

**READING MUNICIPAL
LIGHT DEPARTMENT**

**BOARD
OF
COMMISSIONERS**

REGULAR SESSION

JULY 27, 2011



READING MUNICIPAL LIGHT DEPARTMENT
BOARD OF COMMISSIONERS MEETING

230 Ash Street
Reading, MA 01867
July 27, 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. Report from Board Committees
- a. Policy Committee – Report of July 21 Meeting – Commissioner Soli
Note: The Policy Committee and Power & Rate Committee met jointly.
- b. Power & Rate Committee – Report of July 21 Meeting – Chairman Hahn
Note: The Policy Committee and Power & Rate Committee met jointly.
- 8:00 p.m. 4. Approval of June 22, 2011 Board Minutes (Tab A) ACTION ITEM
- 8:05 p.m. 5. General Manager's Report – Mr. Cameron
- a. Update on Massachusetts Law on Climate Solutions (No Enclosure)
- 8:15 p.m. 6. Financial Highlights – June, 2011 – Mr. Fournier (Tab B)
- 8:25 p.m. 7. Power Supply Report – June, 2011– Mr. Seldon (Tab C)
- 8:35 p.m. 8. Engineering and Operations Report – June, 2011 - Mr. D'Alleva (Tab D)
Gaw Update
- 8:45 p.m. 9. M.G.L. Chapter 30B Bid – Material (Tab E) ACTION ITEM
- a. 2011-03 Fleet Pressure Washing
Suggested Motion:
Move that bid 2012-03 for Fleet Pressure Washing be awarded to Elite Pressure Washing for \$43,290.00 as the lowest qualified and responsive bidder on the recommendation of the General Manager.
(Note: This is a three year contract.)
- 8:55 p.m. 10. General Discussion
- 9:05 p.m. BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED
Rate Comparisons, July, 2011
E-Mail responses to Account Payable/Payroll Questions
- 9:10 p.m. Upcoming Meetings
RMLD Board Meetings
Wednesday, August 31, 2011
Wednesday, September 28, 2011

9:15 p.m.

11. Executive Session

ACTION ITEM

Suggested Motion:

Move that the Board go into Executive Session to approve Executive Session meeting minutes of June 22, 2011, to discuss Duncan & Allen, MMWEC Arbitration and return to Regular Session for adjournment.

9:40 p.m.

12. Adjournment

ACTION ITEM

REGULAR SESSION MOTIONS FOR RMLD BOARD MEETING JULY 27

Agenda Item 4 - Approval of June 22, 2011

Suggested Motion:

Move Reading Municipal Light Department Board of Commissioners approve the Regular Session meeting minutes of June 22, 2011 as presented.

Agenda Item 9 - M.G.L. 30 B Bids

Motion is listed on the agenda.

Agenda Item 11 - Executive Session

Motion is listed on the agenda.

Agenda Item 12 - Adjournment

Suggested Motion:

Move to adjourn the Regular Session.

REGULAR SESSION MEETING
MINUTES
BOARD REFERENCE TAB A



Reading Municipal Light Board of Commissioners

Regular Session

230 Ash Street

Reading, MA 01867

June 22, 2011

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

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

Attendees:

Commissioners:

Richard Hahn, Chairman

Gina Snyder, First Secretary

Robert Soli, Commissioner

Philip B. Pacino, Vice Chair

Mary Ellen O'Neill, Second Secretary

Staff:

Vinnie Cameron, General Manager

Jared Carpenter, Energy Efficiency Engineer

Robert Fournier, Accounting/Business Manager

William Seldon, Senior Energy Analyst

Beth Ellen Antonio, Human Resources Manager

Jeanne Foti, Executive Assistant

Jane Parenteau, Energy Services Manager

Kevin Sullivan, E&O Manager

Citizens' Advisory Board

John Norton, Secretary

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. This meeting was video taped for distribution to the community television stations in North Reading, Wilmington and Lynnfield.

Opening Remarks/Approval of Meeting Agenda

Chairman Hahn asked the Board members present if there were suggested changes or additions to the agenda. There were none.

Introductions

There were no members of the public present, and the CAB representative, Secretary John Norton had no report for the Board.

Quarterly Conservation Program Update – Mr. Carpenter (Attachment 1)

Mr. Carpenter presented his quarterly Energy Conservation Program update. Mr. Carpenter addressed the following: Residential Audit Program – home energy usage changes after an audit, how to make the program more effective, new project overview, and demand response update.

Mr. Carpenter reported that there has been a large increase in FY 2011 for residential audit requests. There have been 146 audits performed through April from 210 phone requests. Mr. Carpenter explained that the current residential audit format has been changed to include such options as thermal imaging scans, blower door tests and insulation analysis. Mr. Carpenter added that the new audit format is less expensive and more efficient. Mr. Carpenter stated that with the new audit format residential customers receive an electronic 21 page report whereas with the past process this did not occur. Feedback has been positive.

Discussion followed including tracking results and providing specific recommendations on ENERGYSTAR appliances in the audits.

Mr. Pacino entered the meeting at this time.

Mr. Carpenter said that possible ways to improve the audit process are that the RMLD streamline the process, create a follow up program, create a self audit (this software might be difficult to specify) and phone consultations with customers.

Ms. O'Neill asked if the audits look at the rate a customer is on to evaluate whether it may be more advantageous if they switch to the Residential Time of Use rate or the Hot Water Heater rate. Mr. Carpenter replied, not really. Ms. O'Neill asked if the RMLD can analyze the hourly use of a residential customer. Mr. Carpenter responded that it could be done.

Quarterly Conservation Program Update – Mr. Carpenter (Attachment 1)

Ms. O'Neill questioned if the RMLD is developing a new program for the Time of Use rate. Ms. O'Neill said that she was looking for a public relations effort for the new Time of Use rate as well as assistance in making it work for customers who sign onto this rate. Mr. Cameron responded that a press release and a write up for the Reading Patch are ready to be released. Mr. Cameron added that there is information on the RMLD's website on the Time of Use rate, however, this can be expanded and enhanced.

Discussion followed.

Mr. Carpenter said that on the demand response side it is moving in a positive direction. Mr. Carpenter said that the slowdown was in communicating from our meter to the customer consistently, but equipment is on the way. Mr. Carpenter stated that they are moving forward and the towns will reap the benefits with the current effort working with the schools in North Reading and Wilmington on how to implement a Demand Response program.

Ms. O'Neill said that she had received an e-mail from a customer asking what the RMLD is doing in terms of its building at 230 Ash Street and what is the goal for FY 2012. Mr. Carpenter said that there are new variable speed pumps; variable speed drives for the chillers and magnetic conduction lighting for the meter area that will reduce energy consumption in the building. Other lights are being ordered for the garages that are more energy efficient. Mr. Cameron pointed out that in FY 2012 the interior lights are being evaluated for after hour's security use to possibly save on usage as well as heating and cooling zones being adjusted to building hours.

Mr. Carpenter said that once the changes are made then they will have the data to determine the effect of the changes.

Report from Board Committee – Chairman Hahn (Attachment 2)

Power & Rate Committee – Report of June 22 Meeting

Swift River Trading Company, LLC – Indian River Hydroelectric

Chairman Hahn reported that prior to the RMLD Board meeting; the Power & Rate Committee met at 6:30 p.m. and discussed a potential renewable purchase opportunity from a hydroelectric facility. Mr. Hahn said that a couple of months ago, the RMLD signed power contracts with three facilities to increase the amount of renewable generation in the RMLD's power supply portfolio. This additional fourth project was not available at the time; however, it is now available. Chairman Hahn said that the Power & Rate Committee voted 2:0:0 to recommend to the full Board to accept this purchase. Chairman Hahn said that the Citizens' Advisory Board voted 5:0:0 in favor of adding these renewable projects which are at the same price as the other three projects. The contracts for these projects are for a 15-year period.

