

**STERLING MUNICIPAL LIGHT DEPARTMENT
MEETING MINUTES
REGULAR SESSION**

DATE: Wednesday, November 21st, 2012
LOCATION: SMLD Conference Room, 50 Main Street,
Sterling, MA

BOARD MEMBERS: Michael Rivers (Rivers), Chairman
Matthew Stelmach (Stelmach), Vice-Chairman
George Pape (Pape), Clerk

SMLD STAFF: Meggin Hendley (Hendley) – Office Assistant

OTHER ATTENDEES: None

1:02pm Meeting brought to order. Rivers opens the meeting with a Roll Call attendance, Pape present, Rivers present, and Stelmach present.

PLEDGE OF ALLEGIANCE

Board members and attendance pledged allegiance to the flag of The United States of America.

APPROVAL OF THE AGENDA

Rivers discussed approval of the agenda. Pape requested that items 5 and 6 be removed from the agenda since the meeting was called solely to discuss catching up on meeting minutes. Discussion ensued. It was agreed that only item 5 would be deleted.

1:14pm Pape moved to approve the agenda as modified. Motion seconded by Stelmach. Roll call vote: Stelmach aye, Pape aye, Rivers nay. Motion approved by the Board.

APPROVAL OF MINUTES

There were no minutes available for approval at the time of the meeting. The Board developed an action plan to get all outstanding past meeting minutes processed, approved, and posted.

It was agreed that a new taker of minutes was needed as well as a backup person. The Manager will be tasked with contracting two new stenographers for this purpose. SMLD staff will only be used as a third and final backup option.

It was agreed that the prepared date and revision number must appear on all future copies of draft meeting minutes.

It was agreed that revised meeting agendas would be attached to future meeting minutes for reference.

Stelmach to provide examples of past meeting minutes to Hendley for guidance.

The following list of missing or incomplete minutes was identified and action to complete assigned in bold print:

- February 22, 2011, Executive Session #2 Renewable Energy Portfolio
- March 29, 2011, Executive Session #1 Renewable Energy Portfolio – **Stelmach to prepare minutes.**
- March 29, 2011, Executive Session #2 Mueller Agreement – **Stelmach to prepare minutes.**
- April 5, 2011, Regular Session - No meeting held, no minutes required.
- April 26, 2011, Executive Session #2, Personal Policy Manual – Minutes already completed.
- April 26, 2011, Executive Session # 3, DEP Audit - No meeting held, no minutes required
- May 10, 2011, Regular Session – **Rivers to prepare minutes.**
- May 10, 2011, Executive Session, DEP Audit – **Rivers to prepare minutes.**
- May 31, 2011, Executive Session, Personal Policy Manual - No meeting held, no minutes required
- July 19, 2011, Executive Session, Personal Policy Manual - Minutes already completed.
- July 26, 2011, Executive Session, Renewable Energy Portfolio – **Pape to prepare minutes.**
- November 1, 2011, Executive Session, Personal Policy Manual – **Pape to prepare minutes.**
- November 15, 2011, Executive Session, Personal Policy Manual – **Rivers to prepare minutes.**
- December 6, 2011, Executive Session #1, Renewable Energy Portfolio – **Stelmach to prepare minutes.**
- December 6, 2011, Executive Session #2, Personal Policy Manual – **Stelmach to prepare minutes.**
- December 6, 2011, Executive Session #3, Approval of Executive Session Meeting Minutes – **Stelmach to prepare minutes.**
- January 3, 2012, Executive Session, Renewable Energy Portfolio - No meeting held, no minutes required
- January 31, 2012, Regular Session – **Hendley to prepare minutes.**
- January 31, 2012, Executive Session, Renewable Energy Portfolio – **Hendley to prepare minutes.**
- March 29, 2012, Regular Session – **Rivers to prepare minutes.**

- March 29, 2012, Executive Session, Renewable Energy Portfolio, – **Rivers to prepare minutes.**
- July 31, 2012, Regular Session – **Hendley to prepare minutes.**
- July 31, 2012, Executive Session #1, Collective Bargaining Agreement – **Hendley to prepare minutes.**
- July 31, 2012, Executive Session #2, Future Energy Purchase Strategy – **Hendley to prepare minutes.**
- August 28, 2012, Regular Session – **Hendley to prepare minutes.**
- August 28, 2012, Executive Session #1, Berkshire Wind Contract – **Hendley to prepare minutes.**
- August 28, 2012, Executive Session #2, Collective Bargaining Agreement – **Hendley to prepare minutes.**

FINCOM REQUEST FOR INFORMATION RELATED TO P.I.L.O.T.

Rivers presented a draft letter to the Town Administrator responding to her request on behalf of the Finance Committee for projections of “in-kind” services the SMLD expects to provide the town. It was agreed that the response letter was needed, but that it should come from the Manager, not the Light Board. A detailed spreadsheet of “in-kind” services should be attached.

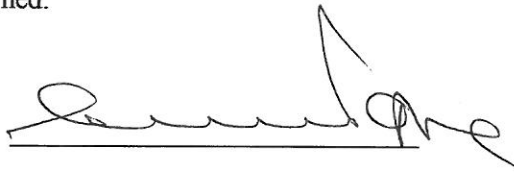
NEXT BOARD MEETING

Rivers noted the Board’s next Regular Meeting will be November 28th at 5:00pm.

MOTION TO ADJOURN

2:54pm Stelmach moved to adjourn Regular session meeting. Motion seconded by Pape. Roll call vote: Rivers aye, Stelmach aye, and Pape aye. Unanimously approved by the Board. Meeting Adjourned.

ATTEST:



DATE:

3/2/13

List of Referenced Documents:

Revised SMLD Agenda, 11/21/12

Draft letter to Town Administrator regarding “in-kind” services, 11/21/12