee.

2. Fischbach & Moore – A lot of manholes had to be pumped down. Perhaps we should check cost & effectiveness of seal and covers. What was being done on OT 10/5/11?

The water table is high in parts of the service territory. The water does not come in from the top of the manholes but from the ground water.

3. JCM Realty – Could you refresh what this is for? I thought it was warehouse / storage, but it's very high electric usage.

The RMLD pays for storage area and for a portion of the electric usage according to the storage agreement.

4. Mal's – Please clarify what happened here. What is the value of 2002 Ford 150 with 105,000 miles?

A vehicle was hit by another vehicle at the intersection of Summer, West, and Willow streets. One of the vehicles rolled over and the RMLD pick up, which was stopped. Insurance paid for the repairs and it was cheaper than buying a new vehicle.

5. Melvin – Why does it say employer is Marblehead Municipal Light?

That is a mistake by Holiday Inn Express. It should have said Reading.

6. Town of Reading PO – Some inconsistencies between blue & white forms. Need to accurately record times.

The time the RMLD records are off the blue sheets. I will contact the Town of Reading about their times.

O'Neill

1. Hanifan – GM signature needed.

Done.

2. Kiley – On which vehicle is this work done – model, age, miles?

A 2006 50' Material Handling Bucket Truck with 33,079 miles.

3. Stansfield – Where is original receipt?

The original receipt was sent to the Town of Reading by mistake. They sent it back.

4. Town of Reading – Treasure's Office – When did these charges invoice 12-0503 – begin?

The RMLD has been paying for a portion of the Town of Reading costs related to administering the RMLD's bill paying, health care, payroll, etc. The parentages used to allocate the costs to the RMLD are based on RMLD activity (employees, bill paid, etc.)

5. Verizon – What is and why an NGrid line?

This is a phone line which was installed by the RMLD in order for NGrid to acquire data from the North Reading Substation.

Jeanne Foti

From: Vincent Cameron
Sent: Tuesday, November 29, 2011 11:18 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: Account Payable Removal Questions - October 28
Categories: Red Category

These answers were held up because it occurred during the snow storm.

Soli

1. Petty Cash - Hansen did not sign.

He has signed.

O'Neill

1. Fournier - Copy of check with employee name on it should be part of the documentation for reimbursement.

The receipt from the Post Office that accompanied the payable was enough for reimbursement.

2. Melanson Heath - These costs should be included in total costs reported to the Board for professional services related to the MMWEC arbitration. Perhaps they already are?

They are. I mentioned it in the MMWEC Arbitration updates.

3. Petty Cash - Why is Mr. Fournier's name on this - wouldn't reimbursement be in the name of the RMLD or an internal transfer. Why is the beginning balance of \$2,850, and not \$3,000?

Mr. Fournier's name is on it because he is responsible for the petty cash. The \$150 is used as the beginning bank for the business counter.

Jeanne Foti

From: Bo or Gina [bogina03@earthlink.net]
Sent: Tuesday, November 29, 2011 6:36 PM
To: Vincent Cameron
Cc: Richard Hahn; Phil Pacino; Mary Ellen O'Neill; Bob Soli; Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: Re: Account Payable Removal Questions - October 28

Vinnie,

On # 3, does "The \$150 is used as the beginning bank for the business counter."

mean that it costs \$150 to have a petty cash fund? I'm sure it couldn't be that, but I don't understand the explanation.

Gina

On 11/29/2011 11:17 AM, Vincent Cameron wrote:

These answers were held up because it occurred during the snow storm.

Soli

1. Petty Cash - Hansen did not sign.

He has signed.

O'Neill

1. Fournier - Copy of check with employee name on it should be part of the documentation for reimbursement.

The receipt from the Post Office that accompanied the payable was enough for reimbursement.

2. Melanson Heath - These costs should be included in total costs reported to the Board for professional services related to the MMWEC arbitration. Perhaps they already are?

They are. I mentioned it in the MMWEC Arbitration updates.

3. Petty Cash - Why is Mr. Fournier's name on this - wouldn't reimbursement be in the name of the RMLD or an internal transfer. Why is the beginning balance of \$2,850, and not \$3,000?

Mr. Fournier's name is on it because he is responsible for the petty cash. The \$150 is used as the beginning bank for the business counter.

Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, November 30, 2011 7:08 AM
To: Gina Snyder
Cc: Richard Hahn; Phil Pacino; Mary Ellen O'Neill; Bob Soli; Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: RE: Account Payable Removal Questions - October 28
Categories: Red Category

At the start of the business day you need a "bank", which is money used to make change as customers come into pay their bills. The RMLD uses \$150 as the bank to start off the day.

From: Bo or Gina [mailto:bogina03@earthlink.net]
Sent: Tuesday, November 29, 2011 6:36 PM
To: Vincent Cameron
Cc: Richard Hahn; Phil Pacino; Mary Ellen O'Neill; Bob Soli; Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: Re: Account Payable Removal Questions - October 28

Vinnie,

On # 3, does "The \$150 is used as the beginning bank for the busineses counter."

mean that it costs \$150 to have a petty cash fund? I'm sure it couldn't be that, but I don't understand the explanation.

Gina

On 11/29/2011 11:17 AM, Vincent Cameron wrote:

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Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, November 30, 2011 10:48 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Steve Kazanjian; Jeanne Foti
Subject: Answer to Account Payable Questions - 11/29/11
Categories: Red Category
Snyder

1. Asplundh - Meals on this one. No supporting doc. + can't recall for meals on previous work. Wouldn't meals generally not be including in billings?

This crew was from Northern Vermont and worked under a different contract from our usual tree crews. Before coming to assist us, we contacted them about the hourly and the per diem for storm work.

11/30/2011