Ms. Snyder made a motion seconded by Mr. Pacino that the RMLD Board of Commissioners vote to authorize the General Manager of the Reading Municipal Light Department to finalize negotiations and execute a contract with Swift River Trading Company, LLC for the output of the Indian River Hydroelectric facility owned and operated by Swift River Trading Company, LLC.

Motion carried 5:0:0.

Commissioner Soli's Handout – May 25, 2011

Chairman Hahn said that Mr. Soli's inquiry on the Street Light rate (attachment) was discussed, but no conclusions have been reached at this time. Chairman Hahn said that there was a memo handed out with suggested policy directions for renewable energy. Chairman Hahn added that Ms. Snyder provided an e-mail summarizing the results of a Vermont Law School Study on the benefits of renewables on power supply and their effective place in the power supply portfolio. Chairman Hahn said that these items will be addressed at the next Power & Rate Committee meeting. An effort will be made to schedule this meeting in July.

Approval of May 25, 2011 Board Minutes

Ms. Snyder made a motion seconded by Mr. Pacino to approve the Regular Session meeting minutes of May 25, 2011 with the suggested change by Commissioner Soli, on page two, first paragraph to change "ratepayers" to "customers."

Motion carried 5:0:0.

Mr. Pacino suggested that the minutes be shorter, less than seven pages. Ms. Snyder commented that there was a lot of discussion at the meeting. Chairman Hahn commented any opportunities to condense the details of the discussion should be taken because the minutes are not a stenographic record.

General Manager's Report – Mr. Cameron

Vehicle Days

Mr. Cameron said that the RMLD will participate in two vehicle days in August at the public libraries in Reading and North Andover. Ms. O'Neill commented that she would like to see a good presence at Vehicle Day. She noted that the Reading Vehicle Day is at the Reading Library on Tuesday, August 16, 7:30 a.m. to 9:30 a.m.

Update on Green Communities Act – Board Request

Mr. Cameron said that at the last Board meeting an update on the Green Communities Act was requested. Ms. O'Neill clarified that she meant to ask for an update on the comprehensive Massachusetts legislation.

Discussion followed.

Mr. Cameron said that he will have a response to the Board on this issue.

Financial Report – May, 2011 – Mr. Fournier (Attachment 3)

Mr. Fournier reported on the Financial Report for May 2011. Mr. Fournier apologized for his tardiness for the Financial Report. Chairman Hahn said that there is no need for the apology considering the usual Board meeting would be next week.

Mr. Fournier reported that the eleven-month year to date Net Income is \$2.2 million. The year to date budgeted Net Income is \$1.9 million, making the difference \$273,000. Mr. Fournier said that the year to date Fuel Expenses exceeded Fuel Revenues by \$34,000. The energy conservation expenses exceeded energy conservation revenues by \$114,000. The GAW soil remediation expenses total \$1.3 million for this fiscal year bringing the total cost combining the two fiscal years to roughly \$2.4 million.

Mr. Fournier said that the Operating and Maintenance expenses were over budget by \$600,000 or 5.5%. Actual Operating and Maintenance expenses were \$11.3 million compared to the budgeted amount of \$10.7 million; major expenses over budget were the maintenance of line transformers by \$647,000, which represents the GAW soil remediation expense, and employee benefits by \$338,000.

The Depreciation Expense and Voluntary Payments to the Towns were on budget. Cumulatively, all five divisions were over budget by \$550,000 (3.2%).

Mr. Fournier reported that the RMLD will be conducting its physical inventory at the end of next week and the FY 2011 audit the week of August 8.

Mr. Fournier said that Mr. Pacino had e-mailed him a couple of questions concerning expenses on page 12a. The first question was on the Accounting and Collection Labor expense, Mr. Fournier explained that the actual expense is \$1.1 million versus \$1.3 million with a variance of \$103,000 under budget due to manpower, with the Accounting Assistant reduced hours from 40 to 32 hours per week, a full time person budgeted was not hired in Customer Service and a retirement in February as well as a resignation in May, which total \$74,000 out of the \$103,000. Mr. Fournier reported that those positions should be filled in FY 2012.

Also the RMLD's disconnects and bounce charge fees were approximately \$26,000 over budget. The meter expense side actual expense was \$283,000 versus \$437,000; \$153,000 under budget which is mostly related to labor.

There was a \$27,000 savings from the retirement of the Meter Supervisor in the spring and overtime labor budgeted for the meter projects for the year was \$170,000, but the project was started in January 2011. In other areas, employee education is under budget by \$2,400, vehicle expense \$14,000 and supplies \$2,000, which comes to \$153,000.

Mr. Soli asked on the Energy Conservation expenses exceeding revenues. He was under the impression that it was going to be a non profit – non loss. Mr. Fournier said that it is the timing of the projects. At one point the account was up to the \$300,000. Mr. Soli noted that employee benefits are over budget and asked if any legislative changes are going to impact this. Mr. Cameron replied he does not believe so, but he can get back to Mr. Soli.

Power Supply Report – May, 2011– Ms. Parenteau (Attachment 4)

The RMLD's total metered load for May was approximately 57.7 MWh, a decrease of 2.28% compared to last May. In June, the Fuel Charge Adjustment was raised by one-half mill to \$.0585 per kilowatt hour. Ms. Parenteau said that they anticipate that this will remain the same in July.

Power Supply Report – May, 2011– Ms. Parenteau (Attachment 4)

Ms. Parenteau reported that the RMLD purchased approximately 24% of its energy requirement from the ISO Spot Market at an average cost of \$43.43 per megawatt hour. The RMLD hit a peak of 121.5 MW at 4:00 p.m. on May 27, 2011. The RMLD's monthly capacity requirement was 212.96 MW. The RMLD paid \$1.524 million for capacity, which is equivalent to \$7.16 per kW-month.

Ms. Parenteau reported that transmission costs for May were \$574,000 which represents a decrease of 7.4% from April.

Ms. O'Neill asked if it would be of any interest to see how the RMLD's peak demand has changed season-to-season over the years. Ms. Parenteau said that she could provide this on a calendar year basis, but noted that weather really drives usage.

Discussion followed.

Engineering and Operations Report – May, 2011 - Mr. Sullivan (Attachment 5)

Gaw Update

Mr. Sullivan reported on the Engineering and Operations Report for May 2011.

Mr. Sullivan said that the Gaw Project had no changes in the tangible milestones with the transfer scheme control wiring on schedule for completion in July. He added that the Gaw project is up to \$2.4 million for the soil remediation expense with this month's expense of \$15,000.

Mr. Sullivan stated that as of this week ten out of 15 projects will be completed. He listed the following projects worked on during the month: Projects 1, 2, 5, and 36.

Mr. Sullivan said that there were no commercial installations and 30-35 residential installations for the month. In routine construction there were 41 cutouts replaced making a total of 379 for FY 2011.

Mr. Sullivan reported on the Reliability Report: Customer Average Interruption Duration Index (CAIDI) is at 56.31 minutes, the rolling average is 46.23 minutes, which is up slightly from April to May by two minutes, and the rolling average is 4.5 minutes below the four year average. The System Average Interruption Frequency Index (SAIFI) was 0.25 incidents, with the rolling average 0.49. The rolling average decreased due to the dropping of the May 2010 SAIFI of 2.79 which was high. The Months between Interruptions (MBTI) increased from 23 to 24 months.

Mr. Sullivan provided an update on the reliability statistics numbers (including the May 1 storm): 93 calls, 19 outages, 618 customers affected, no feeder outages, 14 area outages, and five service outages.

Mr. Sullivan reported that the running total of installed meters is about 6,000. Ms. Snyder inquired if that was for residential meters. Mr. Sullivan replied, yes.

