

**Reading Municipal Light Department (RMLD) Board of Commissioners**  
**Policy Committee**  
**March 28, 2011**

**Start Time: 6:30 p.m.**

**End Time: 8:15 p.m.**

**Attendees:**

**Committee Members: Mr. Soli and Mses. O'Neill and Snyder**

**RMLD Staff: Mr. Cameron and Ms. Antonio**

Mr. Soli called the meeting to order and asked Mr. Cameron to explain Policy 10 – Credit Cards and Petty Cash. Mr. Cameron said that the RMLD has not had a credit card or petty cash since 2001. It is time for the RMLD to reinstitute both. The RMLD has been purchasing items, mostly on line, that require credit cards because the companies will not take a purchase order. Many of these purchases are for computer related equipment and are done within MGL Chapter 30B.

Discussion ensued.

Mr. Cameron also explained the RMLD has not had petty cash available for employee reimbursement since 2001. Mr. Cameron explained that employees purchase small items that go through the payable process which should be handled by petty cash. Mr. Cameron said that in Policy 10 the petty cash reimbursement limit has been set at \$100, which can be changed from time to time by the General Manager.

Discussion ensued.

The Committee made suggested changes to Policy 10. Mr. Cameron said that the Committee's suggested changes will be made to the Policy and it will be sent back to the Committee members.

Mr. Soli made a motion seconded by Ms. Snyder to recommended Policy 10 – Credit Card and Petty Cash to the RMLD Board.

**Motion passed 3:0:0.**

Ms. O'Neill would like to get input from the remainder of the Board before going to the Board with the Policy 10. Mr. Cameron said he would send the Policy 10 with the changes. Mr. Cameron also suggested that the Policy Committee meet prior to the next Board meeting and then decide at that time whether to present Policy 10 to the Board.

Mr. Soli asked if there was and Environmental Policy, which is on the agenda. Ms. O'Neill said that she did not have a draft Environmental Policy for this meeting and that could be taken up at a future meeting.

Mr. Soli then asked Mr. Cameron to ask the RMLD's legal counsel what the RMLD's liability is if an employee gets into an accident while operating an RMLD vehicle. Mr. Cameron said that the RMLD's insurance company and their lawyers would defend the RMLD in a case where an RMLD employee getting in an accident in an RMLD vehicle and they are found to be negligent.

Discussion ensued.

**Motion to Adjourn**

At 8:15 p.m. Ms. O'Neill made a motion seconded by Mr. Soli to adjourn the Committee Meeting.

**Motion carried 3:0:0.**