

**STERLING MUNICIPAL LIGHT DEPARTMENT
SPECIAL MEETING MINUTES**

Tuesday, August 17, 2010

BOARD MEMBERS: Matthew Stelmach, Chairman
Michael Rivers, Clerk
Arthur J. Coughlin, Sr., Third Member

INTERIM MANAGER: Gregory DeStasi – Interim General Manager

MINUTES: Christine Arsenault – Senior Accountant

CUSTOMERS: Mr. David Comeau, Sterling
Mr. Michael Forance, Sterling
Mrs. Nancy Kristoff, Sterling
Mr. Richard Maki, Sterling
Mr. Michael Padula, Sterling
Mr. Larry Pape, Sterling
Mr. Michael Pineo, Sterling
Mr. George Pape, Sterling

Matthew Stelmach (Stelmach) opens the meeting at 5:00 p.m.

All Board members present

APPROVAL OF THE AGENDA

Michael Rivers (Rivers) makes a motion to approve the Tuesday, August 17, 2010 agenda adding to #7 to schedule the first meeting of subcommittee to be established. Arthur Coughlin (Coughlin) seconds the motion. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

GENERAL MANAGER SEARCH

Stelmach discusses what has happened so far with search and that the Board has final decision.

Rivers lets the search subcommittee (committee) applicants know that they are open subject to Open Meeting Laws, must take minutes and post the meeting in the appropriate manner.

GENERAL MANAGER SEARCH SUBCOMMITTEE

Stelmach states that we have nine applications for the committee. We were expecting five. We have a nice cross section of people. Rivers states that we have a qualified group and there is no reason to why we cannot have nine.

George Pape asks if the committee will be made up of four from the community and one from the Board? Padula feels that nine is too large a group and that seven may be enough.

Rivers asks Stelmach to read the list of committee members. Stelmach reads the list of committee members as follows: **Mr. David Comeau, Mr. Joseph Curtin, Mr. Richard Farrar, Mr. Michael Forance, Mrs. Nancy Kristoff, Mr. Richard Maki, Mr. Michael Padula, Mr. Larry Pape, and Mr. Michael Pineo.** The cross section of residents would be a great mix to have on the committee. Stelmach's concern is how to dwindle the

committee down to seven. Coughlin does not want to offend anyone by cutting someone from the committee. Rivers says there probably would not be all of them there at all of the meetings. Rivers does not have a concern with all nine being on the committee. Liaison of the Board needs to be there all of the time. Stelmach states that he does not have the time. Rivers says that he would be willing to be there. Coughlin says that he would be an alternate. Stelmach will be the second alternate.

Rivers makes a motion to assemble the subcommittee with the people from the above list, designating Rivers as the liaison, and Coughlin the alternate liaison for the purpose of finding a general manager. Coughlin seconds the motion. Role call: Rivers aye, Coughlin aye, Stelmach, aye. Unanimously approved by the Board.

FORMULATE JOB DESCRIPTION

Discussion was held about the general manager's job description and how it will help the subcommittee to understand what the day-to-day tasks of the manager entail. Stelmach states that interviewing Board members and the employees is a possibility. Stelmach asks Greg DeStasi (DeStasi) if the SMLD has job descriptions for all other employees. DeStasi replies yes.

Forance asks if the subcommittee and the SMLD have to go through the Town of Sterling in order to hire the new general manager. Stelmach replies no the Town is not involved in the process.

ADVERTISING

Stelmach wants to get the advertisement (ad) in the papers and respective places to get candidates in promptly. Stelmach and Rivers have suggestions where to place the ad; examples are APPA, NEPPA, MMA, as well as the traditional papers, and have the resumes back in to the SMLD by the end of September. Stelmach says that the search is to be kept confidential. Rivers states the primary interviews will be held in Executive Session and the final interviews will be held in Open Session. Forance suggests Central Register as well. Pineo asks if end of September is too far out. Discussion was held regarding the time frame. Rivers states that we ought to allot a budget to know how much to spend. Rivers states that there should be an initial budget for \$1,500. The Board is in agreement with the \$1,500 to start with. Comeau asks if the general manager's salary is public knowledge. Stelmach says yes it is public. Stelmach says that we are pretty close, if not above, to market rate considering the job. It is up to the committee to decide what the salary requirements are.