M.G.L. Chapter 30B Bid (Attachment 6)

2011-12 Sale of Surplus Meters

Mr. Sullivan reported that this bid is for residential meters that will be removed as a result of the meter installation project and will be surplus. Mr. Sullivan said that this bid was sent out to nine bidders with two responding. Mr. Sullivan explained that one of the bidders, T & D Surplus, did not complete the required form.

Ms. Snyder made a motion seconded by Mr. Pacino that bid 2011-12 for Surplus Watt Hour Meters be awarded to TDI (Transformer Decommissioning, Incorporated) Division of VPG, Incorporated for total revenue of \$27,500.00 on the recommendation of the General Manager.

Motion carried 5:0:0.

General Discussion

BOARD MATERIAL AVAILABLE BUT NOT DISCUSSED

Rate Comparisons, June, 2011

E-Mail responses to Account Payable/Payroll Questions

Upcoming Meetings

RMLD Board Meetings

Wednesday, July 27, 2011

Wednesday, August 31, 2011 – Ms. Snyder said that she will not be in attendance at this meeting.

There will be a Power & Rate Committee meeting at a date to be determined in July.

Executive Session

At 8:45 p.m. Ms. Snyder made a motion seconded by Ms. O'Neill that the Board go into Executive Session to approve Executive Session meeting minutes of March 30, 2011, to discuss strategy with respect to MMWEC Arbitration and return to Regular Session for adjournment.

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

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

Adjournment

At 9:15 p.m. Ms. Snyder made a motion seconded by Mr. Pacino 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.

Gina Snyder, Secretary
RMLD Board of Commissioners

FINANCIAL REPORT HIGHLIGHTS BOARD REFERENCE TAB B

Financial Report Highlights will be ready prior to RMLD Board meeting.



POWER SUPPLY REPORT
BOARD REFERENCE TAB C



To: Vincent Cameron
 From: Energy Services
 Date: July 20, 2011
 Subject: **Purchase Power Summary – June, 2011**

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

ENERGY

The RMLD's total metered load for the month was 62,125,816 kWh, which was a decrease of 5.95 % compared to June, 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	3,567,788	\$5.54	5.73%	\$19,763	0.62%
Seabrook	5,484,159	\$8.86	8.81%	\$48,589	1.53%
JP Morgan	6,680,000	\$56.82	10.74%	\$379,552	11.92%
Stonybrook CC	2,028,907	\$56.53	3.26%	\$114,692	3.60%
Constellation	7,200,000	\$62.39	11.57%	\$449,177	14.10%
NYPA	1,543,363	\$4.92	2.48%	\$7,593	0.24%
ISO Interchange	9,833,930	\$34.71	15.80%	\$341,363	10.72%
NEMA Congestion	0	\$0.00	0.00%	-\$4,826	-0.15%
Coop Resales	85,733	\$131.95	0.14%	\$11,313	0.36%
Stonybrook Peaking	8,197	\$7.18	0.01%	\$59	0.00%
MacQuarie	23,640,000	\$67.20	37.99%	\$1,588,557	49.87%
Braintree Watson Unit	337,756	\$167.31	0.54%	\$56,510	1.77%
Swift River Projects	1,811,997	\$95.44	2.91%	\$172,935	5.43%
Monthly Total	62,221,830	\$51.19	100.00%	\$3,185,277	100.00%

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

Table 2

Resource	Amount of Energy (kWh)	Cost of Energy (\$/Mwh)	% of Total Energy
ISO DA LMP* Settlement	11,946,737	36.93	19.20%
RT Net Energy** Settlement	-2,112,806	-41.50	-3.40%
ISO Interchange (subtotal)	9,833,930	34.71	15.80%

CAPACITY

The RMLD hit a demand of 148,391 kW, which occurred on June 9, 2011 at 4 pm. The RMLD's monthly UCAP requirement for June, 2011 was 199,846 kW.

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

Table 3

Source	Amount (kW)	Cost (\$/kW-month)	Total Cost \$	% of Total Cost
Millstone #3	4,991	\$62.12	\$310,048	22.64%
Seabrook	7,910	\$56.48	\$446,772	32.62%
Stonybrook Peaking	24,981	\$1.96	\$49,071	3.58%
Stonybrook CC	42,925	\$3.22	\$138,183	10.09%
NYP&A	4,666	\$2.96	\$11,896	0.87%
Hydro Quebec	4,274	\$5.19	\$22,184	1.62%
ISO-NE Supply Auction	99,579	\$2.81	\$279,871	20.44%
Braintree Watson Unit	10,520	\$10.60	\$111,536	8.14%
Total	199,846	\$6.85	\$1,369,561	100.00%

**RT Net Energy: Real-Time Net Energy

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

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

Table 4

Resource	Energy	Capacity	Total cost	% of Total Cost
Millstone #3	\$19,763	\$310,048	\$329,812	7.24%
Seabrook	\$48,589	\$446,772	\$495,361	10.88%
Stonybrook CC	\$114,692	\$138,183	\$252,874	5.55%
Hydro Quebec	\$0	\$22,184	\$22,184	0.49%
Constellation	\$449,177	\$0	\$449,177	9.86%
NYPA	\$7,593	\$11,896	\$19,489	0.43%
ISO Interchange	\$341,363	\$279,871	\$621,235	13.64%
NEMA Congestion	-\$4,826	\$0	-\$4,826	-0.11%
Coop Resales	\$11,313	\$0	\$11,313	0.25%
Stonybrook Peaking	\$59	\$49,071	\$49,130	1.08%
JP Morgan	\$379,552	\$0	\$379,552	8.33%
MacQuarie	\$1,588,557	\$0	\$1,588,557	34.88%
Braintree Watson Unit	\$56,510	\$111,536	\$168,046	3.69%
Swift River Projects	\$172,935	\$0	\$172,935	3.80%
Monthly Total	\$3,185,277	\$1,369,561	\$4,554,838	100.00%

TRANSMISSION

The RMLD's total transmission costs for the month of June, 2011 are \$741,331. This is an increase of 29% from the May 2011 cost of \$574,627. In 2010, the transmission costs for the month of June, 2010 were \$862,371.

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

Table 5

	Current Month	Last Month	Last Year
Peak Demand (kW)	148,391	121,532	152,014
Energy (kWh)	62,221,830	57,739,678	66,124,535
Energy (\$)	\$3,185,277	\$3,015,862	\$3,623,804
Capacity (\$)	\$1,369,561	\$1,524,643	\$1,541,207
Transmission (\$)	\$741,331	\$574,627	\$862,371
Total	\$5,296,169	\$5,115,132	\$6,027,381

Regional Network Service (RNS) TRANSMISSION

Below is a graph which shows the actual Regional Network Service (RNS) transmission rate in \$/kW-year for 2007 through 2010 and the forecasted values for 2011 through 2014.

In FY 2007, the RMLD paid a total of \$3.72 million dollars in transmission payments. It is currently estimated that in FY11, RMLD will pay a total of \$9.01 million.

