

Groveland Municipal Light Department
Minutes of Meeting
November 14, 2016

Present: K. Cross, S. LaBelle, S. Daniels, & M. Cloutier

Time Started: 4:06 p.m.

The Pledge of Allegiance was performed by all present.

Approval of the Agenda:

- Motion to approve by S. Daniels.
- 2nd by K. Cross.
- All in Favor.

Approval of Minutes of October 4, 2016

- Motion to approve by K. Cross.
- 2nd by S. Labelle.
- All in Favor.

Approval of Warrants 17-15, 17-17:

- Motion to approve by S. LaBelle.
- 2nd by S. Daniels.
- All in Favor.

Succession Plan Discussion:

- M. Cloutier notified the Commissioners that he accepted a job at the Middleton Electric Light Department. He stated that he has not finalized a start date, and is hoping to push it off until the end of January 2017.
- M. Cloutier showed the Commissioners an advertisement that was used when he was hired 11 years ago, along with a draft job description for the Manager's position.
- There was discussion about education and experience requirements for new manager candidates. K. Cross expressed his desire to have someone with lineworker experience. All past managers have had that experience, and he feels that it would serve the new manager well. M. Cloutier will edit the job description and advertisement to reflect updated information.
- There was discussion about the timeline for the hiring process. S. LaBelle wondered if we could have a deadline of December 30th for applications and then start interviewing by mid-January. M. Cloutier thought that such a timeline is possible, but ambitious.
- There was consensus to see if Kevin Snow had an interest in becoming the Manager. M. Cloutier said that he had briefly discussed it with him. There was also consensus from the Commissioners to invite Kevin to a meeting in order to get his perspective.
- M. Cloutier will check to see if he is available for a meeting on Thursday at 4:00 p.m.

944 Salem St:

- M. Cloutier gave an update of the work being done at 944 Salem St.
- M. Cloutier mentioned that the gate was installed, but won't be operational until the electrician runs wire to it.
- M. Cloutier stated that the roof was done and siding is being done. Work has begun internally, with drywall being hung. The brick façade is complete, and concrete pads for the HVAC units and front and back walkways will be poured this week.

Manager's Report:

- M. Cloutier handed out the September financial reports.
- Operating cash is up and reserve accounts are still healthy. There is an \$84K payment to GTC that was made in October that isn't reflected in these numbers. The remaining balances in the funds are sufficient to pay for the remainder of the renovation project, while still maintaining responsible balances in reserve.

Adjourn:

- Motion to adjourn the meeting by S. Daniels at 5:36 p.m.
- 2nd by Sean LaBelle.
- All in favor.

Next meeting to be determined

Approval of minutes:

Date:

R. K. Lewis

11-17-2016