Rivers asks how much of a background check they want to do on the candidates. Stelmach states the background checks will come later with the final candidates. CORI checks are good to do as well as maybe a credit check.

Forance asks how many applicants the Board is looking to interview. Stelmach says he would like to see five but that will be determined as you go through the process. Rivers states that Holden developed a set of questions that each applicant was asked in each interview. Perhaps those could be a guide?

Comeau asks if the Board could give the top 3 qualities for the manager. Coughlin says he is looking for a person who can handle the position, stand-up for what he would like to achieve; Stelmach says honesty and honest disclosure about what is happening and being able to tell the good with bad as well as personality that it will take to click with all the employees and Board; Rivers says he is looking for personality as well as a humble self-confidence; technical knowledge and being able to manage strict budget controls to lower overhead. Rivers wants to see the candidate be able to manage a budget, be an entrepreneurial businessperson who makes smart decisions. The candidate should be technologically advanced but have business management skills to be able to run a small to medium type business.

Larry Pape (Pape) asks if the candidate should be open to alternative energy sources. Stelmach replies yes as long as it makes financial sense for the Town. Rivers wants cheap reliable power.

Pape asks the Board what they do not want to see in a manager. They do not want a lackey, one that lies down at the first sign and cannot defend himself. Forance asks about a strong MMWEC background? Stelmach replies the candidate does not have to have a strong MMWEC background. Rivers replies he would not like to see someone with animosity or an empire builder. The candidate needs to be accessible and approachable. Forance asks if there is anyone who should not be included. Stelmach replies that all are included with appropriate qualifications. Padula asks about a retiring person? Stelmach replies that no one should be overlooked. Rivers expects the person to be here five to ten years. Rivers says he would like to see the candidate be able to think through policies, so that when a crisis happens they will be able to address and work under pressure. The candidate will be responsible for quick disaster response.

SCHEDULE AND DEADLINES FOR APPLICANTS

Stelmach says he is looking for a 90 days time frame. Rivers responds that he would like to see them here so they can work with and be responsible for the budget that is being set for the new fiscal year.

FIRST MEETING OF THE SUBCOMMITTEE

Stelmach states the first meeting should be held next week, with the advertisement going out right after and applications in to the SMLD by end of September. The final recommendations should be to the Board by end of October beginning of November. The first meeting will be held on Wednesday, August 25, 2010 at 6 p.m. in the Selectmen's room if it is available. Stelmach asks DeStasi if Meggin Hendley (Hendley) can send over the meeting posting to the Town Hall. The agenda should be brief with final job description and anything else that may come before them. Hendley will be the liaison at the SMLD. Rivers gives the committee his e-mail address. Stelmach also asks that Chapter 164 and the Open Meeting Law be given to the new subcommittee.

NEXT BOARD MEETING

The next regular SMLD Light Board meeting will be on August 31, 2010 at 5:00 p.m.

MOTION TO ADJOURN

Rivers makes a motion for the Light Board to adjourn the meeting. Coughlin seconds the motion. Role call. Coughlin, aye. Rivers, aye. Stelmach, aye. Unanimously approved by the Board.

The meeting adjourns at 6:00 p.m.

ATTEST:


- Michael Rivers, Clerk

DATE:

12/1/10

In compliance with the Open Meeting Law Guide, attached is a list of all material that was provided in Open Session at this Sterling Municipal Light Department Light Board meeting:

- . Light Board Meeting Sign In Sheet
- . Agenda
- . GM Search newspaper articles: The Landmark, The Meetinghouse News
- . Subcommittee interested parties
- . Draft of GM job description
- . GM search draft ad
- . Subcommittee interested parties correspondence