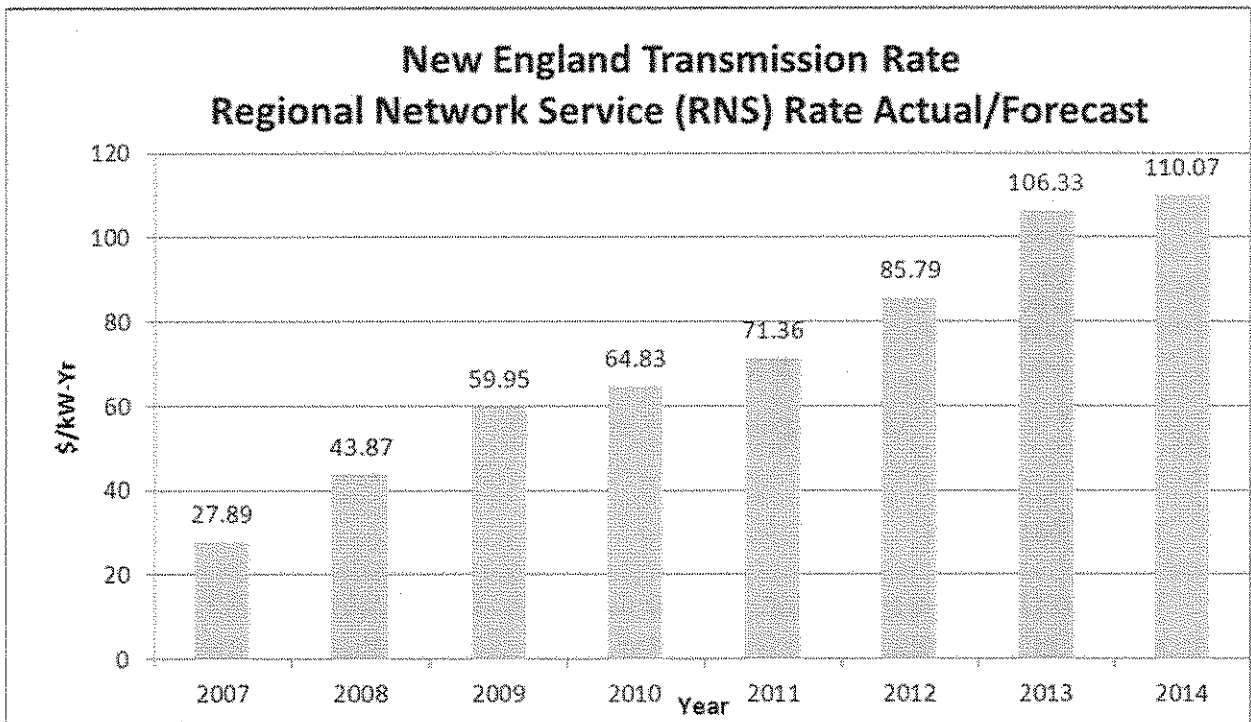


Table 6 compares ISO-NE's forecast for RNS from last year to this year.

Effective Date	Original ISO-NE Forecast	Revised ISO-NE Forecast	Difference Increase/(Decrease)
6/1/2009	\$ 51.85	\$ 59.95	\$ 8.10
6/1/2010	\$ 54.21	\$ 64.83	\$ 10.62
6/1/2011	\$ 61.79	\$ 71.36	\$ 9.57
6/1/2012	\$ 81.20	\$ 85.79	\$ 4.59
6/1/2013	\$ 84.29	\$ 106.33	\$ 22.04
6/1/2014	\$ -	\$ 110.07	

ENGINEERING AND OPERATIONS
REPORT
BOARD REFERENCE TAB D

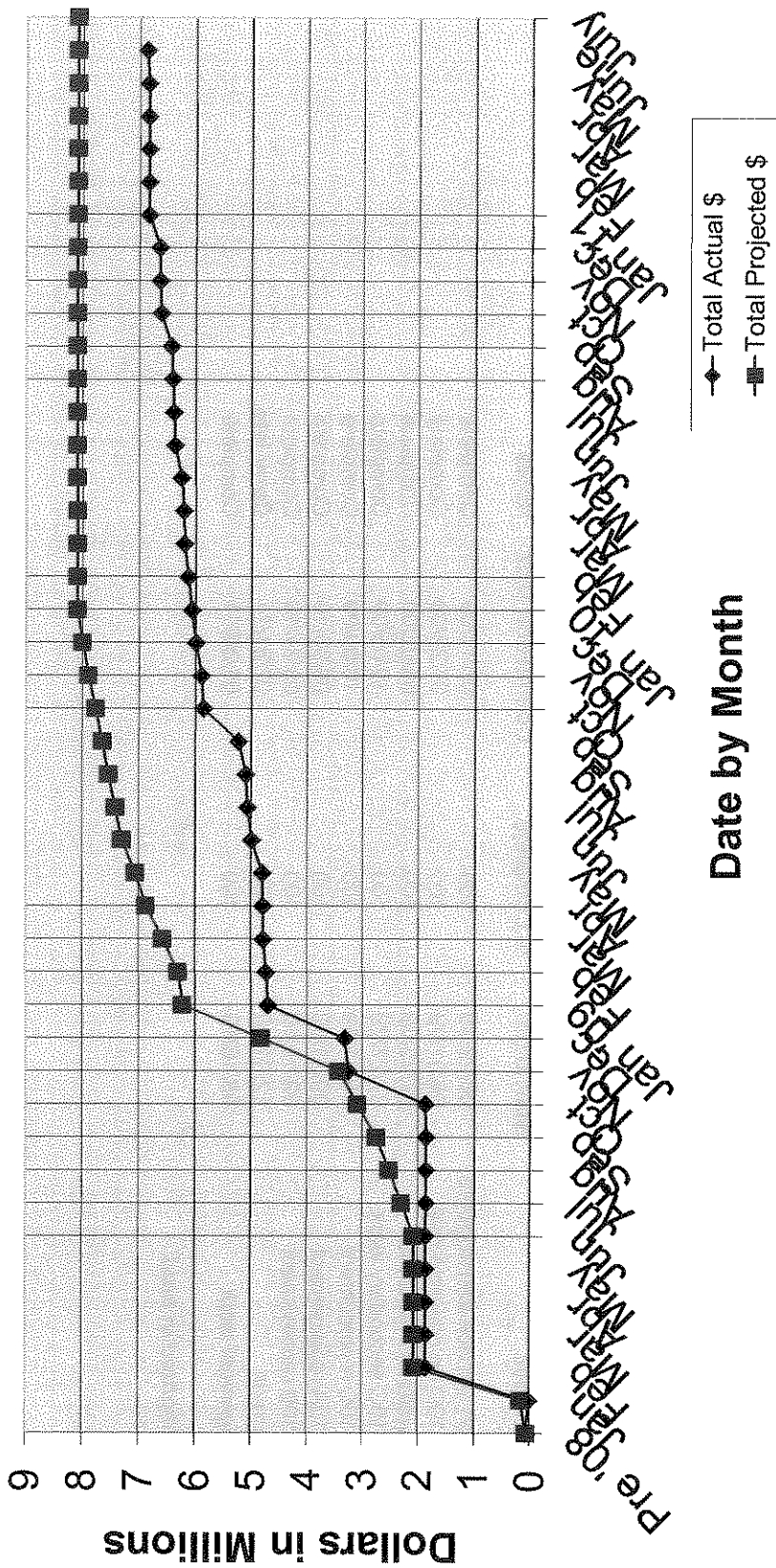


Gaw Transformer Upgrade Project

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</u> Description	Fiscal Yr	<u>Budget</u>		<u>Expenditure</u>		<u>Delta</u> by FY
		Item	Cumulative	Actual	Cumulative	
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		0.369		
Procured Equipment		0.030		0.007		
RMLD Labor		0.064		0.108		
Feeder Reassignment		0.236	8.095	0.048	6.878	
Project Sub-Total		0.875	8.095	6.878	6.878	
Project Total					6.878	-1.217





