

**Reading Municipal Light Department (RMLD) Board of Commissioners**  
**Policy Committee Minutes**  
**Wednesday, September 17, 2014**  
**General Manager's Conference Room**

**Start Time:** 6:35 p.m.

**End Time:** 6:50 p.m.

**Attendees:**

**Committee Members:** Messrs. Pacino, Stempeck and O'Rourke

**Board Members:** Mr. Talbot, RMLD Board Chairman

**RMLD Staff:** Mses. Antonio, Foti and Parenteau

Mr. Jaffari

**Guest:** Chris Pollart, Esquire, Rubin and Rudman

**Call Meeting to Order**

Chairman Pacino, Chair of the Policy Committee called the meeting to order at 6:35 pm.

**RMLD Policy 2, Revision 4 Surplus Material (Attachments)**

Mr. O'Rourke stated that when the Policy Committee had met previously, one of the suggestions was to have the Board of Commissioners approve the sale of the surplus assets however, within the proposed Surplus Material Policy that is precluded. Mr. O'Rourke said that in the spirit of good governance and based on past experience, he is suggesting a role in the process that the Board could play. This would be in addition to the General Manager's signatory.

Mr. Pollart responded that from a legal perspective, the Board and Manager play complimentary, but very different roles. Under the Golubek decision, the Board sets policy and the Manager executes the policy and all decisions relative to the policy. The Board can have a policy in place if you have surplus equipment in excess of \$25,000 that requires disposal then you can follow these steps. Mr. O'Rourke asked if one of those steps would include running it by the Board for approval. Mr. Pollart replied, not for approval, however, one of the steps could be to inform the Board and solicit their opinion.

Mr. O'Rourke clarified that signing the account payable warrant and payroll is in the same realm of authority. Mr. Pollart explained that under Chapter 164, the Board is allowed to do that specifically. Signing both the account payable warrant and payroll are not required, but you are allowed to do so. There are specific provisions in the general laws that allow that. With a municipal light plant you have all the duties and powers that are specifically granted to you by legislature. Chairman Pacino explained the reason that the commission members sign the warrant and payroll is that this provides more internal control from an accounting standpoint.

Mr. O'Rourke suggested adding language to apprise the Board of upcoming surplus in order that it is addressed. Mr. Stempeck suggested inserting language to the policy that states that "surplus should be put to the agenda on a monthly basis." Chairman Pacino suggested that instead of the current language in the policy stating, "shall make such reports as required by the RMLD Board of Commissioners" to read "shall make such reports monthly to the RMLD Board of Commissioners." Mr. O'Rourke checked with Mr. Pollart to see if the change is acceptable language. Mr. Pollart concurred that the language is fine and within the authority of the Board.

Mr. O'Rourke commented on the surplus material this could be a full time job to the extent that this could be outsourced is something that should be considered. The Policy Committee members were in agreement.

Mr. Stempeck asked where the trucks that have been returned are. Ms. Parenteau replied the trucks are in RMLD's parking lot. Mr. Stempeck asked if someone is going to obtain an assessment. Ms. Parenteau replied that Ms. O'Brien was waiting for this policy to be approved. Currently, Ms. O'Brien has a standstill on all surpluses. Once the policy is approved Ms. O'Brien will move forward to addressing surplus.

**RMLD Policy 2, Revision 4 Surplus Material (Attachments)**

Mr. Stempeck made a motion seconded by Mr. O'Rourke to recommend to the RMLD Board of Commissioners that Surplus Material, RMLD Policy No. 2 Revision 4 be adopted with the change that reflects "shall make such reports monthly to the RMLD Board of Commissioners."

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

**Discussion**

There was no further discussion.

**Schedule Next Meeting**

Once further policy review is completed by legal then the next meeting will be scheduled.

**Motion to Adjourn**

At 6:50 p.m. Chairman Pacino a motion seconded by Mr. Stempeck to adjourn the meeting.

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