READING MUNICIPAL LIGHT DEPARTMENT
FY 11 CAPITAL BUDGET VARIANCE REPORT
FOR PERIOD ENDING JUNE 30, 2011

#	PROJECT DESCRIPTION	TOWN	ACTUAL COST JUNE	YTD ACTUAL COST THRU 6/30/11	ANNUAL BUDGET AMOUNT	VARIANCE
<u>E&O Construction - System Projects</u>						
1	4W14 Reconductoring - West Street	W		81,980	234,470	152,490
2	4W14 Extension - Woburn Street	W	30,664	67,556	157,958	90,402
** 3	Station #4 Getaway 4W17 Replacements (FY10 Budget)	R		157,877	169,928	12,051
** 4	Boutwell Street	W		96,215	125,955	29,740
** 5	Chestnut Street	W	4,333	127,852	171,933	44,081
** 6	Haverhill Street - Reconductoring (FY10 Budget)	R		102,718	100,534	(2,184)
** 7	URD Completions-Perkins Farm-Lynnfield and Chestnut Village, North Reading (FY10 Budget)	NR, L		45,068	72,484	27,416
** 8	Salem St.to Glen Rd. 13kV Feeder Tie (FY10 Budget)	W		11,531	11,334	(197)
** 22	Wilmington - Main Street (FY10 Budget)	W		30,834	34,975	4,141
33	4W4 Reconductoring (formerly Project 3)	W			103,315	103,315
** 36	3W8 Salem Street & Baystate Road (formerly Project 6)	R	6,168	182,835	207,439	24,604
** 37	Elm Street (Formerly Project 7)	NR		155,262	132,011	(23,251)
<u>Station Upgrades</u>						
<i>Station #4</i>						
** 38	115kV Insulator Replacement (formerly Project 8)	R		68,058	144,323	76,265
** 9	115kV Disconnect Replacement	R	4,304	11,320	87,975	76,655
11	Transformer Replacement					
	Part 1 - Contractual Labor	R	28,576	368,811	545,500	176,689
	Part 2 - Procured Equipment	R		7,162	30,000	22,838
	Part 3 - RMLD Labor	R	3,600	108,184	64,324	(43,860)
	Part 4 - Feeder Re-Assignment	R		47,627	236,034	188,407
<i>Station #5</i>						
** 23	15kV Circuit Breaker Replacement (Carryover FY10 Bud)	W		125,552	158,731	33,179
<u>New Customer Service Connections</u>						
12	Service Installations-Commercial/Industrial Customers	ALL	12,474	62,925	55,055	(7,870)
13	Service Installations O/H & U/G - Residential Customers	ALL	17,926	204,111	200,345	(3,766)
14	<u>Routine Construction</u>					
	Various Routine Construction	ALL	93,414	1,032,048	982,565	(49,483)
Total Construction Projects			201,459	3,095,525	4,027,188	931,662
<u>Other Projects</u>						
15	GIS			16,438	20,000	3,562
16	Transformers/Capacitors Annual Purchases			281,715	190,167	(91,548)
17	Meter Annual Purchases		98,907	353,504	765,875	412,371
18	Purchase Two New Small Vehicles			57,136	64,000	6,864
19	Replace Line Department Vehicles			349,279	360,000	10,721
20	Purchase Pole Trailer			14,919	15,000	81
21	Upgrade Lighting Stockroom and Meter Room			3,798	22,400	18,602
24	Enlarge Parking Area and Construct Island				10,775	10,775
27	Hardware Upgrades			9,152	33,700	24,548
28	Software and Licensing			23,354	96,476	73,122
29	Chiller Replacement		3,325	138,150	-	(138,150)
Total Other Projects			102,232	1,247,445	1,578,393	330,948
TOTAL RMLD CAPITAL PROJECT EXPENDITURES			303,691	4,342,970	5,605,581	1,262,611
29	Force Account / Reimbursable Projects	ALL	-	-	-	-
TOTAL FY 11 CAPITAL PROJECT EXPENDITURES			303,691	4,342,970	5,605,581	1,262,611

** completed projects

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

FY 2011 Capital Plan

E&O Construction – System Projects

1. **4W14 Reconductoring – West Street – Wilmington** – *Project on hold due to heat.*
2. **4W14 Extension – Woburn Street - Wilmington** – *Install switches; transfer circuit; replace pole; install primary; transfers; energize primary; install “P” line; install gang operated switch.*
3. **Station #4 Getaway 4W17 Replacements – Reading** (FY10 Budget) – *Project complete*
4. **Boutwell Street – Wilmington** – *Project complete.*
5. **Chestnut Street – Wilmington** – *Project complete. Final pole transfer and new cut out installed.*
6. **Haverhill Street – Reading – Reconductoring** - (FY10 Budget) – *Project complete.*
7. **URD Completions** – *Project complete.*
8. **Salem Street to Glen Road 13 kV Feeder Tie – Wilmington** – (FY10 Budget) – *Project complete.*
22. **Wilmington – Main Street** (FY 10 Budget) – *Project complete.*
33. **4W4 Reconductoring – Wilmington** – *No activity.*
36. **3W8 Salem & Bay State Road – Reading** – *Project complete. Engineering labor; reinstalled capacitor bank; pole transfers.*
37. **Elm Street – North Reading** – *Project complete.*

Substation Upgrade Projects

38. **115kV Insulator Replacement – Station 4 – Reading** – *Project complete.*
9. **115kV Disconnect Replacement – Station 4 – Reading** – *Project complete. Senior Tech and Line Crew labor.*

11. **Transformer Replacement – Station 4 – Reading:**
 Part 1 – Contractual Labor – PLM Electric Power Engineering invoice paid.
 Part 2 – Procured Equipment –
 Part 3 – RMLD Labor – *Senior Tech labor*
 Part 4 – Feeder Re-Assignment –

23. **15kV Circuit Breaker Replacement – Project complete.**

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. *Note: Commercial services included 100 and 400 Research Drive, 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.

Note: These numbers are preliminary.

<i>Pole Setting/Transfers</i>	\$245,498
<i>Maintenance Overhead/Underground</i>	\$393,870
<i>Projects Assigned as Required</i>	\$54,978
<i>Pole Damage (includes knockdowns) some reimbursable</i>	\$67,422
<i>Station Group</i>	\$10,900
<i>Hazmat/Oil Spills</i>	\$0
<i>Porcelain Cutout Replacement Program</i>	\$28,990
<i>Lighting (Street Light Connections)</i>	\$40,208
<i>Storm Trouble</i>	\$13,922
<i>Underground Subdivisions</i>	\$54,470
<i>Animal Guard Installation</i>	\$8,020
<i>Miscellaneous Capital Costs</i>	\$113,770
TOTAL	\$1,032,048

*In the month of June, three cutouts were charged under this program. Approximately 19 cutouts were installed new or replaced because of damage making a total of 22 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.

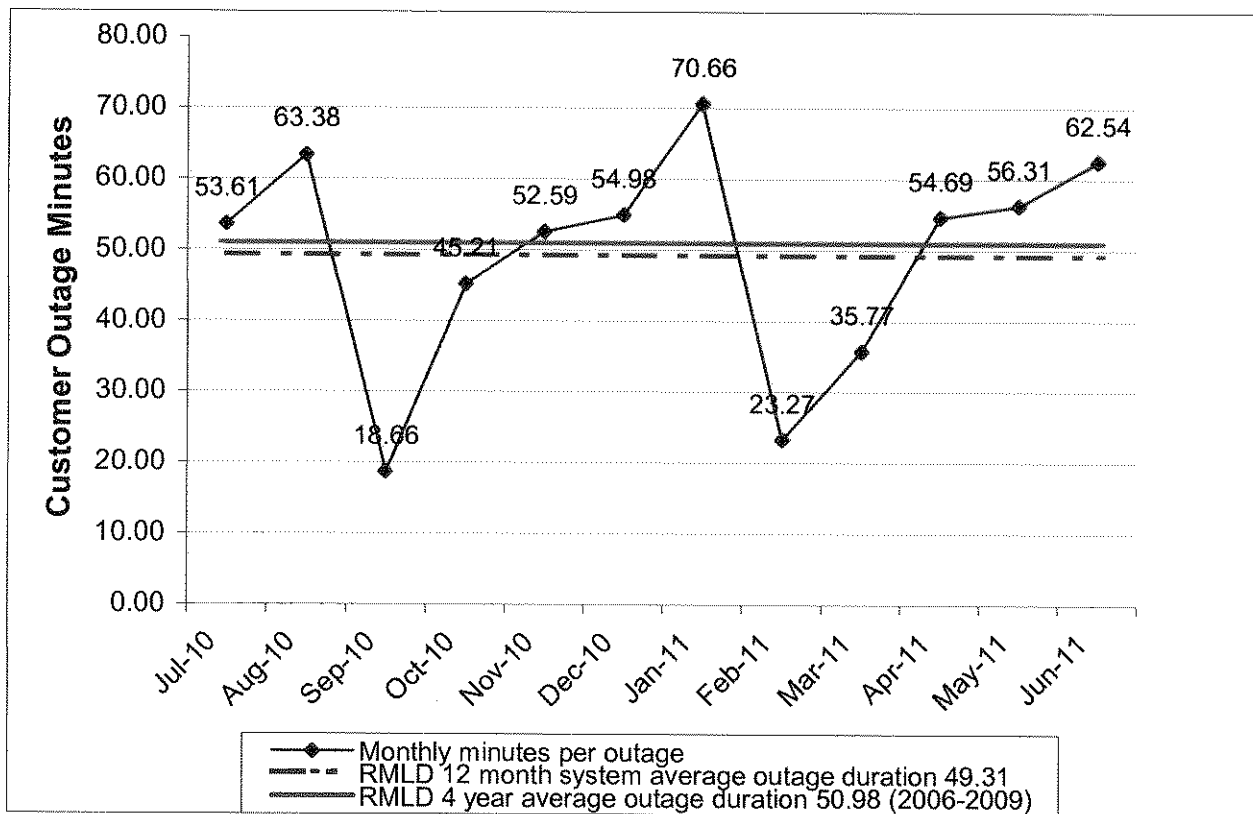
Customer Average Interruption Duration Index (CAIDI) – Measures how quickly the RMLD restores power to customers when their power goes out.

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

RMLD 12 month system average outage duration – 49.31 minutes

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

On average, RMLD customers that experience an outage are restored in 49.31 minutes.



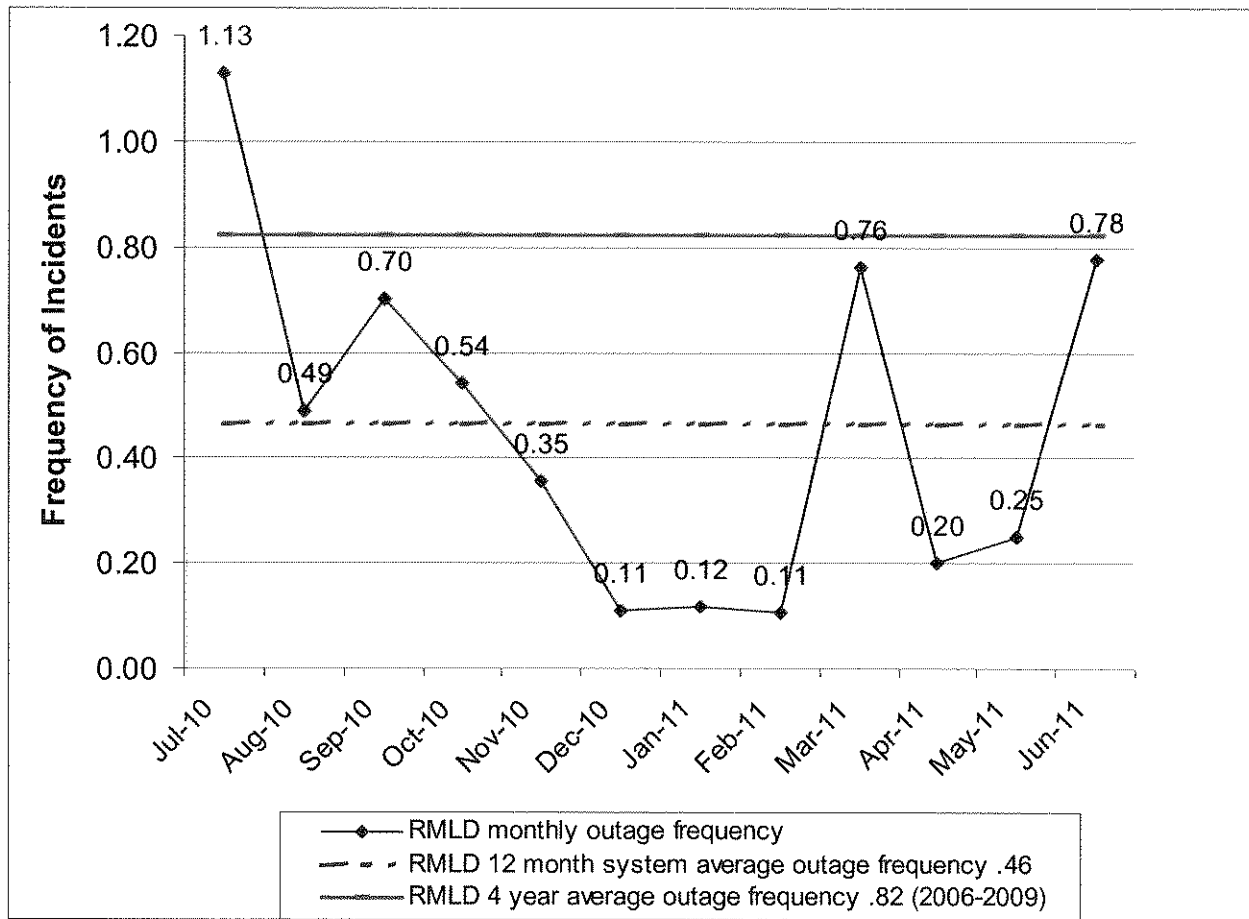
System Average Interruption Frequency (SAIFI) – Measures how many outages each customer experiences per year on average.

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

RMLD 12 month system average - .46 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 every 26 months.

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





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

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

June 20, 2011

Town of Reading Municipal Light Board

Subject: Fleet Pressure Washing

On May 31, 2011 a bid invitation was placed as a legal notice in the Reading Chronicle requesting proposals for Fleet Pressure Washing for the Reading Municipal Light Department.

An invitation to bid was mailed or e-mailed to the following:

Amazing Auto Detailing Mobile Services

Clean N' Brite Mobile Wash Services, Inc.

Elite Pressure Washing

Insta-Brite Mobile Washing, Inc.

Bids were received from Elite Pressure Washing and Clean N' Brite Mobile Wash Services, Inc.

The bids were publicly opened and read aloud at 12:00 p.m. June 17, 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.

Move that bid 2012-03 for Fleet Pressure Washing be awarded to:

Elite Pressure Washing for \$43,290.00

Item 1	Fleet Pressure Washing	\$43,290.00
--------	------------------------	-------------

as the lowest qualified and responsive bidder on the recommendation of the General Manager. This is a three year contract.

The FY 2012 Operating Budget amount for this item is \$14,700.00.

Vincent F. Cameron, Jr.

Joseph J. Donahoe

Craig Owen

Fleet Pressure Washing
IFB 2012-03

Bidder **Elite Pressure Washing**

Re-BID PRICING

Friday, June 17, 2011

	August 1, 2011 - June 30, 2012	July 1, 2012- June 30- 2013	July 1, 2013 - June 30-2014
Cost per Wash	\$360.00	\$370.00	\$380.00
Total Per Year	\$14,040.00	\$14,430.00	\$14,820.00

Total Contract for three years

\$43,290.00

ORIGINAL BID PRICING

Wednesday, June 15, 2011

	August 1, 2011 - June 30, 2012	July 1, 2012- June 30- 2013	July 1, 2013 - June 30-2014
Cost per Wash	\$450.00	\$450.00	\$450.00
Total Per Year	\$17,550.00	\$17,550.00	\$17,550.00

Total Contract for three years

\$52,650.00

Fleet Pressure Washing
IFB 2012-03

Bidder **Clean N' Brite Mobile Wash Services, Inc.**

Re-BID PRICING

Friday, June 17, 2011

	August 1, 2011 - June 30, 2012	July 1, 2012- June 30- 2013	July 1, 2013 - June 30-2014
Cost per Wash	\$410.00	\$410.00	\$410.00
Total Per Year	\$15,990.00	\$15,990.00	\$15,990.00

Total Contract for three years

\$47,970.00

ORIGINAL BID PRICING

Wednesday, June 15, 2011

	August 1, 2011 - June 30, 2012	July 1, 2012- June 30- 2013	July 1, 2013 - June 30-2014
Cost per Wash	\$432.00	\$450.00	\$468.00
Total Per Year	\$16,848.00	\$17,550.00	\$18,252.00

Total Contract for three years

\$52,650.00

BOARD MATERIALS AVAILABLE
BUT NOT DISCUSSED



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

July-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 109,500 kWh's 250,000 kW Demand 80/20 Split
READING MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$102.15	\$181.78	\$119.32	\$923.94	\$176.72	\$4,297.92	\$11,867.94
PER KWH CHARGE	\$0.13621	\$0.12119	\$0.11932	\$0.12657	\$0.16363	\$0.12280	\$0.10838
NATIONAL GRID							
TOTAL BILL	\$114.45	\$202.08	\$134.01	\$1,046.78	\$149.49	\$4,286.87	\$11,807.33
PER KWH CHARGE	\$0.13527	\$0.13472	\$0.13401	\$0.14340	\$0.13842	\$0.12162	\$0.10783
% DIFFERENCE	-0.69%	11.16%	12.31%	13.30%	-15.40%	-0.96%	-0.51%
NSTAR COMPANY							
TOTAL BILL	\$114.99	\$208.21	\$151.18	\$1,060.84	\$160.47	\$5,924.76	\$14,298.56
PER KWH CHARGE	\$0.15332	\$0.13881	\$0.15118	\$0.14532	\$0.14658	\$0.16928	\$0.13058
% DIFFERENCE	12.57%	14.54%	26.70%	14.82%	-9.19%	37.85%	20.48%
PEABODY MUNICIPAL LIGHT PLANT							
TOTAL BILL	\$93.41	\$180.84	\$122.55	\$967.19	\$161.43	\$4,708.59	\$11,370.37
PER KWH CHARGE	\$0.12454	\$0.12056	\$0.12255	\$0.13249	\$0.14948	\$0.13453	\$0.10384
% DIFFERENCE	-8.96%	-0.52%	2.71%	4.68%	-8.65%	9.56%	-4.19%
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	-2.33%	9.13%	11.16%	3.85%	-4.69%	10.82%	12.33%
WAKEFIELD MUNICIPAL LIGHT DEPT.							
TOTAL BILL	\$98.61	\$190.92	\$129.38	\$983.79	\$159.28	\$4,598.08	\$12,588.87
PER KWH CHARGE	\$0.13148	\$0.12728	\$0.12938	\$0.13477	\$0.14749	\$0.13137	\$0.11497
% DIFFERENCE	-3.47%	5.03%	8.43%	6.48%	-9.86%	6.98%	6.07%





Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, June 22, 2011 10:12 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Kevin Sullivan; Joe Donahoe; Lee Ann Fratoni; Jeanne Foti
Subject: FW: Account Payable Removal and Payroll - June 17

Snyder

1. Asplundh - Why two bill #'s 001973740, 001973781 for same wk?

The second bill was sent because of a mix up in the Asplundh office. The detail bill for the week was 001-973740 The 001-973781 was a duplicate bill for the same work sent by Asplundh and was included in the payables. Both bills are for the same work.

2. Coolersmart - Why all these old bills? Haven't we been paying for water - I recall some water cooler bills from previous warrants - please clarify details.

These bills are for changing the Charcoal filters in the Coolersmart units. The bills you saw in the past are for rentals of the unit. In the past we have asked them to keep their billing up to date.

3. Cushing, Jamallo, Wheeler - Please provide copies of bills for reports on this contract. I can pick them up on Wednesday or next weekend.

I assume the by "contract" you mean the Gaw Soil remediation project. This was not a separate contract. The RMLD's contract for LSP services was done in 2009 and includes this type of work. The amount of bills, including back up is voluminous. I will put all the FY11 bills for CJW related to the Gaw Project on the conference table and you can view them. Please tab what you need copies of.

4. Reading DPW - How does the PO work when RMLD purchases fuel? Shouldn't there be an up-front estimate in the system?

We have an estimate in the budget for fuel for the year. There is not an upfront estimate because the Town of Reading does not know the exact price of either the diesel or regular fuel and we also don't know how much fuel trucks and vehicles are going to use during the any month for the RMLD, police, fire, and DPW.

O'Neill

1. Cushing, Jamallo & Wheeler - There is a bid for LSP services that the Board approved. Is this a separate contract? Was this bid and if so, what is bid number (should be on PO)?

The last bid awarded to Cushing Jammallo & Wheeler was - IFB 2009-40 LSP Services and covers all LSP services needed by the RMLD including the Gaw Soil remediation . The Gaw soil remediation was not a separate contract.

2. Smith - PO not signed for conference registration.

Signed.

O'Neill - Payroll

1. My question from last week has not been responded to.

It appears in your e-mail this morning that your unanswered question is the following from the May 20,

6/22/2011

2011 Account Payable Questions;

Meter Upgrade Project - Is the residential portion being done on overtime in addition, to regular time? If yes, Why?

My response was. - *The Meter Upgrade Project was initially planned to be performed by RMLD employees on both on straight time and overtime. The straight time loaded rate for an RMLD employee is 1.578 times the employee pay rate. The overtime rate is 1.5 times the employees pay rate.*

My further explanation is that large portion of the Meter Upgrade Project is for the upgrading the residential meters.

As I stated above, the Meter Upgrade project was scheduled to be done by the Senior Meter Techs (2) and the Meter Tech Readers (2) during both straight time and overtime over a two and a half year period. Both the Senior Meter Techs and the Meter Tech Readers have their own work to do during regular hours, therefore, not all meter replacements can be done during the regular work week. There are over 25,000 meters to be replaced. If I did not plan for overtime to complete this project, it would probably be extended at least another year, which I did not want.

The RMLD could have hired an outside firm to provide personnel to assist in this effort but I did not feel that it was economically viable. The RMLD's employees know the service territory where as an outside firm would require additional management and oversight deploying contractors in the field.

I also was not comfortable giving an outside firm the responsibility of the high level of record keeping involved in this effort. Every meter that is changed out needs to be cataloged correctly and kept in storage for six months per the MDPU requirements. The new meters also have to be cataloged so that they are properly recorded and input to the RMLD's database.

I am also sensitive to the fact that meter change outs require workers to enter private property. I am comfortable having RMLD employees on private property performing the change outs.

Please let me know if you need more information on this subject.

Jeanne Foti
Executive Assistant
Reading Municipal Light Department
781-942-6434 Phone
781-942-2409 Fax

 Please consider the environment before printing this e-mail.

Jeanne Foti

From: Vincent Cameron
Sent: Tuesday, June 28, 2011 1:42 PM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soii
Cc: Bob Fournier; Joe Donahoe; Jane Parenteau; Lee Ann Fratoni; Jeanne Foti
Subject: Account Payable Removal - June 24
Snyder

1. DNS Alpha Mechanical - Could you clarify what work has been done by this company and why not under a single PO for the whole job?

There has been a moderate amount of activity by Alpha Mechanical to get the chillers working since the new cooling towers have been installed. There has been some emergency work for leaks, instrumentation has been moved to different locations to satisfy the chiller logistics, and some scaling issues within the chillers. This work is not under one project number and is recorded on reqs. and POs as the work is needed.

2. Doble Engineering - Please flag any results that are positive for PCBs.

I will.

3. Microdesk - What is Iron Speed + how does it relate to the GIS contract + prior GIS training?

Iron Speed is a rapid application development software. It supports the Outage Management Systems (OMS) and Utility Authorization Number (UAN) programs. It is envisioned that the OMS will be integrated with the GIS in the future.

O'Neill

1. Sustainable Life Solutions - It doesn't make a lot of sense to me to create all this paperwork for a \$10 (1 unit) drawdown on a \$5K PO. Can't we come up with another approach?

The request of reimbursement for the rebates for the power strips come in from time to time. I encourage consolidating the paperwork, but I don't want to hold onto payments to save paper because SLS expects the payment on a timely basis.

2. Wesco - Is there a way of consolidating these inventory purchases, e.g., two types of hammers, quantity of two each @ \$25 and \$30 each with separate PO's + invoices?

I will look into seeing if we can consolidate on our end. What is done on WESCO 's end is endemic to their billing system.

Jeanne Foti

From: Vincent Cameron
Sent: Tuesday, July 12, 2011 1:54 PM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Kevin Sullivan; Lee Ann Fratoni; Jeanne Foti
Subject: Answer to Payables 7-9-11

Soli

1. ENE - What's this?

This is a bill from Energy New England for work they did on behalf of RMLD in a proposed power supply deal that the RMLD did not enter into. The RMLD presented this deal to the Power & Rate Committee in May, 2011. There were several other entities also interested in the power deal. ENE did some up front work on this project and the RMLD is reimbursing them for their efforts.

Snyder

1. Allied Waste - What was the excess disposal?

The RMLD is allowed 3.8 tons per month in waste. In June the amount was 1.34 tons over that amount and was charged for the excess.

2. Fischbach and Moore - June (sic) 6/10/11 WA 11-178. What was the cause for taking the capacitor banks off line at "various locations".

Some capacitor banks were taken off-line because they were not needed for voltage support in the areas of Industrial Way (W), River Park (NR), and West Street (R).

O'Neill

1. Allied Waste - No PO attached.

It is now attached.

Jeanne Foti

From: Vincent Cameron
Sent: Tuesday, July 12, 2011 1:58 PM
To: Jeanne Foti
Subject: FW: Account Payable - July 3

From: Vincent Cameron
Sent: Monday, July 11, 2011 2:20 PM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Lee Ann Fratoni; Steve Kazanjian; Jane Parenteau
Subject: FW: Account Payable - July 3

Snyder

1. Century Bank - Can you explain the columns on the bill - esp. the rejects? It appears the balance is over \$60,000 but we are sending a wire transfer for \$3370.91.

The first column shows the contractual banking fees (\$517.40). Column 2 is the merchant fees for credit cards services (\$2,753.51). Column 3 is rejected payments, and includes on a payment of \$28,134.97, which was actually was found to be a good payment after investigation. Column 4 is for monthly processing (\$100). Interest is what is earned on the account. Column 5 is the RMLD deposits into the account for payment to Sage. Column 6 is the total of all deposits. The Total column is the net amount of all columns. This is a new vendor that handles the RMLD credit card processing and is expected to be less expensive than the previous credit card processing vendor.

2. Ad King - What are the sand pails for? Promo links to what?

The sand pails are for the educational/informational events the RMLD attends (Friends and Family Day) or runs (tours of the RMLD facility for schools and other organizations).

3. Hudson River - What is the PTF Revenue Requirement?

The Pooled Transmission Facility (PTF) Revenue Requirement is the annual estimated cost to operate the transmission system in New England.

O'Neill

1. A+B Trailer Repair - PO is dated 9/24/10, invoice 6/20/11, but there is no date on invoice re: when work was actually performed.

The estimate for the trailer was from last September. The work was done October, 2010. The RMLD asked several times for an invoice but the company had internal reasons for not invoicing the RMLD until recently.

2. Covino Environmental Associates - Same comment as above, PO dated 2/24/11, invoice dated 6/20/11, no date of service for when worked performed.

The work was performed between February 24 and May 2, 2011.

3. Riemetis - GM signature needed on 9th invoice.

Done.

7/12/2011

4. Tyndale - Why are orders being placed in June on a PO that was closed 5/31? What was bid amount approved by Board in Feb. 2010 and what is total paid on PO?

Items that were listed on invoice were all purchased in the month of May, so an expired purchase order was not used. Bid amount approved was for approximately \$40k over the life of the 3-year contract. Amount spent on old purchase order was \$12,001.

Jeanne Foti

From: Vincent Cameron
Sent: Wednesday, July 20, 2011 10:11 AM
To: Richard Hahn; Phil Pacino; Gina Snyder; Mary Ellen O'Neill; Bob Soli
Cc: Bob Fournier; Beth Ellen Antonio; Lee Ann Fratoni; Jeanne Foti
Subject: Account Payable - July 18

Soli

1. Cadwalader - What's (Who's) this?

At the June 22, 2010 RMLD Board Executive meeting I gave the RMLD Board an update on the MMWEC Arbitration. During this update I explained that Rubin and Rudman requested that Cadwalader perform some work for preparations for the depositions. This is the RMLD portion of the bill for that work.

2. Lexis - What's this?

Lexis Nexis is a computer search engine that is used by Customer Service to research necessary information.

3. PUMIC - What have we learned?

I don't understand your question.

Snyder

1. ERequestor - What is this system?

This is the paperless computer program that handles the requisition process.

2. Roffi - Could you explain what the policy is? Is it the same as the town's policy?

The RMLD Sick Time Buy Back is according to RMLD Policy 7 and the union contracts. Each employee signs a beneficiary form, instructing the RMLD to pay this benefit to a person in the event of death. I don't know the specifics of the Town of Reading's Sick Time Buy Back program.

3. Survalent - It seems a little unusual to pay for 5 years up front are we protected if they go out of business?

This was brought to Town Meeting and the RMLD Board during the last half of 2010. Under municipal law the RMLD can only sign contracts for three years unless we get approval from Town Meeting and the RMLD Board. Survalent offered the RMLD a 25% discount (about \$12,750) if we signed a five-year maintenance agreement. The RMLD went to the Subsequent Town Meeting last fall and received permission and then went to the RMLD Board and they accepted the contract at the December meeting.

4. Taylor - Why 2 stations? + Where are they?

To get a better idea of the weather conditions in the RMLD service territory. Reading and Boston.

5. Thrive - What was the quote process for this PO?

We went out for three quotes since it was under \$25,000.

7/20/2011

6. CDM - I would like an explanation + presentation on GIS.

I will contact Chairman Hahn to put it on the agenda for a future meeting.

O'Neill

1. Reading Lumber - Why are we not paying PO amount - no note on PO that only one item received.

Only one item was picked up. I will note on PO.

Payroll

O'Neill

1. Wyman - Why is this employee considered "retired". I didn't think she worked here long enough for that designation.

Wyman left the employ of the RMLD. She was listed with two other employees that also left and happened to have retired.

2. Carpenter - Does the tuition reimbursement policy allow for the reimbursement of tuition through fringe benefits? Have we established a semester or annual limit for such reimbursement? Do we have a "must work for X amount of time" provision for employees who receive tuition reimbursement?

Reimbursement through fringe benefits is a tax issue. RMLD Policy 17 states that "RMLD will reimburse for no more than 6 courses per calendar year. Any circumstances, which require more, will need special approval of the Human Resources Manager and the General Manager." Policy 17 also states "An employee leaving the RMLD within 1 year of completing a course after receiving reimbursement will lose the 10% holdback." This holdback applies to employees attaining their required degree and not employees taking graduate courses.